



## **OPERATIONAL GUIDELINE 95**

**04 September 2017**

### **EXTRACTING ROAD BUILDING MATERIALS FROM LAND IN WA**

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**Manager Materials Engineering**

## REVISION REGISTER

Date	Section	Main Changes
4.9.2017	Appendix 1	Compensation rate for 2017/18 added.
15.11.2016	Appendix 5 Appendix 6	Flowchart for Crown land added. Flowchart for Freehold land added.
11.10.2016	Cover page  Appendix 1	Ownership of the guideline transferred to the Manager Materials Engineering.  Compensation rate for 2016-17 added.
29.5.2015	Appendix 1	Compensation rate for 2015-16 added.
2.9.2014	Appendix 1	Added history of compensation rates.
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24.9.2013	All	First issue

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## 1. SCOPE

This guideline describes the Main Roads process for obtaining road building materials from land in Western Australia. The guideline was developed from work done under the State Gravel Supply Strategy (SGSS), a WA State Government initiative to ensure ongoing access to natural road building materials. The SGSS was managed by a committee with representatives from MRWA, WALGA, DER, DMP, DOP and WA Farmers Federation. See abbreviations/acronyms in section 2.

The SGSS in 2015 was replaced by the Gravel Supply Interagency Working Group which meets half yearly. The current members in the group are DPaW, DMP, WALGA and Main Roads which provides the Chairperson.

The main categories of land are public land i.e. State Crown land and private land i.e. freehold land. Other public land includes Commonwealth Crown land and local government land. Legislation for land entry and conditions of occupiers and activities covers all land in WA. This includes land entry to extract materials from public and private land.

For State Crown land, the land can be under management control of one or more government agencies, and those agencies must be consulted for approval to formally enter the land. If the land is not subject to a specific management order, it is referred to as Vacant Crown Land (VCL) or Unallocated Crown Land (UCL) and is managed by the Department of Lands (DOL). Large tracts of land in the State are under pastoral lease, and the leaseholders and occupiers must be consulted as well as DOL for activities that impact that land. Large areas of land are also managed by the Department of Environment Regulation (DER) and the Department of Parks and Wildlife (DPaW).

Generally, all interest holders who are likely to be impacted must be consulted before entering the land, in order to obtain approval and to minimise inconvenience, avoid damage and maintain good relations. **Reference in the guideline to owners, occupiers, managers etc. is to be read as including all relevant interest holders with possible exception if not included in legislation requirements.**

For land which is covered by an Extractive Industry Licence or Mining Act tenement, advice should be obtained from Legal and Commercial Services Branch in Main Roads before proceeding. However Main Roads still has the option of purchasing material from licenced sellers if required.

Other organisations or companies contracted by MRWA to construct MRWA roads, who wish to use this process, need to arrange for MRWA to send letters to landowners to notify them of intended land entry and removal of materials. For contracts which specify responsibility of the contractor to provide materials, then the policy in this guideline might not apply. However if material is purchased from landowners by those contractors, relevant laws must be complied with including approval from local governments as required.

This guideline does not include all information on laws and regulations which might apply to the material removal operations. The guideline cannot be used to avoid these requirements.

## 2. ABBREVIATIONS

DAA	Department of Aboriginal Affairs
DER	Department of Environment Regulation
DPaW	Department of Parks and Wildlife
DMP	Department of Mines and Petroleum
DOL	Department of Lands

DOP	Department of Planning
LG	Local government
MRWA or Main Roads	Main Roads Western Australia
WALGA	WA Local Government Association
PLTM	Principal Land Tenure Manager, MRWA
PHO	Principal Heritage Officer, MRWA
LAA	Land Administration Act
LGA	Local Government Act
VCL	Vacant Crown Land
UCL	Unallocated Crown Land
FNA	File Notation Area (Mining Act instrument)
S19	Section 19 (Mining Act instrument)
RBM	Road building materials

### 3. OBJECTIVES OF THE GUIDELINE

The objectives are to document a clear description of the process to promote understanding by Main Roads staff, landowners and interest holders, and to support consistent practices.

### 4. BACKGROUND

The development of the WA road network up to the present time has depended upon the use of high quality, low cost naturally occurring RBMs obtained close to road works. Originally this was the only material available but its use has continued to the present as a low cost alternative to the use of more processed materials and material purchased from commercial suppliers.

However, access to naturally occurring materials is becoming more difficult due to:

- Depletion of deposits close to roads
- Competition from incompatible land use such as vineyards or residential development
- Resistance from landowners
- Environmental constraints
- Aboriginal/indigenous considerations

Because of the need to minimise environmental damage especially to native vegetation, the preferred option for future sources of RBMs is from existing disturbed land. This increases the pressure on privately owned cleared agricultural land for a source of materials.

Current processes for material extraction, compensation payments and for rehabilitation of excavations are not always consistent between Main Roads projects and contractors to Main Roads and this is a cause of dissatisfaction by landowners and a threat to continuing supplies of natural materials.

### 5. LEGISLATION

Acts of Parliament authorise the survey and extraction of materials by government agencies for public works. These Acts include the *Land Administration Act 1997(LAA)*, the *Local Government Act 1995(LGA)*, the *Main Roads Act 1930* and the *Public Works Act 1902*.

Main Roads WA has powers under Part 9, Divisions 2,3,4,5 and 6, and Part 10 of the Land Administration Act as delegated by the Minister for Lands to the Minister responsible for the Main Roads Act. Many of these powers have been sub-delegated to the Executive Director Finance and Commercial Services. The most used sections of the LAA dealing with entry on to land and extraction of RBMs are:

Section 182	Entry for feasibility study
Section 185	Temporary occupation and taking materials
Section 203	Compensation for damage resulting from entry to land
Section 205	Compensation as to mines

Under the LAA (section 12 and 34), the exercise of powers on Crown land under a management order requires approval of the relevant management body.

A Class conservation parks, A Class nature reserves and National Parks cannot be occupied just by formal notices and agency approval but requires parliamentary approval.

## **6. INITIAL CONTACT WITH LANDOWNERS/INTEREST HOLDERS**

The land of interest should be checked to determine its land tenure and relevant interest holders. The local government can assist with information about freehold land, and the Department of Lands can assist with information about Crown land. The Principal Land Tenure Manager in Main Roads can also provide that information.

Main Roads staff should contact landowners/interest holders early in the planning stage of projects. Materials investigation work, clearances, materials testing and consultation can take a considerable length of time, sometimes as much as 12 months or more depending on the complexity of the project and the issues involved.

Discussions must be handled in a sensitive manner, and by management staff in positions of authority who are aware of the legal basis for land entry and the project requirements. The objective should be to reach agreement. If objections are raised to the proposed removal of materials, the approach should be to discuss the issues to reach a solution. If agreement cannot be reached, then the Main Roads position is to be explained objectively with an assurance that if Main Roads still wishes to proceed, it will always do so legally, and with professionalism and fairness.

## **7. LAND ENTRY FOR MATERIALS INVESTIGATION FEASIBILITY STUDY**

Consent from the landowners/interest holders to enter land to conduct investigations must be sought. If consent is given, a written letter of intended entry is not essential provided ongoing communication is maintained with the interest holders to keep them informed of investigation progress and to confirm their continuing agreement. If appropriate, a written agreement can be prepared and signed by the interest holders and MRWA. Reference to legislation and Acts is not required.

However, if the interest holders are not agreeable to MRWA entering their land then a formal written notice is required. This must be arranged through the Main Roads Principal Land Tenure Manager (PLTM) in Property Management Branch. PLTM will arrange the necessary letter quoting the *Land Administration Act* section 182 with at least 30 days notice being given. The letter must be signed by the Executive Director Finance and Commercial Services. ***For more information on land entry and example letters, refer to online document 'LAND-Entry onto Land Process Guidelines'.***

## 8. MATERIALS INVESTIGATIONS

After complying with land entry requirements in section 7, staff should conduct a general site visit to identify prospective areas. It is necessary to check if any environmental or heritage constraints exist or if any approvals are required (**see section 10**) for the proposed materials investigation and possible extractive operation.

For freehold land, the relevant local government should be consulted to check on required clearances and approvals and the existence of town planning scheme constraints or extractive industry licences.

Damage to and clearing of native vegetation should be avoided. If this is considered to be unavoidable, advanced applications for approval are to be made to the relevant government agencies, usually DER in the first instance.

In areas subject to mining activities, the Department of Mines and Petroleum should be contacted to check on the presence of any Mining Act tenements. Note that basic raw materials such as gravel, sand and rock which occur on private land are not classed as minerals under the Mining Act, but they are when they occur on Crown land. However Mining Act tenements for other minerals can exist on private land.

The materials investigations should not be carried out unless necessary clearances are obtained and it is established that legal access will not be a problem.

**For all sources, the time required to secure access needs to be considered. Negotiations with interest holders, investigation work and obtaining approvals for environmental and heritage clearances can take a substantial amount of time. At least 12 months preconstruction planning for materials access is usually required. If sensitive or legal issues are likely to be involved then much longer lead times should be assumed.**

***It is important to maintain communications with the landowner and interest holders during this stage to ensure they not inconvenienced and are informed of likely outcomes.***

*More details of investigation techniques used by Main Roads are presented in **Operational Guideline 96, Searching for Gravel (See References, section 19)** which was prepared from Materials Engineering Branch Gravel Search Manual (2003).*

## 9. SOURCE PROTECTION / RESERVATIONS

### General

At the planning stage of projects, it is important to consider the risks of potential material sources becoming inaccessible for any reason. An access plan or risk management plan should be developed to avoid delays in accessing the required materials.

For materials on Unallocated Crown Land or pastoral leases, use of notices of entry and short term land occupation to remove the material might be appropriate. If the land is likely to be subject to mining activity which could prevent access, use of a Section 19 (S19) instrument, or FNA, under the Mining Act, would be advisable (**see section 10.7 of this guide**). If the source is likely to be of long term strategic value then a S19 and reservation of the land would be appropriate.

On private land, reservation of the land as a materials source requires negotiation with the landowner to purchase the land.

## Reserves

If reservation of the source is required, this is to be arranged through PLTM.

As detailed in Section 10, consent/approval could be required from:

- Dept of Lands
- Local government
- Lessee and occupier
- Land management body
- DER / Department of Parks and Wildlife
- DMP
- Aboriginal interest holders
- Heritage Council of WA
- Department of Water
- Other interest holders

To minimise the time taken to complete the reservation process, the PLTM often arranges with Main Roads regional staff to obtain some of these approvals through the local offices of relevant agencies such as DOL, DER and Native Title registered claimants / holders.

Reserves for road construction materials can be vested in the Commissioner of Main Roads or vested jointly with another agency such as local government if it also has an interest in the resource. Normally, requests to PLTM would be for vesting with Main Roads.

If the material source for reservation is hard rock, the Mines Safety and Inspection Act 1994 is relevant but not required under the Act for State Agency or local government purposes. However it is Main Roads policy to adhere to DMP practices for safety and rehabilitation as shown in guidelines on the DMP website.

***See also the Main Roads Pits and Quarries guideline on environmental requirements for planning, developing, operating and rehabilitating material extraction sites.***

For sites in forest areas or on DPaW managed land, DER/DPaW usually specifies mandatory conditions for excavation and rehabilitation which must be adhered to. **See Appendix 7.**

## 10. APPROVALS REQUIRED AS APPLICABLE

Prior to disturbance of the land for extraction of materials, it is necessary to check with the following organisations or interest holders as applicable for information and approval in relation to the land and its management.

### 10.1 Main Roads WA (Guidelines and Procedures)

Environmental and heritage aspects of proposed exploration and excavations must be considered. These include threatened flora and fauna species and communities, conservation areas, wetland/waterways protection areas, Aboriginal heritage sites, other heritage sites, land clearing, drainage/water erosion, salinity and spread of dieback.



Main Roads has statutory and corporate environmental responsibilities associated with its road network management.

Guidelines on the environmental approval processes involved are shown on the Environment Branch intranet site. The following guidelines cover the main requirements in relation to sourcing materials:

- *Pits and Quarries*  
*Environmental Guideline 6707/008*  
*(See section 19, References)*
- *Environmental Assessment and Approval*  
*Environmental Guideline 6707/001*
- *Native Vegetation – Clearing Regulations and Permits*  
*Environmental Guideline 6707/034*
- *MRWA Statewide Purpose Permit to clear native vegetation (see 6707/34)*
- *Processes for assessment of **Aboriginal Heritage** are described in Environmental Guideline 6707/006, Aboriginal Heritage, shown on the MRWA Environment Branch intranet site or contact MRWA's PHO.*

It is a requirement of the Aboriginal Heritage Act 1972 that heritage sites are not to be impacted unless given prior approval by the Minister for Aboriginal Affairs.

- *Processes for assessment of **Heritage (Historical)** are described in Environmental Guideline 6707/009, Heritage, shown on the MRWA Environment Branch intranet site or contact MRWA's PHO.*

## **10.2 Local Government**

The local government should be consulted to discuss Main Roads intentions and any concerns the local government might have. Issues which often arise include town planning schemes, disturbance of residents, future land use, damage to vegetation, heritage impacts and use of local roads. There might also be opportunities to coordinate Main Roads and local government works and sharing of road building material resources. Main Roads does not need an extractive industries licence to remove materials.

If the gravel source is on land which is covered by an existing extractive industry licence, advice should be sought from Legal and Commercial Services Branch in Main Roads before proceeding. Main Roads would not usually remove material that interfered with an existing licence holder but might consider purchasing the material.

## **10.3 Department of Lands (DOL)**

For unmanaged Crown land or Crown land under pastoral lease, DOL must be contacted. For regional Main Roads staff, the relevant DOL regional office should be the first point of contact.

## **10.4 Native Title Interest Holders**

It is a requirement of the Native Title Act 1993 that if Native Title still exists over an area where materials are to be extracted, the registered Native Title claimants / holders are notified. This notification process is managed by the PLTM.

## 10.5 DPaW and DER

DPaW and DER are State Government Agencies with the function of managing large areas of Crown land in WA including State Forests, National Parks, nature reserves and other conservation lands in accordance with the Conservation and Land Management Act 1984.

DPaW and DER has policies for approving controlled access to basic raw materials on its managed lands within its function to protect native vegetation in the conservation reserve system.

The initial approach to be used by Main Roads seeking access to DPaW managed land is to contact the DPaW District Manager or Regional Manager at the local DPaW- DER office.

***See Appendix 7 for an example DER/DPaW Impact Evaluation Checklist, required for proposed works.***

## 10.6 Department Of Water

If land disturbance is likely to involve or impact wetlands, watercourses or water resources, then approval to proceed is required from the Department of Water. Applications to Department of Water will be required to take water or to modify beds and banks of water courses. Information can be obtained from Department of Water offices and from its website.

## 10.7 Department of Mining and Petroleum (DMP) and Mining Lease Holders

In areas subject to mining activities, the DMP must be contacted to confirm the status of the land in relation to mining tenements and to ensure that no adverse issues will arise. The presence of mining tenements can be checked online on the Tengraph tenement mapping system on the DMP website.

If Mining Leases have been granted over the area of interest, the lease holder is to be contacted to explain Main Roads intentions and to seek approval.

If the land is not covered by a Mining Lease, but there is a risk that lease applications could be lodged, application can be made to DMP to exclude the area from the provisions of the Mining Act to cover the period Main Roads needs the land for material extraction. This is done by application to DMP to temporarily exempt the area from applications for mining tenements pursuant to Section 19 (S19) of the Mining Act or by a File Notation Area (FNA).

Section 19s remains in force for 2 years within which time DMP expects MRWA to complete its use of the land or create a material reserve (See section 9 of this guideline). Renewal of S19s for an additional 2 years is permitted but requires justification to DMP.

An FNA alerts DMP that Main Roads has an interest in the land which enables contact with MRWA before an application for a mining tenement is granted. However this is not guaranteed so is not always an effective means of protection of material sources.

On land covered by a mining exploration licence, the licence holder should be advised of entry by MRWA but consent is not required and compensation is not applicable if it does not interfere with the explorer's activities.

If MRWA wishes to extract materials from an existing Mining Lease, then the lease holder must be consulted to seek consent. Materials can be removed without consent using the LAA but compensation for damage could be payable. Compensation does not include the value of road building material removed but if that material would normally be used by the miner for sale or profit, then loss of profit might be considered as part of the compensation

depending on the circumstances. In situations where MRWA had previously used material or indicated its proposed use from that source before the lease was granted, then it is less likely that loss of profit from the material would be included in compensation.

If MRWA purchases material from a mining lease holder, DMP royalties are required to be paid to DMP by the leaseholder, and this cost can be included in the selling price.

In negotiating for materials with mining tenement holders, seek advice from the Manager, Legal and Commercial Services.

## 11. CONSULTATION FOR MATERIALS EXTRACTION

If investigations on the land confirm that suitable material exists, the proposed excavation must be discussed with the landowner/interest holders. Typical items to be addressed include:

- Authority for entry and removal of materials
- Description of the materials and the road project
- Description of the location and area
- Approvals required and obtained
- Access to the proposed excavation
- Clearing/stockpiling/excavation techniques
- Maintenance of tracks and access roads
- Staged completion if relevant
- Estimated timing and period involved
- Rehabilitation methods and timing
- Assessment of likely damage including (1) loss of profit from the affected land (2) damage to improvements and (3) volume of materials to be removed
- Compensation for damage (money and or services)

*An assessment of the compensation likely to be paid must be made before any excavation work, to determine if use of the source of material is the best option in comparison to sources from other landowners or purchase of material from material supply contractors.*

### 11.1 Compensation for Damage

Compensation for damage caused by MRWA is to be paid to the landowner (if he/she gives written notice requiring it) in accordance with *Section 203* of the *Land Administration Act*. For removal of materials, damage usually consists of damage to the disturbed land and damage to improvements such as fences, tracks and crops.

Payment of compensation for inconvenience, noise, dust and degradation of the land can be logically related to the volume of material removed for which Main Roads is prepared to pay a rate per cubic metre depending on the circumstances. Main Roads policy is to pay up to a maximum set rate which is adjusted each year based on CPI, and communicated in writing or email by the Executive Director CNR to relevant operational managers. **See Appendix 1 for Main Roads compensation rate.**

**It is important to note that this payment is not to purchase the material as there is no requirement for MRWA to purchase the material under the Land Administration Act.**

The max set rate is to cover the area of land excavated. No other payment such as loss of profit from the land is paid except in very exceptional circumstances and are only to be approved by Executive Directors or equivalent. **See section 11.2**

Payments at rates less than the maximum are usually paid for situations where damage is less eg excavation of sand which does not usually affect the productivity of the land, or where the excavation is a benefit to the landowner such as creation of a dam for water storage. Payment above the set rate can only be made in exceptional circumstances by approval of Executive Directors or Project Directors. This could include payment of loss of profit if Main Roads occupies an area of land for more than 12 months. **See section 11.2.**

Note that as part of the rehabilitation work for which Main Roads accepts responsibility, these additional payments and or work can be approved by Regional Managers or equivalent. **See section 13.**

Compensation is not usually paid for pastoral land because that is Crown land and the excavation is usually insignificant in area compared to the lease area, and is usually remote from the homestead or leaseholders activities.

On occasions the landowner may request compensation in a form other than money e.g. by MRWA providing some service such as farm track construction. In these circumstances, if MRWA agrees to do the work, the cost of such work is to be taken into account to replace or reduce the amount of any monetary compensation payable.

For Crown land managed by a government agency, payment of compensation is not usually requested but conditions which are required to be met can be costly. These conditions can include environmental and heritage surveys, and specific rehabilitation of the land.

## **11.2 Approval to Pay Compensation**

The Project Manager is to obtain approval from the relevant Regional Manager/Project Director to pay the estimated compensation. **See Appendix 2 for the Approval Application Form.** For payments above the maximum set rate or for loss of profit, then approval from the relevant Director or Executive Director is required. **See MRWA Delegation of Authority Section 2.8.**

## **11.3 Native Title Compensation**

Compensation is payable only for loss, diminution, impairment or other effect on the Native Title interests of the registered claimants / holders. This **does not** include the commercial value of any materials taken. Furthermore, material extraction can continue while Native Title compensation remains unresolved.

The general principle under the Native Title Act is the State Government is responsible for paying compensation to Native Title holders for acts attributable to the State. As a result, the Department of Premier and Cabinet are in control of the Native Title compensation process.

If further information is required, contact the PHO.

## **11.4 GST**

GST may be chargeable by the landowner depending on his/her business arrangements. However payment of compensation by Main Roads for damage is possibly not considered to be income for the landowner. If GST is applicable, a complying tax invoice which includes the landowner's ABN must be issued to enable MRWA to claim the tax credit. And if compensation payment includes services, the value of these services must also include GST. The most appropriate means of meeting GST requirements, is for Main Roads to issue a Recipient Created Tax Invoice (Form MRWA 74A) obtainable in Online Documents under GST (Category: Finance). **See copy in Appendix 3 of this guideline.** Advice on use of this form can be obtained from Finance Branch in MRWA.

## 11.5 Agreements and Letters to Landowners

If an agreement for extraction and compensation is reached between Main Roads and the landowner, MRWA is to write a letter to the landowner confirming the details, and the letter can be signed by the Regional Manager or Project Director. Reference to legislation and acts is not required. Written agreement from the landowner is required.

If agreement cannot be reached and Main Roads still wishes to remove the material, then this should be explained to the landowner with an assurance that Main Roads will rehabilitate the land and pay reasonable compensation for damage as applicable.

PLTM is to be contacted to arrange the necessary letters to the landowner. Letters must be signed by the Executive Director Finance and Commercial Services and the legal authority for land entry for temporary occupation to remove materials is to be shown as Section 185 of the LAA which requires at least 7 days written notice. The letter must also state the use to be made of the land and the approximate period of occupation. However, if possible, details should still be discussed verbally with the landowner/ lessee/occupier to minimise their inconvenience for some agreement or advice on conditions and timing.

For Crown land, the management body for the land often requires a formal letter quoting the laws under which the land is entered and confirmation that all conditions will be met.

*An example letter is shown in Entry onto Land Process Guidelines.*

*If the land is leased or managed, it is essential the letter is addressed and delivered to the owner of the land, with a copy to the lessee/occupier. Lessees and occupiers could also be entitled to compensation as well as the landowner.*

## 12. EXCAVATION

Photographs should be taken of the area intended for excavation for comparison with photographs taken during and after excavation and rehabilitation. This will assist in confirming rehabilitation action and results.

The excavation technique to be used is normally at the discretion of MRWA. However if this is likely to become an issue, the landowner should be consulted in advance to minimise disagreements. For large areas or long term use pits, progressive or staged excavation may be appropriate with some area of rehabilitation completed before final excavation of the entire area.

## 13. REHABILITATION

The standard of rehabilitation is a common cause of misunderstanding and dissatisfaction between landowners and Main Roads. It is therefore very important to agree on the rehabilitation action before finalising any excavation agreement. The ultimate intended use for the land after excavation should be considered in agreeing on the rehabilitation action. For agricultural land it is usual for Main Roads to pay for re-establishment of pasture or crop as applicable.

MRWA environmental requirements referenced in Section 8.1 are to be used to assist with determining the appropriate rehabilitation. Rehabilitation to grow native vegetation should be supported where practical and economical.

Rehabilitation is the responsibility of MRWA. The rehabilitation work can be carried out by the landowner, MRWA or by a contractor but it is essential that MRWA controls the work and

ensures it is done to the standard and deadline agreed and in compliance with all requirements or conditions set by approving agencies.

#### 14. PAYMENT

Payment of compensation for damage is to be made as agreed with the landowner, lessee and occupier as applicable. Before payment, the landowner, lessee and occupier are to sign letters or statements showing payment amount, and confirming they accept the payment as total compensation for damage and in full satisfaction and discharge of all claims. A copy of this acceptance is to be retained on Main Roads file.

***See Appendix 3 if GST is applicable.***

#### 15. DISPUTES

One of the purposes of this guideline is to stress the importance of liaison with the landowners to avoid misunderstandings and disputes. But if a dispute does arise and it cannot be resolved by the parties, advice should be sought from Legal and Commercial Services Branch in Head Office.

#### 16. RECORDS

Records of materials sites are to be maintained in IRIS through IRIS loading process. The Regional Materials Manager is responsible for providing the data to the IRIS person in the region for input. **The data in IRIS is confidential to prevent other organisations taking advantage of the location of the site. Only Regional Material Managers and selected Main Roads personnel are allowed to access the data.**

The IRIS materials data input is to be reported at the regional management meetings as for other IRIS data. The Materials Site has many fields for completion, and some of this data might not be known, however the location details, land tenure details and material description are essential to identify the material source.

Details of the fields to be updated can be found in the Road Information Centre (RIC) as below:

[http://cms2002/intranet/ric/definitions/inventory/environment/material\\_site.asp](http://cms2002/intranet/ric/definitions/inventory/environment/material_site.asp)

It is also noted that even for material sites that are exhausted or rehabilitated, the record might still be useful for many reasons, including the properties of the material used on the road and the location of the site to assist future searches for natural materials.

The IRIS update process is shown on the iROADS Home Page under Road Data/Road Information Centre/IRIS Update Process. Materials are required to be updated as per the Road Inventory Update Process Overview Stage 4 and completed within 4 weeks of project completion. The person in the region responsible for IRIS input can provide additional explanation and guidance.

The materials data in relation to specific road construction projects and strategic purposes are to be included.

A template can be obtained from an IRIS report or a list for the region is shown below

Wheatbelt	D14#275693
Great Southern	D14#277920

South West	D14#277917
Pilbara	D14#275689
Midwest & Gascoyne	D14#275688
Kimberley	D14#275686
GER	D14#275684

## MAP LOCATIONS OF MATERIAL SITES

A “Road Building Materials Site” layer is available in the Integrated Mapping System (IMS) under road inventory. As this layer is secured, only the Regional Materials Manager and selected personnel can have access to the layer.

### 17. CONTACTS

FOR ADVICE ON	CONTACT
General process	MRWA: Regional Materials Manager. Regional Manager. Regional Senior Project Manager. Principal Land Tenure Manager. Manager Legal & Commercial Services. Director Regional Operations
Land identification search	MRWA: Principal Land Tenure Manager. Manager Legal & Commercial Services.
Reservation of land	MRWA: Principal Land Tenure Manager.
Letters of agreement to enter land	MRWA: Regional Manager.
Formal Notice of entry	MRWA: Principal Land Tenure Manager.
Legal issues	MRWA Manager Legal & Commercial Services.
Native Title	MRWA Principal Heritage Officer MRWA Principal Land Tenure Manager. Native Title Representative Body Dept of Aboriginal Affairs (DAA). National Native Title Tribunal.
Aboriginal Heritage	MRWA Principal Heritage Officer Regional Aboriginal Land Council. MRWA Regional Environment Officer. Dept of Aboriginal Affairs (DAA).
Heritage	MRWA Principal Heritage Officer Heritage Council of WA.
Pastoral Leases	DOL Regional Office.
Environmental issues	MRWA Regional Environment Officer. MRWA Manager Environment Branch. DER Regional Office. Department of Water Regional Office.
Mining Act	DMP –Mineral and Title Services Division, Area Managers, North or South. Tenure & Native Title Branch, Mineral House, East Perth 9222 3333
DPaW managed land	MRWA Regional Environment Officer.

	DPaW Regional Office.
Local Government - general	WA Local Government Association (WALGA). West Perth. 9213 2000
Local Government – local issues	Local Government - Shire office.

## 18. PROCESS SUMMARY / CHECKLIST

***See Appendix 4.***

***Also see Appendix 5 and 6.***

## 19. REFERENCES

Main Roads WA (2014), Operational Guideline 96: Searching for Gravel.

Main Roads WA (2014), Online document: LAND-Entry onto Land Process Guidelines.

Main Roads WA (2010), Delegation of Authority.

Main Roads WA (2007), Pits and Quarries, Document 6707/008.

Main Roads WA (2004), Environmental Assessment and Approval, Document 6707/001.

### **Acts Relevant to Public Works**

*Land Administration Act 1997*

*Local Government Act 1995*

*Native Title Act 1993*

*Main Roads Act 1930*

*Public Works Act 1902*



## APPENDIX 1 HISTORY OF MAIN ROADS COMPENSATION RATES

FINANCIAL YEAR	MAXIMUM RATE \$ per cubic metre	DETAILS
2001-2007	1.00	Determined by comparison with typical local government rates
2007-2008	1.20	Increase based on CPI 2001 to 2007
2008/09	1.25	Increase based on CPI
2009/10	1.27	Increase based on CPI
2010/11	1.31	Increase based on CPI
2011/12	1.35	Increase based on CPI
2012/13	1.37	Increase based on CPI
2013/14	1.40	Increase based on CPI
2014/15	1.45	Increase based on CPI
2015/16	1.47	Increase based on CPI
2016/17	1.48	Increase based on CPI
2017/18	1.51	Increase based on 2016/17 CPI

## APPENDIX 2 COMPENSATION PAYMENT APPROVAL

Region  
Regional File

DAC File

### TO RM/PD/D/ED FOR APPROVAL

### PROPOSAL TO PAY COMPENSATION TO LANDOWNER FOR ROADBUILDING MATERIALS

Landowner \_\_\_\_\_

Project	
Pit Name	
Land Lot / Loc No.	
Material Type	
Excavation Area	
Material Quantity m <sup>3</sup>	
Rate \$/m <sup>3</sup>	
Amount \$	
Other Compensation	
Form of Payment	
Rehab Details	
Other information	

Delegation of Authority section 2.8 and Operational Guideline 95 have been complied with.

Environmental and heritage requirements have been complied with by Main Roads, contractors to Main Roads and by the landowner.

Written acceptance by the landowner that the payment is accepted as full compensation will be obtained prior to payment.

Submitted by \_\_\_\_\_ Signature/Name/Title/Date

Approved/ Not Approved \_\_\_\_\_ Signature/Name/Title/Date

**APPENDIX 3 TAX INVOICE**

RECIPIENT CREATED TAX INVOICE	MRWA 74A	
<p><b>MAIN ROADS Western Australia ABN 50 860 676 021</b>  <b>CERTIFICATE FOR CONTRACT PAYMENT</b></p>		
Page 1 of .....		
CONTRACT NUMBER:.....		
CERTIFICATE NUMBER:.....		
DATE OF RECEIPT OF PROGRESS CLAIM: .....		
CONTRACTOR / LANDOWNER.....		
ABN.....		
	\$	c
Original Contract Price:		
Plus Variations Issued to Date (1):		
Current Contract Price:		
Less Payments to Date: (Purchase of plant and prom burner by the Contractor plus cost of Mobilisation as per Clause 6.18)		
Less Retention Held to Date:		
Amount Claimed For Work Progress ( <i>Invoices</i> .....		
Less Amount Not Granted Due to .....		
Plus Amount Granted Due to.....N/A.....		
Total Amount Granted:		
Less Retention (0%):		
Net Amount Payable:		
<b>Plus GST 10%:</b>		
Gross Amount:		
<p>I certify the sum of..... is the payment on account due to the contractor under the terms of the contract and request that payment be made by .....</p>		
..... Project Manager	Date ...../...../.....	

## APPENDIX 4 PROCESS SUMMARY

### SUMMARY OF PROCESS FOR SOURCING ROADBUILDING MATERIAL FROM LAND IN WA

Section
---------

- 6 Identify land involved (owner, manager and interest holders)

Seek consent for Main Roads proposals with the owner, and interest holders as applicable.

If consent and agreement is obtained, continue with proposals

If consent is not given then continue negotiations or abandon proposals.

- 7 Entry for investigations. Obtain consents preferably in writing.  
If consent not obtained or owner/management body requires, issue notice of entry letters through PLTM.

- 8 Conduct investigation as proposed.

- 9 For reservation of sources initiate through PLTM.

- 10 Approvals required (as applicable) prior to material extraction.

- 10.1 MRWA
- 10.2 Local Government
- 10.3 DOL
- 10.4 Native Title Interest Holders
- 10.5 DER
- 10.6 Dept of Water
- 10.7 DMP/Mining Lease Holders

- 11 Seek agreement on land entry details, excavation conditions and management plans.

- 11.1 Compensation for damage
- 11.2 Approval to pay compensation
- 11.3 Native Title Compensation
- 11.4 GST
- 11.5 If private landowner gives consent, document agreement.  
If landowner does not agree, and for manager of Crown land, issue notice through PLTM.

- 12 Excavate material, complying with all conditions.

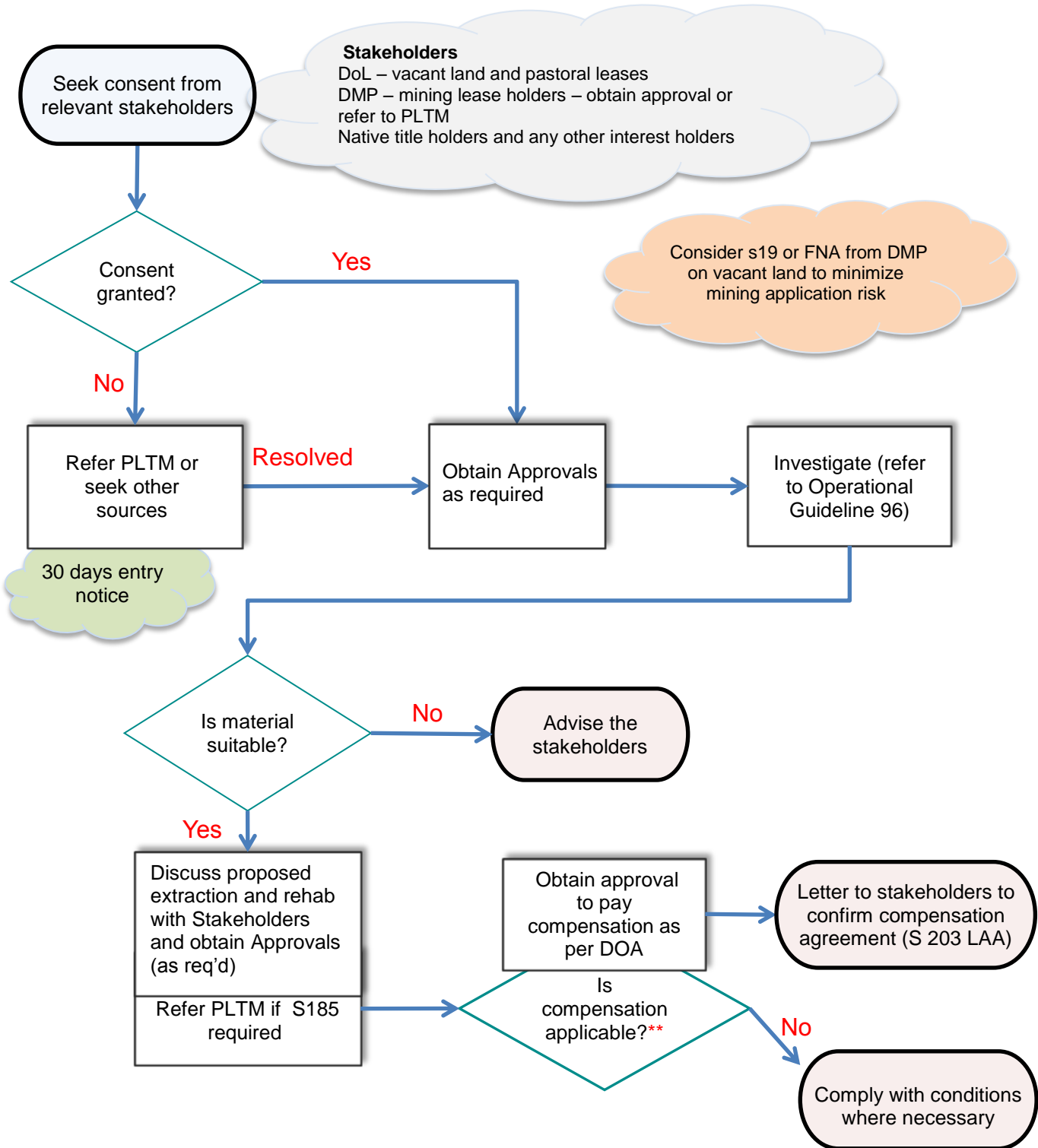
- 13 Rehabilitate land, complying with all conditions.

- 14 Pay compensation if applicable as agreed.

- 15 Resolve any disputes.

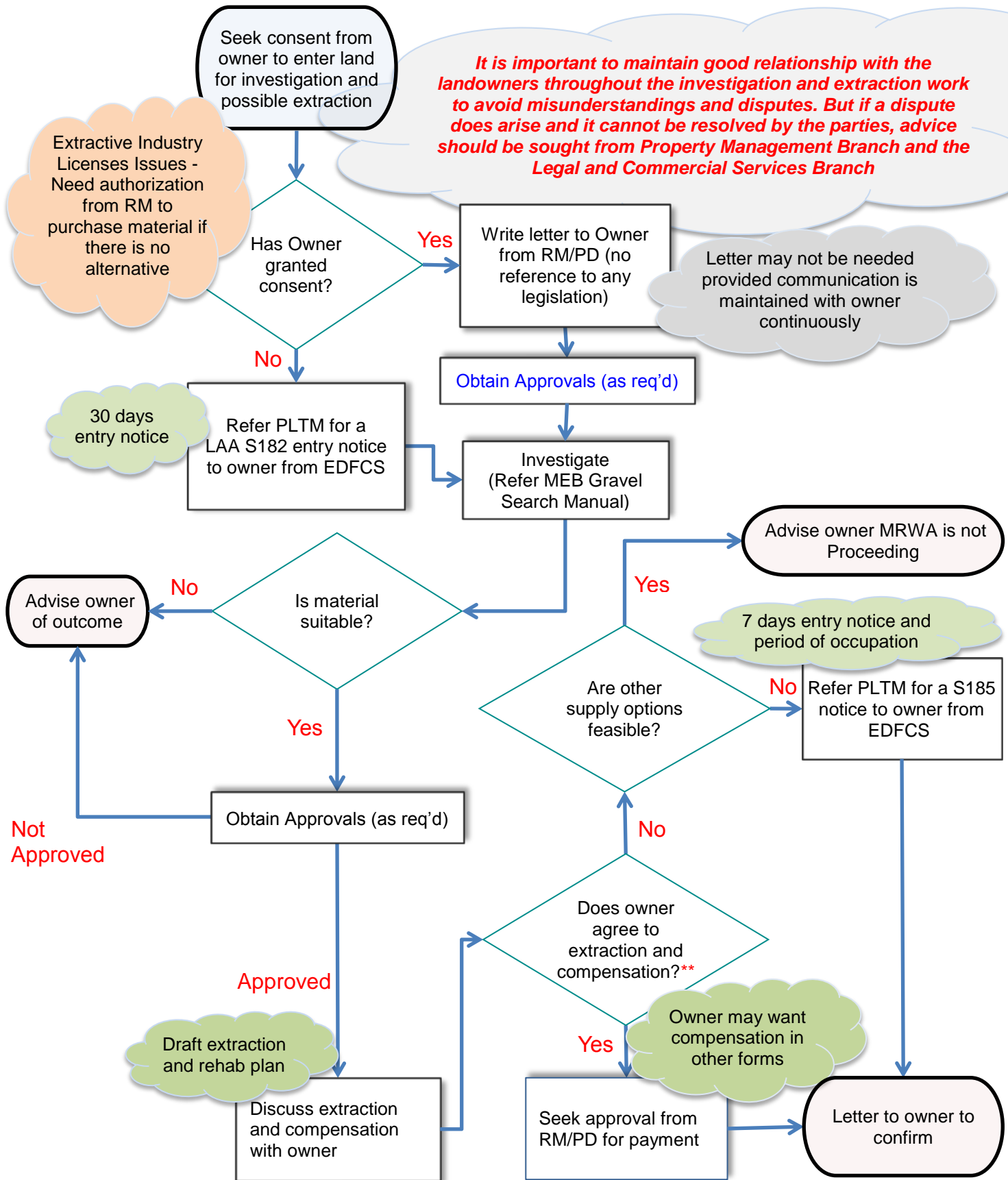
- 16 Update records.

## APPENDIX 5 EXTRACTING MATERIAL FROM CROWN LAND



**\*\*Compensation is for damage and inconvenience according to LAA s185. Material payment rate is not for the value of materials removed. Typically not applicable to Pastoral Leases**

**APPENDIX 6 EXTRACTING MATERIAL FROM FREEHOLD LAND**



**\*\*Compensation is for damage and inconvenience according to LAA s185. Material payment rate is not for the value of materials removed.**

## APPENDIX 7 DPAW IMPACT EVALUATION CHECKLIST

This checklist is an example to be modified as applicable

<b>A – Land Details</b>			
DPaW Region		District	
LG			
Park/Reserve Name and Location			
Primary Management Objective of Park/Reserve			

<b>B – Proposed Works</b>			
Purpose			
Type & Extent of Proposed Works			
Alternative Options Considered			
Implications of Postponement or 'Do Nothing' Option			

<b>C – Impact Evaluation</b>				
Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Comments
	Acceptable	Modified	Do Nothing	
<b>1. Geology, Landform and Soils</b>				
1.1	Caves, fossils, or dunes.			
1.2	Soil erosion (water or wind).			<i>All sections of trail will be constructed in a sustainable way to minimise the potential for erosion.</i>
1.3	Soil mixing or soil compaction.			<i>The surface of the trail will be compacted through the construction process where necessary to minimise the potential for erosion. Long term usage of the trail may also cause compaction to occur.</i>
<b>2. Hydrology</b>				
2.1	Stream salinity.			
2.2	Stream or impoundment sedimentation.			<i>All trail will be constructed following sustainability principles, thus minimising the potential for erosion and sedimentation to occur.</i>

2.3	Altered run off, impeded drainage or waterlogging.				<i>Suitable drainage will be installed along erosion susceptible sections of trail.</i>
<b>3. Flora, Fauna and Ecosystems</b>					
3.1	DRF or Priority Species, Threatened Communities or restricted, unusual or poorly reserved vegetation associations.				
3.2	Population of fire sensitive species.				
3.3	Declared Rare or Endangered fauna, translocation programs, release sites or restricted habitats.				
3.4	Diverse Ecosystem Zones including rivers, streams, swamps, lakes, gorges, rock outcrops etc.				
<b>4. Environmental Protection</b>					
4.1	Diseases (eg. Dieback, Armillaria, cankers etc).				<i>All sections of trail other than existing, open and accessible roads, will be subject to dieback interpretation. All trail will be constructed through to minimise the risk of spreading dieback</i>
4.2	Insect damage or other plant health issues.				
4.3	Declared weeds, or other environmental weeds.				
4.4	Declared pests, or other feral animals				
<b>5. Recreation and Access</b>					
5.1	Public access, re-direct public use.				
5.2	Increase public misuse (eg. tracks degrade).				<i>Sections of constructed trail will be signposted accordingly to limit potential for illegal activities, such as motorbikes, horses, etc.</i>
5.3	Landscape, features, wilderness appreciation.				
5.4	Visitor safety.				<i>The trail will be incorporated into the Department's standard Visitor Risk Management program, with visitor risk being assessed and managed accordingly.</i>
5.5	Increase demand for facilities and service (eg. rubbish disposal, toilets etc.).				<i>Trail is based on minimal impact principles, with cyclists being self sufficient and removing their wastes. No waste disposal facilities, or fireplaces will be supplied at campsites.</i>
5.6	Commercial tour operators, concessions including wildflower displays.				
<b>6. Cultural Heritage</b>					
6.1	Aboriginal sites				<i>The proposed trail alignment will be checked against the DAA Sites Register, and amended as required. Relevant Native Title Claimants will be notified as part of the planning process.</i>
Non-Indigenous Cultural Heritage					
Does the operational area contain or adjoin any places on the following Registers or lists;					
"Register of the National Estate"?					



Regional Forest Agreement for the South West Forest Region of Western Australian?				
Western Australian "Register of Heritage Places"?				
"Municipal Inventory " for the local Shire?				
RATIS "Cultural Heritage Database"				
6.2.2 Are there any historical structures or cultural sites adjoining the operational area that may be affected by fire? (Eg: Bridges/buildings)				
6.2.3 Does the Dieback Cell Report for the operational area contain any places that are identified as having potential Cultural Heritage value?				
6.2.4 Other (Please identify).				
<b>7. Other Uses</b>				
7.1 Basic Raw Material requirements (gravel, rock, and borrow pits).				
7.2 Mineral Exploration and Mining				
7.3 Commercial activities (eg. apiarists).				
<b>8. Special Values</b>				
8.1 Special reference sites, research plots.				
8.2 High value sites, (farms, settlements, plantations etc).				
<b>9. Management Considerations</b>				
9.1 Can proposal pre-empt future Management Plan?				
9.2 Does the proposal conflict with existing policy or Management Plan?				
9.3 Neighbours, local shires, and community interests.				
9.4 Fulfils legal requirements (eg Bushfires Act, etc)				
9.5 Effect on fire management regime and costs.				
<b>10. Monitoring</b>				
10.1 How and when will the effects of the proposed operation be monitored?				
10.2 Who is responsible for completing the monitoring?				
10.3 Have resources been made available for monitoring?				
10.4 Who will be provided with the monitoring results, and what is expected to happen with the results?				

D – Level of Approval Required (Refer to Approvals Matrix)

E – Proponent/s			
Signature		Date	
Name/Position			
Signature		Date	
Name/Position			

F – Endorsements/Approvals			
Comments			
Signature		Date	
Name/Position	???, District Manager - ? District		
Comments			
Signature		Date	
Name/Position	???, Regional Manager - ? Region		
APPROVED / NOT APPROVED		Date	

## Explanatory Notes

Item	Comment
<b>Section A – Land Details</b>	
Region:	Identify the Departmental administrative region in which the Park / Reserve is located.
District:	Identify the Departmental administrative district in which the Park / Reserve is located.
LGA:	Identify the Local Government in which the Park / Reserve is located. This will be important in determining whom to contact regarding “Municipal Inventory” information.
Park / Reserve Name and Location:	Identify the gazetted name of the Park / Reserve and any additional information regarding the locality or block name that may be relevant, and provide a map with the Checklist. Where the Park / Reserve is extensive identify the map series and sheets that cover the area, and identify other Departmental land, leases or Crown land with which it has common boundaries.
Primary Management Objective of the Park / Reserve:	Clearly identify the primary management objective of the Park / Reserve, and include the identification of any proposed zoning classification that is applied to the Park / Reserve.
<b>Section B – Proposed Works</b>	
Purpose:	Provide a clear description of the purpose of the work proposed for evaluation. The proposed work must be broken down into its component parts, and the location and extent of each of these parts quantified in detail. The proposed location of the work should be mapped at a scale that enables it to be effectively assessed.
Were Other Options Considered:	Briefly outline the other options that were considered, and provide a short justification as to why they were not preferred.
Implications of postponement or ‘Do Nothing’ option:	Briefly outline the implications of delaying the completion of the proposed work or of doing nothing. Identify where the work may reduce management costs due to reduction in management complexity, or by increasing the “economy of scale” for existing programs.
<b>Section C – Impact Evaluation</b>	
<b>1. Geology, Landform and Soils</b>	
1.1 Caves, fossils or dunes.	Identify where there are areas that are sensitive to disturbance and may be affected by the operation now or in the future. Where possible identify whether these threats will require major expenditure in the future.
1.2 Soil erosion (water or wind).	Identify where there are areas that are either currently affected by wind or water erosion or are likely to be affected by these in the future. Where possible identify whether these threats will require major expenditure in the future.
1.3 Soil mixing or soil compaction.	Identify whether the proposed operation is likely to result in mechanical damage to the soil profile, or whether the operation is proposed to ameliorate this.
<b>2. Hydrology</b>	
2.1 Salinity.	Identify where there are areas that are either currently affected by stream or land salinity or are likely to be affected in the future. Where possible identify whether this will require major expenditure on revegetation or rehabilitation in the future.

2.2 River / stream or impoundment sedimentation.	Identify whether the proposed operation is likely to affect water quality in the rivers and streams or where there is potential to affect a harnessed catchment. This may include major dams or the domestic or agricultural dams used by neighbours.
2.3 Altered run off, impeded drainage or waterlogging.	Identify where there are areas that may be affected by a changed water flow regime, are either currently affected by waterlogging, or are likely to be affected by this in the future. Where possible identify whether this threat will require major expenditure in the future.
<b>3. Flora, Fauna and Ecosystems</b>	
3.1 DRF or Priority Species, Threatened Communities or restricted, unusual or poorly reserved vegetation associations	The presence of DRF, Priority Species or Threatened Community on the Reserve should be clearly identified, and any area identified as poorly reserved, as a likely habitat or landform type should be addressed.
3.2 Population of fire sensitive species.	Provide any information about fire sensitive flora and fauna. This may be a short-term artefact of recent fire events or fire history. This should include comments on the fire protection measures that are currently in place, and any comments about the particular species involved.
3.3 Declared Rare or Endangered fauna, translocation programs, release sites or restricted habitats	Where the presence of Rare and Endangered species has been identified these should be clearly stated. Where the Park / Reserve is identified as part of a current or proposed translocation program for rare fauna then comments on these should be provided. Where the vegetation associations are suitable for rare fauna or restricted habitats have been recorded in the area then comments on these should be provided.
3.4 Effects on ecosystem.	The vegetation associations are often the only available description of the ecosystem and may be at an Interim Biogeographical scale, or Botanical District scale. It may be possible to support any interpretation of this by reference to studies of similar areas. For smaller reserves finer scale vegetation studies such as those completed by Muir, or Mattiske may be available. Comment on the degree to which the natural vegetation is intact.
<b>4. Environmental Protection</b>	
4.1 Diseases (eg. Dieback, Armillaria, cankers etc).	Identify whether the Park / Reserve is in the Phytophthora susceptibility zone and whether the proposed operation will intersect with any known or suspected infestations. Indicate whether there is a current Dieback Cell Report available for the area, and comment on any specific issues in the Report. Identify the presence of Armillaria and comment on proposed operational strategies to manage this. Identify whether the native vegetation exhibits symptoms of extensive aerial cankers. Comment on whether this is linked to current management or whether it is naturally occurring, and whether the proposed operation is likely to alter the situation.
4.2 Insect damage or other plant health issues.	Comment on whether the vegetation is suffering from insect attack, which is affecting the vigour or form of the plants. Comment on whether the vegetation is suffering from significant signs of species or stand decline due to plant health issues (such as Tuart decline near the Harvey Estuary or other issues such as "Mundulla Yellows").
4.3 Declared weeds, or other environmental weeds.	Comment on known and observed infestations of Declared and Environmental Weeds on the Park / Reserve. Where there is an expectation of the risk of introduction or spread of these or new species, this should be identified and the extent and cost quantified.

4.4 Declared pests, or other feral animals.	<p>Comment on known and observed feral animals on the Park / Reserve. Where the proposed work is part of an ongoing control program identify this.</p> <p>Where there are opportunities for existing control programs to be extended to this land then it should be identified.</p>
<b>5. Recreation and Access</b>	
5.1 Public access, re-direct public use.	<p>Identify whether access routes through the Park / Reserve provide legal access to other properties, or whether they are a current access route used by the landowner, and who is responsible for the maintenance of this access road.</p> <p>It is important to differentiate between access proposals that are for maintenance purposes, and those that are a new work proposal. Major road reconstruction or construction of a new alignment must be carefully considered because they may re direct public access, or increase the usage to levels that cannot be sustained.</p>
5.2 Increase public misuse (eg. tracks degrade).	<p>Provision of upgraded or new facilities at recreation destinations may increase usage patterns to a level that cannot be sustained by the access roads. If this occurs then there is likely to be an increase in the damage to access tracks, track duplication etc.</p>
5.3 Landscape, features, wilderness appreciation.	<p>The land may contain or provide important scenic areas, such as peaks or ranges at the Regional level, or may provide an important scenic or landscape values at the local level. Identify whether the proposed activity will impact on the scenic values or scenic experience.</p> <p>Construction of buildings, new roads and firebreaks may affect the wilderness value of an area, and if inappropriately located have a long-term negative impact on scenic values.</p>
5.4 Visitor safety.	<p>Activities that are proposed to improve public or visitor safety are appropriate as a Necessary Operation. Accordingly any activity which has the potential to adversely affect safety must be very closely analysed before approval.</p>
5.5 Increase demand for facilities and service (eg. rubbish disposal, toilets etc.).	<p>Provision of upgraded or new access roads to recreation destinations may increase usage patterns to a level that cannot be sustained by the built infrastructure, or maintenance capacity. If this occurs then there is likely to be an increase in the amount of inappropriate behaviour and vandalism. This will reduce the level of enjoyment of the site for all users. Therefore any proposal about recreation activities should ensure that it has an integrated analysis of access, facilities and maintenance issues prior to approval.</p>
5.6 Commercial tour operators, concessions including wildflower displays.	<p>Identify where the proposed operation has the capacity to effect the activities of approved commercial tour operators in a Park / Reserve. For example the alteration to access may have significant implication on tour activities. Changes to fire management may effect wildflower displays in the short and long term, and have implications on returns to tour operators.</p>
<b>6. Cultural Heritage</b>	
6.1 Aboriginal sites	<p>Report on known indigenous cultural sites, or sites that are located off the Park / Reserve which may influence the use or management of the land.</p>
6.2 Non-Indigenous Cultural Heritage	

<p>6.2.1 Does the operational area contain or adjoin any places on the following Registers or lists;</p> <ul style="list-style-type: none"> <li>• Register of the National Estate</li> <li>• Regional Forest Agreement for the South West Forest Region of Western Australian</li> <li>• Western Australian Register of Heritage Places</li> <li>• Municipal Inventory for the local Shire?</li> <li>• RATIS Cultural Heritage Database</li> </ul>	<p>Check the “Register of the Estate” and report on any sites that are on, or are immediately adjoining the Park / Reserve. This should include a statement about the type of site and its significance.</p> <p>This information should be further defined where the proposed operation is expected to change the values identified for the place.</p> <p>Where the Park / Reserve is covered by the RFA, then any places with cultural heritage values identified in the RFA should be assessed in this Section.</p> <p>Check the WA “Register of Heritage Places” and report on any sites that are on, or are immediately adjoining the Park / Reserve. This should include a statement about the description of the place, its current listing and its significance. This is very important because the costs and complexity of ongoing management may be significantly affected by the presence of a listed site.</p> <p>Check the “Municipal Inventory” for the local government area report on any sites that are on, or are immediately adjoining the Park / Reserve. This should include a statement about the type of site, its classification and its community significance.</p> <p>The RATIS “Cultural Heritage Database”, may contain records of formally identified cultural heritage places or assets for the Park / Reserve.</p>
<p>6.2.2 Are there any historical structures or cultural sites adjoining the operational area that may be affected by fire or falling trees? (Eg: Bridges/buildings, tracks)</p>	<p>Where they exist for the Park / Reserve check other databases and lists for sites of known heritage value. These will include the National Trust “Classified List”, the Institution of Engineers publication “Large Timber Structures of Western Australia”, and local historical society records.</p>
<p>6.2.3 Does the Dieback Cell Report for the operational area contain any places that are identified as having potential Cultural Heritage value?</p>	<p>The “Dieback Cell Report”, may contain records of cultural heritage places or assets which have recently been located in the Park / Reserve. These will rarely have been formally recorded or assessed.</p>
<p>6.2.4 Other (Please identify)</p>	<p>This section should outline the period of settlement or usage by the community. The initial period of settlement and development may be useful to indicate potential cultural heritage significance. Any known graves, historic events, natural disasters or past usage should be listed, as should a list the existing dwellings, other domestic buildings, primary industry structures / improvements, airfields and access road and their approximate age and condition.</p> <p>Where buildings and improvements are older than 60 years then they must be considered according to the “Government Heritage Property Disposal Process” if we wish to modify, lease or demolish them.</p>
<p>6.3 Research plots, scientific study areas and reference sites.</p>	<p>Identify whether there are any research plots, long term scientific study areas, or short-term reference sites that may be affected by the proposed operation. These types of uses are often highly valuable or irreplaceable, and local staff may poorly know those that are part of long-term studies.</p> <p>Liaison with CALMscience and Forest Management Branch is strongly recommended.</p>
<p><b>7. Other Uses</b></p>	

7.1 Basic Raw Material requirements (gravel, rock, and borrow pits).	Identify the quantities of Basic Raw Materials required, where these are to be obtained and any ongoing commitments from the Park / Reserve. Opportunities to use current needs to facilitate rehabilitation of pits from past BRM extraction should be identified.
7.2 Mineral Exploration and Mining..	Identify whether there are any mining operations that are likely to impact on the Park / Reserve in the future. Do these effect the requirements of the current Necessary Operation proposal?
7.3 Commercial activities (eg. apiarists).	Identify where the proposed operation has the capacity to effect any approved commercial activity on a Park / Reserve. For example the alteration to access, or fire management may have significant and long-term implication on returns to apiarists.
<b>8. Special Values</b>	
8.1 Basic Raw Material requirements (gravel, rock, and borrow pits).	Identify the quantities of Basic Raw Materials required, where these are to be obtained and any ongoing commitments from the Park / Reserve. Opportunities to use current needs to facilitate rehabilitation of pits from past BRM extraction should be identified.
8.2 High value sites (farms, settlements, plantations etc)	The presence of high value CALM, community or private assets adjacent to the Park / Reserve must be identified. The proposed operations should generally reduce any risk to these values from the Departmental estate.
<b>9. Management Considerations</b>	
9.1 Could the proposal be considered to pre-empt a future Management Plan?	The proposal should not pre-empt the options available at the time of "Interim Guideline" or "Management Plan" preparation. Refer Administrative Instruction 39, for clarification of the factors that may affect this Section.
9.2 Does the proposal conflict with existing policy or Management Plan?	Refer Administrative Instruction 39, for clarification of the policy factors that may affect this Section. Identify whether the proposal may effect the requirements of an Activity Management Plan
9.3 Shire or Local community interests.	Identify where there are shire or local community issues likely to affect the management of the Park / Reserve, or where CALM's proposed operation has the potential to adversely affect the activities of the Shire.
9.4 Fulfil legal requirements (eg Bushfires Act, etc)	Refer Administrative Instruction 39, for clarification of the factors that may affect this Section.
9.5 Effect on fire management regime and costs.	Consider how the proposal will effect the cost and complexity of fuel reduction activities that are currently being undertaken on, or adjacent to the Park / Reserve. Identify whether the proposal will complicate the internal / external fire management risk factors by the addition of high value and / or high-risk areas on the Park / Reserve. Identify how the proposal, and any firebreak construction / maintenance associated with it, will alter the management cost and complexity of strategic fire protection access network in the area. Advise where the proposed work will require additional firebreak, culvert or bridge installation or will significantly increase the cost of these activities that are currently being undertaken.
9.6 Neighbouring land use	Identify where there is a neighbouring landuse that is likely to affect the management of the Park / Reserve, or where the proposed operation has the potential to adversely affect the activities of our neighbours.
<b>10. Monitoring</b>	
10.1 How and when will the effects of the proposed operation be monitored?	A task list and timetable for monitoring of the project should be provided, as part of the Necessary Operation proposal.

10.2 Who is responsible for completing the monitoring?	The details of the person responsible for completing any monitoring should be stated in the proposal.
10.3 Have resources been made available for monitoring?	The details of the commitment to monitoring should be identified and spelt out in the proposal. This should include a Budget and a Works Program for monitoring, for the life of the required monitoring period.
10.4 Who will be provided with the monitoring results, and what is expected to happen with the results?	Identify who is to receive the monitoring reports, and what is expected to happen as a result of the monitoring. This may include review of procedures, cessation of the operation, rehabilitation of the site, etc.
<b>Section D – Level of Approval Required</b>	
The staff member who prepared the “Impact Evaluation Checklist” should check the Approvals Matrix in Administrative Instruction 39 or the “Approvals Matrix” for operations on Multiple Use Forest, and identify the level of approval required.	
<b>Section E - Proposer</b>	
The staff member who prepared the “Impact Evaluation Checklist” should sign the document.	
<b>Section F – Endorsement/Approval</b>	
The “Impact Evaluation Checklist” should signed by the District Manager, and / or the Regional Manager. If one or other of these Managers is the able to approve the operation then the Checklist can be returned for implementation.	
If a higher approval is required then the Regional Manager should forward the Checklist on, with an appropriate recommendation.	