



# Councillor Information Bulletin

For the Ordinary Council Meeting  
held on Thursday 16<sup>th</sup> April 2020

# INDEX

1. **CALENDAR OF EVENTS**

2. **TABLED CORRESPONDENCE**

- **WALGA**  
COVID-19 Leave
- **MAIN ROADS**  
Restricted Access Vehicle Route Assessment Form
- **AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION**  
Commonwealth JobKeeper Payments
- **AUDITOR GENERAL FOR WESTERN AUSTRALIA**  
Audit Direction due to COVID-19
- **ATO**  
ATO Tax Time 2020 – COVID-19 Resource Kit

3. **COUNCIL OUTSTANDING RESOLUTIONS STATUS REPORT**

4. **WORKS SUPERVISOR'S REPORT**

5. **TOURISM REPORT – NO REPORT CLOSED DUE TO COVID-19**

6. **OTHER**

- **AVON WASTE**  
COVID-19
- **WALGA**  
January – March Quarterly Overview Report
- **DFES**  
Operational Fleet Project April Update 2020
- **DFES**  
Incident Report March 2020
- **DEPARTMENT OF LOCAL GOVERNMENT**  
LG Alert



# SHIRE OF WESTONIA

## March, April, May 2020

Date & Time	What	Where	Who
Monday 9 <sup>th</sup> March	DOAC Bushfire meeting	Merredin	CEO, CBFCO
Tuesday 10 <sup>th</sup> – Friday 13 <sup>th</sup> March	Wheatbelt Medical Immersion Program (Uni Students)	Westonia	CEO, Billets
Tuesday 17 <sup>th</sup> March	WA Country Football League Webinar	Westonia (Web)	CEO
Thursday 19 <sup>th</sup> March	Council Meeting	Westonia	CEO, Councillors
<del>Thursday 19<sup>th</sup> March</del>	<del>WA Water Corp – Standpipe meeting (WT, KE, YL)</del> <b>Postponed</b>	<del>Merredin</del>	<del>CEO</del>
Thursday 19 <sup>th</sup> March	DCBA- Adrian Chesson – Meeting Re Campsite Hosting in Westonia	Westonia	CEO, Stacey Geier
Friday 20 <sup>th</sup> March	WALGA COVID -19 Webinar	Westonia (Web)	CEO
<del>Tuesday 24<sup>th</sup> March</del>	<del>OSH Meeting</del> <b>Postponed</b>	<del>Westonia</del>	<del>CEO, Staff</del>
Wednesday 24 <sup>th</sup> March	LG Pro COVID -19 Webinar	Westonia (Web)	CEO
Wednesday 24 <sup>th</sup> March	WACHS (Health) COVID-19 Webinar	Westonia (Web)	CEO
Thursday 26 <sup>th</sup> March	LEMC - Teleconference	Westonia (Tele)	CEO, Pres, Cr Geier
Friday 27 <sup>th</sup> March	WALGA COVID -19 Webinar	Westonia (Web)	CEO
Tuesday 31 <sup>st</sup> March	Aust Golden Outback – Tourism Webinar (Zoom)	Westonia (Web)	CEO
Wednesday 1 <sup>st</sup> April	WACHS (Health) COVID-19 Webinar	Westonia (Web)	CEO
Friday 3 <sup>rd</sup> April	WALGA COVID -19 Webinar	Westonia (Web)	CEO
Monday 6 <sup>th</sup> April	Regional Road Group - Teleconference	Westonia (Tele)	CEO, President
Monday 6 <sup>th</sup> April	LG Pro COVID -19 Webinar	Westonia (Web)	CEO
Wednesday 8 <sup>th</sup> April	WACHS (Health) COVID-19 Webinar	Westonia (Web)	CEO
Thursday 9 <sup>th</sup> April	WALGA COVID -19 Webinar	Westonia (Web)	CEO
Wednesday 15 <sup>th</sup> April	WACHS (Health) COVID-19 Webinar	Westonia (Web)	CEO
Thursday 16 <sup>th</sup>	Council Meeting	Westonia	CEO, Councillors
Friday 17 <sup>th</sup> April	WALGA COVID -19 Webinar	Westonia (Web)	CEO
Wednesday 23 <sup>rd</sup> April	WACHS (Health) COVID-19 Webinar	Westonia (Web)	CEO
Friday 24 <sup>th</sup> April	WALGA COVID -19 Webinar	Westonia (Web)	CEO
Thursday 21 <sup>st</sup> May	Council Meeting	Westonia	CEO, Councillors

19 March 2020



Wayne Wood  
Branch Secretary  
Australian Services Union  
102 East Parade  
East Perth 6004

Dear Wayne

**COVID-19 leave**

Thank you for your letter, dated 18 March 2020, urging the Local Government sector to adopt the same COVID-19 leave provisions as the Western Australian State Government in response to the COVID-19 pandemic.

We are operating in unprecedented times as a result of the COVID-19 pandemic and as you highlight in your letter, things are changing daily in regards to how the State and Federal Governments are managing the situation.

We can assure the Australian Services Union we are working with the sector to develop and implement business continuity plans to ensure employees and members of the public are safe and essential services are provided to the communities we serve.

As you may be aware, in response to the state of emergency declared on Sunday 15 March 2020, the State Government has announced it will freeze all household fees and charges including electricity and water. Further, as part of the State Government's stimulus strategy, the Premier Mark McGowan has asked the Local Government sector to freeze rate increases.

We are currently consulting with the sector about this request. We emphasise that, given the implications this request has on the sector's financial viability, we are negotiating the terms of any such agreement with the State Government. Importantly, we highlight that the revenue raised by Local Government rates enables Local Governments to employ and pay their employees to provide services to our communities.

Our focus is on working with the sector during this extremely challenging time. Given COVID-19 is likely to be a public health issue for the foreseeable future, our current view is that Local Governments, on an individual basis, need to carefully consider the ongoing cost associated with providing additional leave.

Any questions please contact Tony Brown on 9213 2051 or via email at [tbrown@walga.asn.au](mailto:tbrown@walga.asn.au)

Yours sincerely

**Nick Sloan**  
**WALGA Chief Executive Officer**





mainroads  
WESTERN AUSTRALIA

## **RESTRICTED ACCESS VEHICLE ROUTE ASSESSMENT FORM**

This form is to be used when completing any Restricted Access Vehicle (RAV) route assessment in conjunction with the *Standard RAV Route Assessment Guidelines* or *Tri Drive Route Assessment Guidelines*. Please complete only those sections relevant to the assessment type, additional information may be added as required.

Assessment Officer Details			
Name	Rod Munns	Name	
Position	Director	Position	
Employer	R Munns Engineering Consulting Services	Employer	
Phone	0407 604 164	Phone	

Road Details			
Road Owner	Shire of Westonia	Main Roads Region	Wheatbelt North
Road Name	Boodarockin Rd	Road Number	4280007
SLK From	2.18	SLK To	37.96
Description From	Edna May Minesite Entrance	Description To	Koorda / Bullfinch Rd
Total Distance:	35.78	AADT:	35 - 40
Is this a Built Up Area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a School Bus Route?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AADT: Annual Average Daily Traffic is determined by the total yearly two-way traffic volume divided by 365, expressed as vehicles per day (VPD)

Assessment Request Details			
Application TRIM#		Road Owner Approval TRIM#	
RAV Network	7.3 (TD 4.3)	Length	< 36.5 m
Products/Restrictions	Nil	Width	< 2.5 m
Current RAV Network	5.1	Height	< 4.6 m

HVS Use Only	
Reviewer Details	
Name	
Position	
Employer	
Phone	
Date	
Comments:	

# Road Width and Features

## Rural Roads

All roads that provide a secondary network of National, State and local Government roads connecting cities and towns.

Is this a Rural Road? ☒ Yes ☐ No (If no, please move on to Town Site Roads)

If yes, please complete the below Table

Criteria	Road Section 1	Road Section 2	Road Section 3	Road Section 4	Road Section 5
Road Surface	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed
Carriageway Width (m)	14.0 **	9.6	10.6	9.6	11.6
Sealed Width (m)	12.6 **	7.6	8.6	7.6	10.2
Location (SLK-SLK)	2.18 to 2.54 Curve	2.54 – 4.57	4.57 – 5.20 Curve	5.20 – 7.04	7.04 – 7.52 Curve
Posted Speed Limit (km/h)	Derestricted 110 kph max	Derestricted 110 kph max	Derestricted 110 kph max	Derestricted 110 kph max	Derestricted 110 kph max
Criteria	Road Section 6	Road Section 7	Road Section 8	Road Section 9	Road Section 10
Road Surface	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed
Carriageway Width (m)	9.6	12.2	9.6	12.2	9.6
Sealed Width (m)	7.6	10.2	7.6	10.2	7.6
Location (SLK-SLK)	7.52 – 9.78	9.78 – 10.22 Curve	10.22 – 10.66	10.66 – 11.32 Curve	11.32 – 13.18
Posted Speed Limit (km/h)	Derestricted 110 kph max	Derestricted 110 kph max	Derestricted 110 kph max	Derestricted 110 kph max	Derestricted 110 kph max
Criteria	Road Section 11	Road Section 12	Road Section 13	Road Section 14	Road Section 15
Road Surface	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input checked="" type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed
Carriageway Width (m)	12.2	9.6	12.2	9.6	
Sealed Width (m)	10.6	7.6	10.4	7.6	
Location (SLK-SLK)	13.18 – 13.88 Curve	13.88 – 14.40	14.40 – 14.94 Curve	14.94 – 37.96	
Posted Speed Limit (km/h)	Derestricted 110 kph max	Derestricted 110 kph max	Derestricted 110 kph max	Derestricted 110 kph max	
<b><u>Carriageway Width:</u></b> 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. <b><u>Seal Width:</u></b> Width between edges of sealed surface or between edge lines (where installed on undivided carriageways), whichever is less.					

## Additional Comments

\*\* Note : includes an acceleration lane on the LH turn out of the Edna May Gold Mine to the north for a length of 360 Lm.

HVS Use Only					
Minimum guideline requirement					
Criteria	Road Section 1	Road Section 2	Road Section 3	Road Section 4	Road Section 5
Road Width Requirement					
Low Volume	<input type="checkbox"/> Type A <input type="checkbox"/> Type B	<input type="checkbox"/> Type A <input type="checkbox"/> Type B	<input type="checkbox"/> Type A <input type="checkbox"/> Type B	<input type="checkbox"/> Type A <input type="checkbox"/> Type B	<input type="checkbox"/> Type A <input type="checkbox"/> Type B
Recommended Speed	<input type="checkbox"/> 40 km/h <input type="checkbox"/> 60 km/h <input type="checkbox"/> 70 km/h <input type="checkbox"/> 80 km/h <input type="checkbox"/> 100 km/h	<input type="checkbox"/> 40 km/h <input type="checkbox"/> 60 km/h <input type="checkbox"/> 70 km/h <input type="checkbox"/> 80 km/h <input type="checkbox"/> 100 km/h	<input type="checkbox"/> 40 km/h <input type="checkbox"/> 60 km/h <input type="checkbox"/> 70 km/h <input type="checkbox"/> 80 km/h <input type="checkbox"/> 100 km/h	<input type="checkbox"/> 40 km/h <input type="checkbox"/> 60 km/h <input type="checkbox"/> 70 km/h <input type="checkbox"/> 80 km/h <input type="checkbox"/> 100 km/h	<input type="checkbox"/> 40 km/h <input type="checkbox"/> 60 km/h <input type="checkbox"/> 70 km/h <input type="checkbox"/> 80 km/h <input type="checkbox"/> 100 km/h
Does the Rural Road meet the requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Comments:					

***Please insert photos relevant to Rural Road Width and Features, including SLK location***





Boodarockin Rd at SLK 2.58 B – showing end of acceleration lane and 12.6m wide seal width section through RH curve from SLK 2.18 to 2.54.



Boodarockin Rd at SLK 2.58 F – showing start of straight section from SLK 2.54 to 4.57 and 7.6m seal width.



Boodarockin Rd at SLK 4.56 F – showing start of LH curved section from SLK 4.57 to 5.20 and 8.6m seal width.



Boodarockin Rd at SLK 7.19 F – showing centre of RH curved section from SLK 7.04 to 7.52 and 10.2m seal width.



Boodarockin Rd at SLK 9.04 F – showing typical straight section from SLK 7.52 to 9.78 and 7.6m seal



Boodarockin Rd at SLK 10.06 F – showing centre of RH curved section from SLK 9.78 to 10.22 and 10.2m seal width.



Boodarockin Rd at SLK 10.77 F – showing centre of LH curved section from SLK 10.66 to 11.32 and 10.2m seal width.



Boodarockin Rd at SLK 12.52 F – showing typical straight section from SLK 11.32 to 13.18 and 7.6m seal width.



Boodarockin Rd at SLK 13.37 F – showing centre of RH curved section from SLK 13.18 to 13.88 and 10.6m seal width.



Boodarockin Rd at SLK 14.58 F – showing centre of LH curved section from SLK 14.40 to 14.94 and 10.4m seal width.



Boodarockin Rd at SLK 15.98 F – showing typical straight section from SLK 14.94 to 37.96 and 7.6m seal width.



Boodarockin Rd at SLK 20.37 F – showing typical straight section from SLK 14.94 to 37.96 and 7.6m seal width.





Boodarockin Rd at SLK 24.18 F – showing typical straight section from SLK 14.94 to 37.96 and 7.6m seal width.



Boodarockin Rd at SLK 27.40 F – showing typical straight section from SLK 14.94 to 37.96 and 7.6m seal width.



Boodarockin Rd at SLK 31.64 F – showing typical straight section from SLK 14.94 to 37.96 and 7.6m seal width.



Boodarockin Rd at SLK 34.73 F – showing typical straight section from SLK 14.94 to 37.96 and 7.6m seal width.



Boodarockin Rd at SLK 36.23 F – showing typical straight section from SLK 14.94 to 37.96 and 7.6m seal width.



Boodarockin Rd at SLK 37.34 F – showing typical straight section from SLK 14.94 to 37.96 and 7.6m seal width.

## 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.

Is this a Town Site Road? ☐ Yes ☒ No

If yes, please complete the below Table

Please Tick Most Appropriate					
<input type="checkbox"/> Undivided Carriageway 1 Way				<input type="checkbox"/> Divided Carriageway Single Lane	
<input type="checkbox"/> Undivided Carriageway 2 way				<input type="checkbox"/> Divided Carriageway 2 lanes	
<input type="checkbox"/> Undivided Carriageway 2 lanes each way				<input type="checkbox"/> Multiple Carriageway: 3+ lanes	
<b>Width Measurement:</b> (Undivided carriageway – 2 Way) Width between sealed edge and road centre (m) (Divided carriageway – single lane) Width between sealed edge and edge of median or traffic island (m) (Undivided carriageway – 2 lanes) Width between sealed edge and road centre (m) (Divided carriageway – 2 lanes) Width between sealed edge and edge of median or traffic island (m) (Multiple Lane Carriageways – 3 or more lanes) Width of additional through lane (m)					
Criteria	Road Section 1	Road Section 2	Road Section 3	Road Section 4	Road Section 5
Direction of Travel					
Width (m)					
Location (SLK-SLK)					
Marked Separation line	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Posted Speed Limit (km/h)					
Road Features					
<i>Dedicated Cycle Lanes, Parallel Parking, Regular Angle Parking</i>					
Criteria	Road Feature 1	Road Feature 2	Road Feature 3	Road Feature 4	Road Feature 5
Feature					
Location (SLK-SLK)					
Width (m)					
<b>Additional Comments</b>					
HVS Use Only					
Minimum guideline requirement					
Criteria	Road Section 1	Road Section 2	Road Section 3	Road Section 4	Road Section 5
Road Width Requirement					
Criteria	Road Feature 1	Road Feature 2	Road Feature 3	Road Feature 4	Road Feature 5
Road Width Requirement					
Does the Town Site Road meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Comments:					

Please insert photos relevant to Townsite Road Width and Features, including SLK location

# Road Geometry

## Road Alignment

Are there any significant curves/bends on the road? ☒ Yes ☐ No  
If yes, please complete the below table

SLK	Signage	Swept Path Completed	Lane Correct	Direction of Travel	Sight Distance	Direction of Travel	Sight Distance
2.16 - 2.54	<input checked="" type="checkbox"/> Warning Sign <input checked="" type="checkbox"/> Advisory Speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	S > E	400+ m	E > S	400+ m
4.57 – 5.20	<input checked="" type="checkbox"/> Warning Sign <input checked="" type="checkbox"/> Advisory Speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	W > N	400+ m	N > W	400+ m
7.04 – 7.52	<input checked="" type="checkbox"/> Warning Sign <input checked="" type="checkbox"/> Advisory Speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	S > E	300+ m	E > S	300+ m
9.78 – 10.22	<input checked="" type="checkbox"/> Warning Sign <input type="checkbox"/> Advisory Speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	E > S	250 m	S > E	250 m
10.66 – 11.26	<input checked="" type="checkbox"/> Warning Sign <input checked="" type="checkbox"/> Advisory Speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	E > N	250 m	N > E	250 m
13.18 – 13.88	<input checked="" type="checkbox"/> Warning Sign <input checked="" type="checkbox"/> Advisory Speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	S > E	250 m	E > S	250 m
14.40 – 14.94	<input checked="" type="checkbox"/> Warning Sign <input checked="" type="checkbox"/> Advisory Speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	E > N	250 m	N > E	250 m
16.40 - 16.68	<input checked="" type="checkbox"/> Warning Sign <input type="checkbox"/> Advisory Speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	S > NNW	400 m	NNW > S	400 m

### Additional Comments

Note : This road section has recently been upgraded to a seal standard with sufficient seal widths on all significant curves to ensure that Network 7.3 (TD 4.3) RAVs can remain Lane Correct – generally from 10.2m width to 10.6m width, except for the LH Curve from SLK 4.57 to 5.20 which has an upgraded seal width of 8.6m.

### HVS Use Only

RAV is able to stay lane correct ☐ Yes ☐ No

Bend meets sight distance requirement of XXX ☐ Yes ☐ No

Comments

**Please insert photos relevant to Road Alignment and Swept Paths including SLK location**





Boodarockin Rd at SLK 2.12 F – showing warning curve sign and speed advisory sign in advance of start T.P. of RH curve section from SLK 2.16 to 2.54. Note : the Edna May Gold Mine Entrance to the LHS at SLK 2.18.



Boodarockin Rd at SLK 2.58 B – showing warning curve sign and speed advisory sign in advance of end T.P. of RH curve section from SLK 2.16 to 2.54.



Boodarockin Rd at SLK 4.24 F – showing warning curve sign and speed advisory sign in advance of start T.P. of LH curve section from SLK 4.57 to 5.20.



Boodarockin Rd at SLK 5.43 B – showing warning curve sign and speed advisory sign in advance of end T.P. of LH curve section from SLK 4.57 to 5.20.



Boodarockin Rd at SLK 6.98 F – showing warning curve sign and speed advisory sign in advance of start T.P. of RH curve section from SLK 7.04 to 7.52.



Boodarockin Rd at SLK 7.70 B – showing warning curve sign and speed advisory sign in advance of end T.P. of RH curve section from SLK 7.04 to 7.52.



Boodarockin Rd at SLK 9.64 F – showing warning curve sign in advance of start T.P. of RH curve section from SLK 9.78 to 10.22.



Boodarockin Rd at SLK 10.36 B – showing warning curve sign in advance of end T.P. of RH curve section from SLK 9.78 to 10.22.



Boodarockin Rd at SLK 10.50 F – showing warning curve sign and speed advisory sign in advance of start T.P. of LH curve section from SLK 10.66 to



Boodarockin Rd at SLK 11.44 B – showing warning curve sign and speed advisory sign in advance of end T.P. of LH curve section from SLK 10.66 to 11.32.



Boodarockin Rd at SLK 13.04 F – showing warning curve sign and speed advisory sign in advance of start T.P. of RH curve section from SLK 13.18 to



Boodarockin Rd at SLK 14.10 B – showing warning curve sign and speed advisory sign in advance of end T.P. of RH curve section from SLK 13.18 to 13.88.





Boodarockin Rd at SLK 14.23 F – showing warning curve sign and speed advisory sign in advance of start T.P. of LH curve section from SLK 14.40 to



Boodarockin Rd at SLK 15.07 B – showing warning curve sign and speed advisory sign in advance of end T.P. of LH curve section from SLK 14.40 to 14.94.



Boodarockin Rd at SLK 16.27 F – showing warning curve sign in advance of start T.P. of LH curve section from SLK 16.40 to 16.68.



Boodarockin Rd at SLK 16.89 B – showing warning curve sign in advance of end T.P. of LH curve section from SLK 16.40 to 16.68.



## **Gradients**

Have any gradients above 3% for unsealed roads or 5% for sealed roads been identified?

☐ Yes      ☒ No

If yes, please complete the below Table

Criteria	Grade 1	Grade 2	Grade 3	Grade 4
Road Surface	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed
Location (SLK)				
Grade (%)				
Length (m)				
<b><u>Additional Comments</u></b>				
<b>HVS Use Only</b>				
Minimum Guideline requirement for gradient (%):		RAV 2-6	RAV 7-8	RAV 9-10
Sealed		<input type="checkbox"/> 8%	<input type="checkbox"/> 6%	<input type="checkbox"/> 5%
Unsealed		<input type="checkbox"/> 5%	<input type="checkbox"/> 4%	<input type="checkbox"/> 3%
Meets Guidelines	Grade 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade 2 <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade 3 <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade 4 <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:				

***Please insert photos relevant to Gradients, including SLK location***

# Road Obstacles: Bridges, Culverts, Floodway's, Overheard Clearance and Railway Crossings

## Bridges

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.

Have any drive on bridges been identified? ☐ Yes ☒ No

If yes, please complete the below Table

Criteria	Bridge 1	Bridge 2	Bridge 3	Bridge 4
Structure Number				
Surface	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed	<input type="checkbox"/> Sealed <input type="checkbox"/> Unsealed
Width between kerbs (m)				
Location (SLK)				
Central Line Marking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sight Distance 1 and direction of travel (m)				
Sight Distance 2 and direction of travel (m)				
Have all measurements been taken at Truck Driver height of 2.4m <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b><u>Additional Comments</u></b>				
<b>HVS Use Only</b>				
Minimum Guideline requirement for width between kerbs (m):				
Meets Guidelines:	Bridge 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Bridge 2 <input type="checkbox"/> Yes <input type="checkbox"/> No	Bridge 3 <input type="checkbox"/> Yes <input type="checkbox"/> No	Bridge 4 <input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Structures Engineering Branch given approval for RAV Access?		<input type="checkbox"/> Yes <input type="checkbox"/> No	HPRM Reference #	
Comments:				

*Please insert photos relevant to Bridges, including SLK location*

## **Culverts and Floodways**

**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.

**Floodway:** A roadway across a shallow depression subject to flooding, specifically designed to overtop and constructed to resist the damaging effects of overtopping.

Have any culverts or floodways that impact carriageway width been identified?

☐ Yes      ☒ No

If yes, please complete the below Table

Feature	Location (SLK)	Width (m)	Direction of Travel	Sight Distance (m)	Direction of Travel	Sight Distance (m)
<input type="checkbox"/> Culvert						
<input type="checkbox"/> Floodway						
<input type="checkbox"/> Culvert						
<input type="checkbox"/> Floodway						
<input type="checkbox"/> Culvert						
<input type="checkbox"/> Floodway						
<input type="checkbox"/> Culvert						
<input type="checkbox"/> Floodway						
<input type="checkbox"/> Culvert						
<input type="checkbox"/> Floodway						
<b><u>Additional Comments</u></b>						
<b>HVS Use Only</b>						
<b>Comments:</b>						

*Please insert photos relevant to Culverts or Floodways, including SLK location*

## Overhead Clearance

Have any overhead power lines been identified? ☒ Yes ☐ No  
*(Do not attempt to measure power line heights – approval will be sought by HVS from the cable operator)*

Have any other overhead obstructions been identified? ☐ Yes ☒ No  
 If yes, please complete the below Table

Criteria	Overhead Obstruction 1	Overhead Obstruction 2	Overhead Obstruction 3	Overhead Obstruction 4
What is the overhead obstruction (e.g. tree, bridge, gantry sign)				
Minimum Clearance (m) (from ground to lowest point of structure over the carriageway)				
SLK Location				
<b>Additional Comments</b>				
<b>HVS Use Only</b>				
Minimum Guideline requirement for overhead obstructions (m): 4.9m				
Meets Guidelines:	Overhead Obstruction 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Overhead Obstruction 2 <input type="checkbox"/> Yes <input type="checkbox"/> No	Overhead Obstruction 3 <input type="checkbox"/> Yes <input type="checkbox"/> No	Overhead Obstruction 4 <input type="checkbox"/> Yes <input type="checkbox"/> No
(If applicable) Power line Asset Owner Approval HPRM Reference #:				
Comments:				

**Please insert photos relevant to Overhead Obstructions, including SLK location**

## Railway Crossings

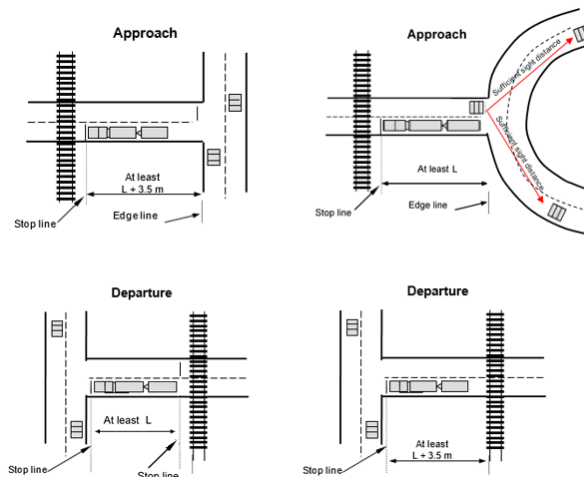
Warning Devices and signage for Railways:

- No Protection
- Give Way Sign
- Stop Sign
- Flashing Lights
- Flashing Lights and Boom Gate
- Advanced warning flashing amber lights

Have any Railway Crossings been identified? ☐ Yes ☒ No  
 If yes, please complete the below Table

<b>Railway Features</b> <i>For crossings protected by Give Way or Stop Signs, complete ALL fields.</i> <i>For crossings protected by boom gates or flashing lights, Approach Sight Distance only applicable.</i>													
SLK	Direction of Travel	Road Speed Limit	Warning Devices and Signage	Approach Sight Distance (m)	Sight Distance Along Rail (S3)		Sight Distance Along Rail (S3)		Train Speed (Km/h) (Vt)	Angle Between Road and Rail (Degrees) (Z)	Distance From Stop Line to Rail Track (m) (Cv)	Road Width at Crossing (m) (Wr)	Width of Rail Track (m) (Wt)
					Direction	(m)	Direction	(m)					
Have all measurements been taken at Truck Driver height of 2.4m <input type="checkbox"/> Yes <input type="checkbox"/> No													
Is there anything restricting Sight Distance? <i>(e.g. trees, shrubs, signage)</i>													
<b>HVS Use Only</b>													
Minimum Guideline Requirement for Approach Sight Distance					Meets Guideline Requirements:		<input type="checkbox"/> Yes <input type="checkbox"/> No						
Sight Distance Requirement as per the S3 Formula					Meets S3 Formula Requirements:		<input type="checkbox"/> Yes <input type="checkbox"/> No						
Trim Ref #													
Comments													

Stacking Distances				
(If the railway crossing is near to an intersection/T-junction, please specify stacking distance measurements)				
SLK	Direction of Travel	Name of Intersecting Road	Approach Stacking Distance (m)	Departure Stacking Distance (m)



#### Additional Comments

#### HVS Use Only

Meets Guideline Requirements for Stacking Distance:

☐ Yes

☐ No

Level Crossing Safety  
Officer Response:

TRIM Ref #

Comments:

Please insert photos relevant to Railways, including direction of travel, direction of measurement and SLK location.

# Intersections

## Intersection Layout

Intersection	Kerbing	Islands	Free of Loose Gravel	Adjacent Infrastructure / Obstacles
Edna May Gold Mine Entrance LH T- Junction Intersection at SLK 2.18	<input type="checkbox"/> Mountable <input type="checkbox"/> Painted <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input type="checkbox"/> Mountable <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vegetation <input type="checkbox"/> Poles/Signs <input type="checkbox"/> Letter boxes <input type="checkbox"/> Culverts <input type="checkbox"/> Other (list below)
Westonia Rd RH T- Junction Intersection at SLK 4.99	<input type="checkbox"/> Mountable <input type="checkbox"/> Painted <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input type="checkbox"/> Mountable <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vegetation <input type="checkbox"/> Poles/Signs <input type="checkbox"/> Letter boxes <input type="checkbox"/> Culverts <input type="checkbox"/> Other (list below)
George Rd Cross Road Intersection at SLK 22.40	<input type="checkbox"/> Mountable <input type="checkbox"/> Painted <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input type="checkbox"/> Mountable <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input type="checkbox"/> None	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vegetation <input type="checkbox"/> Poles/Signs <input type="checkbox"/> Letter boxes <input type="checkbox"/> Culverts <input type="checkbox"/> Other (list below)
Daddow Rd Cross Road Intersection at SLK 32.45	<input type="checkbox"/> Mountable <input type="checkbox"/> Painted <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input type="checkbox"/> Mountable <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vegetation <input type="checkbox"/> Poles/Signs <input type="checkbox"/> Letter boxes <input type="checkbox"/> Culverts <input type="checkbox"/> Other (list below)
Koorda / Bullfinch Rd Cross Road Intersection at SLK 37.96	<input type="checkbox"/> Mountable <input type="checkbox"/> Painted <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input type="checkbox"/> Mountable <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input checked="" type="checkbox"/> None	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vegetation <input type="checkbox"/> Poles/Signs <input type="checkbox"/> Letter boxes <input type="checkbox"/> Culverts <input type="checkbox"/> Other (list below)

### Centre Traffic Islands

Intersection	Islands	Stacking Distance (m)
	<input type="checkbox"/> Mountable <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input type="checkbox"/> None	
	<input type="checkbox"/> Mountable <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input type="checkbox"/> None	
	<input type="checkbox"/> Mountable <input type="checkbox"/> Semi-Mountable <input type="checkbox"/> Non-Mountable <input type="checkbox"/> None	

### Additional Comments

Note : Boodarockin Rd has the right of way (ie is the Major Road) at the George Rd and Daddow Rd cross road intersections at SLK 19.18 and 23.00 respectively, since Giveaway Signs are to be placed on these minor road approaches to Boodarockin Rd, the week commencing 6<sup>th</sup> April 2020 by MRWA contractor.

Note : The Egg Rock Rd Cross Rd Intersection at SLK 27.74 has not been included above, since each side of this minor road is a "No Thru Rd".

HVS Use Only	
Is the Intersection suitable for RAV Access?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

***Please insert photos showing the intersection layout, including the name of the intersecting roads, direction of travel and SLK location.***





Boodarockin Rd at SLK 2.12 F – showing the LH T-Junction intersection into the Edna May Gold Minesite at SLK 2.18.



Boodarockin Rd at SLK 2.21 B – showing the LH T-Junction intersection into the Edna May Gold Minesite at SLK 2.18.



Boodarockin Rd at SLK 22.34 F – showing the Cross Road intersection with George Rd at SLK 22.40.



George Rd at SLK 19.22 B – showing the Cross Road intersection with Boodarockin Rd at SLK 19.18 (eastern side of the Boodarockin Rd intersection). Note : that the Giveway Sign is missing on this approach to the Boodarockin Rd Intersection and is expected to be installed by MRWA the week commencing 6<sup>th</sup> April 2020.



George Rd at SLK 19.14 F – showing the Cross Road intersection with Boodarockin Rd at SLK 19.18 (western side of the Boodarockin Rd intersection). Note : that the Giveway Sign is missing on this approach to the Boodarockin Rd Intersection and is expected to be installed by MRWA the week commencing 6<sup>th</sup> April 2020.



Boodarockin Rd at SLK 22.34 F – showing the Cross Road intersection with Daddow Rd at SLK 23.00.



Daddow Rd at SLK 23.04 B – showing the Cross Road intersection with Boodarockin Rd at SLK 23.00 (eastern side of the Boodarockin Rd intersection). Note : that the Giveaway Sign is missing on this approach to the Boodarockin Rd Intersection and is expected to be installed by MRWA the week commencing 6<sup>th</sup> April 2020.



Daddow Rd at SLK 22.96 F – showing the Cross Road intersection with Boodarockin Rd at SLK 23.00 (western side of the Boodarockin Rd intersection). Note : that the Giveaway Sign is missing on this approach to the Boodarockin Rd Intersection and is expected to be installed by MRWA the week commencing 6<sup>th</sup> April 2020.



Boodarockin Rd at SLK 37.92 F – showing the Cross Road intersection with the Koorda / Bullfinch Rd at SLK 37.96. Note the Giveaway Signs installed on the Boodarockin Rd and Boodarockin North Rd approaches to the Koorda / Bullfinch Rd Intersection. This intersection has recently been widened and upgraded to accommodate 36.5m long RAVs, and includes a LH turning pocket on the eastern approach to this intersection on the Koorda / Bullfinch Rd.



Koorda / Bullfinch Rd at SLK 28.63 B – showing the start of the Turning Pocket on the eastern approach to the Cross Road intersection with the Koorda / Bullfinch Rd at SLK 28.48. This intersection has recently been widened and upgraded to accommodate 36.5m long RAVs.



## **Swept Paths**

*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.*

Has a Swept Path been conducted for each intersection and roundabout?

☐ Yes ☒ No

### **Additional Comments**

A Swept Path Analysis needs to be completed for the intersection with the Koorda / Bullfinch Rd at SLK 37.96. It is expected that this intersection would comply with SPA for a 36.5m long RAV (TD 4.3), given that it has recently been upgraded as part of these upgrade works.

### **HVS Use Only**

Vehicle Combination Used for Swept Paths:

Are all Swept Paths on trafficable ground?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Do all Swept Paths have sufficient clearance from non-mountable kerbing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Do all Swept Paths have sufficient clearance from all nearby objects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Do any left or right turn swept paths cross the centreline of the road? If so, are sight distance sufficient in all directions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Comments:

***Please insert photos for swept path assessments below, including the name of the intersecting roads and direction of travel.***

## Entering Sight Distance

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.

Name of Intersecting Road	Direction of Travel	Grade (%)	Speed Limit	Entering Sight Distance		Entering Sight Distance		HVS Only Guideline (m)
				Direction	(m)	Direction	(m)	
Koorda / Bullfinch Rd at SLK 37.96	E > W	-0.8%	100 (Der)	W (LHS)	1000+	E (RHS)	1000+	

Have all measurements been taken at Truck Driver height of 2.4m to a height that considers all traffic?  
☒ Yes      ☐ No

Is there anything restricting Sight Distance?  
*(e.g. trees, shrubs, signage)*      No

**Additional Comments**

**HVS Use Only**

All Entering Sight Distances meets guideline requirements:   ☐ Yes   ☐ No

If no, is there anything that can mitigate the risk?  
*(e.g. warning signage, vegetation clearing)*

Comments

Please insert photos showing all of the entering sight distances, including the name of the intersecting roads, direction of travel, direction of measurement and SLK location.



ESD Photo looking to west (LHS) at Intersection with Koorda / Bullfinch Rd at SLK 37.96 – from southern side of intersection. Photo at SLK 37.955 on Boodarockin Rd.



ESD Photo looking to east (RHS) at Intersection with Koorda / Bullfinch Rd at SLK 37.96 – from southern side of intersection. Photo at SLK 37.955 on Boodarockin Rd. Note the 140m long turning pocket along the southern side of the Koorda / Bullfinch Rd.

## Approach Sight Distance

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.

Name of Approaching Road	Direction of Travel	Recommended Speed of RAV	Is there warning signage	Grade (%)	Approach Distance (m)	HVS Only Guideline (m)
Koorda / Bullfinch Rd at SLK 37.96	S > N	100	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	-1.2%	620	
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have all measurements been taken at Truck Driver height of 2.4m <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Is there anything restricting Sight Distance? (e.g. trees, shrubs, signage)		No.				
<b>Additional Comments</b>						
<b>HVS Use Only</b>						
All Approach Sight Distances meets guideline requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, is there anything that can mitigate the risk? (e.g. warning signage, vegetation clearing)						
Comments:						

Please insert photos showing all of the approach sight distances, including the name of the approaching roads, direction of travel and SLK location.



ASD Photo - Intersection with Koorda / Bullfinch Rd at SLK 37.96 – Approach from southern side of intersection. Photo at SLK 37.34 when the advanced warning cross road sign for this intersection was first noticed.

# Assets

## Acceleration Lanes

*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. Consultation with the relevant road manager should be undertaken to ensure existing treatments remain adequate and consideration is given to potential significant impacts on network performance that may justify intersection upgrades such as turn pockets or acceleration lanes.*

Through Road	Length of Acceleration Lane
Boodarockin Rd from SLK 2.18 to 2.54. This is an acceleration lane from the LH T-Junction Intersection from the Edna May Minesite Entrance.	360 m
Koorda / Bullfinch Rd from SLK 28.48 to 28.62. This is a LH Turning Pocket into Boodarockin Rd at SLK 37.96.	140 m
<u>Additional Comments</u>	
<b>HVS Use Only</b>	
Is the acceleration lane adequate <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	

***Please insert photos relevant to Acceleration Lane, including SLK location***





Boodarockin Rd at SLK 2.18 – showing the start of the 360m long acceleration lane from the Edna May Minesite Entrance LH T-Junction intersection at SLK 2.18.



Koorda / Bullfinch Rd at SLK 28.63 B – showing the start of the Turning Pocket on the eastern approach to the Cross Road intersection with the Koorda / Bullfinch Rd at SLK 28.48. This intersection has recently been widened and upgraded to accommodate 36.5m long RAVs (7.3 / TD 4.3).

## **Overtaking Opportunities**

*(Provision of additional overtaking opportunities is usually not justified for AADT of 500 or below)*

Does the AADT exceed 500? ☐ Yes ☒ No

If yes, please complete the below Table

<b>Maximum Distances</b>		
Maximum average distance between overtaking opportunity (km)		
Maximum distance between overtaking opportunities (km)		
<b>Minimum Length for Overtaking Opportunities</b>		
<b>Location (SLK-SLK)</b>	<b>Length of Overtaking Opportunity</b>	<b>HVS Only Guideline (m)</b>
Is there seasonal traffic on this road? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please detail:		
<b><u>Additional Comments</u></b>		
<b>HVS Use Only</b>		
Guideline requirement for Maximum Average Distance (km):		
Guideline requirement for Maximum Distance between Opportunities (km):		
All Overtaking Distances meet guideline requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments:		

***Please insert photos relevant to Overtaking Opportunities, including SLK location***

## Off Road Parking

Is this a rural road exceeding 80km or a remote road exceeding 120 km in length?

☐ Yes ☒ No

If yes, please complete the below Table

SLK	Direction of Travel	Speed Limit	Grade %	Clearance from edge of pavement (m)	Approach Sight Distance (m)	Entering Sight Distance		Entering Sight Distance	
						Direction	(m)	Direction	(m)

Have all measurements been taken at Truck Driver height of 2.4m ☐ Yes ☐ No

Comments

**HVS Use Only**

Minimum Guideline requirement for Entering Sight Distance (m):

All Entering Sight Distances meets guideline requirements: ☐ Yes ☐ No

Minimum Guideline requirement for Approach Sight Distance (m):

All Approach Sight Distances meets guideline requirements: ☐ Yes ☐ No

If no, is there anything that can mitigate the risk?  
(e.g. warning signage, vegetation clearing)

Comments:

**Please insert photos relevant to Off Road Parking, including SLK location**

## Community Considerations

What are the major concerns that need to be addressed?  
(tick all that apply)

☐ Noise                      ☐ Vibration                      ☐ Smell                      ☐ Other

**Details:**

Nil.

What agencies have been contacted with regards to any community issues or concerns?  
(tick all that apply)

☐ Regional Office    ☐ Local Government Authority    ☐ Local Police                      ☐ Other

**Details:**

Nil

**HVS Use Only**

Comments:

## Other Considerations/Comments

**Details:**

Nil


**HVS Use Only**

Comments:

## **Assessment Declaration:**

I hereby declare that:

1. I have assessed this route in accordance with all requirements and procedures in Main Roads Western Australia *Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines, Tri-Drive Route Assessment Guidelines and Guidelines for Approving RAV Access*, and
2. The information provided on this form and any attached documents is true and correct to the best of my knowledge.

Assessment Officer Details			
Name	Rod Munns	Name	
Position	Director	Position	
Representing	R Munns Engineering Consulting Services	Representing	
Signature:		Signature:	
Date:	6 <sup>th</sup> April 2020	Date:	
Recommendation			
<b>I hereby endorse the route's suitability for RAV access as follows:</b>			
RAV Network(s):	Network 7.3 (TD 4.3)		
<input type="checkbox"/> This road is <b>unsuitable</b> for RAV Access			
<input checked="" type="checkbox"/> This road is <b>suitable</b> for RAV Access <input type="checkbox"/> Type A Low Volume <input type="checkbox"/> Type B Low Volume			
Specific Conditions: Nil			
Comments: The approval for suitability of Network 7.3 (TD4.3) RAV access is subject to the compliant Swept Path Analysis (to 36.5m) of the recently upgraded Koorda / Bullfinch Rd intersection with Boodarockin Rd at SLK 37.96. It is expected that the recently upgraded intersection will be compliant.  At the time of the RAV Route Assessment on the 30 <sup>th</sup> March 2020, the MRWA Linemarking and Signage Contractors, had not completed: <ul style="list-style-type: none"><li>• The linemarking for the entire 35.78km section from the Edna May Minesite Entrance to the Koorda / Bullfinch Rd (spotting had been completed for)</li><li>• The installation of Giveway Signs on each approach of the George Rd and Daddow Rd cross road intersections at SLK 19.18 and 23.00 respectively.</li></ul> The Shire of Westonia advised that MRWA had indicated to them, that this work would commence sometime in the week commencing Monday the 6 <sup>th</sup> April 2020.			
This section must be signed by a CEO/ Deputy CEO or Regional Manager.			
Comments:			
Name:		Signature:	
Date:			

## HVS Assessment Review

HVS Use Only			
<b>Recommendation</b>			
<b>I have reviewed this assessment in accordance with all requirements and procedures in Main Roads Western Australia Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines, Tri-Drive Route Assessment Guidelines and Guidelines for Approving RAV Access and recommend RAV access as follows:</b>			
RAV Network(s):			
<input type="checkbox"/> This road is <b>unsuitable</b> for RAV Access			
<input type="checkbox"/> This road is <b>suitable</b> for RAV Access		<input type="checkbox"/> Type A Low Volume	<input type="checkbox"/> Type B Low Volume
Specific Conditions:			
Comments:			
Name:		Signature	
Date:			
<b>Management Meeting</b>			
Management Meeting Date:			
Management Meeting Outcome:			
<b>If approved and Railway Crossings have been identified on the road</b>			
Has an email been sent to ARC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	HPRM Ref Number:	
<b>If approved and Traffic Signals have been identified on the road</b>			
Has an email been sent to Traffic Systems Operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	HPRM Ref Number:	

3 April 2020

The Hon. Scott Morrison, MP  
Prime Minister of Australia  
PO Box 6022  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

**Local Government access to the Commonwealth JobKeeper Payments**

I am writing to ask you to ensure that local governments are eligible to receive payments under the Australian Government's recently announced JobKeeper Payments initiative, because up to 45,000 jobs are on the line, right now.

The Australian Local Government Association (ALGA) strongly supports the JobKeeper Payments initiative as an essential step to enable businesses significantly affected by COVID-19 to quickly re-open once we emerge from the current crisis, thereby helping the Australian economy get back on track.

Councils across Australia are committed to playing their part in our national response to the COVID-19 pandemic. In the face of closed community facilities and falling revenue from user charges, councils are doing everything possible to protect people's health, provide support and deliver the services needed to keep our communities running during these difficult times.

On average, each local Council provides over 150 services to their community and is often the largest single employer in many rural and regional communities. Many of these services are essential to the current cause including public health inspections and education programs, immunisations to school students and the public, waste removal, cleansing of public spaces, the provision of planning approvals and building inspections to support construction activity, increased support for economic development and small business activity, in-home, telephone and social support for vulnerable Australians including the aged, additional support for those experiencing homelessness, construction and maintenance of roads, footpaths, stormwater networks, streetlighting, parks and recreation areas and, in several jurisdictions, aged care and the provision of water and sewerage.

Rates and grants fund core service provision by Local Government and associated staff are working overtime to reinvent face to face programs as online or home delivery services. Working from home directives have absorbed enormous resources in establishing and strengthening both IR and HR systems to cope and hopefully thrive in this challenging environment. The sector has heard the call for assistance from you and is stepping up in almost every area to do so.

However, councils also provide an array of services to their communities such as childcare centres, youth programs, swimming, sporting and recreational facilities, libraries, meeting rooms, halls, theatres, museums, visitor centres, caravan parks, regional airports and tourism facilities. Almost all of these have been directed to close or are suffering extreme reductions in patronage, impacting directly on the fee for service revenue streams which fund them and rendering thousands of specialist staff redundant, many of whom are casual.

At the same time, Councils across the nation face great financial pressure to provide rate relief and payment concessions from within existing budgets and to freeze or lower rates in upcoming budgets. This immediate and impending impact on revenue cannot be withstood whilst thousands of specialised employees remain on the payroll with no work due to the closure and impact to public facilities, no associated revenue and no access to assistance.

Sutherland Shire Council, in your own electorate, has stood down 260 casual staff without jobs due to the closure of facilities (with a cushion of four weeks wages, based on the average they have received for the last six months) and are attempting to find meaningful ongoing work for a further 160 permanent staff from the closed facilities. Capital city councils are particularly affected with once reliable parking revenue reduced to a trickle as city workers move home, and a higher proportion of retail and hospitality providers seek urgent rate relief due to closure or plummeting revenue driven by dramatic reductions in foot traffic.

The vast majority of Councils do not have the financial reserves to provide for any further retention of casual or permanent staff associated with closed facilities funded through user charges.

Many councils, in thin markets, provide these services because the private sector is unable to meet community needs. Councils also use revenue generated from their profitable services to support other non-commercial services needed by the community. Notably, where the private sector and not-for-profit entities (including charities) can and do provide those services, their workers who have been stood down will likely be eligible for the JobKeeper payments.

We believe that great inequity would result if council employers, similarly impacted by the economic shock stemming from the coronavirus pandemic were unable to access payments to continue paying their affected employees.

Councils are actively working incredibly hard to support their communities and local businesses. However, in the face of pressure on revenue and the escalating demand for hardship consideration for rate payments, without assistance councils will soon face further challenges such as the need to consider cuts to essential services and staff, for example infrastructure maintenance and renewal, where invaluable economic activity might otherwise be able to continue.

The challenges faced by some councils are compounded by the ongoing stresses imposed by the summer's bushfires and the prolonged drought. These councils face dramatically increased costs while at the same time the ability to collect fees and charges has sharply declined, with many ratepayers accessing council financial hardship provisions. The cost and revenue impacts are rapidly escalating and the financial viability of some councils is being steadily eroded - particularly but not only where bushfire and drought affected.

We understand that the primary focus of the JobKeeper program is and must be the private sector but where councils have extended themselves to fill gaps in the provision of services which the market is unable to operate I ask you to consider extending the program to councils in the interests of equity and saving thousands of jobs.



Many within the local government sector have been informed that councils will not be able to access the JobKeeper scheme under the already announced eligibility criteria due to:

1. Local Government entities not being specifically listed as eligible organisations; and
2. Local governments business structures are consolidated and not structured in such a way that they are easily able to demonstrate a 30% reduction in their total revenue despite the revenue for facilities that have been forced to close being reduced to nil in many instances.

As President of ALGA I urge you to address these issues in the development of legislation for the JobKeeper program. If councils are not included under the scheme, the entitlements available to local government employees who work in facilities that have been forced to close will be less than those who work in comparable workplaces in the private and not for profit sector - and we estimate up to 45,000 workers will be lost.

In addition, local governments will be placed under significant financial stress as they struggle to provide financial relief and economic and social support to their communities during this crisis. This financial stress could be compounded as councils increasingly take on additional support roles at the local level to support charitable institutions which are increasingly more fragile due to their reliance on volunteer workforces typically comprised of the demographic group most at risk from the coronavirus, with Meals on Wheels being just one such example.

Local Government is playing a strong role at the local level in responding to the current crisis and supporting their communities, be they young, old, in business or volunteering. It would be a tragedy if their capacity was undermined by the twin pressures of falling rate revenue and absent facilities revenue without financial assistance in the form of access to JobKeeper.

If you would like to speak on these matters further, please do not hesitate to contact me directly on 0408 598 863. At the same time, ALGA is available to work with officers of your Department or the Treasury in providing any information which may be required. The contact in ALGA is Adrian Beresford-Wylie, ALGA's Chief Executive on 0448865653 or [adrian.beresford-wylie@alga.asn.au](mailto:adrian.beresford-wylie@alga.asn.au).

Yours sincerely



Mayor David O'Loughlin  
President

**From:** Natalie Churn <[Natalie.Churn@audit.wa.gov.au](mailto:Natalie.Churn@audit.wa.gov.au)> **On Behalf Of** Caroline Spencer  
**Sent:** Monday, 6 April 2020 4:31 PM  
**To:** Caroline Spencer <[Caroline.Spencer@audit.wa.gov.au](mailto:Caroline.Spencer@audit.wa.gov.au)>  
**Subject:** OAG Guidance for Financial Controls and Remote Working security during COVID-19 response

Good afternoon local government CEOs, Mayors and Presidents

I wish you and your teams well during this period. I recognise the increased tempo and demands on all of you as you focus on addressing the strain across our communities and in your workforce, and the role of our frontline and central agencies in particular.

I would like to provide some guidance that my office has developed relevant to the risk environment of the current situation.

While the focus of this period must be on delivering initiatives that support community wellbeing, in times of heightened pressure and uncertain circumstances, it is easy for key financial management, governance and information security controls to slip. Yet it is also in these disrupted times that we must be extra vigilant, as there are those who seek to take advantage of distracted staff and gaps in control mechanisms.

***Good control during this period means that entities and senior decision makers will be better prepared to resume normal operations when the situation is over. It also means you won't be left dealing with the ramifications of fraud, error or decisions taken in haste that may be regretted when conditions are calmer.***

These guides are designed to assist you to lead the way, including ***asking the right questions***, and for your senior staff to ensure the security of your processes and systems while your entity navigates the next few months of the State's COVID-19 response.

### **Financial and governance matters**

Includes:

- Contextual considerations, such as an elevated sense of urgency that may persuade staff to override important controls
- Consideration around risk of misappropriation, unauthorised purchases or disposals of assets and cash
- Risks around unauthorised/invalid payments, invalid suppliers or fraudulent payments

### **Security considerations for remote working arrangements**

Includes:

- Security of remote access technology and servers
- Security of portable assets such as laptops and mobiles, including personal devices
- Communication with staff and implementation of policies

Please pass this guidance on to relevant members of your management team.

Please do not hesitate to contact me or my staff should you have any questions.

My best regards

Caroline

**Caroline Spencer**

Auditor General for Western Australia

Office of the Auditor General

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The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respect to all members of the Aboriginal communities and their cultures, and to Elders both past and present.



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## Media release

7 April 2020

### New working from home shortcut

The Australian Taxation Office (ATO) is announcing special arrangements this year due to COVID-19 to make it easier for people to claim deductions for working from home.

The new arrangement will allow people to claim a rate of 80 cents per hour for all their running expenses, rather than needing to calculate costs for specific running expenses.

Multiple people living in the same house can claim this new rate. For example, a couple living together could each individually claim the 80 cents per hour rate. The requirement to have a dedicated work from home area has also been removed.

Assistant Commissioner Karen Foat said the new shortcut method will make it easier for those who are working from home for the first time.

“The shortcut method provides a rate of 80 cents per hour and will only require you to keep a record of the number of hours worked from home,” Ms Foat said,

“This recognises that many taxpayers are working from home for the first time and makes claiming a deduction much easier.

“If you choose to use this shortcut method, all you need to do is keep a record of the hours you worked from home as evidence of your claim.”

This new shortcut arrangement does not prohibit people from making a working from home claim under existing arrangements, where you calculate all or part of your running expenses.

Claims for working from home expenses prior to 1 March 2020 cannot be calculated using the shortcut method, and must use the pre-existing working from home approach and requirements.

The ATO will review the special arrangement for the next financial year as the COVID-19 situation progresses.

#### Example

Bianca is an employee who works as a copy writer and editor. Bianca starts working from home on 16 March as a result of COVID-19 and replaces her face-to-face meetings with online video conferencing.

Bianca has just bought a new laptop, desk, chair and stationery. She also wants to claim some additional gas, electricity, phone and internet costs due to working from home.

Under the shortcut method, Bianca can now claim all her expenses under a rate of 80 cents per hour. All she needs is her timesheets.

Bianca can also decide to claim using existing working from home calculations. Under that method, Bianca can claim the desk, chair, gas and electricity under the 52 cents per hour, but would need to

work out the decline in value of the laptop, and calculate the work-related portion of the laptop, stationery, phone and internet.

### Working from home claims for 1 March to 30 June:

There are three ways that you can choose to calculate your additional running expenses for the 1 March – 30 June period:

- claim a rate of 80 cents per work hour for all additional running expenses.
- claim a rate of 52 cents per work hour for heating, cooling, lighting, cleaning and the decline in value of office furniture, plus calculate the work-related portion of your phone and internet expenses, computer consumables, stationery and the decline in value of a computer, laptop or similar device
- claim the actual work-related portion of all your running expenses, which you need to calculate on a reasonable basis.

The ATO is also reminding people that the three golden rules for deductions still apply. Taxpayers must have spent the money themselves and not have been reimbursed, the claim must be directly related to earning income, and there must be a record to substantiate the claim.

### Working from home before 1 March 2020

Claims for working from home expenses prior to 1 March 2020 should be calculated using the existing approaches and are subject to the existing requirements.

### Additional information

Anyone affected by COVID-19 should visit our website [ato.gov.au](https://www.ato.gov.au), where you will find answers to commonly asked questions. If you require urgent assistance, you can contact our Emergency Support Infoline 1800 806 218

More information about working from home is available at <https://www.ato.gov.au/General/COVID-19/Support-for-individuals-and-employees/Employees-working-from-home/> or on our working from home fact sheet included below.



Australian Government

Australian Taxation Office

# Employees working from home

## Advice for employees working from home due to COVID-19

As the situation around COVID-19 continues to develop, we understand you may now be working from home and you may incur expenses that you can claim at tax time.

To claim a deduction for working from home, all of the following must apply:

- You must have spent the money.
- The expense must be directly related to earning your income.
- You must have a record to prove it.

This means you **cannot** claim a deduction for items provided by your employer or if you have been reimbursed for the expense.

If you are not reimbursed by your employer, but instead receive an allowance from them to cover your expenses when you work from home, you:

- must include this allowance as income in your tax return.
- can claim a deduction as outlined in this fact sheet.

### Expenses you can claim

If you work from home, you will be able to claim a deduction for the additional running expenses you incur.

These include:

- electricity expenses associated with heating, cooling and lighting the area from which you are working and running items you are using for work
- cleaning costs for a dedicated work area
- phone and internet expenses
- computer consumables (for example, printer paper and ink) and stationery
- home office equipment, including computers, printers, phones, furniture and furnishings - you can claim either the:
  - full cost of items up to \$300
  - decline in value for items over \$300.

We understand that tracking all of these expenses can be challenging at this time. So we will accept a temporary simplified method (or shortcut method) of calculating additional running expenses for the period starting 1 March 2020 until at least 30 June 2020. We may extend this method, depending on when work patterns start to return to normal.

### Expenses you can't claim

If you are working from home only due to COVID-19, you:

- cannot claim occupancy expenses such as mortgage interest, rent and rates
- cannot claim the cost of coffee, tea, milk and other general household items your employer may otherwise have provided you with at work.

### Calculating running expenses

There are three ways you can choose to calculate your additional running expenses:

- shortcut method – claim a rate of 80 cents per work hour for all additional running expenses
- fixed rate method – claim all of these:
  - a rate of 52 cents per work hour for heating, cooling, lighting, cleaning and the decline in value of office furniture,
  - the work-related portion of your actual costs of phone and internet expenses, computer consumables, stationery, and
  - the work-related portion of the decline in value of a computer, laptop or similar device
- actual cost method – claim the actual work-related portion of all your running expenses, which you need to calculate on a reasonable basis.

For more information on how to calculate and claim a deduction under the actual cost method or fixed rate method see [Home office expenses](#).

### Shortcut method

You can claim a deduction of 80 cents for each hour you work from home due to COVID-19 as long as you are:

- working from home to fulfil your employment duties and not just carrying out minimal tasks such as occasionally checking emails or taking calls,
- incurring additional deductible running expenses as a result of working from home.

You do not have to have a separate or dedicated area of your home set aside for working, such as a private study. The shortcut method rate covers all deductible running expenses, including:

- electricity for lighting, cooling or heating and running electronic items used for work (for example your computer) and gas heating expenses

- the decline in value and repair of capital items such as home office furniture and furnishings
- cleaning expenses
- your phone costs, including the decline in value of the handset
- your internet costs
- computer consumables, such as printer ink
- stationery
- the decline in value of a computer, laptop or similar device.

You do not have to incur all of these expenses, but you must have incurred additional expenses in some of those categories as a result of working from home due to COVID-19.

If you use the shortcut method to claim a deduction for your additional running expenses, you cannot claim a further deduction for any of the expenses listed above.

You must keep a record of the number of hours you have worked from home as a result of COVID-19. Examples are timesheets, diary notes or rosters.

If you use the shortcut method to claim a deduction and you lodge your 2019-20 tax return through myGov or a tax agent, you must include the note '**COVID-hourly rate**' in your tax return.

## Records you must keep

If you use the shortcut method, you only need to keep a record of the hours you worked at home, for example timesheets or diary notes.

If you use the other methods, you must also keep a record of the number of hours you worked from home along with records of your expenses. For more information on what those records are see [Home office expenses](#).

## More information

For more information, visit [ato.gov.au/home](https://ato.gov.au/home) or speak to a registered tax professional.

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# If you're a Public servant it pays to learn what you can claim at tax time



## To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.\*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

\* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

## Car expenses



### ✓ You can claim a deduction when you:

- drive between separate jobs on the same day – eg from your public service job to a second job as a musician
- drive to and from an alternate workplace for the same employer on the same day – eg travelling to a different office to attend a meeting for the same employer.

### ✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg having to work late to speak to a colleague in a different time zone.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg large heavy filing boxes full of records you need for a particular meeting. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

## Home office expenses



### ✓ You can claim a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.

### ✗ You generally can't claim the cost of rates, mortgage interest, rent and insurance.

## Clothing expenses



### ✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – eg clothing items you're required to wear which have a logo that is unique and distinctive to your employer – or protective clothing that your employer requires you to wear.

### ✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work – eg a business suit.

## Self-education expenses



### ✓ You can claim a deduction for self-education expenses if your course relates directly to your current job, eg human resource training for a manager.

### ✗ You can't claim a deduction if your study is only related in a general way or is designed to help get you a new job, eg a health and wellbeing course.

## Other common deductible work-related expenses



### ✓ As long as the expense relates to your employment, you can claim a deduction for the work-related portion of the cost of:

- seminars and conferences
- technical or professional publications
- union and professional association fee



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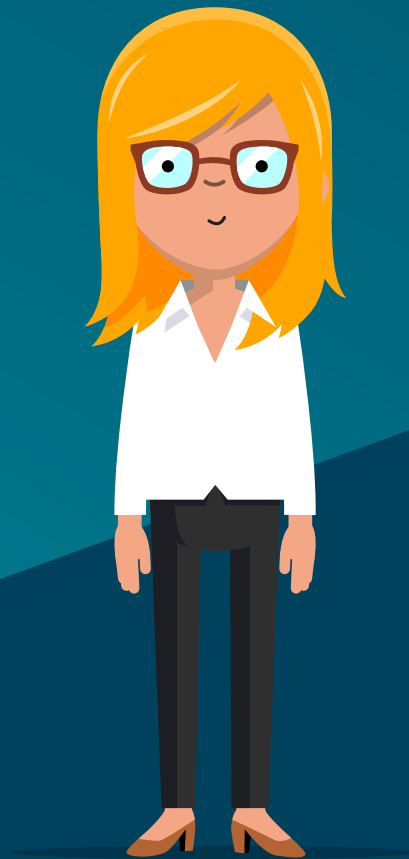


2020

# Tax Time Toolkit

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## Government workers



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# Helpful occupation guides and information for tax time

We encourage you to share this information with your staff, clients, members and networks.

The following pages contain practical and tailored information to help government employees understand what they can and can't claim in their tax return.

You'll find tips as well as 'ready to use' messages you can adapt for your own communication channels.

## Occupation guides:

- [Australian Defence Force](#)
- [Public servant](#)

## Common claims:

- [Self-education expenses](#)
- [Working from home](#)
- [Gifts and donations](#)

## Ready-to-use messages:

- [Social media posts](#)
- [Article](#)

# If you work for the Australian Defence Force it pays to learn what you can claim at tax time



## To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.\*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

\* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

## Car expenses



- ✓ **You can claim** a deduction when you:
  - drive between separate jobs on the same day
  - drive to and from an alternate workplace for the same employer on the same day – eg if you are required to travel from your normal Army base to another military base to attend a fitness assessment.

- ✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg a military exercise held over the weekend.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg if you are required to take your field equipment pack from your base to home (and back) to prepare for an overseas deployment. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

## Fitness expenses



- ✓ **You can only claim** the cost of fitness expenses if your job requires you to maintain a fitness well above the ADF general standard, eg if you are a physical training instructor with the Australian Special Forces.
- ✗ **You can't claim** a deduction for the cost of gym fees to maintain your personal fitness.

## Home office expenses



- ✓ **You can claim** a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.

If you are required to purchase equipment for your work and it costs more than \$300, you can claim a deduction for this cost spread over a number of years (depreciation).

If you keep a diary of your home office usage, you can calculate your claim quickly using the ATO's home office expenses calculator.

- ✗ **You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

## Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job or to the next likely promotion as planned by the ADF.

- ✗ **You can't claim** a deduction if your study or seminar is only related in a general way or is designed to help you get a new job, eg to enable you to move to a job outside of the ADF.

## Other common deductible work-related expenses

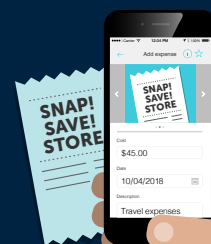


- ✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:

- technical or professional publications
- compulsory mess subscriptions
- union and professional association fees.

- ✗ **You can't claim** a deduction for the cost of:

- attending social functions, even though these may be compulsory
- haircuts, grooming, weight loss programs or supplies, even though the ADF has specific regulations.



# If you're a Public servant it pays to learn what you can claim at tax time



## To claim a deduction for work-related expenses

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- it must be directly related to earning your income
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## Car expenses



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  - drive to and from an alternate workplace for the same employer on the same day – eg travelling to a different office to attend a meeting for the same employer.
- ✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg having to work late to speak to a colleague in a different time zone.

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- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

## Home office expenses



- ✓ **You can claim** a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.
- ✗ **You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

## Clothing expenses



- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – eg clothing items you're required to wear which have a logo that is unique and distinctive to your employer – or protective clothing that your employer requires you to wear.
- ✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work – eg a business suit.

## Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job, eg human resource training for a manager.
- ✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job, eg a health and wellbeing course.

## Other common deductible work-related expenses



- ✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:
  - seminars and conferences
  - technical or professional publications
  - union and professional association fee



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# Self-education expenses

## It pays to learn what you can claim at tax time

### When can you claim?

Self-education expenses are deductible when the course you undertake has a sufficient connection:

- ✓ to your current employment and maintains or improves the specific skills or knowledge you require in your current employment, or
- ✓ results in – or is likely to result in – an increase in your income from your current employment.

### When can't you claim?

You cannot claim a deduction for self-education for a course that:

- ✗ relates only in a general way to your current employment or profession, or
- ✗ will enable you to get new employment – such as moving from employment as a nurse to employment as a doctor.



### Course expenses

If your self-education is eligible, you may be able to claim a deduction for your expenses directly related to undertaking the course.

#### General expenses

Some general expenses you may be able to claim include:

- ✓ tuition fees, if paid directly by you
- ✓ computer consumables (eg printer cartridges)
- ✓ textbooks
- ✓ trade, professional or academic journals
- ✓ stationery
- ✓ home office running costs
- ✓ internet usage (excluding connection fees)
- ✓ phone calls
- ✓ postage
- ✓ student services and amenities fees
- ✓ travel costs, including car expenses, between home and the place of education and between your workplace and the place of education
- ✓ fees payable on some Higher Education Loan Program (HELP) loans, but not the loan itself.

You can only claim a deduction for the portion of these expenses that is directly related to your eligible self-education.

#### Depreciating assets

You may be able to claim a deduction for depreciating assets – assets that lose value over time such as computers and printers – that you have bought and use to study.

Depreciating assets that cost more than \$300 are usually claimed over the life of the asset (decline in value). However, if you have a depreciating asset that cost \$300 or less – you can get a deduction for the full cost of the asset to the extent that you used it for study in the tax year you bought it. (see *Apportioning expenses*).

#### Car expenses

If you are undertaking a course that has a direct connection to your current employment, you can also claim the cost of daily travel from your:

- ✓ home to your place of education and back
- ✓ work to your place of education and back.



However, you cannot claim the cost of the last stage of your travel from:

- ✗ home to your place of education, and then to work
- ✗ work to your place of education, and then to your home.

You **cannot** claim the following expenses related to your self-education:

- ✗ tuition fees paid by someone else, including your employer, or for which you were reimbursed
- ✗ repayments of loans you obtained under the Higher Education Loan Program (HELP) loans, Student Financial Supplement Scheme (SFSS), the Student Startup Loan (SSL) or the Trade Support Loans Program (TSL)
- ✗ home office occupancy expenses – such as rent, mortgage interest, rates
- ✗ accommodation and meals – except if you travel away from home for a short period for study, such as to attend residential school.



## Apportioning expenses

Some expenses need to be apportioned between private purposes and use for self-education. Travel costs and depreciating assets are good examples of expenses that may need to be apportioned.

### Use of equipment

If you use equipment such as computers and printers both privately and for study, you must apportion the expense based on the percentage you use the equipment for study.

For example, if a computer is used 50% of the time for study and 50% for private purposes, you can only claim half of the cost of the computer as a deduction. (For more information on asset expenses, see the *Depreciating assets* section on the previous page).

## Recording your expenses

Use our self-education expense calculator ([ato.gov.au/selfeducationcalc](https://ato.gov.au/selfeducationcalc)) to get an estimate of your self-education deductions. It also provides information on your claim eligibility.

Records you need to keep may include receipts or other documents showing expenses such as:

- ✓ course fees
- ✓ textbooks
- ✓ stationery
- ✓ decline in value of, and repairs to, depreciating assets.

You must also keep receipts, documents or diary entries for travel expenses.

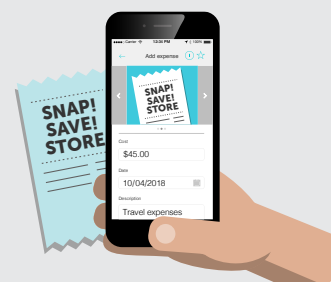
The ATO app's myDeductions tool ([ato.gov.au/myDeductions](https://ato.gov.au/myDeductions)) can be used to record your self-education expenses.



## Calculating your expenses

In certain circumstances, you may have to reduce your self-education expenses by up to \$250 to work out your deduction.

The Self-education expenses calculator ([ato.gov.au/selfeducationcalc](https://ato.gov.au/selfeducationcalc)) on the ATO website works this out for you.





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# Employees working from home

## The other kind of housework

If you're an employee who works from home, you may be able to claim a deduction for expenses relating to that work.

### Running expenses

Employees who work from home can claim the work-related proportion of their **running expenses**. These expenses are the cost of using equipment and utilities at your home for work and include:

- ✓ lighting
- ✓ heating and cooling
- ✓ cleaning
- ✓ the decline in value of equipment, furniture and furnishings in the area you use for work
- ✓ the cost of repairs to this equipment, furniture and furnishings, and
- ✓ other running expenses, including computer consumables (such as printer paper, ink) and stationery.

### Occupancy expenses

As an employee, generally you can't claim a deduction for occupancy expenses, which includes rent, mortgage interest, property insurance, land taxes and rates.

In most cases, if you work from home as an employee and claim working from home expenses, it will not have capital gains tax (CGT) implications for your home. However, if you are running a business from home or claiming occupancy expenses (like rent, mortgage interest or rates), then CGT may apply.

If you do claim occupancy expenses, you don't get the full main residence CGT exemption, although you may be entitled to a partial exemption.

### Phone and internet expenses

If you use your phone or internet for work, you can claim a deduction for the work-related percentage of your expenses if you paid for these costs and have records to support your claims.

You need to keep records for a four-week representative period in each income year to claim a deduction of more than \$50. These records include phone and internet bills (paper or electronic) from which you can identify work-related calls and internet usage. Diary entries and any other evidence which shows you worked from home and made work-related phone calls will also help to demonstrate that you are entitled to a deduction.



### Calculating running expenses

There are two ways to calculate your running expenses:

- ✓ you can claim a fixed rate of 52 cents per hour, or
- ✓ you can calculate your actual expenses.

#### Fixed rate

You can use a fixed rate of 52 cents per hour for each hour that you work from home (instead of recording all of your actual expenses for heating, cooling, lighting, cleaning and the decline in value of furniture).

To claim using this method keep records of the actual hours you worked at home during the income year, or keep a diary for a representative four-week period to show your usual pattern of working at home.

You can then apply this amount of use across the remainder of the year to determine your full claim.

You need to separately work out your expenses for:

- phone and internet usage
- computer consumables and stationery
- decline in value on your computer.

#### Actual expenses

To calculate actual expenses if you **have a dedicated work area**, you:

- ✓ record the number of actual hours you worked from home during the income year
- ✓ work out the cost of your cleaning expenses by adding together your receipts and multiply it by the floor area of your dedicated work area
- ✓ work out the cost of your heating, cooling and lighting by working out the following:
  - the cost per unit of power used (using your utility bill)
  - the average units used per hour – this is the power consumption per kilowatt hour for each appliance, equipment or light used
  - the total hours used for work-related purposes while you were working from home.

You must also take into account the use of this area by other members of your household, if applicable, and apportion your expenses accordingly.

- ✓ To calculate your deduction for the decline in value of equipment, furniture and furnishings that cost more than \$300, the item must be depreciated and apportioned to reflect your work-related use. The ATO has a depreciation tool to help you work this out, at [ato.gov.au/depreciationtool](https://ato.gov.au/depreciationtool)

If you **did not have a dedicated work area**, the additional expense for lighting, heating, cooling and electricity should be calculated by determining the actual cost of running each unit you used per hour and multiplying that by the hours you spent working at home. Generally, the amount of additional expense will be small. This will be particularly so where other people are using the area at the same time you are working there. In those circumstances there will be no additional cost for lighting, heating or cooling (see the scenario below).



## Calculating phone and internet expenses

There are two ways to calculate your phone and internet expenses:

- ✔ you can claim up to \$50 with limited documentation, or
- ✔ you can calculate your actual expenses.

### Claiming up to \$50

If your work use is incidental and you are not claiming a deduction of more than \$50 in total, you may make a claim based on the following, without having to analyse your bills:

- ✔ \$0.25 for work calls made from your landline
- ✔ \$0.75 for work calls made from your mobile
- ✔ \$0.10 for text messages sent from your mobile.

### Actual expenses

If you have a phone or internet plan where you receive an itemised bill, you need to determine your percentage of work use over a four-week representative period which can then be applied to the full year.

You need to work out the percentage using a reasonable basis. This could include:

- ✔ the number of work calls made as a percentage of total calls
- ✔ the amount of time spent on work calls as a percentage of your total calls
- ✔ the amount of data downloaded for work purposes as a percentage of your

total downloads.

If you have a bundled plan, you need to:

- apportion the cost of the plan between the services provided, and
- identify your work use for each service over a four-week representative period during the income year, which can then be applied to the whole year.

The same method should be used for non-itemised plans.

For more information, see

[ato.gov.au/phoneandinternet](https://ato.gov.au/phoneandinternet)

## Common scenarios

### Julia - A dedicated room for work

Julia is a lawyer who works as an employee for a large city firm. Julia's employer has agreed that she can work from home two days per week. She has a home office that she works in on the days she does not travel to the city. Julia and members of her family use the home office for private purposes, including personal use of the computer and to store household items.

- ✔ Julia can claim running costs, but only the portion of the expenses that relate to her work-related use of the home office. In working out her work-related use of the home office and the computer, Julia must take into account not only her own private use but also her family's use of the home office and the computer.

### James - no set work area

James is a high school teacher. From time to time, James works in the lounge room at home – for example, to mark tests and prepare end of term reports. He does not have a room set aside exclusively for work.

- ✔ James can only claim running costs associated with the work he does at home – such as the work-related proportion of the decline in value of the laptop he uses to prepare the reports and the additional cost of lighting, heating and cooling his lounge room. He is also entitled to claim the cost of electricity to power his laptop for the hours he spends working at home.

- ✗ If James' family was in the lounge room watching television at the same time that he was in there marking tests and preparing end of term reports he could not claim the additional cost of lighting, heating and cooling his lounge room. James can still claim the cost of electricity required to power his laptop for the time he spent working and the work-related proportion of the decline in value of the laptop he uses to prepare reports.

### Natalie - chooses to work from home

Natalie is a web developer for a large company and usually works from their office in her city. While Natalie is not required to work from home, her employer supports it. Natalie is not provided with the work equipment to use at home, so she uses her own laptop, internet connection, mobile phone and thumb drive. She is not reimbursed by her employer for these costs.

- ✔ Natalie is entitled to claim running costs including the work-related proportion of the decline in value on her laptop, her office desk and chair, and a percentage of lighting, heating and cooling that reflects her work-related use of the office, as well as the cost of using her own internet connection and mobile phone for work. Natalie needs to apportion these expenses to take her private use into account.

## Records you must keep

You must keep records, such as:

- ✔ a diary for a representative four-week period to show your usual pattern of working at home
- ✔ receipts or other written evidence, including for depreciating assets you have purchased
- ✔ diary entries to record your small expenses (\$10 or less) totalling no more than \$200, or expenses you cannot get any kind of evidence for
- ✔ itemised phone accounts from which you can identify work-related calls, or other records, such as diary entries.

- ❗ If you use the four-week representative period to calculate your expenses over the income year and your usual pattern of work changes throughout the year, you will need to keep separate records to show your expenses.

For example, if you normally work from home one day a week and due to an emergency situation such as COVID-19, bushfire or drought you're required to work from home for an extended period, you need to keep records of both:

- the actual hours you've worked from home due to the emergency situation
- your usual working from home arrangements.

## This is a general summary only.

For more information, speak with your tax agent or visit [ato.gov.au/workingfromhome](https://ato.gov.au/workingfromhome)



# Gifts and donations

## When can I claim?

- ✓ You can claim a deduction for a donation you make to an organisation if the donation meets four conditions:
  - You make it to a deductible gift recipient (DGR)
  - It must truly be a donation. A donation is a voluntary transfer of money or property where you receive no material benefit or advantage\*
  - It must be money or property, which includes financial assets such as shares
  - You have a record of the donation such as a receipt.

\* If you receive a material benefit – that is if the donor receives something which has a monetary value from the DGR in return for their donation – it is considered a contribution, and extra conditions apply. Visit [ato.gov.au/gift-or-contribution](https://ato.gov.au/gift-or-contribution) for more information.



## What is a DGR?

A deductible gift recipient (DGR) is an organisation or fund that can receive tax deductible gifts.

Not all charities are DGRs. For example, in recent times there has been an influx of crowdfunding campaigns. Many of these crowdfunding websites are not run by DGRs.

You can check whether your donation was made to an endorsed DGR on the Australian Business Register website [abn.business.gov.au/DgrListing.aspx](https://abn.business.gov.au/DgrListing.aspx).

## What records do I need?

- ✓ You should keep records of all tax deductible gifts and contributions you make.

When you make a donation, the DGR will usually issue you with a receipt – but they don't have to. If this is the case, in some circumstances, you can still claim a tax deduction by using other records, such as bank statements.

If a DGR issues a receipt for a deductible gift, the receipt must state:

- the name of the fund, authority or institution to which the donation has been made
- the DGR's ABN (if any – some DGRs listed by name might not have an ABN)
- that the receipt is for a gift.

If you give through a workplace giving program your payment summary or a written record from your employer is sufficient evidence.

## Bucket donations

- ✓ If you made one or more donations of \$2 or more to bucket collections conducted by an approved organisation for natural disaster victims, you can claim a tax deduction of up to \$10 for the total of those contributions without a receipt. Further information is available on the **ATO website**.



## When you can and can't claim a deduction

- ✓ You may be able to claim a deduction when:
  - the gift or donation is \$2 or more and you have a record of the donation
  - you donate property or shares, however special rules apply (see [ato.gov.au/gifts-and-fundraising-rules](https://ato.gov.au/gifts-and-fundraising-rules))
  - there are special circumstances under the Heritage and Cultural gift programs where donations can also be deductible (see [ato.gov.au/cultural-gifts](https://ato.gov.au/cultural-gifts) for more detail).

Token items used to promote a DGR can be claimed as a deduction, such as label pins, wristbands and stickers.

- ✗ You can't claim gifts or donations as a deduction when it is for:
  - the purchase of raffle or art union tickets, such as an RSL Art Union prize home
  - the purchase of fundraising items that have an advertised price and can be used, such as chocolates, mugs, keyrings, caps or toys
  - the cost of attending fundraising dinners, even if the cost exceeds the value of the dinner
  - payments to school building funds made, for example, as an alternative to an increase in school fees
  - gifts to families and friends regardless of the reason
  - donations made under a salary sacrifice arrangement
  - donations made under a will.

## Gifts and donations to political parties and independent candidates and members

In some circumstances, your gifts and donations to registered political parties and independent candidates may be claimed as a deduction.

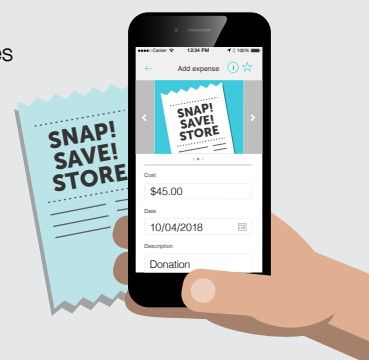
Your gift or donation must be \$2 or more and be money or property that you purchased during the 12 months before making the donation. This includes if you pay a membership subscription to a registered political party. You must also make the gift or donation as an individual, not in the course of carrying on a business, and it can't be a testamentary donation.

The most you can claim in an income year is:

- \$1,500 for contributions and gifts to political parties, and
- \$1,500 for contributions and gifts to independent candidates and members.

To claim a deduction you must keep a written record of your donation.

To find out who is registered, go to [ato.gov.au/political-gifts](https://ato.gov.au/political-gifts).



This is a general summary only.

For more information, speak with your tax agent or visit [ato.gov.au/gifts-and-donations](https://ato.gov.au/gifts-and-donations)



# Ready-to-use Tax Time messages

Below are a range of messages you can use (or adapt) for your own communication channels, such as websites, intranets, newsletters and social media platforms.

## Suggested social media posts for Facebook, Twitter and LinkedIn profiles

Tax tip: If you work from home, you may be able to claim a portion of your home office expenses on your tax return! This could include deductions for:

- office equipment
- work-related phone calls
- internet access charges
- lighting, heating and cooling
- office furniture repairs
- cleaning your home office

Check what records you need and how to calculate your claim at [ato.gov.au/office20](https://ato.gov.au/office20)



Work in the public service? While we can't help you with that co-worker who keeps microwaving fish, we can help you figure out the deductions you can claim this tax time! Check out the ATO's latest summary of what you can and can't claim at tax time. Visit [ato.gov.au/office20](https://ato.gov.au/office20)

# Getting it right this tax time

**The ATO will be focusing on work-related expenses this tax time to help taxpayers get their returns right.**

**When you want to find out what public servants can and can't claim at tax time, it's best to hear it from the source itself: the Australian Taxation Office.**

Follow these three golden rules to make sure you get your work-related expense claims right:

- 1. You must have spent the money yourself and weren't reimbursed.**
- 2. The claim must be directly related to earning your income.**
- 3. You need a record to prove it.**

Before lodging your tax return, it's important to know what you're eligible to claim and make sure you don't claim more than you're entitled to.

The ATO said many taxpayers don't have a good understanding of what deductions they can claim, and believe they can claim for items which they in fact can't. For example, some taxpayers think they can make a standard claim of \$300 without having spent the money. While you don't need receipts for claims up to \$300, you must have actually spent the money, and be able to show how you worked out your deduction if asked.

Other common mistakes people make include claiming self-education expenses when the study doesn't have a direct connection to current employment. For example, when the study is very general in nature or it is designed to open up a new income earning activity. You can only claim a deduction for self-education expenses if your course relates directly to your current job.

## **Getting prepared for next year**

If you spend time trying to find your receipts, or if these receipts are now faded and unreadable, download and use the myDeductions tool in the ATO app to track your deductions. myDeductions makes it easier and more convenient to keep your records in one place.

You can record expenses and deductions, vehicle trips and take photos of your invoices and receipts. Come tax time you can email your data to your tax agent or upload your data to prefill your tax return. Simply:

- download the ATO app to your smart device
- select the myDeductions icon
- step through and choose whether you'd like to use the tool as an individual (generally or as an employee), as a sole trader (business) or both.

**For more information on what you can and can't claim, check out the handy ATO guide at [ato.gov.au/office20](https://ato.gov.au/office20)**



## Council Outstanding Resolutions Status Report

Resolutions not included here can be assumed to have been satisfactorily completed or have become redundant by virtue of a more current resolution or action. Councillors aware of an outstanding resolution not completed that should be placed in this outstanding resolution report

should contact the CEO. **Red – New** ~~Strikethrough – Delete~~

MEETING	ITEM/RESOLUTION	ACTION REQUIRED	RESPONSE	RESPONSIBLE OFFICER	TIME FRAME
September 19	12/09-19	LAND DEVELOPMENT – SCHEELITE STREET	That Council 1. Continue with the Scheelite Street Subdivision as planned; 2. Engage the services of Resolute Australia Civil Contractors at the cost of \$39,648.61 plus GST to perform the water extension for the Scheelite Street; 3. Authorise the additional expenditure (approximately \$25,000) as an out of budget expense, funded by budget savings or Development Reserve transfer at year end. <b>Works are complete on the water extension/upgrades. Power extension waiting on amalgamation of blocks (Dept of Lands).</b>	CEO	JUN 20



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October 2018	12/10-18	WATER CORPORATION PRICING POLICY – COUNCIL OWNED STANDPIPES	That Council 1. Discusses any public submissions received from the community; 2. Seeks an extension of time to respond to the Water Corporations Action Plan for Council Controlled Standpipes; 3. Request the Chief Executive Officer to attend the Rural Water Council meeting in Northam on Friday 19th October to raise Council's issues with the new fee structure; 4. Reaffirm September motion to write to the WA Water Corporation opposing their proposed fee structure in remote parts of the eastern wheatbelt; 5. Reaffirm September motion to write to the Department of Water and suggest that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to allow effected landholders the ability to create on-farm water storage and water connections; <b>Meeting arranged with Water Corp and Shires of Westonia, Yilgarn and Kellerberrin but postponed due to Covid-19</b>	CEO	June 20
MEETING	ITEM/RESOLUTION	ACTION REQUIRED	RESPONSE	RESPONSIBLE OFFICER	TIME FRAME
Feb 2019	05/02-19	CEO – JP Nomination	Application submitted in Feb 2019, Approved by Hon Mia Davies, awaiting approval from the Attorney Generals Office. CEO's Application approved with Attorney Generals Office awaiting notification for study component of course. <b>CEO Course postponed due to</b>	CEO	Dec 19



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July 2018	12/07-18	Standpipe Controller	That Council agree to install two (2) two solar powered standpipe controllers in Carrabin and Walgoolan, with Council transferring the \$20k from the Trust account (George Road Water Extension) and contributes the difference of approximately \$12k from Municipal Funds to complete the two stand pipes Council investigating alternative, cheaper solutions CEO finalizing purchase of Standpipe controllers Ex East and installation. <b>Tanks purchased, pads installed.</b>	CEO, WS	Dec 18
Sept 2018	<del>10/09-18</del>	<del>WATER-CORPORATION-PRICING POLICY- -COUNCIL-OWNED-STANDPIPES</del>	That Council- 1.——Write to the WA Water Corporation opposing their proposed fee structure; 2.——Write to the Department of Water and suggest that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to allow effected landholders the ability to create on farm water storage and water connections; 3.——Inform all ratepayers/farmers of the proposed changes to the WA Water Corporations fee structure and seek comment on the Shire proposed rationalisations by 15th October 2018. Issue raised with WALGA to be taken to Minister level	CEO	Nov 2018
<b>MEETING</b>	<b>ITEM/RESOLUTION</b>	<b>ACTION REQUIRED</b>	<b>RESPONSE</b>	<b>RESPONSIBLE OFFICER</b>	<b>TIME FRAME</b>





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Dec 2017	10/12-17	Warrachuppin Road Realignment	<p>That Council</p> <ol style="list-style-type: none"> <li>1. Welcomes Ramelius Resources proposal to commence operations with the Greenfinch project in the mid to later stages of 2018.</li> <li>2. Authorises the Chief Executive Officer to instigate the process for a resumption of land under the Land Administration Act in Reserve 14983.</li> <li>3. Authorises expenditure to the Chief Executive Officer to commence the survey of the proposed road reserve, possible relocation of utility services (Telstra, Water) and possible new road design (if required) to enable a cost to be provided to Ramelius Resources for comment.</li> </ol> <p>Council have engaged the services of RoadsWest engineering to draw up plans and road design. Land resumption process has been commenced, waiting on Ministers desk. Delays in environmental approval. Approval DENIED from State Govt, Modified clearing application to be submitted by Ramelius to State Government. Application resubmitted, approval granted subject to 21 day appeals process completing on Friday 18<sup>th</sup> October 2019</p> <p>Clearing permit approved, awaiting Road dedication prior to commencement of roadworks. <b>Roadworks commenced and should be completed end of April, awaiting road dedication</b></p>	CEO	Feb 20
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## Council Outstanding Resolutions Status Report

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MEETING	ITEM/RESOLUTION	ACTION REQUIRED	RESPONSE	RESPONSIBLE OFFICER	TIME FRAME
Sept 2017	10/09-17	Westonia Airstrip	That Council authorise the Chief Executive Officer to negotiate a fair price for the two areas of land to incorporate into the Westonia Airstrip and report back to Council at the October meeting. Offer and Paperwork to be discussed and finalized. The CEO has recently held discussions with Paul Sawyer of AD Astral Aviation in relation to some substantial development & improvements to the Westonia Airstrip to allow commercial flights in and out of Westonia. Waiting on response from Ramelius Resources. Additional discussion held with Ramelius regarding airstrip	CEO	July 19
Apr 2017	17/04-17	Town Planning Scheme	Currently seeking input from town planners in relation to low cost solution Held discussions with Dept of Planning – there are willing to assist, spoke with Planner in Kellerberrin who is willing to assist. Result – reduced cost plan. Dept of Planning attended June Meeting to discuss TPS with work to commence in 2018/19. Planning Commission met with Council in March 2019 with partially completed TPS & Strategies for review by Council.	CEO	Dec 19
Apr 2017	16/04-17	Westonia Airstrip	Currently investigating, coincide with Kaolin St Renaming.	CEO	July 19
Apr 2017	15/04-17	Renaming of Egg Rock Road & Kaolin Street	Currently seeking input from families prior to advertising as per requirements	CEO	July 19



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MEETING	ITEM/RESOLUTION	ACTION REQUIRED	RESPONSE	RESPONSIBLE OFFICER	TIME FRAME
Mar 2017	13/03-17	Review of Integrated Planning Suite	Awaiting commencement date for Integrated Planning Suite review. Review undertaken from April 2018, presentation in Dec 2018. Community Strategic Plan due for adoption in April 2019. Commence Workforce Plan in April 2019.	CEO	Ongoing
Oct 16	10/10-16	Adopted sea container policy formulated by the Chief Executive Officer on the provision of sea containers in the Westonia Townsite.	CEO awaiting advise from new Health/Building Surveyor in relation to extent of paperwork required in submitting “Building Application” for approval. Local Planning Policies via Town Planning Scheme to address issue. TPS due for adoption in December 2019.	CEO/Building	Dec 19

# WORK SUPERVISOR'S REPORT

## 1. PLANT REPAIRS & MAINTENANCE

The following repairs and maintenance were carried out since the last meeting.

- JD Grader – replace wiper motor.
- Old Freightliner – install new water tanker control switching. 15,000km service.
- New Freightliner – install new water tanker control switching.
- JD Tractor – repair leaking tyre, new battery and replace leaking hydraulic reservoir.
- JD Loader – Major 2000Hr service.
- Multipac Roller – major 1000Hr service, repair radiator and coolant leaks.
- Old Tree Planter – replace lift cylinders.
- Hamm Roller – replace leaking steering hoses

## 2. CAPITAL ROAD WORKS

- Council has finally completed the Boodarockin Road project with white line marking being completed this week. The road has been audited for RAV7 rating and just awaiting outcome of this with MRWAHVS. Repair work on scoured shoulders has also been carried out so the road is all but in completed condition. MLG have been carting on the road now for several weeks in 2 x trailer roadtrain combinations. Even though this has been an exhausting exercise for those involved it is a very satisfying outcome and an excellent asset for the Council and the community.
- The roads crew are well advanced with the realignment of a section of Warrachuppin Road with all clearing, topsoil removal, formation and subbase completed. The trucks have commenced cartage of the final layer gravel pavement in preparation for 2 x coat sealing likely to be completed in early May.
- Council sought and has gained approval for the RRG to carry over the 19/20 M040 reconstruction project until 20/21 financial year. This is due to exceptional circumstances of the restriction for travel of contractors to regions as well as the intensive road program the works crew have carried out this year. This decision is a relief to the crew and it will give a better opportunity for a decent winter grading program.
- A 8km section Leach Road from the townsite heading West has been widened from 6m seal to 7.5m seal with work undertaken by Safe Roads. This has improved the safety of this road immensely.

## 3. GENERAL ROAD MAINTENANCE

- The maintenance grader has been travelling throughout the shire repairing sections that were battered by the recent storm events.
- Scouring of the Warrachuppin North Road Floodway has been repaired.
- Repairs to creek crossing on Demarte Road.

## 4. PRIVATE WORKS

- G. Jones – commencement of earthworks on residential lot for future shed construction.
- I. Mahoney – 2 buckets gravel.
- B. Johnston – Float Hire
- HA & K Townrow – Float Hire
- D Geier – Float Hire
- B Jefferies – Grader Hire

## 5. TOWN MAINTENANCE

- Firewood for grannies.
- Tidy up of laydown area.
- Installation of gates at gravel pit East of town.
- Sealing of Cemetery carpark

## 6. OTHER

## 7. PLANT HOURS

The following is a list of plant and vehicle kilometre and hour readings for the period ending 1.4.20

Item		1.3.20	1.4.20
P1	JOHN DEERE 770G GRADER	7,411hrs	7,520hrs
P2	CAT 12M	4,277hrs	4,410hrs
P3	PRIME MOVER (OLD FREIGHTLINER)	129,500kms	131,240kms
P4	ROAD TRAIN (NEW FREIGHTLINER)	10,560kms	12,622kms
P5	JOHN DEERE LOADER	2,043hrs	2,183hrs
P6	MULTI PAC	9,222hrs	9,298hrs
P7	MINI-EXCAVATOR	437hrs	439hrs
P8	TELEHANDLER JCB	1,380hrs	1,420hrs
P9	TOYOTA (MTCE UTE)	30,000kms	31,863kms
P10	MITSUBISHI CANTER	44,549kms	45,179kms
P11	TOYOTA HILUX (GARDENER) WT 35	58,247kms	58,524kms
P12	JOHN DEERE (5100)	1,962hrs	1,971hrs
P14	TOYOTA LANDCRUISER GXL (CEO)	17,378kms	18,444kms
P15	TOYOTA PRADO GXL (W/SUPER)	17,333kms	17,968kms
P16	TOYOTA RAV4 (ADMIN)	1,299kms	1,926kms
P17	TOYOTA HILUX DUAL CAB	51,642kms	54,354kms
P19	FAST ATTACK	7.795kms	7.822kms
P20	FIRE TRUCK	5,776kms	5,776kms
P18	WESSY BUS	112,068kms	112,068kms
P21	DYNAPAC FLAT DRUM	1,661hrs	1,677hrs
P22	KUBOTA RIDE ON MOWER (OVAL)	1,852hrs	1,866hrs
P23	TOYOTA MINI BUS (WT COM V)	17,113kms	17,451kms
P24	HAMM ROLLER	2,100hrs	2,168hrs
P25	MICK's BEAUT UTE	135,410kms	136,275kms
P26	GO-GO MOBILE SWEEPER		





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ACN 009 034 271 • ABN 50 009 034 271

Dear CEO and shire staff,

In light of the ever changing COVID-19 environment, it is important for you to know that Avon Waste has implemented significant additional precautions to safeguard the well-being of all employees and ratepayers in the communities we serve. Our aim is to provide our full range of services as we recognise that our essential service provision must continue and that we need to support the requirements of the local governments.

Our team will continue to provide both domestic, commercial waste and recycling collections to our normal high standards despite these trying circumstances.

We are however, doing this with additional precautions and care and will do all we can to ensure our services to you continue through this time with minimal disruption.

In addition to our usual high standards:

1. Personal hygiene – is of upmost importance (all staff were sent a list of Health Department recommendations last Wednesday 18<sup>th</sup> along with our initial action plan)
2. Hand sanitisers have been put in all of our trucks and throughout our workshop's so everyone has the opportunity to sanitise their hands
3. We have purchased special surface cleaners and cleaning of all common use surfaces has increased.
4. We have referred to WA Health Department guidelines in our communications with staff around the prevention of contracting COVID – 19

We also have made provisions that should the need arise that all admin staff are able to work remotely from their homes. This may result in all communication being done via email however we will let all Shires know about this well ahead of it being actioned.

We also believe that our drivers are somewhat self-isolating in their normal roles anyway and they have been encouraged to even further distance themselves from the members of the public where practicable.

Our team are well aware of the vitally important role they take on a daily basis with the essential services we provide.

We do have contingency plans in place should drivers be unwell and are unable to attend work. We also have a scalable plan whereby some collections may need to be sacrificed in order to complete Waste collections as priority. In this instance some Commercial and/or Recycling collections may be

foregone to allow for drivers to collect Waste bins. We see this as being a drastic measure that is unlikely to eventuate however if required, we will communicate this with any effected Shires.

We realise this situation remains very dynamic and Avon Waste will continue to closely monitor events at global and regional levels, learning and adapting as new information is made available. We will continue to provide updates and remain confident in our preparation and contingency planning.

Finally, we believe that communication is key in these unprecedented times so if you have any queries or concerns over Avon Wastes service provision please do not hesitate to contact me directly

Yours faithfully

Ashley Fisher

19th March 2020

# WALGA Quarterly Overview Report

## 2020 Q1 January - March

Please note: due to staff changes, reporting for this period ended Friday, 20 March.



### Shire of Westonia

Whilst this quarterly report reflects WALGA activity conducted during the first quarter to March 20, much of this activity has now been overshadowed by the current emergency response to COVID-19.

As we are all grappling with the increasing impacts of the global pandemic, WALGA is working to support our members on a number of fronts.

We are representing the sector on State Committees, including the State Emergency Coordination Group and WALGA staff are currently assisting at the State Health Incident Coordination Centre at the Department of Health. WALGA staff are liaising with the Departments of Local Government and Premier and cabinet on legislative changes, State directions and emerging issues as they relate to our sector to ensure our operations are able to respond to the need of our communities. A COVID-19 Response Team has been created within WALGA to further assist with member queries, keep track and seek resolution of key and emerging issues and provide a regular flow of information to the sector.

A daily COVID-19 newsletter being sent to members to share information on this

quick-changing environment as it emerges and weekly webinar updates between the State Government and sector CEOs, Mayors and Presidents are being held. The WALGA website has also been enhanced to provide pandemic-related information and resources and will continue to be updated as things evolve.

#### MEMBER SERVICES



1

Governance advice was provided once to the Shire of Westonia



1

One Roadwise activity was conducted in the Shire of Westonia this quarter

#### SECTOR ADVOCACY SUBMISSION TO THE PRODUCTIVITY COMMISSION'S NATIONAL TRANSPORT REGULATORY REFORM PROCESS

Provided a submission to a Productivity Commission inquiry arguing the need to maintain and strengthen the authority of Local Governments to manage heavy vehicle access on local roads and reduce the administrative burden

associated with rail interface agreements.

#### ADVOCACY WITH THE FREIGHT AND LOGISTICS COUNCIL

Advocated for the Freight and Logistics Council to include matters of importance to Local Government during the annual planning workshop.

#### YOU'RE EVERYDAY CAMPAIGN

Over the quarter, videos from the Shire of Westonia received:

305 website views for A Glimpse Inside the Hood Penn Museum.

1026 website views for Welcome to Westonia.

408 website views for Head West to Westonia.

The Shire also featured in a YourEveryday print ad on page 4 of the West Australian on Saturday, 18 January.

#### AD HOC ADVICE

Ad hoc advice provided by WALGA staff on the following topics:

- Management of extractive industries.

# WALGA Quarterly Overview Report

## 2020 Q1 January - March

Please note: due to staff changes, reporting for this period ended Friday, 20 March.



### CONTACTS

**Chief Executive Officer**

Nick Sloan  
9213 2025

**Executive Manager  
Environment and Waste**

Mark Batty  
9213 2078

**Executive Manager  
Finance and Marketing**

Zac Donovan  
9213 2038

**Executive Manager  
Governance and  
Organisational Services**

Tony Brown  
9213 2051

**Executive Manager  
Infrastructure**

Ian Duncan  
9213 2031

**Executive Manager  
People and Place**

Joanne Burges  
9213 2018

# Operational Fleet Project

Delivering a Fit for Purpose Fleet Together



**UPDATE | April 2020**

## What has been happening?

- Several first of type (FoT) builds are in progress, including the 2.4 Broadacre, Urban Pumper and Urban Pumper Type 2, 4.4 Broadacre, General Rescue Truck and Flood Rescue Boat.
- New concept vehicles, the Road Crash Rescue Tender (RCR) and General Rescue Utility (GRU), FoT builds are completed and undergoing user validation.
- The 4.4 Broadacre cab chassis options have been forwarded to local governments for information.
- Due to Covid-19 restrictions, changes have been made to the way we engage our PATs and teams. Videoconferencing has proven successful for most workshops, with the practical workshops being held in open areas with limited numbers.

## What is next?

- The RCR in-field user trial has commenced in the South West region and will run for 4 weeks.
- PAT Kick-off and concept design workshops for the CFRS Urban Tanker and Heavy Tanker are scheduled for mid to late April.

## What's next for our priority fleet?

- 1.4 Tanker tender evaluations continue.
- General Rescue Utility FoT PAT validation workshops to commence on 4 April to align with Covid-19 restrictions. In-field user trials will follow.
- 2.4 Broadacre FoT vehicles in build. User validation activities will follow.
- 4.4 Broadacre FoT vehicles in build. User validation activities will follow.
- Urban Pumper FoT due in May with user validation activities to follow.
- Urban Pumper Type 2 FoT due in May with user validation activities to follow.
- Heavy Tanker PAT established. Kick-off and Concept Design workshop to be scheduled for late April.
- CFRS Urban Tanker User Needs Analysis workshop scheduled for Monday, 20 April.
- Urban Pumper Type 3 third and fourth builds are in progress with improvements recommended by the PAT incorporated into these builds.



**Government of Western Australia**  
**Department of Fire & Emergency Services**

For further details or feedback on this update, please contact the project team [OperationalFleet@dfes.wa.gov.au](mailto:OperationalFleet@dfes.wa.gov.au) or visit us at the [DFES Intranet](#) or the [Volunteer Hub](#).

**DFES**  
Department of Fire &  
Emergency Services



# Operational Fleet Project

Delivering a Fit for Purpose Fleet Together



## April HIGHLIGHT

### Please Welcome the Road Crash Rescue Tender

The first of the new concept vehicles has arrived!  
The Road Crash Rescue Tender has arrived and, after passing a rigorous internal evaluation it has now started its in-field user validation trial in the South West region.  
Originally these trials were scheduled to take place in 6 locations around the State but due to Covid-19 restrictions on intrastate travel, non-essential training and self isolation, an alternative plan has been implemented.  
The Project is confident trialling BGUs will put the RCR through its paces and provide important feedback.

#### Features of the RCR:

- Automated transmission
- Ultra high pressure pump
- 500L water capacity
- 20L A class foam
- Provision for 6 crew
- Hydraulic tools with the provision to adopt battery-operated tools in future builds.

#### Benefits of the RCR:

- Unified firefighting equipment across all services
- Provide an alternative to the use of trailers in response roles.



### The Benefits of User Validation

To ensure DFES is designing and building a fit for purpose fleet, capable of protecting the community of Western Australia, each appliance goes through rigorous validation testing.

- Once the first of type vehicle is built, the project advisory team (PAT) and subject matter experts (SME) meet to practically evaluate the vehicle at a user validation workshop. This includes a safety risk assessment and a review of the supporting DORM and associated training materials.
- For new concepts, the vehicle will then take part in extended in-field user trials.
- All feedback is collated and reported back to the PAT for evaluation.
- Recommendations are reviewed and prioritised for adoption into the build program.

The adopted changes to the UPT3 are an example of this process working successfully.

On PAT recommendation the next builds will include:

- Automatic transmission
- External stowage for contaminated PPC



Government of **Western Australia**  
Department of **Fire & Emergency Services**

For full status update on all Fleet Project Streams  
click here for [DFES Intranet](#) or click here for  
[Volunteer Hub](#).





Local Government Report Package for

**WESTONIA (S)**

Printed: 01/04/2020

**Incidents reported to DFES and Attended by Local Government  
and Bushfire Brigades**

**Current Brigade Vehicle Lists**

**000 Service Agreement**

**SMS Lists**

**Brigade Personnel Lists**

v4.5

**Incidents Reported to DFES and Attended by Local Government and Bushfire Brigades**  
**WESTONIA (S)**  
01/07/2014 to 01/04/2020

**9134 SHIRE WESTONIA**

	Incident Address	Type of Incident	IRS Report Completed	Paper Report received by DFES
379496 01/01/2018 13:55	BURRACOPPIN SOUTH RD BURRACOPPIN	Fire - Bushfire (sml)	N	N
401126 20/08/2018 05:14	LEACH RD WESTONIA	Fire - Bushfire (sml)	N	N
426246 21/03/2019 14:52	(12KM SOUTH OF )GREAT EASTERN CARRABIN	Fire - Bushfire (sml)	N	N
429334 17/04/2019 15:52	WARRACHUPPIN NORTH RD WARRACHUPPIN	False Call - Good Intent	N	N
439841 10/06/2019 10:59	LINDLEY RD CARRABIN	Fire - Other/Rubbish/Vehicle	N	N
459181 18/11/2019 18:35	WEBB RD WARRACHUPPIN	Fire - Bushfire (lge)	N	N
459182 18/11/2019 18:37	FARINA RD ELACHBUTTING	Fire - Bushfire (lge)	N	N

Total number of Primary Incidents recorded in time frame: 7

**6644 WALGOOLAN BFB**

	Incident Address	Type of Incident	IRS Report Completed	Paper Report received by DFES
4468 21/10/2015 06:30	BURRACOPPIN SOUTH RD SOUTH BURRACOPPIN	Fire - Bushfire (sml)	Y	
356336 03/03/2017 13:00	BURRACOPPIN SOUTH RD SOUTH BURRACOPPIN	Fire - Bushfire (lge)	Y	
357472 17/03/2017 18:30	ROHAN DAY DELLA RD SOUTH BODALLIN	Fire - Bushfire (lge)	Y	
387398 29/03/2018 12:00	ELLERY RD SOUTH BURRACOPPIN	Fire - Bushfire (sml)	N	N
460785 01/12/2019 21:25	GREAT EASTERN HWY BURRACOPPIN	Fire - Bushfire (sml)	N	N
461003 04/12/2019 06:36	GOLDFIELDS RD WALGOOLAN	Fire - Other/Rubbish/Vehicle	N	N

Total number of Primary Incidents recorded in time frame: 6

**6658 WARRALAKIN BFB**

	Incident Address	Type of Incident	IRS Report Completed	Paper Report received by DFES
357472 17/03/2017 18:30	ROHAN DAY DELLA RD SOUTH BODALLIN	Fire - Bushfire (lge)	N	N
377761 10/12/2017 15:46	LEAVE JOB OPEN UNTIL 11/12 ROSE THOMSON RD ENEABBA	Fire - Bushfire (lge)	N	N
377973 12/12/2017 14:41	WEBB RD WARRACHUPPIN	Fire - Bushfire (lge)	N	N

416374 03/12/2018 15:02 WARRACHUPPIN NORTH RD WARRACHUPPIN

Fire - Bushfire (lge)

N

N

Total number of Primary Incidents recorded in time frame: 4

### 6668 WESTONIA BFB

	Incident Address	Type of Incident	IRS Report Completed	Paper Report received by DFES
322137 27/12/2015 13:29	CAW ST MERREDIN	Fire - Bushfire (lge)	N	N
323191 07/01/2016 13:13	ELACHBUTTING RD ELACHBUTTING	Fire - Bushfire (sml)	N	N
327059 20/02/2016 01:44	SANDS TRANSPORT GREAT EASTERN HWY BODALLIN	Fire - Other/Rubbish/Vehicle	N	N
357472 17/03/2017 18:30	ROHAN DAY DELLA RD SOUTH BODALLIN	Fire - Bushfire (lge)	N	N
368919 17/08/2017 15:21	CARRABIN ROADHOUSE YORK RD CARRABIN	Road Crash & Rescue	N	N
377973 12/12/2017 14:41	WEBB RD WARRACHUPPIN	Fire - Bushfire (lge)	N	N
416374 03/12/2018 15:02	WARRACHUPPIN NORTH RD WARRACHUPPIN	Fire - Bushfire (lge)	N	N
416402 03/12/2018 16:29	SMYTH RD CARRABIN	Fire - Bushfire (lge)	N	N
422358 06/02/2019 23:36	GRAHAM RD CARRABIN	False Call - Good Intent	N	N
439841 10/06/2019 10:59	LINDLEY RD CARRABIN	Fire - Other/Rubbish/Vehicle	N	N

Total number of Primary Incidents recorded in time frame: 10

**NOTE:** The above list shows all Incidents reported to DFES via the ComCen, or via a Paper Incident Report received, during the given time frame. Incidents not displayed on this list have not been reported to DFES.

If the '*IRS Report Completed*' column shows N, then a complete Incident Report has not been received by DFES.

If there is an N in the '*Paper Report received at DFES*' column, then a copy of the Paper Report has not been received by DFES.

To enable the Incident Report to be completed, please forward a copy of the original Incident Report via fax or email to DFES as below.

If you require any assistance please contact us using any of the the following methods;

OIS Branch

Fax: 1800 309 999

Phone: 9395 9406 (office hours)

Email: reports@dfes.wa.gov.au

**Location / Vehicle Listing - WESTONIA (S)**  
as at 01/04/2020

9134 SHIRE WESTONIA

Resource Name	Resource Type	Make	Model	Selcall No.	Year of make	Rego	Owner	Decom	Trans	New Location	Date
SHIRE WESTONIA PLACEHOLDER	OTHER										

**Please Note:**

This report has been produced to assist with maintaining Appliance information recorded on the DFES database.  
It will be provided to Local Governments on a monthly basis.

If you identify any errors, please return corrected form to;

OIS Branch

Fax: 1800 309 999

Phone: 9395 9406 (office hours)

Email: [reports@dfes.wa.gov.au](mailto:reports@dfes.wa.gov.au) For vehicles which have been relocated or taken out of service please advise ComCen at [cadadministrator.wa.gov.au](mailto:cadadministrator.wa.gov.au)



Location / Vehicle Listing - WESTONIA (S)  
as at 01/04/2020

6644 WALGOOLAN BFB

Resource Name	Resource Type	Make	Model	Selcall No.	Year of make	Rego	Owner	Decom	Trans	New Location	Date
LT (E824) - WT339	LIGHT TANKER	TOYOTA	VDJ79R	806088	2012	WT339	LG (ESL)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please Note:**

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Location / Vehicle Listing - WESTONIA (S)  
as at 01/04/2020

6658 WARRALAKIN BFB

Resource Name	Resource Type	Make	Model	Selcall No.	Year of make	Rego	Owner	Decom	Trans	New Location	Date
LT (N175) - \WT357	LIGHT TANKER	TOYOTA	VDJ79R	497005	2013	\WT357	LG (ESL)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Location / Vehicle Listing - WESTONIA (S)**  
as at 01/04/2020

**6668 WESTONIA BFB**

Resource Name	Resource Type	Make	Model	Selcall No.	Year of make	Rego	Owner	Decom	Trans	New Location	Date
LT (N176) - 39WT	LIGHT TANKER	TOYOTA	VDJ79R	497010	2013	39WT	LG (ESL)				
3.4 URBAN (E579) - WT1500	3.4 URBAN	ISUZU	FHFTSLGB03	80454	2010	WT1500	LG (ESL)				

**Please Note:**

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It will be provided to Local Governments on a monthly basis.

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OIS Branch

Fax: 1800 309 999

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Email: [reports@dfes.wa.gov.au](mailto:reports@dfes.wa.gov.au)

For vehicles which have been relocated or taken out of service please advise ComCen at [cadadministrator.wa.gov.au](mailto:cadadministrator.wa.gov.au)

## Current 000 SERVICE AGREEMENT for WESTONIA (S)

**In order to advise Local Government of 000 calls promptly it is suggested that contacts are 24/7 numbers.  
The 4th contact will always be DFES Regional Duty Coordinator**

**No more than 3 contacts per LGA will be recorded.**

***Our 24 hour, 365 day emergency 000 contacts from the Communications Centre are as follows:***

Organisation	Role	Name	Contact Type	Number
1 Shire of Westonia	CEO - Shire Office	Jamie Criddle	Phone (Bus)	9046 7063
2 Shire of Westonia	CBFCO	Frank Corsini	Mobile	0429 467 042
3 Shire of Westonia	DCBFCO	Malcolm Nicoletti	Mobile	0428 449 034
4 DFES Goldfields Midlands Region	Regional Duty Co-Ordinat	DFES Regional Duty Co-Ordinator		1800 966 077

**Note:** Contacts may make reference to an SMS group which allows multiple pagers or mobile phones to be attached to that group.. An SMS list form needs to have been completed.

### ***Alterations to contacts:***

Organisation	Role	Name	Contact Type	Number
1.				
2.				
3.				

### **Local Government Chief Executive Officer**

Print Name

Signature

### **DFES Area / District Manager**

Print Name

Signature

Contact Number

Date

Contact Number

Date

Instructions for Local Authority in the event of any alterations to the list above;

1. Complete the Alterations section with the changes required.
2. CEO to sign form.
3. Local Authority to send a copy to DFES Regional Office for Authorisation by DFES Area / District Manager.
4. Area/District Manager to email a signed copy to **cadadministrator@dfes.wa.gov.au**



**LG Brigade Personnel Listing - WESTONIA (S)**  
as at 01/04/2020

**9134 SHIRE WESTONIA**

<b>Remove</b>	<b>Vol. Number</b>	<b>Rank</b>	<b>Surname</b>	<b>Given Name</b>
<input type="checkbox"/>	119012	LG FCO	BROWN	DAVID
<input type="checkbox"/>	119154	LG CBFCO	CORSINI	FRANK
<input type="checkbox"/>	119135	LG FCO	CRIDDLE	JAMIE
<input type="checkbox"/>	142827	LG FCO	DAY	ROHAN
<input type="checkbox"/>	162184	LG FCO	FARINA	DANE
<input type="checkbox"/>	119016	LG FCO	LEMOLGNAN	STEVEN
<input type="checkbox"/>	119120	LG FCO	LINDLEY	COLIN
<input type="checkbox"/>	119079	LG FCO	MCDOWALL	JOHN
<input type="checkbox"/>	146834	LG FCO	MURFIT	TONY
<input type="checkbox"/>	133116	LG DCBFCO	NICOLETTI	MALCOLM
<input type="checkbox"/>	146818	LG FCO	PENNY	BRAD
<input type="checkbox"/>	119124	LG FCO	PRICE	ARTHUR
<input type="checkbox"/>	119013	LG FCO	SMITH	AARON
<input type="checkbox"/>	146836	LG FCO	WAHLSTEN	JASON



**Members to be Added:****9134 SHIRE WESTONIA****DFES ID****Rank****Surname****First Name**

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Instructions for any alterations to the list above;

1. Details are to be printed **clearly**.
2. Member names are to be listed as Surname, then First Name.
3. Send the completed form to your Regional Office to ensure the information is updated in RMS
4. When authorised & signed by your Area / District Manager, send a copy of the new or updated form to **reports@dfes.wa.gov.au** or fax to 1800 309 999

Changes Requested By:**Contact Name (please print)****Contact Number****Date****Area / District Manager****Sign & Date**

AUTHORISED:

☐

YES

☐

NO

**LG Brigade Personnel Listing - WESTONIA (S)**  
as at 01/04/2020

**6644 WALGOOLAN BFB**

Remove	Vol. Number	Rank	Surname	Given Name
	119036	VOL FIRE FIGHTER	BARNETT	CHRISTOPHER
	119037	VOL FIRE FIGHTER	BARNETT	DANIEL
	119050	VOL FIRE FIGHTER	BARNETT	HELEN
	185050	ACTIVE MEMBER	BOWDEN	MARK
	119012	BFB 1ST LIEUTENANT	BROWN	DAVID
	119048	VOL FIRE FIGHTER	BROWN	EILEEN
	179432	VOL FIRE FIGHTER	BROWN	GERARD
	138356	VOL FIRE FIGHTER	COLE	CAROLYN
	138359	VOL FIRE FIGHTER	COLE	MALCOLM
	119047	VOL FIRE FIGHTER	CREES	RODNEY
	146831	VOL FIRE FIGHTER	DAY	KARIN
	142827	BFB 2ND LIEUTENANT	DAY	ROHAN
	185051	ACTIVE MEMBER	DAY	WILLIAM
	119045	VOL FIRE FIGHTER	JEFFERYS	BRETT
	146833	VOL FIRE FIGHTER	JEFFERYS	CHRIS
	150023	VOL FIRE FIGHTER	JEFFERYS	COREY
	119010	VOL FIRE FIGHTER	JEFFERYS	JOHN
	119046	VOL FIRE FIGHTER	JEFFERYS	MARK
	146832	VOL FIRE FIGHTER	JEFFERYS	NARELLE
	119051	VOL FIRE FIGHTER	JOHNSTON	GRAHAM
	182036	VOL FIRE FIGHTER	LAMBERT	PETER
	146834	VOL FIRE FIGHTER	MURFIT	TONY
	179674	VOL FIRE FIGHTER	MURRAY	ROBERT
	179078	VOL FIRE FIGHTER	ROUTLEDGE	BERGEN
	146838	VOL FIRE FIGHTER	WAHLSTEN	CLINTON
	146836	CAPTAIN	WAHLSTEN	JASON

<input type="text"/>	146839	VOL FIRE FIGHTER	WAHLSTEN	LUKE
<input type="text"/>	146837	VOL FIRE FIGHTER	WAHLSTEN	TERRY

**Members to be Added:**

**6644 WALGOOLAN BFB**

DFES ID	Rank	Surname	First Name

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Changes Requested By:

Contact Name (please print)	Contact Number	Date	Area / District Manager	Sign & Date

AUTHORISED: ☐ YES ☐ NO

**LG Brigade Personnel Listing - WESTONIA (S)**  
as at 01/04/2020

**6658 WARRALAKIN BFB**

Remove	Vol. Number	Rank	Surname	Given Name
	171478	VOL FIRE FIGHTER	ALCOCK	GRAHAM
	178681	VOL FIRE FIGHTER	BALLANTYNE	DUNCAN
	182136	VOL FIRE FIGHTER	BRENNAN	BRAYDEN
	133119	VOL FIRE FIGHTER	CHRISP	SHAUN
	178680	VOL FIRE FIGHTER	CLAESSENS	EVA
	178682	VOL FIRE FIGHTER	CREWS	MITCH
	119017	BFB 3RD LIEUTENANT	CREWS	PETER
	146821	VOL FIRE FIGHTER	CROOK	DAVID
	119114	VOL FIRE FIGHTER	CROOK	MICHAEL
	119103	VOL FIRE FIGHTER	CROOK	RUSSELL
	119015	VOL FIRE FIGHTER	DADDOW	STEPHEN
	182134	VOL FIRE FIGHTER	DAWSON	SAM
	171481	VOL FIRE FIGHTER	FARINA	ABIGAIL
	171480	BFB 2ND LIEUTENANT	FARINA	BEN
	162184	VOL FIRE FIGHTER	FARINA	DANE
	182253	VOL FIRE FIGHTER	GIBSON	KYLIE
	119016	BFB 1ST LIEUTENANT	LEMOLGNAN	STEVEN
	182135	VOL FIRE FIGHTER	MARTIN	HANNAH
	119079	VOL FIRE FIGHTER	MCDOWALL	JOHN
	171482	VOL FIRE FIGHTER	MCDOWALL	ROBERT
	178679	VOL FIRE FIGHTER	NICOLETTI	ALEISHA
	133116	CAPTAIN	NICOLETTI	MALCOLM
	108605	VOL FIRE FIGHTER	PARKIN	CRAIG
	161319	VOL FIRE FIGHTER	PARKIN	DANIELLE
	162182	VOL FIRE FIGHTER	PRICE	DAVID
	171497	VOL FIRE FIGHTER	PRICE	MORGAN

	171498	VOL FIRE FIGHTER	PRICE	STACY
	171500	BFB SECRETARY	SING	JEANNIE
	155396	VOL FIRE FIGHTER	SING	STEWART
	119013	VOL FIRE FIGHTER	SMITH	AARON
	146827	VOL FIRE FIGHTER	SMITH	JOAN
	119084	VOL FIRE FIGHTER	SMITH	STEPHEN

**Members to be Added:**

**6658 WARRALAKIN BFB**

DFES ID	Rank	Surname	First Name

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Changes Requested By:

Contact Name (please print)	Contact Number	Date	Area / District Manager	Sign & Date

AUTHORISED:

☐

YES

☐

NO

**LG Brigade Personnel Listing - WESTONIA (S)**  
as at 01/04/2020

6668 WESTONIA BFB

Remove	Vol. Number	Rank	Surname	Given Name
	119134	VOL FIRE FIGHTER	ANTONIO	JOCELYN
	119004	VOL FIRE FIGHTER	ANTONIO	PETER
	119148	VOL FIRE FIGHTER	ARGENT	BRIAN
	181988	VOL FIRE FIGHTER	BLAKE	DAMIEN
	181987	VOL FIRE FIGHTER	BLAKE	TERRI
	171479	VOL FIRE FIGHTER	BLAKE	VICTOR
	64802	VOL FIRE FIGHTER	BRIGHT	GRAEME
	119154	CAPTAIN	CORSINI	FRANK
	182000	VOL FIRE FIGHTER	CORSINI	JOEL
	119153	VOL FIRE FIGHTER	CORSINI	JOHN
	119135	VOL FIRE FIGHTER	CRIDDLE	JAMIE
	182080	VOL FIRE FIGHTER	DADDOW	GRAHAM
	182009	VOL FIRE FIGHTER	DELLA BOSCA	ROSS
	182010	VOL FIRE FIGHTER	DELLA BOSCA	TIMOTHY
	159264	VOL FIRE FIGHTER	DUNKLEY-COOPER	KASEY
	166652	VOL FIRE FIGHTER	GEIER	ASHLEY
	151957	VOL FIRE FIGHTER	GEIER	DAIMON
	119006	BFB 3RD LIEUTENANT	HAMILTON	DAVID
	159378	VOL FIRE FIGHTER	HERMON	DOUG
	119120	BFB 1ST LIEUTENANT	LINDLEY	COLIN
	119146	VOL FIRE FIGHTER	LINDLEY	CORALIE
	119152	VOL FIRE FIGHTER	LINDLEY	JUDITH
	119128	VOL FIRE FIGHTER	LINDLEY	KEVIN
	104308	VOL FIRE FIGHTER	MCLAUGHLIN	MARTIN
	182420	VOL FIRE FIGHTER	MOORE	JAMES
	119005	VOL FIRE FIGHTER	O' RAFFERTY	DES



	161702	VOL FIRE FIGHTER	PAUST	KEVIN
	146818	BFB 2ND LIEUTENANT	PENNY	BRAD
	119124	VOL FIRE FIGHTER	PRICE	ARTHUR
	182037	VOL FIRE FIGHTER	PRICE	BOYD
	180459	VOL FIRE FIGHTER	PRICE	JACK
	166647	VOL FIRE FIGHTER	RILEY	COLIN
	119140	VOL FIRE FIGHTER	SETTINERI	ANTONIO
	146819	VOL FIRE FIGHTER	TOWNROW	ADRIAN
	146820	VOL FIRE FIGHTER	TOWNROW	CLINTON
	119151	VOL FIRE FIGHTER	TOWNROW	KERRY
	119003	VOL FIRE FIGHTER	TOWNROW	LEX

**Members to be Added:****6668 WESTONIA BFB****DFES ID****Rank****Surname****First Name**

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Changes Requested By:**Contact Name (please print)****Contact Number****Date****Area / District Manager****Sign & Date**

AUTHORISED:

☐

YES

☐

NO



# LGAlert ))

## Upcoming Regulation Amendments

To continue to support local governments during the COVID-19 outbreak, the department is urgently progressing amendments to the following Local Government Regulations:

- financial management
- functions and general, and
- long service leave.

An overview of the amendments is outlined below:

### **Local Government (Financial Management) Regulations**

The removal of the requirement to give public notice during a state of emergency when

- repurposing financial reserves
- borrowing money
- changing the use of borrowed money

for the purpose of responding to the emergency.

### **Local Government (Functions and General) Regulations**

An increase to the tender threshold to \$250,000.

Removing the requirement to publicly invite tenders during a state of emergency for:

- the supply of goods or services associated with a state of emergency and
- a contract renewal or extension of no more than 12 months when the original contract is to expire within three months.

**Local Government (Long Service Leave) Regulations:**

- clarifying that long service leave will continue to be accrued during any period of absence from duty due to the employer's response during a state of emergency
- allowing long service leave to be taken in two or more separate periods and
- allowing employees to access long service leave during a state of emergency if they have completed at least seven years of continuous service.

The regulations are due to be gazetted on Thursday 9 April 2020 and take effect on Friday 10 April 2020.

For further information, please email [LGresponse@dlgsc.wa.gov.au](mailto:LGresponse@dlgsc.wa.gov.au)

You are receiving this email because you are a CEO of a local government in Western Australia and/or are an officer of a local government authority.

**Our postal address is:** Department of Local Government, Sport and Cultural Industries  
GPO Box R1250, Perth, WA 6844

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