



Local Emergency Management Committee

MINUTES

8 September 2020

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SHIRE OF BROOMEHILL-TAMBELLUP

**Minutes of Local Emergency Management Committee meeting held in the
Tambellup Council Chambers on Tuesday 8 September 2020 commencing at 10.10am.**

1. ATTENDANCE AND APOLOGIES

1.1 Attendance

Cr Mark Paganoni	Chair, Shire of Broomehill-Tambellup
Keith Williams	Shire of Broomehill-Tambellup
Trevor Prout	St John Ambulance Tambellup
Pam Hull	Shire of Broomehill-Tambellup (Minutes)

Via Zoom

John Paul Collins	Department of Primary industries & Regional Development
Josh Humble	WA Police
Eileen O'Neill	Dept. of Primary Industries and Regional Development
Gail Blasczyk	Department of Communities

1.2 Apologies

Michelle Carrington	WA Country Health Services
Cindy Pearce	Community Emergency Services Manager
Deb Bearcroft	Broomehill Primary School
Cindy Veitch	Tambellup Primary School
Rebekka Polack	Tambellup Community Resource Centre

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 Confirmation of the Minutes of the Committee meeting held on 7 July 2020.

Moved Trevor Prout/Cr Paganoni

**That the Minutes of the Local Emergency Management Committee Meeting of 7 July 2020
be accepted.**

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. STANDARD ITEMS

4.1 Review of Contacts and Resources

Attachment:	Extract from Local Emergency Management Arrangements 2016 - Contacts and Resources
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	1 September 2020
Disclosure of Interest:	Nil

SUMMARY

The Committee to review the contacts and resources list included in the Local Emergency Management Arrangements (LEMA) 2016.

BACKGROUND

In order for the LEMA to be utilised effectively it is essential to regularly review information that may change from time to time, including contacts and resources lists.

This item will be presented at each meeting of the Local Emergency Management Committee (LEMC).

COMMENT

Current information is attached for review. Any changes required will be incorporated into the relevant appendix of the LEMA.

The Contacts and Resources list was updated following the Camel Lake and Stirling Range fires in December 2020, and the Katanning fire in February 2020.

CONSULTATION

Committee

STATUTORY ENVIRONMENT

Emergency Management Act 2005 s.42

Reviewing and renewing local emergency management arrangements

(1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.

(2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Maintaining an updated contacts and resources list will lessen any risk associated with providing effective response and recovery operations.

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

No recommendation required. Contacts and Resources lists will be amended as noted by the Committee.

ATTACHMENT 4.1 – NOT FOR CIRCULATION

4.2 Review of Post Incident and Post Exercise Reports

Attachment:	Post Exercise Report – ‘Katanning Fire – February 2020’ 2017 Emergency Management Capability Framework
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	1 September 2020
Disclosure of Interest:	Nil

SUMMARY

The Committee to review post incident and post exercise reports as presented.

BACKGROUND

Review of incidents and desktop or field exercises following the event presents an opportunity to learn from experience and amend or implement procedures that improve response when required. Exercise reports are submitted to the State Emergency Management Committee for noting.

This item will be presented at each meeting of the Local Emergency Management Committee (LEMC).

COMMENT

The Shire of Katanning experienced a Level 3 fire early in February 2020, which required extensive resourcing from across the Great Southern, South West and Perth metro areas, and resulted in the loss of property, infrastructure and livestock. Significantly, the fire impacted the Katanning townsite, which required the evacuation of residents and visitors in the affected areas.

The incident provided a discussion-exercise opportunity for the LEMC to reflect on the involvement of local agencies, and to consider the impact on the Broomehill-Tambellup community in the event an incident of this scale occurred in the Shire.

The attached Post Exercise Report has been compiled from notes of the discussion and is tabled for discussion. The State Emergency Management Committee 2017 Emergency Management Capability Framework (as attached) and the new exercise reporting template were used to develop the report.

The report is presented for consideration by the LEMC, and on acceptance will be forwarded to the District Emergency Management Committee.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Emergency Management Act 2005

s.39 Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established –

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Consideration of post exercise and post incident reports allow for learnings to be communicated and implemented to lessen the potential for identified risks to occur, or to mitigate appropriately.

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

Moved John Paul Collins/Trevor Prout

That the Post Exercise Report '*Katanning Fire – February 2020*' be endorsed as presented for forwarding to the District Emergency Management Committee.

CARRIED

Capability Area	Core Capabilities	Achievement Objective
Governance		
Governance	Legislation	1.1 Comprehensive emergency management legislation exists that is current, appropriate and congruent with supporting legislation.
	Policies	1.2 State level policies are appropriate, useful, usable and used and the intent of these policies flow consistently through individual supporting agencies.
	EM plans	1.3 State Hazard Plans (Westplans) are comprehensive, documented and predetermined processes and procedures are in place. 1.4 Emergency Management plans are regularly reviewed, exercised and tested.
Analysis and continuous improvement		
Analysis and continuous improvement	Risk assessment	2.1 Agencies have the ability to and regularly conduct relevant risk assessments and the findings are implemented and shared with relevant stakeholders.
	Horizon scanning	2.2 Organisations examine existing and ongoing hazard research. 2.3 Pre-emergency situational awareness occurs through examination of international and interstate events that may impact locally. 2.4 Implement best practice identified through hazard research and pre-emergency situational awareness.
	Lessons management	2.5 Performance is reviewed following an incident, emergency or exercise and appropriate treatments are implemented based upon the findings.
Community involvement		
Community involvement	Alerts and warnings	3.1 Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable. 3.2 The messages are clear, consistent, accessible, culturally and linguistically appropriate.
	Public information	3.3 Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable. 3.4 The messages are clear, consistent, accessible, culturally and linguistically appropriate.
	Risk awareness and understanding	3.5 The community is aware of the hazards that may affect them, the vulnerable elements and understands the role they should play during an emergency.
	Shared ownership	3.6 Individuals take responsibility to minimise the impacts of emergencies through the preparation and adoption of appropriate mitigation measures. This includes individuals who understand the nature of the hazard, have emergency action plans and who monitor and respond to emergency messaging and alerts.

	Sector information sharing	3.7 Engagement occurs between government, industry and communities to inform resilience through the sharing of emergency management information including risks, vulnerabilities and treatment options.
Planning and mitigation		
Planning and mitigation	Land use planning	4.1 Land use planning is in place to manage and minimise the impact of known risks.
	Ecosystem management	4.2 The natural buffers that aid community protection are identified, protected, monitored, maintained and/or enhanced.
	Infrastructure protection	4.3 Plans are in place to identify and protect critical infrastructure, community assets and individual housing.
		4.4 Effective use of building codes is in place to mitigate potential hazards and insurance is considered as a treatment option.
	Essential services protection	4.5 Planning for the continuity or rapid restoration of essential services are in place including: water, food distribution, power, sewerage, telecommunications, fuel and local government services.
	Minimise single points of failure	4.6 Exposure to hazards is limited through the minimisation of single points of failure and that mitigation options or redundancy planning are in place.
	Remoteness planning	4.7 Emergency management planning takes account of emergencies occurring in remote areas of the State.
	Business continuity planning	4.8 Business continuity plans are in place across government, industry and business and consider hazard specific risks.
Community activities	4.9 Consideration is given to the protection and rapid re-establishment of community activities. This may include cultural and community events, sporting activities and schools.	
Resources		
Resources	People	5.1. Agencies have appropriate levels of trained, capable and supported people to effectively undertake all aspects of emergency management.
	Volunteering	5.2. A clear strategy exists for the recruitment, retention and ongoing training of volunteers that addresses motivation and barriers.
		5.3 A strategy exists to manage good Samaritans and spontaneous volunteers.
Finance and administration	5.4. Robust financial and administrative processes exist to capture and track emergency management expenditure. 5.5 Funding for proactive measures and mitigation is available, sufficient and accessible. 5.6 Adequate funding arrangements are in place to manage the response and recovery of a large scale emergency.	

	Equipment/critical resources	5.7. Organisations have or can readily access appropriate infrastructure and equipment during an emergency. 5.8 Equipment can be mobilised during an emergency and plans are in place to address pre-deployment, peak surges and redundancies for outages.
Emergency response		
Emergency response	Command, control and coordination	6.1. Pre-established and well understood protocols and structures exist that define the interrelationships between stakeholders during an event and facilitate effective command, control and coordination.
	Situational assessment	6.2. Situational assessments are undertaken to accurately inform decision makers about the nature and extent of the hazard, vulnerable elements and what resources are required.
	Evacuation	6.3. Agencies have the resources and skills to undertake both directed and voluntary evacuation of both people and animals. 6.4. Suitable sites have been identified and are available that maintain the provision of critical goods and services (e.g. food, potable water, shelter).
	Public protection	6.5. Necessary measures exist to control access and verify the identity of personnel or members of the public seeking entry to critical locations. 6.6. Organisations have the ability to protect against unwanted activity within an impacted area.
	Agency interoperability	6.7. Effective and interoperable communication systems (including incident management systems) exist to allow seamless communications during an emergency. 6.8 Interagency cultural differences are identified and managed so as not to impede or inhibit effective response.
	Mass casualty management	6.9. Pre Hospital—mass casualty management services are available, timely and sufficient during an emergency event. This includes pre hospital treatments of first aid (physiological and psychological), ambulance, aero-medical retrieval and medical teams. 6.10 Hospital—mass casualty management is considered within workforce and surge planning including the provision and maintenance of specialist services, community health and early discharge programs.

Shire of Broomehill-Tambellup
Local Emergency Management Committee

Katanning Fire - February 2020

Discussion Exercise

POST-EXERCISE REPORT

17 March 2020

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Acronyms used in this document:

<i>AIIMS</i>	<i>Australasian Inter-service Incident Management System</i>
<i>BFAC</i>	<i>Bush Fire Advisory Committee</i>
<i>CBFCO</i>	<i>Chief Bush Fire Control Officer</i>
<i>CEO</i>	<i>Chief Executive Officer</i>
<i>CESM</i>	<i>Community Emergency Services Manager</i>
<i>DCBFCO</i>	<i>Deputy Chief Bush Fire Control Officer</i>
<i>DPIRD</i>	<i>Department of Primary Industries and Regional Development</i>
<i>LG</i>	<i>Local Government</i>
<i>SSPO</i>	<i>Strategic Support & Projects Officer</i>

1. EXECUTIVE SUMMARY

A Level 3 fire incident which occurred in February 2020 in the Shire of Katanning provided the basis for this discussion exercise.

The objective of the exercise was to examine the incident, response and recovery in terms of the experience of agencies and individuals represented on the Broomehill-Tambellup LEMC, to identify how an incident on this scale may impact local response and recovery.

The discussion notes highlighted a number of areas where it was considered improvements could be made to processes in the Shire of Broomehill-Tambellup, including:

- Pre-incident planning
- Messaging and communication
- Human resourcing for response (particularly in Incident Control support and evacuation)
- Increased awareness and documentation of local and regional resources
- Continuity of essential power supply to key buildings
- Animal welfare
- Recovery planning

An action list (*see 2.0 Table of Lessons Identified*) has been developed with reference to the SEMC Emergency Management Capability Framework to capture the issues raised, possible solutions and timeframe for implementation.

2. TABLE OF LESSONS IDENTIFIED

#	Capabilities [refer to WA State Capability Framework]	Exercise			Individual(s) Responsible for Action	Target Date for Action to be completed
		Exercise Objectives	Exercise Insight	Exercise Lessons Identified		
01	Governance: EM Plans 1.4 Emergency Management Plans are regularly reviewed, exercised and tested	Contacts and resources listings are comprehensive and accurate	Contacts and resources lists should include more comprehensive information in relation to services and equipment available both locally and regionally	Contacts and resources lists should be bolstered by information from the Katanning fire experience. To include traffic control providers	CESM SSPO	LEMA Contacts and Resources quarterly review
		Vulnerable communities and assistance requirements are identified and planned for in the event of an emergency	Are our vulnerable communities known and considered in our plans?	Identify and plan for vulnerable communities who may need assistance to evacuate	SSPO	LEMA review - 2020
		Evacuation centres in Broomehill and Tambellup are identified and assessed for suitability	Suitability of nominated evacuation centres in Broomehill and Tambellup may be questionable depending on incident	Ensure nominated local sites are suitable, and identify alternatives in neighbouring communities	SSPO	LEMA review - 2020
02	Community Involvement: Alerts and Warnings, Public Information 3.1, 3.3 Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable. 3.2, 3.4 The messages are clear, consistent, accessible, culturally and linguistically appropriate.	All incident messaging is clear, concise and appropriate to the target audience	Evacuation message needs to contain concise messaging including the progress of the incident, i.e. don't have people evacuating into the path of the fire	Use concise, accurate, consistent messaging, appropriate to the target audience. Consider developing templates for known messaging requirements.	CBFCO DCBFCO CESM LG Agencies	September 2020 and ongoing

#	Capabilities [refer to WA State Capability Framework]	Exercise			Individual(s) Responsible for Action	Target Date for Action to be completed
		Exercise Objectives	Exercise Insight	Exercise Lessons Identified		
03	Resources: People 5.1. Agencies have appropriate levels of trained, capable and supported people to effectively undertake all aspects of emergency management.	Agencies can identify and deploy trained, capable and supported people to incidents as required.	Knowledge and understanding of emergency management structure, agencies and roles should be shared across the LG	Broader staff awareness of EM and involvement in meetings, exercises and incidents as required Create register of LG staff who are prepared to assist with administrative or operational functions of an incident (not direct response)	CEO CESM CESM SSPO	September 2020 and ongoing
			Availability of regional agency staff may be impacted by location of incident	Agencies to consider utilising staff from nearby LGs who are prepared to assist with administrative or operational functions	Agencies LG	
04	Resources: Equipment/critical resources 5.7. Organisations have or can readily access appropriate infrastructure and equipment during an emergency. 5.8 Equipment can be mobilised during an emergency and plans are in place to address predeployment, peak surges and redundancies for outages.	Redundancies for power outages are identified and in place at venues likely to be used as Incident Control Centres	The lack of backup power supply to Incident Control Centre will impact continued operations in the event of loss of power	Ensure backup power supply is available and maintained at the Tambellup Administration office which is likely to be used as an Incident Control Centre, and including continued access to internet and Wi-Fi. Consider installing backup power source to Shire Depots for fuel access in the event of a power outage Liaise with Telstra to ensure backup power supply to mobile phone towers is appropriate	LG	September 2020 and ongoing

#	Capabilities [refer to WA State Capability Framework]	Exercise			Individual(s) Responsible for Action	Target Date for Action to be completed
		Exercise Objectives	Exercise Insight	Exercise Lessons Identified		
05	Emergency Response: Command, Control and Coordination 6.1. Pre-established and well understood protocols and structures exist that define the interrelationships between stakeholders during an event and facilitate effective command, control and coordination.	Brigade communications across Shire boundaries are effective to enable efficient response	Communication networks with neighbouring Shires need to be sound	Consider reinstating Dual Fire Control Officer positions Ensure the purpose of the Dual FCO position is communicated and understood by all brigade members Reinforce AIIMS structures and processes in response	CBFCO BFAC LG	BFAC meeting - October 2020
06	Emergency Response: Situational Assessment 6.2. Situational assessments are undertaken to accurately inform decision makers about the nature and extent of the hazard, vulnerable elements and what resources are required.	Agencies understand the scope of resources available in response to an incident	Incident response should consider the capability of the brigade resources available Increased awareness of local brigade/unit capability	Ensure brigade response is appropriate in terms of brigade profile and capability, i.e. structure fires are attended by brigades with structural firefighting capability Reinforce AIIMS structures and processes in response	DFES CBFCO DCBFCO CESM	September 2020 and ongoing
07	Impact Management and Recovery Coordination: Impact Assessment 7.3. Agencies have the ability to undertake and complete comprehensive impact assessments across the natural, built, social and economic environments. These findings inform recovery coordination and future emergency management planning.	Animal welfare issues during and after an incident are identified and a timely, effective response is provided by appropriate agencies	A quicker, more effective response to animal welfare issues is required.	Animal welfare is the responsibility of DIRD. Contacts and resources lists to include emergency DPIRD contacts, vets, wildlife carers	DPIRD SSPO	LEMA Contacts and Resources quarterly review

#	Capabilities [refer to WA State Capability Framework]	Exercise			Individual(s) Responsible for Action	Target Date for Action to be completed
		Exercise Objectives	Exercise Insight	Exercise Lessons Identified		
08	Impact Management and Recovery Coordination: Welfare 7.2 Welfare and social services are available, timely and sufficient during or immediately after an emergency event. This includes critical support services and communication plans to inform affected people of impacts.	Recovery planning is inclusive of the whole community that is impacted	All sectors of the community should be considered in planning recovery, especially those who are socially isolated	Recovery committee to include a broad representation of the community	CEO LG	September 2020 and ongoing

3. THE EXERCISE

Overview

A fire which originated on the Katanning/Woodanilling shire boundary subsequently impacted on the Katanning townsite, resulting in escalation to Level 3 and requiring a significant response from resources across the Perth metro, South West and Great Southern regions. The incident resulted in the loss of two residential properties, significant damage to a number of others, loss of fencing, pasture, topsoil over a wide area of farm land, and approximately 450 head of sheep.

Exercise Aim

The aim of the Exercise is to test the arrangements for planning, response and recovery if a similar scale incident was to occur in the Broomehill-Tambellup Shire

Exercise Objectives

To discuss experiences of the Katanning incident and place a local context on each, to determine if any actions were required.

Scope

The scope of the exercise was the experiences of those individuals and agencies who were involved in the Katanning incident.

Lead Agency

Shire of Broomehill-Tambellup

Exercise Style/Type

Discussion

Evaluation Methodology

NA

Exercise Scenario

An image of the Katanning fire footprint was transposed onto a map of the Broomehill-Tambellup Shire, showing the extent and potential impact on the Broomehill townsite.

Discussion was centred on what happened in Katanning, the experiences of those individuals and agencies who responded, and how it would correlate to an incident of a similar nature in this Shire.

4. CONCLUSION

As detailed in *2.0 Table of Lessons Identified*

Further to incident debriefs conducted by the Shire of Katanning and DFES, the discussion exercise was a valuable opportunity for the agencies present to better understand the broader incident, the role that was played by the Shire's brigade members, staff and other volunteers in assisting the Shire of Katanning to respond to the incident, and to understand the systems and protocols that are in place to effectively manage an incident of this size.

Throughout discussions, relevance to a local scenario of the same scale and key points were noted and a number of areas were identified where improvements to systems, communications, information and infrastructure could be implemented. Actions have been noted in *2.0 Lessons Learned*.

While the impact of the incident on residents of the Shire of Katanning was significant and unfortunate, the lessons learned and the increased awareness that 'this could happen to us' is valuable, and important to communicate to our community.

APPENDIX A: EXERCISE PARTICIPANTS

Name	Title	Agency
Cr Mark Paganoni	Shire President	Shire of Broomehill-Tambellup
Keith Williams	Chief Executive Officer	Shire of Broomehill-Tambellup
Michelle Carrington		WA Country Health Service
Sgt Josh Humble		Tambellup Police
Neville Blackburn		Dept. of Communities
Cindy Pearce	Community Emergency Services Manager	Shire of Broomehill-Tambellup
Cr Michael White		Shire of Broomehill-Tambellup
Laurie Hull		Tambellup Volunteer Fire & Emergency Service
Tania Willmott		St John Ambulance Tambellup
Eileen O'Neill		Dept. of Primary Industries and Regional Development
Deb Bearcroft		Broomehill Primary School
Ian Cunningham		Chief Bush Fire Control Officer
Kay O'Neill		Shire of Broomehill-Tambellup
Pam Hull		Shire of Broomehill-Tambellup
Carol Shaddick		Shire of Gnowangerup

APPENDIX B: EXERCISE BACKGROUND NOTES AND MAP

Shire of Broomehill-Tambellup Local Emergency Management Committee
Discussion Exercise
17 March 2020

‘What if the February 2020 Katanning fire happened in Broomehill or Tambellup
– how would we fare?’

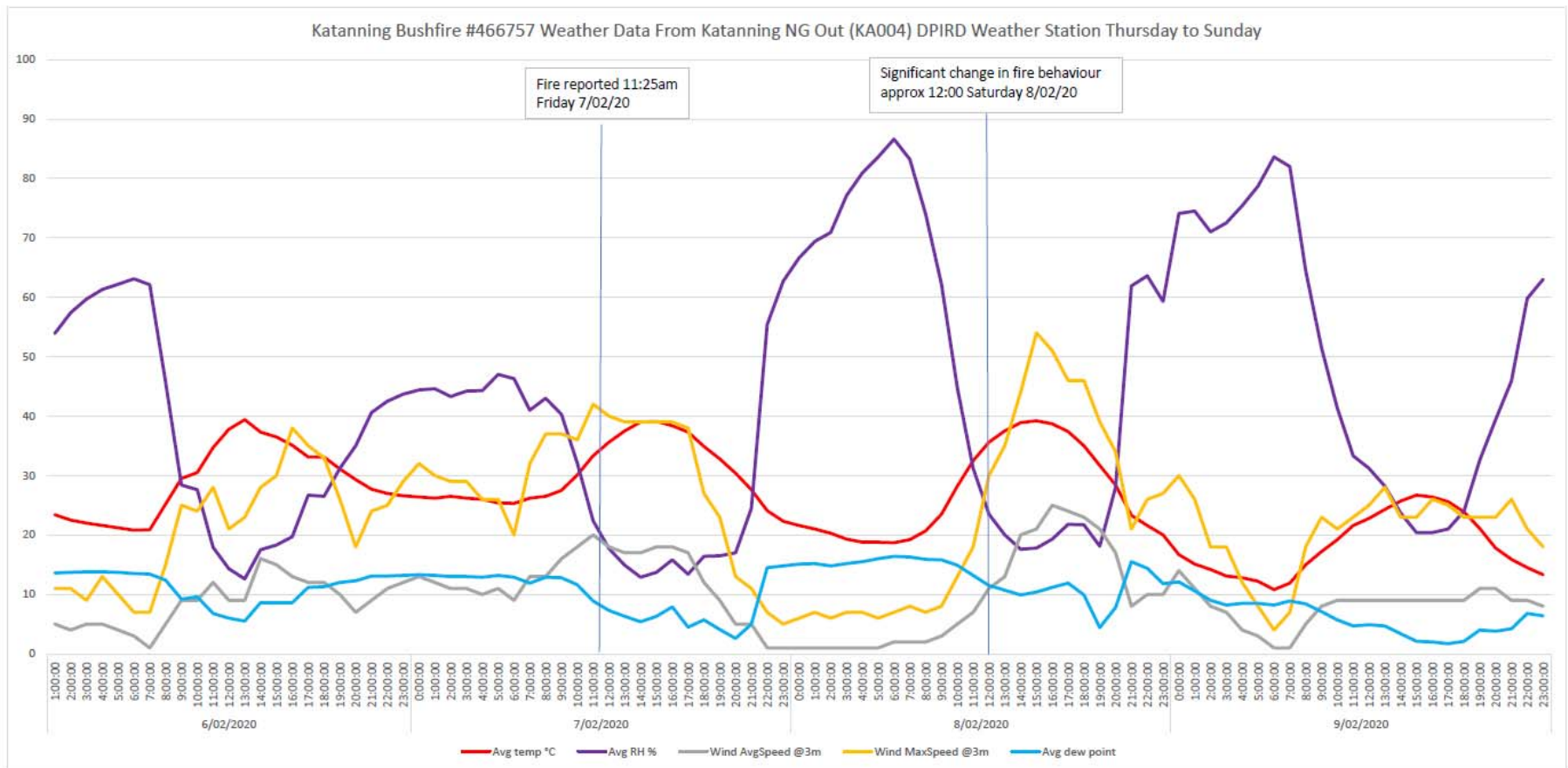
Katanning (Brocklesby Farm) Fire Debrief

Shire of Katanning Fire Response

7 Feb – 20 Feb 2010

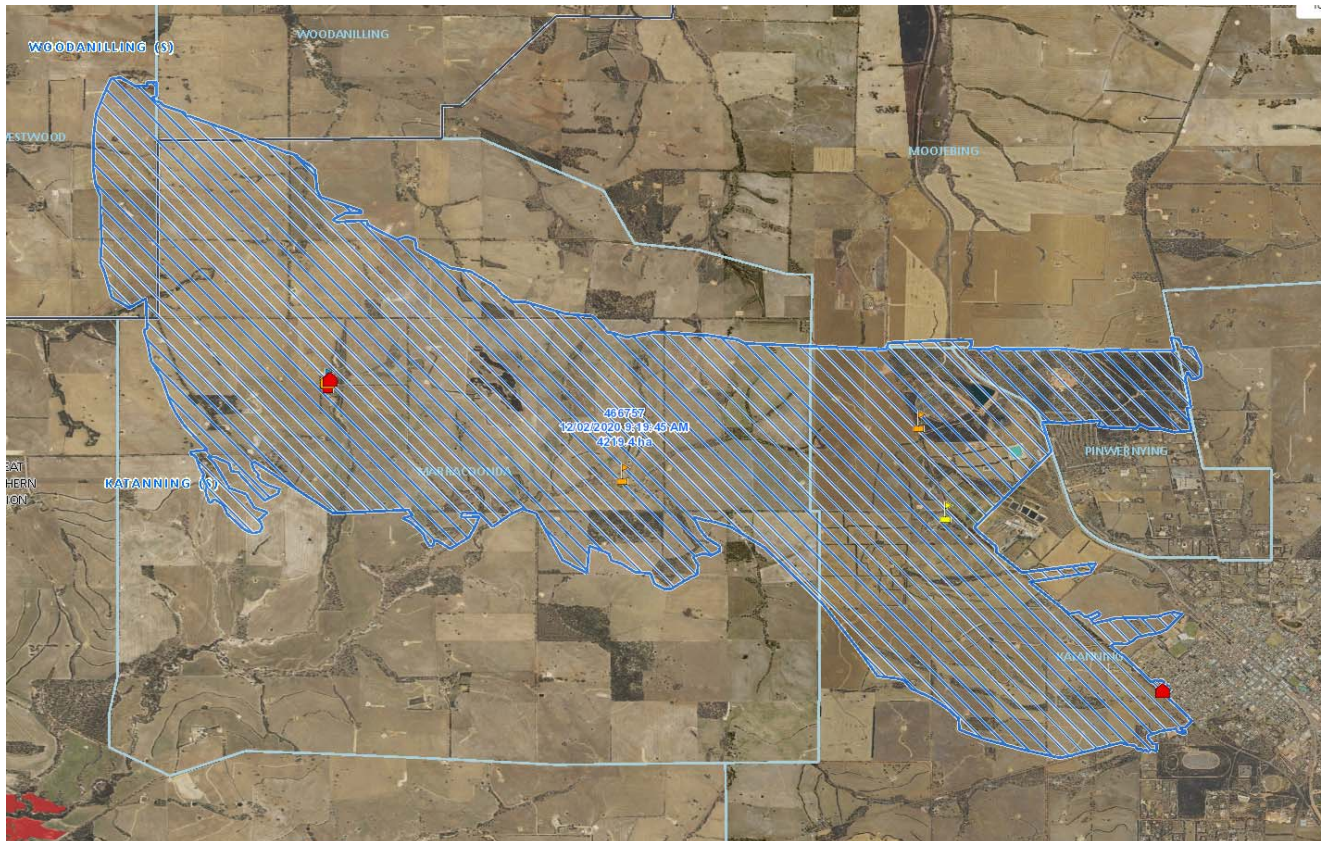
Incident Overview

Weather



Incident Overview

The incident was first reported to DFES Comcen at 1125 hrs on Friday 7th Feb 2020 having started on Brocklesby Farm in the Shire of Woodanilling.



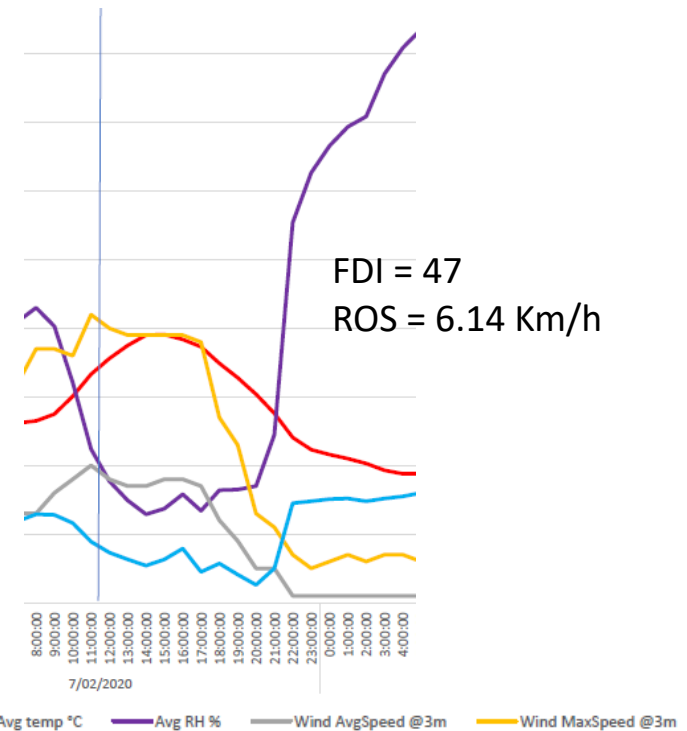
Area = 4220 Ha

Incident Overview

The fire quickly developed during Friday afternoon as weather conditions deteriorated and moved into the Shire of Katanning under fresh north west winds.

Timings / Actions – Friday 7th Feb:

- Fire Reported – 1125
- Units mobilising - 1131
- Police Assistance Requested – 1134
- Air Support Requested – 1136
- Bush Fire Advice – 1201
- Water Bombers enroute – 1203
 - 6 Bombers active in total + LAT
- Fire Declared Level 2 and handed to DFES – 1505
- IMT - 1600 / ISG - 1630
- Crews responded from:
 - BFB - Woody, Katanning, BT, Dumby, Koji, Cranbrook, Wagin + Others?
 - FRS – Katanning, Koji, Mt Barker, Wagin & Albany
- Fire Stationary late evening as weather moderated.
- Machines worked to establish mineral earth breaks both on fire edge and in strategic locations.

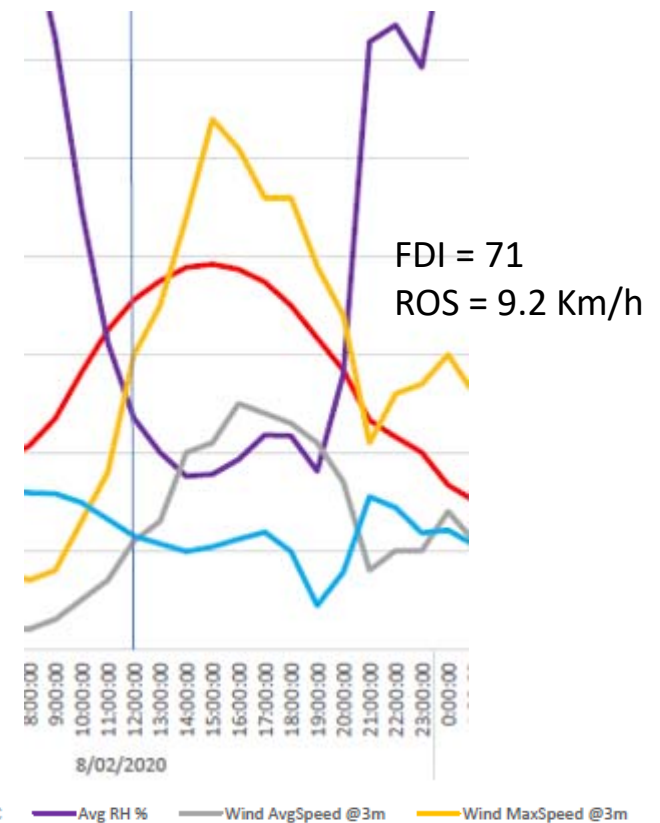


Incident Overview

The fire, whilst stationary during Saturday morning, remained uncontained / uncontrolled. Crews were allocated to sectors together with machinery and water tankers in an attempt to contain the fire prior to the onset of poor fire weather.

Timings / Actions – Saturday 8th Feb:

- Crew Briefing – 0800?
- Suppression / Containment Works Continue
- IMT – 0900 / ISG - 1000
- Escape Reported – 1448
- Adjacent LGA contacted re additional support – 1500 onwards
- Asset Protection Crews bolstered – 1527
- Structural Crews called back to town cusp - 1620
- TWS Alert – 1650
- Fire Declared Level 3 – 1800
- Significant “Ember Attack” throughout the evening
- Water Bombers
 - 6 Bombers active in total + LAT
- Crews responded from:
 - BFB - Woody, Katanning, BT, Dumby, Koji, Cranbrook, Wagin + Others?
 - FRS – Katanning, Koji, Mt Barker & Wagin, Tambellup VFES



Incident Overview

Fire all but stationery as weather conditions moderated.

Timings / Actions – Sunday 9th Feb onwards:

- Crew Briefing – 0800?
- Suppression / Containment Works Continue
- Bolstered IMT
- Strike Teams (BFB & FRS) attended to bolster / rest crews.
- Fire Downgraded to Level 2
- Water Bombers
 - 2 Bombers active in total + Skycrane
- Crews responded from:
 - BFB - Woody, Katanning, BT, Dumby, Koji, Cranbrook, Wagin + Others?
 - FRS – Katanning, Koji, Mt Barker & Wagin
- Machines dealing with trees on roadside.

Incident Overview

Aerial Resources

Friday 7th Feb

- Water Bomber – 36 Drops – 90 000 L
- LAT – 1 Drop – 11 000 L

Saturday 8th Feb

- Water Bomber – 32 Drops – 80 000 L
- LAT – 1 Drop – 11 000 L

Sunday 9th Feb

- Skycrane – 26 Drops – 90 440 L

Monday 10th Feb

- Water Bomber – 2 Drops – 5 000 L

Incident Overview

Losses

Residential Properties Destroyed : 2

Residential Properties Severe Damage : 1

Outbuildings Destroyed : 1

Residential Properties Damaged : 4

Stock : 450 Sheep

Fences – Perimeter & Internal – Heaps

Pasture

Top Soil

Water

Economic / Social – Burn Out Comp, Concert etc

Others??

Saves

Too many to list!

APPENDIX C: EXERCISE DISCUSSION NOTES

6.1 Discussion Exercise – ‘What if the February 2020 Katanning fire happened in Broomehill or Tambellup – how would we fare?’

Attachment: Exercise Scenario - Katanning Fire Debrief notes

Cindy Pearce (CESM) provided an overview of the response to the Katanning Fire which started just north of the Shire boundary on Friday 7 February and impacted the Katanning townsite on Saturday 8 February. Information regarding the progress and response to the fire is included in the attachment.

Neville Blackburn (Department of Communities) provided an overview of the evacuation:

- Visitors to Katanning who were in town for the Katanning Speedway competition were asked to relocate to the Katanning Recreation Centre (KRC) as the fire was going to impact the Speedway area.
- It was subsequently determined that the KRC was too close to the fire front, and the evacuation centre was relocated to Kobeelya at the north east end of Katanning townsite. Fire crews were also accommodated at Kobeelya.
- Around 350 people attended the evacuation centre following the broadcasting of the evacuation message. As the incident progressed, most people were able to return home that afternoon, with only nine residents staying overnight. By 12 noon on Sunday 9 February, the evacuation centre was closed.
- Staffing: Two staff attended from Albany, and two Red Cross volunteers from Katanning assisted. Four staff from Perth were deployed but road closures and non-familiarity with the area delayed their arrival until late Saturday night. Staff from the region were also unable to attend due to the location of the fire and the fact the centre opened on a weekend. Dept. Communities will do more work in this space, however there may be an opportunity to utilise Local Government staff from neighbouring shires who have undertaken training, particularly in providing assistance with early registration of evacuees.
- An evacuation centre was opened at the Nyabing Pavilion for people evacuating east from Katanning – this was staffed by Shire employees, with meals provided. The centre closed at 9.00pm Saturday 8 February.
- The selection of evacuation centres needs to be made in consideration of the incident and forecast conditions, and may require neighbouring centres to be utilised.
- It was noted that the evacuation message needs to contain concise messaging which reflects the progress of the incident, ie don't have people evacuating into the path of the fire.

Ian Cunningham provided some insights to the Katanning incident from his perspective as CBFCA for the Shire and responder:

- If assistance is required, call for help early. Don't wait until it's critical.
- Structure fires should be dealt with by brigades that have had the training – nor bush fire brigades.

- The Shires contacts and resources listing should be bolstered by information from the Katanning experience.
ACTION: Contacts and Resources lists to be updated.
- Communication networks with neighbouring Shires need to be sound – utilise Dual Fire Control Officers.
ACTION: for discussion at Bushfire Advisory Committee
- In an incident like Katanning (Level 2 or 3) decisions need to be made on prioritising who needs assistance and which assets are to be preserved. There will be losses.
- Response and recovery to an incident such as this is a whole community effort.
- The role, knowledge and experience of the CESM is invaluable in an incident of this type, but acknowledge the load needs to be shared across all elements of the incident.

Pam Hull (Shire of Broomehill-Tambellup) noted the suitability of the Broomehill and Tambellup evacuation centres may be questionable depending on the incident and this needs to be reflected in the review of the Local Emergency Management Arrangements and Evacuation Plan. We also need to develop a better understanding of our vulnerable communities who may need assistance to evacuate.

Cr White asked whether there was any legal method of shutting down alcohol sales in the community during an incident like the Katanning fire – he noted many people close to the fireground during the active phase and mop up who were affected by alcohol.

Cindy Pearce advised the control of bystanders can be managed by sector leaders.

Cr White noted a quicker, more effective response to animal welfare following an incident such as the Katanning fire was required. The responsibility for animal welfare lies with Department of Primary Industries and Regional Development.

Cindy Pearce noted the following personal observations:

- Lack of resources for traffic management and ineffective road closures;
- Contacts and Resources lists for contractors in the area need to be updated;
- Lack of back-up power to Incident Control Centre (shire office). Ideally backup power should be available for wifi and the Shire Depot;
- Knowledge and understanding of emergency management structure, agencies and roles should be shared across the local government;
- Information regarding access arrangements to shire buildings should be readily available
- Opportunity to use neighbouring shire staff in the incident management team – eg taking minutes, scribing etc.
- When a fire impacts a townsite, it has a long term impact. Recovery is the responsibility of the local government, and all sectors of the community should be considered in planning recovery, especially those who are socially isolated.

Carol Shaddick advised the committee of a project undertaken by the Shire of Gnowangerup, where a folder containing relevant emergency information was distributed to residents with rates notices. This was funded through the AWARE funding program.

Cindy Pearce advised the Woodanilling community has carried out a similar exercise – the Green Bag project, where emergency information was delivered in person to residents in the townsite. This project enabled the Shire to identify vulnerable residents who may need assistance in the event of an emergency.

ACTION: Pam Hull to investigate these projects further.

An exercise report will be compiled and presented to the next LEMC meeting for consideration.

CAPABILITY FRAMEWORK



Impact management and recovery coordination

Impact management and recovery coordination	Mass fatality management	7.1 Services are available to deal with a mass fatality incident. This includes: body recovery, disaster victim identification, mortuary, burial and cremation services and the management of information.
	Welfare	7.2 Welfare and social services are available, timely and sufficient during or immediately after an emergency event. This includes critical support services and communication plans to inform affected people of impacts.
	Impact assessment	7.3. Agencies have the ability to undertake and complete comprehensive impact assessments across the natural, built, social and economic environments. These findings inform recovery coordination and future emergency management planning.
	Recovery coordination	7.4. Agencies have the resources and skills to support impacted communities to manage their own recovery and achieve the best possible outcome. This includes reconstruction and restoration of natural, built, social and economic environments. 7.5 Recovery arrangements are in place following a major emergency. This should include engagement between HMAs, local government, NGOs, industry and communities and should consider long term impacts.

5. OTHER BUSINESS

5.1 2019 Emergency Management Capability Summary

Attachment:	2019 Emergency Management Capability Summary for the Shire of Broomehill-Tambellup
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	1 September 2020
Disclosure of Interest:	Nil

SUMMARY

The Committee to receive the 2019 Emergency Management Capability Summary for the Shire of Broomehill-Tambellup.

BACKGROUND

At the request of the State Emergency Management Committee (SEMC) the Annual and Preparedness Report Capability Survey has been completed each year for 2018 and 2019. Capability is measured against the SEMC Emergency Management Capability Framework, which is described by a range of capability topics relevant to local governments.

The summary provided reports on the Shire's responses for 2019, particularly where high capability is reported, and also areas which may need more attention. The report also provides information on how the Shire's capability has changed between 2018 and 2019, and how the Shire compares with similar regional local governments.

It is intended that the report may assist the Shire in identifying areas for improvement into the future, and to guide its strategies, policies and actions.

COMMENT

The report is provided by the SEMC for the information of the LEMC. In considering the responses, it is important to recognise that the accuracy and quality of the information reported is often a 'best guess' due to the low incident rate in this Shire and lack of any significant history to draw on. Regional and national emergencies are monitored and these inform the Shire's documentation and processes to a degree, however real learnings come from experience.

For information only.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

Moved Trevor Prout/Cr Paganoni

That the *'2019 Emergency Management Capability Summary for the Shire of Broomehill-Tambellup'* be received.

CARRIED



Government of **Western Australia**
State Emergency Management Committee

Our Ref: 20/099180: D12731
Enquiries: semc.capability@dfes.wa.gov.au
Telephone: (08) 9395 9901

EMERGENCY MANAGEMENT CAPABILITY SUMMARY 2019

Dear Sir/Madam

I hope that you are safe and well.

The SEMC is pleased to provide you with an individual summary of your local government's emergency management (EM) capability. The summary is based on your local government's responses to the Annual and Preparedness Report Capability Survey in 2018 and 2019, which in turn is based on the SEMC's Emergency Management Capability Framework.

I apologise for the timing, with the release of this report falling during a period of unprecedented uncertainty and disruption due to the coronavirus pandemic. The intention is not to add to your workload – rather, to provide the information in case it is helpful and of use to you at this or a later point in time.

The emergency management capability summary provides an overview of your local government's capability in 2019, focusing on where it reports high capability and which aspects may need more attention. The summary also provides information on how your local government's reported capability has changed between 2018 and 2019, and how it compares to the average capability of other similar local governments.

Please note that this summary is not a public release document – it is provided for your local government's own use. The summary may be useful for a variety of purposes, such as facilitating EM planning, informing EM exercising in line with the State Exercise Framework requirements, supporting internal business cases, highlighting areas of success, and informing Local Emergency Management Arrangements (LEMA).

We appreciate your local government's valuable contribution in completing the Annual and Preparedness Report Capability Survey each year. If you have any questions or

require further information, please do not hesitate to contact the DFES State Capability Team on semc.capability@dfes.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Ron F Edwards". The signature is written in a cursive style with a large initial "R".

Dr Ron F Edwards
CHAIR
STATE EMERGENCY MANAGEMENT COMMITTEE

07/07/2020

A large graphic on the left side of the page, shaped like a fan or a stylized 'C'. It features a central white circle containing the text '2019 SURVEY'. The background of the graphic is composed of several overlapping, semi-transparent green and yellow segments. A photograph of a bee on a white flower is integrated into the upper part of the graphic.

2019
SURVEY

**EMERGENCY MANAGEMENT
CAPABILITY SUMMARY**

Prepared for

Shire of Broomehill-Tambellup

The State Capability Project, undertaken by the DFES State Capability Team on behalf of the State Emergency Management Committee (SEMC), is an initiative of the State Government of Western Australia and is joint funded under the Commonwealth Government's National Partnership Agreement on Natural Disaster Resilience.



An Australian Government Initiative

Disclaimer

The information contained in this document is provided by the SEMC and DFES State Capability Team voluntarily as a public service. The results presented are based on responses provided to the Annual and Preparedness Report Capability Survey in 2018 and 2019. The SEMC and the DFES State Capability Team expressly disclaim liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect, arising from such act or omission.

Front cover image

Courtesy of Grant Wilson

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Executive summary

This document provides a summary of the emergency management capability for the Shire of Broomehill-Tambellup.

It is based on responses to the Annual and Preparedness Report Capability Survey in 2018 and 2019. Capability is measured in line with the State Emergency Management Committee (SEMC) Emergency Management Capability Framework. It is described using the 23 capability topics relevant for local governments (LGs).

This summary focuses on where the Shire reports high capability and which aspects may need more attention. It also provides information on how the Shire's capability has changed between 2018 and 2019, and how the Shire compares with other small agricultural LGs.

The DFES State Capability Team anticipates that this report will assist the Shire in identifying areas for improvement, and to guide its strategies, priorities and actions. This capability summary is provided to the Shire for its own use.

In 2019 the Shire recorded highest capability for:

Recovery Plans



Impact Assessment



Situational Assessment



Capabilities that may need more attention include:

Natural Buffers



Agency Interoperability



Finance and Administration



1. Introduction

This document provides an emergency management capability summary for the Shire of Broomehill-Tambellup.

It provides an overview of the Shire's capability in 2019, focusing on where it reports high capability and which aspects may need more attention. The summary also provides information on how the Shire's capability has changed between 2018 and 2019 and how the Shire compares with other similar local governments (LGs). The Shire has been classed as a small agricultural LG.

1.1. The survey and the State Capability Framework

This capability summary report is based on responses to the Annual and Preparedness Report Capability Survey in 2018 and 2019. The DFES State Capability Team conducts this survey on behalf of the State Emergency Management Committee (SEMC). The survey was completed by 156 organisations in WA in 2019, including 127 local governments.

The survey questions measure capability in line with the SEMC Emergency Management Capability Framework. The framework describes the State's collective ability and capacity to prevent, plan for, respond to and recover from emergencies. In this framework, capability is divided into seven overarching capability areas as depicted in the figure below. These are underpinned by a total of 33 core capabilities. Each core capability is further defined by one or more achievement objectives.

A full copy of the framework is available from <https://semc.wa.gov.au/emergency-management/portal/capability>



SEMC Emergency Management Capability Framework

1.2. Capability topics

To assess the emergency management capability of LGs, relevant survey questions were grouped to create the following 23 capability topics. In general, these align with the core capabilities of the State Capability Framework.

A full definition for each capability topic is provided in Appendix 1.

Capability areas and corresponding LG capability topics



1.3. Interpreting the results

This document provides a high-level overview of survey findings. The closer the result is to 100%, the stronger the Shire's capability for that topic.

The capability topics are based on the survey responses provided by the Shire. Further details about the survey responses are provided in Appendix 2. As this is self-reported data, the results should not be read as providing definite conclusions. However, it provides a useful starting point for the Shire to identify areas which may need improvement, keeping in mind that some capability topics apply to some LGs more than others.

Being based on self-reported data, results may also be influenced by inconsistencies in the way the questions were answered for different years. These inconsistencies could imply that the Shire's capability is higher or lower than it actually is. Reducing these inconsistencies in future years will ensure a more accurate reflection of your Shire's capabilities.

This document compares the reported capability between the Shire with the average capability of LGs with similar population numbers, population density and remoteness.

The Shire was classified as a small agricultural LG. LGs within this class are defined as those with a population of up to 2,000, a population density of less than 30 persons per square kilometre, and where less than 90% of the population is urban. The small agricultural LGs were:

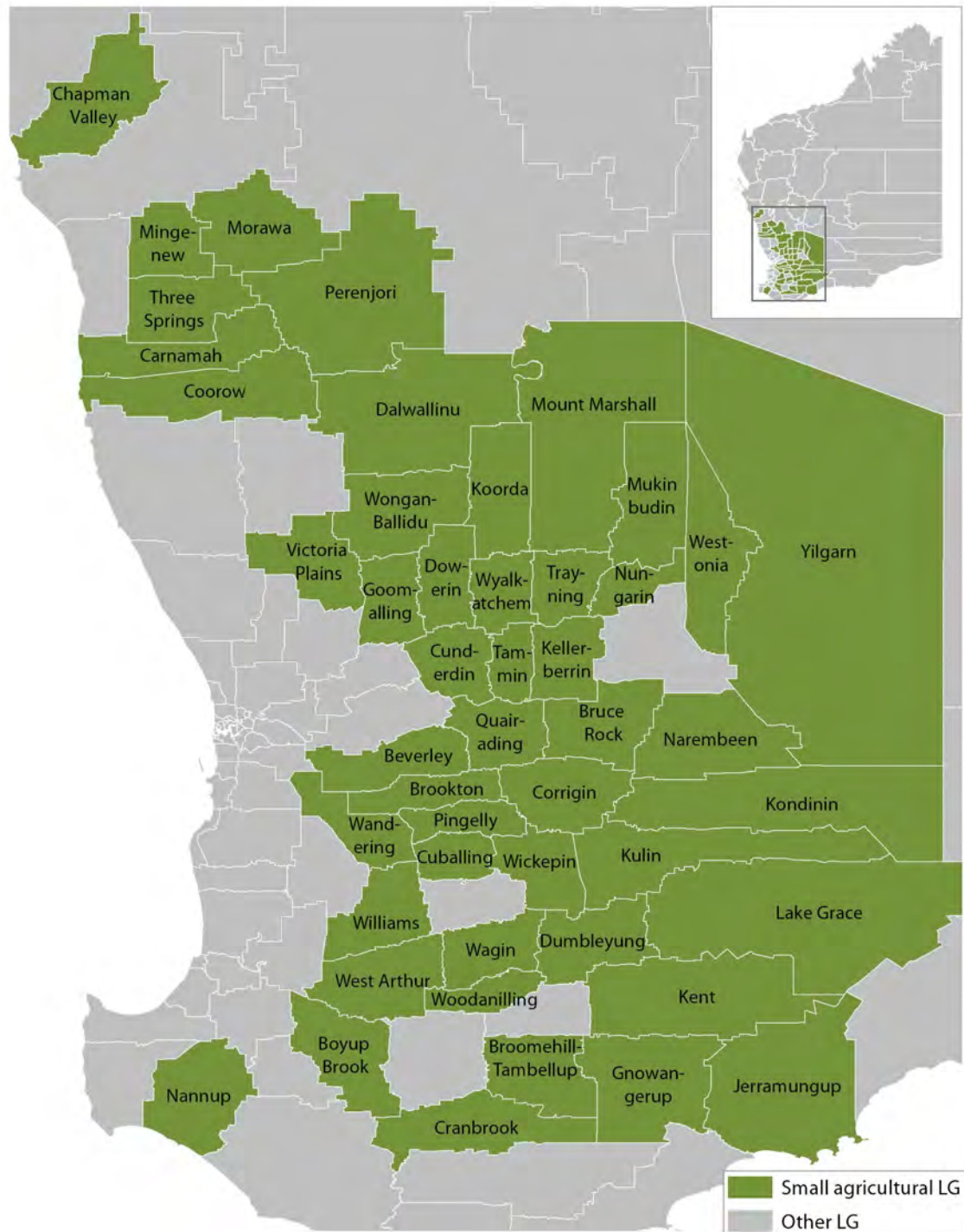
- Beverley
- Boyup Brook
- Brookton
- Broomehill-Tambellup
- Bruce Rock
- Carnamah
- Chapman Valley
- Coorow
- Corrigin
- Cranbrook
- Cuballing
- Cunderdin
- Dalwallinu
- Dowerin
- Dumbleyung
- Gnowangerup
- Goomalling
- Jerramungup
- Kellerberrin
- Kent
- Kondinin
- Koorda
- Kulin
- Lake Grace
- Mingenew
- Morawa
- Mount Marshall
- Mukinbudin
- Nannup
- Narembeen
- Nungarin
- Perenjori
- Pingelly
- Quairading
- Tammin
- Three Springs
- Trayning
- Victoria Plains
- Wagin
- Wandering
- West Arthur
- Westonia
- Wickespin
- Williams
- Wongan-Ballidu
- Woodanilling
- Wyalkatchem
- Yilgarn

The classification of similar LGs is based on a combination of classes from the Australian Classification of Local Governments; a classification structure that the Australian Government uses for funding purposes.

A map of these LGs is provided below.

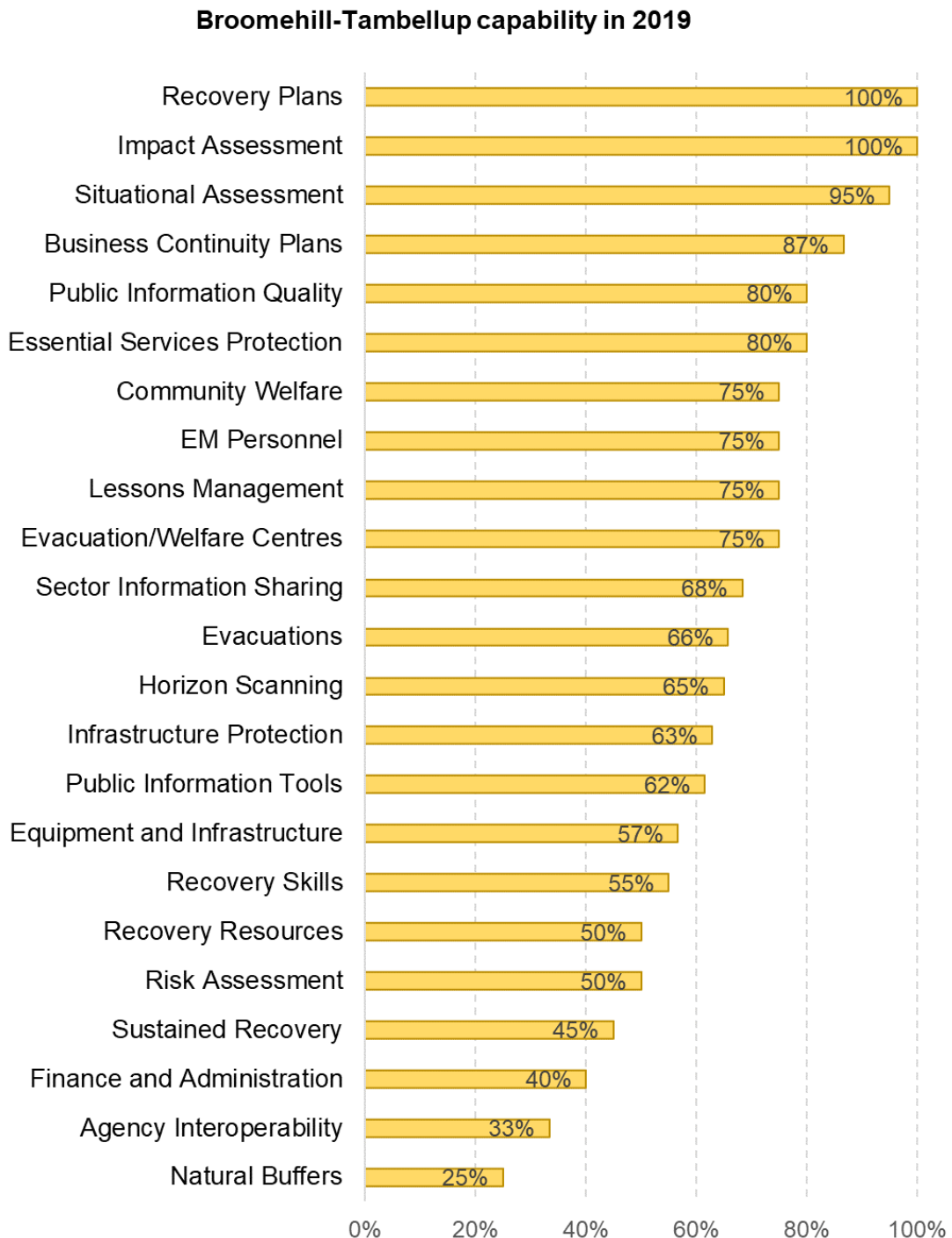
A map showing the classification of all WA local governments is shown in Appendix 3.

Small Agricultural LG of Australian Classification of LG (Combined)



2. Shire of Broomehill-Tambellup emergency management capability in 2019

The Shire's reported capability in 2019 is provided below. The closer the result is to 100%, the stronger the Shire's capability is for that topic. The capability topics are presented in order of highest capability at the top, to the lowest at the bottom.



In 2019 the Shire reported highest capability for:

Recovery Plans



The Shire reported being involved in recovery activities during and/or after an emergency.

The Shire's recovery plans reportedly include input from:

- ✓ HMAs
- ✓ Combat Agencies/Supporting Organisations
- ✓ Other LGs
- ✓ Essential Service Providers
- ✓ Business/Industry
- ✓ Communities
- ✓ NGOs

The Shire commented: 'All agencies represented on the LEMC were consulted during the development of the Recovery Plan and were invited to comment prior to endorsement by the LEMC/Council.'

Impact Assessment



The Shire reported having the ability to contribute to a comprehensive impact assessment (CIA). The Shire commented: 'Information would be provided in consultation and conjunction with other agencies involved in the incident.'

The Shire further reported that findings from impact assessments are used to inform:

- ✓ Recovery coordination
- ✓ EM planning
- ✓ Prevention/mitigation priorities.

The Shire further commented: 'No experience to date, but a CIA would form part of the Shire's learning following an incident.'

Situational Assessment



The Shire of Broomhill-Tambellup reported that it develops situational awareness/assessment during emergencies, and that these determine the:

- ✓ Nature and potential extent of the hazard
- ✓ Vulnerable elements
- ✓ Resources required

The Shire evaluated the effectiveness of the situational assessments as **substantial**.

In 2019 the Shire recorded lowest capability for:

Natural Buffers



In 2019 the Shire of Broomehill-Tambellup's *Natural Buffers* was the lowest rating capability at 25%.

See section 3 for details.

Agency Interoperability



The Shire's *Agency Interoperability* capability was 33% in 2019.

The Shire reported that there was a memorandum of understanding (MOU) in place with other LGs that can be called upon to assist during large-scale emergencies, and that protocols and structures are established that define the interrelationships between stakeholders during emergencies.

The Shire reported being **unsure** whether coordination structures during an emergency (including Incident Support Group (ISG), Operational Area Support Group (OASG), State Emergency Coordination Group (SECG), Local Recovery Coordination Group (LRCG), State Recovery Coordination Group (SRCG)) were:

- Effective
- Functional
- Manageable/serviceable or
- Considered recovery implications

The Shire further reported that the communications systems used during an emergency (radios, phones, Incident Management System, etc) are:

- Effective – to a **substantial** degree
 - Interoperable with other agencies – to a **very limited** degree
-

Finance and Administration



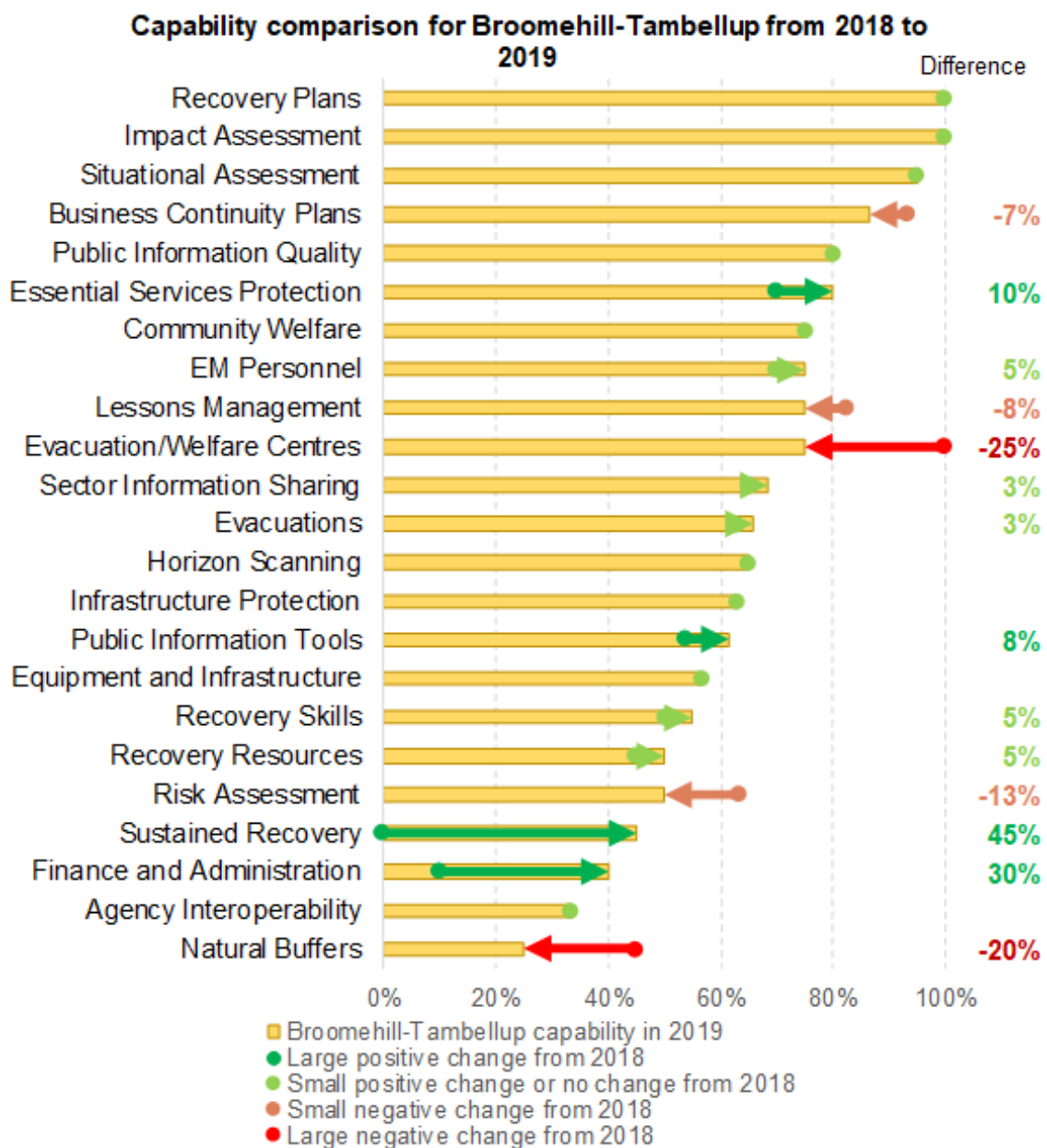
In 2019 the Shire of Broomehill-Tambellup's *Finance and Administration* capability was 40%.

See section 3 for details.

3. Capability comparison for Shire of Broomehill-Tambellup from 2018 to 2019

A comparison of the Shire's reported capability in 2018 and 2019 is provided below.

The yellow bars represent the 2019 data, with the capability topics ranked in order from highest to lowest. Reported improvement in capability from 2018 to 2019 is indicated by green arrows (dark green arrows = greatest improvements), and reported reductions by red arrows (dark red arrows = greatest reductions). The information represented in this graph is also provided in a table in Appendix 4.



The Shire achieved 100% for these capability topics in both 2018 and 2019:

Recovery Plans



Impact Assessment



The Shire reported greatest improvement from 2018 to 2019 for:

Sustained
Recovery



The Shire of Broomehill-Tambellup's *Sustained Recovery* capability increased from 0% in 2018 to 45% in 2019.

In 2018 and 2019 the Shire reported that it is involved in recovery activities during and/or after an emergency.

In 2018 the Shire reported being **unsure** regarding the sufficiency of resources to sustain a recovery response.

In 2019 the Shire reported that it has:

- **Some resources** to sustain a recovery response for 3-6 months
- **Limited resources** to sustain a recovery for 12 months
- **Very limited resources** to sustain a recovery for 18 months or more

In 2019 the Shire commented: 'The nature of the emergency and expected timeframe for recovery will determine the level of resources required to effect recovery.'

Finance and
Administration



The *Finance and Administration* capability increased from 10% in 2018 to 40% in 2019.

The Shire reported having the ability to track expenditure for particular emergencies (e.g. individual cost codes).

In 2018 and 2019 the Shire indicated that funding for proactive measures and mitigation and emergency response activities was **not available, not accessible and not sufficient**.

In regards to funding for emergency recovery activities, the Shire reported in 2018 that funding was **not available, not accessible and not sufficient**. In 2019 this recovery funding was reported as **available, accessible and sufficient**.

The Shire's largest capability reductions from 2018 to 2019 were:

Evacuation/ Welfare Centres



The Shire's *Evacuation/Welfare Centres* capability decreased from 100% in 2018 to 75% in 2019.

In both 2018 and 2019 the Shire reported being involved in evacuations and that suitable evacuation/welfare centres had been identified.

In 2018 it reported that these centres can maintain the provision of the following essential services:

- ✓ Shelter
- ✓ Potable water
- ✓ Food
- ✓ Power

Whereas in 2019 the Shire reported that the provision of power can **not** be maintained.

The Shire commented: 'The nominated welfare centres are Shire-owned and have appropriate facilities to support the functions of a welfare centre. Food, water and bedding for an extended period or large numbers of evacuees and back up generators would need to be sourced from regional centres, however this has been factored into the Shire's welfare planning.'

Natural Buffers



The Shire's *Natural Buffers* capability decrease from 45% in 2018 to 25% in 2019.

The Shire reported having a role in managing the natural environment.

In 2019 the Shire of Broomehill-Tambellup reported ensuring that natural buffers that may aid community protection are:

- Identified – to a **limited** extent (reported as **substantial** in 2018)
- Protected – to **no** extent (to **no** extent in 2018)
- Maintained/enhanced – to a **very limited** extent (reported as **limited** in 2018)
- Monitored – to a **limited** extent (reported as **some** in 2018)

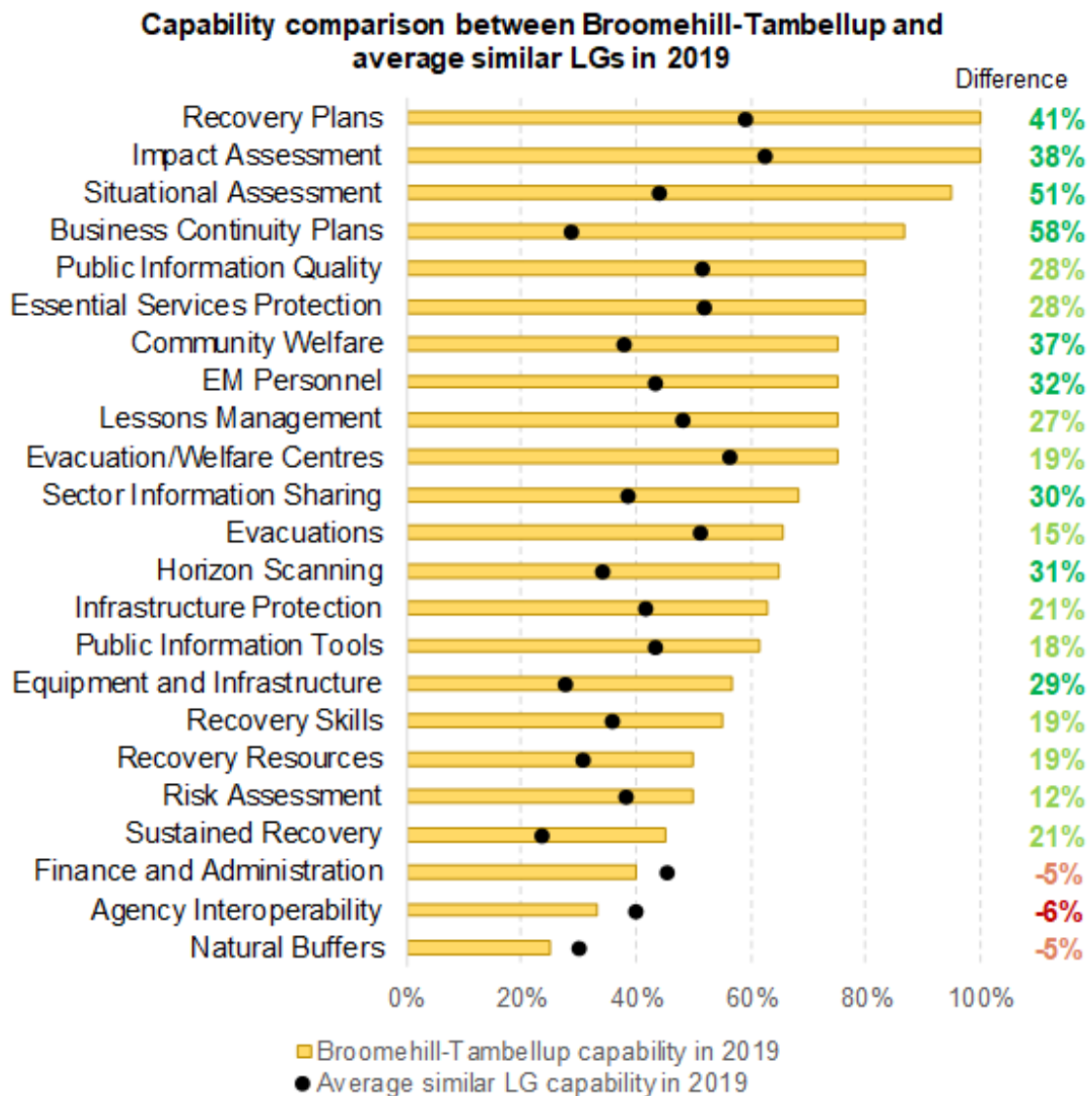
The Shire commented in 2019: 'Limited monitoring of waterways adjacent to Tambellup townsite to ensure effective waterflow is possible in the event of high rainfall events.'

4. Capability comparison between Shire of Broomehill-Tambellup and similar LGs in 2019




The Shire was classified as a small agricultural LG. A comparison between the Shire's reported capability and that of other similar small agricultural LGs in 2019 is provided below. A map of all LGs classified as small agricultural LGs is provided in section 1.3.

The Shire's capability is represented by the yellow bars, with the average capability of the similar LGs indicated by the black dots.




The coloured numbers to the right indicate the difference between the Shire's score and the similar LGs' average. Dark green has been used where the Shire reports notably more capability, and dark red where the similar LGs' average is notably greater. The information represented in this graph is also provided in a table in Appendix 5. The topics where the Shire's reported capability is considerably lower than the similar LGs' capability may need more attention by the Shire.



In 2019 the Shire had notably higher capability than the similar LG average for:

Business Continuity Plans	
Situational Assessment	
Recovery Plans	
Impact Assessment	
Community Welfare	

In 2019 the Shire had lower capability than the similar LG average for:

Agency Interoperability		The Shire's <i>Agency Interoperability</i> capability was 33% compared to 40% for similar LGs. <i>See section 2 for details.</i>
Finance and Administration		The Shire's <i>Finance and Administration</i> capability was 40% compared to 45% for similar LGs. <i>See section 3 for details.</i>
Natural Buffers		The Shire's <i>Natural Buffers</i> capability was 25% compared to 30% for similar LGs. <i>See section 3 for details.</i>

Appendix 1: LG capability topics

Capability area in framework	LG capability topics	Topic description
Analysis and Continuous Improvement	Risk Assessment	Extent of risk assessment skills, and use of findings.
	Horizon Scanning	Keeping informed of best practice through review of recent hazard information ¹ and monitoring events that occur intrastate, interstate and internationally.
	Lessons Management	Evaluation of performance following an incident, emergency or exercise. Assess and/or amend plans, policies and procedures based on recent hazard information, incidents, response, recovery and exercises. Review and monitor effectiveness of amendments.
Community Involvement	Sector Information Sharing	Extent of information sharing about individual risks, vulnerable elements ² and treatment options with state government, LG, business/industry and communities.
	Public Information Tools	Emergency/hazard information is provided to the public during <i>prevention, preparedness and recovery</i> using radio, television, newspapers, SMS/text messaging, bulk email, websites, Facebook, Twitter, Instagram, YouTube, newsletters, pamphlets/brochures, public talks/meetings.
	Public Information Quality	Availability of communications personnel. Procedures to ensure that emergency/hazard information coordinated with other agencies is timely, reliable, actionable, clear, consistent and accessible. Information caters for culturally and linguistically diverse groups, people with a disability/special needs, people with lower skills in literacy and numeracy, the elderly and tourists.

¹ E.g. research, journal articles or reports

² Examples include, but are not limited to: social groups such as the elderly, culturally and linguistic diverse groups, endangered species, areas of scientific significance, essential services, critical assets etc.

Capability area in framework	LG capability topics	Topic description
Planning and Mitigation	Natural Buffers	Natural buffers ³ that aid community protection are identified, protected, maintained/enhanced and monitored.
	Infrastructure Protection	Identification of likely impacts hazards might have on critical infrastructure and important community assets. Plans are in place to protect critical infrastructure, important community assets, residential properties, assets supporting livelihood and cultural places ⁴ .
	Essential Services Protection	Plans to protect the continuity of these essential services for its organisation: power, telecommunications, water, sewerage, fuel, food distribution, shelter/accommodation and LG services. Plans to protect road networks and LG services for the community.
	Business Continuity Plans	Effectiveness of business continuity plans and does it consider EM hazard specific risks and fatigue management.
Resources	EM Personnel	The extent that prevention/mitigation, response and recovery personnel are trained, capable, supported and sufficient in number.
	Finance and Administration	Funding for proactive measures/mitigation, response and recovery is available, sufficient and accessible. Ability to track expenditure for particular emergencies (e.g. individual cost codes).
	Equipment/ Infrastructure	Ability to manage multiple concurrent emergencies with existing equipment and infrastructure. Plans are in place for equipment to address mobilisation, pre-deployment, peak surges and outages.
Emergency Response	Situational Assessment	Extent to which situational assessments are effective, and if they determine the nature and extent of the hazard, vulnerable elements and the required resources.

³ The environment can provide natural buffers that mitigate the impacts of hazards and protect the community. Examples include mangroves or wetlands that may mitigate flooding or storm surge, vegetation to protect against slope instability, or dune systems that may mitigate coastal erosion.

⁴ E.g. heritage sites, memorials, churches, sporting facilities, etc.

Capability area in framework	LG capability topics	Topic description
Emergency Response (Continued)	Evacuations	Ability, plans and sufficient resources to support directed and recommended evacuations. Pre-emergency evacuation planning is included in its LEMA.
	Evacuation/ Welfare Centres	Evacuation/welfare centres have redundancies for food, water, shelter and power.
	Agency Interoperability	Availability of intrastate, interstate, national and international agreements for assistance during large-scale emergencies. Protocols/structures that define interrelationships with stakeholders. <u>Coordination structures</u> are effective, interoperable, functional and manageable/serviceable, and consider recovery implications. <u>Communication systems</u> are effective and interoperable with other agencies.
Impact Management and Recovery Coordination	Community Welfare	Community services are available, timely and sufficient. Plans are in place to manage directly impacted persons, family and friends of impacted persons, and short term and ongoing mental health/wellbeing support. Extent of strategies for re-establishment of community activities.
	Impact Assessment	Ability to contribute to comprehensive impact assessments. Findings are used to inform recovery co-ordination, EM planning and prevention/mitigation priorities.
	Recovery Resources	Extent of <u>resources</u> available to support the reconstruction/restoration of built, social, economic and natural environments.
	Recovery Skills	Extent of <u>skills</u> to support the reconstruction/restoration of built, social, economic and natural environments.
	Sustained Recovery	Sufficiency of resources to sustain a recovery response for 3, 6, 12 and 18+ months.
	Recovery Plans	Recovery plans include input from HMAs, combat agencies/supporting organisations, ESPs, other LGs, NGOs, business/industry and communities.

Appendix 2: Survey responses

Each capability topic is based on a number of questions from the survey. For each of these questions, respondents select an answer from the options provided. There are two main types of answer format: 'yes/no' and scale.

Most scale responses use the following structure:

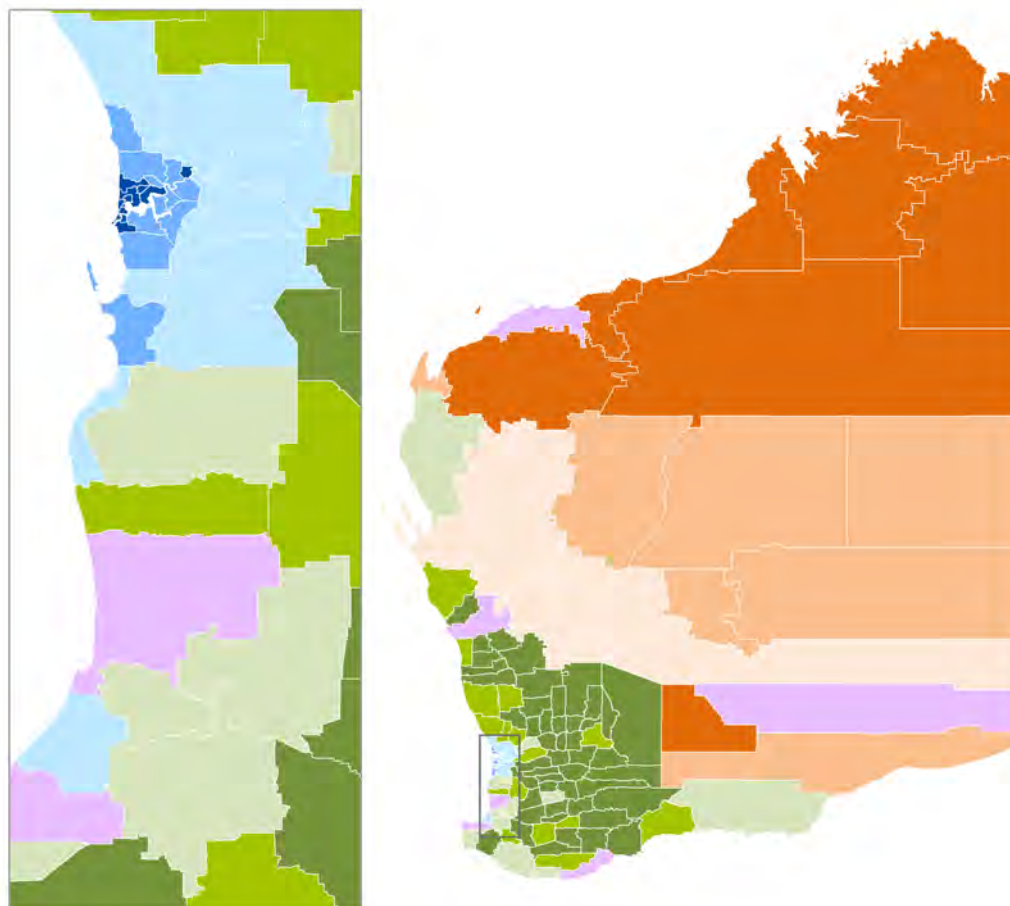
Comprehensive
Substantial
Some
Limited
Very limited
None
Unsure
N/A











Survey questions relating to plans, arrangements and strategies have additional descriptive information added to each answer choice. This is to assist people in selecting the most appropriate answer for them. These descriptions have been simplified for this report. The table below provides the simplified and full descriptions used with the 'plan' survey questions. Similar text is used for the questions relating to 'arrangements' and 'strategies'.

Scale response	Simplified description <i>(used in this report)</i>	Full description <i>(used in the survey)</i>
Comprehensive	Formalised plans that are effective and reliable	Formalised plans, tested, effective, reliable, and embedded within the organisation
Substantial	Formalised plans that are mostly effective and mostly reliable	Formalised plans, tested, mostly effective, mostly reliable, and largely embedded within the organisation
Some	Plans in place but were informal or untested or needed further work	Informal and/or untested plans in place, but with a high degree of confidence they will be effective, OR, formal and/or tested plans but with further work identified as needed
Limited	Partial plans, need further work and testing	Some work completed but requires further work to develop, test, verify and/or embed in the organisation
Very limited	Old plans or were in very early development	Plans are either old, OR in the early stages of development, OR have considerable doubts about their current viability
None	No plans in place	No plans in place
Unsure	Unsure	Unsure
N/A	N/A	N/A

Appendix 3: Map of Australian classification of LGs (combined)

Australian Classification of Local Governments (Combined)



- | | | |
|--|---|---|
|  Small metropolitan LG |  Small agricultural LG |  Extra small to small remote LG |
|  Medium to very large metropolitan LG |  Medium agricultural LG |  Medium remote LG |
|  Urban fringe LG |  Large to very large agricultural LG |  Large remote LG |
|  Small to medium regional LG | | |

Appendix 4: Capability comparison scores for Shire of Broomehill-Tambellup from 2018 to 2019

Capability topics	Broomehill-Tambellup capability in 2018	Broomehill-Tambellup capability in 2019	Difference
Recovery Plans	100%	100%	0%
Impact Assessment	100%	100%	0%
Situational Assessment	95%	95%	0%
Business Continuity Plans	93%	87%	-7%
Public Information Quality	80%	80%	0%
Essential Services Protection	70%	80%	10%
Community Welfare	75%	75%	0%
EM Personnel	70%	75%	5%
Lessons Management	83%	75%	-8%
Evacuation/Welfare Centres	100%	75%	-25%
Sector Information Sharing	65%	68%	3%
Evacuations	63%	66%	3%
Horizon Scanning	65%	65%	0%
Infrastructure Protection	63%	63%	0%
Public Information Tools	54%	62%	8%
Equipment and Infrastructure	57%	57%	0%
Recovery Skills	50%	55%	5%
Recovery Resources	45%	50%	5%
Risk Assessment	63%	50%	-13%
Sustained Recovery	0%	45%	45%
Finance and Administration	10%	40%	30%
Agency Interoperability	33%	33%	0%
Natural Buffers	45%	25%	-20%

Note: Scores are rounded to the nearest 1%

Appendix 5: Capability comparison scores between Shire of Broomehill-Tambellup and similar LGs

Capability topics	Broomehill-Tambellup capability in 2019	Average similar LG capability in 2019	Difference
Recovery Plans	100%	59%	41%
Impact Assessment	100%	63%	38%
Situational Assessment	95%	44%	51%
Business Continuity Plans	87%	29%	58%
Public Information Quality	80%	52%	28%
Essential Services Protection	80%	52%	28%
Community Welfare	75%	38%	37%
EM Personnel	75%	43%	32%
Lessons Management	75%	48%	27%
Evacuation/Welfare Centres	75%	56%	19%
Sector Information Sharing	68%	38%	30%
Evacuations	66%	51%	15%
Horizon Scanning	65%	34%	31%
Infrastructure Protection	63%	42%	21%
Public Information Tools	62%	43%	18%
Equipment and Infrastructure	57%	28%	29%
Recovery Skills	55%	36%	19%
Recovery Resources	50%	31%	19%
Risk Assessment	50%	38%	12%
Sustained Recovery	45%	24%	21%
Finance and Administration	40%	45%	-5%
Agency Interoperability	33%	40%	-6%
Natural Buffers	25%	30%	-5%

Note: Scores are rounded to the nearest 1%

6. GENERAL BUSINESS

6.1 Round Table

St John Ambulance

Trevor Prout

Back to normal operations,
Approval to run three man crews again, which assists in ensuring volunteers receive on the job experience.

Dept. Primary Industries and Regional Development

John Paul Collins

Back to business as usual.
Research facility is open to members of the public, but by appointment as is standard practice.
Attended the Katanning fire debrief and provided feedback from the Departments perspective.
Recent rain welcomed by farming community.

Dept. Communities

Gail Blasczyk

Advised Neville Blackburn is currently on leave.
With regard to COVID-19 activity – no new actions in the region, however Communities is still involved with welfare support in the metro area.
Neville will be working on preparation for the bushfire season, with desktop exercises planned.

WA Police

Josh Humble

Back to business as usual.
Police have requested assistance for COVID-19 tasks in Kalgoorlie and Kununurra, unlikely to impact locally.

Shire of Broomehill-Tambellup

Keith Williams/Pam Hull

Staff attended the Upper Great Southern and Lower Great Southern Emergency Management Forums conducted by Adam Smith – considered these were well organised and well worth attending.

- Presentations on a number of topics, including resilience and recovery were interactive and prompted valuable discussion.
- Discussion around ‘who should be represented on the LEMC?’- in hindsight attendance by the proprietor of the 124 Tambellup Store during the early stages of the pandemic would have been valuable, to provide insight into any issues with supplies, or people who may have required assistance.
- The Shire of Gnowangerup’s evacuation ‘wallet’ was presented for information. These wallets were provided to each resident of the Shire, and are designed to allow residents to keep all important documents and information in one place to take in the event of an evacuation. This may be an activity the LEMC might wish to pursue.

Shire operations are back to business as usual.

The regular regional CEO/GSDC meeting requires a stocktake of PPE held by the Shire. Supplies are adequate, particularly masks and hand sanitiser, a supply of disinfectant is to be sourced.

Shire of Broomehill-Tambellup

Cr Mark Paganoni

Will be attending a bushfire exercise to be held in Katanning on 20 October 2020.

7. NEXT MEETING AND CLOSURE

The next meeting is scheduled to be held in December 2020, a date will be advised closer to the time.

There being no further business, Cr Paganoni thanked everyone for their attendance and declared the meeting closed at 10.25am.

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 31 August 2020

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SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 August 2020

	Note	Adopted Budget 2020/21	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,582,700	2,678,200	2,637,606.57	(40,593)	(1.5%)	
Grants, Subsidies and Contributions		1,364,400	249,457	261,803.41	12,346	4.7%	
Profit on Asset Disposal	10	358,500	0	0.00	0		
Fees and Charges		387,400	104,669	92,703.04	(11,966)	(12.9%)	▼
Interest Earnings		42,400	2,975	3,722.04	747	20.1%	
Other Revenue		99,200	71,032	69,155.06	(1,877)	(2.7%)	
Total		4,834,600	3,106,333	3,064,990.12	(41,343)		
Operating Expense							
Employee Costs		(2,077,800)	(374,416)	(422,310.89)	(47,895)	(11.3%)	▲
Materials and Contracts		(1,888,000)	(299,892)	(317,339.66)	(17,448)	(5.5%)	
Utilities Charges		(294,600)	(36,979)	(25,904.59)	11,074	42.8%	▼
Depreciation (Non-Current Assets)		(1,855,000)	(307,068)	0.00	307,068	100.0%	▼
Interest Expenses		(62,000)	(29,300)	(28,777.00)	523	1.8%	
Insurance Expenses		(175,100)	(128,200)	(120,737.12)	7,463	6.2%	
Loss on Asset Disposal	10	(114,100)	0	0.00	0		
Other Expenditure		(92,000)	(24,838)	(20,561.05)	4,277	20.8%	
Total		(6,558,600)	(1,200,693)	(935,630.31)	265,063		
Funding Balance Adjustment							
Add Back Depreciation		1,855,000	307,068	0.00	(307,068)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	(244,400)	0	0.00	0		
Adjust Provisions and Accruals		0	0	0.00	0	0.0%	
Net Operating		(113,400)	2,212,708	2,129,359.81	(83,348)		
Capital Revenues							
Grants, Subsidies and Contributions	8	2,963,900	0	120,000.00	120,000	100.0%	▲
Proceeds from Disposal of Assets	10	1,227,000	0	0.00	0		
Transfer from Reserves	9	884,700	0	0.00	0		
Proceeds - Short Term Loan Facilities		600,000	0	0.00	0		
Total		5,675,600	0	120,000.00	120,000		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(853,500)	(205,000)	(239,146.82)	(34,147)	(14.3%)	▲
Plant and Equipment	12	(1,032,000)	0	0.00	0		
Furniture and Equipment	12	(12,000)	0	0.00	0		
Infrastructure - Roads	12	(1,772,800)	(104,500)	(103,658.57)	841	0.8%	
Infrastructure - Other	12	(1,216,500)	(35,000)	(42,923.82)	(7,924)	(18.5%)	
Repayment of Debentures	12	(123,500)	(21,400)	(20,651.78)	748	3.6%	
Payment of Short Term Loan Facilities		(600,000)	0	0.00	0		
Transfer to Reserves	9	(534,100)	0	0.00	0		
Total		(6,144,400)	(365,900)	(406,380.99)	(40,481)		
Net Capital		(468,800)	(365,900)	(286,380.99)	79,519		
Total Net Operating + Capital		(582,200)	1,846,808	1,842,978.82	(3,829)		
Opening Funding Surplus(Deficit)		582,200	582,200	513,622.57	(68,577)	(13.4%)	▼
Closing Funding Surplus(Deficit)	4	0	2,429,008	2,356,601.39	(72,407)		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 31 August 2020

Note	Adopted Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
Governance	67,800	10,300	13,784.17	3,484	25.28%	
General Purpose Funding	3,488,500	2,900,405	2,878,370.58	(22,034)	(0.77%)	
Law, Order and Public Safety	293,900	67,680	66,601.12	(1,079)	(1.62%)	
Health	2,900	0	0.00	0		
Education and Welfare	118,800	6,000	0.00	(6,000)	(100.00%)	
Housing	551,500	29,700	16,808.50	(12,892)	(76.70%)	▼
Community Amenities	85,400	65,350	65,093.44	(257)	(0.39%)	
Recreation and Culture	593,700	2,800	2,544.21	(256)	(10.05%)	
Transport	2,043,400	5,020	126,585.63	121,566	96.03%	▲
Economic Services	465,200	5,578	4,178.86	(1,399)	(33.48%)	
Other Property and Services	87,400	13,500	11,023.61	(2,476)	(22.46%)	
Total	7,798,500	3,106,333	3,184,990.12	78,657		
Operating Expense						
Governance	(581,600)	(113,223)	(132,462.38)	(19,239)	(14.52%)	▲
General Purpose Funding	(272,500)	(47,159)	(54,497.21)	(7,338)	(13.47%)	
Law, Order and Public Safety	(297,400)	(69,943)	(68,972.44)	971	1.41%	
Health	(53,100)	(5,984)	(4,969.59)	1,014	20.41%	
Education and Welfare	(95,100)	(6,600)	(4,171.44)	2,429	58.22%	
Housing	(188,100)	(40,926)	(21,017.80)	19,908	94.72%	▼
Community Amenities	(449,500)	(54,735)	(50,574.55)	4,160	8.23%	
Recreation and Culture	(1,387,000)	(236,745)	(152,308.73)	84,436	55.44%	▼
Transport	(2,835,200)	(484,382)	(296,028.55)	188,353	63.63%	▼
Economic Services	(360,200)	(43,271)	(36,474.75)	6,796	18.63%	
Other Property and Services	(38,900)	(97,725)	(114,152.87)	(16,428)	(14.39%)	▲
Total	(6,558,600)	(1,200,693)	(935,630.31)	265,063		
Funding Balance Adjustment						
Add back Depreciation	1,855,000	307,068	0.00	(307,068)	(100.00%)	▼
(Profit)/Loss on Asset Disposal	10 (244,400)	0	0.00	0		
Adjust Provisions and Accruals	0	0	0.00	0		
Net Operating	2,850,500	2,212,708	2,249,359.81	36,652		
Capital Revenues						
Proceeds from Disposal of Assets	10 1,227,000	0	0.00	0		
Transfer from Reserves	9 884,700	0	0.00	0		
Proceeds from New Loans	0	0	0.00	0		
Proceeds - Short Term Loan Facility	600,000	0	0.00	0		
Total	2,711,700	0	0.00	0		
Capital Expenses						
Land Held for Resale	0	0	0.00	0	0.00%	
Land and Buildings	12 (853,500)	(205,000)	(239,146.82)	(34,147)	(14.28%)	▲
Plant and Equipment	12 (1,032,000)	0	0.00	0	0.00%	
Furniture and Equipment	12 (12,000)	0	0.00	0	0.00%	
Infrastructure Assets - Roads	12 (1,772,800)	(104,500)	(103,658.57)	841	0.81%	
Infrastructure Assets - Other	12 (1,216,500)	(35,000)	(42,923.82)	(7,924)	(18.46%)	
Repayment of Debentures	(123,500)	(21,400)	(20,651.78)	748	3.62%	
Payment of Short Term Loan Facilities	(600,000)	0	0.00	0		
Transfer to Reserves	9 (534,100)	0	0.00	0		
Total	(6,144,400)	(365,900)	(406,380.99)	(40,481)		
Net Capital	(3,432,700)	(365,900)	(406,380.99)	(40,481)		
Total Net Operating + Capital	(582,200)	1,846,808	1,842,978.82	(3,829)		
Opening Funding Surplus(Deficit)	582,200	582,200	513,622.57	(68,577)	(13.35%)	▼
Closing Funding Surplus(Deficit)	4 0	2,429,008	2,356,601.39	(72,407)		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 31 August 2020

	Actual 2020/21	C/fwd 1 July 2020
CURRENT ASSETS		
Cash	2,885,044.04	4,146,346.54
Receivables	2,280,216.54	475,820.87
Inventories - Stock on Hand	32,139.64	42,199.60
TOTAL CURRENT ASSETS	5,197,400.22	4,664,367.01
CURRENT LIABILITIES		
Creditors and Provisions	1,680,022.48	2,951,968.09
Borrowings	946,120.10	966,771.88
TOTAL CURRENT LIABILITIES	2,626,142.58	3,918,739.97
NET CURRENT ASSETS	2,571,257.64	745,627.04
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	20,206,538.12	19,965,867.48
Infrastructure Assets	118,472,458.72	118,289,400.15
TOTAL NON-CURRENT ASSETS	139,030,685.71	138,606,956.50
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	140,430,448.01	138,181,088.20
EQUITY		
Accumulated Surplus	41,024,928.54	38,775,568.73
Reserves - Asset Revaluation	97,756,142.50	97,756,142.50
Reserves - Cash Backed	1,649,376.97	1,649,376.97
TOTAL EQUITY	140,430,448.01	138,181,088.20

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 31 August 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 31 August 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 31 August 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 31 August 2020

2: REPORT ON SIGNIFICANT VARIANCES

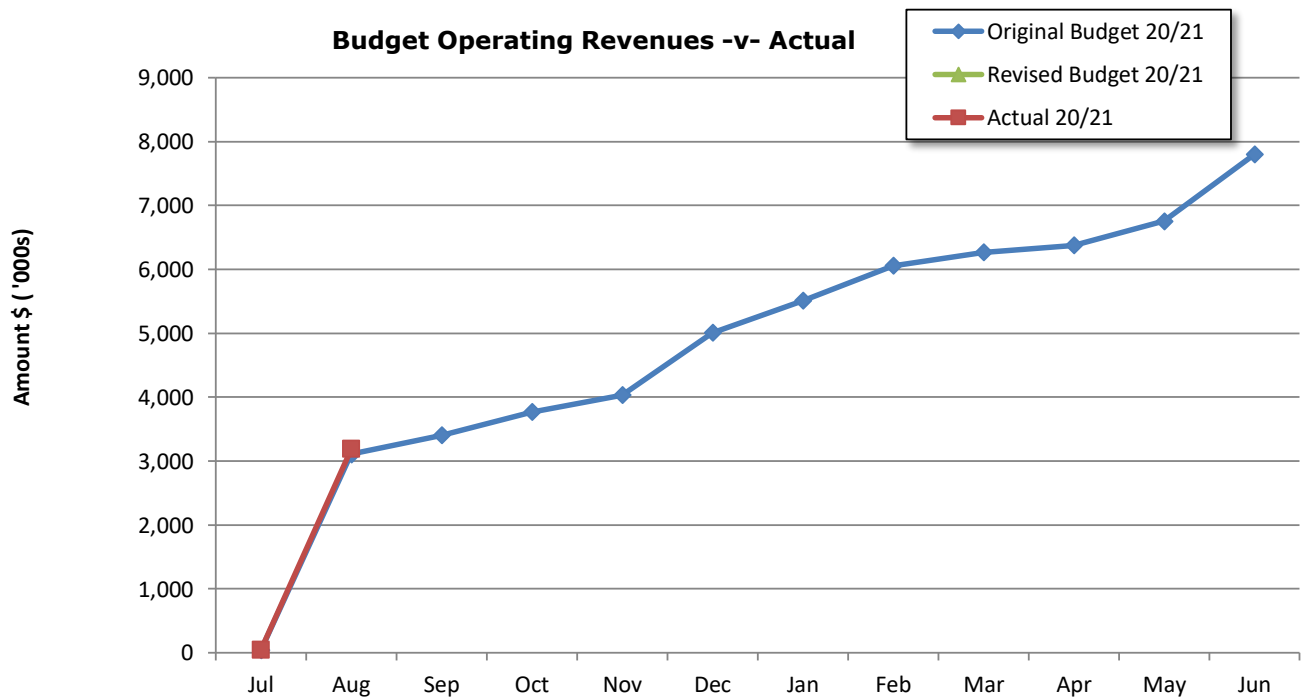
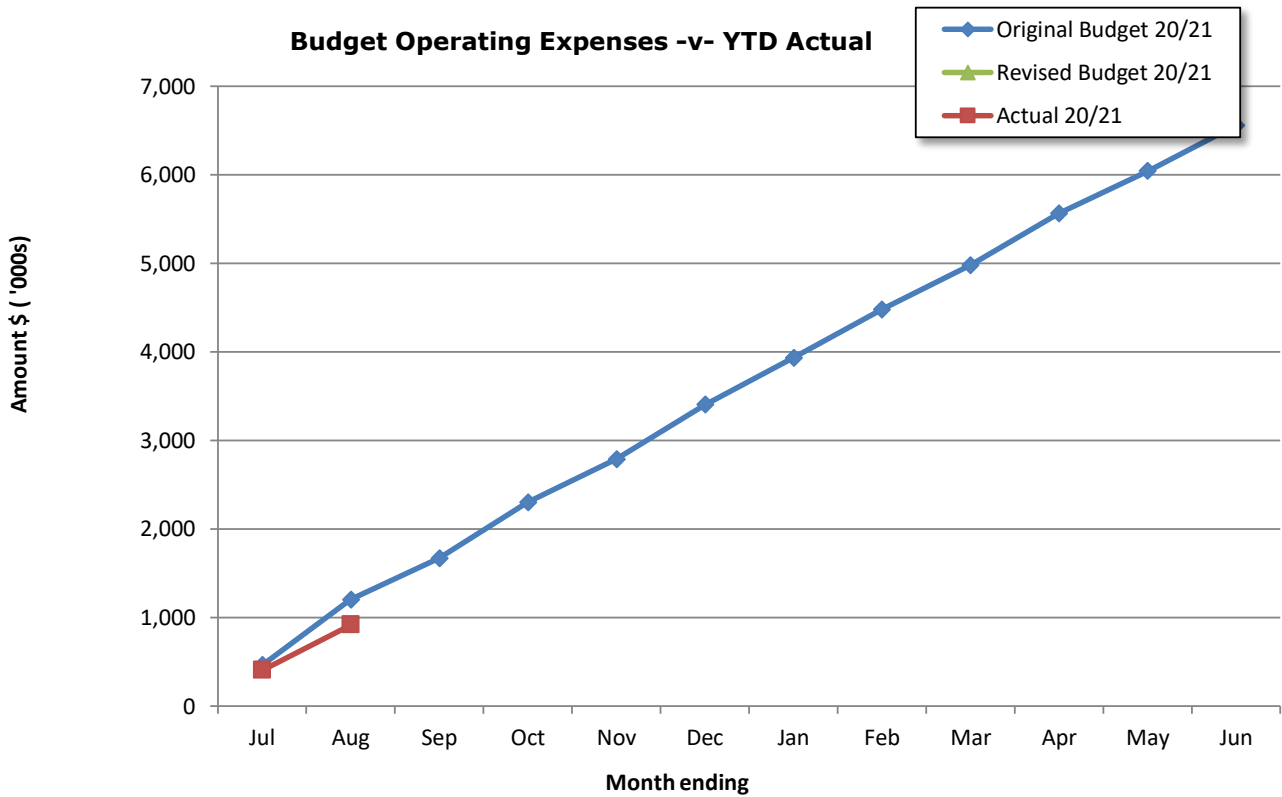
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Housing Lease agreements for the two GROH houses in Taylor Street are being finalised and rental income from these will commence in September.	■	
Transport Funding has been received from the WA Local Government Grants Commission for repairs to the bridge on Martinup Road. Inclusion of this funding was omitted from the 20/21 Budget, and will require an amendment. The repairs are fully funded by WALGGC and MRWA, and no Council funds are required.		■
OPERATING EXPENSE		
Governance The variance is the result of timing around payment of wages/super as there were three fortnightly pays processed in August.	■	
Housing Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	
Recreation & Culture Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	
Transport Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	
Other Property & Services Public Works Overheads and Plant Operation Costs are allocated over the full year as entries through the payroll system. Some costs are incurred in the early months of the new year (eg insurances, licenses) however are allocated across the various works programs over the full year.	■	
CAPITAL EXPENSE		
Land & Buildings Construction of the Broomehill Fire Shed and Cabins in the Broomehill Caravan Park are progressing and nearing completion.	■	

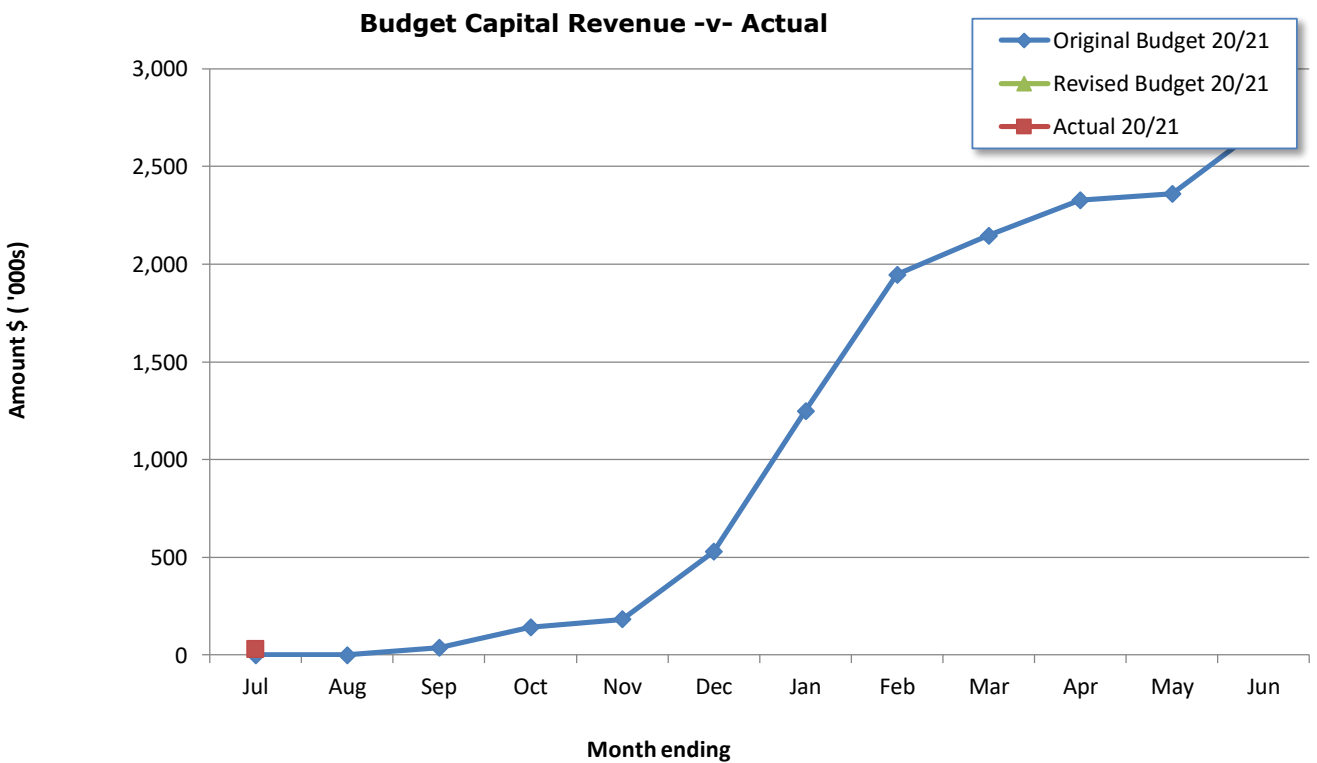
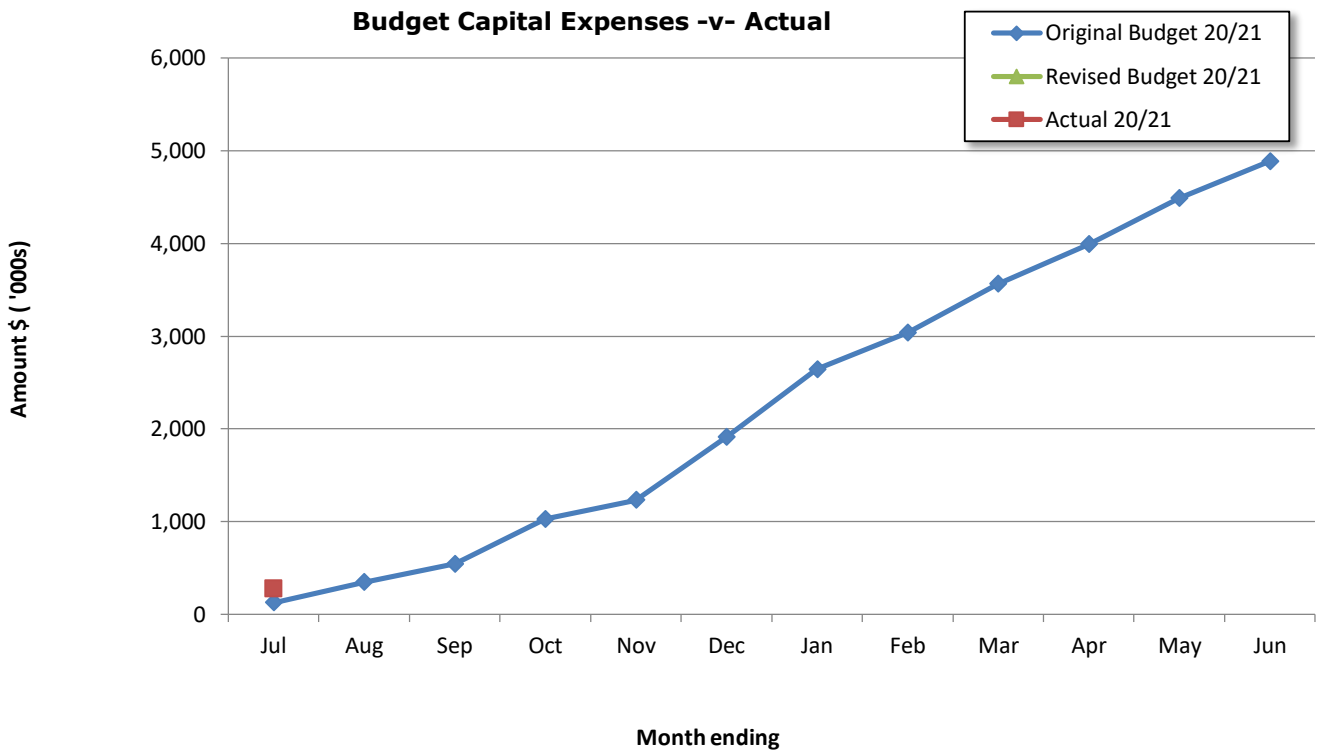
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

3: Graphical Representation - Source Statement of Financial Activity



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

3: Graphical Representation - Source Statement of Financial Activity



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

4: NET CURRENT FUNDING POSTION

	Note	Actual 2020/21	C/fwd 1 July 2020
		\$	\$
Current Assets			
Cash Unrestricted		223,627.90	110,758.95
Cash Restricted - Other Payables		1,012,039.17	2,386,210.62
Cash Restricted - Reserves	9	1,649,376.97	1,649,376.97
Receivables - Rates and Rubbish	6	2,012,972.59	275,926.94
Receivables - Other	6	161,597.38	88,801.54
Inventories		32,139.64	42,199.60
Accruals and Provisions		62,718.22	62,718.22
		5,154,471.87	4,615,992.84
Less: Current Liabilities			
Payables		(250,607.70)	(45,226.83)
Net GST & PAYG		(11,752.62)	(45,155.83)
Other Payables - Bonds & Deposits		(4,690.00)	(3,890.00)
Other Payables - Building Retention Bonds		(142,145.89)	(141,174.34)
Other Payables - A Smart Start		(90,574.44)	(90,574.44)
Other Payables - Great Southern Treasures		(41,724.32)	(41,724.32)
Other Payables - Great Sthn Housing Initiative		(579,093.00)	(2,057,342.00)
Accruals and Provisions		(27,905.54)	(27,905.54)
		(1,148,493.51)	(2,452,993.30)
Less: Cash Restricted - Reserves	9	(1,649,376.97)	(1,649,376.97)
Net Current Funding Position		2,356,601.39	513,622.57

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

5: CASH AND INVESTMENTS

	Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Fund	133 904 987		223,627.90	1,012,039.17		1,235,667.07	Bendigo	
Trust Fund	133 905 067				15,148.22	15,148.22	Bendigo	
Cash on Hand			1,500.00			1,500.00		
(b) Term Deposits								
Reserve Funds		1.20%		1,649,376.97		1,649,376.97	Bendigo	21/04/2020
Total			225,127.90	2,661,416.14	15,148.22	2,901,692.26		

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 31 August 2020**

6: RECEIVABLES

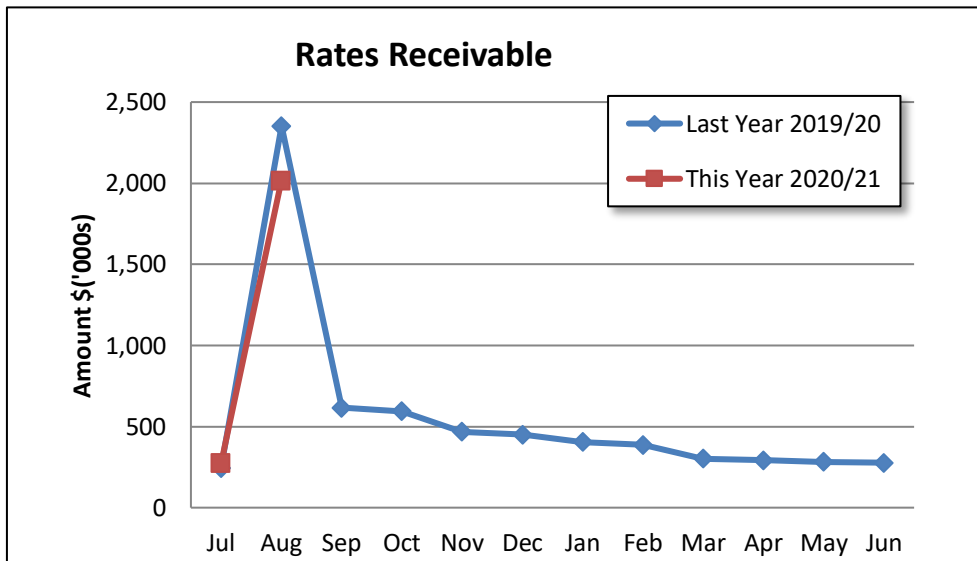
Rates & Rubbish

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

Actual 2020/21	c/fwd 1 July 2020
\$	\$
275,926.94	252,395.65
2,664,284.55	2,660,485.27
(927,238.90)	(2,636,953.98)
2,012,972.59	275,926.94
2,012,972.59	275,926.94
% Collected	31.54% 90.53%

Net Rates Collectable

% Collected

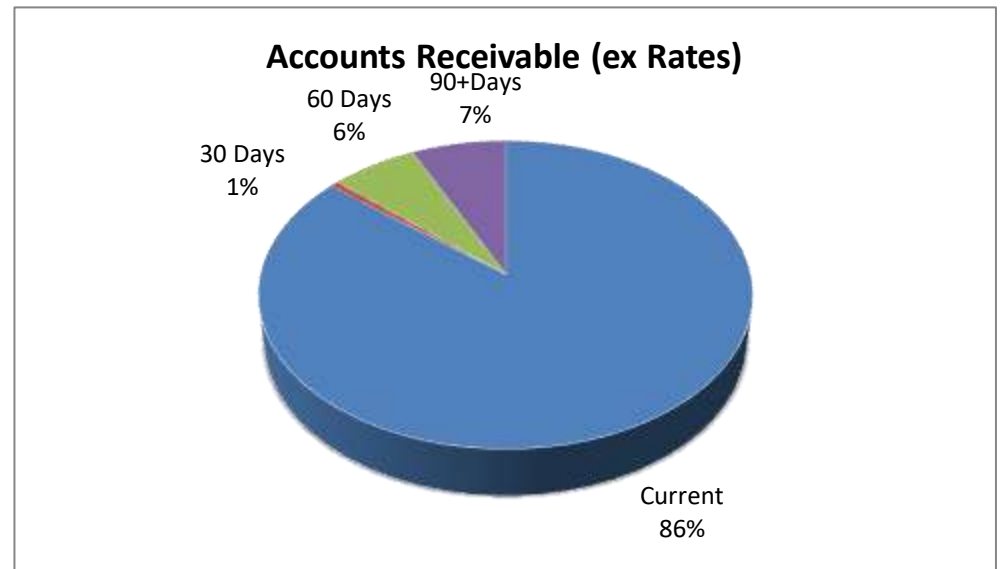


Comments/Notes - Receivables Rates and Rubbish

Accounts Receivable

	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90+Days</u>
	\$	\$	\$	\$
Sundry Debtors	84,538.60	1,053.97	10,696.61	11,699.35
Pensioner Rebates	6,549.09			
Emergency Services Levy	52,059.76			
	143,147.45	1,053.97	10,696.61	11,699.35
		Total Outstanding		
				166,597.38

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

CBH ex-gratia rates were invoiced in August.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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
							0	0
							Closing Funding Surplus (Deficit)	0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2020	Received 2020/21	Expended 2020/21	Closing Balance
		\$			
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	(17,694.00)	33,811.52
TRANSPORT					
Main Roads WA	Regional Road Group 2019/20	0.00	0.00	0.00	0.00
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	0.00	0.00	0.00
WA Local Govt Grants Commission	Bridge funding - Martinup Rd bridge	0.00	120,000.00	0.00	120,000.00
TOTALS		51,505.52	120,000.00	(17,694.00)	153,811.52

Comments - Grants and Contributions

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

9. CASH BACKED RESERVES

	Budget 2020/21				Actual 2020/21			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	112,800	51,800	(82,700)	81,900	112,774.20	0.00	0.00	112,774.20
Plant Reserve	324,400	304,000	(455,000)	173,400	324,387.87	0.00	0.00	324,387.87
Building Reserve	355,700	55,000	0	410,700	355,734.03	0.00	0.00	355,734.03
Information Technology Reserve	53,400	10,900	(12,000)	52,300	53,400.62	0.00	0.00	53,400.62
Tambellup Rec Ground & Pavilion Reserve	57,400	5,900	0	63,300	57,353.08	0.00	0.00	57,353.08
Broomehill Rec Complex Reserve	95,900	10,100	0	106,000	95,883.48	0.00	0.00	95,883.48
Building Maintenance Reserve	22,300	23,000	0	45,300	22,314.96	0.00	0.00	22,314.96
Sandalwood Villas Reserve	93,300	11,200	0	104,500	93,276.36	0.00	0.00	93,276.36
Bhill Synthetic Bowling Green Reserve	75,200	9,600	0	84,800	75,191.48	0.00	0.00	75,191.48
Refuse Sites Post Closure Management Reserve	31,900	5,500	0	37,400	31,954.54	0.00	0.00	31,954.54
Lavieville Lodge Reserve	80,800	11,100	(25,000)	66,900	80,769.88	0.00	0.00	80,769.88
Townscape Plan Implementation Reserve	272,700	27,500	(300,000)	200	272,694.35	0.00	0.00	272,694.35
Tambellup Synthetic Bowling Green Reserve	23,000	7,800	0	30,800	23,065.89	0.00	0.00	23,065.89
Tourism & Economic Development Reserve	50,600	700	(10,000)	41,300	50,576.23	0.00	0.00	50,576.23
	1,649,400	534,100	(884,700)	1,298,800	1,649,376.97	0.00	0.00	1,649,376.97

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 31 August 2020

10. DISPOSALS OF ASSETS

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

	Budget 2020/21				Actual 2020/21			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
By program:								
Governance								
Ford Ranger XLT dual cab - OTA	34,200	40,000	5,800	0	0.00	0.00	0.00	0.00
Ford Everest Wagon - BH000	46,800	40,000	0	(6,800)	0.00	0.00	0.00	0.00
Housing								
11 Lavarock Street, Broomehill	102,200	200,000	97,800	0	0.00	0.00	0.00	0.00
20 Henry Street, Tambellup	102,200	200,000	97,800	0	0.00	0.00	0.00	0.00
27 East Terrace, Tambellup	64,600	200,000	135,400	0	0.00	0.00	0.00	0.00
Transport								
Caterpillar Grader - BH006	186,800	120,000	0	(66,800)	0.00	0.00	0.00	0.00
Caterpillar Backhoe - BH013	92,200	80,000	0	(12,200)	0.00	0.00	0.00	0.00
Caterpillar Road Broom	8,000	5,000	0	(3,000)	0.00	0.00	0.00	0.00
Ford Ranger XLT with canopy - 1TA	41,800	38,000	0	(3,800)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA052	38,700	33,000	0	(5,700)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - TA001	44,200	44,000	0	(200)	0.00	0.00	0.00	0.00
Ford Ranger Wildtrak - TA001	44,200	44,000	0	(200)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH00	34,600	30,000	0	(4,600)	0.00	0.00	0.00	0.00
Ford Ranger extra cab - BH014	35,700	35,000	0	(700)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - BH003	43,000	38,000	0	(5,000)	0.00	0.00	0.00	0.00
Ford Ranger dual cab - TA005	35,100	30,000	0	(5,100)	0.00	0.00	0.00	0.00
Economic Services								
Lot 19 Taylor Street, Tambellup	28,300	50,000	21,700	0	0.00	0.00	0.00	0.00
	982,600	1,227,000	358,500	(114,100)	0.00	0.00	0.00	0.00
By Class:								
Land and Buildings	297,300	650,000	352,700	0	0.00	0.00	0.00	0.00
Plant and Equipment	685,300	577,000	5,800	(114,100)	0.00	0.00	0.00	0.00
	982,600	1,227,000	358,500	(114,100)	0.00	0.00	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
GENERAL PURPOSE FUNDING				
Rate Revenue	2,607,200	(202,500)	2,663,493.16	(40,967.47)
General Purpose Funding	855,900	0	214,622.25	0.00
Other General Purpose Funding	25,400	(70,000)	255.17	(13,529.74)
TOTAL GENERAL PURPOSE FUNDING	3,488,500	(272,500)	2,878,370.58	(54,497.21)
GOVERNANCE				
Members Of Council	16,000	(564,800)	7,988.47	(130,656.46)
Administration General	47,800	0	5,795.70	465.00
Other Governance	4,000	(16,800)	0.00	(2,270.92)
TOTAL GOVERNANCE	67,800	(581,600)	13,784.17	(132,462.38)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	285,700	(205,700)	66,243.62	(55,512.38)
Animal Control	8,200	(90,700)	357.50	(13,460.06)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
TOTAL LAW,ORDER & PUBLIC SAFETY	293,900	(297,400)	66,601.12	(68,972.44)
HEALTH				
Maternal & Infant Health	600	(15,900)	0.00	(959.18)
Health Inspection & Administration	2,300	(24,000)	0.00	(3,779.71)
Preventative Services - Pest Control	0	(13,200)	0.00	(230.70)
TOTAL HEALTH	2,900	(53,100)	0.00	(4,969.59)
EDUCATION & WELFARE				
Other Education	38,800	(45,100)	0.00	(4,171.44)
Other Welfare	80,000	(50,000)	0.00	0.00
TOTAL EDUCATION & WELFARE	118,800	(95,100)	0.00	(4,171.44)
HOUSING				
Staff Housing	371,000	0	0.00	(874.77)
Other Housing	180,500	(188,100)	16,808.50	(20,143.03)
TOTAL OTHER HOUSING	551,500	(188,100)	16,808.50	(21,017.80)
COMMUNITY AMENITIES				
Household Refuse	63,500	(257,800)	61,791.83	(26,195.32)
Protection Of The Environment	2,500	(2,500)	0.00	0.00
Town Planning & Regional Development	8,000	(77,300)	2,523.29	(14,418.56)
Other Community Amenities	11,400	(44,500)	778.32	(2,841.40)
Public Conveniences	0	(67,400)	0.00	(7,119.27)
TOTAL COMMUNITY AMENITIES	85,400	(449,500)	65,093.44	(50,574.55)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
RECREATION & CULTURE				
Public Halls & Civic Centres	172,600	(295,500)	118.18	(51,991.10)
Other Sport & Recreation	421,000	(898,000)	761.03	(81,361.34)
Libraries	100	(135,100)	1.82	(4,501.06)
Other Culture	0	(58,400)	935.91	(14,455.23)
TOTAL RECREATION & CULTURE	593,700	(1,387,000)	1,816.94	(152,308.73)
TRANSPORT				
Road Construction	1,649,400	0	120,000.00	0.00
Streets Roads Bridges & Depot Maint	375,800	(2,751,000)	3,450.00	(284,430.16)
Transport - Other	18,200	(84,200)	3,135.63	(11,598.39)
TOTAL TRANSPORT	2,043,400	(2,835,200)	126,585.63	(296,028.55)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	0.00
Tourism & Area Promotion	226,700	(172,100)	1,240.90	(18,867.07)
Building Control	12,200	(56,500)	166.20	(6,724.28)
Other Economic Services	226,300	(130,100)	2,771.76	(10,883.40)
TOTAL ECONOMIC SERVICES	465,200	(360,200)	4,178.86	(36,474.75)
OTHER PROPERTY & SERVICES				
Private Works	5,000	(3,500)	1,738.10	(2,623.53)
Public Works Overhead	2,700	(900)	0.00	4,521.41
Plant Operation Costs	50,000	0	6,906.51	(69,336.91)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(43,959.84)
Unclassified	29,700	(34,500)	2,379.00	(2,754.00)
TOTAL OTHER PROPERTY & SERVICES	87,400	(38,900)	11,023.61	(114,152.87)
TOTAL OPERATING	7,798,500	(6,558,600)	3,184,262.85	(935,630.31)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
GOVERNANCE					
Administration PC's upgrade	F&E	0	(12,000)	0.00	0.00
Bhill Admin Building - enclose carport/install roller doors	BS	0	(17,000)	0.00	0.00
Plant Replacement					
Ford Ranger dual cab - OTA (sale of)	P&E	40,000	0	0.00	0.00
Ford Everest wagon - BH000	P&E	40,000	(51,000)	0.00	0.00
Total		80,000	(80,000)	0.00	0.00
LAW, ORDER & PUBLIC SAFETY					
Broomehill Fire Shed	BS	0	(155,000)	0.00	(181,231.73)
Total		0	(155,000)	0.00	(181,231.73)
EDUCATION & WELFARE					
Youth Centre Tambellup (DCP funding)	BS	0	(80,000)	0.00	0.00
Total		0	(80,000)	0.00	0.00
HOUSING					
Independent Living Units - Broomehill	BNS	0	(50,000)	0.00	(1,807.53)
Staff housing - 4x2 Lathom St, Broomehill	BNS	0	(50,000)	0.00	(1,035.37)
Staff housing - 3x2 Leven St, Broomehill	BNS	0	(50,000)	0.00	(1,035.38)
Staff housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(442.23)
Sale of 11 Lavarock Street, Broomehill	BNS	200,000	0	0.00	0.00
Sale of 20 Henry Street, Tambellup	BNS	200,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	BNS	200,000	0	0.00	0.00
GROH Housing - 4x2 Parnell St, Tambellup	BNS	0	0	0.00	(1,261.89)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(2,585.94)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(3,178.90)
Unit 1 Lavieville Lodge - renovations	BNS	0	(25,000)	0.00	0.00
Total		600,000	(175,000)	0.00	(11,347.24)
COMMUNITY AMENITIES					
Bhill Cemetery - gazebo, bench seating	I-O	0	(21,500)	0.00	0.00
Total		0	(21,500)	0.00	0.00
RECREATION & CULTURE					
Broomehill Hall - security upgrades windows/doors	BS	0	(8,500)	0.00	0.00
Tambellup Pavilion - drinking fountains	BS	0	(9,000)	0.00	0.00
Broomehill RSL Hall - toilet upgrades	BS	0	(19,000)	0.00	0.00
Broomehill Rec Complex upgrades (DCP funding)	I-P	0	(150,000)	0.00	0.00
Holland Park - nature play (DCP funding)	I-P	0	(100,000)	0.00	0.00
Town Square development - Tambellup (DCP funding/Reserve)	I-P	0	(495,000)	0.00	0.00
Total		0	(781,500)	0.00	0.00
TRANSPORT					
Tambellup Depot - perimeter fencing & parking	BS	0	(15,000)	0.00	0.00
Tambellup Depot - concrete bays in machinery shed	BS	0	(20,000)	0.00	0.00
Plant Replacement					
Caterpillar Grader - BH006	P&E	120,000	(350,000)	0.00	0.00
Caterpillar Backhoe - BH013	P&E	80,000	(210,000)	0.00	0.00
Caterpillar Road Broom	P&E	5,000	(35,000)	0.00	0.00
Ford Ranger XLT with canopy - 1TA	P&E	38,000	(49,000)	0.00	0.00
Ford Ranger dual cab - TA052	P&E	33,000	(43,000)	0.00	0.00
Ford Ranger Wildtrak - TA001	P&E	88,000	(96,000)	0.00	0.00
Ford Ranger dual cab - BH00	P&E	30,000	(40,000)	0.00	0.00
Ford Ranger extra cab - BH014	P&E	35,000	(50,000)	0.00	0.00
Ford Ranger dual cab - BH003	P&E	38,000	(48,000)	0.00	0.00
Ford Ranger dual cab - TA005	P&E	30,000	(40,000)	0.00	0.00
Sundry Plant	P&E	0	(20,000)	0.00	0.00

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
TRANSPORT					
<i>Townscape</i>					
Town/Streetscape works - Broomehill (DCP funding/Reserve)	I-P	0	(210,000)	0.00	0.00
Town/Streetscape works - Tambellup (DCP funding)	I-P	0	(100,000)	0.00	0.00
<i>Road Construction</i>					
<i>Regional Road Group</i>					
Tambellup West Rd - pavement repair & reseal	I-R	0	(69,500)	0.00	0.00
Pootenup Road - pavement repair & reseal	I-R	0	(106,200)	0.00	(18,275.64)
Toolbrunup Road - pavement repair, widen shoulders & reseal	I-R	0	(300,000)	0.00	(66,228.49)
Broomehill-Kojonup Road - pavement repair & reseal	I-R	0	(120,000)	0.00	(14,500.00)
Gnowangerup-Tambellup Road - pavement repair & reseal	I-R	0	(288,000)	0.00	(12,059.62)
<i>Black Spot</i>					
Flat Rocks / Greenhills South Road	I-R	0	(121,700)	0.00	0.00
Tieline / Moultryerup Road	I-R	0	(108,700)	0.00	0.00
Tieline / Norrish Road	I-R	0	(92,400)	0.00	(769.82)
<i>Roads to Recovery</i>					
Pallinup Road - seal	I-R	0	(220,000)	0.00	0.00
Warrenup Road - stabilise & reseal failed sthn section	I-R	0	(25,500)	0.00	0.00
<i>Local Roads & Community Infrastructure Program</i>					
Nymbup Road - repair & extend culverts	I-R	0	(20,000)	0.00	0.00
Etna Road - repair & extend culverts	I-R	0	(20,000)	0.00	0.00
Journal Street - widen seal, kerb & footpath (PO to C/Park)	I-R	0	(55,000)	0.00	0.00
Kerbing - town streets	I-R	0	(21,000)	0.00	0.00
Beejenup Road - resheeting - slk 6.20 to 7.44	I-R	0	(30,000)	0.00	0.00
Birt Road - resheeting 2-3kms	I-R	0	(30,000)	0.00	0.00
Paul Valley Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Yetermerup Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Stirling Access Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Flat Rocks Road - resheeting 2-3kms	I-R	0	(85,000)	0.00	0.00
<i>Footpaths</i>					
Footpath Plan	I-F	0	(35,000)	0.00	(41,400.00)
Add back Job Depreciation	I-R	0	120,200	0.00	8,175.00
Total		497,000	(3,133,800)	0.00	(145,058.57)
ECONOMIC SERVICES					
Holland Track Interpretive Centre (DCP funding)	BS	0	(115,000)	0.00	0.00
Chalets - Broomehill Caravan Park	BS	0	(240,000)	0.00	(46,567.85)
Water Harvesting - CBH Dam to Complex/Caravan Park	I-O	0	0	0.00	(1,523.82)
Sale of Lot 19 Taylor St, Tambellup	LF	50,000	0	0.00	0.00
Water efficiencies - Tambellup (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water efficiencies - Broomehill (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water tanks adjacent to standpipes (4 locations)	I-W	0	(55,000)	0.00	0.00
Total		50,000	(460,000)	0.00	(48,091.67)
Total		1,227,000	(4,886,800)	0.00	(385,729.21)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
LAND HELD FOR RESALE	LR	0	0	0.00	0.00
LAND - FREEHOLD	LF	50,000	0	0.00	0.00
BUILDINGS - NON SPECIALISED	BNS	600,000	(175,000)	0.00	(11,347.24)
BUILDINGS - SPECIALISED	BS	0	(678,500)	0.00	(227,799.58)
PLANT & EQUIPMENT	P&E	577,000	(1,032,000)	0.00	0.00
FURNITURE & EQUIPMENT	F&E	0	(12,000)	0.00	0.00
INFRASTRUCTURE - ROADS	I-R	0	(1,772,800)	0.00	(103,658.57)
INFRASTRUCTURE - FOOTPATHS	I-F	0	(35,000)	0.00	(41,400.00)
INFRASTRUCTURE - PARKS & OVALS	I-P	0	(1,055,000)	0.00	0.00
INFRASTRUCTURE - WATER SUPPLY	I-W	0	(105,000)	0.00	0.00
INFRASTRUCTURE - OTHER	I-O	0	(21,500)	0.00	(1,523.82)
		1,227,000	(4,886,800)	0.00	(385,729.21)
RESERVE TRANSFERS - from/(to)					
Leave Reserve		82,700	(51,800)	0.00	0.00
Plant Replacement Reserve		455,000	(304,000)	0.00	0.00
Building Reserve		0	(55,000)	0.00	0.00
Computer Reserve		12,000	(10,900)	0.00	0.00
Tambellup Rec Ground & Pavilion Reserve		0	(5,900)	0.00	0.00
Broomehill Rec Complex Reserve		0	(10,100)	0.00	0.00
Building Maintenance Reserve		0	(23,000)	0.00	0.00
Sandalwood Villas Reserve		0	(11,200)	0.00	0.00
Broomehill Synthetic Bowling Green Replacement Reserve		0	(9,600)	0.00	0.00
Refuse Sites Post Closure Management Reserve		0	(5,500)	0.00	0.00
Lavieville Lodge Reserve		25,000	(11,100)	0.00	0.00
Townscape Plan Implementation Reserve		300,000	(27,500)	0.00	0.00
Tambellup Synthetic Bowling Green Replacement Reserve		0	(7,800)	0.00	0.00
Tourism & Economic Development Reserve		10,000	(700)	0.00	0.00
		884,700	(534,100)	0.00	0.00
LOANS					
Loan Repayments		0	(123,500)	0.00	(20,651.78)
Proceeds from New Loans		0	0	0.00	0.00
Proceeds - Short Term Loan Facilities		600,000	0	0.00	0.00
Repayment- Short Term Loan Facilities		0	(600,000)	0.00	0.00
		600,000	(723,500)	0.00	(20,651.78)
TOTAL CAPITAL		2,711,700	(6,144,400)	0.00	(406,380.99)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 2020	Amount Received	Amount Paid	Closing Balance
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	5,834.27	0.00	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
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
	15,148.22	0.00	0.00	15,148.22



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WESTERN AUSTRALIA

Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines

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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.

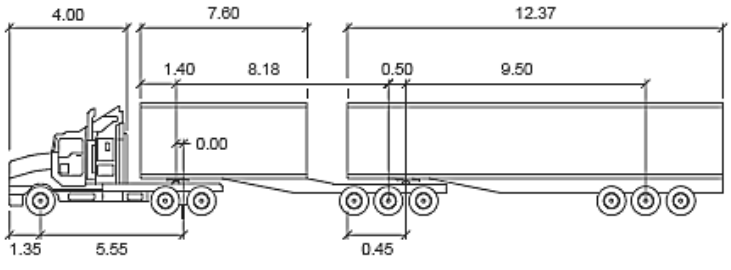
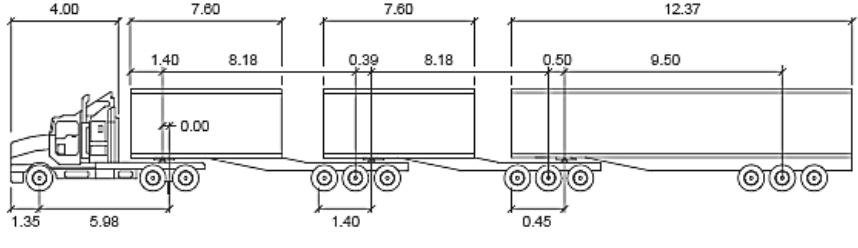
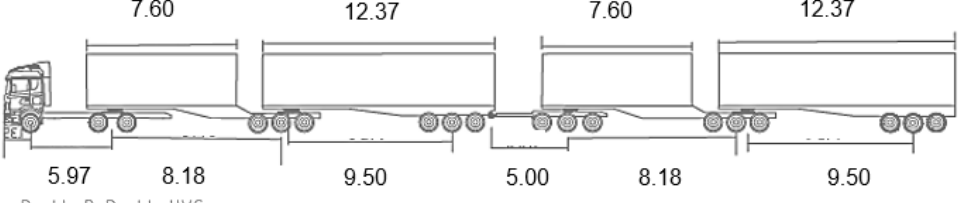
2.8.2 Turning Clearances

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 border="0"> <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 border="0"> <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 border="0"> <tr> <td>Track Width</td> <td>2.50m</td> <td>Lock to Lock Time</td> <td>6.0</td> </tr> <tr> <td>Trailer Width</td> <td>2.50m</td> <td>Steering Angle</td> <td>35.0</td> </tr> <tr> <td>Tractor Width</td> <td>2.50m</td> <td>Articulating Angle</td> <td>70.0</td> </tr> <tr> <td>Trailer Track</td> <td>2.50m</td> <td></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.

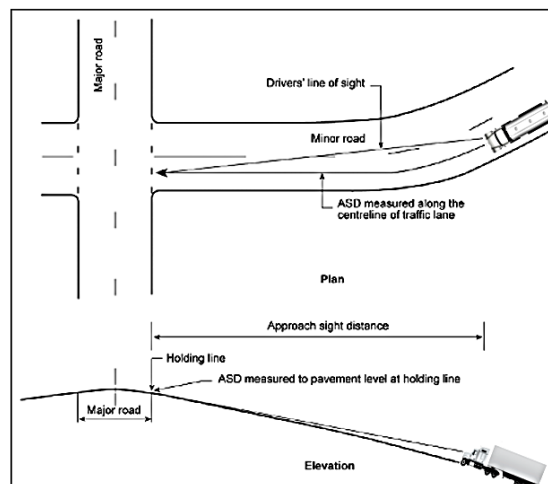


Figure 1: Example of Approach Sight Distance

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.

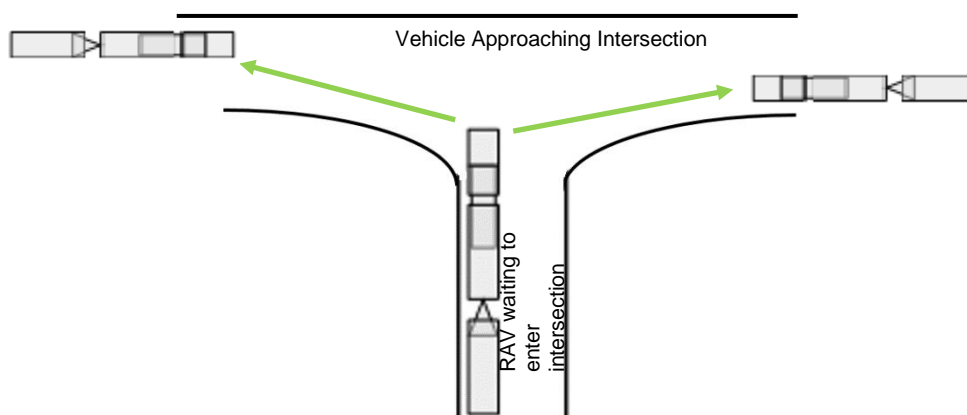


Figure 2: Example of Entering Sight Distance

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.

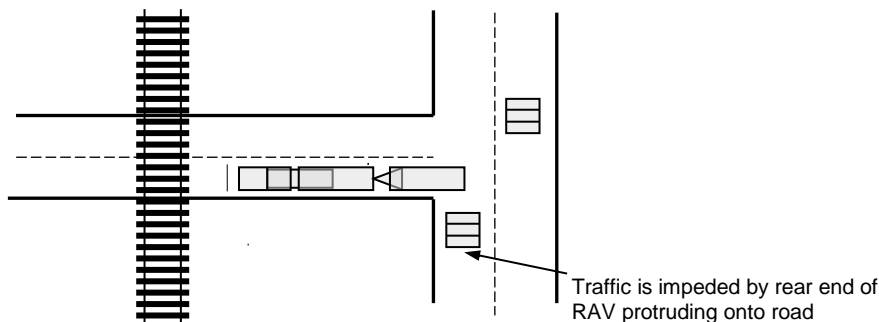


Figure 3: Examples of Inadequate Approach Stacking Distance

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.

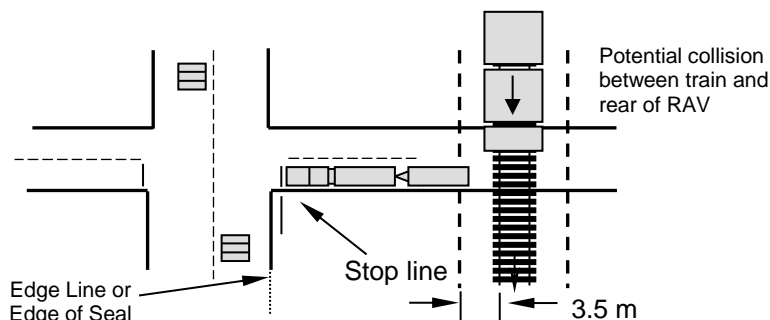


Figure 4: Examples of Inadequate Departure Stacking Distance

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.

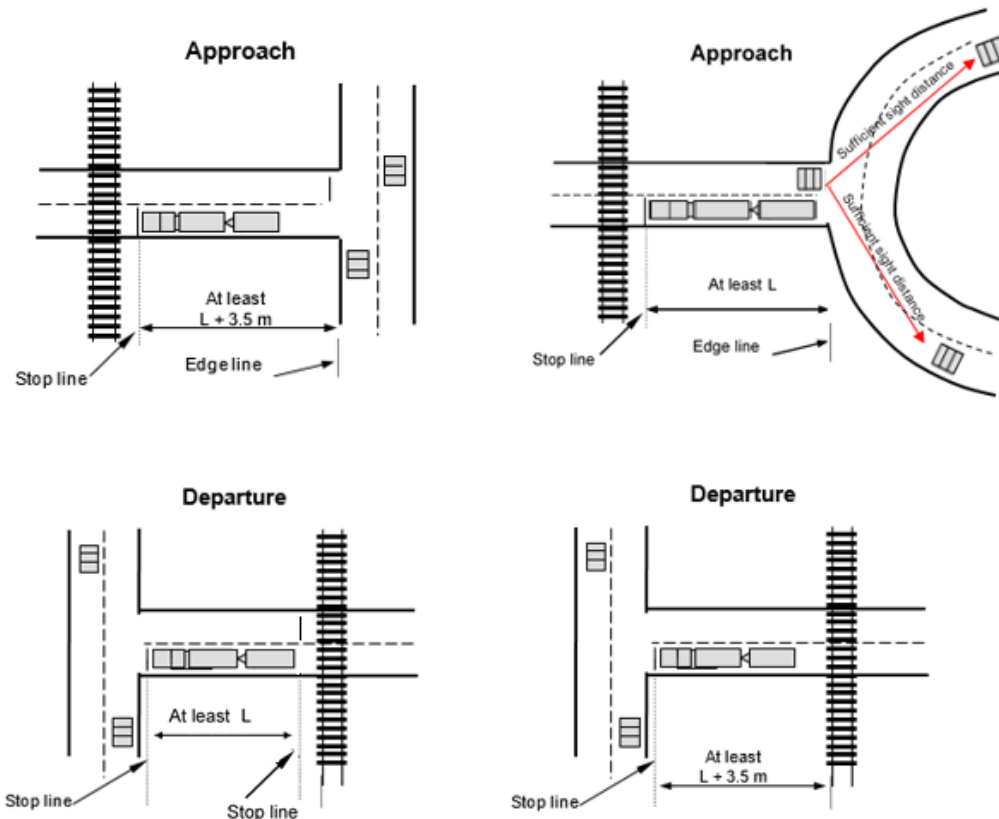


Figure 5: Examples of Adequate Stacking Distances

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).

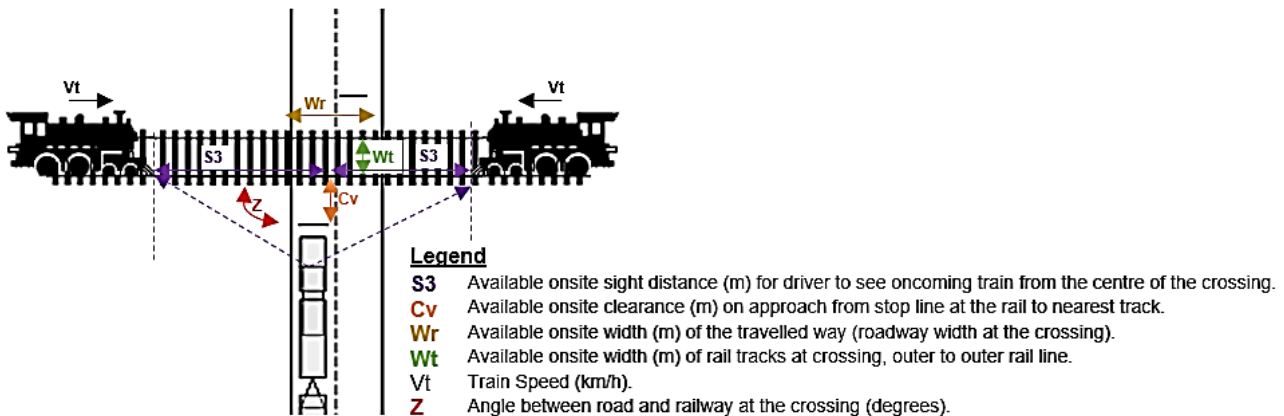


Figure 6: Required Information from Onsite Assessment for S3 Calculation

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.

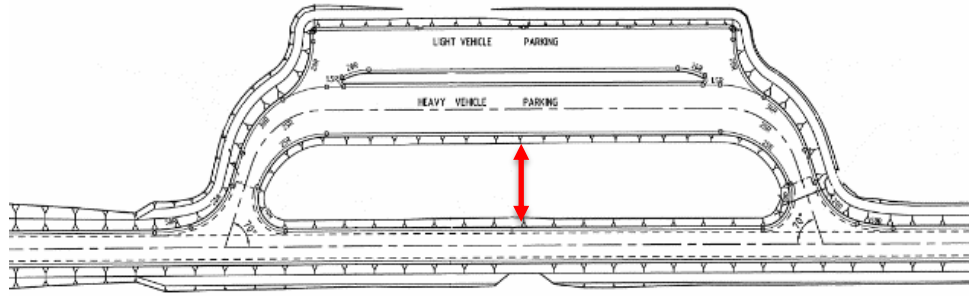


Figure 7: Minimum clearance between road pavement and parking bay

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.

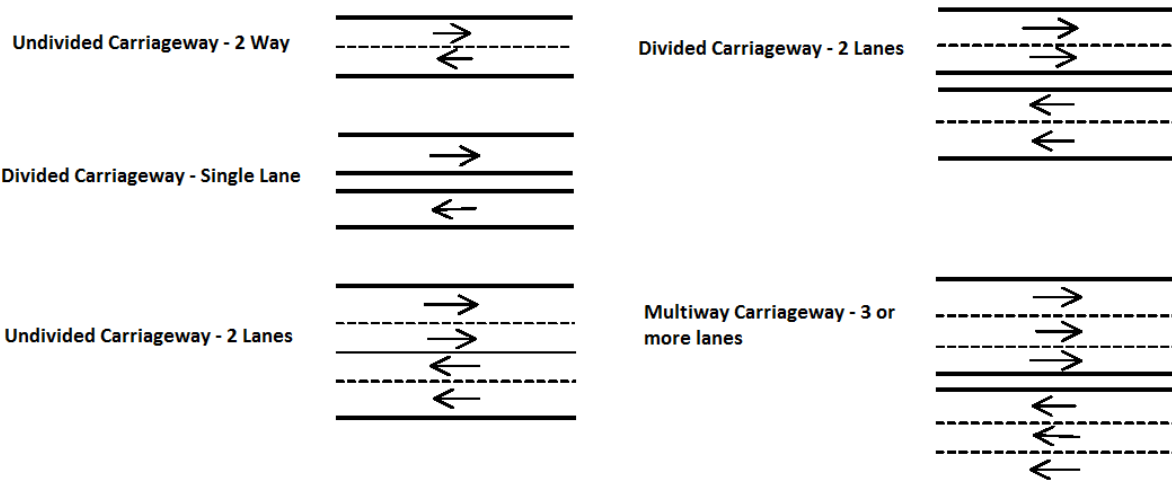
*Maximum road length limits apply, refer to Table 2 in Section 2.4.

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:



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 - September 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	7520	30,000	2020	2020	1 yr / 30,000 kms	Serviced @ 15000 km
BH00	Ford Ranger D-Cab	13,253	15,000	2020	2020	1 yr / 30,000 kms	
BH000	Ford Everest Trend		2000	2020	2020	1yr / 25,000 km	
BH001	CAT Vibe Roller	1,538	2,000	2019	2019	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	37,622	45,000	2016	2016	7 yrs / 250,000km	
BH003	Ford Ranger D-Cab	13,625	15,000	2020	2020	1 yr / 30,000 km	
BH004	CAT 12M Grader	1,906	2,000	2017	2018	8 yrs / 8,000 hrs	Replaced CB aerial & replaced broken hydraulic fitting
BH005	Cat Multi tyre Roller	989	1,000	2018	2018	8 yrs / 8000 hrs	
BH006	CAT 12M	8,251	8,500	2012	2012	8 yrs / 8,000 hrs	Finished replacing engine oil pump
BH007	Toro Mower	1032	1200	2016	2016	5 yrs / 5,000 hrs	Replaced blades
BH009	Izusu 150 Truck	7,759	10,000	2019	2019	1 yr / 30,000 km	
BH012	Isuzu Fire Truck		Jan-41				Pumped up tyres
BH013	Cat 444F Backhoe	2,846	3,000	2013	2013	10 yrs / 8,000 hrs	Checked and greased
BH014	Ford Ranger Space Cab	51,008	60,000	2018	2018	1 yr / 30,000 km	
BHT0	Kenworth Truck	112,908	110,000	2016	2017	5 yrs / 250,000 km	Replaced CB aerial & replaced tail light
BHT84	Toro Groundmaster 3500D Mower	1,188	1,200	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	1,318	1,500	2017	2017	8 yrs / 8,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	199,204	190,000	2013	2013	5 yrs / 250,000 km	Checked doorlock fault & replaced CB handpiece
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	60073		2015	2015		
TA001	Ford Ranger Ute	17,816	15,000	2020	2020	1 yr / 30,000 kms	Serviced @ 15000km & replaced 1 new tyre
TA005	Ford Ranger Ute	18,200	30,000	2020	2020	1 yr / 30,000 kms	
TA017	Isuzu Tipper	27,751	30,000	2019	2019	5 yrs / 200,000 km	
TA052	Ford Ranger D-Cab	5,800	15,000	2020	2020	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	156,104	170,000	2007	2010	8 yrs / 8,000 hrs	
TA18	12M Grader	4,000	4,500	2016	2016	7 yrs / 8,000 hrs	
TA281	930K Loader	5,442	5,500	2014	2014	8 yrs / 8,000 hrs	
TA386	Isuzu Tipper	11,483	20,000	2019	2019	5 yrs / 200,000 km	
TA2251	3 Axle Float Trailer				2009		
TA417	John Deere Gator		250	2019	2019		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer			2012	2012		Checked faulty brakes
1TMR367	Tandem Axle Dolly						
BKTBR	Skid Steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			Re-furbished
BH2085	Trailer for pump at town dam						

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
BH2098	Boxtop Trailer						
BHT 1626	Papas Tandem Fuel Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
BHT 151	Reel Mower	50	500	2020	2020		Sharpened reel
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
	Bucket Broom						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
	Trencher Attachment						
	TA Pressure Washer						
	Polesaw						
	Honda Pump						
	Chainsaw						Service
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2017	2017		
TORO 5910	BH Golf Club Mower	4333	4500	2016	2017		Checked airconditioner & replaced blades
	BH Honda Push Mower			2017	2017		
PFL	Fork Lift	1,340	1,500				
GENSET							
STIHL	Blower						Serviced
	BH Pressure Washer						
	Truck Hoist						
	Oil Dispenser						