



Attachment 9.2.1A

Chq/EFT	Date	Name	Description	Amount
20652	13/05/2024	Pivotel	GPS Tracking Service - Grader and Transfer Station May2024	-62.00
20653	20/05/2024	CANCELLED	(Printing Error)	0.00
20654	20/05/2024	Shire of Bridgetown-Greenbushes	Bushfire Risk Mitigation Coordinator Jan-Mar2024	-6,477.61
TOTAL MUNI CHEQUES to 31 May 2024				-6,539.61



Chq/EFT	Date	Name	Description	Amount
EFT15644	01/05/2024	Blackwood Plant Hire	RTR038 Lodge Road - Gravel Resheeting	-218,350.00
EFT15644	01/05/2024	Blackwood Plant Hire	RTR038 Lodge Road - Culverts	-8,690.00
EFT15645	06/05/2024	AFGRI Equipment Australia Pty Ltd	P146 Small Plant - Parts	-224.00
EFT15646	06/05/2024	Adam Jenkins Tree Services	RRG004 Winnejuap Road - Vegetation Clearing	-1,760.00
EFT15647	06/05/2024	Amity Signs	RRG210 Boyup Brook-Arthur Road - Signage	-214.50
EFT15648	06/05/2024	Ampol Petroleum Distributors Pty Ltd	Fuel Apr2024	-15,371.04
EFT15649	06/05/2024	Beyond Bricks (WA) Pty Ltd	LRCI Kulikup Hall Refurbishment - Building Materials	-2,160.00
EFT15650	06/05/2024	Boyup Brook Tourism Association Inc.	Tourist Centre - Shire Contribution to Electricity Costs 17/08/2024-18/04/2024	-281.62
EFT15651	06/05/2024	Boyup Brook Tyre Service	P202 Isuzu 4Tn Tip Truck 2016 - Parts	-480.00
EFT15651	06/05/2024	Boyup Brook Tyre Service	P207 Mitsubishi Triton Dual Cab - Parts	-255.00
EFT15652	06/05/2024	Breeze Connect Pty Ltd	Medical Centre - VOIP Monthly Subscription Mar2024	-21.49
EFT15653	06/05/2024	Crommelins Machinery	Reservoir Standpipe Project - Pump	-8,151.00
EFT15654	06/05/2024	Cutting Edges	Grader Blades	-3,412.20
EFT15655	06/05/2024	D & L Bleechmore Haulage	Rylington Park - Sheep Freight Mar2024	-478.50
EFT15655	06/05/2024	D & L Bleechmore Haulage	Rylington Park - Fertiliser Freight Mar2024	-528.00
EFT15656	06/05/2024	Darren Long Consulting	Assistance with Fair Value and Financial Reporting Mar2024	-3,368.75
EFT15657	06/05/2024	Fencing Unlimited	Reservoir Standpipe Project - Gate Control Unit	-641.44
EFT15658	06/05/2024	G&M Detergents and Hygiene Services Albany	Townsite Hygiene Service Agreement 2024-25	-3,426.00
EFT15659	06/05/2024	Great Southern Shearing Pty Ltd	Rylington Park - Wool Handling Training	-4,647.50
EFT15660	06/05/2024	H+H Architects	Evacuation Centre - Feature Survey	-1,320.00
EFT15661	06/05/2024	Hastie Waste	Rylington Park - Bulk Waste Collection Jan2024	-115.00
EFT15662	06/05/2024	Integrated Fuel Services and Solutions	Depot Smartfill System Repairs	-6,325.99
EFT15663	06/05/2024	Karrl Concrete	RTR037 Craigie Road - Concrete Pipes	-719.46
EFT15664	06/05/2024	Employee	Reimburse Hon Freeman Reception Equipment	-110.61
EFT15665	06/05/2024	Malatesta Group Holdings Pty Ltd	RRG004 Winnejuap Road - Premix	-1,800.00
EFT15666	06/05/2024	Market Creations Agency Pty Ltd	Website Refresh - Project Build	-8,184.00
EFT15667	06/05/2024	Ohura Group Pty Ltd	Industrial Relations Consultancy	-563.86
EFT15668	06/05/2024	Old Dog Dirt & Diesel	P146 Small Plant - Parts	-31.95
EFT15669	06/05/2024	RSEA Safety	Depot PPE	-3,438.25
EFT15670	06/05/2024	Rear's Electrical & Mechanical Services Pty Ltd	Depot Workshop - Light Repairs	-937.94
EFT15671	06/05/2024	Roney Earthworks	RRG004 Winnejuap Road - Pushup Gravel	-16,558.00
EFT15672	06/05/2024	Semini Custom Feeds Pty Ltd	Rylington Park - Sheep Pellets	-13,561.13
EFT15673	06/05/2024	South West Isuzu	P214 Isuzu Giga CX7 455 Prime Mover - Repairs	-124.80
EFT15674	06/05/2024	South West Livestock Services Pty Ltd	Rylington Park - Sheep Pregnancy Scanning	-1,551.16
EFT15675	06/05/2024	Statewide Bearings	P201 Isuzu NHPR 65190 3Tn Dual Cab Truck - Parts	-544.50
EFT15675	06/05/2024	Statewide Bearings	Reservoir Standpipe Project - Water Meter	-1,667.60
EFT15675	06/05/2024	Statewide Bearings	P222 Mitsubishi Fuso FS52 Heavy Rigid Water Truck - Parts	-867.00
EFT15676	06/05/2024	Property Owner	3 Reid Place (Ranger) - Water Usage 30/01/2024-28/03/2024	-212.10
EFT15677	06/05/2024	Synergy (Electricity Generation and Retail)	Electricity Across Shire Facilities to 19/04/2024	-2,331.12
EFT15678	06/05/2024	TJ Barnes	Rylington Park - Ladies Day Cleaning	-515.20
EFT15679	06/05/2024	Tasman Shearing	Rylington Park - Shearer Training	-4,845.50
EFT15680	06/05/2024	Telstra Limited	SMS Messaging to 19/04/2024	-0.90
EFT15681	06/05/2024	The Bottle-O North Road	Rylington Park - Shearer Training	-4,784.12
EFT15682	06/05/2024	Traffic Force (TMSW Unit Trust t/as)	ANZAC Day Service - TMP	-1,595.00
EFT15683	06/05/2024	WA Skills Training Pty Ltd	Health and Safety Representative Training	-995.00
EFT15684	13/05/2024	A & M Medical Services Pty Ltd	Medical Centre - Annual Equipment Service	-533.39
EFT15685	13/05/2024	AFGRI Equipment Australia Pty Ltd	P221 Action 2010 Side Tipper Semi Trailer - Repairs	-695.51
EFT15685	13/05/2024	AFGRI Equipment Australia Pty Ltd	Rylington Park - Tractor Parts and Hydraulic Oil	-524.91
EFT15686	13/05/2024	AMPAC Debt Recovery (WA) Pty Ltd	Rates Debt Collection Commission and Costs Apr2024	-9,842.97
EFT15687	13/05/2024	Ampol Petroleum Distributors Pty Ltd	Fuel Apr2024	-1,391.30
EFT15688	13/05/2024	Australia Post	Postage Apr2024	-530.48
EFT15689	13/05/2024	Australian Services Union	Payroll Deductions	-26.50
EFT15690	13/05/2024	B&B Street Sweeping Pty Ltd	Townsite Street Sweeping	-1,875.50
EFT15691	13/05/2024	BOC Limited	Gas Cylinder Rental Apr2024	-62.71
EFT15692	13/05/2024	BP Medical	Medical Supplies	-554.04
EFT15693	13/05/2024	BT Equipment Pty Ltd t/a Tutt Bryant Equipment	P235 Bomag Combination Tandem Multi Tyred Roller - Repairs	-1,728.38
EFT15694	13/05/2024	Beulah Wines	Hon Freeman Reception - Drinks	-650.00
EFT15695	13/05/2024	Black Box Control Pty Ltd	Monthly Grader Tracking Service May2024	-101.85
EFT15696	13/05/2024	Blackwood Plant Hire	RTR037 Craigie Road - Gravel Resheeting Progress Payment	-104,500.00
EFT15697	13/05/2024	Boyup Brook Co-operative Company Limited	Rylington Park - Purchases Apr2024 incl Sheep Treatments	-2,069.35
EFT15698	13/05/2024	Boyup Brook IGA	Purchases Apr2024	-524.30
EFT15699	13/05/2024	Boyup Brook Tyre Service	P238 Mitsubishi Triton GLX 4x4 MR - Windscreen	-460.00
EFT15699	13/05/2024	Boyup Brook Tyre Service	P207 Mitsubishi Triton Dual Cab - Parts	-780.00
EFT15699	13/05/2024	Boyup Brook Tyre Service	P193 Mitsubishi MN Triton 4x4 GLX Club Cab - Windscreen	-460.00
EFT15699	13/05/2024	Boyup Brook Tyre Service	Rylington Park - Auger Battery	-130.00
EFT15700	13/05/2024	Bridgetown Timber & Hardware	Building Maintenance Expendable Tools	-529.01
EFT15701	13/05/2024	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Apr2024	-606.38
EFT15702	13/05/2024	Coates Hire Operations Pty Limited	RRG004 Winnejuap Road - Water Pump Hire Apr2024	-6,757.25
EFT15703	13/05/2024	Country Landscaping & Irrigation	Reservoir Standpipe Project - Parts	-255.32
EFT15703	13/05/2024	Country Landscaping & Irrigation	Swimming Pool Heat Pump Repairs	-367.95
EFT15704	13/05/2024	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Flax Mill Caravan Park Ablutions - Taps	-17.98
EFT15705	13/05/2024	Employee	Reimburse CPR Training	-65.00
EFT15706	13/05/2024	Fencing Unlimited	Pedestrian Safety Fence Parts	-95.00
EFT15707	13/05/2024	Hales Electrical	Medical Centre - Electrical Repairs	-198.00
EFT15708	13/05/2024	Hannaford Seedmaster Services Boyup Brook & Districts	Rylington Park - Barley Seed Cleaning	-3,367.89
EFT15709	13/05/2024	Hastie Waste	Rylington Park - Bulk Waste Collection Apr2024	-115.00
EFT15710	13/05/2024	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Apr2024	-648.45
EFT15711	13/05/2024	Employee	Reimburse CPR Training	-65.00
EFT15712	13/05/2024	Johnson's Food Services	Various Shire Buildings - Cleaning Supplies	-49.28
EFT15713	13/05/2024	Keybrook Holdings Pty Ltd	Mayanup Progress Assoc Grounds - Asbestos Cleanup	-350.00
EFT15714	13/05/2024	Kojonup Agricultural Supplies	Rylington Park - Canola Seed	-8,448.00
EFT15714	13/05/2024	Kojonup Agricultural Supplies	Rylington Park - Worm Egg Count	-96.80
EFT15714	13/05/2024	Kojonup Agricultural Supplies	Rylington Park - Sheep Handler Parts	-92.40
EFT15714	13/05/2024	Kojonup Agricultural Supplies	Rylington Park - Sheep Treatments	-2,407.85
EFT15714	13/05/2024	Kojonup Agricultural Supplies	Rylington Park - Pasture and Ryegrass Seed Mixes	-6,891.50
EFT15714	13/05/2024	Kojonup Agricultural Supplies	Rylington Park - Barley Seed	-5,640.00
EFT15714	13/05/2024	Kojonup Agricultural Supplies	Rylington Park - Fertiliser AgNP 23.57Tn	-31,163.06
EFT15714	13/05/2024	Kojonup Agricultural Supplies	Rylington Park - Fertiliser GranNS 17Tn	-8,732.90
EFT15715	13/05/2024	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Apr2024	-2,960.00



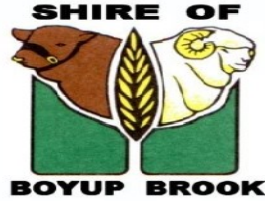
Chq/EFT	Date	Name	Description	Amount
EFT15716	13/05/2024	Local Government, Racing And Cemeteries Employees Union	Payroll Deductions	-11.00
EFT15717	13/05/2024	Manjimup Freight Distributors & BMI Logistics	Freight Apr2024	-33.00
EFT15718	13/05/2024	Moore Australia Audit (WA)	RTR 2022-23 Acquittal Audit	-3,850.00
EFT15719	13/05/2024	Office Of The Auditor General	Attest Audit 2022-23	-44,616.00
EFT15720	13/05/2024	Rear's Electrical & Mechanical Services Pty Ltd	Depot Fuel Browsers - Test Fast Fill Controller	-187.00
EFT15720	13/05/2024	Rear's Electrical & Mechanical Services Pty Ltd	Medical Centre - Replace Lights	-330.00
EFT15721	13/05/2024	SOS Office Equipment	Photocopier Billing Apr2024	-684.07
EFT15722	13/05/2024	Safetycare Australia Pty Ltd	Safety Hub Annual Subscription	-1,650.00
EFT15723	13/05/2024	Sprint Express	Freight Mar2024	-187.00
EFT15724	13/05/2024	Synergy (Electricity Generation and Retail Corporation t/as)	Rylington Park Electricity to 11/04/2024	-1,228.18
EFT15725	13/05/2024	Team Global Express	Freight Apr2024	-650.82
EFT15726	13/05/2024	Telstra Limited	Telephone Across Shire Facilities to 01/05/2024	-1,297.44
EFT15727	13/05/2024	The Quacking Frog Teapot Shed	Medical Centre - Wellness Clinic Catering	-450.00
EFT15728	13/05/2024	The Right Stuff for Landholders	Reservoir Standpipe Project - Parts	-220.58
EFT15729	13/05/2024	Totally Workwear - Bunbury	Depot PPE	-200.20
EFT15730	13/05/2024	activ8me (Australian Private Networks Pty Ltd)	Various Shire Properties - Internet and Phone May2024	-370.23
EFT15731	20/05/2024	Australian Taxation Office	BAS and PAYG Apr2024	-89,664.00
EFT15732	20/05/2024	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising May2024	-415.00
EFT15733	20/05/2024	Boyup Brook IGA	Rylington Park - Shearing School Catering	-1,655.78
EFT15734	20/05/2024	Bunbury Nissan	P241 Nissan Navara CrewCab - CEO Vehicle 20000km Service	-572.00
EFT15735	20/05/2024	C & L Mechanical Service	Rylington Park - Rake Parts	-530.53
EFT15736	20/05/2024	Focus Networks	Website and Email Encryption	-1,683.00
EFT15736	20/05/2024	Focus Networks	Monthly MPS Support Apr2024	-115.50
EFT15736	20/05/2024	Focus Networks	Monthly Device Management Fees Apr2024	-3,274.70
EFT15736	20/05/2024	Focus Networks	Monthly Managed IT Services and Microsoft Office Subscriptions May2024	-3,629.45
EFT15737	20/05/2024	Fuel Brothers WA.Com Pty Ltd	Fuel Feb2024	-131.52
EFT15737	20/05/2024	Fuel Brothers WA.Com Pty Ltd	Australia Day Breakfast Catering	-680.00
EFT15737	20/05/2024	Fuel Brothers WA.Com Pty Ltd	West Boyup Brook BFB Fuel Feb2024	-64.08
EFT15738	20/05/2024	Golden Pipe Dreams (t/as Boyup Brook Hotel)	Hon Freeman Reception Catering	-3,200.00
EFT15739	20/05/2024	HFM Asset Management Pty Ltd	Building Assets Data Collection and Condition Assessment - Disbursements	-772.77
EFT15740	20/05/2024	HW & Associates	Independent Living Units - Quantity Surveying	-3,300.00
EFT15741	20/05/2024	Hastie Waste	Rylington Park - Bulk Waste Collection May2024	-115.00
EFT15742	20/05/2024	Internode Pty Ltd	Depot and BBELC Internet Jun2024	-109.99
EFT15743	20/05/2024	Johnson's Food Services	Various Shire Buildings - Cleaning Supplies	-362.22
EFT15744	20/05/2024	Landgate	SLIP Annual Subscription Service 2024-25	-2,533.00
EFT15744	20/05/2024	Landgate	Mining Tenement Valuation Roll 2024	-436.95
EFT15745	20/05/2024	Living Springs	Council and Staff Drinking Water May2024	-260.00
EFT15746	20/05/2024	Employee	Reimburse Catering May2024	-53.14
EFT15747	20/05/2024	Market Creations Agency Pty Ltd	Website Refresh - Final Payment	-1,636.80
EFT15748	20/05/2024	Node1 Pty Ltd	Admin NBN Jun2024	-227.00
EFT15749	20/05/2024	Officeworks Ltd	Admin Stationery	-349.79
EFT15750	20/05/2024	Ratepayer	Rates Refund A15133	-319.50
EFT15751	20/05/2024	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 18/04/2024	-7,406.29
EFT15752	20/05/2024	The Brook Takeaway	Catering May2024	-138.00
EFT15753	20/05/2024	Harley Transport Pty Ltd	Rylington Park - Sheep Freight May2024	-1,069.20
EFT15754	20/05/2024	Treeshouse Coffee Lounge	Catering May2024	-35.00
EFT15755	20/05/2024	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Apr2024	-9,030.67
EFT15756	22/05/2024	Komatsu Australia Pty Ltd	Purchase of P243 Komatsu WA250PZ 6 Wheel Loader	-287,408.77
EFT15757	27/05/2024	AFGR1 Equipment Australia Pty Ltd	P224 John Deere 622GP Motor Grader - Parts	-255.97
EFT15758	27/05/2024	Adam Jenkins Tree Services	Barron St Median - Tree Removal	-1,100.00
EFT15759	27/05/2024	Amity Signs	Road Signage	-2,602.05
EFT15760	27/05/2024	Ampol Petroleum Distributors Pty Ltd	Fuel May2024	-3,521.79
EFT15761	27/05/2024	Australian Services Union	Payroll Deductions	-26.50
EFT15762	27/05/2024	Australian Taxation Office	Admin Fees	-7.95
EFT15763	27/05/2024	Blackwoods	Expendable Tools	-153.99
EFT15764	27/05/2024	Boyup Brook Co-operative Company Limited	Purchases Mar2024	-2,239.70
EFT15764	27/05/2024	Boyup Brook Co-operative Company Limited	McAlinden BFB - Chainsaw Parts	-108.00
EFT15764	27/05/2024	Boyup Brook Co-operative Company Limited	Purchases Apr2024	-2,742.25
EFT15764	27/05/2024	Boyup Brook Co-operative Company Limited	Reservoir Standpipe Project - Parts	-1,332.40
EFT15764	27/05/2024	Boyup Brook Co-operative Company Limited	Expendable Tools	-197.50
EFT15764	27/05/2024	Boyup Brook Co-operative Company Limited	P201 Isuzu NHPR 65190 3Tn Dual Cab Truck - Parts	-369.00
EFT15764	27/05/2024	Boyup Brook Co-operative Company Limited	Swimming Pool - Chlorine	-2,310.00
EFT15764	27/05/2024	Boyup Brook Co-operative Company Limited	Medical Centre - Kettle	-59.95
EFT15765	27/05/2024	Boyup Brook Tyre Service	P195 Isuzu FVZ 1500 - Windscreen	-650.00
EFT15765	27/05/2024	Boyup Brook Tyre Service	P214 Isuzu Giga CX7 455 Prime Mover - Windscreen	-650.00
EFT15766	27/05/2024	Breeze Connect Pty Ltd	Medical Centre VOIP and NBN Apr2024	-181.48
EFT15767	27/05/2024	Bridgetown Timber & Hardware	Building Maintenance Supplies	-1,157.54
EFT15768	27/05/2024	Country Music Club Of Boyup Brook WA Inc	Hon Freeman Reception - Linen Drycleaning	-186.00
EFT15769	27/05/2024	D & L Bleechmore Haulage	Rylington Park - Fertiliser Freight May2024	-1,408.00
EFT15770	27/05/2024	Daimler Trucks Perth	Purchase of P246 Mitsubishi Canter CrewCab Truck	-89,216.27
EFT15771	27/05/2024	EM Squire & RI Squire	Admin - Septic Repairs	-451.00
EFT15771	27/05/2024	EM Squire & RI Squire	Flax Mill Caravan Park - Ablutions Tap Repairs	-203.50
EFT15772	27/05/2024	Fuel Brothers WA.Com Pty Ltd	Catering Feb2024	-216.00
EFT15772	27/05/2024	Fuel Brothers WA.Com Pty Ltd	Fuel Apr2024	-2,185.81
EFT15773	27/05/2024	Fulton Hogan Industries Pty Ltd	RRG148 Boyup Brook-Cranbrook Road - Sealing	-75,787.14
EFT15773	27/05/2024	Fulton Hogan Industries Pty Ltd	RRG004 Winneup Road - Sealing	-132,620.95
EFT15774	27/05/2024	HW & Associates	Independent Living Units - Quantity Surveying	-3,300.00
EFT15775	27/05/2024	Haycom Technology Pty Ltd	Medical Centre - Computers	-3,851.10
EFT15775	27/05/2024	Haycom Technology Pty Ltd	WA Primary Health Alliance Grant - Medical Centre Phone System Installation	-1,078.00
EFT15776	27/05/2024	Keybrook Holdings Pty Ltd	22 Proctor Street - Removal of Asbestos Fence	-2,900.00
EFT15777	27/05/2024	Kojonup Agricultural Supplies	Admin Fees	-32.60
EFT15778	27/05/2024	Komatsu Australia Pty Ltd	P196 Komatsu 555 Grader (2015) - Service Kit	-792.15
EFT15779	27/05/2024	MASTEC Smart Waste Solutions t/as MASTEC Australia Pty Ltd	Waste Bin Lid Pins	-177.27
EFT15780	27/05/2024	Market Creations Agency Pty Ltd	Website Refresh - Social Media Custom Feed Module	-1,056.00
EFT15781	27/05/2024	Officeworks Ltd	Depot Stationery	-202.28
EFT15782	27/05/2024	Ohura Group Pty Ltd	Industrial Relations Consultancy	-1,660.12
EFT15783	27/05/2024	Old Dog Dirt & Diesel	P139 Roadside Spray Trailer - Parts	-177.50
EFT15784	27/05/2024	Procurement Plus	Contract Development Services	-23,469.60



Chq/EFT	Date	Name	Description	Amount
EFT15785	27/05/2024	Employee	Reimburse Animal Services Costs	-25.50
EFT15786	27/05/2024	South West Isuzu	P225 Isuzu GIGA CXY 2012 Prime Mover - Parts	-1,625.52
EFT15787	27/05/2024	Southern Lock & Security	Flax Mill Water Tanks - Keyed Padlocks	-338.00
EFT15788	27/05/2024	Southwest Hoist & Crane	P232 Overhead Crane and Hoist - Routine Service and Safety Inspection	-976.80
EFT15789	27/05/2024	Spencer Signs	Flax Mill - Signage	-1,280.95
EFT15790	27/05/2024	Sprint Express	Freight Apr2024	-132.00
EFT15791	27/05/2024	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 17/05/2024	-3,784.05
EFT15792	27/05/2024	The Quacking Frog Teapot Shed	Catering Apr2024	-282.00
EFT15793	27/05/2024	Trophies West	Honour Board Name Plates	-119.89
EFT15794	27/05/2024	Veolia Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Apr2024	-812.33
TOTAL EFT PAYMENTS to 31 May 2024				-1,400,662.01



Chq/EFT	Date	Name	Description	Amount
DD8818.1	08/05/2024	Employee Super Fund	Payroll Deductions	-975.76
DD8818.2	08/05/2024	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-378.84
DD8818.3	08/05/2024	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-309.57
DD8818.4	08/05/2024	CBUS (Construction & Building Industry Super)	Superannuation Contributions	-202.65
DD8818.5	08/05/2024	HESTA	Superannuation Contributions	-73.92
DD8818.6	08/05/2024	Aware Super	Payroll Deductions	-7,491.59
DD8818.7	08/05/2024	Rest Superannuation	Superannuation Contributions	-1,805.38
DD8818.8	08/05/2024	Australian Super	Superannuation Contributions	-2,643.74
DD8818.9	08/05/2024	Commonwealth Essential Super	Superannuation Contributions	-627.18
DD8820.1	09/05/2024	Salary & Wages	Payroll 08May2024	-117,127.13
DD8832.1	14/05/2024	Aware Super	Superannuation Contributions	-421.34
DD8832.2	14/05/2024	Rest Superannuation	Superannuation Contributions	-12.50
DD8834.1	14/05/2024	Salary & Wages	Payroll 14May2024	-12,729.08
DD8836.1	08/05/2024	Colonial First State Superannuation	Superannuation Contributions	-142.15
DD8838.1	15/05/2024	Salary & Wages	Payroll 15May2024	-13,685.49
DD8849.1	22/05/2024	Employee Super Fund	Payroll Deductions	-942.07
DD8849.2	22/05/2024	Mercer Super Trust (TTF) - Mercer SmartSuper	Superannuation Contributions	-378.84
DD8849.3	22/05/2024	Panorama Super (Asgard Independence Plan	Superannuation Contributions	-309.57
DD8849.4	22/05/2024	CBUS (Construction & Building Industry Super)	Superannuation Contributions	-121.77
DD8849.5	22/05/2024	HESTA	Superannuation Contributions	-254.10
DD8849.6	22/05/2024	Aware Super	Payroll Deductions	-7,464.89
DD8849.7	22/05/2024	Rest Superannuation	Superannuation Contributions	-1,421.03
DD8849.8	22/05/2024	Australian Super	Superannuation Contributions	-2,631.32
DD8849.9	22/05/2024	Commonwealth Essential Super	Superannuation Contributions	-613.50
DD8851.1	23/05/2024	Salary & Wages	Payroll 22May2024	-107,465.62
DD8860.1	22/05/2024	Australian Super	Superannuation Contributions	-280.90
DD8862.1	28/05/2024	Salary & Wages	Payroll 28May2024	-2,047.60
DD8865.1	29/05/2024	Employee Super Fund	Superannuation Contributions	-592.39
DD8865.2	29/05/2024	AMP Super Fund - SignatureSuper	Superannuation Contributions	-273.49
DD8867.1	29/05/2024	Salary & Wages	Payroll 29May2024	-5,851.62
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	P243 Komatsu WA250PZ 6 Wheel Loader - Licencing	-115.35
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	Dan Murphy's - Hon Freeman Reception Drinks	-313.70
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	ChatGPT Subscription May2024	-31.72
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	Starlink - CEO House Internet Apr2024	-139.00
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	Adobe Acrobat Pro DC Monthly Subscription 20/04/2024-19/05/2024	-209.95
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	Tripsafe Cable Cover	-172.65
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	Aldi Mobile - Depot Gate SIM Annual Renewal	-35.00
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	Canva Annual Subscription 2024-25	-164.99
DD8874.1	16/05/2024	Shire of Boyup Brook Credit Card	CBA Annual Fees for Corporate Credit Cards	-30.00
DD8875.1	01/05/2024	Westnet	Medical Centre, Admin and Swimming Pool Internet May2024	-289.85
DD8875.2	02/05/2024	Commonwealth Bank	Bank Fees May2024	-289.20
DD8875.3	09/05/2024	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 May2024	-184.80
DD8875.4	15/05/2024	Commonwealth Bank	Bank Fees May2024	-92.83
DD8875.5	21/05/2024	BP Australia Pty Ltd	CEO Fuel Purchases Apr2024	-363.63
DD8875.6	23/05/2024	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software	-54.00
DD8876.1	02/05/2024	Property Owner	3 Reid Pl (Ranger) - Rent 04/05/2024-17/05/2024	-800.00
DD8876.2	16/05/2024	Property Owner	3 Reid Pl (Ranger) - Rent 18/05/2024-31/05/2024	-800.00
DD8876.3	30/05/2024	Property Owner	3 Reid Pl (Ranger) - Rent 01/06/2024-14/06/2024	-800.00
DD8876.4	02/05/2024	The Bunbury Diocesan Trustees and Anglican	18 Barron St GP House - Rent 10/05/2024-23/05/2024	-660.00
DD8876.5	16/05/2024	The Bunbury Diocesan Trustees and Anglican	18 Barron St GP House - Rent 24/05/2024-06/06/2024	-660.00
DD8876.6	30/05/2024	The Bunbury Diocesan Trustees and Anglican	18 Barron St GP House - Rent 07/06/2024-20/06/2024	-660.00
DD8818.10	08/05/2024	AMP Super Fund - SignatureSuper	Superannuation Contributions	-905.30
DD8818.11	08/05/2024	Colonial First State Superannuation	Superannuation Contributions	-952.48
DD8818.12	08/05/2024	UniSuper	Superannuation Contributions	-2,994.39
DD8818.13	08/05/2024	Australian Retirement Trust	Superannuation Contributions	-519.47
DD8849.10	22/05/2024	AMP Super Fund - SignatureSuper	Superannuation Contributions	-881.98
DD8849.11	22/05/2024	Colonial First State Superannuation	Superannuation Contributions	-636.01
DD8849.12	22/05/2024	UniSuper	Superannuation Contributions	-2,561.13
DD8849.13	22/05/2024	Australian Retirement Trust	Superannuation Contributions	-519.47
TOTAL DD MUNI ACCOUNT TO 31 May 2024				-306,111.93
DD310524	31/05/2024	Police Licensing	Police Licencing May2024	-53,703.20
TOTAL DD POLICE LICENSING ACCOUNT TO 31 May 2024				-53,703.20
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 May 2024				0.00
SUMMARY				
CHQ (Muni Account)				-6,539.61
EFT				-1,400,662.01
DD				-306,111.93
MUNI TOTAL				-1,713,313.55
ALL MUNI TRANS TO 31 May 2024				-1,713,313.55
DD (Police Licensing Account) TO 31 May 2024				-53,703.20
GRAND TOTAL 1 - 31 May 2024				-1,767,016.75



MONTHLY FINANCIAL REPORT

31 MAY 2024

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**SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 MAY 2024**

	NOTES	2023-24 ANNUAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
EXPENDITURE (Excluding Finance Costs)		\$		\$	
General Purpose Funding		(158,533)	(132,475)	(126,489)	-5%
Governance		(524,085)	(435,833)	(362,861)	-17%
Law, Order, Public Safety		(463,236)	(415,267)	(448,392)	8%
Health		(1,567,566)	(1,217,173)	(1,332,299)	9%
Education and Welfare		(454,620)	(394,529)	-355,702	-10%
Housing		(306,843)	(288,638)	(178,689)	-38%
Community Amenities		(527,452)	(438,137)	(389,685)	-11%
Recreation and Culture		(1,415,292)	(1,197,275)	(1,297,232)	8%
Transport		(4,491,015)	(3,702,490)	(4,611,881)	25%
Economic Services		(684,442)	(501,104)	(550,642)	10%
Other Property and Services		(831,171)	(710,633)	(773,856)	9%
Total Operating Expenditure		(11,424,255)	(9,433,554)	(10,427,728)	
REVENUE					
General Purpose Funding		3,628,819	3,614,045	4,067,188	13%
Governance		0	0	10,752	0%
Law, Order, Public Safety		125,900	125,339	136,886	9%
Health		1,180,900	925,286	1,190,662	29%
Education and Welfare		210,000	191,373	246,948	29%
Housing		216,940	61,367	71,025	16%
Community Amenities		231,300	227,490	253,585	11%
Recreation and Culture		62,900	62,899	81,110	29%
Transport		230,577	224,860	239,310	6%
Economic Services		122,555	106,559	164,521	54%
Other Property & Services		765,209	648,170	805,749	24%
Total Operating Revenue		6,775,100	6,187,389	7,267,735	
Sub-Total		(4,649,155)	(3,246,165)	(3,159,993)	
FINANCE COSTS					
Housing		(1,388)	(1,388)	(1,388)	0%
Recreation & Culture		(3,305)	(3,175)	(3,305)	4%
Total Finance Costs		(4,693)	(4,563)	(4,692)	
NON-OPERATING REVENUE					
General Purpose Funding	No.3	0		0	
Law, Order & Public Safety	No.5	0	0	420,700	0%
Education & Welfare	No.8	0		1,251	0%
Recreation & Culture	No.11	95,714	0	5,715	0%
Transport	No.12	1,688,825	1,052,414	931,157	-12%
Economic Services	No.13	0	0	19,459	0%
Total Non-Operating Revenue		1,784,539	1,052,414	1,378,282	
PROFIT/(LOSS) ON SALE OF ASSETS					
Housing Profit		0	0	0	
Transport Profit		0	0	0	
Transport Loss		0	0	0	
Other Property & Services Profit		0		0	
Other Property & Services Loss		0		0	
Total Profit/(Loss)		0	0	0	
NET RESULT		(2,869,309)	(2,198,314)	(1,786,404)	
Other Comprehensive Income					
Changes on revaluation of non-current assets		0	0	0	
TOTAL COMPREHENSIVE INCOME		(2,869,309)	(2,198,314)	(1,786,404)	

"Traffic Lights" Colour Coding:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the Council has defined a formula in Council Policy 2.1.6 (see also Variance Report in these Statements).

To simplify this reporting, a traffic light system is used in the variance column of the Statement of Comprehensive Income and the Rate Setting Statement, as follows:

Revenue:

Green = Actual Revenue is greater than Year-to-Date budgeted revenue by 10% or more

Red = Variance between Actual Revenue and Year-to-Date budget is greater than 10% (lower)

Expenditure:

Green = Actual Expenditure is less than Year-to-Date budgeted expenditure

Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)



SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 MAY 2024

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
Expenses				
Employee Costs	(3,912,622)	(3,100,015)	(4,000,724)	29%
Materials and Contracts	(3,050,034)	(2,585,438)	(1,405,938)	-46%
Utility Charges	(213,715)	(175,409)	(215,600)	23%
Depreciation on Non-Current Assets	(3,586,909)	(2,894,592)	(4,211,425)	45%
Interest Expenses	(4,693)	(4,563)	(4,692)	3%
Insurance Expenses	(328,313)	(314,590)	(282,769)	-10%
Other Expenditure	(332,662)	(363,510)	(311,273)	-14%
Total Operating Expenses	(11,428,948)	(9,438,117)	(10,432,421)	
Revenue				
Rates	3,579,069	3,579,319	3,589,564	0%
Operating Grants, Subsidies and Contributions	495,917	327,577	440,490	34%
Fees and Charges	1,879,735	1,590,909	2,013,414	27%
Interest Earnings	27,750	23,026	361,522	1470%
Other Revenue	792,629	666,557	862,744	29%
Total Operating Revenue	6,775,100	6,187,389	7,267,735	
Sub-Total	(4,653,848)	(3,250,728)	(3,164,686)	
Non-Operating Grants, Subsidies & Contributions	1,784,539	1,052,414	1,378,282	31%
Profit on Asset Disposals	0	0	0	0%
Loss on Asset Disposals	0	0	0	0%
	1,784,539	1,052,414	1,378,282	
Net Result	(2,869,309)	(2,198,314)	(1,786,404)	
Other Comprehensive Income				
Changes on revaluation of non-current assets	0	0	0	
Total Other Comprehensive Income	0	0	0	
TOTAL COMPREHENSIVE INCOME	(2,869,309)	(2,198,314)	(1,786,404)	

SHIRE OF BOYUP BROOK
FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE
FOR THE PERIOD ENDING 31 MAY 2024

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	\$	\$	\$			
Ex-Gratia Rates & Write-offs	2,140	2,390	1390	Within Threshold	(41.84%)	
Operating Grants, Subsidies and Contributions	495,917	327,577	440,490	112,913	34.47%	▲
Fees and Charges	1,879,735	1,709,863	2,013,414	303,551	17.75%	▲
Interest Earnings	27,750	24,005	361,522	337,517	1406.00%	▲
Other Revenue	792,629	689,460	862,744	173,284	25.13%	▲
Profit on Disposal of Asset	0	0	0	Within Threshold	0%	
Total Operating Revenue	3,198,171	2,753,295	3,679,560	927,265		
LESS OPERATING EXPENDITURE						
Employee Costs	(3,912,622)	(3,448,186)	(3,618,994)	(170,808)	Within Threshold	
Materials and Contracts	(3,050,034)	(2,815,014)	(1,787,667)	1,027,347	36.50%	
Utility Charges	(213,715)	(193,117)	(215,600)	(22,483)	(11.64%)	
Depreciation on Non-Current Assets	(3,586,909)	(3,183,985)	(4,211,425)	(1,027,440)	(32.27%)	
Interest Expenses	(4,693)	(4,628)	(4,692)	Within Threshold	Within Threshold	
Insurance Expenses	(328,313)	(314,590)	(282,769)	31,821	10.12%	
Other Expenditure	(332,662)	(389,391)	(311,273)	78,118	20.06%	
Loss on Disposal of Asset	0	0	0	Within Threshold	0%	
Total Operating Expenses	(11,428,948)	(10,348,911)	(10,432,420)	(83,444)		
Sub-Total	(8,230,777)	(7,595,616)	(6,752,860)	843,820		
NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Expenses		0	0	Within Threshold	0%	
Depreciation Written Back	3,586,909	3,183,985	4,211,425	1,027,440	32.27%	▲
Operating Activities Excluded from Budget	3,631,544	3,183,985	4,211,425	1,027,440		
Sub Total	(4,599,233)	(4,411,631)	(2,541,435)	1,871,260		
INVESTING ACTIVITIES						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(889,155)	(590,190)	(560,263)	29,927	Within Threshold	
Purchase Plant and Equipment	(891,660)	(891,660)	(449,599)	442,061	49.58%	
Purchase Furniture and Equipment	(25,000)	(25,000)	0	25,000	100.00%	
Infrastructure Assets - Roads	(1,950,962)	(1,931,408)	(1,822,341)	109,067	Within Threshold	
Infrastructure Assets - Footpaths	(75,075)	(75,075)	(243)	74,832	99.68%	
Infrastructure Assets - Aerodromes	(53,056)	(53,056)	0	53,056	100.00%	
Infrastructure Assets - Drainage	(58,866)	(58,866)	(71,713)	(12,847)	(21.82%)	
Infrastructure Assets - Parks & Ovals	(200,000)	(200,000)	0	200,000	100.00%	
Infrastructure Assets - Recreation	(150,000)	(150,000)	(133,137)	16,863	11.24%	
Infrastructure Assets - Other	(344,313)	(309,313)	(58,637)	250,676	81.04%	
Proceeds from Sale of Assets	310,000	305,000	51,818	(253,182)	(83.01%)	▼
Contributions for the Development of Assets	1,784,539	1,067,429	1,378,282	310,853	29.12%	▲
Amount Attributable to Investing Activities	(2,543,548)	(2,912,140)	(1,665,833)	1,246,307		
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(22,660)	(22,660)	(22,660)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(19,800)	(18,150)	(19,800)	Within Threshold	Within Threshold	
Transfer to Reserves	(270,000)	(4,583)	(99,396)	(94,813)	(2068.73%)	
Amount Attributable to Financing Activities	(312,460)	(45,393)	(141,856)	(94,813)		
Sub Total	(7,455,241)	(7,369,164)	(4,349,124)	3,022,754		
FUNDING FROM						
Transfer from Reserves	138,000	0	0	Within Threshold	0%	
Loans Raised	250,000	250,000	0	(250,000)	(100.00%)	▼
Estimated Opening Surplus at 1 July	3,490,312	3,490,312	3,815,098	324,786	Within Threshold	
Amount Raised from General Rates	3,576,929	3,576,929	3,588,174	11,245	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
	7,455,241	7,317,241	7,403,272	86,031		
NET SURPLUS/(DEFICIT)	0	(51,923)	3,054,148			

SHIRE OF BOYUP BROOK
BUDGET REVIEW FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 MAY 2024

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	\$	\$	\$			
General Purpose Funding	51,890	38,595	479,014	440,419	1141.12%	▲
Governance	0	0	10,752	10,752	0%	▲
Law, Order Public Safety	125,900	125,676	136,886	11,211	Within Threshold	
Health	1,180,900	1,023,214	1,190,661	167,447	16.36%	▲
Education and Welfare	210,000	199,164	246,948	47,784	23.99%	▲
Housing	216,940	67,459	71,025	Within Threshold	Within Threshold	
Community Amenities	231,300	230,463	253,585	23,122	10.03%	▲
Recreation and Culture	62,900	62,899	81,110	18,211	28.95%	▲
Transport	230,577	227,286	239,310	12,024	Within Threshold	
Economic Services	122,555	111,366	164,521	53,155	47.73%	▲
Other Property and Services	765,209	667,175	805,750	138,575	20.77%	▲
Total Operating Revenue	3,198,171	2,753,295	3,679,561	922,700		
LESS OPERATING EXPENDITURE						
General Purpose Funding	(158,533)	(144,140)	(126,489)	17,651	12.25%	
Governance	(524,085)	(460,205)	(362,861)	97,344	21.15%	
Law, Order, Public Safety	(463,236)	(442,885)	(448,392)	Within Threshold	Within Threshold	
Health	(1,567,566)	(1,369,082)	(1,332,299)	36,783	Within Threshold	
Education and Welfare	(454,620)	(421,970)	(355,703)	66,267	15.70%	
Housing	(308,231)	(299,702)	(180,077)	119,625	39.91%	
Community Amenities	(527,452)	(472,877)	(389,685)	83,192	17.59%	
Recreation and Culture	(1,418,597)	(1,290,905)	(1,300,536)	Within Threshold	Within Threshold	
Transport	(4,491,015)	(4,075,194)	(4,611,882)	(536,688)	(13.17%)	
Economic Services	(684,442)	(531,259)	(550,642)	(19,383)	Within Threshold	
Other Property & Services	(831,171)	(840,693)	(773,856)	66,837	Within Threshold	
Total operating Expenses	(11,428,948)	(10,348,911)	(10,432,422)	(68,373)		
Sub-Total	(8,230,777)	(7,595,616)	(6,752,861)	854,327		
NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Expenses	0	0	0	Within Threshold	0%	
Depreciation Written Back	3,586,909	3,183,985	4,211,425	1,027,440	32.27%	
Operating Activities Excluded from Budget	3,631,544	3,183,985	4,211,425	1,027,440		
Sub Total	(4,599,233)	(4,411,631)	(2,541,437)	1,881,767		
INVESTING ACTIVITIES						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(889,155)	(590,190)	(560,263)	29,927	Within Threshold	
Purchase Plant and Equipment	(891,660)	(891,660)	(449,599)	442,061	49.58%	
Purchase Furniture and Equipment	(25,000)	(25,000)	0	25,000	100.00%	
Infrastructure Assets - Roads	(1,950,962)	(1,931,408)	(1,822,341)	109,067	Within Threshold	
Infrastructure Assets - Footpaths	(75,075)	(75,075)	(243)	74,832	99.68%	
Infrastructure Assets - Aerodromes	(53,056)	(53,056)	0	53,056	100.00%	
Infrastructure Assets - Drainage	(58,866)	(58,866)	(71,713)	(12,847)	(21.82%)	
Infrastructure Assets - Parks & Ovals	(200,000)	(200,000)	0	200,000	100.00%	
Infrastructure Assets - Recreation	(150,000)	(150,000)	(133,137)	16,863	11.24%	
Infrastructure Assets - Other	(344,313)	(309,313)	(58,637)	250,676	81.04%	
Proceeds from Sale of Assets	310,000	305,000	51,818	(253,182)	(83.01%)	▼
Contributions for the Development of Assets	1,784,539	1,067,429	1,378,282	310,853	29.12%	
Amount Attributable to Investing Activities	(2,543,548)	(2,912,140)	(1,665,833)	1,246,307		
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(22,660)	(22,660)	(22,660)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(19,800)	(18,150)	(19,800)	Within Threshold	Within Threshold	
Transfer to Reserves	(270,000)	(4,583)	(99,395)	(94,812)	(2068.70%)	
Amount Attributable to Financing Activities	(312,460)	(45,393)	(141,855)	(94,812)		
Sub Total	(7,455,241)	(7,369,164)	(4,349,124)	3,033,262		
FUNDING FROM						
Transfer from Reserves	138,000	0	0	Within Threshold	0%	
Loans Raised	250,000	250,000	0	(250,000)	(100.00%)	▼
Estimated Opening Surplus at 1 July	3,490,312	3,490,312	3,815,098	324,786	Within Threshold	
Amount Raised from General Rates	3,576,929	3,576,929	3,588,174	11,245	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
Sub Total	7,455,241	7,317,241	7,403,272	86,031		
NET SURPLUS/(DEFICIT)	(0)	(51,923)	3,054,148			

SHIRE OF BOYUP BROOK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 MAY 2024

	ACTUAL 31 MAY 2024	ACTUAL 30/06/2023
Current Assets		
Cash at bank and on Hand	4,611,959	4,557,417
Restricted Cash	78,738	16,044
Restricted Cash Reserves	2,848,885	2,749,490
Trade Receivables	678,094	992,734
Stock on Hand/Inventory/Biological Assets	308,640	308,640
Other Assets	59,885	59,885
Total Current Assets	8,586,200	8,684,210
Current Liabilities		
Trade Creditors	(\$168,326)	(\$1,036,436)
Bonds and Deposits	(\$94,386)	(\$51,709)
Accrued Wages	(\$116,377)	(\$116,377)
Accrued Interest on Loans	(\$1,517)	(\$1,517)
Accrued Expense	(\$39,700)	(\$39,700)
ATO Liabilities	(\$1,300)	(\$1,300)
Contract Liability	(\$1,708,986)	(\$320,008)
Loan Liability	(\$0)	(\$22,660)
Finance Lease Liability	\$0	(\$19,800)
Provisions	(\$401,529)	(\$401,529)
Total Current Liabilities	(\$2,532,121)	(\$2,011,037)
Sub-Total	6,054,079	6,673,173
Adjustments		
LESS Cash Backed Reserves	(\$2,848,885)	(\$2,749,490)
LESS Restricted Cash	\$0	\$0
LESS Inventory	(\$308,640)	(\$308,640)
LESS Prepaid Expenses	\$0	\$0
ADD: Employee Leave Provisions	\$0	\$0
ADD: Accrued Interest	\$1,517	\$1,517
ADD: Accrued Salaries & Wages	\$116,377	\$116,377
ADD: Accrued Expenses	\$39,700	\$39,700
ADD: Current Loan Liability	\$0	\$22,660
ADD: Current Finance Lease Liability	\$0	\$19,800
Rounding	0	0
Net Current Position	3,054,148	3,815,098

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2024**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 3 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on this page will be reported below.

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Boyup Brook, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Revenue						
Operating Grants & Contributions	327,577	440,490	112,913	34%	TIMING/ PERMANENT	Increase in General Purpose grant of \$42k, Increase in Local Road grant of \$41k, Increase in Australia Day grant \$10k, Increase in MAF grant of \$5k, Increase in Other Culture income of \$5k, Increase in MRWA Road Maintenance grant of \$5k.
Fees & Charges	1,709,863	2,013,414	303,551	18%	TIMING	Increase in Rates Reimbursement Fees \$17k, Increase in medical surgery fees of \$167k, Increase in Early Learning Centre fees \$48k, Increase in Pool Fees \$7k, Increase in Caravan Park Fees \$28k, Increase in Standpipe Fees \$25k, Decrease in Private Works Fees \$8k.
Interest Earnings	24,005	361,522	337,517	1406%	TIMING /PERMANENT	Increase in Rates Instalment Interest \$5k, Increase in Rates late penalty interest \$17k, Increase in Municipal Fund interest of \$216k, increase in Reserve account interest of \$97k.
Other Revenue	689,460	862,744	173,284	25%	TIMING	Increase in Sale of Recyclables \$12k, Increase in workers compensation reimbursements of \$23k, Increase in diesel fuel rebate of \$21k, Increase in Admin Reimbursements of \$17k, Increase in Rylinton Park Income \$83k.

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Expenses						
Employee Costs	(3,448,186)	(3,618,994)	(170,808)	Within Threshold	TIMING	Increase in Fire Prevention wages \$49k, Decrease in Ranger Salaries \$32k, Decrease in Health Administration salaries \$12k, Increase in Medical Centre wages \$81k, Decrease in Townsite Garden Wages \$6, Decrease in Reserves and Parks wages \$4k, Decrease in Rural Road wages of \$76k, Increase in Maintenance Grading Wages \$46k, Increase in Supervision wages of \$105k, Increase in Superannuation expenses \$11k, Increase in Protective Clothing \$9k, Decrease in Consultants by \$4k,
Materials & Contracts	(2,815,014)	(1,787,667)	1,027,347	36%	TIMING	Increase in Rates - Collection Costs by \$13k, Increase in Rates - Valuation Expenses by \$16k, Increase in Members Election expenses \$15k, Decrease in ESL Clothing expenses \$20k, Decrease in DFES Fire Defence expenses \$13k, Decrease in Medical Centre Computer expenses \$13k, Decrease in Medical Centre Locum expenses \$32k, Decrease in Early Learning Centre expenses \$33k, Decrease in Aged Needs Strategy \$28k, Decrease in Community Housing maintenance \$152k, Decrease in Transfer Station expenses \$ 13k, Decrease in Landfill expenses \$19k, Decrease in Town Planning expenses \$42k, Decrease in Swimming Pool operating expenses \$28k, Decrease in Other Culture expenses \$11k, Decrease in Bridge Repairs & Maintenance expenses \$75k, Decrease in Maintenance Grading expenses \$27k, Decrease in Drians & Culverts expenses \$9k, Decrease in Verge Pruning expenses (Rural) \$41k, Decrease in Romans Data Collection \$13k, Decrease in Town Verge Spraying expenses \$17k, Decrease in Consulting Engineer expenses \$30k, Decrease in Minor Asset purchases \$17k, Decrease in Promotion Activities \$22k, Decrease in Building Control expenses \$31k, Decrease in Economic Development project expenses \$17k, Decrease in Country Music Festival expenses \$15k, Decrease in Occ Health & Safety expenses \$ 20k, Decrease in Fuel & Oil expenses \$18k, Decrease in Parts & Repairs expenses \$31k, Decrease in Audit expenses \$50k, Decrease in Administration Building expenses \$12k, Decrease in Admin Legal expenses \$19k, Decrease in IT expenses \$26k, Decrease in Rylington Park Operational expenses \$27k.

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Utility Charges	(193,117)	(215,600)	(22,483)	-12%	TIMING	Increase in Boyup Brook Medical Services utilities \$6k, Decrease in Swimming Pool Building Costs by \$8k, Increase in Flaxmill Complex Utilities \$3k, Increase in Standpipe utilities \$20k.
Depreciation on Assets	(3,183,985)	(4,211,425)	(1,027,440)	-32%	TIMING	Depreciation not able to be raised until after audit.
Insurance Expenses	(314,590)	(282,769)	31,821	10%	TIMING	Decrease in Medical Centre Insurances \$29k, decrease in Repairs & Maint - Bridges by \$7k, Deaccrease in Plant Op Insurance by \$9k, Increase in Rylington Park Operational Expenses by \$10k
Investing Activities						
Purchase Buildings	(590,190)	(560,263)	29,927	Within Threshold	TIMING	Decrease in Medical Centre Building project expenses \$62k, Decrease in Early Learning Centre Building expenses \$23k, Decrease in CRC Building expenses \$40k, Decrease in CEO Residence project expenses \$30k, Decrease in Tonebridge Hall project expenses \$4k, Decrease in Dinninup Hall project expenses \$5k, Decrease in Kulikup Hall project expenses \$8k, Increase in Boyup Brook Hall refurbishment \$136k, Increase in Tourist Centre building project \$18k, Decrease in Pharmacy upgrade project \$15k, Decrease in Rylington Park House project expenses \$95k.
Purchase Plant and Equipment	(891,660)	(449,599)	442,061	50%	TIMING	Decrease in ESL Plant & Equipment \$22k, Decrease in Portable traffic lights \$10k, Decrease in Heavy Plant purchases \$368k, Increase in Minor Equipment purchases \$9k, Decrease in Administration Vehucle Replacements by \$168k.
Purchase Furniture and Equipment	(25,000)	0	25,000	100%	TIMING	Decrease in Medical Centre Telehealth project \$25k.
Infrastructure Assets - Roads	(1,931,408)	(1,822,341)	109,067	Within Threshold	TIMING	Decrease in RTR Craigie Rd project \$3253k, Decrease in RTR Lodge Rd project \$12k, Increase in Winnejuap Rd RRG project \$460k, Decrease in Boyup Brook-Arthur River RRG project \$156k, Decrease in Boyup Brook-Cranbrook Rd RRG project \$113k, Decrease in Gravel Sheeting projects \$54k, Increase in Winter grading expenses \$94k.
Infrastructure Assets - Footpaths	(75,075)	(243)	74,832	100%	TIMING	Decrease in footpath project expenses \$75k.
Infrastructure Assets - Drainage	(58,866)	(71,713)	(12,847)	-22%	TIMING	Increase in Boyup Brook hall drainage works \$12k.
Infrastructure Assets - Parks & Ovals	(200,000)	0	200,000	100%	TIMING	Decrease in Sandakan playground project expenses \$200k.
Infrastructure Assets - Recreation	(150,000)	(133,137)	16,863	11%	TIMING	Decrease in Oval reticulation project expenses \$17k.

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Infrastructure Assets - Other	(309,313)	(58,637)	250,676	81%	TIMING	Increase in Landfill fencing works \$30k, Increase in Cemetery project works \$5k, Decrease in Town Hall Car Park project expenses \$214k, Decrease in Standpipe Cardswipe project expenses \$21k, Decrease in Blackwood River Access Path project expenses \$45k, Decrease in Flaxmill fence project \$5k.
Non-Operating Grants, Subsidies for the Development of Assets	1,067,429	1,378,282	310,853	29%	TIMING	Increase in DFES AWARE funding \$14k, Increase in DFES Evacuation Centre Grant \$406k, Decrease in Regional Road Group grant spent \$251k, Decrease in Roads to Recovery grant spent \$406, Increase in LRC13 grant funding received \$103k, Increase in LRC14 grant funding received \$432k.

Financing Activities

Transfer to Reserves	(4,583)	(99,396)	(94,813)	-2069%		Increase in interest earned transferred to Reserves \$85k.
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SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 MAY 2024

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		4,557,704	4,619,694	61,990
Restricted Cash - Reserves		2,749,490	2,848,884	99,394
Restricted Cash - Other		15,757	71,004	55,247
Trade and other receivables		1,000,602	685,962	-314,640
Inventories		308,640	308,640	0
Other assets		52,017	52,017	0
Total current assets		8,684,209	8,586,201	-98,009
Non-current assets				
Trade and other receivables		43,363	43,363	0
LG House Unit Trust		81,490	81,490	0
Land		4,630,000	4,578,182	-51,818
Buildings		18,077,533	18,282,642	205,109
Furniture & Equipment		21,570	19,720	-1,850
Plant & Equipment		2,527,851	2,624,853	97,003
Right of use Assets - Plant		51,620	46,206	-5,414
Infrastructure Assets - Roads		93,057,859	92,733,122	-324,737
Infrastructure Assets - Bridges		22,352,500	21,511,231	-841,269
Infrastructure Assets - Footpaths		634,869	622,385	-12,484
Infrastructure Assets - Recreation		2,392,520	2,391,132	-1,388
Infrastructure Assets - Drainage		8,981,907	8,906,726	-75,181
Infrastructure Assets - Parks/Ovals		0	0	0
Infrastructure Assets - Other		5,683,556	5,528,276	-155,280
Total non-current assets		158,536,637	157,369,327	-1,167,309
Total assets		167,220,846	165,955,528	-1,265,318
Current liabilities				
Trade and other payables		1,195,330	327,220	868,110
Bonds and deposits		51,709	94,387	-42,678
Contract Liabilities		320,008	1,708,986	-1,388,978
Interest-bearing loans and borrowings		22,660	0	22,660
Finance Lease Liability - Current		19,800	0	19,800
Provisions		401,529	401,529	0
Total current liabilities		2,011,037	2,532,122	-521,085
Non-current liabilities				
Interest-bearing loans and borrowings		49,459	49,459	0
Finance Lease Liability - Non Current		15,241	15,241	0
Provisions		63,440	63,440	0
Total non-current liabilities		128,141	128,141	0
Total liabilities		2,139,177	2,660,263	-521,085
Net assets		165,081,669	163,295,265	-1,786,403
Equity				
Retained surplus		58,926,505	58,827,110	-99,395
Net Result		0	-1,786,404	-1,786,404
Reserve - asset revaluation		103,405,674	103,405,674	0
Reserve - Cash backed		2,749,490	2,848,885	99,396
Total equity		165,081,668	163,295,265	-1,786,403

This statement is to be read in conjunction with the accompanying notes

SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 MAY 2024

	Note	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
Cash Flows from operating activities				
Payments				
Employee Costs		(3,736,341)	(3,867,987)	(4,397,199)
Materials & Contracts		(2,044,971)	(3,050,034)	(1,746,201)
Utilities (gas, electricity, water, etc)		(201,834)	(213,715)	(215,600)
Insurance		(293,827)	(328,313)	(282,769)
Interest Expense		(6,096)	(4,693)	(4,692)
Goods and Services Tax Paid		0	0	(328,464)
Other Expenses		(467,138)	(332,662)	(311,273)
		(6,750,207)	(7,797,404)	(7,286,199)
Receipts				
Rates		3,244,858	3,579,069	3,569,801
Operating Grants & Subsidies		2,543,882	495,917	440,490
Fees and Charges		1,924,985	1,879,735	2,013,414
Interest Earnings		173,534	27,750	361,522
Goods and Services Tax		119,116	0	305,082
Other		1,024,432	792,629	905,421
		9,030,807	6,775,100	7,595,731
Net Cash flows from Operating Activities		2,280,600	(1,022,304)	309,532
Cash flows from investing activities				
Payments				
Purchase of Land		0	0	0
Purchase of Buildings		(254,783)	(889,155)	(560,263)
Purchase Plant and Equipment		(260,838)	(891,660)	(449,599)
Purchase Furniture and Equipment		(21,321)	(25,000)	0
Purchase Road Infrastructure Assets		(1,877,878)	(1,950,962)	(1,822,341)
Purchase of Bridges Assets		(170,000)	0	0
Purchase of Footpath Assets		0	(75,075)	(243)
Purchase Drainage Assets		(153,133)	(58,866)	(71,713)
Purchase Parks & Ovals Assets		0	(200,000)	0
Purchase Recreation Assets		(17,468)	(150,000)	(133,137)
Purchase Infrastructure Other Assets		(78,467)	(397,369)	(58,637)
Receipts				
Proceeds from Sale of Assets		95,455	310,000	51,818
Non-Operating grants used for Development of Assets		1,549,321	1,464,531	2,993,675
		(1,189,112)	(2,863,556)	(50,440)
Cash flows from financing activities				
Repayment of Debentures		(21,383)	(22,660)	(22,660)
Principal elements of lease payments		(19,224)	(19,800)	(19,800)
Proceeds from New Debentures		0	250,000	0
Net cash flows from financing activities		(40,607)	207,540	(42,460)
Net increase/(decrease) in cash held		1,050,881	(3,678,320)	216,631
Cash at the Beginning of Reporting Period		6,272,070	7,192,814	7,322,951
Cash at the End of Reporting Period		7,322,951	3,514,494	7,539,582

**SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 MAY 2024**

Notes

	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank	4,541,090	632,254	4,618,944
Restricted Cash - Reserves	2,765,961	2,881,490	2,848,884
Restricted Cash - Other	0	0	71,004
Cash on Hand	15,900	750	750
TOTAL CASH	7,322,951	3,514,494	7,539,582
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	317,687	(2,869,309)	(1,786,404)
Add back Depreciation	3,871,686	3,586,909	4,211,425
(Gain)/Loss on Disposal of Assets	26,985	-	0
LG House Unit trust	(3,686)	-	0
Self Supporting Loan Principal Reimbursements	0	-	0
Contributions for the Development of Assets	(1,549,321)	(1,464,531)	(1,378,282)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(11,929)	0	0
(Increase)/Decrease in Receivables	(78,095)	-	(1,300,752)
Increase/(Decrease) in Accounts Payable	51,355	-	563,545
Increase/(Decrease) in Contract Liability	(362,993)	(320,008)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	18,911	44,635	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	-	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	2,280,600	(1,022,304)	309,532

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2024**

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/24 Total Budget	2023/24 YTD Budget	2023/24 YTD Actuals	% of Annual Budget
Law Order & Public Safety								
051600	ESL Plant & Equipment - Wash station and fastfill trailer	MWS	P&E	New	21,660	21,660	0	0.0%
					21,660	21,660	0	
Health								
074600	Medical Centre - Telehealth setup	DCEO	F&E	New	25,000	25,000	0	0.0%
074400	Medical Centre Building - Design for internal layout, internal painting, new flooring, blinds, external painting and structural work	BMC	L&B	Renewal	75,000	75,000	12,727	17.0%
					100,000	100,000	12,727	
Education & Welfare								
081400	Community Resource Centre - External painting, balustrades, decking & restumping, internal paint	BMC	L&B	Renewal	40,000	40,000	0	0.0%
081401	Early Learning Centre - External painting, kitchen cabinetry & irrigation install	BMC	L&B	Renewal	23,000	23,000	0	0.0%
					63,000	63,000	0	
Housing								
091400	CEO Residence - Replace fencing	BMC	L&B	Renewal	30,000	30,000	403	1.3%
					30,000	30,000	403	
Community Amenities								
101400	Landfill/Transfer Station - Fencing	MWS	Other	Renewal	35,000	0	30,256	86.4%
107900	Cemetery Other Infrastructure	MWS	Other	Upgrade	0	0	5,050	0.0%
					35,000	0	35,306	
Recreation & Culture								
LRC018	Mayanup Hall - Refurbishment	BMC	L&B	Renewal	9,741	5,001	3,839	39.4%
LRC019	Tonebridge Hall Refurbishment	BMC	L&B	Renewal	13,673	13,673	9,064	66.3%
LRC022	Dinninup Hall Refurbishment & Drainage Works	MWS	L&B	Renewal	35,126	10,126	4,780	13.6%
LRC021	Wilga Hall Refurbishment	BMC	L&B	Renewal	1,818	1,818	0	0.0%
LRC023	Kulikup Hall Refurbishment	BMC	L&B	Renewal	11,797	9,797	1,964	16.6%
LRC027	McAlinden Hall Refurbishment	BMC	L&B	Renewal	12,436	6,400	4,310	34.7%
LRC017	Boyup Brook Hall Refurbishment	BMC	L&B	Upgrade	217,377	217,377	353,244	162.5%
LRC006	Swimming Pool - Upgrade Entrance	MWS	L&B	Renewal	11,187	0	0	0.0%
LRC024	Boyup Brook Hall Drainage	MWS	DRAIN	Renewal	58,866	58,866	70,798	120.3%
LRC026	Sandakan Playground Upgrade	MWS	PARK	Upgrade	200,000	200,000	0	0.0%
113906	Recreation Oval - Reticulation	MWS	REC	Upgrade	150,000	150,000	133,137	88.8%
LRC025	Boyup Brook Town Hall Car Park & Landscaping	MWS	OTHER	Upgrade	214,313	214,313	0	0.0%
					936,334	887,370	581,135	
Transport								
123609	Light Plant Replacements	MWS	P&E	Renewal	22,000	22,000	12,322	56.0%
123610	Heavy Plant Replacements	MWS	P&E	Renewal	738,000	738,000	369,886	50.1%
123619	Minor Equipment - Pressure Cleaner	MWS	P&E	Renewal	0	0	9,015	0.0%
RTR037	Roads to Recovery - Craigie Road	MWS	ROAD	Renewal	357,116	357,116	103,701	29.0%
RTR038	Roads to Recovery - Lodge Road	MWS	ROAD	Renewal	216,445	216,443	204,760	94.6%
RRG004	Regional Road Group - Winnejup Road	MWS	ROAD	Upgrade	0	0	460,950	0.0%
RRG148	Regional Road Group - Boyup Brook Cranbrook Road	MWS	ROAD	Upgrade	377,283	377,733	263,750	69.9%
RRG210	Regional Road Group - Boyup Brook Arthur River Road	MWS	ROAD	Upgrade	589,118	589,116	432,940	73.5%
MU501	Gravel Pits Rehabilitation	MWS	ROAD	Renewal	20,000	0	382	1.9%
121401	Gravel Sheeting Road Projects	MWS	ROAD	Renewal	54,000	54,000	0	0.0%
121410	Winter Road Grading	MWS	ROAD	Renewal	337,000	261,175	355,858	105.6%
FP111	Inglis Street Footpath	MWS	FOOT	Upgrade	75,075	75,075	243	0.3%
126400	Aerodrome Infrastructure - Gravel resheet	MWS	OTHER	Renewal	53,056	0	0	0.0%
					2,839,093	2,690,658	2,213,808	
Economic Services								
132400	Tourist Centre - Upgrade Septic system	MWS	L&B	New	90,000	89,999	107,572	119.5%
132405	Flaxmill Caravan Park Ablution Block	MWS	L&B	New	250,000	0	2,172	0.9%
135401	80 Abel St - Pharmacy expansion to upgrade septic	MWS	L&B	Renewal	15,000	15,000	0	0.0%
135402	Standpipe - Card Swipe Facilities x 2	MWS	OTHER	Upgrade	40,000	40,000	18,811	47.0%
135403	Blackwood River Access Path	MWS	OTHER	Upgrade	50,000	50,000	4,520	9.0%
132901	Flaxmill Caravan Park Fence & Water Supply Upgrade	MWS	OTHER	Upgrade	5,000	5,000	0	0.0%
					450,000	199,999	133,075	

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2024**

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/24 Total Budget	2023/24 YTD Budget	2023/24 YTD Actuals	% of Annual Budget
Other Property & Services								
146500	Administration Vehicle replacements	MWS	P&E	Renewal	110,000	110,000	58,375	53.1%
149503	Rylington Park - Water filtration & replace house roof	MWS	L&B	Renewal	53,000	53,000	41,944	79.1%
					163,000	163,000	100,319	
	Total Capital Expenditure				4,638,087	4,155,688	3,076,773	

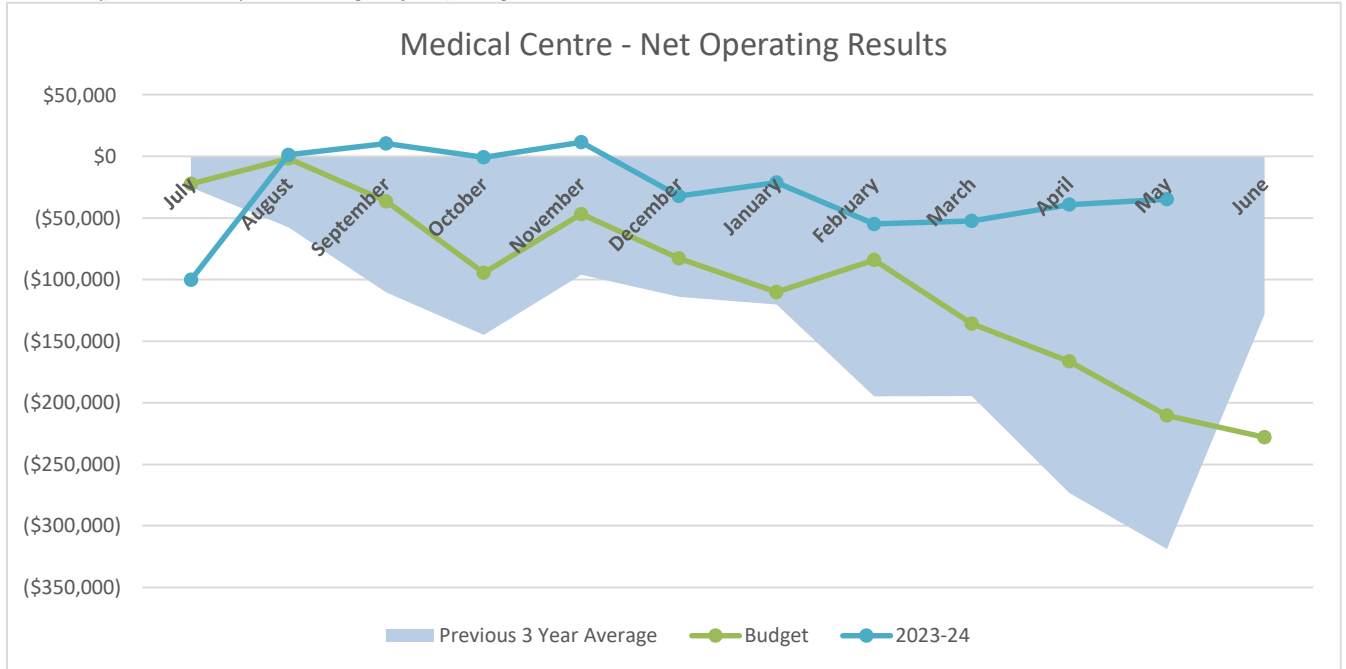
SUMMARIES:				
Land & Buildings	889,155	590,190	542,018	61.0%
Plant & Equipment	891,660	891,660	449,599	50.4%
Furniture & Equipment	25,000	25,000	0	0.0%
Road Infrastructure	1,950,962	1,855,583	1,822,341	93.4%
Footpath Infrastructure	75,075	75,075	243	0.3%
Bridge Infrastructure	0	0	0	0.0%
Drainage Infrastructure	58,866	58,866	70,798	120.3%
Parks & Reserves Infrastructure	200,000	200,000	0	0.0%
Recreation Infrastructure	150,000	150,000	133,137	88.8%
Other Infrastructure	397,369	309,313	58,637	14.8%
	4,638,087	4,155,688	3,076,773	66.3%
At No Cost	0	0	0	0.0%
Asset Renewal	2,333,261	2,100,415	1,294,384	55.5%
New Asset	386,660	136,659	109,744	28.4%
Upgrading Asset	1,918,166	1,918,614	1,672,645	87.2%
	4,638,087	4,155,688	3,076,773	66.3%
Chief Executive Officer	0	0	0	0.0%
Deputy CEO	25,000	25,000	0	0.0%
Manager Works & Services	4,178,245	3,708,622	2,691,223	64.4%
Building Maintenance Coordinator	434,842	422,065	385,550	88.7%
	4,638,087	4,155,688	3,076,773	66.3%

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2024**

MAJOR BUSINESS UNITS

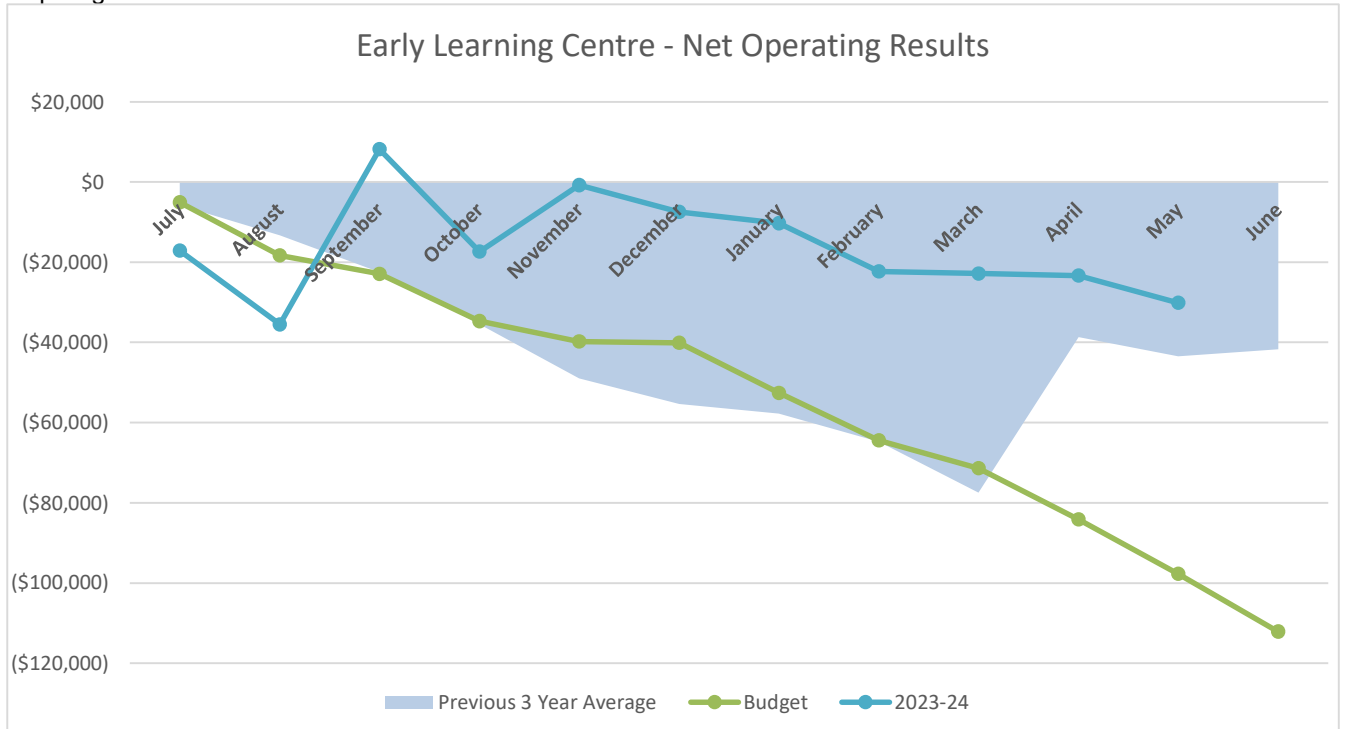
Medical Centre

The Shire of Boyup Brook owns and operates a medical centre that employs 2 doctors, a practice manager, nurses and reception staff, to provide medical services to the community. The following graph shows the operations of the Medical Centre (profit or loss), excluding any capital grants.



Early Learning Centre

The Shire of Boyup Brook owns and operates an early learning centre in Boyup Brook that provides child care services to the community. The following graph shows the operations of the Early Learning Centre (profit or loss), excluding capital grants.

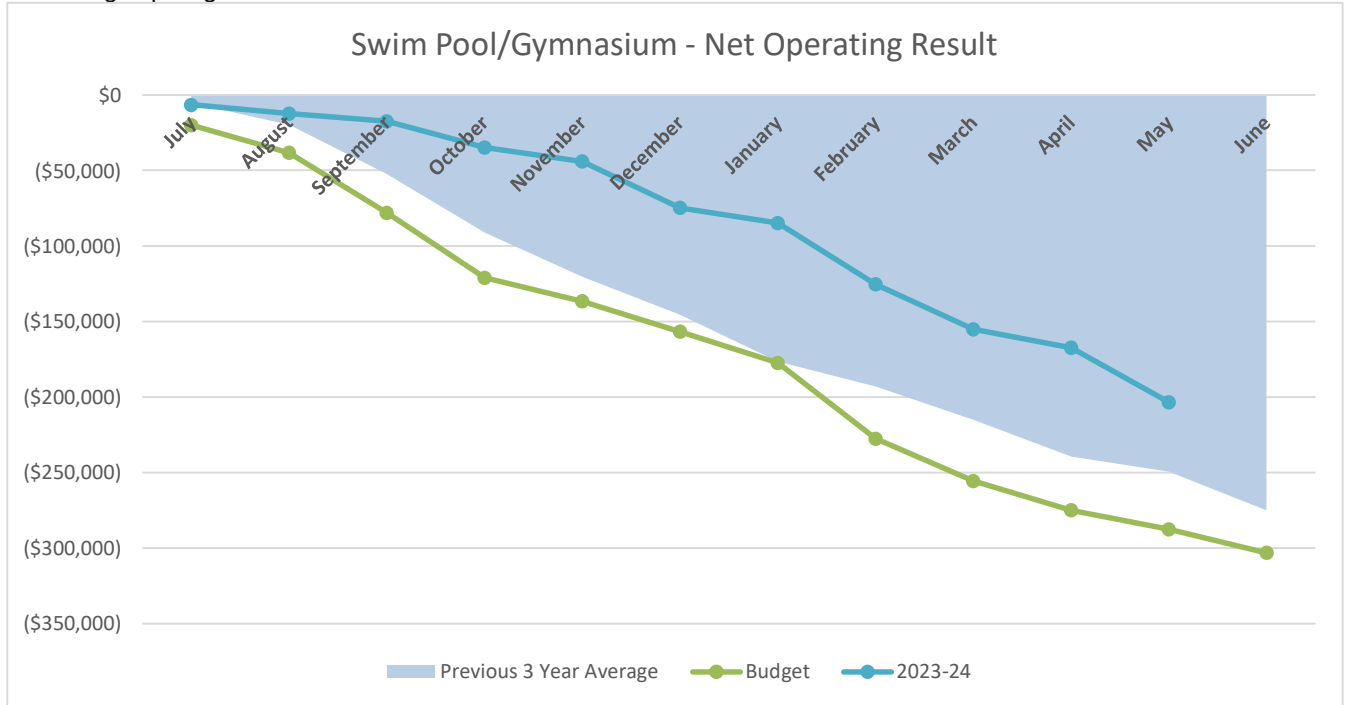


**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2024**

MAJOR BUSINESS UNITS

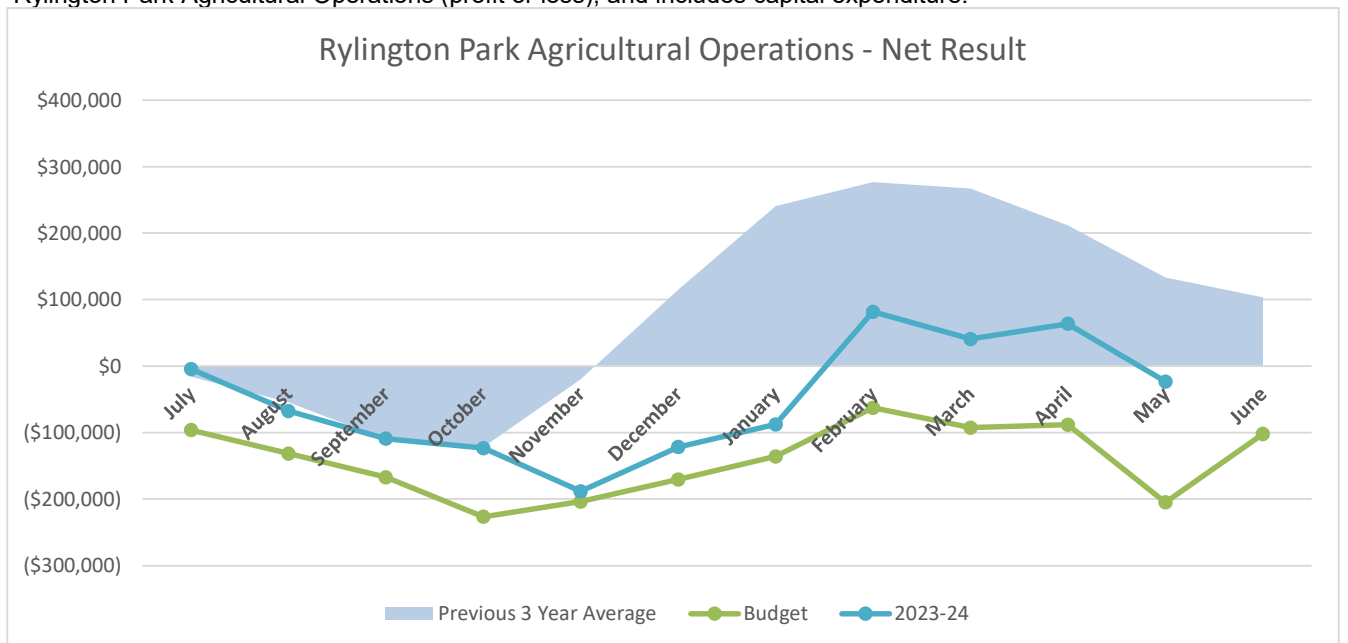
Swimming Pool/Gymnasium

The Shire of Boyup Brook owns and operating a swimming pool and gymnasium complex that provides leisure services to the community. The following graph shows the operations of the Swimming Pool/Gymnasium (profit or loss), excluding capital grants.



Rylington Park Agricultural Operations

The Shire of Boyup Brook assumed ownership and operation of Rylington Park farm on 7 May 2020 as a commercial farming activity that provides educational farming opportunities. The following graph shows the total operations of Rylington Park Agricultural Operations (profit or loss), and includes capital expenditure.



**SHIRE OF BOYUP BROOK
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RESERVES - CASH BACKED	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance
Leave Reserve	34,375	1,243	0	35,618	34,375	63	0	34,438
Plant Reserve	231,351	8,363	0	239,714	231,351	100,421	0	331,772
Building Reserve	759,976	27,474	0	787,450	759,976	11,383	0	771,359
Community Housing Reserve	220,560	7,973	0	228,533	220,560	401	0	220,961
Emergency Reserve	12,830	464	0	13,294	12,830	23	0	12,853
Insurance Claim Reserve	15,636	565	0	16,201	15,636	28	0	15,664
Other Recreation Reserve	51,981	1,879	0	53,860	51,982	15,095	0	67,077
Commercial Reserve	464,312	16,786	0	481,098	464,312	844	0	465,156
Bridges Reserve	160	6	0	166	160	30,000	0	30,160
Aged Accommodation Reserve	32,498	2,043	0	34,541	32,498	59	0	32,557
Road Contributions Reserve	29,415	1,063	0	30,478	29,415	53	0	29,468
IT/Office Equipment Reserve	41,041	1,484	0	42,525	41,041	75	0	41,116
Civic Receptions Reserve	17,249	624	0	17,873	17,249	31	0	17,280
Unspent Grants Reserve	82	3	0	85	82	0	0	82
Unspent Community Grants Reserve	126	5	0	131	126	0	0	126
Rylington Park Working Capital Reserve	363,752	13,150	0	376,902	363,752	661	(138,000)	226,413
Rylington Park Community Projects Reserve	474,145	16,272	0	490,417	474,145	863	0	475,008
Co-Contributions Reserve	0	0	0	0	0	100,000	0	100,000
Waste Reserve	0	0	0	0	0	10,000	0	10,000
	2,749,489	99,396	0	2,848,885	2,749,490	270,000	(138,000)	2,881,490

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2024**

LOAN REPAYMENTS	Loan Number	2024 Actual Principal 1 July 2023	2024 New New Loans	2024 New Principal Repayments	2024 Actual Interest Repayments	2024 Actual Principal Outstanding	2024 Budget Principal 1 July 2023	2024 Budget New Loans	2024 Budget Principal Repayments	2024 Budget Interest Repayments	2024 Budget Principal Outstanding
Housing											
Staff House	115	17,994	0	(3,961)	(1,388)	14,033	17,994	0	(8,038)	(1,388)	9,956
Recreation and culture											
Swimming Pool	114	32,742	0	(14,622)	(2,529)	18,120	32,742	0	(14,622)	(2,529)	18,120
Economic services											
Caravan Park Ablutions	119	0	0	0	0	0	0	250,000	0	0	250,000
		50,736	0	(18,583)	(3,917)	32,153	50,736	250,000	(22,660)	(3,917)	278,076

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
Proceeds Sale of Assets						
123001	Proceeds Sale of Plant Assets		(\$305,000)	\$0	(\$310,000)	\$0
092020	Proceeds - Sale of Land Assets		\$0	(\$51,818)	\$0	\$0
PROCEEDS FROM SALE OF ASSETS			(\$305,000)	(\$51,818)	(\$310,000)	\$0
Written Down Value						
092600	Written Down Value - Disposal of Assets		\$305,000	\$0	\$0	\$310,000
Sub Total - WDV ON DISPOSAL OF ASSET			\$305,000	\$0	\$0	\$310,000
Total - GAIN/LOSS ON DISPOSAL OF ASSET			\$0	(\$51,818)	(\$310,000)	\$310,000
Total - OPERATING STATEMENT			\$0	(\$51,818)	(\$310,000)	\$310,000

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
RATES						
OPERATING EXPENDITURE						
031103	Rates Administration Activity Costs		\$105,488	\$100,732	\$0	\$126,636
031101	Collection Costs		\$4,165	\$18,004	\$0	\$5,000
031100	Valuation Charges		\$15,663	\$1,074	\$0	\$18,200
031102	Search Costs		\$164	\$0	\$0	\$300
Sub Total - GENERAL RATES OP EXP			\$125,480	\$119,810	\$0	\$150,136
OPERATING INCOME						
031001	Rates - GRV		(\$545,845)	\$997	(\$545,845)	\$0
031002	Rates - UV		(\$2,555,332)	\$0	(\$2,555,332)	\$0
031003	Rates - GRV - Minimum		(\$66,024)	\$0	(\$66,024)	\$0
031004	Rates - UV - Minimum		(\$409,728)	\$0	(\$409,728)	\$0
031006	Rates - Ex-Gratia Rates		(\$1,390)	(\$1,390)	(\$1,390)	\$0
031013	Rates Administration Fee		\$0	(\$40)	(\$3,000)	\$0
031005	Rates - Instalment Interest		(\$3,000)	(\$8,105)	(\$3,000)	\$0
031007	Rates - Non Payment Penalty - LG		(\$14,620)	(\$32,906)	(\$17,000)	\$0
031008	Rates - Rate Enquiries		(\$7,700)	(\$10,655)	(\$10,000)	\$0
031009	Rates - ESL Administration Fee		(\$4,000)	(\$4,000)	(\$4,000)	\$0
031010	Rates - Reimbursements		\$0	(\$17,914)	(\$5,000)	\$0
031011	Rates - Penalty Interest - DFES		(\$600)	(\$1,354)	(\$600)	\$0
031012	Rates - Rates Interims		(\$1,000)	(\$3,589,171)	(\$1,000)	\$0
031104	Rates Written Off		\$0	\$0	\$250	\$0
Sub Total - GENERAL RATES OP INC			(\$3,609,239)	(\$3,664,539)	(\$3,621,669)	\$0
Total - GENERAL RATES			(\$3,483,759)	(\$3,544,729)	(\$3,621,669)	\$150,136
OTHER GENERAL PURPOSE FUNDING						
OPERATING EXPENDITURE						
032100	General Purpose Funding - Administration Allocated		\$6,995	\$6,679	\$0	\$8,397
032101	General Purpose Funding - Doubtful Debts Expense		\$0	\$0	\$0	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP			\$6,995	\$6,679	\$0	\$8,397
OPERATING INCOME						
032001	General Purpose Grants Federal Commission (OP)		\$0	(\$42,137)	\$0	\$0
032002	General Purpose Grants Federal - Roads (OP)		\$0	(\$41,525)	\$0	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Account		(\$1,911)	(\$218,771)	(\$2,100)	\$0
032004	Interest on Investments - Reserves Account		(\$2,850)	(\$99,395)	(\$5,000)	\$0
032006	General Purpose Funding - Interest on Investments - Medical Funds		\$0	(\$821)	\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Online		\$0	\$0	\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term Deposit		(\$46)	\$0	(\$50)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC			(\$4,806)	(\$402,650)	(\$7,150)	\$0
Total - OTHER GENERAL PURPOSE FUNDING			\$2,188	(\$395,970)	(\$7,150)	\$8,397
Total - GENERAL PURPOSE FUNDING			(\$3,481,571)	(\$3,940,699)	(\$3,628,819)	\$158,533

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
041100	Members - Sitting Fees.		\$63,600	\$39,624	\$0	\$76,350
041119	Website Expenses		\$23,691	\$25,370	\$0	\$26,530
041101	Members - Training Costs		\$7,452	\$480	\$0	\$10,800
041102	Members - Travelling Costs		\$2,346	\$3,256	\$0	\$3,400
041103	Members - Telecommunications Reimbursements		\$8,270	\$6,126	\$0	\$11,985
041104	Members - Other Expenses		\$4,400	\$2,986	\$0	\$4,400
041105	Members - Conferences/Seminars Costs		\$22,419	\$5,208	\$0	\$23,850
041106	Members - President's Allowance		\$4,934	\$5,140	\$0	\$10,280
041107	Members - Deputy President's Allowance		\$1,259	\$1,285	\$0	\$2,570
041108	Members - Council Chamber Expenses		\$31,941	\$1,732	\$0	\$32,063
041109	Members - Refreshments & Receptions		\$19,942	\$34,042	\$0	\$23,940
041111	Members - Insurance Costs For Members		\$7,326	\$6,402	\$0	\$7,326
041112	Members - Subscriptions		\$8,510	\$9,110	\$0	\$8,510
041113	Members - Election Expenses		\$0	\$16,236	\$0	\$23,000
041114	Members - Donations		\$61,350	\$47,653	\$0	\$61,350
041118	ICT - Councillors		\$15,191	\$13,933	\$0	\$16,341
041120	Warren Blackwood Alliance Expenses		\$12,600	\$8,015	\$0	\$12,600
041150	Members - Admin Allocation		\$56,241	\$53,706	\$0	\$67,516
Sub Total - MEMBERS OF COUNCIL OP/EXP			\$351,471	\$282,303	\$0	\$422,811
OPERATING INCOME						
041001	Members - Reimbursements Income		\$0	(\$752)	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income		\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC			\$0	(\$10,752)	\$0	\$0
Total - MEMBERS OF COUNCIL			\$351,471	\$271,551	\$0	\$422,811
GOVERNANCE						
OPERATING EXPENDITURE						
042100	Other Governance - Admin Allocated		\$84,361	\$80,558	\$0	\$101,274
Sub Total - GOVERNANCE - GENERAL OP/EXP			\$84,361	\$80,558	\$0	\$101,274
OPERATING INCOME						
Sub Total - GOVERNANCE - GENERAL OP/INC			\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL			\$84,361	\$80,558	\$0	\$101,274
Total - GOVERNANCE			\$435,833	\$352,109	\$0	\$524,085

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY						
FIRE PREVENTION						
OPERATING EXPENDITURE						
051109	ESL - Insurances Fire Appliances and Personnel		\$36,920	\$35,115	\$0	\$36,920
051112	Fire Prevention And Support		\$15,769	\$84,600	\$0	\$15,770
051101	Fire Break Inspection Expenses		\$3,540	\$3,017	\$0	\$3,540
051102	Fire Hazard Reductions Expenses		\$8,403	\$5,671	\$0	\$11,056
051104	Minor Fire Plant & Equipment Purchases non ESL		\$458	\$98	\$0	\$550
051105	Fire Plant & Equipment Maintenance - Non ESL		\$417	\$808	\$0	\$500
051106	ESL - Fire Vehicle Maintenance Costs		\$15,000	\$22,400	\$0	\$15,000
051107	ESL - Brigade Utilities, rates and taxes		\$1,200	\$79	\$0	\$1,200
051108	ESL - Other Goods & Services relating to Fires		\$0	\$4,627	\$0	\$7,000
051110	ESL - Fire Plant & Equip over \$1500		\$17,000	\$13,820	\$0	\$17,000
051111	ESL - Minor Fire Plant/Equip Under \$1500		\$15,000	\$7,368	\$0	\$15,000
051114	ESL - Land & Building Maintenance		\$3,582	\$694	\$0	\$3,582
051115	ESL - Clothing and Accessories		\$45,000	\$25,304	\$0	\$45,000
051116	ESL - Plant and Equipment Maintenance		\$12,132	\$8,203	\$0	\$12,760
051117	BFRC - Bushfire Risk Planning		\$22,855	\$20,056	\$0	\$23,214
051118	DFES Fire Defence Grant Expenses		\$12,979	\$0	\$0	\$13,520
051120	Bush Fire - Mitigation Activity Funded		\$0	\$9,785	\$0	\$0
051150	Admin Allocation - Fire Control		\$56,241	\$53,706	\$0	\$67,516
051190	Depreciation - Fire Control		\$670	\$1,549	\$0	\$670
Sub Total - FIRE PREVENTION OP/EXP			\$267,165	\$296,899	\$0	\$289,798
OPERATING INCOME						
050600	ESL & DFES Non Operating Grants		\$0	(\$14,200)	\$0	\$0
051001	Fire Infringements/Fines Income		\$0	\$0	\$0	\$0
051002	Sale Of Fire Maps Income		(\$100)	(\$104)	(\$100)	\$0
051003	LGIS Fire Reimbursement Income		\$0	(\$778)	\$0	\$0
051004	ESL - Funding Operating Grant Income		(\$120,000)	(\$127,227)	(\$120,000)	\$0
051005	Fire Hazard Reduction Income		\$0	(\$645)	\$0	\$0
Sub Total - FIRE PREVENTION OP/INC			(\$120,100)	(\$142,953)	(\$120,100)	\$0
Total - FIRE PREVENTION			\$147,065	\$153,946	(\$120,100)	\$289,798
ANIMAL CONTROL						
OPERATING EXPENDITURE						
052100	Ranger Services Operation Costs		\$1,497	\$1,876	\$0	\$2,431
052005	Trap Hire Refunds		\$50	\$0	\$0	\$50
052101	Ranger Vehicle Operating Expenses		\$417	\$1,330	\$0	\$500
052102	Dog License Discs Costs		\$300	\$190	\$0	\$300
052103	Other Control Expenses		\$1,753	\$103	\$0	\$2,028
052104	Animal Impounding Costs		\$5,000	\$2,005	\$0	\$5,000
052109	Cat License Tags Expense		\$100	\$190	\$0	\$100
052110	Ranger Services Salary Super and Employee Costs		\$73,314	\$38,597	\$0	\$84,262
052111	Ranger Services Provision for Leave Accruals		\$0	\$0	\$0	\$0
052150	Admin Allocation - Animal Control		\$21,133	\$20,174	\$0	\$25,361
052190	Depreciation		\$333	\$7,584	\$0	\$400
Sub Total - ANIMAL CONTROL OP/EXP			\$103,898	\$72,049	\$0	\$120,432
OPERATING INCOME						
052001	Animal Fines & Penalties Income		(\$400)	(\$169)	(\$500)	\$0
052002	Animal Impounding Fees Income		(\$300)	(\$654)	(\$300)	\$0
052003	Dog Registrations Charges		(\$4,539)	(\$7,220)	(\$5,000)	\$0
052008	Cat Sterilisation Program Grant Income		\$0	\$0	\$0	\$0
Sub Total - ANIMAL CONTROL OP/INC			(\$5,239)	(\$8,133)	(\$5,800)	\$0
Total - ANIMAL CONTROL			\$98,659	\$63,916	(\$5,800)	\$120,432

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
OTHER LAW ORDER & PUBLIC SAFETY						
OPERATING EXPENDITURE						
053100	Local Emergency Management Committee Expenses		\$300	\$0	\$0	\$300
053150	Administration Allocated - Emergency Mgt		\$21,126	\$20,174	\$0	\$25,361
053152	Other Costs		\$0	\$0	\$0	\$0
053103	Emergency Management Coordination Expenses		\$0	\$15,322	\$0	\$0
053190	Depreciation		\$22,778	\$43,677	\$0	\$27,345
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP			\$44,204	\$79,444	\$0	\$53,006
OPERATING INCOME						
053002	Non-Operating Grants		\$0	(\$406,500)	\$0	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC			\$0	(\$406,500)	\$0	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY			\$44,204	(\$327,056)	\$0	\$53,006
Total - LAW ORDER & PUBLIC SAFETY			\$289,928	(\$109,194)	(\$125,900)	\$463,236

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
HEALTH FAMILY STOP CENTRE						
OPERATING EXPENDITURE						
071100	B0101	Family Stop Centre - Operation	\$13,294	\$10,848	\$0	\$14,475
071150		Admin Allocated - Family Stop Centre	\$14,132	\$13,495	\$0	\$16,965
071190		Depreciation - Family Stop Centre	\$3,082	\$5,091	\$0	\$3,700
Sub Total - HEALTH FAMILY STOP OP/EXP			\$30,508	\$29,434	\$0	\$35,140
OPERATING INCOME						
Sub Total - HEALTH FAMILY STOP OP/INC			\$0	\$0	\$0	\$0
Total - HEALTH FAMILY STOP			\$30,508	\$29,434	\$0	\$35,140
HEALTH ADMINISTRATION & INSPECTION						
OPERATING EXPENDITURE						
072100		Health Administration Services Expenses	\$54,934	\$27,553	\$0	\$65,523
072101		Other Health Administration Expenses	\$118	\$73	\$0	\$150
072102		Provision for Leave Accruals	\$0	\$0	\$0	\$0
072103		Health Administration Superannuation	\$0	\$0	\$0	\$0
072150		Admin Allocation - Other Health	\$14,137	\$13,495	\$0	\$16,965
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			\$69,188	\$41,120	\$0	\$82,638
OPERATING INCOME						
072001		Food Stall Permit Charges	(\$600)	(\$1,573)	(\$600)	\$0
072002		Temporary Camping Site Permit Charges	(\$500)	(\$1,000)	(\$500)	\$0
072003		Food Business Registration Fee	(\$1,394)	(\$153)	(\$2,000)	\$0
072004		Annual Inspections	\$0	(\$110)	\$0	\$0
072005		Lodging House Registration Fees	\$0	\$0	\$0	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC			(\$2,494)	(\$2,835)	(\$3,100)	\$0
Total - HEALTH ADMIN AND INSPECTION			\$66,695	\$38,285	(\$3,100)	\$82,638

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
OTHER HEALTH - MEDICAL SERVICES						
OPERATING EXPENDITURE						
074100	B0105	Housing General Practitioner - Medical Service	\$11,220	\$13,494	\$0	\$14,478
074102		Boyup Brook Medical Services Building Costs	\$26,267	\$32,792	\$0	\$34,310
074101		Medical Services General Operations	\$1,513	\$40	\$0	\$2,050
074103		Medical Service Employee Costs	\$759,279	\$925,645	\$0	\$967,957
074105		Postage, Printing & Stationery	\$3,766	\$5,345	\$0	\$5,000
074106		Medical Ctr - Telephones	\$5,748	\$6,860	\$0	\$6,900
074107		Medical Ctr - Subscriptions	\$4,816	\$3,765	\$0	\$5,936
074108		Medical Ctr - Insurances	\$29,965	\$425	\$0	\$29,965
074109		Medical Bank Fees	\$562	\$0	\$0	\$675
074110		Medical Ctr - Computer Expenses	\$36,279	\$25,565	\$0	\$39,936
074111		Medical Ctr - Medical Supplies & Equipt	\$18,618	\$18,213	\$0	\$22,350
074112		Medical Ctr - Locum Doctor	\$32,076	\$0	\$0	\$48,600
074113		Medical Ctr - Superannuation	\$68,667	\$98,929	\$0	\$87,485
074114		Medical Ctr - Training	\$5,000	\$3,556	\$0	\$5,000
074115		Medical Ctr - Sundry Expenses	\$8,808	\$6,106	\$0	\$10,650
074116		Medical Service Provision for Leave Accruals	\$0	\$0	\$0	\$31,245
074117		Medical - Fringe Benefit Tax	\$750	\$2,518	\$0	\$1,000
074118		Medical Employee (Packaging) Costs	\$0	\$0	\$0	\$1,200
074120		Medical Ctr - Bank Merchant Fees	\$0	\$533	\$0	\$0
074150		Admin Allocated - Boyup Brook Medical Services	\$63,236	\$60,385	\$0	\$75,913
074191		Depreciation - Medical Centre	\$7,081	\$8,998	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	\$5,664	\$6,425	\$0	\$6,800
Sub Total - PREVENTIVE SRVS - OP/EXP			\$1,089,312	\$1,220,264	\$0	\$1,405,950
OPERATING INCOME						
074001		Surgery Turnover	(\$920,460)	(\$1,185,555)	(\$1,150,000)	\$0
074002		Surgery Rental Income	(\$2,332)	(\$727)	(\$2,800)	\$0
074004		Grants, Reimbursements and Contributions	\$0	\$0	(\$25,000)	\$0
Sub Total - PREVENTIVE SRVS - OP/INC			(\$922,792)	(\$1,187,827)	(\$1,177,800)	\$0
Total - PREVENTIVE SERVICES			\$166,520	\$32,437	(\$1,177,800)	\$1,405,950
PREVENTIVE SERVICE - OTHER						
OPERATING EXPENDITURE						
073100		Analytical Expenses	\$500	\$463	\$0	\$500
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP			\$500	\$463	\$0	\$500
Total - PREVENTIVE SERVICES - OTHER			\$500	\$463	\$0	\$500
OTHER HEALTH						
OPERATING EXPENDITURE						
075100		Ambulance Centre Operation	\$13,533	\$27,523	\$0	\$26,373
075150		Admin Allocated - Other Health	\$14,132	\$13,495	\$0	\$16,965
Sub Total - OTHER HEALTH OP/EXP			\$27,665	\$41,018	\$0	\$43,338
OPERATING INCOME						
Sub Total - OTHER HEALTH OP/INC			\$0	\$0	\$0	\$0
Total - OTHER HEALTH			\$27,665	\$41,018	\$0	\$43,338
Total - HEALTH			\$291,887	\$141,637	(\$1,180,900)	\$1,567,566

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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
OTHER EDUCATION						
OPERATING EXPENDITURE						
081100	Community Resource Centre		\$5,739	\$15,605	\$0	\$7,039
081101	Rylington Park Farm Complex		\$0	\$0	\$0	\$0
081102	Donations - Other Education		\$250	\$250	\$0	\$250
081103	Early Learning Centre - Employee Costs		\$214,567	\$226,552	\$0	\$252,522
081104	Early Learning Centre - Operating Costs		\$48,212	\$14,260	\$0	\$54,086
081106	ECU Joint Research Support		\$0	\$0	\$0	\$0
081150	Admin Allocation - Other Education		\$14,137	\$13,495	\$0	\$16,965
081190	Depreciation - Community Resource Centre		\$4,183	\$8,146	\$0	\$5,020
081191	Depreciation - Rylington Park Farm Complex		\$0	\$0	\$0	\$0
Sub Total - OTHER EDUCATION OP/EXP			\$287,088	\$278,307	\$0	\$335,882
OPERATING INCOME						
081003	Early Learning Centre - Fees & Charges		(\$191,373)	(\$246,778)	(\$210,000)	\$0
081004	Early Learning Centre - Operating Income		\$0	(\$170)	\$0	\$0
081005	Early Learning Centre - Non operating grants		\$0	(\$1,251)	\$0	\$0
Sub Total - OTHER EDUCATION OP/INC			(\$191,373)	(\$248,199)	(\$210,000)	\$0
Total - OTHER EDUCATION			\$95,715	\$30,108	(\$210,000)	\$335,882
AGED & DISABLED						
OPERATING EXPENDITURE						
082100	Support for Seniors Christmas Lunch		\$1,000	\$909	\$0	\$1,000
082101	Aged Needs Strategy Project		\$50,000	\$21,820	\$0	\$50,000
082150	Admin Allocated - Aged & Disabled		\$14,132	\$13,495	\$0	\$16,965
Sub Total - AGED & DISABLED OP/EXP			\$65,132	\$36,224	\$0	\$67,965
OPERATING INCOME						
Sub Total - AGED & DISABLED OP/INC			\$0	\$0	\$0	\$0
Total - AGED & DISABLED			\$65,132	\$36,224	\$0	\$67,965
OTHER WELFARE						
OPERATING EXPENDITURE						
083100	Other Welfare Expenses		\$0	\$0	\$0	\$0
083104	Depreciation		\$42	\$824	\$0	\$50
083150	Admin Allocated - Other Welfare		\$42,267	\$40,347	\$0	\$50,723
Sub Total - OTHER WELFARE OP/EXP			\$42,309	\$41,171	\$0	\$50,773
OPERATING INCOME						
Sub Total - OTHER WELFARE OP/INC			\$0	\$0	\$0	\$0
Total - OTHER WELFARE			\$42,309	\$41,171	\$0	\$50,773
Total - EDUCATION & WELFARE			\$203,156	\$107,503	(\$210,000)	\$454,620

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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
STAFF HOUSING						
OPERATING EXPENDITURE						
091100	Staff Housing		\$0	\$0	\$0	\$0
091130	Interest Paid Loan 115 - Staff House		\$1,388	\$1,388	\$0	\$1,388
091190	Depreciation - Staff Housing		\$4,777	\$7,434	\$0	\$5,735
091150	Staff Housing - Less Amt Allocated to Admin.		\$14,132	\$13,495	\$0	\$16,965
Sub Total - STAFF HOUSING OP/EXP			\$20,297	\$22,317	\$0	\$24,088
Total - STAFF HOUSING			\$20,297	\$22,317	\$0	\$24,088
HOUSING OTHER						
OPERATING EXPENDITURE						
092101	Boyup Brook Citizens Lodge		\$27,288	\$16,517	\$0	\$27,288
092102	Community Housing - Units		\$21,563	\$17,513	\$0	\$23,188
092103	Other		\$4,876	\$4,061	\$0	\$5,199
092105	House - 1 Rogers Ave		\$14,522	\$22,314	\$0	\$16,203
092107	7 Knapp Street - Operating & Mtce Expense		\$8,613	\$6,173	\$0	\$9,469
092108	Property Selling Expenses		\$0	\$9,634	\$0	\$0
092109	Community Housing Maintenance - Grant Funded		\$143,340	\$0	\$0	\$143,340
092150	Admin Allocation - Other Housing		\$14,274	\$13,631	\$0	\$17,136
092191	Depreciation - Other Housing		\$4,640	\$9,453	\$0	\$5,570
092192	Depreciation - House - 1 Rogers Ave		\$3,636	\$7,067	\$0	\$4,365
092190	Depreciation - Boyup Brook Citizens Lodge		\$26,977	\$51,397	\$0	\$32,385
Sub Total - HOUSING OTHER OP/EXP			\$269,729	\$157,760	\$0	\$284,143
HOUSING OPERATING INCOME						
092001	Rent 24A Proctor St		(\$9,083)	(\$10,009)	(\$10,900)	\$0
092002	Rent 24B Proctor St		(\$8,000)	(\$4,226)	(\$9,600)	\$0
092003	Rent 16A Forrest St		(\$7,666)	(\$9,969)	(\$9,200)	\$0
092004	Rent 16B Forrest St		(\$8,666)	(\$11,755)	(\$10,400)	\$0
092005	Rent 1 Rogers St		\$0	\$0	\$0	\$0
092007	Housing Reimbursements		(\$453)	(\$3,983)	(\$500)	\$0
092009	Other Housing: 7 Knapp St		(\$27,499)	(\$31,083)	(\$33,000)	\$0
092011	Community Housing Maintenance Grant		\$0	\$0	(\$143,340)	\$0
Sub Total - HOUSING OTHER OP/INC			(\$61,367)	(\$71,025)	(\$216,940)	\$0
Total - HOUSING OTHER			\$208,362	\$86,736	(\$216,940)	\$284,143
Total - HOUSING			\$228,659	\$109,052	(\$216,940)	\$308,231

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Details By Function Under The Following Program Titles
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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE						
OPERATING EXPENDITURE						
101100			\$46,748	\$45,667	\$0	\$56,100
101101			\$28,232	\$28,732	\$0	\$33,880
101106			\$25,107	\$27,803	\$0	\$29,391
101102	B0400		\$56,708	\$67,205	\$0	\$68,233
101103			\$38,666	\$32,122	\$0	\$48,040
101104			\$11,678	\$9,792	\$0	\$14,521
101107			\$2,660	\$38	\$0	\$2,660
101108			\$1,855	\$2,336	\$0	\$2,453
101119			\$4,823	\$5,832	\$0	\$6,304
101150			\$28,120	\$26,853	\$0	\$33,758
101190			\$18,384	\$22,095	\$0	\$22,070
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP			\$262,981	\$268,475	\$0	\$317,410
SANITATION OPERATING INCOME						
101001			(\$208,500)	(\$210,264)	(\$208,500)	\$0
101002			(\$4,500)	(\$9,229)	(\$4,500)	\$0
101003			(\$350)	(\$13,212)	(\$700)	\$0
101004			(\$3,300)	\$0	(\$5,000)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC			(\$216,650)	(\$232,705)	(\$218,700)	\$0
Total - SANITATION HOUSEHOLD REFUSE			\$46,331	\$35,770	(\$218,700)	\$317,410
EFFLUENT DRAINAGE SYSTEM						
OPERATING EXPENDITURE						
103100			\$200	\$0	\$0	\$200
103101			\$3,460	\$1,055	\$0	\$3,460
Sub Total - SEWERAGE OP/EXP			\$3,660	\$1,055	\$0	\$3,660
OPERATING INCOME						
103002			(\$2,408)	(\$2,124)	(\$2,800)	\$0
Sub Total - SEWERAGE OP/INC			(\$2,408)	(\$2,124)	(\$2,800)	\$0
Total - SEWERAGE			\$1,252	(\$1,069)	(\$2,800)	\$3,660
PROTECTION OF THE ENVIRONMENT						
OPERATING EXPENDITURE						
107100			\$0	\$0	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP			\$0	\$0	\$0	\$0
OPERATING INCOME						
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC			\$0	\$0	\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT			\$0	\$0	\$0	\$0

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Details By Function Under The Following Program Titles
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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
TOWN PLANNING & REGIONAL DEVELOPMENT						
OPERATING EXPENDITURE						
105100	Town Planning Admin & Control		\$64,151	\$27,736	\$0	\$78,954
105101	Admin Allocation - Town Planning		\$28,131	\$26,853	\$0	\$33,758
Sub Total - TOWN PLAN & REG DEV OP/EXP			\$92,282	\$54,589	\$0	\$112,712
OPERATING INCOME						
105001	Planning Application Fees		(\$4,632)	(\$7,840)	(\$6,000)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC			(\$4,632)	(\$7,840)	(\$6,000)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT			\$87,650	\$46,748	(\$6,000)	\$112,712
OTHER COMMUNITY AMENITIES						
OPERATING EXPENDITURE						
106101	Cemetery - Operation		\$30,392	\$28,496	\$0	\$0
106101	B0420 Cemetery - Operation			\$0	\$0	\$36,492
106101	B0421 Niche Wall Plaques Operations		\$2,318	\$0	\$0	\$2,318
106101	G314 Cemetery Grounds		\$9,293	\$0	\$0	\$11,160
106102	Public Toilets - Operation			\$19,569	\$0	\$0
106102	B0450 Toilets - Lions Park Costs		\$3,037	\$0	\$0	\$3,676
106102	B0451 Toilets - Tourist Centre Costs		\$5,915	\$0	\$0	\$6,349
106102	B0452 Toilets - Town Hall (External) Costs		\$8,750	\$0	\$0	\$10,350
106103	Street Furniture		\$430	\$0	\$0	\$430
106150	Admin Allocation - Other Community Amenities		\$14,137	\$13,495	\$0	\$16,965
106151	Admin Allocation - Cemetery		\$1,571	\$1,499	\$0	\$1,885
106191	Depreciation - Public Toilets		\$842	\$155	\$0	\$1,010
106192	Depreciation - Other Community Service's		\$2,529	\$2,353	\$0	\$3,035
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP			\$79,214	\$65,567	\$0	\$93,670
OPERATING INCOME						
106001	Cemetery Burial Fees		(\$1,200)	(\$7,335)	(\$1,200)	\$0
106002	License/Other Fees BB Cemetery		(\$2,000)	(\$2,506)	(\$2,000)	\$0
106003	Cemetery - Reservation Fees		\$0	\$0	\$0	\$0
106004	Niche Wall Fees		(\$600)	(\$1,075)	(\$600)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC			(\$3,800)	(\$10,916)	(\$3,800)	\$0
Total - OTHER COMMUNITY AMENITIES			\$75,414	\$54,651	(\$3,800)	\$93,670
Total - COMMUNITY AMENITIES			\$210,647	\$136,100	(\$231,300)	\$527,452

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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES						
OPERATING EXPENDITURE						
111100	Boyup Brook Hall - Operation		\$35,037	\$36,073	\$0	\$41,971
111102	Halls - Other Public Halls		\$13,589	\$11,805	\$0	\$17,809
111150	Admin Allocation - Public Halls		\$28,131	\$26,853	\$0	\$33,758
111190	Depreciation - Public Halls		\$42,818	\$85,107	\$0	\$51,384
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP			\$119,575	\$159,838	\$0	\$144,922
OPERATING INCOME						
111001	Hall Hire Fees		\$0	(\$200)	\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC			\$0	(\$200)	\$0	\$0
Total - PUBLIC HALL & CIVIC CENTRES			\$119,575	\$159,638	\$0	\$144,922
OTHER RECREATION & SPORT						
OPERATING EXPENDITURE						
113100	Recreation Complex		\$93,530	\$111,151	\$0	\$104,512
113109	Walk Trails		\$6,272	\$3,711	\$0	\$6,272
113110	Townsite Gardens		\$84,354	\$83,605	\$0	\$94,825
113112	Reserves and Parks Operations		\$66,438	\$54,978	\$0	\$85,669
113119	Other Recreation Facilities		\$23,605	\$17,835	\$0	\$30,254
113120	War Memorial		\$4,822	\$7,223	\$0	\$5,872
113150	Admin Allocation - Other Recreation		\$47,694	\$45,527	\$0	\$57,235
113124	Support for UBAS		\$4,466	\$5,275	\$0	\$4,466
113122	Support for ANZAC Day		\$13,460	\$5,827	\$0	\$13,460
113125	Support for Others		\$32,897	\$71,147	\$0	\$40,212
113140	Sundry Plant Items		\$0	\$701	\$0	\$11,000
113190	Depreciation - Other Recreation		\$183,676	\$230,474	\$0	\$220,420
113191	Depreciation - Parks & Gardens		\$41,690	\$64,493	\$0	\$50,030
113192	Depreciation: Plant & Equipment		\$13,741	\$7,002	\$0	\$16,490
Sub Total - OTHER RECREATION & SPORT OP/EXP			\$616,647	\$708,949	\$0	\$740,717
OPERATING INCOME						
113003	Rec Ground Use Hire Fees		(\$3,500)	(\$3,754)	(\$3,500)	\$0
113002	Reimbursements - Other Rec		\$0	(\$2,455)	\$0	\$0
113022	Recreation - Capital Grants & Contributions		\$0	(\$5,715)	(\$95,714)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC			(\$3,500)	(\$15,447)	(\$99,214)	\$0
Total - OTHER RECREATION & SPORT			\$613,147	\$693,502	(\$99,214)	\$740,717

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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
SWIMMING POOL						
OPERATING EXPENDITURE						
112100	Swimming Pool & Gymnasium General Operations		\$98,436	\$54,392	\$0	\$103,866
112101	Swimming Pool Building Costs		\$59,078	\$50,969	\$0	\$66,255
112102	Swimming Pool Employee Costs		\$99,751	\$84,905	\$0	\$105,802
112103	Interest on Loan 114 - upgrade pool bowl		\$2,529	\$2,529	\$0	\$2,529
112104	Swimming Pool Employee Superannuation		\$9,272	\$5,522	\$0	\$9,515
112106	Pool Staff - Fringe Benefits Tax		\$0	\$0	\$0	\$0
112108	Gym Employee Costs		\$2,924	\$1,466	\$0	\$3,000
112109	Interest Paid Gym Lease		\$646	\$776	\$0	\$776
112150	Admin Allocation - Swimming Pool		\$31,118	\$29,715	\$0	\$37,357
112190	Depreciation - Swimming Pool		\$14,777	\$18,991	\$0	\$17,740
112191	Depreciation - Right of Use Asset P&E		\$0	\$5,414	\$0	\$0
Sub Total - SWIMMING POOL OP/EXP			\$318,532	\$254,679	\$0	\$346,840
OPERATING INCOME						
112003	Pool Daily Admission Fees		(\$10,499)	(\$10,666)	(\$10,500)	\$0
112004	Season Tickets Fees		(\$19,300)	(\$18,313)	(\$19,300)	\$0
112005	Pool Hire Fees		(\$200)	(\$3)	(\$200)	\$0
112006	Gym Equipment Hire Fees		(\$10,000)	(\$13,709)	(\$10,000)	\$0
112007	Pool Teaching Programme Fees		(\$3,000)	(\$7,818)	(\$3,000)	\$0
112008	Vacation Swimming Passes		(\$700)	(\$709)	(\$700)	\$0
112009	Capital Grants and Contributions		\$0	\$0	\$0	\$0
Sub Total - SWIMMING POOL OP/INC			(\$43,699)	(\$51,218)	(\$43,700)	\$0
Total - SWIMMING POOL			\$274,833	\$203,461	(\$43,700)	\$346,840
TELEVISION & RADIO REBROADCASTING						
OPERATING EXPENDITURE						
114005	Telecommunications Tower		\$4,706	\$4,451	\$0	\$5,303
Sub Total - TV & RADIO REBROADCASTING OP/EXP			\$4,706	\$4,451	\$0	\$5,303
OPERATING INCOME						
114010	Radio & Mobile Tower Site (Including NBN) Fees or Charges		(\$9,700)	(\$9,991)	(\$9,700)	\$0
Sub Total - TV & RADIO REBROADCASTING OP/INC			(\$9,700)	(\$9,991)	(\$9,700)	\$0
Total - TV & RADIO REBROADCASTING			(\$4,994)	(\$5,540)	(\$9,700)	\$5,303
LIBRARIES						
OPERATING EXPENDITURE						
115100	Library Operations		\$14,943	\$26,107	\$0	\$27,743
115101	State Library Grant Expenditure		\$0	\$5,860	\$0	\$6,000
115150	Admin Allocation - Libraries		\$77,395	\$73,879	\$0	\$92,878
Sub Total - LIBRARIES OP/EXP			\$92,338	\$105,847	\$0	\$126,621
OPERATING INCOME						
115001	State Library Grant Income		(\$6,000)	(\$5,423)	(\$6,000)	\$0
Sub Total - LIBRARIES OP/INC			(\$6,000)	(\$5,423)	(\$6,000)	\$0
Total - LIBRARIES			\$86,338	\$100,424	(\$6,000)	\$126,621

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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
OTHER CULTURE						
OPERATING EXPENDITURE						
116100	Museum		\$8,309	\$11,984	\$0	\$8,775
116101	Craft Hut		\$3,123	\$1,886	\$0	\$3,388
116102	Support for Sandakan (Ceremony)		\$13,171	\$6,799	\$0	\$13,171
116103	Other Culture - Community Expenses		\$0	\$10,309	\$0	\$0
116150	Admin Allocated - Other Culture		\$14,137	\$13,495	\$0	\$16,965
116190	Depreciation - Other Culture		\$9,912	\$22,299	\$0	\$11,895
Sub Total - OTHER CULTURE OP/EXP			\$48,652	\$66,772	\$0	\$54,194
OPERATING INCOME						
116001	Reimbursements - Other Culture		\$0	\$0	\$0	\$0
116002	Other Culture - Operating Grants, Subsidies & Contributions		\$0	(\$4,545)	\$0	\$0
Sub Total - OTHER CULTURE OP/INC			\$0	(\$4,545)	\$0	\$0
Total - OTHER CULTURE			\$48,652	\$62,227	\$0	\$54,194
Total - RECREATION AND CULTURE			\$1,137,552	\$1,213,712	(\$158,614)	\$1,418,597

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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION						
OPERATING EXPENDITURE						
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP			\$0	\$0	\$0	\$0
OPERATING INCOME						
121001		RRG Project Grants	(\$631,700)	(\$380,385)	(\$631,700)	\$0
121002		Grants Direct - State - MRD - (OP)	(\$201,577)	(\$206,109)	(\$201,577)	\$0
121003		Grants - Federal - Roads to Recovery Grant (Cap)	(\$420,714)	(\$14,100)	(\$420,714)	\$0
121004		Capital Grants Other & Road Contributions	\$0	(\$536,672)	(\$636,411)	\$0
121007		Special Bridge Funding	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC			(\$1,253,991)	(\$1,137,266)	(\$1,890,402)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST			(\$1,253,991)	(\$1,137,266)	(\$1,890,402)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
OPERATING EXPENDITURE						
122100	B0695	Depot Building - Building Costs	\$47,682	\$42,932	\$0	\$58,755
122101	OPSDPT	Depot General Operations	\$20,307	\$9,656	\$0	\$23,414
122103		Road Maintenance & Repairs	\$287,731	\$235,967	\$0	\$304,514
122104		Roads Vegetation Clearing Offset Costs	\$1,000	\$0	\$0	\$1,000
122107		Maintenance Grading	\$60,775	\$154,619	\$0	\$117,055
122105		Repairs & Maint - Bridges	\$123,709	\$77,676	\$0	\$181,412
122106		Shire Radio Network Costs	\$3,861	\$256	\$0	\$4,374
122108		Drains & Culverts	\$31,351	\$36,127	\$0	\$55,380
122109		Verge Pruning	\$124,453	\$130,697	\$0	\$130,140
122110		Verge Spraying	\$17,124	\$14,137	\$0	\$19,240
122111		Crossovers Maintenance	\$1,100	\$2,406	\$0	\$1,100
122112		Town Services Drainage	\$2,982	\$6,172	\$0	\$3,440
122113		Town Services - Footpaths	\$6,191	\$1,852	\$0	\$6,880
122114		Town Services Road Repairs	\$18,858	\$18,159	\$0	\$23,350
122115		Town Services - Tree Pruning	\$23,442	\$22,234	\$0	\$23,660
122116		Street Lighting	\$24,026	\$27,777	\$0	\$32,090
122117		Traffic Signs	\$4,195	\$4,945	\$0	\$6,329
122120		Roman Road Data Pickup	\$130,477	\$115,609	\$0	\$130,477
122121		Town Services - Verge Spraying	\$21,509	\$14,453	\$0	\$32,644
122122		Road Sweeping	\$7,063	\$6,793	\$0	\$14,125
122123		Emergency Services	\$16,490	\$21,287	\$0	\$26,900
122125		Bridge Contribution Expenditure	\$0	\$0	\$0	\$0
122126		Streetscaping Expenses	\$12,239	\$179	\$0	\$19,400
122127		Consulting Engineer Expenses	\$26,664	\$0	\$0	\$40,000
122131		Rural Street Addressing	\$508	\$4,063	\$0	\$732
122150		Admin Allocated - Road Maintenance	\$351,848	\$335,865	\$0	\$422,234
122190		Depreciation - Transport Other	\$17,812	\$11,045	\$0	\$21,375
122191		Depreciation - Infrastructure	\$21,620	\$23,905	\$0	\$25,945
122192		Depreciation Roads	\$1,372,874	\$2,148,835	\$0	\$1,647,515
122193		Depreciation - Bridges	\$537,937	\$841,269	\$0	\$645,550
122194		Depreciation - Footpaths	\$14,379	\$12,727	\$0	\$17,255
122195		Depreciation - Drainage	\$226,474	\$145,979	\$0	\$271,780
123119		Minor Assets and Sundry Items	\$18,750	\$1,243	\$0	\$25,000
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			\$3,575,430	\$4,468,863	\$0	\$4,333,065
OPERATING INCOME						
122001		Reimbursements - Roads Mtce	\$0	(\$45)	\$0	\$0
122002		Profit on Disposal of Assets	\$0	\$0	\$0	\$0
122003		Sale of Old Materials and Minor Items	\$0	(\$45)	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC			\$0	(\$89)	\$0	\$0
Total - MTCE STREETS ROADS DEPOTS			\$3,575,430	\$4,468,774	\$0	\$4,333,065

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Details By Function Under The Following Program Titles
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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
TRAFFIC CONTROL						
OPERATING EXPENDITURE						
125150	Administration Allocated - Traffic Control		\$105,526	\$100,732	\$0	\$126,636
Sub Total - TRAFFIC CONTROL OP/EXP			\$105,526	\$100,732	\$0	\$126,636
OPERATING INCOME						
125001	Licensing Service		(\$22,436)	(\$29,497)	(\$28,000)	\$0
125002	Motor Vehicle Plates		(\$846)	(\$609)	(\$1,000)	\$0
125005	Sundry Receipts - Heavy Haulage Permits etc		\$0	(\$3,005)	\$0	\$0
Sub Total - TRAFFIC CONTROL OP/INC			(\$23,283)	(\$33,112)	(\$29,000)	\$0
Total - TRAFFIC CONTROL			\$82,243	\$67,620	(\$29,000)	\$126,636
AERODROMES						
OPERATING EXPENDITURE						
126100	Airstrip		\$2,593	\$6,656	\$0	\$8,584
126190	Depreciation - Airport		\$18,941	\$35,630	\$0	\$22,730
Sub Total - AERODROMES OP/EXP			\$21,534	\$42,287	\$0	\$31,314
OPERATING INCOME						
126003	Non-Operating Grants & Subsidies		\$0	\$0	\$0	\$0
Sub Total - AERODROMES OP/INC			\$0	\$0	\$0	\$0
Total - AERODROMES			\$21,534	\$42,287	\$0	\$31,314
Total - TRANSPORT			\$2,425,216	\$3,441,415	(\$1,919,402)	\$4,491,015

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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
RURAL SERVICES						
OPERATING EXPENDITURE						
131001	Rural Services Expenses		\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/EXP			\$0	\$0	\$0	\$0
OPERATING INCOME						
Sub Total - RURAL SERVICES OP/INC			\$0	\$0	\$0	\$0
Total - RURAL SERVICES			\$0	\$0	\$0	\$0
TOURISM AND AREA PROMOTION						
OPERATING EXPENDITURE						
132110	Tourist Bay		\$1,455	\$703	\$0	\$2,078
132103	Community Development Officer		\$20,464	\$86,331	\$0	\$22,756
132104	Tourist Centre		\$65,625	\$66,118	\$0	\$74,291
132106	Promotion Activities		\$24,120	\$20,190	\$0	\$24,120
132107	OPFMIL Flax Mill Complex General Operations		\$42,046	\$44,600	\$0	\$50,057
132108	B0665 Caravan Park/Flax Mill Complex Building Operation		\$82,385	\$102,750	\$0	\$90,873
132111	Carnaby Beetle Collection		\$100	\$89	\$0	\$100
132114	Community Development Expenses		\$150	\$0	\$0	\$150
132116	CDO Vehicle Op Costs GEN		\$3,960	\$4,471	\$0	\$5,000
132150	Admin Allocated Tourism		\$49,265	\$47,027	\$0	\$59,120
132151	Admin Allocated Caravan Pk		\$14,137	\$13,495	\$0	\$16,965
132190	Depreciation - Tourism/Area Promotion		\$3,575	\$12,142	\$0	\$4,290
132191	Depreciation - Caravan Pk/Flax		\$37,603	\$35,764	\$0	\$45,125
Sub Total - TOURISM & AREA PROMOTION OP/EXP			\$344,884	\$433,679	\$0	\$394,925
OPERATING INCOME						
132002	Caravan Park & Complex Fees & Charges		(\$57,024)	(\$85,614)	(\$60,000)	\$0
132003	Flax Mill Sheds Storage Charges		(\$9,032)	(\$12,838)	(\$12,000)	\$0
132006	Event - Reimbursements		\$0	(\$999)	\$0	\$0
132007	Other Income		(\$1,516)	(\$2,801)	(\$4,000)	\$0
132010	Non-Operating Grants, Subsidies & Contributions		\$0	\$0	\$0	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC			(\$67,573)	(\$102,252)	(\$76,000)	\$0
Total - TOURISM & AREA PROMOTION			\$277,311	\$331,427	(\$76,000)	\$394,925
BUILDING CONTROL						
OPERATING EXPENDITURE						
133100	Building Control		\$18,622	\$11,436	\$0	\$22,347
133101	Building Control - Other Costs		\$33,850	\$3,124	\$0	\$33,850
133102	Building Control Superannuation		\$1,732	\$184	\$0	\$2,078
133103	Building Control - BMO		\$6,759	\$793	\$0	\$7,000
133150	Admin Allocated - Building Control Expenses		\$14,137	\$13,495	\$0	\$16,965
Sub Total - BUILDING CONTROL OP/EXP			\$75,099	\$29,032	\$0	\$82,240
BUILDING CONTROL OP/INC						
133001	Building Licences (UFEE)		(\$9,878)	(\$6,435)	(\$12,000)	\$0
133002	BCITF Levy - Commission		(\$99)	(\$96)	(\$120)	\$0
133003	Builders Services Levy - Commission		(\$161)	(\$157)	(\$195)	\$0
Sub Total - BUILDING CONTROL OP/INC			(\$10,138)	(\$6,688)	(\$12,315)	\$0
Total - BUILDING CONTROL			\$64,961	\$22,344	(\$12,315)	\$82,240

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Details By Function Under The Following Program Titles
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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
SALEYARDS & MARKETS						
OPERATING EXPENDITURE						
134100	Saleyards		\$9,994	\$8,726	\$0	\$11,680
134190	Depreciation - Saleyards & Markets		\$0	\$3,781	\$0	\$113,345
Sub Total - SALEYARDS & MARKETS OP/EXP			\$9,994	\$12,507	\$0	\$125,025
OPERATING INCOME						
134001	Reimbursements - Saleyards		\$0	(\$1,493)	\$0	\$0
Sub Total - SALEYARDS & MARKETING OP/INC			\$0	(\$1,493)	\$0	\$0
Total - SALEYARDS & MARKETS			\$9,994	\$11,014	\$0	\$125,025
OTHER ECONOMIC SERVICES						
OPERATING EXPENDITURE						
135100	Standpipes Expenses		\$21,662	\$43,308	\$0	\$26,214
135102	Economic Development Projects		\$7,500	\$0	\$0	\$7,500
135103	Country Music Festival Expenses		\$15,000	\$8,788	\$0	\$15,000
135105	Abel Street Shop		\$9,607	\$7,300	\$0	\$12,708
135150	Admin Allocated - Other Economic Development		\$14,137	\$13,495	\$0	\$16,965
135190	Depreciation - Develop/Facilities		\$3,221	\$2,533	\$0	\$3,865
Sub Total - OTHER ECONOMIC SERVICES OP/EXP			\$71,127	\$75,424	\$0	\$82,252
OPERATING INCOME						
135001	Standpipe Water		(\$12,816)	(\$39,625)	(\$15,000)	\$0
135005	Abel Street Shop Rental		(\$16,033)	(\$14,464)	(\$19,240)	\$0
135006	Non-Operating Grants & Contributions		\$0	(\$19,459)	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC			(\$28,849)	(\$73,547)	(\$34,240)	\$0
Total - OTHER ECONOMIC SERVICES			\$42,278	\$1,877	(\$34,240)	\$82,252
Total - ECONOMIC SERVICES			\$394,544	\$366,662	(\$122,555)	\$684,442

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Details By Function Under The Following Program Titles
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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
PRIVATE WORKS						
OPERATING EXPENDITURE						
141100	Private Works - Costs		\$8,389	\$621	\$0	\$10,080
Sub Total - PRIVATE WORKS OP/EXP			\$8,389	\$621	\$0	\$10,080
OPERATING INCOME						
141001	Private Works - Recoup Charges		(\$9,319)	(\$564)	(\$10,080)	\$0
Sub Total - PRIVATE WORKS OP/INC			(\$9,319)	(\$564)	(\$10,080)	\$0
Total - PRIVATE WORKS			(\$930)	\$57	(\$10,080)	\$10,080
PUBLIC WORKS OVERHEADS						
OPERATING EXPENDITURE						
143100	Supervision		\$142,980	\$335,822	\$0	\$181,355
143101	Consultant Engineer		\$0	\$0	\$0	\$0
143102	Works Manager Vehicle Op Costs		\$2,187	\$1,254	\$0	\$2,380
143103	FBT Works Staff		\$2,700	\$4,196	\$0	\$3,600
143104	Insurance on Works		\$21,953	\$32,906	\$0	\$21,953
143105	Superannuation of Workmen		\$115,764	\$147,927	\$0	\$140,525
143106	PWOH Leave - Depot		\$175,193	\$206,200	\$0	\$197,467
143107	Protective Clothing		\$8,000	\$8,861	\$0	\$8,000
143108	Uniforms		\$1,211	\$598	\$0	\$1,615
143109	Training & Meeting Expenses		\$44,626	\$17,774	\$0	\$61,190
143110	Occupational Health & Safety		\$41,274	\$42,838	\$0	\$66,744
143111	Other Expenses		\$78	\$342	\$0	\$1,015
143113	Waste Oil Disposal Costs		\$0	\$15	\$0	\$20
143115	Provision for Leave Accruals		\$0	\$0	\$0	\$9,780
143116	Conferences and Training Courses (MOW)		\$2,500	\$301	\$0	\$2,500
143117	Works Manager Housing		\$0	\$0	\$0	\$0
143150	Admin Allocated - Works Overhead		\$28,131	\$26,853	\$0	\$33,758
143180	LESS PWOH ALLOCATED - PROJECTS		(\$586,597)	(\$757,374)	\$0	(\$731,902)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP			\$0	\$68,515	\$0	\$0
OPERATING INCOME						
143001	Workers Compensation Reimbursements		(\$600)	(\$23,712)	(\$600)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC			(\$600)	(\$23,712)	(\$600)	\$0
Total - PUBLIC WORKS OVERHEADS			(\$600)	\$44,802	(\$600)	\$0

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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
PLANT OPERATIONS COSTS						
OPERATING EXPENDITURE						
144100	Repair Wages		\$41,346	\$58,927	\$0	\$54,546
144101	Fuel & Oil		\$211,338	\$202,534	\$0	\$265,000
144102	Tyres & Tubes		\$12,431	\$17,729	\$0	\$16,500
144103	Parts and Repairs		\$109,838	\$91,966	\$0	\$147,890
144104	Licenses		\$1,275	\$651	\$0	\$8,500
144105	Insurance		\$50,589	\$41,450	\$0	\$50,589
144106	Blades & Points		\$11,700	\$7,700	\$0	\$13,000
144107	Expendable Tools		\$10,083	\$11,373	\$0	\$12,100
144108	Freight Costs		\$0	\$0	\$0	\$0
144110	Superannuation - Mechanic		\$0	\$9,162	\$0	\$0
144150	Admin Allocated POC		\$8,425	\$8,042	\$0	\$10,110
144190	Depreciation - Plant		\$192,555	\$257,421	\$0	\$231,075
144180	LESS POC ALLOCATED - PROJECTS		(\$649,579)	(\$816,723)	\$0	(\$809,310)
Sub Total - PLANT OPERATIONS COSTS OP/EXP			\$0	(\$109,768)	\$0	\$0
OPERATING INCOME						
144001	Diesel Rebate		(\$23,471)	(\$52,772)	(\$35,000)	\$0
144002	Reimbursements - Operating		\$0	\$0	\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC			(\$23,471)	(\$52,772)	(\$35,000)	\$0
Total - PLANT OPERATIONS COSTS			(\$23,471)	(\$162,540)	(\$35,000)	\$0
SALARIES AND WAGES						
OPERATING EXPENDITURE						
145100	Gross Total Salaries and Wages		\$3,346,944	\$3,821,412	\$0	\$4,016,494
145130	LESS SALS/WAGES ALLOCATED		(\$3,346,944)	(\$3,794,902)	\$0	(\$4,016,494)
145101	Workers Compensation Expenses		\$0	\$15,949	\$0	\$0
Sub Total - SALARIES AND WAGES OP/EXP			\$0	\$42,459	\$0	\$0
OPERATING INCOME						
145001	Reimbursements - Administration		\$0	\$0	\$0	\$0
Sub Total - SALARIES AND WAGES OP/INC			\$0	\$0	\$0	\$0
Total - SALARIES AND WAGES			\$0	\$42,459	\$0	\$0

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Details By Function Under The Following Program Titles
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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
ADMINISTRATION						
OPERATING EXPENDITURE						
146100	Advertising		\$8,450	\$7,106	\$0	\$11,900
146101	Audit Fees		\$50,000	\$44,373	\$0	\$50,000
146102	Bank Fees		\$12,389	\$34,221	\$0	\$13,500
146103	Administration Building Costs		\$50,085	\$51,711	\$0	\$69,464
146105	Administration Staff Employee Costs		\$654,124	\$681,434	\$0	\$867,667
146106	Consultants		\$135,316	\$142,357	\$0	\$182,000
146108	Insurance		\$16,598	\$16,209	\$0	\$16,598
146109	Legal Expenses		\$19,491	\$9,572	\$0	\$30,000
146110	IT System Operation & maintenance		\$133,415	\$184,570	\$0	\$154,680
146111	Office Equipment Maintenance		\$5,000	\$0	\$0	\$5,000
146112	Administration - Postage & Freight		\$3,861	\$4,215	\$0	\$5,500
146113	Printing and Stationery		\$11,723	\$10,330	\$0	\$12,700
146114	Administration Vehicle Costs		\$800	\$0	\$0	\$800
146115	Administration - Fringe Benefits Tax		\$7,200	\$14,267	\$0	\$9,600
146117	Employers Indemnity Insurance		\$39,065	\$40,403	\$0	\$39,065
146118	Subscriptions		\$10,319	\$11,489	\$0	\$10,319
146119	Administration Staff Housing		\$16,194	\$18,401	\$0	\$19,964
146120	Uniform Allowance		\$1,980	\$1,582	\$0	\$3,000
146121	Telephones		\$6,666	\$4,658	\$0	\$8,000
146122	Minor Furniture & Equip Under \$2000		\$15,000	\$5,749	\$0	\$15,000
146123	Conferences/Training/Professional Development		\$11,258	\$10,717	\$0	\$17,500
146124	Superannuation		\$75,309	\$85,362	\$0	\$89,590
146125	Admin Provision for Leave Accruals		\$0	\$0	\$0	\$0
146126	Employee (Packaging) Costs		\$725	\$0	\$0	\$725
146128	Administration - OSH		\$48,489	\$2,853	\$0	\$59,030
146130	Administration - Bank Merchant Fees		\$0	\$4,282	\$0	\$0
146190	Depreciation - Administration		\$18,341	\$15,933	\$0	\$22,010
146300	Rounding Account			\$0	\$0	\$0
146150	Less Administration Costs Alloc		(\$1,351,799)	(\$1,363,087)	\$0	(\$1,713,612)
Sub Total - ADMINISTRATION OP/EXP			\$0	\$38,709	\$0	\$0
OPERATING INCOME - ADMINISTRATION						
146001	Reimbursements - Administration		(\$300)	(\$18,493)	(\$300)	\$0
Sub Total - ADMINISTRATION OP/INC			(\$300)	(\$18,493)	(\$300)	\$0
Total - ADMINISTRATION			(\$300)	\$20,216	(\$300)	\$0
UNCLASSIFIED						
OPERATING EXPENDITURE						
149001	Rylington Park Operational Expenses		\$688,200	\$688,820	\$0	\$804,236
149002	Rylington Park Asset Depreciation		\$14,045	\$44,500	\$0	\$16,855
Sub Total - UNCLASSIFIED OP/EXP			\$702,245	\$733,319	\$0	\$821,091
OPERATING INCOME						
147100	Revaluation Profit on Local Govt House Unit Trust		\$0	\$0		
149101	Rylington Park Income		(\$614,480)	(\$710,207)	(\$719,229)	\$0
149104	Rylington Park Operating Grant Income		\$0	\$0	\$0	\$0
Sub Total - UNCLASSIFIED OP/INC			(\$614,480)	(\$710,207)	(\$719,229)	\$0
Total - UNCLASSIFIED			\$87,765	\$23,112	(\$719,229)	\$821,091
Total - OTHER PROPERTY AND SERVICES			\$62,464	(\$31,893)	(\$765,209)	\$831,171

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Details By Function Under The Following Program Titles
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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
TRANSFERS TO/FROM RESERVES						
EXPENDITURE						
300101	Transfer to Reserves		\$4,167	\$99,395	\$0	\$270,000
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS			\$4,167	\$99,395	\$0	\$270,000
INCOME						
300102	Transfer from Reserves		\$0	\$0	(\$138,000)	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS			\$0	\$0	(\$138,000)	\$0
Total - FUND TRANSFER			\$4,167	\$99,395	(\$138,000)	\$270,000
000000	(Surplus) / Deficit - Carried Forward		(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
Sub Total - SURPLUS C/FWD			(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
Total - SURPLUS			(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
NEW LONG TERM LOANS						
INCOME						
132300	New Loan - Caravan Park Ablutions		(\$250,000)	\$0	(\$250,000)	\$0
Sub Total - LONG TERM LOANS			(\$250,000)	\$0	(\$250,000)	\$0
Total - DEFERRED ASSETS			(\$250,000)	\$0	(\$250,000)	\$0
LOANS & FINANCE LEASES - PRINCIPAL REPAYMENTS						
CAPITAL EXPENDITURE						
146800	Principal Repayment on Loans		\$22,660	\$22,660	\$0	\$22,660
146801	Principal Repayments - Finance Leases		\$16,500	\$19,800	\$0	\$19,800
Sub Total - LOAN REPAYMENTS			\$39,160	\$42,460	\$0	\$42,460
CAPITAL INCOME						
Sub Total - LOANS RAISED			\$0	\$0	\$0	\$0
Total - NON CURRENT LIABILITIES			\$39,160	\$42,460	\$0	\$42,460
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
000000	Depreciation Written Back		(\$2,894,592)	(\$4,211,425)	\$0	(\$3,586,909)
000000	Realisation Value of Assets Sold Written Back		(\$305,000)	\$0	\$0	(\$310,000)
000000	Profit/Loss on Sale of Asset Written Back		\$0	\$0	\$0	\$0
	Movement in Accrued Interest on Loans		\$0	\$0	\$0	\$0
	Movement in Accrued Interest on investments		\$0	\$0	\$0	\$0
	Movement in Stock On Hand		\$0	\$0	\$0	\$0
	Movement in Accrued Expenses		\$0	\$0	\$0	\$0
	Movement in Accrued Wages		\$0	\$0	\$0	\$0
	Movement in Employee Benefits (Current)		\$0	\$0	\$0	\$0
000000	Long Service Leave - Non Cash		\$0	\$0	\$0	(\$44,635)
000000	Deferred Pensioner Rates		\$0	\$0	\$0	\$0
Sub Total - OPERATING ACTIVITIES EXCLUDED			(\$3,199,592)	(\$4,211,425)	\$0	(\$3,941,544)
Total - OPERATING ACTIVITIES EXCLUDED			(\$3,199,592)	(\$4,211,425)	\$0	(\$3,941,544)

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G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
FURNITURE & EQUIPMENT						
HEALTH						
CAPITAL EXPENDITURE						
074600	Surgery Equipment - Capital - (F&E)		\$25,000	\$0	\$0	\$25,000
Sub Total - CAPITAL WORKS			\$25,000	\$0	\$0	\$25,000
Total - HEALTH			\$25,000	\$0	\$0	\$25,000
FURNITURE AND EQUIPMENT						
OTHER PROPERTY & SERVICES						
CAPITAL EXPENDITURE						
146600	Administration Building - Furniture & Equipment Renewals		\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0	\$0	\$0
Total - OTHER PROPERTY			\$0	\$0	\$0	\$0
Total - FURNITURE AND EQUIPMENT			\$25,000	\$0	\$0	\$25,000
LAND AND BUILDINGS						
LAW ORDER AND PUBLIC SAFETY						
EXPENDITURE						
053401	Other Law - Evacuation Centre Building Capital Expenditure		\$0	\$1,200	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$1,200	\$0	\$0
TOTAL - LAW ORDER AND PUBLIC SAFETY			\$0	\$1,200	\$0	\$0

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

O/H

0.88

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
LAND AND BUILDINGS						
HEALTH						
CAPITAL EXPENDITURE						
074400	Medical Centre Building Capital		\$75,000	\$12,727	\$0	\$75,000
Sub Total - CAPITAL WORKS			\$75,000	\$12,727	\$0	\$75,000
TOTAL - HEALTH			\$75,000	\$12,727	\$0	\$75,000
LAND AND BUILDINGS						
EDUCATION & WELFARE						
EXPENDITURE						
081400	Land & Buildings - CRC Capital Renewal		\$40,000	\$0	\$0	\$40,000
081401	Buildings - Early Learning Centre Capital		\$23,000	\$0	\$0	\$23,000
083400	BC300 Other Welfare Building Capital - COMHAT		\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS			\$63,000	\$0	\$0	\$63,000
TOTAL - EDUCATION & WELFARE			\$63,000	\$0	\$0	\$63,000
LAND AND BUILDINGS						
HOUSING						
CAPITAL EXPENDITURE						
091400	CEO Residence Building Capital Expenditure		\$30,000	\$403	\$0	\$30,000
091401	CEO Residence - External Capital Works		\$0	\$17,045	\$0	\$0
Sub Total - CAPITAL WORKS			\$30,000	\$17,447	\$0	\$30,000
Total - HOUSING			\$30,000	\$17,447	\$0	\$30,000
LAND AND BUILDINGS						
RECREATION AND CULTURE						
CAPITAL EXPENDITURE						
111400	Other Halls - Land & Buildings (L&B)					
111400	LRC018 Mayanup Hall Building Refurbishment		\$5,001	\$3,839	\$0	\$9,741
111400	LRC019 Tonebridge Hall Refurbishment		\$13,673	\$9,064	\$0	\$13,673
111400	LRC022 Dinninup Hall Refurbishment		\$10,126	\$4,780	\$0	\$35,126
111400	LRC021 Wilga Hall Refurbishment		\$1,818	\$0	\$0	\$1,818
111400	LRC023 Kulikup Hall Refurbishment		\$9,797	\$1,964	\$0	\$11,797
111400	LRC027 McAlinden Hall Refurbishment		\$6,400	\$4,310	\$0	\$12,436
111403	Town Hall - Building Upgrades & Refurbishments					
111403	LRC017 Town Hall Building Refurbishment		\$217,377	\$353,244	\$0	\$217,377
112504	LRCI - Swimming Pool Building					
112504	LRC006 LRCI 2/3 - Swimming Pool Building - Upgrade Entrance		\$0	\$0	\$0	\$11,187
Sub Total - CAPITAL WORKS			\$264,191	\$377,200	\$0	\$313,155
Total - RECREATION AND CULTURE			\$264,191	\$377,200	\$0	\$313,155

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

O/H

0.88

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
LAND AND BUILDINGS						
ECONOMIC SERVICES						
CAPITAL EXPENDITURE						
132400	Tourist Centre - Building Capital Expenditure		\$89,999	\$107,572	\$0	\$90,000
132405	Flaxmill Caravan Park Ablution Block		\$0	\$2,172	\$0	\$250,000
132408	Flax Mill Cottage & Camp Kitchen		\$0	\$0	\$0	\$0
132411	LRC004 Local Roads & Community Building Projects - FlaxMill		\$0	\$0	\$0	\$0
135401	Capital - 80 Abel Street Shops		\$15,000	\$0	\$0	\$15,000
Sub Total - CAPITAL WORKS			\$104,999	\$109,744	\$0	\$355,000
Total - ECONOMIC SERVICES			\$104,999	\$109,744	\$0	\$355,000
LAND AND BUILDINGS						
OTHER PROPERTY AND SERVICES						
CAPITAL EXPENDITURE						
149503	Rylington Park House Capital		\$53,000	\$41,944	\$0	\$53,000
Sub Total - CAPITAL WORKS			\$53,000	\$41,944	\$0	\$53,000
Total - OTHER PROPERTY AND SERVICES			\$53,000	\$41,944	\$0	\$53,000
Total - LAND AND BUILDINGS			\$590,190	\$560,263	\$0	\$889,155

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

O/H

0.88

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
PLANT AND EQUIPMENT						
LAW ORDER & PUBLIC SAFETY						
CAPITAL EXPENDITURE						
051600	ESL Plant & Equipment		\$21,660	\$0	\$0	\$21,660
Sub Total - CAPITAL WORKS			\$21,660	\$0	\$0	\$21,660
Total - LAW ORDER & PUBLIC SAFETY			\$21,660	\$0	\$0	\$21,660
Total - RECREATION AND CULTURE			\$0	\$0	\$0	\$0
PLANT AND EQUIPMENT						
TRANSPORT						
CAPITAL EXPENDITURE						
123603	DWS - Fleet Vehicles		\$0	\$0	\$0	\$0
123609	Light Plant (eg Portable Traffic Lights) - Plant & Equip		\$22,000	\$12,322	\$0	\$22,000
123610	Heavy Plant (Graders etc) Purchases		\$738,000	\$369,886	\$0	\$738,000
123619	Miscellaneous Small Plant		\$0	\$9,015	\$0	\$0
Sub Total - CAPITAL WORKS			\$760,000	\$391,223	\$0	\$760,000
Total - TRANSPORT			\$760,000	\$391,223	\$0	\$760,000
PLANT AND EQUIPMENT						
OTHER PROPERTY & SERVICES						
CAPITAL EXPENDITURE						
146500	Pool Vehicle		\$110,000	\$58,375	\$0	\$110,000
Sub Total - CAPITAL WORKS			\$110,000	\$58,375	\$0	\$110,000
Total - OTHER PROPERTY & SERVICES			\$110,000	\$58,375	\$0	\$110,000
Total - PLANT AND EQUIPMENT			\$891,660	\$449,599	\$0	\$891,660

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

O/H

0.88

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL						
ROAD CONSTRUCTION						
121403	x		ROADS TO RECOVERY PROJECTS			
121403	RTR007		\$0	\$0	\$0	\$0
121403	RTR008		\$0	\$0	\$0	\$0
121403	RTR037		\$357,116	\$103,701	\$0	\$357,116
121403	RTR038		\$216,443	\$204,760	\$0	\$216,445
121404	xx		REGIONAL ROAD GROUP			
121404	RRG148		\$377,733	\$263,750	\$0	\$377,283
121404	RGA148		\$0	\$0	\$0	\$0
121404	RRG210		\$589,116	\$432,940	\$0	\$589,118
121404	RRG004		\$0	\$460,950	\$0	\$0
121404	RGA004		\$0	\$0	\$0	\$0
121400			MUNICIPAL ROAD PROJECTS			
121400	MU501		\$0	\$382	\$0	\$20,000
121401			\$54,000	\$0	\$0	\$54,000
121410			\$261,175	\$355,858	\$0	\$337,000
121450	MR0741		\$0	\$0	\$0	\$0
121451			\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS			\$1,855,583	\$1,822,341	\$0	\$1,950,962
Total - ROADS			\$1,855,583	\$1,822,341	\$0	\$1,950,962
Total - INFRASTRUCTURE ASSETS ROADS			\$1,855,583	\$1,822,341	\$0	\$1,950,962

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
FOOTPATHS						
121700	FP111	Footpath Construction	\$75,075	\$243	\$0	\$75,075
Sub Total - CAPITAL WORKS			\$75,075	\$243	\$0	\$75,075
Total - TRANSPORT - FOOTPATHS			\$75,075	\$243	\$0	\$75,075
Total - FOOTPATH ASSETS			\$75,075	\$243	\$0	\$75,075
AIRPORT						
126400		Aerodrome Infrastructure	\$0	\$0	\$0	\$53,056
Sub Total - CAPITAL WORKS			\$0	\$0	\$0	\$53,056
Total - TRANSPORT - AERODROMES			\$0	\$0	\$0	\$53,056
Total - AERODROME ASSETS			\$0	\$0	\$0	\$53,056
DRAINAGE						
111800		Drainage - Town Hall				
111800	LRC024	Drainage Works - Town Hall Surrounds	\$58,866	\$70,798	\$0	\$58,866
121411		Drainage Projects - Municipal Funded				
121411	DC163	Spencer Road Culvert	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS			\$58,866	\$71,713	\$0	\$58,866
Total - TRANSPORT - DRAINAGE			\$58,866	\$71,713	\$0	\$58,866
Total - DRAINAGE ASSETS			\$58,866	\$71,713	\$0	\$58,866
PARKS & GARDENS INFRASTRUCTURE						
113909		Parks & Gardens Infrastructure				
113909	LRC026	Sandakan Playground Upgrade	\$200,000	\$0	\$0	\$200,000
Sub Total - CAPITAL WORKS			\$200,000	\$0	\$0	\$200,000
Total - OTHER SPORT & RECREATION - PARKS & OVALS			\$200,000	\$0	\$0	\$200,000
Total - PARKS & OVALS ASSETS			\$200,000	\$0	\$0	\$200,000

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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0.88

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Conc	YTD COMPARATIVES 31 MAY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
RECREATION INFRASTRUCTURE						
112503	LRC010	LRCI 2 Swimming Pool Capital Upgrades	\$0	\$0	\$0	\$0
113906		Recreation Infrastructure - Capital Renewals - Oval Reticulation	\$150,000	\$133,137	\$0	\$150,000
Sub Total - CAPITAL WORKS			\$150,000	\$133,137	\$0	\$150,000
Total - RECREATION INFRASTRUCTURE			\$150,000	\$133,137	\$0	\$150,000
Total - INFRASTRUCTURE ASSETS - RECREATION			\$150,000	\$133,137	\$0	\$150,000
INFRASTRUCTURE OTHER						
COMMUNITY AMENITIES						
101400		Landfill/Transfer Station Development (Other Infra)	\$0	\$30,256	\$0	\$35,000
107900		Cemetery Other Infrastructure	\$0	\$5,050	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$35,306	\$0	\$35,000
Total - COMMUNITY AMENITIES			\$0	\$35,306	\$0	\$35,000
INFRASTRUCTURE OTHER						
RECREATION & CULTURE						
111900		Other Infrastructure - Town Hall				
111900	LRC025	Town Hall Car Park & Landscaping	\$214,313	\$0	\$0	\$214,313
Sub Total - CAPITAL WORKS			\$214,313	\$0	\$0	\$214,313
Total - RECREATION & CULTURE			\$214,313	\$0	\$0	\$214,313
INFRASTRUCTURE OTHER						
ECONOMIC SERVICES						
132403		Caravan Park Lighting Upgrade (Other Inf)	\$0	\$0	\$0	\$0
132412		Caravan Park Additional Bays Development	\$0	\$0	\$0	\$0
132901		Flaxmill Fence & Water Supply Upgrade	\$5,000	\$0	\$0	\$5,000
135402		Standpipe Capital Expenditure	\$40,000	\$18,811	\$0	\$40,000
135403		Access Path to Blackwood River	\$50,000	\$4,520	\$0	\$50,000
Sub Total - CAPITAL WORKS			\$95,000	\$23,331	\$0	\$95,000
Total - ECONOMIC SERVICES			\$95,000	\$23,331	\$0	\$95,000
Total - INFRASTRUCTURE ASSETS - OTHER			\$309,313	\$58,637	\$0	\$344,313
GRAND TOTALS			(\$542,576)	(\$3,054,148)	(\$12,747,951)	\$12,747,951

Mayanup Horse and Pony Club Inc

ABN: 23 962 949 539 Incorporation : A1000612L

The Secretary/Treasurer, Mrs Veronica Nix,

RMB 133, Boyup Brook, WA 6244

vnix@inet.net.au Ph:0409684083

29 May 2024

**The CEO : Mr Leonard Long
Shire Of Boyup Brook
PO Box 2
BOYUP BROOK WA 6244**

Dear Mr Long

Mayanup Horse and Pony Club seek an extension to the time line for their 2023 community grant- Transportable Storage Facility.

We were well prepared and had done significant due diligence prior to putting in our grant application, however encountered a number of 'bumps' in our journey. Whilst we are nearly at the end, we may require a few extra months to complete the project.

The time line so far is as follows, please note these are milestones, not all correspondence is included.

17/10/2023- Grant funds deposited in MHPC bank account.

The search for a suitable Storage facility began with best value for money.

13/12/2023 Email to CEO requesting permission to land 40ft sea container prior to planning approval.

14/12/2023 Email to shire requesting sea container tie down restrain requirements, cc in building surveyor and planner.

25/1/2024 Follow up email as no response from above

29/1/2024 Response from Planner requesting reply from Building Surveyor.

29/1/2024 Response from Building surveyor indicating requirements are BA2, site plan, elevation plan and structural engineers certificate for tie down.(engineers certificate had previously NOT been mentioned to us when we were conducting due diligence)

15/2/2024 Request for quote from Engineer

27/2/2024 Follow up to engineer as no response.

8/3/2024 Additional information emailed to engineer

14/3/2024 Follow up to engineer

14/3/2024 Application for Development Approval lodged with the shire on advice from independent retired Draftsperson.

28/3/2024 Engineers certificate received

3/4/2024 Purchase and location of 40ft sea container on Mayanup Reserve.

11/4/2024 Letter from the shire indicating Application for Development Approval was successful with conditions.

6/5/2024 BA2 and associated paperwork lodged with the shire as per building surveyors email.

9/5/2024 BA1 and associated paperwork lodged with shire as per new instructions.

29/5/2024 Email from Nicki (shire of BB) requesting project update and notification that if extension required, request needs to be made by 31/5/2024.

MHPC had a sea container ready to purchase and move in December 2023, however were in the catch 22 situation that we did not have planning approval yet to locate it. We were also unaware at this point that we would require a engineers certificate that could cost between \$500-\$1500 and resulting tie down mechanisms which could cost up to \$3000. Unfortunately we were unable complete the purchase due to the uncertainty of the new costs flagging up in the project.

Our Engineers certificate indicated that if the Sea Container was to only be used for storage then no tie down is required. This information was lodged with the BA1 on the 9/5/2024. We have not been notified of an outcome of our application as of today. We understand that as the application is on public land, we may be required to install tie-downs anyway.

As we have not yet received an outcome to our building application, we are unsure as to the next steps of our project and the time it will take or the costs involved.

We are poised to complete our project pending information from the Shire of Boyup Brook.

Yours Sincerely

Veronica Nix
Secretary/ Treasurer
Mayanup Horse and Pony Club Inc



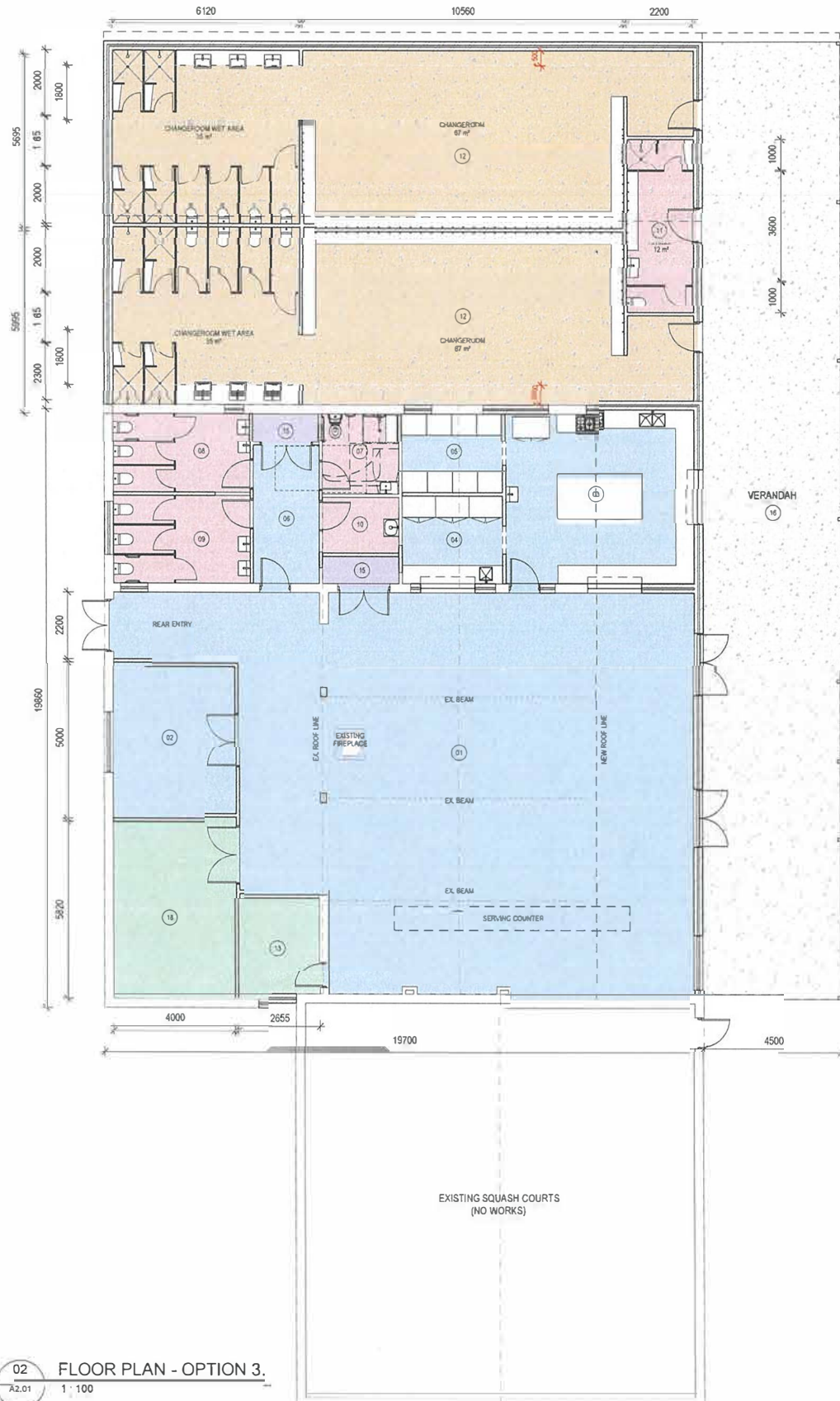
David 7.6.2024
BBSRA PRESIDENT

DEMOLITION LEGEND.

- EXISTING
- TO BE DEMOLISHED



01 EXISTING FLOOR PLAN.
A2.01 1:100

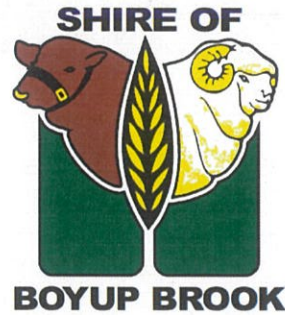


02 FLOOR PLAN - OPTION 3.
A2.01 1:100

CHANGEROOM FLOOR AREA COMPARISON.				
	CHANGE ROOM	WET AREA	LOCKERS ROOM	TOTAL
OPTION 01	35m ²	43m ²	10m ²	105m ²
OPTION 02A	30m ²	31m ²	15m ²	125m ²
OPTION 02B	27m ²	30m ²	12m ²	119m ²
OPTION 03C	55m ²	35m ²	12m ²	102m ²
AFL FACILITY GUIDELINES LOCAL PLAYING LEVEL AREA RECOMMENDED FLOOR AREAS	45-55m ²	25m ²	12m ²	82-82m ²

ROOM LEGEND - OPTION 3B.

- 01 FUNCTION ROOM 187m²
- 02 MEETING ROOM 20m²
- 03 KITCHEN 30m²
- 04 SERVERY 10m²
- 05 DRY STORE 9m²
- 06 AIRLOCK 12m²
- 07 LIFT 7m²
- 08 MALE 12m²
- 09 FEMALE 13m²
- 10 CLEANER 5m²
- 11 UMPIRE 12m²
- 12 CHANGEROOM 101m²
- 13 STORE 1 5m²
- 14 STORE 2 23m²
- 15 SERVICES 8m²
- 16 VERANDAH 137m²
- TOTAL FECA 574m²



Shire of Boyup Brook

Community Grant Application For Financial Year 2024/2025

Organisation Name	West Boyup Brook BFB
Project Name	BFB Communication Upgrade
Grant Request Amount	\$2080.20

Applications close 4:00pm Friday 26 April 2024.

This Application Form should be read in conjunction with Council's Policy F.02 Guidelines for Community Grants which includes information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.boyupbrook.wa.gov.au>

All new applicants are strongly encouraged to contact the Community Development Officer on 9765 1200 or email shire@boyupbrook.wa.gov.au to discuss your application prior to completing this form.



Shire of Boyup Brook 2024/2025 Community Grant Application Form

Applicant Details			
Name of applicant organisation		West Boyup Brook Bushfire Brigade	
Name of President or Chairperson		Brian Cailes	
Name of main contact person		Donna Forsyth	
Position of main contact person		Secretary/Treasurer	
Telephone	0439371910	Email	westboyupbfb@gmail.com
Postal Address	PO Box 19, Boyup Brook WA		
Status of the Organisation			
<input type="checkbox"/> Incorporated Association (include Certification of Incorporation)			
<input type="checkbox"/> Cooperative			
<input checked="" type="checkbox"/> Established Community Group Shire of Boyup Brook - Bush Fire Brigades			
<input type="checkbox"/> Other (provide details)			
Is the organisation registered for GST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Does the organisation have an ABN?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number 95 583 688 034
Does the organisation have Public Liability Insurance?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy provided
Has the organisation previously received Community Funding from the Shire?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If funding has been received previously, did you acquit the grant?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of project (name, year, amount)		BFB Communication Upgrade 2024 - \$2080.20	
Grant Request Information			
Community Grants are a once off contribution for projects occurring within the financial year and are for requests not exceeding \$5,000. Community Grant Applications will be assessed by Council with preference given to applications that leverage funds from additional organisations and provide a larger percentage of cash contribution.			
Community grant request		\$2080.20	
Amount contributed by the organisation		\$0	
Project / Activity / Event Information			
Project name		BFB Communication Upgrade 2024	
Project description - clearly explain what you want the funding for (min 100 words max 250 words). SEE A.1.			
Proposed commencement date		September 2024	
Proposed completion date		October 2024	



Shire of Boyup Brook 2024/2025 Community Grant Application Form

Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).

SEE A.2.

Explain how your project is aligned to the strategic objectives of the Shire of Boyup Brook (see Annual Report and Strategic Community Plan on the website or contact the Shire office for more details). Provide a comprehensive explanation as to why Council should fund your proposal including which objectives your project is aligned to and why (min 150 words max 500 words).

SEE A.3.

Who is your target audience/participants? eg youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc (min 100 words max 250 words).

SEE A.4.

Are you working with any other community groups to achieve your project? If yes, please provide details of each group and how they are supporting the project.

No

What will the funding be specifically used for?

SEE A.5.

Project Budget

Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required. If applicable, please include in your attachment's confirmation from other funding sources, copies of quotes and in-kind breakdown.

Income Table

Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution		Response Vehicle		Yes
Shire of Boyup Brook	2080.20		2080.20	
Other sources of funding				
Volunteer hours	@\$30 p/hr =			
Total Income			2080.20	

Expenditure Table

Expenditure Details	Funding Organisation	Amount
<i>ie Catering</i>	<i>Shire of Boyup Brook</i>	\$200.00
Tait TM9355 Remote Head Radio	DJ Communications	1375.00
VHF Aerial	DJ Communications	100.00
Mount	DJ Communications	24.09
Labour & Mileage	DJ Communications	392.00
Total Expenditure		1891.09 (ex GST)

Applicant Checklist

Prior to submitting your application, please consult the checklist below and tick boxes to show that all requested information has been included:

- If your organisation is incorporated, please provide your Certificate of Incorporation
- Copy of Insurance Certificate of Currency
- Recent financial statement (audited where applicable)
- Confirmation that the application has been supported by resolution of the organisation
- List of Management Committee and Executive Officers names and positions
- Letter(s) of support from other community groups
- Quotes attached
- In-kind breakdown attached
- Confirmation from other funding source/s attached
- All relevant parties have endorsed and signed the application
- All questions have been answered and relevant information attached

Application Authorisation

Only the Chairperson or President of the Organisation should sign this application form.

I certify that I am authorised to make this application on behalf of the organisation, that all the information provided is true and correct and I give permission for the Shire of Boyup Brook to contact any persons or organisations regarding this application. I agree to abide by the Shire of Boyup Brook Code of Conduct.

Name	Donna Forsyth		
Position	Secretary/Treasurer		
Signed	DL Forsyth	Date	26/04/2024

Submit this completed form and associated supporting documents by 4:00pm Friday 26 April 2024.

Attention: Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244

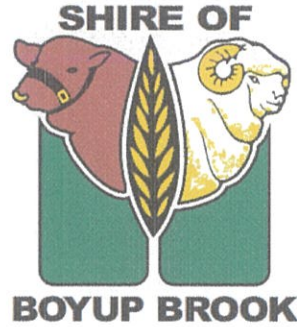


or



shire@boyupbrook.wa.gov.au
(subject line Community Grant Application
and your organisations name)

RECEIVED 23 APR 2024



Shire of Boyup Brook

Community Grant Application For Financial Year 2024/2025

Organisation Name TONKBRIDGE COUNTRY CLUB INC

Project Name INSURANCE & OPERATING COSTS

Grant Request Amount \$1000

Applications close 4:00pm Friday 26 April 2024.

This Application Form should be read in conjunction with Council's Policy F.02 Guidelines for Community Grants which includes information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.boyupbrook.wa.gov.au>

All new applicants are strongly encouraged to contact the Community Development Officer on 9765 1200 or email shire@boyupbrook.wa.gov.au to discuss your application prior to completing this form.

Applicant Details			
Name of applicant organisation		Tonbridge Country Club Inc	
Name of President or Chairperson		Meth Muir	
Name of main contact person		Susan Mead	
Position of main contact person		Secretary	
Telephone	9769 1086	Email	
Postal Address		3598 Westbourne Road Boyup Brook WA 6244	
Status of the Organisation			
<input checked="" type="checkbox"/> Incorporated Association (include Certification of Incorporation)			
<input type="checkbox"/> Cooperative			
<input type="checkbox"/> Established Community Group			
<input type="checkbox"/> Other (provide details)			
Is the organisation registered for GST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Does the organisation have an ABN?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Number 38 392 718 830
Does the organisation have Public Liability Insurance?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Copy provided
Has the organisation previously received Community Funding from the Shire?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If funding has been received previously, did you acquit the grant?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Details of project (name, year, amount)		Insurance - operating costs, \$1000 every year	
Grant Request Information			
Community Grants are a once off contribution for projects occurring within the financial year and are for requests not exceeding \$5,000. Community Grant Applications will be assessed by Council with preference given to applications that leverage funds from additional organisations and provide a larger percentage of cash contribution.			
Community grant request		\$1000	
Amount contributed by the organisation		In-kind contributions and \$150	
Project / Activity / Event Information			
Project name		Insurance - operating costs	
Project description - clearly explain what you want the funding for (min 100 words max 250 words). <i>see attached</i>			
Proposed commencement date		August 2024	
Proposed completion date		September 2024	



Shire of Boyup Brook 2024/2025 Community Grant Application Form

Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).

See attached

Explain how your project is aligned to the strategic objectives of the Shire of Boyup Brook (see Annual Report and Strategic Community Plan on the website or contact the Shire office for more details). Provide a comprehensive explanation as to why Council should fund your proposal including which objectives your project is aligned to and why (min 150 words max 500 words).

See attached

Who is your target audience/participants? eg youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc (min 100 words max 250 words).

See attached

Are you working with any other community groups to achieve your project? If yes, please provide details of each group and how they are supporting the project.

No

What will the funding be specifically used for?

Insurance & operating costs

Project Budget

Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required. If applicable, please include in your attachment's confirmation from other funding sources, copies of quotes and in-kind breakdown.

Income Table

Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution		<i>see attached</i>	<i>\$ 150.00</i>	
Shire of Boyup Brook	<i>\$ 1000.00</i>		<i>\$ 1000.00</i>	
Other sources of funding				
Volunteer hours	<i>@\$30 p/hr =</i>			
Total Income			<i>\$ 1,150</i>	

Expenditure Table			
Expenditure Details		Funding Organisation	Amount
<i>ie Catering</i>		<i>Shire of Boyup Brook</i>	<i>\$200.00</i>
<i>Insurance ~ operating costs</i>		<i>Shire of Boyup Brook</i>	<i>1000.00</i>
<i>" " "</i>		<i>Torebrake Country Club</i>	<i>150.00</i>
<i>Estimated increase in premium</i>			
Total Expenditure			<i>\$ 1,150.00</i>

Applicant Checklist

Prior to submitting your application, please consult the checklist below and tick boxes to show that all requested information has been included:

- If your organisation is incorporated, please provide your Certificate of Incorporation
- Copy of Insurance Certificate of Currency
- Recent financial statement (audited where applicable)
- Confirmation that the application has been supported by resolution of the organisation
- List of Management Committee and Executive Officers names and positions
- Letter(s) of support from other community groups
- Quotes attached *last years attached as not due until August 2024*
- In-kind breakdown attached
- Confirmation from other funding source/s attached
- All relevant parties have endorsed and signed the application
- All questions have been answered and relevant information attached

Application Authorisation

Only the Chairperson or President of the Organisation should sign this application form.

I certify that I am authorised to make this application on behalf of the organisation, that all the information provided is true and correct and I give permission for the Shire of Boyup Brook to contact any persons or organisations regarding this application. I agree to abide by the Shire of Boyup Brook Code of Conduct.

Name	<i>MARK MUIK</i>		
Position	<i>CHAIRMAN</i>		
Signed	<i>MB Muik</i>	Date	<i>22/4/24</i>

Submit this completed form and associated supporting documents by 4:00pm Friday 26 April 2024.

Attention: Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244



or



shire@boyupbrook.wa.gov.au
(subject line Community Grant Application
and your organisations name)



Shire of Boyup Brook

Community Grant Application For Financial Year 2024/2025

Organisation Name Boyup Brook District Pioneers Museum

Project Name Accessible Toilet

Grant Request Amount \$ 5,000

Applications close 4:00pm Friday 26 April 2024.

This Application Form should be read in conjunction with Council's Policy F.02 Guidelines for Community Grants which includes information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.boyupbrook.wa.gov.au>

All new applicants are strongly encouraged to contact the Community Development Officer on 9765 1200 or email shire@boyupbrook.wa.gov.au to discuss your application prior to completing this form.

Applicant Details			
Name of applicant organisation		BOYUP BROOK DISTRICT PIONEERS MUSEUM	
Name of President or Chairperson		JOHN FURIE	
Name of main contact person		JAN LARKIN	
Position of main contact person		SECRETARY / TREASURER	
Telephone	97653066	Email	jan.larkin@gmail.com
Postal Address		25 CAILES ST BOYUP BROOK	
Status of the Organisation			
<input checked="" type="checkbox"/> Incorporated Association (include Certification of Incorporation)			
<input type="checkbox"/> Cooperative			
<input type="checkbox"/> Established Community Group			
<input type="checkbox"/> Other (provide details)			
Is the organisation registered for GST? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Does the organisation have an ABN?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Number 88 814 833 668
Does the organisation have Public Liability Insurance?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Copy provided
Has the organisation previously received Community Funding from the Shire?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If funding has been received previously, did you acquit the grant?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of project (name, year, amount)			
Grant Request Information			
Community Grants are a once off contribution for projects occurring within the financial year and are for requests not exceeding \$5,000. Community Grant Applications will be assessed by Council with preference given to applications that leverage funds from additional organisations and provide a larger percentage of cash contribution.			
Community grant request		\$5,000	
Amount contributed by the organisation		\$20,000 +	
Project / Activity / Event Information			
Project name		MODUS ACCESSIBLE TOILET	
Project description - clearly explain what you want the funding for (min 100 words max 250 words).			
ATTACHED			
Proposed commencement date		Uncertain. Deposit HAS BEEN PAID	
Proposed completion date		We are trying to co-ordinate delivery with the Cemetery toilet	

Within 6 weeks of delivery

Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).

ATTACHED

Explain how your project is aligned to the strategic objectives of the Shire of Boyup Brook (see Annual Report and Strategic Community Plan on the website or contact the Shire office for more details). Provide a comprehensive explanation as to why Council should fund your proposal including which objectives your project is aligned to and why (min 150 words max 500 words).

ATTACHED

Who is your target audience/participants? eg youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc (min 100 words max 250 words).

ATTACHED

Are you working with any other community groups to achieve your project? If yes, please provide details of each group and how they are supporting the project.

ATTACHED

What will the funding be specifically used for?

ATTACHED

Project Budget

Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required. If applicable, please include in your attachment's confirmation from other funding sources, copies of quotes and in-kind breakdown.

Income Table

Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution	\$20,000+		\$20,000+	Y
Shire of Boyup Brook	\$5,000		\$5,000	N
Other sources of funding				
Boyup Brook Lion	\$1,000		\$1,000	Y
Bridgetown Rotary	\$2,000		\$2,000	Y
Volunteer hours	72 @ \$30 p/hr =	\$2160	\$2160	N
Total Income			\$30,160	

Expenditure Table

Expenditure Details	Funding Organisation	Amount
<i>ie Catering</i>	<i>Shire of Boyup Brook</i>	<i>\$200.00</i>
<i>Modus Varra TOILET FLAT PACK + DELIVERY</i>	<i>Shire of Boyup Brook</i>	<i>\$5,000</i>
<i>Remainder of toilet cost</i>	<i>Boyup Brook LIONS</i>	<i>\$1,000</i>
<i>" " " "</i>	<i>BALDERTOWN ROTARY</i>	<i>\$2,000</i>
<i>" " " "</i>	<i>MUSEUM</i>	<i>\$13,155</i>
Total Expenditure <i>Including concrete pod, buildlet electrician, plumber. \$10-15,000</i>	<i>MUSEUM</i>	<i>Unknown.</i>
TOTAL EXPENDITURE		\$21,755 + + +

Applicant Checklist

Prior to submitting your application, please consult the checklist below and tick boxes to show that all requested information has been included:

- If your organisation is incorporated, please provide your Certificate of Incorporation
- Copy of Insurance Certificate of Currency
- Recent financial statement (audited where applicable)
- Confirmation that the application has been supported by resolution of the organisation
- List of Management Committee and Executive Officers names and positions
- Letter(s) of support from other community groups
- Quotes attached
- In-kind breakdown attached
- Confirmation from other funding source/s attached
- All relevant parties have endorsed and signed the application
- All questions have been answered and relevant information attached

Application Authorisation

Only the Chairperson or President of the Organisation should sign this application form.

I certify that I am authorised to make this application on behalf of the organisation, that all the information provided is true and correct and I give permission for the Shire of Boyup Brook to contact any persons or organisations regarding this application. I agree to abide by the Shire of Boyup Brook Code of Conduct.

Name	<i>JOHN IMRIE</i>		
Position	<i>PRESIDENT</i>		
Signed	<i>JH Imrie</i>	Date	<i>18th. April 24</i>

Submit this completed form and associated supporting documents by 4:00pm Friday 26 April 2024.

Attention: Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244

or



shire@boyupbrook.wa.gov.au
(subject line Community Grant Application
and your organisations name)



Shire of Boyup Brook

Community Grant Application For Financial Year 2024/2025

Organisation Name

Boyup Brook Community Mental Health Action Team (CoMHAT)

Project Name

Mental Health Week 2024

Grant Request Amount

\$5000

Applications close 4:00pm Friday 26 April 2024.

This Application Form should be read in conjunction with Council's Policy F.02 Guidelines for Community Grants which includes information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.boyupbrook.wa.gov.au>

All new applicants are strongly encouraged to contact the Community Development Officer on 9765 1200 or email shire@boyupbrook.wa.gov.au to discuss your application prior to completing this form.



Shire of Boyup Brook 2024/2025 Community Grant Application Form

Applicant Details			
Name of applicant organisation	Boyup Brook Community Mental Health Action Team (CoMHAT)		
Name of President or Chairperson	Renee Knapp		
Name of main contact person	Anna Carroll		
Position of main contact person	Event Coordinator		
Telephone	0435581219	Email	events@comhat.com.au
Postal Address	PO Box 188 Boyup Brook WA 6244		
Status of the Organisation			
<input checked="" type="checkbox"/> Incorporated Association (include Certification of Incorporation)			
<input type="checkbox"/> Cooperative			
<input checked="" type="checkbox"/> Established Community Group			
<input type="checkbox"/> Other (provide details)			
Is the organisation registered for GST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Does the organisation have an ABN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Number	87 902 688 375
Does the organisation have Public Liability Insurance?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Copy provided
Has the organisation previously received Community Funding from the Shire?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If funding has been received previously, did you acquit the grant?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Details of project (name, year, amount)		2021 & 2022 & 2023 Community Wellness Festival & Mental Health Week events	
Grant Request Information			
Community Grants are a once off contribution for projects occurring within the financial year and are for requests not exceeding \$5,000. Community Grant Applications will be assessed by Council with preference given to applications that leverage funds from additional organisations and provide a larger percentage of cash contribution.			
Community grant request		\$5000	
Amount contributed by the organisation		\$5500	
Project / Activity / Event Information			
Project name		Boyup Brook 2024 Mental Health Week	
Project description - clearly explain what you want the funding for (min 100 words max 250 words). Each year Boyup Brook CoMHAT offers a range of activities to celebrate Mental Health Week. This provides an opportunity to spread awareness about mental health and wellbeing, offer a chance for			
Proposed commencement date		Week of the 5th-12 October	
Proposed completion date		12th October	



Shire of Boyup Brook 2024/2025 Community Grant Application Form

Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).

With existing mental health issues faced by rural communities, it is more important than ever to for us to work together to provide engaging activities within our community that both encourage

Explain how your project is aligned to the strategic objectives of the Shire of Boyup Brook (see Annual Report and Strategic Community Plan on the website or contact the Shire office for more details). Provide a comprehensive explanation as to why Council should fund your proposal including which objectives your project is aligned to and why (min 150 words max 500 words).

The Boyup Brook Community Mental Health Week Events project will:

Who is your target audience/participants? eg youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc (min 100 words max 250 words).

While last year our target demographic for the Mental Health Week Community Colour Run was youth and young families, we are looking to expand our reach to a wider demographic. This will be

Are you working with any other community groups to achieve your project? If yes, please provide details of each group and how they are supporting the project.

Yes we will be engaging with the Shire regarding the Food trucks and vendors, the Lions Club regarding transportation and local wellness and mental health practitioners and musicians for

What will the funding be specifically used for?

The running of a Mental Health Week Community Colour Run Event.

Project Budget

Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required. If applicable, please include in your attachment's confirmation from other funding sources, copies of quotes and in-kind breakdown.

Income Table				
Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution		5500	5500	Y
Shire of Boyup Brook	5000		5000	N
Other sources of funding	<small>Our in kind we source through sponsorship from</small>	Boyup Brook Co-op	DFD Rhodes	Y
Lions Bus		200	200	Y
WAAMH	1000		1000	N
Volunteer hours	@\$30 p/hr =	1200	\$1200	Y
Total Income	\$6000	\$6900	\$12900	N

6900

Expenditure Table

Expenditure Details	Funding Organisation	Amount
<i>ie Catering</i>	<i>Shire of Boyup Brook</i>	\$200.00
SEE ATTACHED EXPENDITURE		
Total Expenditure		

Applicant Checklist


Prior to submitting your application, please consult the checklist below and tick boxes to show that all requested information has been included:

- If your organisation is incorporated, please provide your Certificate of Incorporation
- Copy of Insurance Certificate of Currency
- Recent financial statement (audited where applicable)
- Confirmation that the application has been supported by resolution of the organisation
- List of Management Committee and Executive Officers names and positions
- Letter(s) of support from other community groups
- Quotes attached
- In-kind breakdown attached
- Confirmation from other funding source/s attached
- All relevant parties have endorsed and signed the application
- All questions have been answered and relevant information attached

Application Authorisation

Only the Chairperson or President of the Organisation should sign this application form.

I certify that I am authorised to make this application on behalf of the organisation, that all the information provided is true and correct and I give permission for the Shire of Boyup Brook to contact any persons or organisations regarding this application. I agree to abide by the Shire of Boyup Brook Code of Conduct.

Name	Renee Knapp		
Position	Chairperson		
Signed		Date	24th April 2024

Submit this completed form and associated supporting documents by 4:00pm Friday 26 April 2024.

Attention: Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244



or



shire@boyupbrook.wa.gov.au
(subject line Community Grant Application
and your organisations name)



Shire of Boyup Brook

Community Grant Application For Financial Year 2024/2025

Organisation Name

Boyup Brook Clay Target Club

Project Name

Kitchen Upgrade

Grant Request Amount

\$5000

Applications close 4:00pm Friday 26 April 2024.

This Application Form should be read in conjunction with Council's Policy F.02 Guidelines for Community Grants which includes information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.boyupbrook.wa.gov.au>

All new applicants are strongly encouraged to contact the Community Development Officer on 9765 1200 or email shire@boyupbrook.wa.gov.au to discuss your application prior to completing this form.



Shire of Boyup Brook
2024/2025 Community Grant Application Form

Applicant Details			
Name of applicant organisation		Boyup Brook Clay Target Club	
Name of President or Chairperson		Stuart Uren	
Name of main contact person		Colin Hales	
Position of main contact person		Club Member	
Telephone	0417180720	Email	colin@halescontracting.com.au
Postal Address	P:O Box 82 Boyup Brook WA 6244		
Status of the Organisation			
<input checked="" type="checkbox"/> Incorporated Association (include Certification of Incorporation)			
<input type="checkbox"/> Cooperative			
<input type="checkbox"/> Established Community Group			
<input type="checkbox"/> Other (provide details)			
Is the organisation registered for GST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Does the organisation have an ABN?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Number 42 559 166 266
Does the organisation have Public Liability Insurance?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Copy provided
Has the organisation previously received Community Funding from the Shire?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If funding has been received previously, did you acquit the grant?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Details of project (name, year, amount)		2005 Clubhouse Patio \$2500	
Grant Request Information			
Community Grants are a once off contribution for projects occurring within the financial year and are for requests not exceeding \$5,000. Community Grant Applications will be assessed by Council with preference given to applications that leverage funds from additional organisations and provide a larger percentage of cash contribution.			
Community grant request		\$5000	
Amount contributed by the organisation		\$5000	
Project / Activity / Event Information			
Project name		Kitchen Upgrade	
Project description - clearly explain what you want the funding for (min 100 words max 250 words).			
To dismantle and remove existing kitchen wooden cupboards, benchtops and sinks, that were installed in the 1950s. Replacement with new purpose built stainless steel benches and shelves that			
Proposed commencement date		30 May 2024	
Proposed completion date		30 August 2024	



**Shire of Boyup Brook
2024/2025 Community Grant Application Form**

Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).

As a progressive Club formed in 1956, we have always strived for continual improvement on our club

Explain how your project is aligned to the strategic objectives of the Shire of Boyup Brook (see Annual Report and Strategic Community Plan on the website or contact the Shire office for more details). Provide a comprehensive explanation as to why Council should fund your proposal including which objectives your project is aligned to and why (min 150 words max 500 words).

The Aim of the project is to improve the club facilities for the future, provide the club with a compliant

Who is your target audience/participants? eg youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc (min 100 words max 250 words).

The Boyup Brook Clay Target Club has 42 members, the majority of them local to the district and on

Are you working with any other community groups to achieve your project? If yes, please provide details of each group and how they are supporting the project.

Nil

What will the funding be specifically used for?

To supply and install new kitchen benches, sink, hand washing sink and associated plumbing that

Project Budget

Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required. If applicable, please include in your attachment's confirmation from other funding sources, copies of quotes and in-kind breakdown.

Income Table

Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution	\$2303		\$2303	Y
Shire of Boyup Brook	\$5000		\$5000	N
Other sources of funding				
Volunteer hours	30 @ \$30 p/hr =	\$900	\$900	
Total Income	\$7303	\$900	\$8202	



**Shire of Boyup Brook
2024/2025 Community Grant Application Form**

Expenditure Table		
Expenditure Details	Funding Organisation	Amount
<i>ie Catering</i>	<i>Shire of Boyup Brook</i>	<i>\$200.00</i>
Plumbing	Rusty's Plumbing	\$7078.50
Electrical	Hales Electrical	\$1188
Freight	Sprint Express	\$400
Benches, sinks, and shelving	Brayco	\$3623
Total Expenditure		\$12289.50

Applicant Checklist

- Prior to submitting your application, please consult the checklist below and tick boxes to show that all requested information has been included:
- If your organisation is incorporated, please provide your Certificate of Incorporation
 - Copy of Insurance Certificate of Currency
 - Recent financial statement (audited where applicable)
 - Confirmation that the application has been supported by resolution of the organisation
 - List of Management Committee and Executive Officers names and positions
 - Letter(s) of support from other community groups
 - Quotes attached
 - In-kind breakdown attached
 - Confirmation from other funding source/s attached
 - All relevant parties have endorsed and signed the application
 - All questions have been answered and relevant information attached

Application Authorisation

Only the Chairperson or President of the Organisation should sign this application form.

I certify that I am authorised to make this application on behalf of the organisation, that all the information provided is true and correct and I give permission for the Shire of Boyup Brook to contact any persons or organisations regarding this application. I agree to abide by the Shire of Boyup Brook Code of Conduct.

Name	Stu Uren		
Position	President		
Signed		Date	24/4/2024

Submit this completed form and associated supporting documents by 4:00pm Friday 26 April 2024.

Attention: Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244



or



shire@boyupbrook.wa.gov.au
(subject line Community Grant Application and your organisations name)

Income Table					
Funding Source	Cash (Ex GST)		In-Kind	Total	Confirmed Y/N
Applicant's contribution	\$6,309.00			\$6,309.00	Y
Shire of Boyup Brook	\$5,000.00			\$5,000.00	N
Volunteer hours	30	@\$30 p/hr =	\$900.00	\$900.00	Y
				\$12,209.00	

Expenditure Table		
Expenditure Details	Funding Organisation	Amount
Plumbing – Rusty's Plumbing	Club & Shire	\$6,435.00
Electrical – Hales Electrical	Club	\$1,180.00
Benches etc – Brayco	Club & Shire	\$3,294.00
Freight – Sprint Express	Club	\$400.00
Demolition – In-kind	Club	\$450.00
Installation – In-kind	Club	\$450.00
Total Expenditure		\$12,209.00

All costings excusive of GST



Shire of Boyup Brook

Community Grant Application For Financial Year 2024/2025

Organisation Name	Boyup Brook Community Resource Centre Inc
Project Name	30th Birthday Celebrations
Grant Request Amount	\$1,050.00

Applications close 4:00pm Friday 26 April 2024.

This Application Form should be read in conjunction with Council's Policy F.02 Guidelines for Community Grants which includes information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.boyupbrook.wa.gov.au>

All new applicants are strongly encouraged to contact the Community Development Officer on 9765 1200 or email shire@boyupbrook.wa.gov.au to discuss your application prior to completing this form.



Applicant Details			
Name of applicant organisation		Boyup Brook Community Resource Centre Inc	
Name of President or Chairperson		Hayley Graham	
Name of main contact person		Jodi Nield	
Position of main contact person		Centre Manager	
Telephone	9765 1169	Email	crc@boyupbrook.org
Postal Address	86 Abel Street, Boyup Brook, WA, 6244		
Status of the Organisation			
<input checked="" type="checkbox"/> Incorporated Association (include Certification of Incorporation)			
<input type="checkbox"/> Cooperative			
<input type="checkbox"/> Established Community Group			
<input type="checkbox"/> Other (provide details)			
Is the organisation registered for GST? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Does the organisation have an ABN?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		Number	33 612 027 501
Does the organisation have Public Liability Insurance?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Copy provided	
Has the organisation previously received Community Funding from the Shire?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If funding has been received previously, did you acquit the grant?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Details of project (name, year, amount)		Upgrade of Art Boards - 2020/2021 - \$861.21	
Grant Request Information			
Community Grants are a once off contribution for projects occurring within the financial year and are for requests not exceeding \$5,000. Community Grant Applications will be assessed by Council with preference given to applications that leverage funds from additional organisations and provide a larger percentage of cash contribution.			
Community grant request		\$1,050.00	
Amount contributed by the organisation		\$1,596.36	
Project / Activity / Event Information			
Project name		30th Birthday Celebrations	
Project description - clearly explain what you want the funding for (min 100 words max 250 words).			
please see attached			
Proposed commencement date		06/01/2025	
Proposed completion date		30/05/2025	



Shire of Boyup Brook 2024/2025 Community Grant Application Form

Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).

please see attached

Explain how your project is aligned to the strategic objectives of the Shire of Boyup Brook (see Annual Report and Strategic Community Plan on the website or contact the Shire office for more details). Provide a comprehensive explanation as to why Council should fund your proposal including which objectives your project is aligned to and why (min 150 words max 500 words).

please see attached

Who is your target audience/participants? eg youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc (min 100 words max 250 words).

please see attached

Are you working with any other community groups to achieve your project? If yes, please provide details of each group and how they are supporting the project.

please see attached

What will the funding be specifically used for?

please see attached

Project Budget

Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required. If applicable, please include in your attachment's confirmation from other funding sources, copies of quotes and in-kind breakdown.

Income Table

Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution	\$1,410.00	\$186.36	\$1,596.36	Y
Shire of Boyup Brook	\$1,050.00		\$1,050.00	N
Other sources of funding				
Volunteer hours		@\$30 p/hr =		
Total Income	\$2,460.00	\$186.36	\$2,646.36	

Expenditure Table

Expenditure Details	Funding Organisation	Amount
<i>ie Catering</i>	<i>Shire of Boyup Brook</i>	\$200.00
Catering & Entertainment	Shire of BB	\$950.00
Trainee Honour Board	CRC	\$210.00
Printing of Memorabilia	Shire of BB	\$100.00
Event Administration, Advertising, Coordination	CRC	\$1,386.36
Total Expenditure		\$2,646.36

Applicant Checklist

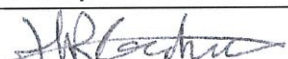
Prior to submitting your application, please consult the checklist below and tick boxes to show that all requested information has been included:

- If your organisation is incorporated, please provide your Certificate of Incorporation
- Copy of Insurance Certificate of Currency
- Recent financial statement (audited where applicable)
- Confirmation that the application has been supported by resolution of the organisation
- List of Management Committee and Executive Officers names and positions
- Letter(s) of support from other community groups
- Quotes attached
- In-kind breakdown attached
- Confirmation from other funding source/s attached
- All relevant parties have endorsed and signed the application
- All questions have been answered and relevant information attached

Application Authorisation

Only the Chairperson or President of the Organisation should sign this application form.

I certify that I am authorised to make this application on behalf of the organisation, that all the information provided is true and correct and I give permission for the Shire of Boyup Brook to contact any persons or organisations regarding this application. I agree to abide by the Shire of Boyup Brook Code of Conduct.

Name	Hayley Graham		
Position	Chairperson		
Signed		Date	26/04/2024

Submit this completed form and associated supporting documents by 4:00pm Friday 26 April 2024.

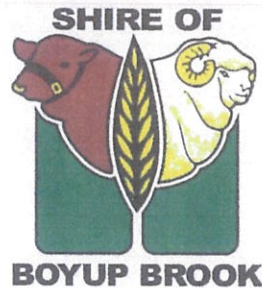
Attention: Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244



or



shire@boyupbrook.wa.gov.au
(subject line Community Grant Application
and your organisations name)



Shire of Boyup Brook

Community Grant Application For Financial Year 2024/2025

Organisation Name	<u>CWA - Boyup Brook Branch</u>
Project Name	<u>Promoting CWA - Boyup Brook Branch</u>
Grant Request Amount	<u>\$400.00</u>

Applications close 4:00pm Friday 26 April 2024.

This Application Form should be read in conjunction with Council's Policy F.02 Guidelines for Community Grants which includes information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.boyupbrook.wa.gov.au>

All new applicants are strongly encouraged to contact the Community Development Officer on 9765 1200 or email shire@boyupbrook.wa.gov.au to discuss your application prior to completing this form.



**Shire of Boyup Brook
2024/2025 Community Grant Application Form**

Applicant Details			
Name of applicant organisation		CWA - Boyup Brook Branch	
Name of President or Chairperson		Brandy Newton	
Name of main contact person		Helen O'Connell	
Position of main contact person		Treasurer	
Telephone	0427 653146	Email	boyupbrookcwa@gmail.com
Postal Address	c/- 406 Muir Road, Mayanup WA 6244		
Status of the Organisation			
<input checked="" type="checkbox"/> Incorporated Association (include Certification of Incorporation) (CWA of WA)			
<input type="checkbox"/> Cooperative			
<input type="checkbox"/> Established Community Group			
<input type="checkbox"/> Other (provide details)			
Is the organisation registered for GST? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Does the organisation have an ABN?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Number 75 087 227 582
Does the organisation have Public Liability Insurance?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy provided
Has the organisation previously received Community Funding from the Shire?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If funding has been received previously, did you acquit the grant?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of project (name, year, amount)		N/A	
Grant Request Information			
Community Grants are a once off contribution for projects occurring within the financial year and are for requests not exceeding \$5,000. Community Grant Applications will be assessed by Council with preference given to applications that leverage funds from additional organisations and provide a larger percentage of cash contribution.			
Community grant request		\$400.00	
Amount contributed by the organisation		\$45.72	
Project / Activity / Event Information			
Project name		Promoting CWA - Boyup Brook Branch	
Project description - clearly explain what you want the funding for (min 100 words max 250 words).			
1. on supporting document			
Proposed commencement date		ASAP	
Proposed completion date		ASAP	



Shire of Boyup Brook 2024/2025 Community Grant Application Form

<p>Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).</p>
<p>2. on supporting document</p>
<p>Explain how your project is aligned to the strategic objectives of the Shire of Boyup Brook (see Annual Report and Strategic Community Plan on the website or contact the Shire office for more details). Provide a comprehensive explanation as to why Council should fund your proposal including which objectives your project is aligned to and why (min 150 words max 500 words).</p>
<p>3. on supporting document</p>
<p>Who is your target audience/participants? eg youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc (min 100 words max 250 words).</p>
<p>4. on supporting document</p>
<p>Are you working with any other community groups to achieve your project? If yes, please provide details of each group and how they are supporting the project.</p>
<p>5. on supporting document</p>
<p>What will the funding be specifically used for?</p>
<p>6. on supporting document</p>
Project Budget
<p>Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required. If applicable, please include in your attachment's confirmation from other funding sources, copies of quotes and in-kind breakdown.</p>

Income Table				
Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution	45.72		45.72	Y
Shire of Boyup Brook	400.00		400.00	N
Other sources of funding	0			
Volunteer hours	@ \$30 p/hr =			
Total Income	\$445.72		\$445.72	



**Shire of Boyup Brook
2024/2025 Community Grant Application Form**

Expenditure Table

Expenditure Details	Funding Organisation	Amount
<i>ie Catering</i>	<i>Shire of Boyup Brook</i>	\$200.00
Promo colour	Shire of Boyup Brook	127.00
Printsmart Graphics	Shire of Boyup Brook	273.00
balance of cost	CWA	45.72
Total Expenditure		445.72

Applicant Checklist


Prior to submitting your application, please consult the checklist below and tick boxes to show that all requested information has been included:

- If your organisation is incorporated, please provide your Certificate of Incorporation
- Copy of Insurance Certificate of Currency
- Recent financial statement (audited where applicable)
- Confirmation that the application has been supported by resolution of the organisation
- List of Management Committee and Executive Officers names and positions
- Letter(s) of support from other community groups
- Quotes attached
- In-kind breakdown attached
- Confirmation from other funding source/s attached
- All relevant parties have endorsed and signed the application
- All questions have been answered and relevant information attached

Application Authorisation

Only the Chairperson or President of the Organisation should sign this application form.

I certify that I am authorised to make this application on behalf of the organisation, that all the information provided is true and correct and I give permission for the Shire of Boyup Brook to contact any persons or organisations regarding this application. I agree to abide by the Shire of Boyup Brook Code of Conduct.

Name	Brandy Newton		
Position	CWA President <i>Boyup Brook Branch</i>		
Signed		Date	26.4.24

Submit this completed form and associated supporting documents by 4:00pm Friday 26 April 2024.

Attention: Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244



or



shire@boyupbrook.wa.gov.au
(subject line Community Grant Application
and your organisations name)

Nicki Jones

From: Double Barrel <info@doublebarrelentertainment.com.au>
Sent: Thursday, 2 May 2024 6:35 AM
To: Shire; Nicki Jones
Subject: Double Barrel Entertainment Sponsorship Proposal
Attachments: Sponsorship Proposals (1).pdf

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Mr Leonard Long
Chief Executive Officer
Shire of Boyup Brook
PO Box 2
BOYUP BROOK W.A. 6244

Dear Leonard,

I would like to invite the Shire of Boyup Brook to become a key Sponsor in the Harvey Dickson October Rodeo & Music Shindig presented by Double Barrel Entertainment. I have attached a Sponsorship Proposal for your perusal. You will note from the proposal the significant impact our event has on Boyup Brook and its local businesses and community.

It's evident that when our event takes place in Boyup Brook it not only attracts attendees but also drives substantial support for the town's economy. Numerous businesses, including the Boyup Brook Co-Op, IGA, Fuel Stations and Afgri, benefit from increased patronage during this time.

Moreover our event contracts the services of St John Ambulance Boyup Brook who provide an essential ambulance service along with various accommodation sites for bands and security. We make financial contributions to the Boyup Brook Volunteer Fire and Rescue and actively encourage the Boyup Brook Lions Club to collect all containers for change items which in turn go back into the Boyup Brook Community.

By utilising these services, we not only ensure the smooth operation of our event but also contribute to the livelihood of local business and service providers.

Additionally, our event serves as a platform to promote Boyup Brook through advertising, including Television, attracting a significant number of visitors to the area. This influx of people not only boosts businesses but also enhances the town's visibility and reputation.

In essence, our event is more than just a gathering: it's a catalyst for community engagement, economic growth, and promotion of Boyup Brook. We are grateful for the ongoing support and hospitality extended to us by the town and its residents.

Thank you for considering our Sponsorship Proposal, we look forward to continuing our partnership with the Boyup Brook Community for many successful events to come.

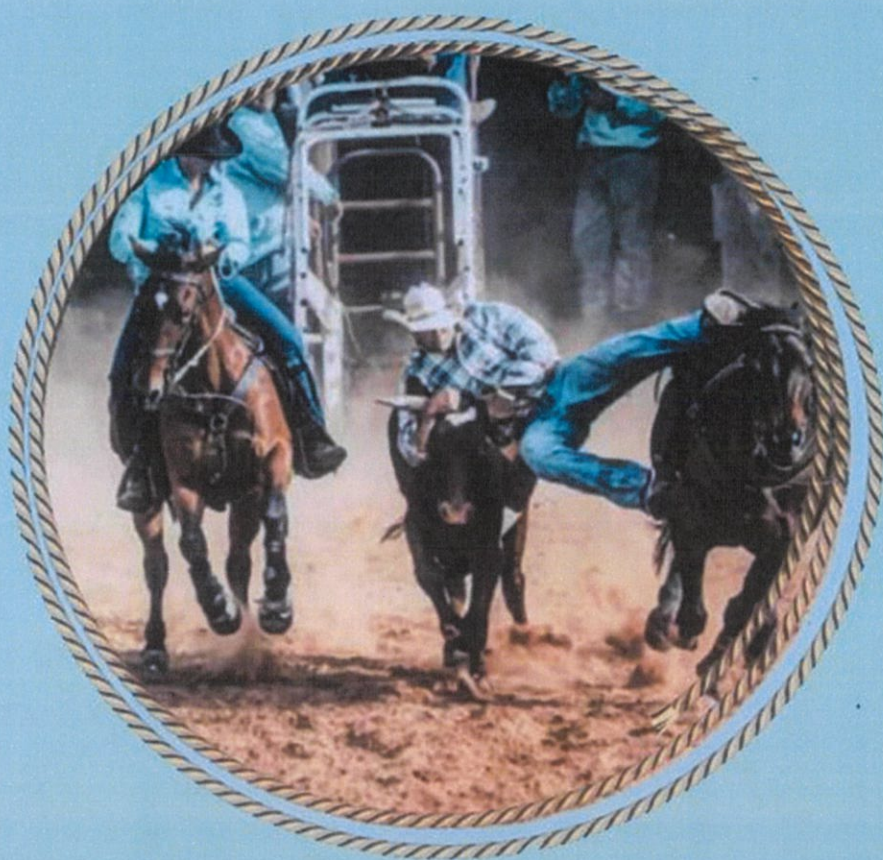
Warm regards
Joanne Kestel

SPONSORSHIP PROPOSAL

for

DOUBLE BARREL ENTERTAINMENT

RODEO & COUNTRY MUSIC EVENTS



proudly presented by Mark & Jo Kestel

About our Rodeo, Music and Camping Events

Held at venues throughout WA regional areas, these Rodeo & Music Events are enjoyment for the whole family with non-stop Rodeo, Music, Camping and Bronc Bucking action.

The Rodeo hosts some of the best talent this country has to offer. As a full points Rodeo affiliated with ABCRA (Australian Bushmen's Campdraft and Rodeo Association), it attracts a high calibre of competition from around the state.

Australia's not only turning out world class competitors in the sport of rodeo, but here in the west, we're producing some of the best rodeos. Double Barrel Entertainment is leading the way with their combination of family-friendly rodeo and great music. If you've never experienced a DBE event, then you're in for a treat.

As an all-round entertainment event, it draws a great crowd. On average, over the last two years our rodeos have had an attendance of approximately 3000 spectators at each event. There were approximately 4,000 at the 2021 Easter Rodeo (Covid restrictions in place) & even bigger crowd in October 2021.

The event is also an opportunity for food vendors, market stall holders, local business, and suppliers to display their wares. A place where your sponsorship will be on display throughout the Event, also promoted through our TV, Print & social Media Advertising.



About Us

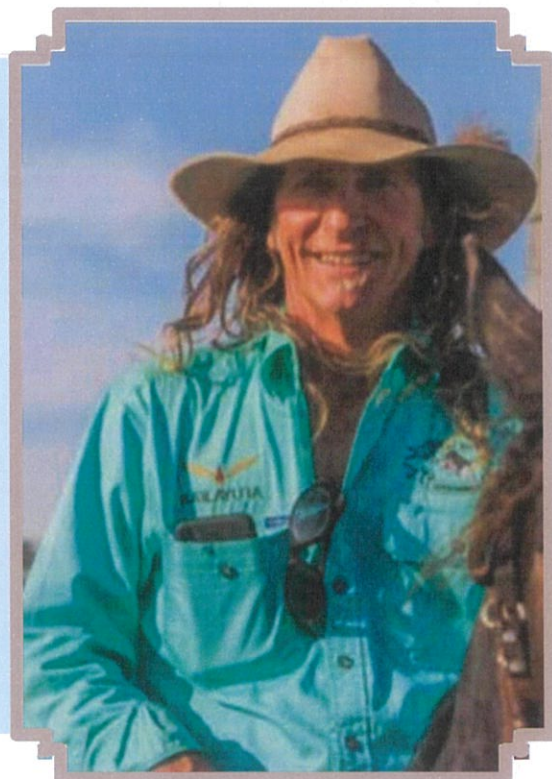
Double Barrel Entertainment was formed by Mark & Jo Kestel. who rodeoed together & have extensive rodeo experience here in the West going back some time now.

Mark rode rough stock for years Bull riding and bareback with some comedy clowning thrown in. Jo barrel raced for years & was a former Rodeo Queen of Australia, representing Australia overseas at the Calgary Stampede. She then travelled to the USA for the “daddy of em’ all” the Cheyenne Frontier Days.

Mark & Jo Kestel rodeoed together for years – travelling up and down the country, riding rough stock, judging events, bull riding, barrel racing and donning clown outfits. They sat on both sides of the rodeo fence – as spectator and competitor. They know what works and what doesn’t.

Together Mark & Jo join in their love of rodeo and great music to produce some of the best rodeo events in WA.

Their combined experience results in events that appeal to a broader audience. Their aim is to introduce rodeo to the wider WA community.



Our Rodeo School

Teaching a new generation more than just rodeo.

In 2018, Double Barrel Entertainment partnered with the Karlayura Group to host the first DBE Rodeo School.

It was an opportunity to bring from the US, two world-class rodeo competitors, Travis Edwards and Sam Spreadborough. The day saw them teach a group of Indigenous competitors some advanced rodeo skills. Of particular interest was Sam's rise to prominence on the rodeo scene in America. ???

As an Aboriginal Australian, his story provided inspiration to the other Indigenous competitors as he talked about his journey - both here in Australia and his scholarship to rodeo college in the United States.

DBE is still proudly involved with the rodeo school today and encourages young and upcoming riders to achieve their rodeo dreams.



Our Proposal

Double Barrel Entertainment are aiming to make all our events throughout WA annual events. Not just events for competitors, but one that the whole family can enjoy.

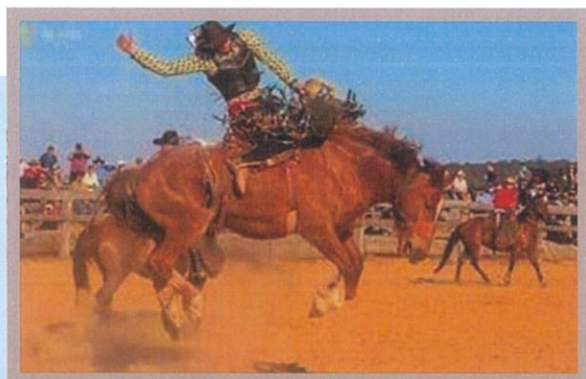
DBE currently runs the following events:

- Boshack (Toodyay) rodeo
- Harvey Dickson Easter rodeo & Music Shindig
- The Muster with the RASWA (Claremont Showgrounds)
- Wyalkatchem Rodeo
- Chapman Valley rodeo
- Harvey Dickson October rodeo and Music Shindig

It is an opportunity to showcase a country life to a lot of city people. But as these event's reputation is growing, so does the need for quality sponsors that want to be part of something special. It is an opportunity to put your name to an event that's keeping traditions alive to a new generation.

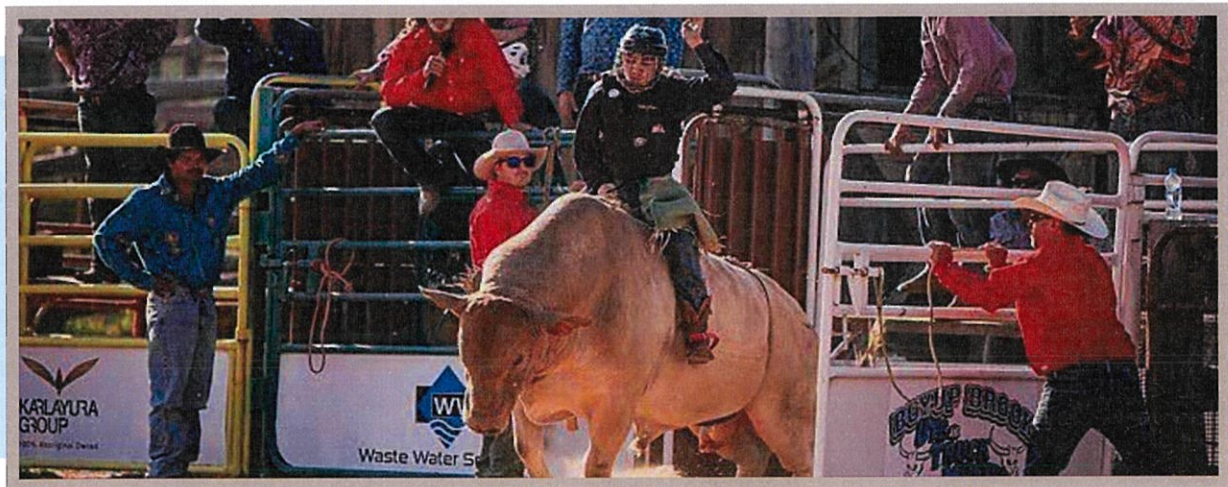
With the growth in attendance, plus plenty of ways to promote your company, being a sponsor of these events is an investment for the future.

CD Dodd came on board as a Naming Rights sponsor, Easter 2021 & since then have stayed with DBE & the Harvey Dickson Rodeo & enjoyed great success. Naming rights can be discussed with Jo or Mark upon request.



The Bull Package

Sponsorship Package \$10,000.00 (only 6 available)



This sponsorship package is available for the six chutes the rough stock competitors buck out of during the event.

Your company logo is fitted onto the front of the chute - great for live action photos.

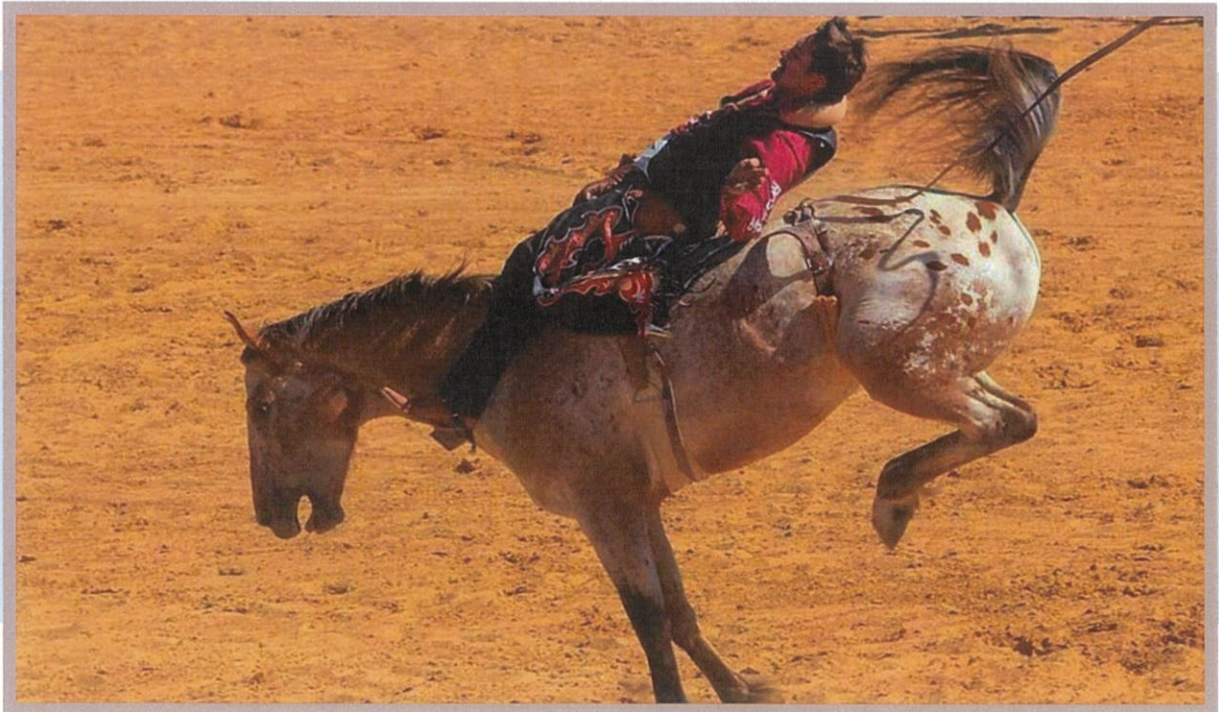
Your company name is also announced along with the chute opening. Additional banners and flags can be displayed throughout the arena.

The total package includes:

- 10 x entry tickets for you and your guests
- 40 x drink tokens
- Your logo included in all advertising platforms used for the event, including TV, print & social media.
- Your logo added to our website & linked to your website.
- Supplied banners and flags displayed around the arena.

The Bronc Package

Sponsorship Package \$5,000.00



Your company name is announced throughout the Rodeo & your logo & website link added to our website.

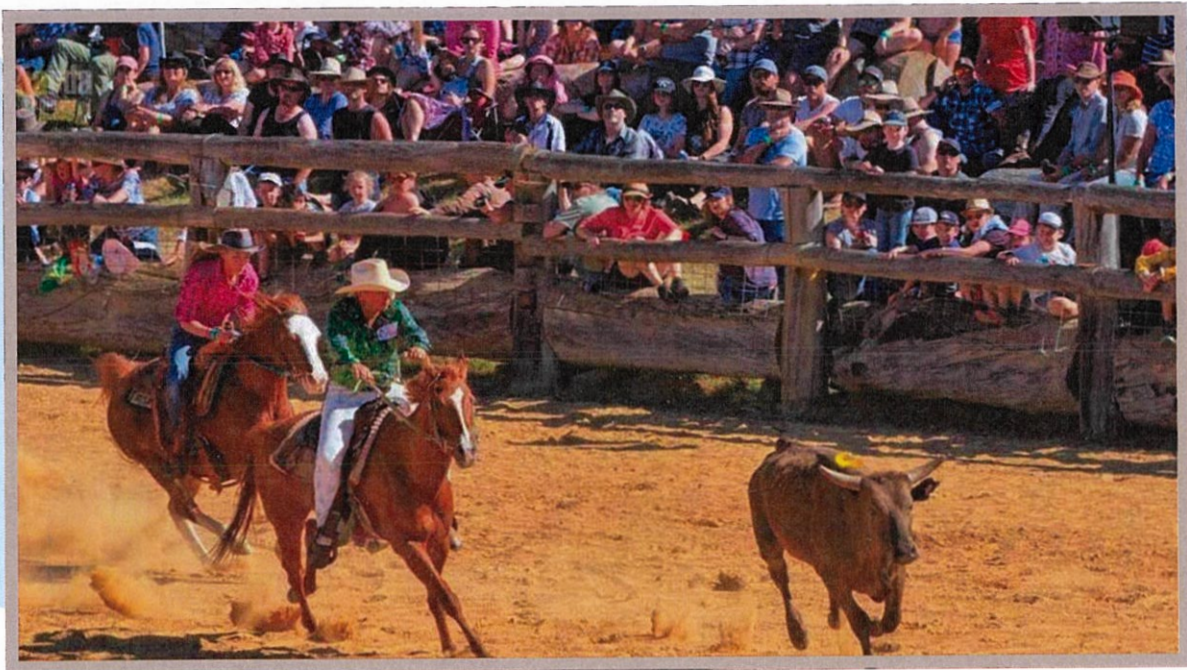
Your banner supplied by you can be displayed in the arena.

The total package includes:

- 6 x entry tickets
- 15 x drink tokens
- Your logo included in all advertising platforms used for the event, print, social media, etc.
- Your logo added to our website & linked to your website.
- Your supplied banner displayed around the arena.

The Steer Package

Sponsorship Package \$2,500.00



Our final package is great for advertising your business.

Look at the picture above. See those spaces on the fences? They could have your banners on them & with media partners confirmed a great action shot can have your name immortalised in photos for years to come.

The total package includes:

- 4 x entry tickets
- 8 x drink tickets
- Your logo added to our website along with your website link.
- Your supplied banner displayed around the arena fences.

A Final Word

These Rodeo, Music and Camping events are as much about the people as it is the sport.

We're looking for collaboration partners that want to be a part of this amazing community event.

For 20 years Rodeo has brought joy and revenue throughout Metro and Regional WA and we at DBE want to continue this tradition. With your help, we can., and remember, all sponsorships receive an invoice for tax purposes.

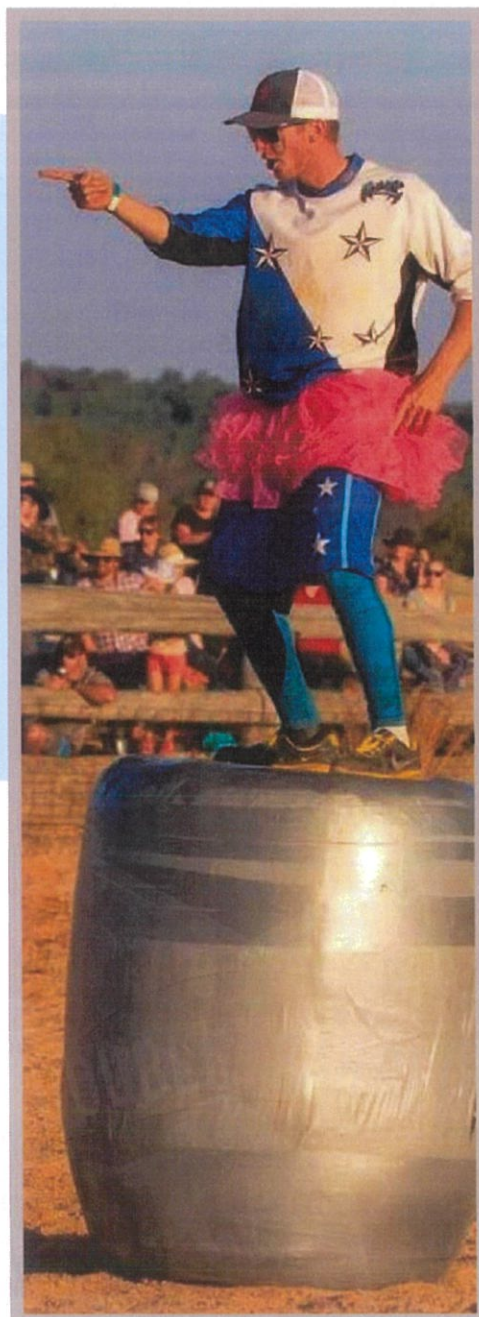
If you would like to discuss our sponsorship packages or have any questions, please don't hesitate to contact us:

Mark Kestel: 0429 031 778

or

Jo Kestel: 0407 984 473

info@doublebarreleentertainment.com.au





Dear Leonard & Adrian,

RE: Proposed Darganullup Tree Farm

We have reviewed the application material provided to date, including the latest request for additional information from Leonard dated 13 May. This review has included discussions with our Planning Consultant.

Going on the Council meeting dates outlined by Adrian, if the shire is willing, there appears ample time available to decide this application at the next (June) Council meeting (inclusive of advertising and referrals).

Overall, we don't understand what seems to be reluctance to advance this application to a decision, particularly when the Shire's position seems clear. We hope that you will proactively advance this matter to a decision as soon as possible.

We do seem to be at a stalemate that is down to a difference of opinion rather than an absence of necessary and reasonable technical information. We would like to support you both to reach a positive conclusion but would also like to avoid delays that simply frustrate a decision from being made.

The following provides supplementary information to that already provided. With this, our view is that the additional information request is concluded.

Background

The subject land is within the Rural Zone of the Shire of Boyup Brook Planning Scheme No 2.

Tree Farm is an A use in this zone, which means the *use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with Clause 64 of the deemed provisions.*

As per Clause 64 of the deemed provisions, an A use is to be advertised for a period of 14 days.

This is not a complex application. As per the deemed provisions, only complex applications compel an advertising period of 28 days.

Additional information process

Several facets of the application process to date are curious. This includes advertising commencing for at least a week and then being ceased without our knowledge.

Under Clause 65A (4) of the deemed provisions, only 1 request for additional information can be made. The request for additional information was made on 22 April, after the advertising was underway.

Following the applicant's submission of additional information on 8 May, Adrian has communicated by email, also on 8 May, seeking clarification on the additional information item about *potential impact (or not), of the proposed tree farm, on the Shire's social and economic status* - the Socio Impact Assessment.

From Adrian's 8 May email, and because no questions were raised, it is reasonable to assume the other additional information provided, save for queries on the Socio Impact Assessment, was satisfactory.

The acceptance of this information is not assumed reflective of whether the local government will approve this application, only that it has received adequate information on which to assess it and decide.

Despite this, a further, second request for additional information was received from Leonard on 13 May. This seems to contradict, stating none of the information provided is satisfactory to the shire, and this additional information needs to be prepared by suitably qualified professionals by June.

The original 22 April additional information request does not state this material has to be prepared by suitably qualified professionals. Even if it did, the onus is on the applicant to meet this expectation, or not.

Suitably qualified professionals

BFE are expert Tree Farm operators. BFE is a large commercial operation and decisions about where to establish multimillion dollar investment is not taken lightly. Our foresters are qualified and experienced, experts in tree farming.

As the proposed Tree Farm:

- Does not involve any vegetation clearing, existing native vegetation is retained, and
- Will use land for growing trees on land that is already cleared and used for growing crops and livestock (noting Agriculture – Extensive is a P permitted use in the Rural Zone),

it is considered the level of information provided about *environmental matters* is sufficient.

In relation to waterways, the tree farm planting is proposed like areas for cropping (Agriculture – Extensive, P use), setback and ensuring buffers to waterways.

In addition to that shown in the lodged Plantation Plan, we also commit that any new tree farm planting will be setback a minimum 10m from the top of the bank of waterways.

Bushfire

In addition to the detailed technical advice about the Tree Farm already provided, we also commit to exclude any new Tree Farm planting within 100m of the existing 3 buildings in the Mayanup townsite.

This creates a further Tree Farm exclusion area around the townsite, inclusive of the required 15m firebreak and existing roads / verges.

Overall, we agree, bushfire is a key consideration. There is a careful operational and management regime set out in the provided Plantation Management Plan. This aligns with industry best practice, and particularly the *DFES Guidelines for Plantation Fire Protection* and the *FIFWA Code of Practice for Timber Plantations in WA*.

Noting the absence of specificity in the original additional information request, it is considered sufficient information for addressing fire risk has been provided.

In addition, and as touched on when you spoke with Kanella Hope from Planned Focus early on in this process, and separate to this decision, is the *FIFWA Plantation Managers Fire Agreement*.

This is an alliance between plantation operators, DFES, DBCA and local government to share resources and provide a unified approach in the control and management of wildfire within or near signatory's plantation estates. I understand the Shire of Boyup Brook is not presently a signatory to this agreement. Opportunity exists for it to do so. Please let me know if you would like to pursue this alliance.

Landscape

We disagree that tree's growing in an agricultural landscape, which is fundamentally about growing and farming crops, is negative. In rural areas, Tree Farm is encouraged by SPP2.5.

New comments in the Shire's recently adopted Local Planning Strategy about not being supportive of Tree Farms are broad statements. These statements are not planning strategies supported by planning rationale and evidence. Indeed, the planning rationale and evidence available is to the contrary.

The interface of the subject land to the Boyup Brook-Kojonup Road is already varied. This is already a mixed view of remnant vegetation and productive farmland that has been historically cleared and used for crops and livestock. Crops and livestock that routinely grow, move, and change in the landscape, in addition to views of the existing blue gum plantation.

This locality is an interesting, non-urban, and very much a productive agricultural landscape. Trees growing for harvest have been for at least the last 30 years part of the historical, productive agricultural landscape of this Shire and in vicinity of this site. This is a productive agricultural landscape that in our view will be retained if not enhanced as this Tree Farm grows over time. We do not consider this a negative on the route between Boyup Brook and Kojonup.

As set out in the application, because of protecting existing vegetation and working with the topography, this Tree Farm won't be monotonous, long, regular straight rows of pines trees (which some say also possesses its own beauty in the landscape). This more organic and site responsive planting arrangement proposed is evident in the existing blue gum plantation on this property which is considered interesting in the landscape and as you drive along the north / south stretch of Boyup Brook – Kojonup Road.

Planting will organically wrap around the existing vegetation in compartments, separated by firebreaks and established stands, and in some areas, substantial areas of native vegetation plus the vegetated / separation to waterways. Although the growth of the Tree Farm is slower and ultimately taller in its final stages than other crops, consistent is that views of the Tree Farm will be a crop growing over time before being harvested.

The retention of existing vegetation, including individual trees across the property, protect this vegetation and views of it. In this broader locality historical land clearing has left large areas devoid of vegetation and vulnerable to salinity and erosion. Tree planting can improve this.

Avoiding further land clearing and a necessity to plant more trees is an issue identified in the Shire's recently approved Local Planning Strategy. At 4.4.1.1 *Natural Environment*:

Farming practices including clearing of vegetation, use of chemicals and livestock grazing amid remnant vegetated areas and river systems, has the potential to impact on the environment (biodiversity of life) and the longevity of agricultural practices.

Sustainable and environmentally friendly farming management practices such as fencing off remnant vegetation, incorporating suitable vegetated buffers to water courses, capturing and breaking down soil contaminants prior to reaching water courses and planting of trees on escarpments and low areas subject to soil acidification, is lacking in some areas. Intensification of livestock practices (e.g. feedlots for livestock) has the potential to exacerbate climate change.

Given this, it is considered the material provided to date about landscape impact is sufficient.

Socio Impact Assessment

The view that Tree Farms fundamentally push people off the land and are a negative agricultural presence is not accepted. Likewise, the suggested view that Tree Farms do not create local jobs or contribute to the local economy.

As set out, BFE are expert, experienced Tree Farm operators. BFE is a large commercial operation and decisions about where to establish multimillion dollar investment are considerable, including in context of the locality and access to necessary support and staff.

In scope of the additional information request, and in the absence of specificity about what this should comprise, it is considered the socio-economic assessment material BFE has provided to date is adequate.

The purpose of a socio-economic impact assessment is to present a point of view, and this has been achieved based on readily available data and by suitably qualified forestry experts.

In addition, I also add:

The Shire's Planning Scheme was gazetted in 1997 and is recognised in the Shire's recently adopted Local Planning Strategy as requiring review because it is not contemporary. In rural areas, Tree Farm is encouraged by SPP2.5. The subject land is not Priority Agricultural land.

The Shire's recently approved Local Planning Strategy recognises at 4.3.3 *Industry*, that *Agriculture, Forestry and Fishing* are the key industry employer in the Shire, with 46.4% of the local population working in this sector.

The Strategy goes onto recognise that the Shire of Boyup Brook has:

a key locational advantage which may present opportunity to attract new industry to the area based on the transport network and proximity to Bunbury and Albany. The Shire also has a vast area which could present opportunities for businesses providing complementary services to the Agriculture, Forestry and Fishing industries (as per ABS employment industries) to locate within the Shire. One of the key constraints for attracting new and diverse industry is the lack of appropriately zoned land. The Shire has a lack of land zoned for industrial and commercial purposes for the expansion of existing businesses or the attraction of new business to the Shire.

Whilst there is abundance of rural zoned land, the Strategy sets out areas to expand industrial zones to attract new businesses to the Shire. This creates opportunity for value adding and diversification of the existing agricultural economic base which already includes Tree Farming.

Climate change

Tree farming is increasingly important in context of decarbonisation and the conscious transition into renewables that is underway across the economy, including within agriculture.

Like food to feed population, housing of population is also critical.

Timber is a renewable resource, essential to construction, paper, and other products. Tree Farms store carbon as they grow. This importance cannot be underestimated.

Unlike a Tree Farm for carbon sequestration, this is a Tree Farm for harvest. This means the land is available for productive use in perpetuity, not set aside and lost to any future productive agriculture use in a permanent carbon sequestration arrangement. Once the trees are established, it may be possible for livestock to graze beneath the trees.

Whilst the local government may disagree, and although it is slower to reach fruition, we consider Tree Farm to be productive agriculture. Tree Farm is growing a crop, and to be commercial can only in effect occur at a commercial scale on rural zoned land.

Further, the timber industry in WA has also been demonstrably in decline and there are concerns about ability to meet future demand, including in context of the ban on harvesting native forest.

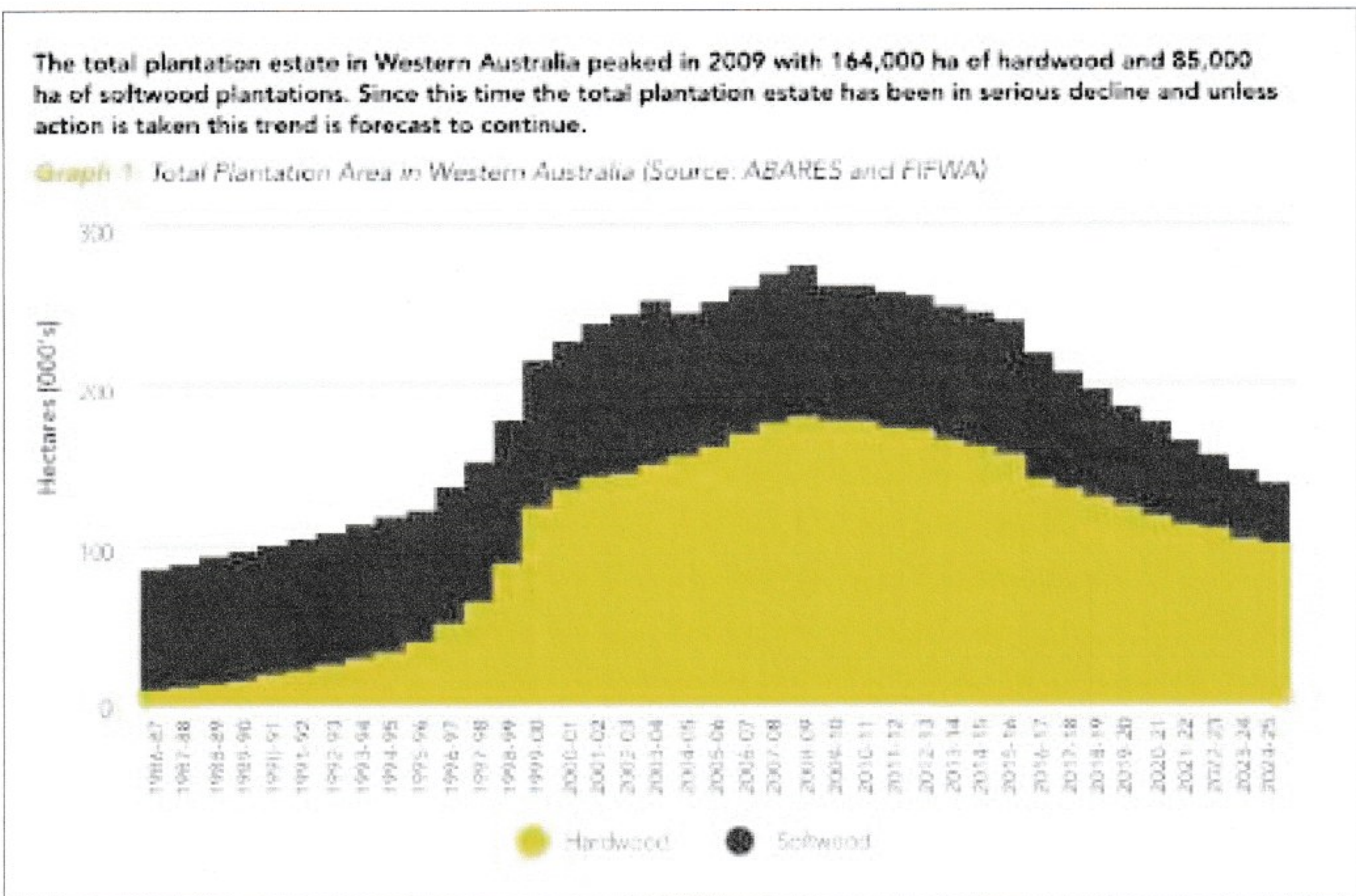
Conclusion

Overall, and with this additional information, it is considered the original request for further information has been satisfied, providing sufficient basis upon which the local government can decide.

As this matter of additional information now seems to be a difference of opinion rather than a lack of sufficient information, we are hesitant to provide any further additional information.

Whilst we appreciate the Shire can form its own view about Tree Farms, factually they are already an ingrained part of the local economy.

This is an economy which continues to adjust. Some of these adjustment issues are set out in the Local Planning Strategy, however others are emerging quickly and as a society we need agility to react. A huge impact on us all is the increasing decarbonisation of our economy and the shift towards renewables, including renewable timber products, to combat climate change.



Whilst areas under plantation are now far less than historical peaks, it is apparent that the demand for renewable timber will continue to grow. It is unrealistic however to assume Tree Farms are taking over all rural land or that they are a negative impact upon the Boyup Brook community.

BFE, and I would suggest FIFWA as representative of the broader sector, are available should the Shire seek to work proactively to leverage further benefits for the community.

Signed: 
 B.Scott (BFE Forester)

Date: ...20th May 2024.....



PLANTATION MANAGEMENT PLAN

***Darganullup
1431 Boyup Brook-Kojonup Road
PROPERTY***

P 2025

Prepared by

BUNBURY FIBRE EXPORTS

Bunbury Fibre Exports Plantation Management Plan

Introduction

Mitsui Bussan Woodchips Oceania Pty Ltd (MWO) is in the process of purchasing a property in the district of Mayanup. This property is ex-cropping and pasture with an area of approximately 204 hectares to be established with pine softwood (*P radiata*).

Establishment and maintenance of the pine plantation will be conducted by Bunbury Fibre Exports Ptd Ltd.) as MWO's appointed property management company.

Situated in the Boyup Brook Shire, the property is located approximately 16km south of Boyup Brook.

This document outlines the following in relation to this plantation –

1. Property summary
2. Land information
3. Plantation Establishment Plan
4. Plantation Tending Plan
5. Fire Management Plan
6. Timber Harvesting Plan

All relevant maps and plans are attached.

Proposed Planting Map

References:

- *Code of Practice for Timber Plantations in Western Australia*
- *Guidelines for Plantation Fire Protection 2011*
- *Local Shire Council Firebreak Orders*
- *Plantation Managers Fire Agreement*

1 PROPERTY SUMMARY

Plantation Name:	Darganullup
Landowner:	Mitsui Bussan Woodchip Oceania Pty Ltd
Planting Year:	2025
Total Property Area:	426ha
Plantable Area:	Approximately 205 ha (<i>Pinus radiata</i>)
Location Number:	Nelson Locations Title: <ul style="list-style-type: none">- Lot 1401 on DP111777Lot 1465 on DP 112291Lot 7920 on DP252757Lot 8466 on DP253199Lot 729 on DP256627Lot 741 on DP256628
Catchment:	Blackwood River
Avg Annual Rainfall:	645 mm (Boyup Brook Weather Station Ref. No: 9504)
Landscape Position:	Lower to upper slopes.
Topography:	Flat to moderate. Total elevation change, 25 metres
Aspect:	Mostly southerly with some northerly

2 LAND INFORMATION

2.1 Area

The general area is zoned for the purpose of agriculture/plantations. The area is currently under canola, pasture and blue gum plantation with areas of native remnant vegetation within the property boundary.

A change from cropping, pasture and blue gum plantations to pine sawlog plantation is proposed.

A total land area of 426.29 hectares on one multi lot certificate of title, of which approximately 205 hectares is considered arable, excluding some non-arable areas defined below.

2.2 Locality plan and access roads

A location plan is attached. Access to the property is from both Boyup Brook Road as well as Boyup Brook – Kojonup Road.

2.3 Natural features

2.3.1 Principle soil types:

The soils are predominantly a clayey loam ranging to gravelly loams.

2.3.2 Areas of native vegetation:

This property includes areas of native vegetation and paddock trees.

These areas will be maintained and excluded from the planting area.

Fuel reduction burns of native vegetation areas will be planned as part of maintaining a low fuel load over the plantation areas. No information is available on a time from last fuel reduction burn. However, stock have been present in this property, and as such the fuel load in native vegetation areas is low due to browsing.

Determination of actual fuel loads present in remanent vegetation will occur as part of the plantation establishment and any fuel reduction planning will be in consultation with Boyup Brook CBFCO.

2.3.3 Significant landscape, cultural and heritage values:

Searches of the relevant databases has determined the property falls within the Gnaala Karla Booja Indigenous Land Use Agreement Area. The property has Mythological heritage values identified associated with the Wagul/Waugal/Waagal along the Gnowergerup Brook.

These identified areas will be excluded from planting areas and identified as exclusion areas on all plantation maps.

Darganallup is 426ha in size of which only 205ha (Less than 50%) will be established to pine. The balance of the area will be made up of firebreaks native vegetation, environmental native plantings together with stream reserves in order to protect water quality with regards filtering as well as assisting in the reduction of soil salinity.

Native environmental plantings will be carried out in areas identified as suitable by BFE.

2.3.4 Visual

Mitsui/BFE can assist in the supplying of Native Trees to plant within the road reserve, along the property boundaries in order to minimise the visual aspect of the pine from the main tourist routes along the Boyanup/Kojonup Road if required. This can be done in consultation and assistance from the Boyup Brook Shire if agreed to by both parties.

The plantation will undergo 2 thinning operations over its full rotation which will open up the visual aspect of the plantation from all tourist routes around the property.

2.4 Improvements

2.4.1 Buildings

The current homestead will be demolished leaving a wooden shearing shed and 2 corrugated sheds in close proximity to each other. A concrete water tank will also remain for the use of fire fighting and will remain full at all times.

2.4.2 Roads, bridges, creek crossings

Current roading is restricted to the firebreaks. Internal roads will be established at time of plantation establishment. These roads will also act as firebreaks between compartments.

One crossing of an internal creek identified. Indicated on attached Proposed Plantation Map.

2.4.3 Fences, gates and dams

No internal fences or internal gates will remain on the property. External fences are in fair condition.

The southern boundary fence adjoins Boyup Brook-Kojonup Road, and the western boundary fence adjoins Boyup Brook Road.

There are dams on the property which hold water throughout the year.

These are accessed via gates to the property from Boyup Brook - Kojonup Road.

2.4.4 Powerlines, Telstra cables etc.

There is a main power line running west to east, the full length of the property which has a private feed off it to the old homestead and sheds. There is a Telstra cable running along the road reserve side of the fence line adjoining Boyup Brook – Kojonup Road. The cable also runs to the existing homestead along the main access to the house.

3 PLANTATION ESTABLISHMENT PLAN – (Summary)

3.1 Areas of native vegetation, including paddock trees to be cleared

There is no native vegetation that requires removal as part of the establishment.

3.2 Management of harvest residue (cropping)

This may involve the burning of paddock stubble by BFE.

3.3 Control of vermin and declared weeds

BFE will take all reasonable steps to control rabbits and other pests.

They will also be responsible for the control of declared plants within the property.

BFE will participate in any community/neighbour based joint fox control.

The site has been checked for the presence of declared weeds.

3.4 Areas to be planted, compartment sizes

The plan attached shows the plantation area; the area has been divided into compartments according to the Guidelines for Plantation Protection. No compartments will be greater than 30ha.

3.5 Species to be planted and source of seedlings

The site will be planted with *Pinus radiata* sourced from Tree Breeding Australia seed orchards and grown in a local nursery.

3.6 Direction of planting lines in relation to contours and natural drainage

The direction of the planting lines will be dictated by the existing cropping areas and most favourable aspect.

3.7 Description of soil preparation methods

The site will be ripped or mounded where necessary using a 4x4-tractor / plough configuration at 4 metre rowing spacing (1111spha) utilizing existing stump lines.

Weed control will follow the ripping/mounding operations prior or post planting.

3.8 Description of weed control methods, including herbicide application rates and buffer zones

Pre-planting Broad Spray

The presence of difficult weeds will determine the requirement for a broad spray pre ripping of the plantable area.

Broad spray using 1 litre per hectare of Glyphosate mixed with 40 grams of Metsulfuron-methyl and 200ml of Pulse per hectare with a wetting agent in 100 litres per hectare of water.

Strip spraying

To control the occurrence of annual grasses across the site, the post-plant strip spray prescription for mounds/rips is 2 litres per hectare of Amitrole – T, 3kg per hectare of Simazine and 20g per hectare of Sulfometuron Methyl in 100 litres of water per hectare.

Appropriate buffer zones, in line with label requirements and “Code of Practice for Timber Plantations in Western Australia” guidelines will be observed in order to prevent contamination of waterways. All operations will be carried out in accordance with the weed control guidelines stated in the “Code of Practice for Timber Plantations in Western Australia” by licensed contractors.

3.9 Planting technique

Trees will be planted using a hand-held tree planter. Planting contractors will carry plants from a central plant dump from within the property to sections within the proposed planting area by 4x4 utilities and 4x4 ATV motorbikes.

The proposed plantation is to be planted at 1111 stems per hectare in a 3.0m x 3.0m configuration.

3.10 Access roads and firebreaks

Access roads and firebreaks are shown on the plans attached. External firebreaks are 15 metres wide with 6-metre-wide access roads / firebreaks internally. Firebreak maintenance to Local Authority guidelines is the responsibility of BFE on behalf of the landowner.

4 PLANTATION TENDING PLAN

4.1 Grazing strategy

The planting area is suitable for grazing by livestock however the pine trees are required to be minimum three years old prior to the introduction of stock.

The aim of grazing is to reduce the amount of grass present on fire breaks and under the tree canopy, thus reducing the fire risk. This will be done by offering neighbouring landowners the opportunity to graze livestock on appropriate areas within the property once the trees have reached a required height.

4.2 Pruning and thinning schedule

Tree branches that intrude onto designated firebreaks will be mechanically pruned to meet Local Authority guidelines.

Crop trees will be thinned twice before the final harvest, but no other pruning is scheduled.

4.3 Fertilising schedule

There will be an initial fertilizer application, banded form pre mounding to prevent nitrification of waterways, to raise soil conditions to an appropriate nutrient level for tree establishment. Type and rates of fertilizer used will be determined following nutrient analysis of soil samples.

Fertiliser applications to sustain tree vigour and health will be applied at 15 years of age or post first thinning. The fertiliser will be applied by ground or air. Rates and types of fertilisers will be dependent on results from soil and folia sample analysis.

4.4 Weed management

As part of the ongoing maintenance to the tree crop area a second weed control application will occur during the next winter of the year following planting. (ie winter of year 2025). Weed types will determine the weed control prescription.

4.5 Monitoring and contingencies for diseases and pests

Early Growth Monitoring will occur weekly from the end of planting through to the end of February in the following year. It is not envisaged that any diseases will be found that will affect the plantation or surrounding native vegetation. Upon detection of any pest found to be causing damage to the plantation, an appropriate bait and/or spray will be applied where required.

4.6 Road and break maintenance

Access roads and firebreaks are shown on the plans attached. External firebreaks are 15 metres wide with 6-metre-wide access roads / firebreaks internally. Firebreak maintenance to Local Authority guidelines is the responsibility of BFE on behalf of the landowner. BFE will monitor firebreak maintenance to ensure compliance.

5 FIRE MANAGEMENT PLAN

5.1 Landowner property details

NAME	Mitsui Bussan Woodchip Oceania Pty Ltd
ADDRESS	Level 15, 101 Collins Street, Melbourne VIC 3000
PHONE NUMBER	MEL: 03 9605 8800 Bunbury: 08 9781 4500
24 HOUR FIRELINE NUMBER	08 9721 5963
PLANTATION MANAGER	Brett Scott 0458 824 780
LOCATION NUMBER(S)	Lot 1401 on DP111777, Lot 1465 on DP112291, Lot 7920 on DP252757, Lot 8466 on DP 253199, Lot 729 on DP 256627, Lot 741 on DP 256628
SPECIES OF TREES PLANTED	<i>P radiata</i>
TOTAL AREA PLANTED	204 hectares pines plus any native plantings
PREVIOUS LAND USE AND CONDITION (ie pasture, ex bush)	Cropping, Pasture and Blue Gum Plantation

5.2 Property details of neighbouring locations

NAME	Phone Number	LOCATION NUMBER(S)
Byrony Poulton		Lot 1466 on DP111775
Jo-anne Melville & Kim Henderson		Lot 1276 on DP116249
David Corker		Lot 1667 on DP119046 Lot 1316 on DP109245
Roderick Hack		Lot 7471 on DP82430
John and Marie Muir		Lot 1253 on DP119042
Reid Super Pty Ltd		Lot 1554 on DP117085
Douglas Corker		Lot 1555 on DP117086
Leith Hales		Lot 1 in D27283
Emma Procter & Garrick Jones		Lot 2 on D85886
Leith & Christine Hales		Lot 3 on D85886
Jamann Corker		Lot 60 On DP34431
Anthony & Olivia Walker		Lot 61 on DP34431
Shire of Boyup Brook		Lot 385 on DP74331

5.3 Local fire agencies

AGENCY	ADDRESS	PHONE NUMBER	CONTACT PERSON
DBCA Blackwood District	Kirup	9731 6232	Duty Officer
BFE Pty Ltd	Berth 8 Leschenault Drive Bunbury WA 6230	9781 4500	Manager
Boyup Brook Shire Office	Abel Street Boyup Brook WA 6244	9765 1200	Reception
Chief Bush Fire Control Officer Boyup Brook	Abel Street Boyup Brook WA 6244	0427 673 072	Ben Thompson
Deputy Chief Fire Control Officer Boyup Brook	Abel Street Boyup Brook WA 6244	0497 671 340	Tristan Mead
FCO Mayanup Brigade	RMB 157 Boyup Brook, 6244	0428 158 138	Ben Creek
Deputy Bush Fire Control Officer Boyup Brook	Brook WA 6244	0429 109 691	Mat Frank

5.4 Risk of ignition

Potential ignition sources are mainly restricted to lightning strikes, adjoining roads and escapes from burning operations on surrounding land plus machinery caused fires from both plantation and cereal harvesting operations.

5.5 Detection of fires

The landowner, neighbours and passersby, and the existing brigade system will undertake fire detection.

On days identified as extreme fire danger BFE will ensure increased monitoring of plantations.

In addition, Department of Biodiversity, Conservation and Attractions (DBCA) spotter aircraft regularly fly within smoke spotting distance of the area and will report all smokes sighted. In the event of a fire, 000 should be immediately called, then the Shire Chief Fire Control Officer should be notified. The CFCO should in turn contact Bunbury Fibre Exports.

BFE as plantation managers and all contractors will abide by all harvest, vehicle movement and fire bans as issued by the Boyup Brook Shire.

5.6 Training

BFE staff have undertaken DFES0995 Bushfire Safety Awareness and DFES1023 Firefighting Skills or equivalent, as a minimum requirement.

All contractors engaged for firefighting will also hold these minimum requirements.

5.7 Location Of Fire Control Equipment.

Fire units that may be available are both privately owned, and volunteer brigade units derived from neighbouring properties and central depots, as well as plantation industry firefighting resources.

In addition, the plantation industry as a whole has recognised the importance of a unified approach to the control and management of fires within or close to its plantation estate and has developed the Plantation Managers Fire Agreement to ensure the most efficient and effective responses are made to wildfires. BFE are one of nine plantation industry signatories to this Agreement. The combined resources of the industry in terms of both manpower and equipment are extensive and are strategically located both in major centres and on or near plantations throughout the South West and Great Southern Regions. In the event of a fire on or threatening these properties BFE can call on the combined resources of the plantation industry in accordance with the protocols laid out in the Agreement. Information relating to suppression resources at an industry level are also tabled below.

Location and capacity of Brigade fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
Mayanup	0	0	1

Location and capacity of fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
Ents Forestry Bunbury	2	0	1
PF Olsen Collie	1	0	1
WAPRES Manjimup and Bunbury	2	0	2
BFE Bunbury	3	0	1
BFE Collie	2	0	2
FPC Mcalinden	0	0	1

Note: WAPRES also have a 950 loader and 10,000 litre water truck located at Manjimup

Location and capacity of DBCA fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
DBCA Blackwood & Wellington Districts Collie and Kirup	8	2	8

5.8 Initial attacks on fires

In the event that BFE becomes aware of a fire within, adjacent to or approaching the property, staff must first alert the relevant authorities by calling triple zero.

Staff should then identify the most appropriate and available fire attack options, which are likely to be those in closest proximity to the fire, being those located in Boyup Brook or Mcalinden (both within 30 minutes of the plantation). The most appropriate attack option must also consider the suitability of the equipment and personnel in the context of the particular incident.

As the landowner, Bunbury Fibre Exports will be the primary firefighting source supported by other plantation industry operators through its plantation industry agreement and utilising the BFE based fire appliance near a location close to Boyup Brook.

Initial attack on fires will be via the Bush Fire Brigade system coordinated by the local Fire Control Officer, Boyup Brook Shire and FESA. The Boyup Brook Shire have advised that they will not enter plantations or forests on private land but are likely to attend the boundary of the property to assist with fire which is burning in adjacent grassland. BFE and the plantation industry will also supply units for fire suppression, mop-up and control.

Initial attack on a fire will be dependent on head fire rates of spread and fire intensities. It is proposed experienced personnel will assess each fire, in response to the following values in order of priority.

1. Human Life.
2. Community assets, property or special values (including environmental values).
3. Cost of suppression in relation to values threatened.

With fire behaviour and values in mind response strategies should follow this order of priority as a guide -

- 1 Direct attack on head fires where (Head Fire Forward Rate of spread) HFROS allows.
- 2 Indirect attack on head fire by extinguishing flank fire working towards the head fire.
- 3 Limit fire spread to pre-determined internal strategic firebreaks.
- 4 Limit fire spread to compartment breaks.
- 5 Limit fire spread to property boundary firebreaks where property is block planted.
- 6 Fall back to neighbouring properties, roads or where fire can be safely extinguished.

5.9 Access in and around plantation

Access to the plantation is via Boyup Brook Road as well as Boyup Brook – Kojonup Road. Access points will be sign posted with Plantation name and BFE contact phone number.

The plantation will have trafficable firebreaks in and around the perimeter in accordance with Shire by laws and Guidelines for Plantation Fire Protection. External breaks will be 15 metres wide, internal 6 metres. Access will also be maintained to water supplies. (See map for details)

5.10 Method of road, track and firebreak maintenance

Most firebreaks will be sprayed in early spring to ensure the appropriate width of mineral earth break is obtained prior to the fire season. Appropriate buffer zones will be observed in order to prevent contamination of waterways.

Grading will be used if required to improve trafficability on the roads and firebreaks and to construct water barriers if required to manage water-flow on the firebreaks and to minimise the potential for erosion.

5.11 Measures to protect powerlines and gas pipelines

A power line runs from west to east across the entire length of the property and will have the required setbacks as per Western Power guidelines of 20m either side of line. No gas pipelines exist within the property.

5.12 Direction indicators of water points, road signs and other features

Water points will be marked on the fire control plan and will be sign posted in the field regarding direction and position.

Copies of the maps will also be placed in a waterproof canister at the access to the property on Condinup Road.

5.13 Water supplies

During establishment of the plantation, a 100,000L water tank based near the sheds will be dedicated to firefighting water supply and will be always kept full during summer.

The water points on the property will be maintained to provide permanent water supplies throughout the summer months for fire control purposes. Portable pumps may be required to access water during dry seasons.

5.14 Surrounding fuels

Fuel types surrounding the plantation are quite variable and include; pastured paddocks, cropping and isolated pockets of native forest. There are no plans, at this stage, to carry out a fuel reduction program on adjoining property.

However, if neighbouring owners wish to conduct fuel reduction burns, BFE as the property manager, are open to assisting.

5.15 Fire breaks

Firebreaks will be maintained in accordance with Shire regulations and the Guidelines for Plantation Fire Protection, as shown on the attached map by the landowner. All firebreak Notices issued by the Shire will be complied with.

5.16 Existing plantations in the area

This plantation is approximately 29km south of existing Mitsui Plantations. These plantations are managed by BFE. There is also a PF Olsen managed pine plantation approximately 15km south of Mayanup townsite along the Boyup Brook/Cranbrook Road.

5.17 Surrounding values

Neighbouring homesteads exist along the following boundary's:
100m from Western Boundary, 215m on southern side of Boyup Brook – Kojonup Road, 150m on the eastern boundary, two house approximately 410m from the northern boundary.

Local shire boundary is more than 10 kilometres from property boundary.

5.18 Proximity to townsites

The plantation is approximately 14 km south of the Boyup Brook town centre via the Boyup Brook – Kojonup Road.

Mayanup Town Site – Junction of Boyup Broo/Kojonup/Cranbrook Intersection

- 20m graded or cultivated break will be established along the boundary directly opposite the Mayanup town site from the Boyup Brook/Kojonup/Cranbrook intersection 600m to the east along the property boundary.
- Ladder Pruning of the pines directly opposite the Mayanup Town site of the pines in Compartment 16 of 3.6ha will be pruned up to 4m in height.
- Water tanks (2 x 25000L) with universal fittings for the local brigades will be installed at the main entrance to the property in case of a fire emergency.
- Water Tank(100000L) will be kept full at the old homestead/shed and accessible for all local fire units.

6. TIMBER HARVESTING PLAN

6.1 Location of harvesting operation

The first and second harvesting or thinning operations on this proposed plantation will take place over the entire area of the plantation as shown on the attached map and will be based on a harvesting plan to be developed closer to the time of harvesting which will be approximately in the year 2039. Haulage route will be via Boyup Brook-Kojonup Road.

BFE will liaise with the Shire when submitting application for Shire Endorsement to use Multi Combination Vehicle (MCV) for road haulage.

Boyup Brook-Kojonup Road is currently on the Main Roads WA HVS Rav Network for Network 3 and Network 4 Vehicles with Conditions

6.2 Timetable

Thinning will occur when the plantation is approximately 15 years of age, and a further thinning at 22 years of age with the final harvest at 30 years of age.

6.3 Harvesting operations

Harvesting will be carried out using conventional plantation harvesting equipment. This currently consists of track mounted harvesters fitted with a felling / debarking head which leave processed logs in the plantation to be picked up by an all-wheel drive rubber tyred forwarder which are later loaded on to trucks. The operation will be a clear fall, which means all standing trees will be removed.

Post harvest management and monitoring will continue whilst property is continued to be under Mitsui ownership.

6.4 Machinery and transport

Transport will be by truck configurations, which are legal and permitted by Main Roads and Local Authorities.

Boyup Brook-Kojonup Road is currently on the Main Roads WA HVS Rav Network for Network 3 and Network 4 Vehicles with Conditions

6.5 Environmental safeguards

The extraction of timber will be carried out using appropriate equipment for the plantation and soil conditions and competent personnel to achieve the standards of safety, environmental care and economic efficiency.

BFE as plantation managers and all contractors will abide by all harvest, vehicle movement and fire bans as issued by the Boyup Brook Shire.

6.6 Safety

Plantation operations will be as safe as possible and comply with occupational health and safety legislation, and the Safety Code for Western Australian Logging Operations must be observed.

Note: A DRAFT map including areas to be planted, fire breaks, water points, initial access points and other protective measures will accompany the plan.

Updated by: Brett Scott

11th April 2024

Approved by Plantation Manager:

— *Brett Scott* —

11th April 2024



Mitsui Bussan Woodchip Oceania Pty. Ltd

ENVIRONMENTAL IMPACT STATEMENT

Supporting Darganullup plantation proposal

May 2024

1. Background and Scope

The Shire of Boyup Brook has requested Mitsui Bussan Woodchip Oceania (MWO) provide an Environmental Impact Statement (EIS) as part of its planning application to establish a pine plantation on the Darganullup property (Lot 1431, Boyup Brook-Kojonup Rd WA 6255) in Mayanup.

Bunbury Fibre Exports (BFE) is a wholly owned subsidiary of MWO and will be the Plantation Managers for this development.

MWO and BFE hold Forest Stewardship Council (FSC) and the Programme for the Endorsement of Forest Certification (PEFC) certificates which recognise responsible forest management with regard to environmental protection, among other things.¹

2. Approach

The Shire has highlighted some specific concerns regarding the Environmental Impact of a long rotation pine plantation on the local area. MWO has drawn on published reputable information sources to provide an analysis of these impacts. BFE staff are highly skilled and experienced in Plantation Management and adhere strictly to The Code of Practice for Timber Plantations in Western Australia². A detailed Plantation Management Plan, prepared by senior foresters at BFE and submitted as part of the development application, addresses many of the concerns highlighted.

3. Biodiversity Impact

Biodiversity in the agricultural context is widely understood to support agricultural production through the provision of greater pollination and biological pest control³. Evidence suggests that pine plantations support a higher level of biodiversity than agricultural operations such as pasture and cropping⁴. Plantations with areas of native vegetation, as present in Darganullup, typically support even greater biodiversity than contiguous plantations. Native animals frequently observed in exotic softwood plantations include echidnas, kangaroos, possums, birds (including the endangered Carnaby's Black Cockatoo) and a wide range of insects.

Brockhoff et al 2008 concluded:

'there is abundant evidence that plantation forests can provide valuable habitat, even for some threatened and endangered species, and may contribute to the conservation of biodiversity by various mechanisms.' And

'afforestation of agricultural land can assist conservation by providing complementary forest habitat, buffering edge effects, and increasing connectivity.'

There are no reports of threatened species in the specific area of the development, however there are four threatened species in this general area of WA as shown in the table below:



Mitsui Bussan Woodchip Oceania Pty. Ltd

Accepted name	Conservation code
Myrmecobius fasciatus Waterhouse, 1836	EN
Ornduffia submersa (Aston) Tippet & Les	P4
Phascogale tapoatafa wambenger Aplin, Rhind, Ten Have & Chesser, 2015	CD
Zanda latirostris Carnaby, 1948	EN

All native vegetation currently on the property will remain and buffers will be maintained around all stream reserves and water sources. Where previous native vegetation has died back, MWO intends to continue its existing program of environmental planting projects which restore these areas.

Weed control will be conducted according to label rates, under appropriate weather conditions and buffers will be applied around sensitive areas such as waterways in line with The Code of Practice for Timber Plantation in Western Australia of Practice. Weed control will be carried out by licensed contractors.

A program will be in place to control any declared noxious weeds including pine and blue gum wildings on the property. The program will also include the monitoring and control of feral animals where appropriate.

4. Hydrology

a. Water quality and Salinity

Afforestation is widely recognised as assisting to combat dryland salinity. Salinity is a complex issue with many bio and geophysical factors contributing to the mitigation of increasing stream salt loads. It is generally understood that plantations reduce salt load in salinity affected catchments over the long term. The longer rotational nature of pine plantations contributes positively to the decrease in salinity within the catchment.

Zhang et al., 2007, in their publication *Afforestation in a Catchment Context: Understanding the impacts on water yield and salinity*⁵ examine the benefits of plantation forestry on water quality, summarising as follows:

Forestry generally displaces agriculture rather than secondary industries, and reduced fertiliser, herbicide and pesticide applications to forested catchments will generally result in improved water quality. However, in some situations, herbicide application at establishment and management activities such as road construction and felling have been known to offset these benefits. As with most land uses, much depends on the standard of management. Any adverse effects of afforestation, particularly during the establishment and harvesting stages, can be minimised by conforming to codes of best forest practice. As an example, a recent study showed that forested land is generally associated with lower total sediment, phosphorus and nitrogen concentrations compared with grazing land for catchments in south-east Queensland, indicating better water quality from forested catchments (Chiew et al., 2002).



Mitsui Bussan Woodchip Oceania Pty. Ltd

b. Watercourse buffers

The property does not fall within a Proclaimed Drinking Water and Recovery Catchment. In accordance with the Code, operational buffer zones will be maintained on either side of streams and water sources to reduce the risk of contamination of water courses.

c. Water crossings

One crossing of an internal creek has been identified and this crossing will be constructed in accordance with The Code of Practice for Timber Plantation in Western Australia in order to protect water quality.

5. Visual Impact

Concern has been raised over the visual impact of a pine plantation being established adjacent to Boyup Brook–Kojonup Road. The plantation will abut the route for approximately 3.1km heading east-west to the south of the proposed plantation and for approximately 1.3km heading north-south to the west of the plantation. Approximately 1 km of the southern section of road currently has native vegetation abutting the road which will remain untouched in the proposed development. Approximately 1km of the western parcel of the property is an existing blue gum plantation. This section of road frontage will remain a plantation under the proposed development. The title area of the property is 426 ha and as such the plantation trees will occupy less than 50% of the total land area, broken up by areas of existing native vegetation, natural waterways and paddock trees.

There will be a 15m fire break separating the plantation from external boundaries and areas of existing vegetation along the road verge – reducing the visual impact of the plantation. Mitsui/BFE will be happy to look at assisting the Boyup Brook Shire in planting a native tree screen along the road reserve to assist with the visual standards required by the shire.

6. Soil erosion

Consistent with other agricultural and horticultural land uses, plantation establishment requires cultivation and removal of grass and other competing vegetation at establishment. This means there is potential for soil degradation and erosion. Unlike for annual crops, only a portion of the site is affected, and this happens only once during a rotation of approximately 30years in a pine plantation. Most soil loss in plantations is from roads and tracks. This is mitigated by good design, correct drainage measures and adequate maintenance, all of which are controlled by The Code of Practice for Timber Plantation in Western Australia.

7. Indigenous Heritage

A mythological Indigenous heritage site has been identified on the site, this corresponds with the stream running through the property and as such will have buffers maintained around the area. See attached map in appendix 1.

8. Climate Change Mitigation

Plantation forestry is a very important part of the climate mitigation strategy for Australia. The Federal government has pledged to reach Net Zero emissions by 2050 with interim targets of a reduction of 43% on 2005 levels by 2030.



Mitsui Bussan Woodchip Oceania Pty. Ltd

In 2016, 3 billion tonnes of carbon were stored in production native forests and approximately 250 million tonnes of carbon were stored in plantations (57% in softwood plantations and 43% in hardwood plantations).⁶

Forestry is relatively unique to the Australian economy in that it is a net carbon 'sink'. The proposed Darganullup plantation is intended to be registered with the Clean Energy Regulator as a carbon offset project – recognising the carbon dioxide sequestered from the atmosphere as a result of the trees growth over time.

Timber is a reusable, recyclable and renewable resource. Timber sourced from sustainable forestry and plantations stores carbon during its use and has a low embodied energy compared to other building materials such as steel, aluminium and concrete. Hence green building codes promote the use of sustainable sourced timber in construction (Plantations 2008⁴.)

Demand for wood is expected to grow as the circular bioeconomy expands and new products are developed. Commercial plantations are set to supply a large share of these future demands. The proposed Darganullup plantation will be one plantation contributing to our future bio economy.

9. Summary

MWO and BFE are recognised by FSC and PEFC as being committed to environmentally responsible forest management. The proposed Darganullup plantation will not only protect local environmental values, but it will also enhance them. The growth of the plantation will combat salinity and climate change. The renewable products grown in the plantation will support a more environmentally friendly housing and construction industry.

References

1. [FSC Standards](#)
2. [Code of Practice for Timber plantations in Western Australia.](#)
3. [Biodiversity-mediated benefits for crop production](#)
4. [Plantations 2008 \(DAFF\)](#)
5. [Afforestation in a Catchment Context: Understanding the impacts on water yield and salinity](#)
6. [Australia's State of the Forests Report 2018](#)

Appendix 1





Mitsui Bussan Woodchip Oceania Pty. Ltd

ECONOMIC AND SOCIAL IMPACT STATEMENT

Supporting Darganullup plantation proposal

May 2024

1. Background and Scope

The Shire of Boyup Brook has requested Mitsui Bussan Woodchip Oceania (MWO) provide, as part of its planning application to establish the Darganullup property in Mayanup to a pine plantation, an Economic and Social Impact Statement (ESIO) with a specific reference to the number of jobs lost or created and the resulting social impact.

The Shire has stated preference to avoid broadscale plantations, to protect the agricultural sector and to promote small-scale forestry / farm forestry within the Shire. While MWO respects the Shire's position to avoid perceived adverse impacts of plantation establishment, MWO agrees with the *FESA Guidelines for Plantation Fire Protection* and other authorities who state that "tree plantings are considered a legitimate rural land use activity".

In 2016, the Western Australian Planning Commission developed a 'Rural Planning' policy (State Planning Policy 2.5), which states:

'tree farming is supported and encouraged on rural land as a means of diversifying rural economies and providing economic and environmental benefit.'

And

'WAPC policy is that tree farms should be supported and encouraged on rural land. Therefore, any local planning strategies or schemes seeking to prohibit or severely restrict tree farming would not be in keeping with State policy.'

In the Boyup Brook Local Planning Strategy 2019-2034, it states:

'Tree plantations present various economic, environmental and employment opportunities'

The scope for preparing any ESIO is broad. In context of the Darganullup plantation, which has been used as agricultural land, MWO has considered two land uses for comparison in this ESIO. Based on MWO's local experience owning, managing, and disposing of land in the Shire, the two most likely land uses for the Darganullup plantation, given its circumstances and that of the sector, would be:

- Continuation (and reversion of the existing blue gum plantation) of broadacre farming; and
- Conversion to long rotation (pine) plantation.

The land in question does not include any habitable structures apart from an old homestead in poor condition which will be demolished. Considering this, and the general trend of land use discussed further below, "lifestyle" or "mixed farming" is not considered to be a likely land use for this property.

While MWO agrees that small scale forestry / farm forestry would be a positive strategy for the Shire to attract investment, diversify farm incomes, achieve environmental benefits, and enhance productivity of existing farms, the merits of farm forestry as a standalone land use are outside the scope of this ESIO. This said, the viability of small-scale forestry becomes more viable when it is located close to larger scale forestry operations.



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2. Approach

MWO has drawn on published reputable information sources to provide an analysis of regional land use trends, to identify and broadly compare the two most likely land uses for the subject property, and finally to describe the contribution of plantation forestry to regional employment and economies. Also provided is some project specific employment and economic contributions.

3. Project contributions to employment and investment

The Darganullup project should contribute significant employment and investment into the region and to the Shire of Boyup Brook over the full rotation of the pine. MWO plans to invest approximately \$450,000 in operational expenditure in the first year, and considerably more than that over the life of the project. An indicative sum to be paid to harvest and haulage contractors for thinning and final harvest operations over the rotation of the plantation is over \$7 million. Further spending in value adding the logs will occur post-harvest. The project will pay various other contractors for additional services during the rotation.



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A summary of the expected expense contribution of the project is provided below showing a snapshot of expected finances being generated within the shire over a 30-year rotation based on current day to day costs and operations vs other broadacre expenses generated and maintained within the Boyup Brook Shire. The table excludes sales as generally most sales will be processed in other shires unless economy of scale dictates that either a sawmill or nursery be feasible to construct and maintain in the shire.

Employment beyond the property in value adding and the building industry is massive, and this is discussed further in this report.

Pinus Radiata 30 Year Rotation			Canola Rotation		
Operation	Input Cost /Planted ha	Local Shire %	Operation	Input Cost /Planted Ha	Local Shire %
Establishment	2500	20%	Establishment & Harvest	800.00	80%
Weed Control	250	0%			
1 st Thinning (10)	6300	100%			
Maintenance Fert.	350	0%			
2 nd Thinning (20)	6300	100%			
Maintenance Fert.	350	0%			
Harvest	17500	100%			
Firebreak Maintenance	20	30%			
Pest Control	6	100%			
Declared Weeds	10	0%			
Total Expenses Over 30 Years/ha	\$33586.00		Total Expenses Over 30 Years/ha	\$24000.00	
Generated Cash kept within Local Shire/ha over 30 years	\$30899.00	92%	Generated Cash kept within Local Shire/ha over 30 years	\$19200.00	80%

MWO (or its subsidiary Bunbury Fibre Exports) expects both the company as well as local contractors to employ both full-time as well as casual employees to manage the Darganullup property and it is noted that MWO have similar intentions for the other existing plantations they own within the Shire.

4. Societal and land use trends

Trends which MWO considers particularly pertinent to this ESIO are:

- Regional demand for building and forest products; and
- Broadacre farm size and production.



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4.1 *Housing and demand for timber products*

Domestic demand for pine sawlogs is growing rapidly. Lumber for Australian housing is predominantly supplied by domestic sawmills, with the balance supplied by imports. The domestic sawn timber industry cannot currently keep pace with demand, which is leading to timber shortages and construction delays (ABARES 2019).

Number of dwellings commenced in the Dec Quarter 2023 are up slightly compared to the previous quarter (Australian Bureau of Statistics, Building Activity, Australia April 2024), and this trend is anecdotally continuing with strength. Imports are also currently unable to supply the shortfall of lumber to the Australian building industry.

Given that the building industry generates massive employment and economic activity for WA, and the declining availability of pine sawlogs, the Government of Western Australia has decided to invest \$350m into growing the pine plantation estate. The State Government funds are mentioned only to highlight the acute need for additional plantations in WA, MWO is not currently a recipient of any of these funds.

4.2 *Broadacre farm size and production*

It is well understood that across regional Australia, production farms are consolidating. The number of farms has dropped by over 50% between 1978 and 2022, while production has continued to grow (ABARES) – meaning less farms producing more output.

The trend of farm consolidation is widely considered to be the result of farmers pursuing economies of scale. This economy of scale is demonstrated by data produced by ABARES in 2021 that showed “the largest 10% of broadacre farms produced around half of total output, while the smallest 50% of farms produced around 10% of total output.” Farms are getting bigger and more efficient, and for good reason.

5. **Agriculture and Forestry compatibility**

While it is the case that farming and forestry compete for land in some regions, the two industries can be compatible and even complementary.

5.1 *Farm forestry*

Using livestock to manage fuel loads beneath plantation trees is common. In a plantation within the Shire, the Forest Products Commission of WA (FPC) has an agreement with a neighbouring farmer to allow stock beneath the plantation for the mutual benefit of farmer and forester. MWO is open to a similar approach at a point where trees have grown to a stage which would allow grazing to occur without damaging plantation trees and when doing so doesn't threaten the health of remnant vegetation.

Farm forestry can improve a farm's productivity, profitability, resilience, and sustainability. A multi-year or multi-decade crop like a tree plantation allows farmers to diversify their income and adjust the harvest year to when it suits their cash needs or when timber markets are stronger. Successful small scale farm forestry requires forestry expertise, quality seedlings, professional management and efficient operations and logistics.

Small, poorly managed plantations are commonly unsuccessful and financially unviable. Larger plantations such as the one proposed at Darganullup provide the scale necessary to attract and retain the expertise and efficiency to ensure affiliated financially viable small scale farm forestry. MWO is committed to working with local farmers in the region to help them establish farm forestry plantings and assist them to access to the Australian Carbon Credit Unit (ACCU) market.

5.2 *Posts and poles*

There exists two post and pole producers in South West WA. These are Koppers Wood Products in Picton and Timber Treaters in Bridgetown. The posts and poles are an important source of materials for agricultural businesses in the region. Pine posts and poles are a light, durable and cost competitive fencing material for farmers. Without the pine plantation industry, farmers may be forced to use relatively heavy and expensive concrete or steel posts.



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6. Likely land use and employment impact

The trend of consolidation of Australian farms, and the local experience of MWO in regional Australia indicates that if the Darganullup plantation, at 204 ha was maintained as agriculture, it would likely be absorbed into a larger agricultural enterprise. Even if it was not consolidated into a larger enterprise, combined with the parallel trend of increasing farm machinery size and efficiency, it is unlikely any additional or a greater amount of agricultural employment would be generated than compared to the current circumstances.

Virtually all pine sawlogs in the region are processed in South West WA and final timber products consumed by Australian businesses and families. Considering the full life cycle of a pine plantation from seed production to wall-stud installation, Australian employment is generated at every step, mostly regional employment, and a large proportion in South West WA.

The flow-on employment of pine saw logs, which are used almost exclusively for domestic processing and consumption (- compared to agriculture, from which 70% of products are exported (ABARES)), MWO contends that the total employment on a regional scale is arguably greater for pine plantation than broadacre farming.

The quality of employment is also a consideration. Based on ABARES data and research by Schirmer et al. 2017, the plantation forestry industry generates a greater proportion of full-time employment than other sectors of the economy (84% Vs 68% respectively). On a national scale, less than 30% of jobs generated by broadacre farming are full time jobs (ABARES). As a result of plantation forestry's high proportion of full-time employment, plantation forestry workers in WA are less likely to earn lower incomes and more likely to earn higher incomes. This research demonstrates that plantation forestry jobs are of a high quality, providing workers with reliable, disposable income to spend in the wider economy and community.

7. Social impact

Given that it is most likely that both broadacre farming and a standalone plantation forestry project would absorb this property into a larger enterprise, the employment generated by either land use is unlikely to be significant enough to have a material impact on society in proximity of the property. MWO contends that social impact at a local scale is more likely to be connected to the quality of employment generated by the land use. Given that plantation forestry generates more full time, high paying jobs than other sectors in WA (Schirmer et al. 2017), it is unlikely that any negative social impact would result from the plantation being established.

For local governments where pine plantations are likely to be developed, population change data from the Australian Bureau of Statistics (Census 2001 to 2021), indicates that the general trend is for increasing or stable population figures,

and the 'family' makeup of households has remained steady at around 70%. Family composition or population has not significantly declined in the last 20 years. The population and number of dwellings in the Shire of Boyup Brook grew between 2016 and 2021 by 133 and 26 respectively with the number of persons participating in agriculture growing by 16 persons between 2016 and 2021.

As in the past, MWO continues its dedication to making a positive difference within the local community and is always ready to support the community, where feasible, through its subsidiary, BFE.

8. Economic and employment impacts of the pine plantation sector

This section considers two key publications based on social and economic research. One is WA specific and the other considers the South West Slopes region of NSW – where a large and mature pine plantation sector exists. The periods covered by both publications overlap because they coincide with the publication of, among other things: the ABS' 2016 *Census of Population and Housing*, and the 2016 *Regional Wellbeing Survey*.



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The University of Canberra and Econsearch were commissioned by Forest and Wood Products Australia to complete a socio-economic impact study of Western Australia in 2017 (Schirmer et. al. 2017). The report considers employment from *primary production* (growing and harvesting timber), *primary processing* (sawmilling etc.) and *secondary processing* (cabinetry, etc.). The paper does not include peripheral economic activity generated by plantations such as livestock grazing, seed production, recycling timber products after use, recreation etc. A summary of the findings of Schirmer et al. (2017) are presented here with a 2022 update for some data areas completed by BDO Econsearch

8.1 *Economic value*

The total direct and indirect value of output generated by the WA forest industry at the point of sale of primary processed products in 2019-20 was approximately \$1.4 billion. Of this, the greatest share was generated by the pine plantation sector. Using another measure- Gross Regional Product (GRP)- the contribution was \$655m generated by the WA forest industry. The greatest proportion was, again, delivered by the pine plantation sector.

The South West of WA (which includes Boyup Brook shire) contributed \$293m which represented nearly half of the total GRP figure and the greatest share. The pine plantation sector generated the greatest proportion of GRP in the WA forest industry.

8.2 *Direct expenditure*

Total direct expenditure by the WA forest industry by growing, harvesting and primary processing in 2019-20 was \$983m. South West WA accounted for over 60% of this expenditure. Of the nearly \$1b of expenditure, the pine plantation sector accounted for \$358m. Given the push by industry and the State and Federal governments for an increased investment in softwood plantations, the share of expenditure in the pine plantation sector is expected by MWO to significantly increase in coming years.

8.3 *Household income*

The WA forest industry generated \$149m in household income in 2019-20. Of the three WA regions considered in the research, South West WA received the greatest share of household income at \$97m (65%).

8.4 *Employment*

The WA forest industry contributed 4,940 direct and indirect jobs to the WA economy in 2019-20. Of these, almost half, or 2270 jobs were generated in South West WA. A large proportion of jobs are generated during primary processing.

South West WA is a hub for processing, so the proposed plantation will not only generate jobs at a property level, but the harvested logs will also support many more jobs in the region. Although these might not all be for people who

reside within the Shire of Boyup Brook, neither are secondary agricultural jobs all self-contained within the Shire boundaries.

Of the total jobs generated by primary processing in the WA forest industry, the greatest proportion of jobs were generated by the pine plantation sector and the greatest proportion were also generated in South West WA.

The Australian government is investing \$10 million over four years in the Forestry Workforce Training Program to support the delivery of skills and training to meet the increasing requirements of the forestry and wood products sector.



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8.5 Working conditions

The WA forest industry generates more full-time jobs than other industries. The forest industry employs 94% as full-time staff, compared to the broader workforce which employs 68% as full-time staff. The trend for full-time proportion has remained reasonably steady between 2006-2016 for the forest industry and consistent with the trend of the broader workforce of other industries in WA.

In 2016, forest industry workers were less likely than those in other industries to earn lower incomes (less than \$649 per week), and more likely to earn higher incomes (more than \$1,250 per week). The relatively better incomes are likely to be linked to the high rates of full-time work. The trend between 2006 and 2016 was also positive for both the above metrics – with less workers earning lower incomes and more workers earning higher incomes. Of those earning full-time incomes, the proportion on lower incomes has declined between 2006-2016 and the proportion earning higher incomes has grown over the same period – these are both positive trends.

9. Economic and social impacts of the NSW pine plantation sector

A report published and funded by the NSW Department of Industry and Forest and Wood Products Australia (DPI 2017) investigated the contribution of the large, mature pine industry in the South West Slopes region of NSW in 2015-16. Some key findings are presented below.

- The direct gross output from timber processors in the SW Slopes region was over \$1 billion.
- The total gross output by the agricultural sector to the point of farm gate in the same region was approximately half the above.
- The total expenditure of the tourism sector in the Snowy Mountains region (including ski resorts in the Kosciusko region) was less than half the pine plantation sectors direct gross output.
- When indirect gross output is added in the SW Slopes region, the total output by the pine plantation industry doubles to over \$2 billion.
- The gross regional product of the pine plantation sector was over \$1 billion.
- The household income generated by the pine plantation sector was almost \$470 million.
- The greatest proportion of forestry industry expenditure (21%) was wages and salaries.
- The above figures are further evidence that the pine plantation sector is a significant contributor to regional and state economies.

10. Summary

The Darganullup project converts agricultural land and a small, short rotation blue gum plantation into a new, long rotation pine plantation. The project relies on significant investment into the Darganullup property, which will predominantly be paid to local contractors over the full rotation of the pine as outlined above. The project will also generate significant employment during its establishment, ongoing management, and harvesting.

MWO is not aware of any evidence that would suggest continuing this land as agriculture would generate any more jobs than the conversion proposed to long rotation pine.

The benefits of relatively high and stable incomes flowing to forestry workers will increase the likelihood of workers having disposable income to spend in the community.

The proposed plantation development will contribute to the pine plantation sector, generating significant ongoing economic activity, employment, and household income for regional WA. The products from the proposed plantation are likely to be processed in South West WA and the products used by the WA building industry to build housing for West Australians.



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If agriculture can be incorporated into the management of the property (livestock to control fuel levels etc.), and if the plantation can provide a level of scale which enables smaller farm forestry to also be developed on neighbouring farms, the social, environmental, and economic benefits are likely to be multiplied again.

11. References

Decline in Farm numbers and increase in production: <https://www.awe.gov.au/abares/products/insights/snapshot-of-australian-agriculture-2021#employment-on-australian-farms-is-significant-and-varies-throughout-the-year>

Production and farm size: <https://www.awe.gov.au/abares/research-topics/surveys/disaggregating-farm-size>

Schirmer et al 2017. Forestry impact WA: https://www.fwpa.com.au/images/WA_Report_Dec2017_Final.pdf

Estimating the economic contribution of the forestry industry to Western Australia 2022

<https://fwpa.com.au/report/estimating-the-economic-contribution-of-the-forestry-industry-to-western-australia/#:~:text=The%20forest%20industry%20in%20WA,the%20entire%20economy%20were%20included.>

WA government investment in plantations: <https://www.wa.gov.au/government/announcements/premier-announces-softwood-investment#:~:text=The%20Honourable%20Mark%20McGowan%20MLA,Australia's%20softwood%20plantation%20timber%20industry.&text=The%20softwood%20processing%20industry%20currently,State's%20housing%20and%20construction%20market.>

[investment#:~:text=The%20Honourable%20Mark%20McGowan%20MLA,Australia's%20softwood%20plantation%20timber%20industry.&text=The%20softwood%20processing%20industry%20currently,State's%20housing%20and%20construction%20market.](https://www.wa.gov.au/government/announcements/premier-announces-softwood-investment#:~:text=The%20Honourable%20Mark%20McGowan%20MLA,Australia's%20softwood%20plantation%20timber%20industry.&text=The%20softwood%20processing%20industry%20currently,State's%20housing%20and%20construction%20market.)

ABARES 2019. Demand for timber.

https://www.awe.gov.au/sites/default/files/abares/documents/PlantationEstablishmentOutlook2050_v1.0.0.pdf

DPI 2017. SW slopes economic contribution.

https://www.dpi.nsw.gov.au/_data/assets/pdf_file/0005/721724/socio-economic-impacts-of-the-softwood-plantation-industry.pdf

(GRDC) Cost of Production Fact Sheet




[21112.01-Gross-Margins-Guide-2022 WEB.pdf \(grdc.com.au\)](https://www.grdc.com.au/21112.01-Gross-Margins-Guide-2022_WEB.pdf)

Proposed Planting Map - DARGANULLUP
































Plantation Details

Address: 1431 Boyup Brook-Kojonup Rd
 Mayanup WA 6255
 Title: DP111777/1401, DP256627/729,
 DP112291/1465, DP253199/8466,
 DP252757/7920 & DP256628/741
 Title Area: 426.06ha
 Land Owner: Mitsui Bussan Woodchip Oceania
 Contact: Brett Scott
 Phone: 0458 824 780
 Plantation Manager: Bunbury Fibre Exports
 Contact: Brett Scott
 Phone: 0458 824 780
 Fire Contact: 08 9721 5963
 Shire: Boyup Brook

Plantation Area

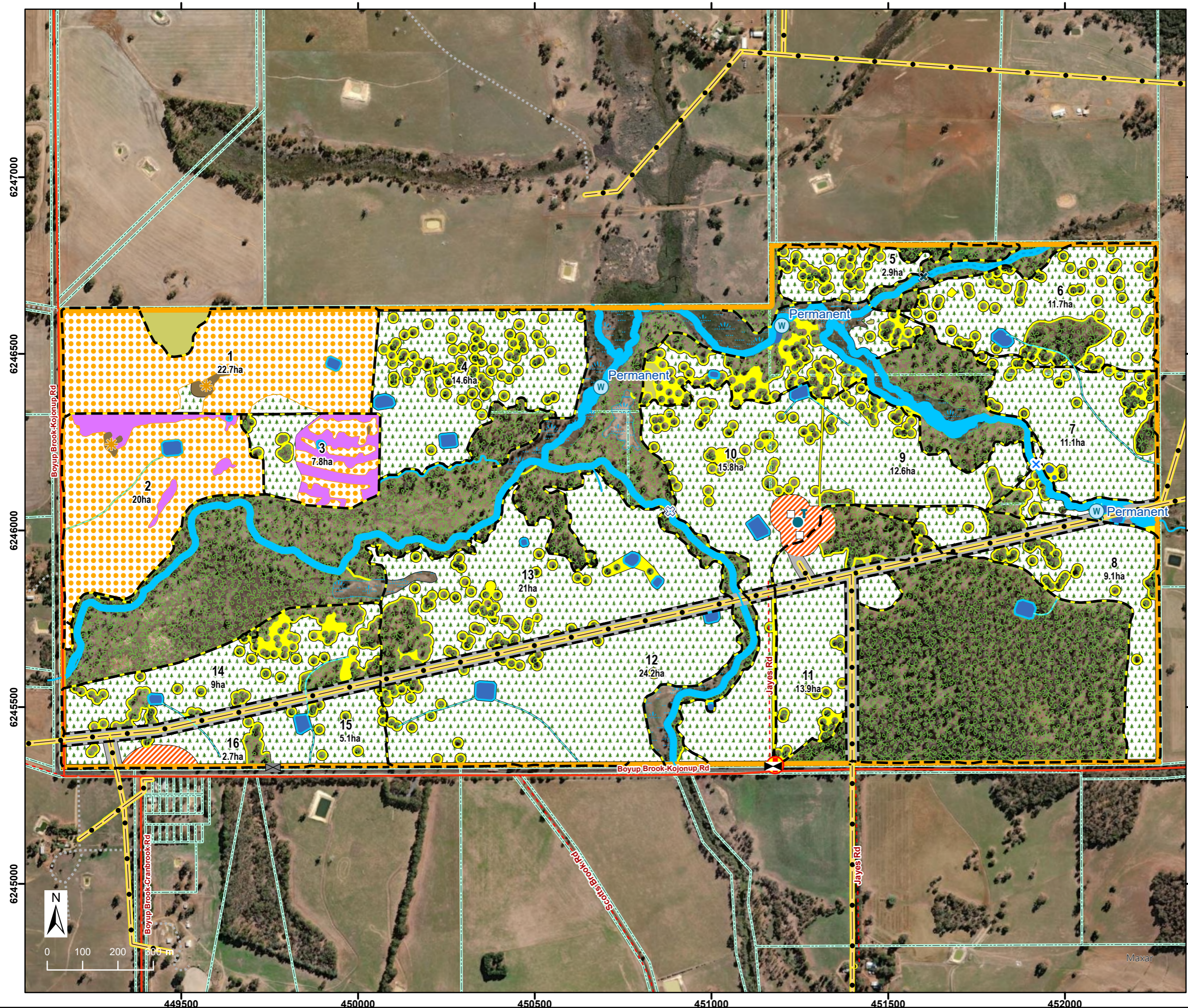
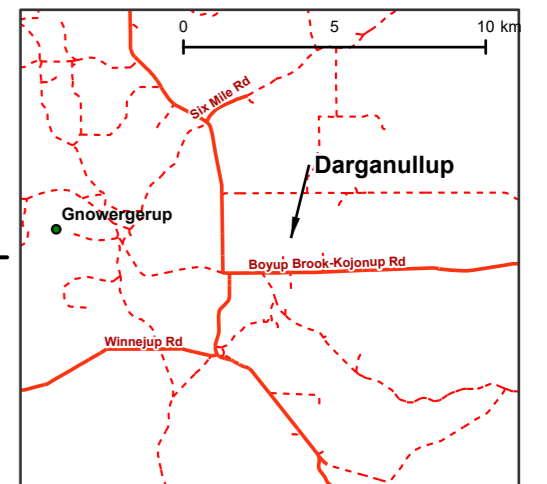
 Proposed Pine Plantation Area = 157.1ha
 Standing Blue Gum Plantation Area = 42.0 ha
 Failed (2017) Blue Gum Plantation Area = 4.9 ha
Total Plantation Area: 204.0ha total

Legend

- | | |
|--|---|
|  Emergency Assembly |  Watercourse - Drainage |
|  Main Access Gate |  Native Vegetation - 122.4ha |
|  Access Gate |  Wetland - 7.0ha |
|  50,000L Concrete Water Tank |  Soak - 3.3ha |
|  Permanent Water Point |  Firebreak External (15m) - 13.7ha |
|  Slash Heap |  Firebreak Internal (6m) - 35.7ha |
|  Shed |  Watercourse - 17.1ha |
|  Culvert Crossing |  Dam - 2.3ha |
|  Other Crossing |  House Buffer - 3.2ha |
|  Ford Crossing |  Powerline Easement - 14.9ha |
|  Transmission Line 32kv or less |  Unproductive - 1.7ha |
|  Access Track (6m) |  Slash Heap - 0.6ha |
|  Firebreak |  Cadastre |
|  Watercourse |  Shire Boundaries |
|  Watercourse - Perennial |  Heritage Area |
| |  Compartment Labels - FGDB |

Note: External firebreaks are a minimum of 15m wide and internal breaks are a minimum 6m wide, with a minimum 6m trafficable and 4.5m vertically. All breaks do not exceed a maximum grade of 1 in 8, or a maximum cross fall of 1 in 33. Internal tracks are a minimum 3m clearance on either side of the pavement with (total 6m) have a minimum 4m vertical clearance and a minimum load limit of 15 tonnes. Turnarounds have a minimum inner radius of 12m.

Map Scale: 1:10,000@A3
 Projection GDA94 Zone 50
 Author: L. Adamson, Esk Spatial
 Date: 28/05/2024



Local Emergency Management Committee Special Meeting (LEMC) 02 May 2024
MINUTES

Location	55 Abel St, Boyup Brook – Shire Chambers
Time	12:02pm
Videoconference Link	MS Teams

1. Administration The meeting was not audio recorded for minute taking purposes

1.1 Declaration of Opening

The Presiding Member welcomed attendees and declared the meeting open at 12:02pm.

1.2 Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

1.3 Record of Attendance

Name	Organisation	Attended	Apologies
Cr Richard Walker	Shire President & Chair	✓	
Cr Helen O'Connell	Deputy Shire President & Deputy Chair	✓	
Leonard Long	Chief Executive Officer		✓
Jason Forsyth	Executive Manager Operations		✓
Carolyn Mallett	Executive Manager Corporate & Community – Local Recovery Coordinator	✓	
Angela Hales	Deputy Local Recovery Coordinator	✓	
Lynne Schreurs	St John Ambulance Boyup Brook	✓	
Rosalyn Edwards	LEMC – XO, Ranger	✓	
Sgt Martin Baraiolo	WA POL		✓
Snr Constable Sarah Cole	WA POL	✓	
Snr Constable Daniel Drummond	WA POL		✓
Ben Thompson	CBFCO		✓
Tristan Mead	X-Ray 1 BBVBFB		✓
Brad Skraha	X-Ray 2 BBVBFB		✓
David Fortune	X-Ray 3 BBVBFB		✓
Brad Fairbrass	X-Ray 4 BBVBFB		✓
Clinton (Arky) Wawilow	Captain - Boyup Brook VFRS		✓
Renee Flaxman	Department of Communities	✓	
Mark Schorer	Department of Communities		✓
Erin Kenny	Dept. of Communities - Collie	✓	
Paige Weaver	WACHS - Blackwood Region		✓
Julie Webber	DPIRD- Agriculture & Food Division		✓
Christine Renke	DPIRD- Agriculture & Food Division	✓	
Mel Robertson	Water Corporation		✓
Nathan Hall	District Officer Emergency Management - DFES		✓
Chris Sousa	District Officer Nelson - DFES	✓	
Erin Hutchins	District Emergency Management Advisor SW - DFES	✓	
Chris Doherty	Bushfire Mitigation Coordinator		✓
Jodi Nield	Boyup Brook CRC		✓
Lewis Winter (Presenter)	Lewis Winter Fire & Emerge Mgt	✓	
Michael Phillips	Department of Communities		✓
Richard Bothe	Bridgetown SES		✓
Reuven Meiri	Bridgetown SES	✓	
Donna Forsyth	SoBB Bushfire Risk Mitigation Officer Bushfire Ready Facilitator	✓	
Bruce Hancock	Main Roads WA	✓	
Nicola Jones	SoBB Community Development Officer	✓	

2. Guest Presentations

- 2.1 Lewis Winter (Lewis Winter - Fire & Emergency Management and Chris Widmer) facilitated the Emergency Management Planning and Awareness Workshop for the Shire of Boyup Brooks' reviewed Boyup Brook Local Emergency Management Arrangements (LEMA), prior to this LEMC Special Meeting. LEMA and associated Appendices tabled. (**Attachment A2 and A3**).
- 2.2 Lewis Winter (Lewis Winter Fire & Emergency Management and Chris Widmer) will facilitate the Emergency Management Planning and Awareness Workshop for the Shire of Boyup Brooks' Local Recovery Plan (LRP), following this LEMC Special Meeting. LRP and associated Appendices tabled. (**Attachment A4 and A5**).

3. Previous LEMC Meeting Minutes

<p>Moved: Angela Hales..... Seconded: Sarah Cole.....</p> <p><u>COMMITTEE DECISION LEM 24/05/004</u></p> <p>That the minutes of the Local Emergency Management Committee Meeting held on 07 February 2024 be confirmed as being a true and accurate record, with the amendment to Item 11 General Business Angela Hales communicated that food taken to fire grounds must be stored and handled in accordance with the <i>Food Act 2008</i> Food Safety Standards.</p> <p style="text-align: right;">Carried For: All Against: Nil</p>
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It was also noted that an auxiliary trailer has been provided to the local volunteer bushfire brigades with support of the Shire of Boyup Brook. This is designed to hold food on ice, prepared by appropriately qualified organisations e.g. IGA and cafes.

4. Correspondence

- 4.1 Correspondence IN - deferred to next LEMC Meeting
- 4.2 Correspondence OUT - deferred to next LEMC Meeting

5. Review of Emergency Contacts List (**Attachment A1**)

- 5.1 Invitations were invited for review of Emergency Contacts List.
 - 5.1.1 Bruce Hancock from Main Roads WA to be added.
 - 5.1.2 Christine Renke – DPIRD to be added.
 - 5.1.3 Donna Forsyth – SoBB Bushfire Mitigation Officer to be added.
 - 5.1.4 Reuven Meiri – Bridgetown SES proxy to be added.
- 5.2 Add Lynne Schreurs as St John Ambulance second contact.

6. Review of Action List and business arising

Item	Owner	Status
Set date for workshop to review and test LEMA, Disaster Recovery training for Local Recovery Group, test plan and review.	XO and LEMC	Complete: 02May2024
Recommend and select potential people/groups to invite to workshop to form BB Local Recovery Group. LRG invited to workshop – Sue Mead, Nicki Jones, Malcolm Armstrong, Donna Forsyth Russell Miller, April Miller, Tara Reid, Erlanda Deas, Jodi Nield.	XO and LEMC	Complete: Invitations sent out for workshop 02May2024.
Send updated LERSP (Feb2024), to Shire Exec Officer for inclusion in council meeting agenda as recommendation to Council to endorse at Feb2024 Ordinary Council Meeting.	XO	Complete: LEMC Minutes to be provided to Council for inclusion in Agenda. Endorsed by Council.
Develop local Hazardous Substance Register from local business and review Hazmat procedures manifesto at front of buildings. DFES are developing state wide register Develop Hazardous Substance Register.	DFES VBFB Arky	Active: Arky and DFES to provide update on any progress – not present – deferred to next meeting

7. Agency/Member Reports - NIL Reports for LEMC Special Meeting

- 7.1 Dept of Communities - Renee Flaxman
- 7.2 WAPOL – Sgt Martin Baraiolo
- 7.3 DFES – Chris Sousa
- 7.4 DFES - Erin Hutchins
- 7.5 VBFB – Ben Thompson
- 7.6 St John Ambulance – Lynne Schreurs
- 7.7 Dept of Health – Paige Weaver
- 7.8 Boyup Brook VFRS – Arky Wawilow
- 7.9 DPIRD – Julie Webber
- 7.10 Water Corp – Mel Robertson
- 7.11 Boyup Brook CRC – Jodi Nield
- 7.12 Bushfire Risk Mitigation Coordinator – Chris Doherty
- 7.13 Main Roads WA – Bruce Hancock – Provided verbally – A note to Local Governments that when a LG becomes an incident controller, the road owner is the only authority that can open and close roads, following correct protocol. Eg the Shire for local roads and Main Roads WA for eg Boyup Brook Kojonup Road.

8. Local Emergency Management (standing items)

- 8.1 Post Incident Reports – deferred to next LEMC Meeting.
- 8.2 Post Exercise Reports – deferred to next LEMC Meeting.
- 8.3 Exercise – deferred to next LEMC Meeting.
- 8.4 Review Local Emergency Management Arrangements – draft review workshopped and facilitated by Lewis Winter and Chris Widmer.
- 8.5 Risk management update – deferred to next LEMC Meeting.
- 8.6 Review LEMC business plan – deferred to next LEMC Meeting.
- 8.7 Review funding opportunities - deferred to next LEMC Meeting.

9. Quarterly Reporting

Quarter 1: (Jul-Aug-Sep)	1. LEMC Business Plan Tabled 2. Develop annual meeting schedule 3. Exercise date for financial year
Quarter 2: (Oct-Nov-Dec)	Seasonal review State Preparedness Report Review
Quarter 3: (Jan-Feb-Mar)	LEMC Business Plan Developed
Quarter 4: (Apr-May-Jun)	Complete annual Preparedness Survey and Annual Report – deferred to next LEMC Meeting as not yet available. Exercise Schedule developed – deferred to next LEMC Meeting.

10. Agenda Items

10.1

Moved: Helen O’Connell..... Seconded: Angela Hales.....

COMMITTEE DECISION LEM 24/05/005

That the Committee:

1. Adopts and recommends Council adopts, the Shire of Boyup Brook Local Emergency Management Arrangements and associated appendices, subject to agreed amendments and administrative changes, including incorporation of a decision making tool for Risk Level Trigger Points and responsible persons to the section ‘Managing Risk’, with corresponding alert level appendix.

**Carried
For: All
Against: Nil**

10.2

Moved: Helen O’Connell..... Seconded: Sarah Cole.....

COMMITTEE DECISION LEM 24/05/006

That the Committee:

1. Adopts and recommends Council adopts, the Shire of Boyup Brook Local Recovery Plan and associated appendices, subject to agreed amendments and administrative changes.

**Carried
For: All
Against: Nil**

10.3 LEMC Terms of Reference – To be reviewed every 5 years. LEMC Terms of Reference be drafted and reviewed at next LEMC Meeting.

10.4 LEMC draft Business Plan 2023-2025 review - Workshopped LEMC Meeting 07Feb2024. To be presented to next LEMC Meeting.

11. General Business - Nil

12. Next Meeting

Date	Activity	Venue	Comment
12 June 2024	10:00am	Shire Chambers and via MS Teams to test communications	4 th Quarter LEMC Meeting

13. Meeting Closure

There being no further business the meeting closed at 12.19pm.

Presiding Member

Date

Action List from Agenda Items and Business Arising

Item	Owner	Status
Present final draft LEMA and Local Recovery Plan and LEMC Special Meeting Minutes 02 May 2024 with recommendation to Council to endorse plans.	XO and LEMC	Active: To be endorsed at Special LEMC Meeting 02May2024 and included in Jun2024 Ordinary Council Meeting Agenda
LEMC Terms of Reference to be reviewed every 5 years.	XO	Active: Prepare draft. Deferred to next LEMC Meeting
Review draft LEMC Business Plan 2023-2025. Workshopped LEMC Meeting 07Feb2024.	XO	Active: Updated table to be presented to next LEMC Meeting
LEMC Contact List – Add Lynne Schreurs as St John Ambulance second contact. Bruce Hancock from Main Roads WA to be added. Christine Renke – DPIRD to be added. Donna Forsyth – SoBB Bushfire Mitigation Officer to be added. Reuven Meiri – Bridgetown SES proxy to be added.	SO	Active: Update LEMC Contact List

A1. GLOSSARY OF TERMS & ACRONYMS

A1.1 Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

TERM	MEANING
AIIMS	Australasian Interagency Incident Management System is a command structure set up to systematically and logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels
Combat	To take steps to eliminate or reduce the effects of a hazard on the community
Combat Agency	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies
Command (Vertically Within an Organisation)	Authority for command is established in legislation or in an emergency plan,
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling Agency (CA)	The agency nominated to control the response activities to a specified type of emergency
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.
Disaster	see EMERGENCY

TERM	MEANING
District	Means an area of the State that is declared to be a district under Section 2.1 of the Local Government Act 1995
District Emergency Coordinator (Dec)	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and functions of respective District Emergency Management Committee are performed, and assisting Hazard Management Agency in provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer.
District Emergency Management Committee (DEMC)	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Superintendent of DFES as Deputy Chair. Executive Officer support is provided by District Emergency Management Advisors (DEMAs) DFES Managers nominated by the Fire & Emergency Services Commissioner
Emergency	<p>An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization to manage or requires coordination of a number of significant EM activities.</p> <p>The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"</p>
Emergency Management (EM)	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
Emergency Risk Management	A systematic process that produces a range of measures, which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT).
“Function” Support Coordinator	That person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Emergency Relief and Support Plan.
Hazard	A situation or condition with potential for loss or harm to the community or the environment.

TERM	MEANING
Hazard Management Agency (HMA)	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
Incident	An Emergency, which impacts upon a <u>localised</u> community or geographical area but not requiring the co-ordination and significant multi-agency emergency management activities at a district or state level.
Incident Area	The area, defined by the Incident Controller, incorporating the <u>localised</u> community or geographical area impacted by an Incident
Incident Controller (IC)	The person designated by the relevant Hazard Management Agency or Control Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation
Incident Management Team (IMT)	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic, Public Information, Finances
Incident Support Group (ISG)	The group that may be convened by an Incident Controller in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The ISG includes representation from key agencies involved in the response.
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
Local Emergency Coordinator	Person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer. Local level - Senior Police Officer responsible for the police sub-district

TERM	MEANING
Local Emergency Management Committee (LEMC)	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government and the Office of Emergency Management.
Municipality	Means the district of the local government
Operation	an Incident or multiple Incidents which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area
Operations Area	that area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted or likely to be impacted, by an Operation and incorporating a single or multiple Incident Areas
Operations Area Manager	that person designated by the Hazard Management Agency, responsible for the overall management of an Operation and provision of strategic direction to agencies and Incident Controller(s) in accordance with the needs of the situation
Operations Area Support Group (OASG)	the group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to <u>assist</u> in the overall management of an Operation. The OASG includes representation from key agencies involved in the response
Prevention	Measures to eliminate or reduce the incidence or severity of emergencies, usually intrinsically entwined with Risk Management
Preparedness	Arrangements to ensure that, should an emergency occur, all those resources and services which are need to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects. Common vernacular - READINESS
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support
Recovery	The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment

TERM	MEANING
Risk Management	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 31000 (Risk Management)
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk
State Emergency Management Committee (SEMC)	The SEMC is comprised of an executive and five Sub-Committees of Climate Change, Community Resilience and Recovery, Public Safety, Response Policy and Risk and Capacity. There are three reference groups being State, Lessons Management and Exercising, Essential Services Network Operators and Public Information.
Support Organisation	An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.
Vulnerability	The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss)

A1.2. Acronyms

ACRONYM	MEANING
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
BRMS	Bushfire Risk Management Statement (DFES)
CA	Control Agency
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
Communities	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoH	Department of Health
ECC	Emergency Coordination Centre
ED	Executive Director
EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
OASG	Operations Area Support Group
OIC	Officer in Charge
PTA	Public Transport Authority

ACRONYM	MEANING
RSPCA	Royal Society for the Protection of Cruelty against Animals
SBB	Shire of Boyup Brook
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SJA	St John Ambulance WA
SITREPS	Situation Reports
SOP	Standard Operating Procedures
SHPs	State Hazard Plans
VBFB	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
WAPOL LWAPOL	Western Australian Police Local Western Australian Police

A2. ROLES & RESPONSIBILITIES

Various officers, agencies and organisations undertake activities in relation to emergency management in Western Australia. Below is summary of key roles and responsibilities, for more specific details see [State EM Plan](#) – Appendix E.

For a full list of Management Agencies and Controlling Agencies for Western Australian Hazards see State EM Plan – Appendix C.

A2.1 Hazard Management and Controlling Agencies

TYPE OF HAZARD	HAZARD MANAGEMENT AGENCY	CONTROLLING AGENCY
AIR CRASH	Commissioner of Police	WA Police Force
ANIMAL OR PLANT, PESTS OR DISEASES	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the COLLAPSE OF A STRUCTURE OR LANDFORM	Fire and Emergency Services Commissioner	DFES
CYCLONE	Fire and Emergency Services Commissioner	DFES
EARTHQUAKE	Fire and Emergency Services Commissioner	DFES
LOSS OF OR INTERRUPTION TO THE SUPPLY OF ELECTRICITY that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (Electricity supply disruption)	Coordinator of Energy	Energy Policy WA
FIRE	Fire and Emergency Services Commissioner	<ul style="list-style-type: none"> • DFES within gazetted fire districts or where DFES brigade or unit established. • DBCA on land it manages outside gazetted fire districts. • Shire of Boyup Brook in Shire of Boyup Brook districts outside of gazetted fire districts and DBCA land.

TYPE OF HAZARD	HAZARD MANAGEMENT AGENCY	CONTROLLING AGENCY
FLOOD	Fire and Emergency Services Commissioner	DFES
LOSS OF OR INTERRUPTION TO THE SUPPLY OF NATURAL GAS , that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA
Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL, SUBSTANCE that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A CHEMICAL, RADIOLOGICAL or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
HEATWAVE	Chief Executive Office, Department of Health	Department of Health
HOSTILE ACT	Commissioner of Police	WA Police Force
HUMAN EPIDEMIC	Chief Executive Office, Department of Health	Department of Health
LAND SEARCH – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force



TYPE OF HAZARD	HAZARD MANAGEMENT AGENCY	CONTROLLING AGENCY
<p>LOSS OF OR INTERRUPTION TO THE SUPPLY OF LIQUID FUEL as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)</p>	<p>Coordinator of Energy</p>	<p>Energy Policy WA</p>

A2.2 Shire of Boyup Brook Roles & Responsibilities

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
Shire of Boyup Brook	<ul style="list-style-type: none"> Responsibilities of the Shire of Boyup Brook (the Shire) as a Local Government are defined in Section 36, EM Act: Ensure that effective local emergency management arrangements are prepared and maintained for its district Manage recovery following an emergency affecting the community in its district Perform other functions given to the Shire under the Act The Shire also accepts responsibility for management of its resources The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies Development and testing of LEMA
Local Emergency Coordinator (LEC)	<ul style="list-style-type: none"> The responsibilities of LEC are defined in Section 36 of the EM Act For 'the Shire' the position of Local Emergency Coordinator is held by the WA Police, and represented by the Bunbury Police Station OIC's having the following functions: <ul style="list-style-type: none"> To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district To carry out other emergency management activities in accordance with directions of State Emergency Coordinator
LG Liaison Officer (Emergency Relief and Support)	<ul style="list-style-type: none"> During an evacuation where a Shire facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility.
LG Liaison Officer (to the ISG/IMT)	<ul style="list-style-type: none"> During a major emergency, the liaison officer attends ISG meetings to represent Shire of Boyup Brook, provides local knowledge input and provides details contained in the LEMA.

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
Shire of Boyup Brook – Incident Management	<ul style="list-style-type: none"> • Where an identified evacuation centre is a building owned and operated by the Shire, provide a liaison officer to support Communities. • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in role • Keep appropriate records of incidents that have occurred to ensure continual improvement of Shire's emergency response capability • Liaise with the incident controller (provide liaison officer) • Participate in ISG and provide local support
Other Shire of Boyup Brook Officers	<p>As determined by the Incident, the following Officers are members of the committee:</p> <ul style="list-style-type: none"> ○ Chief Executive Officer ○ Local Recovery Coordinator ○ Council Representatives ○ Environmental Health Officer ○ Senior Ranger ○ Chief Bush Fire Control Officer ○ Local Unit Manager State Emergency Services

A2.3 Emergency and Support Agencies

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Controlling Agency	<p>An agency nominated to control the response activities to a specified type of emergency</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery ensures effective transition to Recovery to LG
Hazard Management Agency	<p>HMA is a public authority or other person which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act]</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regs] • Appointment of Hazard Management Officers [s. 55 of the Act] • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] • Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2] • Ensure effective transition to recovery by Shire of Boyup Brook
Combat Agency	<p>A Combat Agency is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency</p>



AGENCY	DESCRIPTION OF RESPONSIBILITIES
<p>Support Agency</p>	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency</p> <p>Functions:</p> <ul style="list-style-type: none"> • Restoring essential services affected by the emergency • Providing “function” support as part of the tactical plan, e.g. Dept of Communities to provide emergency relief and support services • Managing their resources and those given to them in support of their specific function • Providing progress reports to the designated Incident Manager or Operations Area Manager • Providing progress reports to the higher levels of their organisation • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA • Attend post incident debriefs • Contributing a post operation report or post incident analysis

A2.4 Emergency Relief and Support

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Department of Communities (Communities)	<ul style="list-style-type: none"> • Establish, chair and manage the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Group, where determined appropriate by the Communities District Director. • Prepare, circulate, test and maintain the Local Emergency Relief and Support Plan. • Represent Communities and the emergency relief and support services function on the LEMC and Local Recovery Group. • Establish and maintain the Local Evacuation Centre. • Ensure personnel and organisations are trained and exercised in their welfare responsibilities. • Coordinate provision of emergency relief and support services during response and recovery of emergency. • Represent Communities on the Incident Support Group when required.
Shire Local Government Liaison Officer (Emergency Relief and Support)	<ul style="list-style-type: none"> • Coordinate emergency relief and response on behalf of the Shire. • Coordinate initial arrangements in lieu of Communities Evacuation Centre Coordinator attendance. • Provide assistance to the Local Welfare Centre/s including <ul style="list-style-type: none"> • Maintenance of establishments. • Security of establishments. • Opening and closing establishments.
Australian Red Cross	<ul style="list-style-type: none"> • Undertake process recording displaced persons for National Register. • In partnership with the Shire and Communities undertake Outreach in affected areas.
Shire Rangers	<ul style="list-style-type: none"> • Assist with Animal Management in effected areas and at Evacuation Centres.

A2.5 LEMC Committee Members Key roles

ROLE	DESCRIPTION OF RESPONSIBILITIES
Chair	<p>The LEMC Chair provides leadership and support to the LEMC by:</p> <ul style="list-style-type: none"> ensuring the appointment of an Executive Officer chairing the LEMC meetings and ensuring that the Terms of Reference and meeting procedures of the LEMC are adhered to ensuring that the local councils are kept fully informed of EM within the local government district and any significant outcomes from LEMC meetings ensuring the LEMA is prepared and up to date providing leadership in emergency management within the local government district.
Deputy Chair (Local Emergency Coordinator)	<p>The Deputy Chair should be appointed as the Local Emergency Coordinator (LEC). Where there is more than one LEC, the role may be shared after discussion with the Chair. The Deputy Chair provides advice and support to the LEMC by:</p> <ul style="list-style-type: none"> acting as a Chair in the absence of the LEMC Chair providing assistance, and advice as requested by the LEMC Chair chairing any subcommittees or working groups providing support and direction to the Executive Officer as required.
Executive Officer	<p>The LEMC Executive Officer provides support to the LEMC by:</p> <ul style="list-style-type: none"> coordinating the development and submissions of LEMC documents in accordance with legislative and policy requirements including the: <ul style="list-style-type: none"> Annual report Annual business Plan LEMA, including maintaining the EM contacts register. ensuring the provision of professional and timely secretariat support including: <ul style="list-style-type: none"> development and distribution of the meeting agenda, minutes, and action lists maintaining a register of correspondence maintenance of the LEMC membership contact list

ROLE	DESCRIPTION OF RESPONSIBILITIES
Committee	<ul style="list-style-type: none"> • facilitating the provision of relevant EM advice to the Chair and LEMC as required • participating as a member of LEMC sub committees and working groups as required • facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to • undertake day-to-day EM business as required from both a local and district level.
Local Emergency Coordinator	<ul style="list-style-type: none"> • In addition to the role as a Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) of the EM Act): • to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements • to assist hazard management agencies in the provision of a coordinated response during an emergency • to carry out other EM activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	<p>The Local Recovery Coordinator provides support to the LEMC by:</p> <ul style="list-style-type: none"> • ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA • providing advice and generating awareness of recovery • advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings.
Administration Support Officer	<p>A LEMC Administration Support Officer may be appointed to provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation</p>

ROLE	DESCRIPTION OF RESPONSIBILITIES
Committee Members	<p>The LEMC committee members can provide support to the LEMC by:</p> <ul style="list-style-type: none">• attending and actively participating in meetings• advising the Executive Officer of non-attendance and arranging for a proxy• contributing to the agenda and reviewing all meeting papers prior to the meeting.• completing meeting actions as required• bringing copies of relevant documents• reading and being familiar with the Terms of Reference• representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation• participating in EM activities



A3. Shire of Boyup Brook LEMA – Asset Register

ASSET CATEGORY	ASSET TYPE	ASSET OWNER	ASSET NAME	PIN	LOCALITY
Cultural	Aboriginal Artefacts	DIA	WILD HORSE SWAMP	0	
Cultural	Aboriginal Artefacts	DIA	UPPER BLACKWOOD.	522589	
Cultural	Building	Shire of Boyup Brook	Flax Mill	506724	BOYUP BROOK
Cultural	Church	Baptist Church	Boyup Brook Baptist Church	506840	BOYUP BROOK
Cultural	Church			0	WILGA
Economic	CI_Bridge	MRWA	Blackwood River	0	BOYUP BROOK
Economic	CI_Bridge	MRWA	Scotts Brook	0	MAYANUP
Economic	CI_Bridge	MRWA	Gnowangerup Bk	0	MAYANUP
Economic	CI_Bridge	LG	Tone River	0	CHOWERUP
Economic	CI_Bridge	LG	Dinninup Bk	0	SCOTTS BROOK
Economic	CI_Bridge	LG	Blackwood River	0	BOYUP BROOK
Economic	CI_Bridge	LG	McAlinden Bridge	0	MCALINDEN
Economic	CI_Bridge	LG	Collie River	0	MCALINDEN
Economic	CI_Bridge	LG	Balgarup River	0	KULIKUP
Economic	CI_Bridge	LG	Tweed River	0	MAYANUP
Economic	CI_Bridge	LG	Aegers Bridge Rd	0	BOYUP BROOK
Economic	CI_Bridge	LG	Boyup Brook Jackson St	0	BOYUP BROOK



ASSET CATEGORY	ASSET TYPE	ASSET OWNER	ASSET NAME	PIN	LOCALITY
Economic	CI_Bridge	LG	Tweed River_Boyup Rd	0	MAYANUP
Economic	CI_Bridge	LG	Tone River_Boyup_Arthur	0	TONEBRIDGE
Economic	CI_Bridge	LG	Boyup Bk_Boyup_Arthur	0	BOYUP BROOK
Economic	CI_Bridge	LG	Campbells Bridge	0	BOYUP BROOK
Economic	CI_Bridge	LG	Condinup Bridge	0	BOYUP BROOK
Economic	CI_Bridge	LG	Dinninup Boyup_Arthur	0	DINNINUP
Economic	CI_Bridge	LG	Boree Gully	0	DINNINUP
Economic	CI_Bridge	LG	Trigwell Bridge	0	DINNINUP
Economic	CI_Bridge	MRWA	Boyup_Donnybrook_Kojonup	0	BOYUP BROOK
Economic	CI_Bridge	MRWA	Donnybrook_Kojonup	0	BOYUP BROOK
Economic	CI_Communications	WAPOL	BOYUP BROOK	521243	BOYUP BROOK
Economic	CI_Communications	DFES	WAERN Boyup Brook	0	BOYUP BROOK
Economic	CI_Communications Tower	Telstra	6395006	1356527	KULIKUP
Economic	CI_Communications Tower	Telstra	6244002	514158	KULIKUP
Economic	CI_Communications Tower	Telstra	6244003	0	TONEBRIDGE
Economic	CI_Communications Tower	NBN Co	6244007	0	BOYUP BROOK
Economic	CI_Communications Tower	NBN Co	6244001	0	BOYUP BROOK
Economic	CI_Fire Station	DFES	Boyup VFRS	1046606	BOYUP BROOK



ASSET CATEGORY	ASSET TYPE	ASSET OWNER	ASSET NAME	PIN	LOCALITY
Economic	Workshop	Shire of Boyup Brook	Shire Works Depot	111677 93	BOYUP BROOK
Cultural	Aboriginal Artefacts	DIA	WILD HORSE SWAMP	0	
Cultural	Aboriginal Artefacts	DIA	UPPER BLACKWOOD.	522589	
Cultural	Building	Shire of Boyup Brook	Flax Mill	506724	BOYUP BROOK
Cultural	Church	Baptist Church	Boyup Brook Baptist Church	506840	BOYUP BROOK
Cultural	Church			0	WILGA
Economic	CI_Bridge	MRWA	Blackwood River	0	BOYUP BROOK
Economic	CI_Bridge	MRWA	Scotts Bk	0	MAYANUP
Economic	CI_Bridge	MRWA	Gnowangerup Bk	0	MAYANUP
Economic	CI_Bridge	LG	Tone River	0	CHOWERUP
Economic	CI_Bridge	LG	Dinninup Bk	0	SCOTTS BROOK
Economic	CI_Bridge	LG	Blackwood River	0	BOYUP BROOK
Economic	CI_Bridge	LG	McAlinden Bridge	0	MCALINDEN
Economic	CI_Bridge	LG	Collie River	0	MCALINDEN
Economic	CI_Bridge	LG	Balgarup River	0	KULIKUP
Economic	CI_Bridge	LG	Tweed River	0	MAYANUP
Economic	CI_Bridge	LG	Aegers Bridge Rd	0	BOYUP BROOK
Economic	CI_Bridge	LG	Boyup Brook Jackson St	0	BOYUP BROOK
Economic	CI_Bridge	LG	Tweed River Boyup Rd	0	MAYANUP
Economic	CI_Bridge	LG	Tone River Boyup Arthur	0	TONEBRIDGE



ASSET CATEGORY	ASSET TYPE	ASSET OWNER	ASSET NAME	PIN	LOCALITY
Economic	CI_Bridge	LG	Boyup Bk Boyup Arthur	0	BOYUP BROOK
Economic	CI_Bridge	LG	Campbells Bridge	0	BOYUP BROOK
Economic	CI_Bridge	LG	Condinup Bridge	0	BOYUP BROOK
Economic	CI_Bridge	LG	Dinninup Bk Boyup Arthur	0	DINNINUP
Economic	CI_Bridge	LG	Boree Gully	0	DINNINUP
Economic	CI_Bridge	LG	Trigwells Bridge	0	DINNINUP
Economic	CI_Bridge	MRWA	Boyup Donnybrook Kojonup	0	BOYUP BROOK
Economic	CI_Bridge	MRWA	Donnybrook Kojonup	0	BOYUP BROOK
Economic	CI_Communications	WAPOL	BOYUP BROOK	521243	BOYUP BROOK
Economic	CI_Communications	DFES	WAERN Boyup Brook	0	BOYUP BROOK
Economic	CI_Communications Tower	Telstra	6395006	1356527	KULIKUP
Economic	CI_Communications Tower	Telstra	6244002	514158	KULIKUP
Economic	CI_Communications Tower	Telstra	6244003	0	TONEBRIDGE
Economic	CI_Communications Tower	NBN Co	6244007	0	BOYUP BROOK
Economic	CI_Communications Tower	NBN Co	6244001	0	BOYUP BROOK
Economic	CI_Fire Station	DFES	Boyup VFRS	1046606	BOYUP BROOK
Economic	CI_Fire Station	DFES	West Boyup BFB	1046606	BOYUP BROOK
Economic	CI_Police Station	WAPOL	Boyup Police Station	11976848	BOYUP BROOK



ASSET CATEGORY	ASSET TYPE	ASSET OWNER	ASSET NAME	PIN	LOCALITY
Economic	CI_Post Office	Private	Boyup Brook Post Office	505897	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N2678097	0	MAYANUP
Economic	CI_Power Transformer	Western Power	N2721420	0	KULIKUP
Economic	CI_Power Transformer	Western Power	N3177355	0	KULIKUP
Economic	CI_Power Transformer	Western Power	N4135160	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N4407703	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N3018959	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N1746305	0	WILGA
Economic	CI_Power Transformer	Western Power	N4407597	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N3264116	0	MCALINDEN
Economic	CI_Power Transformer	Western Power	N3003996	0	MCALINDEN
Economic	CI_Power Transformer	Western Power	N2602685	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N3018964	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N2602692	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N4090288	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N5198227	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N3391262	0	WILGA
Economic	CI_Power Transformer	Western Power	N2692509	0	MAYANUP
Economic	CI_Power Transformer	Western Power	N2677836	0	WILGA
Economic	CI_Power Transformer	Western Power	N4407439	0	BOYUP BROOK



ASSET CATEGORY	ASSET TYPE	ASSET OWNER	ASSET NAME	PIN	LOCALITY
Economic	CI_Power Transformer	Western Power	N4316901	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N4407359	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N3270864	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N3018955	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N3018951	0	BOYUP BROOK
Economic	CI_Power Transformer	Western Power	N5235667	0	BOYUP BROOK
Economic	CI_Pumping Station	Water Corp	Baron St Pumping Station	505803	BOYUP BROOK
Economic	CI_Pumping Station	Water Corp	Jayes Rd Pumping Station	0	BOYUP BROOK
Economic	CI_Reservoir		Boyup Brook Dam	0	BOYUP BROOK
Economic	CI_Shire Offices	LG	Boyup Shire Offices	506098	BOYUP BROOK
Economic	CI_Water Storage	Water Corp	Rushmore Rd	0	BOYUP BROOK
Economic	CI_Water Supply Bore		Cabbage Tree Mill	483015	TONEBRIDGE
Cultural	Community Hall		Community Hall	114909 25	WILGA
Cultural	Golf Course	STATE OF WA	Tonebridge Country Club	113623 85	TONEBRIDGE
Cultural	Golf Course	Boyup Brook Golf Club Inc	Boyup Brook Golf Club	514839	MAYANUP
Cultural	Golf Course	Boyup Brook Golf Club Inc	Boyup Brook Golf Club	514839	MAYANUP
Cultural	Grandstand	State of WA	Boyup Brook Football and Sporting Club	119979 86	BOYUP BROOK
Human	Recreation	Shire of Boyup Brook	Tennis Courts	119979 86	BOYUP BROOK



ASSET CATEGORY	ASSET TYPE	ASSET OWNER	ASSET NAME	PIN	LOCALITY
Human	Recreation	Shire of Boyup Brook	Music Bowl	119979 86	BOYUP BROOK
Economic	Retail Supermarket	Private	Boyup IGA	0	BOYUP BROOK
Economic	Retail Licence Premise	Private	Boyup Hotel	0	BOYUP BROOK
Economic	Retail Licenced premise	LG	Boyup Brook Football And Sporting Club	119979 86	BOYUP BROOK
Economic	Retail Licenced premise	LG	Boyup Brook Football And Sporting Club	119979 86	BOYUP BROOK
Economic	Saleyards Building	Shire of Boyup Brook	Saleyards	521159	BOYUP BROOK
Economic	Saleyards Building	Shire of Boyup Brook	Saleyards	521159	BOYUP BROOK
Economic	Shed			0	CHOWERUP
Human	Shire building			0	WILGA
Human	SR_Aged Care		Boyup Citizens Lodge Hostel	505802	BOYUP BROOK
Human	SR_Aged Care	Department of Health	Boyup Residential Aged Care	505808	BOYUP BROOK
Human	SR_Aged Care		Boyup Citizens Lodge Hostel	505802	BOYUP BROOK
Economic	SR_Communications	DFES	WAERN Chowerup	479053	CHOWERUP
Economic	SR_Communications	WAPOL	KULIKUP	514158	KULIKUP
Economic	SR_Comms Tower	Telstra	6243001	0	WILGA
Economic	SR_Fuel Station	Private	Boyup BP	0	BOYUP BROOK
Economic	SR_Fuel Station	Private	Boyup BP	0	BOYUP BROOK
Human	SR_Hospital	Department of Health	Boyup Brook Soldiers Memorial Hospital	505796	BOYUP BROOK
Economic	SR_Mechanic	Private	ARROWLINE PTY LTD	506065	BOYUP BROOK



ASSET CATEGORY	ASSET TYPE	ASSET OWNER	ASSET NAME	PIN	LOCALITY
Human	SR_Recreation Site	DPaW	Old Heartlea Settlement	113211 27	CHOWERUP
Human	SR_Recreation Site	DPaW	Tammar Hides	0	CHOWERUP
Human	SR_Recreation Site	DPaW	Tonebridge	0	TONEBRIDGE
Human	SR_School	Department of Education	Boyup District High School	505809	BOYUP BROOK
Human	SR_School	Department of Education	Boyup District High School	505809	BOYUP BROOK
Human	SR_School	Catholic Education	St Mary's Primary School	505747	BOYUP BROOK
Economic	SR_Shire Depot	LG	Boyup Shire Depot	505915	BOYUP BROOK
Economic	Toilet Block	LG	Beatty Street	119979 86	BOYUP BROOK
Economic	Water Treat_Special Risk	Water Corp	P193084 13503	119578 4	BOYUP BROOK
Economic	Workshop	Shire of Boyup Brook	Shire Works Depot	111677 93	BOYUP BROOK



A4. Contacts and Resources Directory

Requires reviewing for currency.

Confidential information has been intentionally removed.

A5. Terms of Reference & Emergency Management Policy

A5.1 Terms of Reference (Draft)

Adopted:	To be presented to August LEMC Meeting and Ordinary Council Meeting
Last Reviewed:	
Review Date:	Every 5 years or as required
Associated Legislation:	<i>Emergency Management Act 2005</i>
Associated Documents:	State Emergency Management Policy and Procedure

1. Name

Shire of Boyup Brook Local Emergency Management Committee (LEMC)

2. Aim

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

3. Objectives

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

4. Duties and Responsibilities

Advise and assist the Shire of Boyup Brook in ensuring that local emergency management arrangements are established for its district.

- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

5. Membership

Membership notes:

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

6. Meeting Management

Chairperson

- The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

Deputy Chair

- The Local Emergency Coordinator should be appointed as Deputy Chair.

Executive Officer

- The LEMC Executive Officer is the Shire of Boyup Brook.

Quorum

- A quorum for the committee will be at least 50% of its voting membership.

Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
- A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

Schedule

- Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. (List of dates, for example, 3rd Thursday of each quarter March, June, September, December).
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

Authority

- The LEMC does not have the authority or power to commit the Council or Shire of Boyup Brook or any association, organisation, group or individual to expenditure without the City's/Shires endorsement.
- The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

7. Schedule 01 – Membership

Community/Agency LEMC Members (Voting):

Member 1
Member 2
Member 3

Local Government LEMC Member (Voting):

Member 1
Member 2
Member 3

Invited Guests (Non-voting):

Guest 1
Guest 2
Guest 3

8. Governance Arrangements

Meeting procedures – Standard meeting agenda.

<p>Every Meeting</p>	<ul style="list-style-type: none"> • Confirmation of LEMC contact list currency • Review of any incidents and analysis, since last meeting • Progress on any risk management processes, • Progress on any treatment strategies from the risk management process • Progress on development or review of any LEMA • Other matters, as determined by Shire or the LEMC
<p>1st Quarter August</p>	<ul style="list-style-type: none"> • Development and approval of next financial year LEMC exercise schedule • Commencement of development of LEMC Annual Business Plan
<p>2nd Quarter November</p>	<ul style="list-style-type: none"> • Preparation of LEMC Annual Report (to be forwarded to DEMC) • Finalisation and approval of Annual Business Plan
<p>3rd Quarter February</p>	<ul style="list-style-type: none"> • Identify emergency management projects for possible grant funding
<p>4th Quarter May</p>	<ul style="list-style-type: none"> • National and State funding nominations

A5.2 Emergency Management Policy

9. Policy Intention

To outline a commitment by the Shire of Boyup Brook (Shire) for the broad principles of Emergency Management in the district to support the community.

10. Policy

To achieve the policy intention the Shire will, through the Chief Executive Officer:

- a. Ensure committees/groups are established and functioning to meet the Shire's statutory emergency management responsibilities, such as:
 - Local Emergency Management Committee.
 - Local Recovery Coordinating Group; and
 - appropriate representation on the District Emergency Management Committee.

- b. Develop and maintain emergency management arrangements that meet the Shire's statutory emergency management responsibilities and provide for operational effectiveness, including but not limited to:
 - Local Emergency Management Plan.
 - Local Recovery Plan.
 - Local Animal Welfare Plan.
 - Local Resource Recovery Manual.
 - Local Bushfire Management Arrangements.
 - Bushfire Risk Management Plan; and
 - Emergency Risk Management Plan.

- c. Actively encourage arrangements being developed and maintained to:
 - Enable business continuity preparedness, training and exercising to build and maintain individual and organisational confidence and capacity that promotes a smooth and rapid restoration of normal business functions following a disaster; and
 - support neighbouring local governments for the purpose of local and regional response and/or recovery.

Document Control	
Previous Policy Reference	New
Related Legislation	<i>Emergency Management Act 2005</i>
Related Documents	
Initial Adoption Resolution	
Amendment Record	

End

A6. Higher Risk Persons and Groups

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A6.1 Acronyms

ACRONYM	TERM
ARPC	AT-RISK PERSONS COORDINATOR
CALD	CULTURALLY AND LINGUISTICALLY DIVERSE
SBB 'THE SHIRE'	SHIRE OF BOYUP BROOK
DFES	DEPARTMENT OF FIRE AND EMERGENCY SERVICES
HACC	HOME AND COMMUNITY CARE
IL	INDEPENDENT LIVING
LEMA	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
LEMC	LOCAL EMERGENCY MANAGEMENT COMMITTEE
MOU	MEMORANDUM OF UNDERSTANDING
IC	INCIDENT CONTROLLER
ICC	INCIDENT CONTROL CENTRE
HMA	HAZARD MANAGEMENT AGENCY
IMT	INCIDENT MANAGEMENT TEAM
RAC	RESIDENTIAL AGED CARE

A6.2 Amendment Record

AMENDMENT			
No	DATE	DETAILS	AMENDED BY
1	January 2024	Initial draft developed Sub plan for LEMA	Lewis Winter - Consultant
2	April 2024	Review for local content	Angela Hales - SBB
3			
4			

A6.3 Defining Higher Risk Persons & Groups

Higher at Risk Persons and Groups within the overall population have a higher degree of demographic or socioeconomic vulnerability, rendering them more likely to be adversely affected by disaster. They can be defined by the characteristics of a person or group that

affect their capacity to anticipate, cope with, resist, and recover from the impact of a disaster (natural or non-natural).

A definition that could be considered for “At-Risk” Persons and Groups is:

Having concerns with Communication, Medical, Independence, Supervision, and Transportation services.

A6.3.1 Influencing Factors: Higher Risk Persons & Groups

Socioeconomic Status

Includes employment, income, housing (e.g. homelessness) and education level. People with lower socioeconomic status are more likely to lack resources needed to follow instructions on emergency preparedness. They might be unable to stockpile food, for example, or not have the ability to evacuate.

Age

The old and the young are particularly vulnerable during emergencies. Older adults are more likely to have medical problems that put them at an increased risk during a disaster. They might have limited sight, hearing, cognitive ability and physical strength.

Young children are also more at risk. They have yet to develop the resources, knowledge, or understanding to effectively cope with disaster, and they are more susceptible to injury and disease. Young children are also more vulnerable when they are separated from their parents or guardians, for example, at school or in day-care.

Culturally and linguistically Diverse

Race and ethnicity contribute to social vulnerabilities and are tied to issues of socioeconomic status. Social and economic marginalisation contributes to the vulnerability of these groups.

English Language Proficiency

People with limited English proficiency have a limited ability to read, speak, or write in English. These groups might/may have trouble understanding public health directives if language barriers are not addressed when developing emergency readiness messages.



A6.3.2 Medical Issues and Disability

Persons with a disability include those with a cognitive, physical, or sensory impairment that limits a major life activity. People with physical impairments might include those with limited sight, hearing, or mobility or those who are dependent on electric power to operate medical equipment. For many people with medical conditions and disabilities, their ability to hear, understand, or respond to a warning is impaired. This category also includes individuals with access and functional needs.

A6.3.3 Higher Risk Persons & Groups Focus: Shire of Boyup Brook

Child care Facilities and Schools

Name	Description	Address	Contact 1	Contact 2	No People	Is there an evacuation plan?
Boyup Brook District High School	Primary School	Barron St Boyup Brook	9765 000	Administration Primary School 97650032	100-150	Evac plan in place, LEMA TBA
Boyup Brook District High School	Middle School	Beatty St Boyup Brook	9765 0000	Administration Primary School 97650000	30-40	Yes plan exists
St Mary's Primary School	Primary School	Knapp St Boyup Brook	9765 1333	Administration 9765 1333	40	Yes Evac plan exists



Name	Description	Address	Contact 1	Contact 2	No People	Is there an evacuation plan?
Flax Mill Caravan Park	Caravan Park	Jackson St Boyup Brook	0427651437	97651200	Varies daily	Yes Managed by Shire of Boyup Brook
Boyup Brook Health Services	Hospital	Hospital Rd Boyup Brook	97650222	Nurse Unit Manager 97650222	Approx 17 - 20	Yes- plan exists. Managed by NUM - Nurse Unit Manager
Boyup Brook Lodge	Aged Care Facility	Bridge St Boyup Brook	Maria Bogar 97650223	97650223	17 inclusive of residents and staff	Yes – plan exists, not provided to LEMC – Managed by Maria Bogar
Boyup Brook Family Stop Centre	Child care	Abel St Boyup Brook	Jimina Shaw 9765 2229	9765 2229	Open Mon- Wed weekly – numbers varied	Yes – plan exists.

Culturally and Linguistically Diverse (CALD) Groups

The Shire of Boyup Brook has not identified any persons who would be categorized in this group. Where information is obtained to the contrary details of groups representatives and advocates will be added to the contacts list.

See **Appendix 4** for Contact and Resources

Living with Disability

People and organisations who connect with people at risk on a regular basis are often well placed to support them to prepare for emergencies. The Shire of Boyup Brook will continue to integrate data from local and regional providers where it is available to ensure communication plans address the needs of people with a disability. Contact details and agencies active within the shire will be regularly updated to ensure the information is current and accurate. Consideration to the confidential nature of this information will often limit the details provided.

Some people at risk are not well connected with regular support services, which is why the whole community needs to be involved. Messaging will promote this approach to assist with the dissemination of information.

See Appendix 4 for Contact and Resources

A6.4 Introduction

A6.4.1 Aim and Objectives

Aim

To define emergency management arrangements relating to the evacuation, emergency relief and support and care of Higher Risk Persons and Groups and related support networks, before, during and after emergencies throughout the Shire of Boyup Brook (hereby referred to as 'the Shire').

Objectives

- Detail actions, roles and responsibilities for prevention, preparedness, response and recovery arrangements within the Shire for Higher Risk communities.
- Identify emergency management arrangements between all stakeholders and networks in response and recovery from an emergency within the Shire for Higher Risk communities.
- Provide an interface to enable integration with other emergency plans within the Shire and State.
- Provide a reference for all Higher Risk communities and their networks required to respond and recover from emergencies within the Shire.

Scope

This Plan covers the Shire's Emergency Management Arrangements that apply to responders and Higher Risk Persons and Groups and their networks that may become involved with managing and responding to emergencies within the Shire.

A6.4.2 Related Documents

This Plan forms part of the Shire's Local Emergency Management Plans *and Arrangements* (LEMAs) and should be read in conjunction with these plans and their related support documents. They also interface with other hazard specific, emergency management and recovery plans at local, district and state levels.



A6.4.3 Plan Responsibilities

The Shire is responsible for developing, implementing and revising this Plan in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.

A6.5 Emergency Management for Higher Risk Persons & Groups

A6.5.1 Planning

In accordance with the Western Australian Community Evacuation in Emergencies Guideline, *Local Emergency Management Arrangements are to include information which will assist the Controlling Agency in the operational planning process. This includes having specific arrangements in place for higher Risk Persons and Groups*, such as unaccompanied children, schools, aged care facilities, caravan and holiday parks, persons with disabilities, and culturally and linguistically diverse communities (CALD).

A6.5.2 Higher Risk

Higher Risk (social vulnerability) is defined by the characteristics of a person or group that affect *their capacity to anticipate, cope with, resist and recover from effect of a disaster and emergencies*. This can include their response to disproportionate pain and suffering, injury, loss, or disruption of livelihood.

Commonly accepted categories include: socioeconomic status, age, race and ethnicity, children and youth, English language proficiency, medically reliant, older and isolated people, those with a disability, and transient or tourist groups.

A6.5.3 Higher Risk Persons & Groups in Emergency Management Cycle

Prevention

- Developing specialised Higher Risk Persons and Groups Plan for community members.

Preparedness

- Create evacuation contingencies for Higher-Risk community members.
- Conduct outreach and engagement.
- Determine additional resource requirements.
- Consider evacuation facilities, transport and special requirements.

Response

- Consider resource allocations in emergencies.
- Provide target data for Incident Management Team use.
- Prioritise response efforts for Higher Risk communities.

- Customise communication efforts.

Recovery

- Determine resource allocation.
- Identify At-Risk sub populations that are least resilient.
- Track recovery and any on-going problems.

A6.5.4 Organisational Roles and Responsibilities

Organisations with responsibilities identified under this Plan are listed in the following table. Participating organisations will be required to aid under this Plan in the event of an emergency, which will, or may, affect Higher Risk Persons and Groups, directly or indirectly.

AGENCY / THE SHIRE	ROLES / RESPONSIBILITY
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> • Hazard Management, SBB • Evacuation decisions and coordination • Support Agency
Department of Communities	<ul style="list-style-type: none"> • Evacuation centres • Emergency Relief and Support Plan • Financial assistance to affected persons • Displaced persons
Western Australia Police (WAPOL)	<ul style="list-style-type: none"> • Hazard Management • Traffic Management • Investigation and enforcement • Alerts and evacuation execution
Disability Services	<ul style="list-style-type: none"> • Client contact database • Identification of specialist requirements
The Shire of Boyup Brook	<ul style="list-style-type: none"> • Support Agency • Information Technology • Facilities resources

A6.6 Communications

The communications plan must accommodate the needs of At-Risk Persons and Groups to provide concise instructions before, during, and after a disaster.

A6.6.1 Considerations Strategies – Higher Risk Persons & Groups

- Use short sentences and plain language to allow for easy translation of materials. Consider using a sixth-grade reading level or lower.
- Provide written materials in bilingual or multi-lingual format.
- Include visual aids such as pictures and maps to reinforce key messages.
- Repeat key information.
- Include directions and phone numbers.
- Use large fonts.
- Identify preferred communication methods (face-to-face, phone, word-of-mouth), and develop messages accordingly.
- Identify preferred media through which messages are delivered. Is it the local newspaper, radio station, or local clubs and religious organisations?
- Consider working with media and communications specialists.

A6.7 Response

A6.7.1 Responsibility in Response

The Shire will provide the relevant information to the Hazard Management Agency/Control Agency Incident Controller, who is responsible for activating this Plan and to determine the extent of the response and the requirement to evacuate Higher Risk Persons and Groups.

The Incident Controller (IC) will appoint an **Higher Risk Persons Coordinator (ARPC)** to oversee the aspects of this Plan. The SBB will provide the IC with details and information they have that will assist in decision making.

A6.7.2 Notification and Communications

The Incident Management Team (IMT) and the ARPC will determine and activate the notification of the response and an appropriate communications plan.

A6.7.3 Levels of Response

The IMT and ARPC will determine the level of response and implement the response action plan.

A6.8 Evacuation

A6.8.1 Considerations

- Deciding which Higher Risk Persons & Groups may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation.
- A plan should detail arrangements and establish procedures for moving people to safe and secure facilities away from danger zones during a threat.
- If Higher Risk Persons & Groups do not possess their own transport, they should make prior alternative arrangements with neighbours, their organisation and other network organisations.
- Identification is important in the case of aged and infirm or children during an evacuation. Carers and those with responsibility must ensure they can list, account for, and identify all persons in their care.
- Records should be kept verifying persons and physical status. Methods may involve identification tags, photographs, and documentation.
- Establish a procedure to assist any persons requiring specialised medical attention and mobility assistance, i.e., those most at risk, during emergency.

A6.8.2 Higher Risk Persons & Groups: Evacuation Planning Considerations

- Availability of safe evacuation routes, considering:
 - surrounding vegetation
 - watercourses
 - fire fuel loadings
 - possibility of road closures
 - topography
- Proximity of and anticipated response times by local emergency agencies
- Time required to vacate the property, including time to transport
- Owners' need for backup power supply should the mains power fail, especially night evacuation
- Owners' requirements for effective internal and external emergency communications

- Any need for additional assistance for care and attention in an emergency

A6.8.3 Arrangements for Assistance

Arrangements and requests for assistance will be made to the IMT and coordinated through the ARPC.

Evacuation and Relocation Readiness

Suggestions for readiness actions for At-Risk Persons & Groups for emergency use:

- Torch, radio and spare batteries
- Mobile phone and contact phone numbers
- Mobility aids readiness
- Family and support group/organisation details
- First-aid items (discuss with your organisation)
- Personal medicine grab and go containers
- Suitable clothing and carry bag

Assistance to Evacuate

Carers and responsible organisations need to notify emergency agencies early with following details:

- Location of Higher Risk persons/groups
- Understand and relay needs for physical assistance
- Contact details of At-Risk persons/groups
- Alternative contact information

A6.8.4 Incident Management Team Responsibilities

The IMT's roles and responsibilities are to determine the need for evacuation taking into consideration:

- The threats, hazards and risks
- The predicted path of the threat
- Determine what is at risk

- Assess practicality of a large-scale evacuation during a response
- Assess and determine transport routes
- Determine the evacuation points
- Communicate the ARP&G plan and intentions at earliest possible time to persons and groups identified in this Plan
- Ensure accurate records are kept of persons relocated in an emergency

Higher Risk Persons & Groups Responsibilities

Higher Risk persons and their carer organisations are responsible for:

- Making the decision to stay or evacuate early, before the property is directly affected by the incident
- Implementing the required aspects of the personal and organisational evacuation plan
- Ensuring that all Higher Risk persons are identifiable

Shire of Boyup Brook (SBB) Responsibilities

The Shire of Boyup Brook (SBB) is responsible for preparing, planning for and to determine and document evacuation considerations:

- The threats, hazards and risks
- The predicted threat or hazard behaviour
- Determine what is at risk
- Assess and assist the practicality of a large-scale evacuation during a response
- Assess and assist determine transport routes
- Determine and document the evacuation points
- Identify and document safe havens, locations, and facilities
- Identify and document required and available resources, needed to enable structured and safe evacuation of At-Risk Persons and Groups from areas under threat

A6.8.5 Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. Record and document all matters relating to the financial management and arrangements relating to Higher Risk Persons & Groups.

A6.9 Recovery

A6.9.1 Responsibility for Recovery

- The IC will determine the 'recovery phase' on completion of the 'response phase' and complete the Impact Assessment ready for handover to the SBB CEO and LRC.
- The Boyup Brook Local Recovery Coordinator and the Boyup Brook Recovery Group are responsible for implementing the 'recovery phase' of an incident.

A6.9.2 Transition to Recovery

The IC needs to declare the area safe prior to approving or supporting the movement of affected people back to an incident affected property.



A6.10 Shire of Boyup Brook Higher Risk Persons/Groups

Name	Description	Address	Contact	No. Persons	Evacuation Plan



Local Emergency Relief and Support Plan

Collie Office Region

(Supporting the Shires of Boyup Brook and Collie)

(Updated February 2024)

Prepared by Department of Communities - Emergency Relief and Support

Tabled/Received and accepted at the Local Emergency Management Committee on
Shire of Boyup Brook on 7th February 2024 and Shire of Collie on xxxx (date)



This Plan can be activated for hazards defined under the WA State Emergency Management Arrangements e.g., State Hazard Plan - Heatwave, State Hazard Plan – Fire, State Hazard Plan – Crash Emergency, State Hazard Plan - HAZMAT.

To activate this Plan, call the Department of Communities, Emergency Services On Call Coordinator on [0418 943 835](tel:0418943835), 24 hours/7 days.

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Contact details

To make comment on this plan please contact:

Renee Flaxman
Regional Coordinator
South West
Department of Communities
E: Renee.Flaxman@communities.wa.gov.au
P: 6414 1762
M: 0427 476 658

Amendment List

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	2022	Complete Review and Reissue.	Michele Duxbury
1	October 2022	Reviewed and Update contact details and appendices	Renee Flaxman, Troy Semmens, Sharon Austin
2	February 2023	Update contact details and appendices	Roma Boucher
3	September 2023	Update to App 5 following evacuation centre audit/review	Roma Boucher
4	February 2024	Update of Template and Terminology	Renee Flaxman
5			
6			
7			

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1. Introduction

1.1 Outline

The Local Emergency Relief and Support Plan is to be read in conjunction with the State Support Plan - Emergency Relief and Support, both prepared by the Department of Communities (Communities).

The State and Local Emergency Relief and Support Plans are support plans which document the strategic management and coordination of welfare services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements.

The scope of this local plan includes:

- Communities responsibilities for the planning, response and recovery stages for the management and coordination of emergency relief and support services, including resources, within the identified geographical boundaries;
- agreed responsibilities of emergency management partnering agencies, coordinated by Communities to provide welfare services during emergencies.

1.2 Exercise and review period

This plan is to be exercised at least annually, and will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

1.3 Emergency relief and support definition

The provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency. To assist in coordinating the provision of support services, six (6) functional domains have been identified:

- **emergency accommodation including evacuation centres** – see Appendix 5
- **registration and reunification** – see Appendix 6
- **emergency food**– see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **financial assistance** - in Western Australia there are a number of financial assistance programs that may be put in place following a major emergency.

Communities has the provision of some financial assistance being available for assessed immediate needs. This is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Relief and Support Coordinator.

2. Preparedness and Operation of this Plan

2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities **Regional Coordinator**, in consultation with members of the Emergency Relief and Support Coordination Group (ERSCG), if there is one, and the Local Emergency Management Committee (LEMC). A contact list of the organisations that constitute the ERSCG is provided in Appendix 2 and their agreed organisational responsibilities are provided in Appendix 3.

2.2 Special considerations

LGs plan for special considerations as per the State EM Policy 4.6.1 –

EM planning must consider where special arrangements will be required. For example, any groups within the community whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes but is not limited to:

- children and youth;
- older people;
- people with disability;
- those who are medically reliant;
- Aboriginal and Torres Strait Islanders;
- individuals from culturally and linguistically diverse (CaLD) backgrounds;
- isolated individuals and communities; and
- transient individuals and communities.

In addition, EM planning must consider special arrangements for animals as per the State Support Plan - Emergency Relief and Support 3.4.1 -

Animals in evacuation centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, “Hearing” Dogs and Disability Aid Dogs. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

Services specifically for children and families, including child and family friendly spaces at Evacuation Centres, are to be considered at the local level and included in local emergency management arrangements. Also see 4.5.3 Establishing Evacuation Centres – School Evacuations and People with Complex Needs, and 4.6.1 Emergency Accommodation.

Communities prioritises its response in line with its operational capacity and relies on those agencies or organisations which provide support to these groups having suitable plans and response capabilities in place, prior to an emergency to cater for these groups’ needs.

2.3 Resources – Preparedness and Operational

Communities has primary responsibility for managing and coordinating emergency relief and support resources. This plan is based on the utilisation of resources existing within a community and to supplement those resources when required at the State level. In some emergencies interstate/national resources may be required. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator/Emergency Services Emergency Relief and Support Coordinator. Communities is responsible for appointing Coordinators as follows:

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<p>State Relief and Support Coordinator (SRSC) – formerly the State Welfare Coordinator</p>	<ul style="list-style-type: none"> • The role and responsibilities of the SRSC sit with Communities’ Director General. • The SRSC may delegate this responsibility and appoint a Deputy State Relief and Support Coordinator. • The SRSC: <ul style="list-style-type: none"> – is the overall accountable authority for the delivery of ERS services in WA across Prevention, Planning, Preparedness, Response and Recovery – can activate and stand down this Plan – will adopt the delegated responsibilities of the Incident Controller on activation of the AUSRECEPLAN – is the overall accountable authority for approving the financial arrangements of this Plan – represents Communities at the State Emergency Coordination Group and State Recovery Coordination Group – is the overall accountable authority responsible for making Category A (Emergency Support for Individuals) measures available as part of Recovery, as outlined in the DRFAWA <ul style="list-style-type: none"> – administers Category A measures without prior Commonwealth approval – is responsible for determining what Category A measures will be made available and the level/amount of assistance that will be made available. • In consultation with Department of Fire and Emergency Services, the SRSC is responsible for notifying and communicating with the Commonwealth to activate DRFAWA for eligible emergencies.
<p>Deputy State Relief and Support</p>	<ul style="list-style-type: none"> • This role is appointed by the SRSC and usually sits with Communities’ Executive Director, Emergency Relief and Support.

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Coordinator (DSRSC)	<ul style="list-style-type: none"> • The DSRSC may assume the responsibilities of the SRSC.
Regional Emergency Coordinator (REC)	<ul style="list-style-type: none"> • The role and responsibilities of the REC sit with Communities’ Regional Executive Director in the relevant region, or their delegate. • The REC: <ul style="list-style-type: none"> – coordinates all ERS services at a regional level – attends Operational Area Support Groups – represents Communities for media requests – has delegated authority to activate response to emergencies – approves emergency expenditure and utilisation of resources to meet ERS requirements in consultation with the ERSC – may temporarily assume the responsibilities of the SRSC if activated after hours.
Regional Relief and Support Coordinator (RRSC) – formerly the DESO	<ul style="list-style-type: none"> • The role and responsibilities of the RRSC sit with the Communities’ Regional Coordinator in the relevant region. • The RRSC: <ul style="list-style-type: none"> – appoints staff into key ERS roles in an incident – provides evacuation centre mentoring and coaching for Evacuation Centre Coordinators (ECCs) and other staff – attends Incident Support Group Meetings – completes the Post Operational Report after consultation and input from external key stakeholders – provides stakeholder coordination between the REC, ECC, ERSC and partner agencies.
Emergency Relief and Support Coordinator (ERSC)	<ul style="list-style-type: none"> • The role and responsibilities of the ERSC sit with the Communities’ Operations On-call Officer. • The ERSC: <ul style="list-style-type: none"> – has delegated authority to authorise and activate responses to emergencies – approves emergency expenditure and utilisation of resources to meet ERS requirements – assists with the completion of the Post Operational Report after consultation and input from external key stakeholders.

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<p>Evacuation Centre Coordinator (ECC)</p>	<ul style="list-style-type: none"> • The role and responsibility of the ECC sits with Communities’ regional staff and the local government(s). • The ECC: <ul style="list-style-type: none"> – oversees the running of emergency evacuation centre(s) for evacuation and delivery of ERS services – assists with appointing evacuation staff into key ERS roles within an evacuation centre – assists in coordinating partner agencies and local government staff in an evacuation centre – contributes to supporting the safety and wellbeing of staff and partner agencies in an evacuation centre – provides handover briefs to the next ECC – assists the RRSC with situational reports and the completion of the Post Operational Report.
<p>Local Recovery Officers (LRO)</p>	<ul style="list-style-type: none"> • As a local recovery resource, the LRO: <ul style="list-style-type: none"> – supports the local government in the provision of recovery services – works with partner agencies to coordinate recovery ERS services – assists with the provision of ERS during the activation – participates in debriefs and lessons learned processes – supports the local government to oversee the effective management of ERS recovery processes.
<p>Local Government Evacuation Support</p>	<p>a) When an emergency event takes places within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial support response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre-determined evacuation centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open an evacuation centre. The role of the LG in these early stages would be to ensure that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the evacuation-centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Evacuation Centre Coordinator and take on the LG Liaison Officer role as a support to Communities.</p>

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the evacuation-centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally.</p> <p>c) In some circumstances it may not be possible for Communities to attend the evacuation-centre due to geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases, the LG may be asked to continue to provide the coordination role for the evacuation-centre, with support and advice being available from Communities via telephone or other means. In these situations, Communities would approve in advance any required expenditures in relation to operating the-evacuation centre and would meet these costs if required.</p> <p>If LGs elect to undertake their own welfare arrangements without Communities consultation, LGs are responsible for their own costs.</p>

2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Relief and Support Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate support services under this plan, and in accordance with their roles and responsibilities.

2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

- (1) As per State Emergency Management Policy 5.3.4 'A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA and may also support Combat Agencies and other Support Organisations upon request.'
- (2) The State Welfare Coordinator/Emergency Relief and Support Coordinator based on information provided internally and/or externally, may identify the need to activate this support plan.

Regardless of who first identifies the need, the HMA/Controlling Agency and Communities State Relief and Support Coordinator (SERC), Regional Emergency Coordinator (REC) or Regional Emergency Relief and Support Coordinator (RERSC) shall confer and agree that this plan should be activated; discuss the safe location of evacuation centres and support services required. If activated at the local level the Local Emergency Support Coordinator will advise Communities SERSC.

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Once this decision is made the SERSC or RERSC shall assess the immediate -support services required and activate Communities and partnering agencies if required and available. See Appendix 1 Communities Standard Operating Procedures for activation procedures.

Communities, representing partnering agencies, should be included as a member of the ISG and OASG, if formed, and will appoint an appropriate Communities representative accordingly.

2.6 Plan Activation Stages

The plan will normally be activated in stages. In an impact event for which there is no warning period, these stages may be condensed with stages being activated concurrently.

Activation Stage number	Activation Stage name and actions
Stage 1	<p>Alert: By the HMA/Controlling Agency or by Communities SERSC based on information provided from within Communities.</p> <ul style="list-style-type: none"> (a) Partnering agencies are alerted by the SERS/ REC or RERSC; (b) Partnering agencies alert their own personnel; (c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided; (d) Key personnel are briefed on action to be taken; (e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.
Stage 2	<p>Activation: By the HMA/Controlling Agency or by Communities SERSC/ RERSC based on information provided internally and/or externally.</p> <ul style="list-style-type: none"> (a) On behalf of the HMA/Controlling agency, and in consultation with the evacuation centre owners, the RERSC Coordinator organises for the designated evacuation centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities; (b) Required partnering agencies are activated by the SERSC, REC or RERSC and proceed to the evacuation centre; (c) Support services are provided under the coordination of the RERSC with partnering agencies assisting as required; (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, RERSC and partnering agencies; (e) Support services requirements are continuously monitored and reviewed by the RERSC and adjusted accordingly. (f) If required, requests for additional resource support at the local level should be made by the REC to the SERSC/ RERSC.

Activation Stage number	Activation Stage name and actions
Stage 3	<p>Stand Down: HMA/Controlling Agency to officially notify Communities to Stand Down; or SERSC/RERSC or REC to request of HMA/Controller Agency to Stand Down if they assess support services no longer required.</p> <ul style="list-style-type: none"> (a) Partnering agencies are informed of the Stand Down by the SERSC/ RERSC or REC; (b) Partnering agencies stand down in accordance with relevant procedures for their agency; (c) Partnering agencies are to advise the SWC/ RERSC or Local Emergency Support Coordinator when stand down has been completed; (d) Communities to officially hand back the evacuation centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as an evacuation centre; (e) The SERSC/ RERSC or REC advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible; (f) Post operation reports to be written by Communities – see 2.9.

2.7 Public Information Management

The HMA/Controlling Agency is responsible for the provision and management of media and public information during emergencies, and all non-emergency support matters will be referred to them. Communities and partnering agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility, and with approval from the Communities SERSC/ RERSC.

If the **Register.Find.Reunite. system** is activated, Communities SERSC/RERSC will give approval for Australian Red Cross to provide R.F.R. information to the HMA/Controlling Agency, or the State Emergency Public Information Coordinator (SEPIC).

2.8 Exchange of Information

During a state of emergency or emergency situation, emergency management agencies can share personal information relating to persons affected by the emergency, State EM Plan 5.2.5. Communities RERSC is to contact Communities SERSC or On Call officer to seek approval before there is any exchange of information.

2.9 Debriefs and Post Operation Reports

The RERSC conducts a debrief of participating staff and agencies as soon as practical after all agencies are stood down. This is to identify lessons learnt through the activation for continuous improvement of any future activations. Following this, the RERSC, or appointed Communities officer, writes the Post Operation Report.

3. Recovery

3.1 Recovery Definition

The Emergency Management Act 2005 (s. 3) defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

As per the State Emergency Management Plan and the State Support Plan – Emergency Relief and Support Plan, it is the responsibility during recovery for the Department of Communities to coordinate the emergency relief components of recovery in line with the services outlined in this Plan for people affected by an emergency.

3.2 Emergency relief and support in recovery

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion, State EM Policy 6.9.

Communities, as a support organisation, is not responsible for the coordination or collection of monetary donations or donated goods or services; restocking perishables or transporting people to/from homes and communities.

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

Through the **Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA)**, the State Government provides a range of relief measures to assist communities recover from an eligible natural event

Department of Communities may provide some financial assistance in recovery for individuals and families if DRFA-WA is activated. This assistance is to alleviate the personal hardship or distress arising as a direct result of an eligible natural disaster and is assessed on a case by case basis by Communities SWC/ESC. Some categories are subject to income and/or assets testing.

Other financial assistance that may be available after an emergency are:-

- **Services Australia - (Centrelink, Medicare and Child Support)** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.

If activated by the Australian Government, Centrelink can administer –

- **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
- **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster.

- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

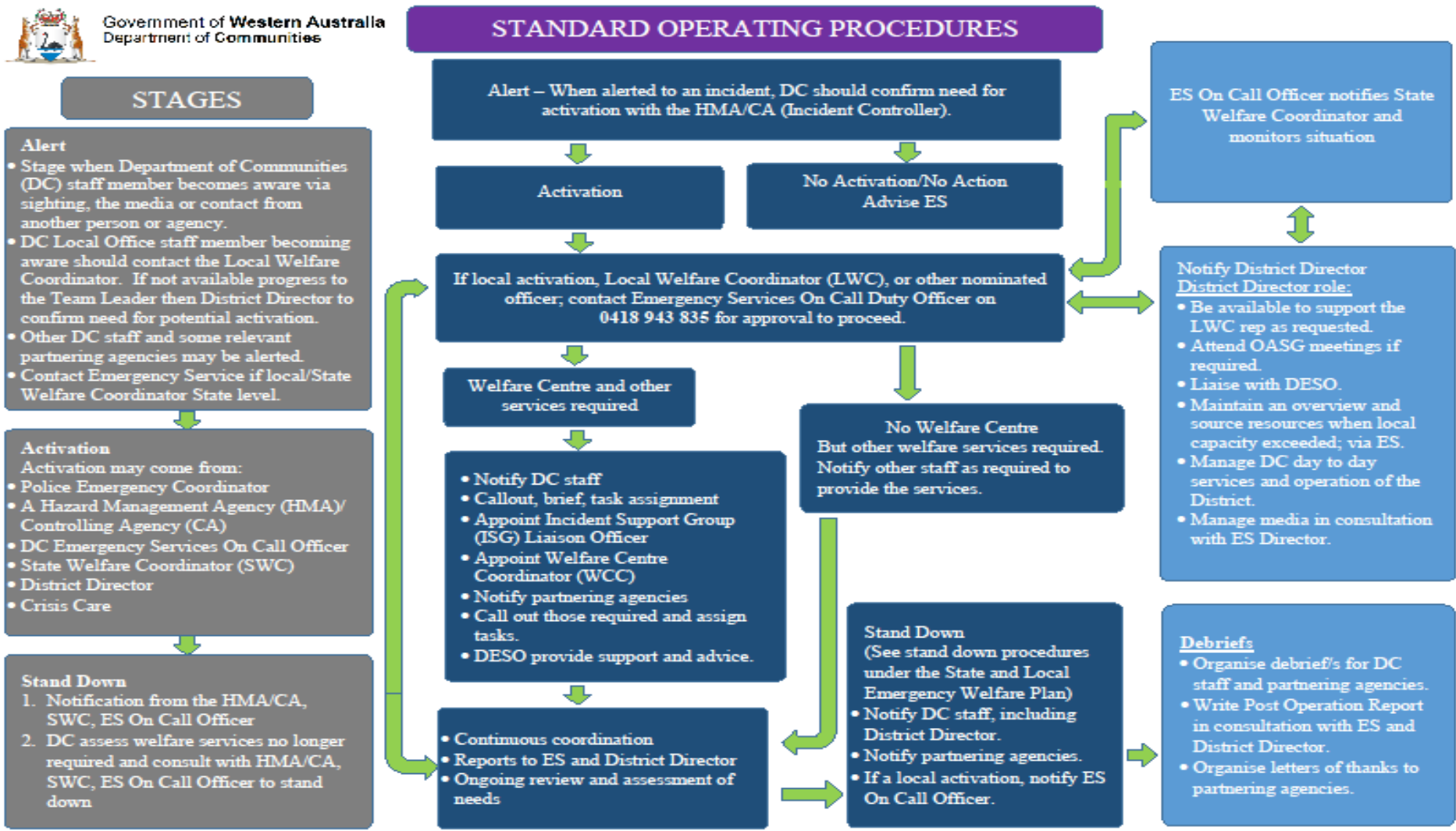
3.4 Cessation of recovery

Communities cessation of support services in recovery will be dependent on community needs, access to existing community services, and individuals’ and communities’ resilience. Accordingly Communities cessation may vary from other recovery services.

3.5 Review of recovery activities

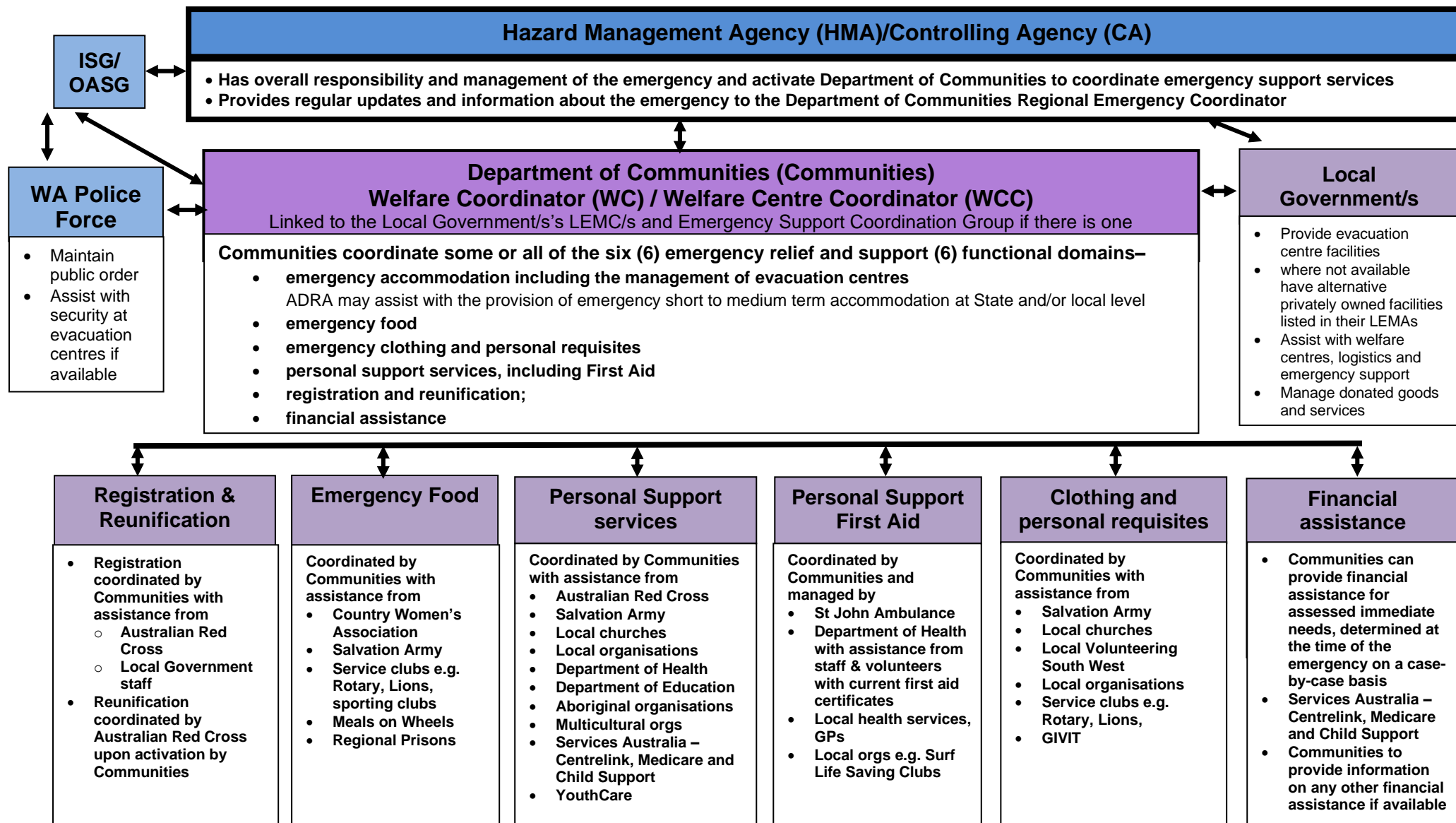
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

Appendix 1 – Department of Communities Standard Operating Procedures



Appendix 2 – Local Emergency Relief and Support Coordination

Please see Appendix 4 – Organisational Responsibilities for details of each partnering agency’s responsibilities.



Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

- In some locations where there are enough local partnering agencies, Communities will establish an Emergency Welfare Coordination Group.
- This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare services. Their agreed organisational responsibilities are provided in Appendix 4.
- All partnering agencies staff and volunteers assisting Communities in accordance with this plan are required to comply with Communities policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.
- In multi-agency responses Team Leaders for each functional area may be appointed, i.e., Registration Team Leader, Emergency Catering Team Leader.

Department of Communities (DC)			
Functions include: Overall Welfare Coordination * Accommodation * Financial Assistance * Personal Support * Personal Requisites * Registration * Catering			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Renee Flaxman Regional Coordinator	Renee.Flaxman@communities.wa.gov.au	0427 476 658	On Call Duty Officer 0418 943 835
Second contact Andrea Speer District Director, SW	Andrea.Speer@communities.wa.gov.au	0448 016 237	0448 016 237
Third contact Erin Kenny Team Leader – CPFS Collie	Erin.Kenny@communities.wa.gov.au	6414 1699	0427 653 984

Shire of Boyup Brook			
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Leonard Long CEO Boyup Brook	ceo@boyupbrook.wa.gov.au	9765 1200	0427 919 621
Second Contact			

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Donna Forsyth WHS & Emergency Management Coordinator	donna.forsyth@boyupbrook.wa.gov.au	9765 1200	0439 371 910
Third Contact Carolyn Mallett Deputy CEO/Local Recovery Coordinator	dceo@boyupbrook.wa.gov.au	9765 1200	0438 983 200

Shire of Collie

Functions include:

Financial Assistance/Appeals * Assistance with Pets

Name/Position	Email	Work Hours	After Hours Contact
First Contact Kohdy Flynn CESM	Kohdy.Flynn@collie.wa.gov.au	0476 850 076	0476 850 076
Second Contact Leigh O'Connor Senior Ranger	Leigh.o'Connor@collie.wa.gov.au	0408 931 274 0487 000 360	0408 931 274 0487 000 360
Third Contact Tamsin Emmett Local Recovery Coordinator	Tamsin.Emmett@collie.wa.gov.au	0447 018 847	0447 018 847

Police

Functions Include:

Maintain public order at Evacuation Centres as required

Boyup Brook 1st Contact Sgt Martin Baraioli OIC	Martin.Baraioli@police.wa.gov.au boyup.brook.pol.station@police.wa.gov.au	9762 1666	0436 843 381
2nd Contact Snr Con Sarah Cole	Sarah.Cole@police.wa.gov.au	9762 1666	
3rd Contact Con Danny Drummond	Daniel.drummond@police.wa.gov.au	9762 1666	0436 862 492

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DEPARTMENT OF FIRE AND EMERGENCY SERVICES (South West Region) – SHIRE of COLLIE			
Functions Include: Logistics Support			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Erin Hutchins – Acting District EM Advisor	Erin.Hutchins@dfes.wa.gov.au	9780 1976	0429 688 130
Second Contact Andrew Wright Superintendent	Andrew.Wright@dfes.wa.gov.au	9780 1900	0418 780 382
Third Contact John Carter District Officer Emergency Management	John.Carter@dfes.wa.gov.au	9780 1900	0428 100 452
Fourth Contact Nick Elrick District Officer – Natural Hazards	Nick.Elrick@dfes.wa.gov.au	9780 1900	0428 100 491
Fifth Contact Haley Hibbitt Community Preparedness Advisor	Haley.Hibbitt@dfes.wa.gov.au	9780 1900	0455 139 304
DEPARTMENT OF FIRE AND EMERGENCY SERVICES (Lower South West Region) – SHIRE of BOYUP BROOK			
Functions Include: Logistics Support			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Erin Hutchins – Acting District EM Advisor	Erin.Hutchins@dfes.wa.gov.au	9780 1976	0429 688 130
Second Contact Phil Brandrett Superintendent	Philip.Brandrett@dfes.wa.gov.au	9771 6800	0408 015 872
Third Contact Nathan Hall Area Officer Emergency Mgmt.	Nathan.Hall@dfes.wa.gov.au	9771 6800	0408 616 433

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Fourth Contact Phil Bresser District Officer - SES	phil.bresser@dfes.wa.gov.au	9771 6800	0408 412 608
Fifth Contact Chris Sousa District Officer Nelson	christopher.sousa@dfes.wa.gov.au	9771 6800	0447 362 006
Sixth Contact Linda Ashton Community Preparedness Advisor	linda.ashton@dfes.wa.gov.au	9771 6800	0429 991 629

Red Cross Functions include: * Registration and Reunification * Manage Inquiry * Personal Support (1st, 2nd, and 3rd contact used for day to day business. For emergency responses refer to after-hours contact numbers in 3rd column)			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Jennifer Pidgeon State Manager	JPidgeon@redcross.org.au	0409 749 345	Emergency Control 0408 930 811
Second Contact Erin Pelly ES Recovery & Resilience Coord	erpelly@redcross.org.au	0450 980 654	
Third Contact Karina Skipworth ES Operations/Workforce Coord	kskipworth@redcross.org.au	0437 989 602	

Country Women's Association Functions include: * Catering Support * Personal Support * Emergency clothing/personal requisites		
Name/Position	Email	Work Hours
Boyup Brook Timaween or Dorothy Ricetti	timaween40@bigpond.com	9765 1760 (Timaween)
Collie Maria Thoumine	cwacollie@gmail.com methoumine@yahoo.com.au	0483 228 557 (CWA) 0423 003 730

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Lions Club of WA

Functions include:

* Catering * Personal Services * Management of Donated Goods

Name	Email	Work Hours	After Hours Contact
Collie - LEO Brian	collie.wa.@lions.org.au	0429 344 963	

Salvation Army

Functions include:

* Catering * Emergency Clothing / Personal Requisites * Personal Support

Name	Email	Work Hours	After Hours Contact
First Contact Captain Mark Schatz	corpsofficer.bunbury@salvationarmy.org.au mark.schatz@salvationarmy.org.au	9791 5200 Option 1 or 2: if it rings out they are on another call	0415 659 721
Second Contact Captain Zoe Schatz	mark.schatz@salvationarmy.org.au	9791 5200	0427 957 558

St John Ambulance (Volunteers)

Functions include:

* First Aid only

Name	Email	Work Contact	After Hours Contact
St John – Apart from medical Emergencies all activations must be approved by the ESU on call Emergency Services Coordinator o 0418 943 835	Emergencies – 000 / 112 / 106 Event Health Services – Can provide advice and consult on appropriateness of activation. Will also activate services and stand down general attendance when requested	9334 1234	9334 1234
Dianne Langford-Fisher Regional Manager South West	Dianne.langford-fisher@stjohnambulance.com.au	9334 6726	0417 985 296
Sam Ehrlich Assistant Regional Manager SW	Sam.Ehrlich@stjohnambulance.com.au	9334 6214	0408 904 040

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Department of Health Function Include * Personal Support *Health and Mental Health Response			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact (24/7) Health On Call Duty Officer Disaster Preparedness and Management Unit Department of Health Statewide Duty Officer – can organise a doctor at a welfare centre and/or write out prescriptions		9328 0553	Emergencies 000 112/ 106 9328 0553
2nd Contact (24/7) Collie Hospital		9735 1333	9735 1333
2 nd Contact Boyup Brook Soldiers Memorial Hospital	paige.weaver@health.wa.gov.au Health Service, Blackwood Region	9765 0222	0439 972 957

Education Department Functions include * Personal Support * Emergency Accommodation and Catering			
Name/Position	Email	Work Hours	After Hours Contact
Andrew Grono Coordinator Regional Services	andrew.grono@education.wa.edu.au	9791 0300	0434 002 780

Services Australia (formerly Dept of Human Services) Functions include: * Financial Assistance * Counselling			
Name/Position	Email	Work Hours	After Hours Contact
First contact Reba Royal	Reba.Royal@servicesaustralia.gov.au	0418 339 658	0418 339 658

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State Community Engagement Director			
Second contact Dean Keilty Program Manager Community Engagement	Dean.Keilty@servicesaustralia.gov.au	9234 5200	0457 568 782
Local contact Lisa Wilson Bunbury Service Centre Manager	lisa.wilson@servicesaustralia.gov.au	9792 8992	0429 637 001

Volunteer South West

Functions include:

* Management of Volunteers * Management of Donated Goods * Personal Support

Name / Position	Email	Work Hours	After Hours Contact
Shamara Williams Manager	manager@volunteersw.org.au	9791 3214	0428 971 448

Youth Care

Functions Include:

Personal Support and Pastoral Care

Name/Position	Email	Work Hours	After Hours Contact
First Contact Darlene Herbert PCIR Coordinator/Head of Chaplaincy	pcir@youthcare.org.au	0477 008 346	0477 008 346
Second Contact Steve Jansz PCIR Coordinator	pcir@youthcare.org.au	0409 219 936	0409 219 936
PCIR Phone	pcir@youthcare.org.au	0407 413 855	0407 413 855

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Adventist Development Relief Agency (ADRA) Functions Include: * Assist with short to medium Accommodation Needs			
ADRA are activated by the ESU On Call Emergency Services Coordinator on 0418 943 835			
First Contact Luke Webster Director WA	luke.webster@adra.org.au	9398 7222	0403 704 064

Appendix 4 – Organisational Responsibilities

- Partnering agencies that may be engaged by Department of Communities (Communities) to assist in fulfilling their emergency relief and support obligations as part of the Local Emergency Relief and Support Plan.
- Communities as an emergency management support organisation coordinates emergency relief and support services when activated via this plan – the Local Emergency Relief and Support Plan.
- To coordinate emergency relief and support services requires the support of a number of statutory, private and voluntary organisations, known as partnering agencies. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective agencies at the State level via the State Emergency Relief and Support Committee and Communities.
- At the local level, these responsibilities may be varied to suit the capabilities and availability of support organisations. The responsibilities are negotiated between Communities and the agency at the local level and are reflected in this Appendix.
- The allocated responsibilities do not restrict one agency from assisting another, regardless of its primary role.
- Should a partnering agency not be able to manage its primary responsibilities, support with those responsibilities may be requested from the RERSC. Ultimately, Communities is responsible for these functions where no partnering agency assistance is available.

Agency / Organisation Name	Normal role if engaged
Department of Communities (Communities) – Lead Support Agency	(1) Coordinate all functional areas of an emergency support response during emergencies; (2) Appoint the Local Emergency Support Coordinators to support each Local Government area; (3) If applicable, establish and manage the activities of the Emergency Relief and Support Coordination Group including the provision of secretariat support; (4) Provide staff and operate the Evacuation Centres if required; (5) Coordinate all support resources utilised under this plan; (6) Coordinate the functional domains of: (a) Emergency Accommodation; (b) Emergency Food; (c) Emergency Clothing and Personal Requisites; (d) Personal Support Services; (e) Registration and Reunification; (f) Financial Assistance; (7) Provide representatives to various emergency management committees and coordination groups as required.

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Agency / Organisation Name	Normal role if engaged
Department of Communities Disability Services	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of support services to people with disabilities; (4) Assist with other functional domains where agreed.
Department of Communities Housing	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other functional domains where agreed.
Australian Red Cross	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Evacuation Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Attend Emergency Relief and Support Committees and assist with the provision of Personal Support Services; (5) Assist with other functional domains where agreed.
Country Women’s Association	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Emergency Food at Evacuation Centres; (3) Assist with the provision of Personal Support Services; (4) Assist with the provision of Emergency Clothing and Personal Requisites; (5) Assist with other functional domains where agreed.
Department of Education	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required ; (2) Provide access to facilities for Emergency Accommodation where available; (3) Provide access to facilities for Emergency Food where available; (4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available; (5) Assist with other functional domains where agreed.
Department of Fire and Emergency Services (DFES) Community Liaison Unit	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Engage “face to face” two-way communication and liaison with affected communities through a point of public interface e.g., at an evacuation centre distributing relevant incident information such as traffic management information and support the facilitation of public meetings and other community-based communications.

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Agency / Organisation Name	Normal role if engaged
Department of Health	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Evacuation Centres; (5) Assist with other functional domains where agreed.
Services Australia – Centrelink, Medicare, and Child Support	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other functional domains where agreed.
Department of Local Govnment, Sport & Cultural Industries, including Office of Multicultural Interests Divsn	<p><i>Negotiate at the local level how the Department of Local Government, Sport and Cultural Industries could assist;</i></p> <ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; (3) Assist with other functional domains where agreed.
Aboriginal Legal Service of WA-Derby	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other functional domains where agreed.
Local Churches/ Church Ministers Fellowship	<ul style="list-style-type: none"> (1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other functional domains where agreed.
Local Government Emergency Support	<p><i>Negotiate at the local level with individual Local Governments any additional responsibilities e.g., Ranger Services.</i></p> <ul style="list-style-type: none"> (1) Provide a Local Government Liaison Officer as required; (2) Assist with the functional domain of Emergency Accommodation by utilising Local Government facilities as Evacuation Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities to provide the initial emergency support response to evacuating community members.

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Agency / Organisation Name	Normal role if engaged
	(4) Assist with other functional domains where agreed.
St John Ambulance	<p>Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106.</p> <p>(1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Evacuation Centres, where required and available; (3) Assist with other functional domains where agreed.</p>
<u>(Insert Local Name)</u> Volunteering WA	<p>(1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of volunteering services within the emergency management environment; (3) Manage affiliated and spontaneous non-affiliated Volunteers; (4) Assist with other functional domains where agreed.</p>
WA Police Force	<p>(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other functional domains where agreed..</p>
YouthCare Shire of Derby West Kimberley Youth Centre and Services	<p>(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Evacuation Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other functional domains where agreed.</p>
Other local organisations (Add in list above alphabetically)	<p><i>Negotiate at the local level how local organisations could assist, with one organisation per box.</i></p> <p>(1) Provide a Support Agency Officer/s as required; (2) XXX; and (3) Assist with other functional domains where agreed.</p>

Appendix 5 – Emergency Accommodation

The provision of temporary shelter for persons rendered homeless by an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, is coordinated and assessed by Communities.

Please note - in the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.

Points of clarification:

5.1 Establishment of evacuation centres

As per State EM Policy -

- (a) 5.7.3 - The Controlling Agency is responsible for the management of evacuation during an incident, and this continues during an emergency response.
- (b) 5.7.4 - Local governments, HMAs, relevant EMAs (i.e., Support Organisations and Controlling Agencies), in consultation with relevant Local Emergency Management Committees (LEMCs), must identify and advise of refuge site and evacuation centres including centres appropriate for the hazard. The evacuation centres should be documented in the LEMA and are also recorded on the State Welfare Centre Database which HMAs and Controlling Agencies have access to.
- (c) 5.9.5.5 - LEMCs must ensure that LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs or note where there are no facilities.

Therefore, the establishment and management of evacuation centres by Communities is on behalf of the HMA or Controlling Agency, in consultation with evacuation centre owners. This could be local governments or private facility owners. Evacuation centres are established as emergency facilities from which Communities coordinate accommodation, food, clothing, financial assistance, registration, personal support and other support services until alternative arrangements can be made.

5.2 Evacuation centres definition

In Western Australia evacuation centres are a facility that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop-shop') for an impacted community. Evacuation centres may continue the extended provision of services into the recovery phase where LGs take responsibility as the lead agency in recovery. For the purposes of this plan all such facilities are classified as Evacuation Centres.

5.3 Safety considerations

To ensure the safety of evacuees and evacuation centre staff and volunteers, Communities will not establish evacuation centres –

- in Bushfire Emergency Warning areas, and will only establish-evacuation centres in Bushfire Watch and Act areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so;
- if there is not safe access routes to the evacuation centres;
- if there are structural concerns about the facility, and/or health concerns e.g., no running water, no drinking water, non-functioning sewage system, gas or chemical leaks in the area.

5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –

Children and vulnerable people in Evacuation Centres

Unaccompanied children, without direct parental or responsible adult supervision, should be evacuated into the care of the Department of Communities at the evacuation centre.

The preferred option for agencies, organisations or educational and care facilities such as women’s refuges, men’s hostels, group homes, is for them to have arrangements in place to either evacuate to a similar facility or shelter in place if safe.

If it is necessary to evacuate to an evacuation centre, supervisory staff or members with responsibility for the care, supervision or provision of services to children and their clients must remain at the centre and continue to supervise and provide services until such time as alternative arrangements are made. This may include children being returned to parents or other responsible adult approved by that agency, organisation or educational and care facility.

Agencies, organisations and educational and care facilities at evacuation centres should liaise with the evacuation support coordinator at these centres for further advice and assistance in relation to unaccompanied children.

Services specifically for children and families, including child and family friendly spaces at Evacuation Centres, are to be considered at the local level and included in local emergency management arrangements, State EM Plan 4.6.1 Special Considerations.

5.5 Animals in evacuation centres

For health and safety reasons no animals, including pets, are permitted in evacuation centres with the exception only of assistance animals e.g., Guide Dogs, “Hearing” Dogs and Disability Aid Dogs. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

5.6 Responsibility for the evacuation centre premises

Communities will take responsibility for the premises utilised as evacuation centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities and agree to replace or reimburse for supplies used in the operation of evacuation centres.

As Communities operate evacuation centres on behalf of the relevant HMA/Controlling Agency, in the event of any claim for unusual damage incurred as a result of the use of a facility as an evacuation centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim. The owner/s of the facilities agrees to utilise their building insurance in the event of damage resulting from the actual disaster event to the structure of the building.

Communities will utilise contract cleaners or pay for the use of the facilities' cleaners to restore the facilities directly utilised as evacuation centres back to serviceable condition, if requested.

5.7 School evacuations

If a school needs to evacuate upon receiving advice/instructions from the Incident Controller or HMA, they should try to evacuate to another school as a first option or self-manage in a Communities designated evacuation centre. Schools can evacuate to the community evacuation centre with the schools' students under the duty of care and responsibility of the evacuated school.

Schools should use resources within the school such as gym mats, blankets if they have them, any food in school canteens etc. However, if these resources are not available and Communities have spare items, these items will be shared with the school. If schools do not have these resources available, Communities will share any information on sourcing items as listed in the Local Emergency Relief and Support Plan.

5.8 State Evacuation Centres

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, support staff and volunteers. In these circumstances local governments or private facility owners may be asked for use of their facility as a 'State Evacuation Centre' to assist affected members of other local government areas. At these times it would be the expectation that the State Evacuation Centre would operate in a similar manner with the same procedures as if operating as a Local Evacuation Centre as outlined in this plan.

See over for the list of Pre-determined Evacuation Centres.

Appendix 5A - List of Pre-Determined Evacuation Centres

Evacuation Centres are pre-determined by Communities in partnership with the Local Government/s' LEMCs. The LEMCs are to ensure Local Emergency Management Arrangements (LEMA) identify such facilities and existing infrastructure that are available for use by Emergency Management Agencies (including Communities) within their respective boundaries. In the event of a lack of facilities the LEMC are to note this in the LEMA's and advise the HMA/Controlling Agency to make alternative arrangements.

Population – 2021 Census

Shire of Boyup Brook 1,834; (Town of Boyup Brook 938; Benjinup 143; Dinninup 161; Kulikup 143; Mayanup 174)

Shire of Collie 8,812; (Town of Collie 7,599; Allanson 591; Cardiff 118; Harris River 98; Preston 125)

Primary Centres:

SHIRE OF BOYUP BROOK												
Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
Boyup Brook												
**Boyup Brook Town Hall & Lesser Hall 55 Abel Street (cnr Cowley St) Ph: 1st Preference	Shire Office – 9765 1200 Leonard Long, CEO 0427 919 621 Jason Forsyth, MWS 0419 777 033	No	Yes - 3 phase generator purchased 2012 for emergency power supply	Town Hall – max capacity 380pax CoVid-19 2m2 – 190 pax 4m2 – 95 pax sleeping Lesser Hall – Max capacity 160 pax CoVid-19 2m2 – 80 pax 4m2 – 40 pax	No	M F D Intl & External	Big kitchen Can cater for 160 sitting at tables	No	Yes	Yes	No	No
Note: Suitable as temporary evacuation centre pending completion of upgrade; due to lack of ablutions consider evacuating to the Bridgetown Leisure Centre ~30kms south west												

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Secondary Centres:

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
**Football Ground Beatty Street Ph: Fax:	Shire Office – 9765 1200 Shire Office – 9765 1200 Leonard Long, CEO 0427 919 621 Jason Forsyth, MWS 0419 777 033	No	No Own Gas	Hall and 2 squash courts	Yes	Yes	Kitchen facilities	No	Yes	Yes	No	Oval is prone to flooding

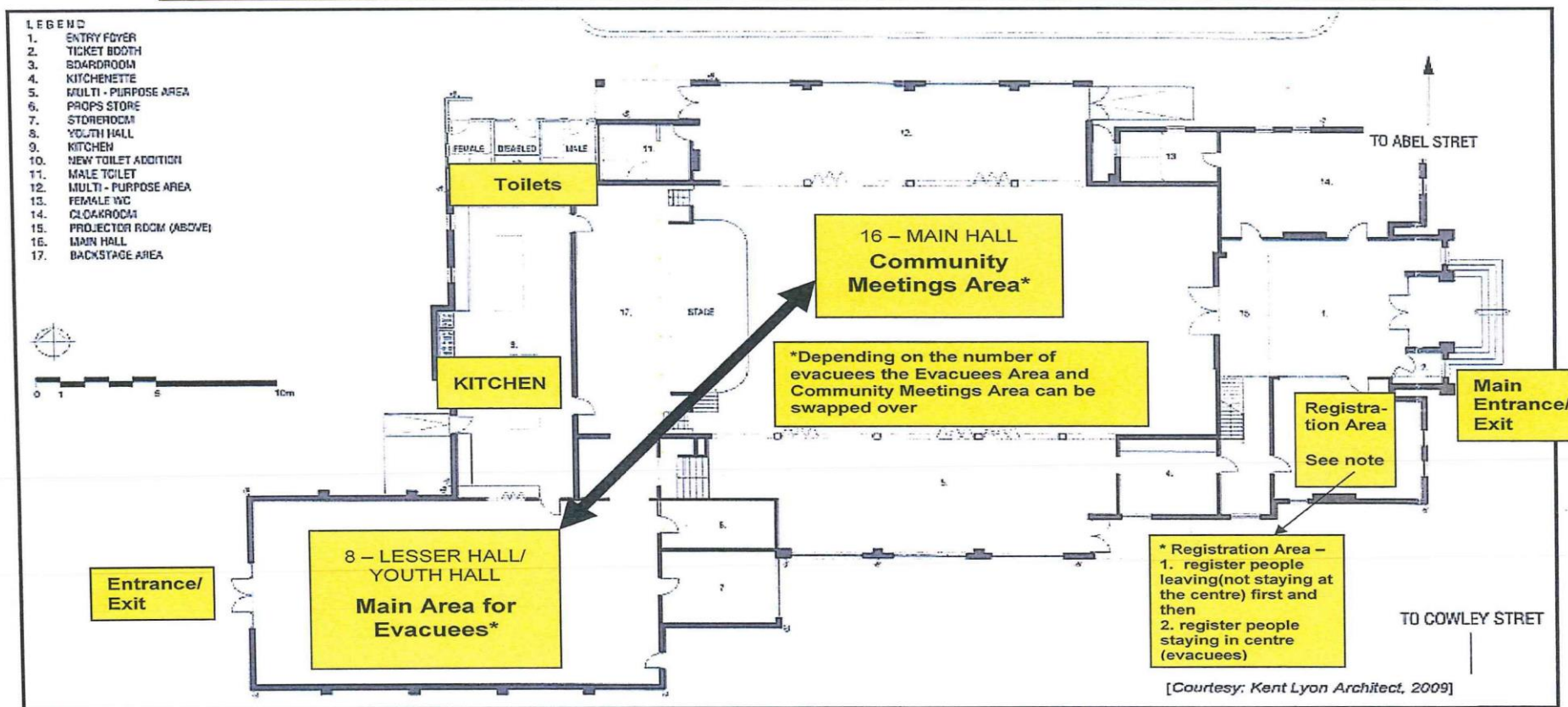
OTHER FACILITIES WITHIN THE SHIRE OF BOYUP BROOK

Dinninup Hall** 20 kms north east of Boyup Brook BB Arthur Road	BB Shire Office – 9765 1200 A/H – see BB Town Hall above			Hall and sheds in showground		Yes	Kitchen					
Rylington Park Inst of Agriculture 27 kms south of Boyup Brook Cranbrook Road Mayanup	Shire leases to Management Committee rylington@westnet.com.au Erlanda Deas 0429 375 609	No	No	Dongas/sh earing shed type of accommodation – 16 beds	Yes	Yes	Kitchen facilities	Yes		Yes		27 kms south of Boyup Brook

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Ph: 9765 3012 Fax: 9765 3083												
Note: Distance from Boyup Brook and access to shops for food, pharmacy etc – suggest Bridgetown Leisure Centre ~30kms west of Boyup Brook												

**BOYUP BROOK TOWN HALL AND LESSER HALL –
TO USE AS A LOCAL WELFARE EVACUATION CENTRE**

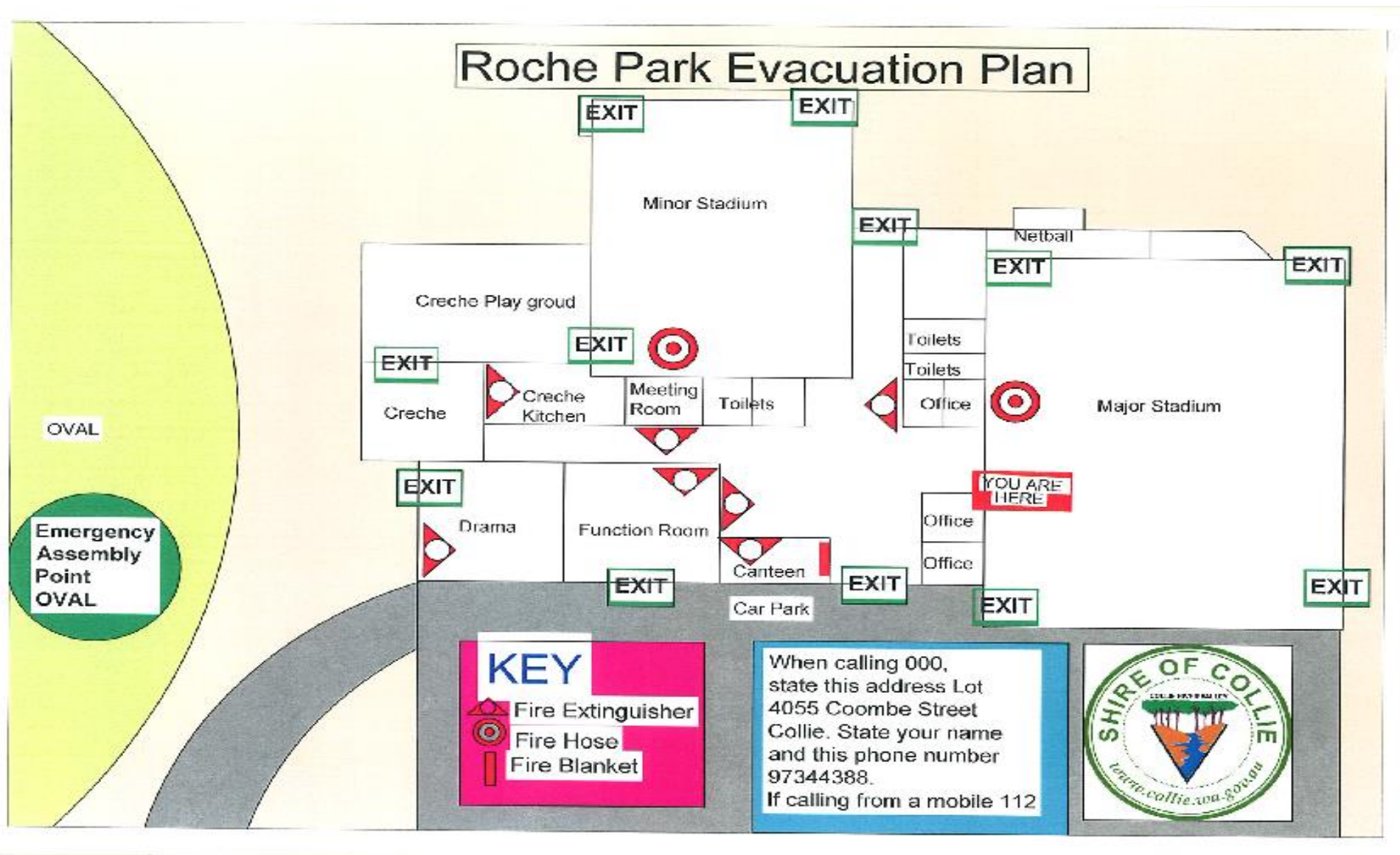


Note: Please consider wheelchair/disabled access when utilizing the facility as an Emergency Evacuation Centre. This facility is on 2 levels with steps to the Main Entrance; the Main Entrance and Main Hall are joined by stairs to the upper Lesser/Youth Hall and Kitchen areas. The Lesser Hall is also accessible from the rear carpark and the Main Hall is accessible via the entry near the Outside Toilets and carpark; consider having the Registration Area in the room 5 (refer Legend) Multi-Purpose Area, which is accessible through the doorway to the left of the Main Entrance.

Local Emergency Relief and Support - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Primary Centres:

SHIRE OF COLLIE												
Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Facilities	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
Collie ** SHIRE OWNED FACILITY												
**Roche Park Recreation Centre Coombes Street Ph: 9734 4388 Fax: 9734 3933 1 st preference – good facility See details at the end of this Appendix	Scott Geere, Manager Building Services – 0409 857 777 Kellie Geere – Manager Roche Park – 0417 704463 Hospital may also use this facility as their evacuation centre	Yes – Dataline Visual Link – 9725 6528 – diverts to mobile	Emergency Lighting, solar lighting in car park Recreation Centre Staff are trained in first aid	Max capacity 600 pax Main & Minor Courts; Playroom and Dance Theatre CoVid-19 Main Crt - 400 2m2 – 200pax 4m2 – 100pax Minor Crt - 150 2m2 – 75 pax 4m2 – 35 pax Playroom 50 2m2 - 25 pax 4m2 – 12 pax	2 stadiums, 5 smaller areas - drama rm, crèche, function rm, crèche, kiosk - aircon/ heating in function rm, group fitness, crèche & offices	3 male 3 female No Disabled showers	4 M 4 F 1 x D Washing machine, drier	Upgraded to a commercial kitchen Aug 2012 Electric stove, large cool room	None Some gym mats	Yes	Yes	Outside
Collie Italian & Sporting Club 19 Ewing St Collie WA 6225	Joe Chiellini 0418 890 061 Steve De Angelis 0474 776 705											Adjacent bushland



Appendix 5B – Alternative Temporary Accommodation Services

In the event of an evacuation, people may make their own accommodation arrangements e.g., stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate, or there is extenuating circumstances for some individuals and families, Communities Emergency Services would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial facilities. **Note: accommodation providers requiring payment need to have ABNs** – providers cannot receive payment without one.

Contact the ERS On Call Duty Officer to seek approval for use of commercial accommodation – 0418 943 835.

In a larger emergency Communities Emergency Services may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required please contact the **ERS On Call Duty Officer – 0418 943 835** and the Officer will activate ADRA if appropriate.

Shire of Boyup Brook			
Name	Address	Contact	After Hours Contact
Boyup Brook Bed & Breakfast / Self Contained Units	30 Bridge St, Boyup Brook - www.boyupbrookaccommodation.com.au	9765 1223	0407 448 940 Raema & Richard Chudziak
Boyup Brook Caravan Park & Flax Mill	Jackson Street, Boyup Brook	9765 1200 Boyup Brook Shire	CMCA 02 4978 8788

Shire of Collie			
Name	Address	Contact	After Hours Contact
Banksia Motel	44 Wittenoorn St, Collie	9734 5655	
Club Hotel	Cnr Atkinson & Forrest St, Collie	9734 1722	www.clubhotelcollie.com.au
Collie Caravan Park	1 Porter St, Collie	9734 5088	0412 095 234 Patrick & Lorna Honewill

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Collie Forest Motel	67 Atkinson St, Collie	9734 1166	Nil (Kathleen/Tom) collie.motel1@bigpond.com
Ridge Motel	Coalfields Highway, Collie	9734 6666	collieridgemotel.com.au

Appendix 6 – Support function of Registration and Reunification

- This functional area enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally.
- To facilitate the accounting of persons affected by such incidents, Communities may use the registration and reunification Register.Find.Reunite. system or other options as appropriate. The Register.Find.Reunite. system has been developed at the State and national level. In Western Australia, this system is activated by Communities and managed by the Australian Red Cross on behalf of Communities.
- The system provides for the registration and reunification of affected persons using standardised forms. Stocks of these forms are held by Communities offices, the Australian Red Cross State Inquiry Centre and its local teams and some LGs to be readily available for immediate use at evacuation centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

See over for Communities Standard Operating Procedures for the support function of Registration and Reunification.

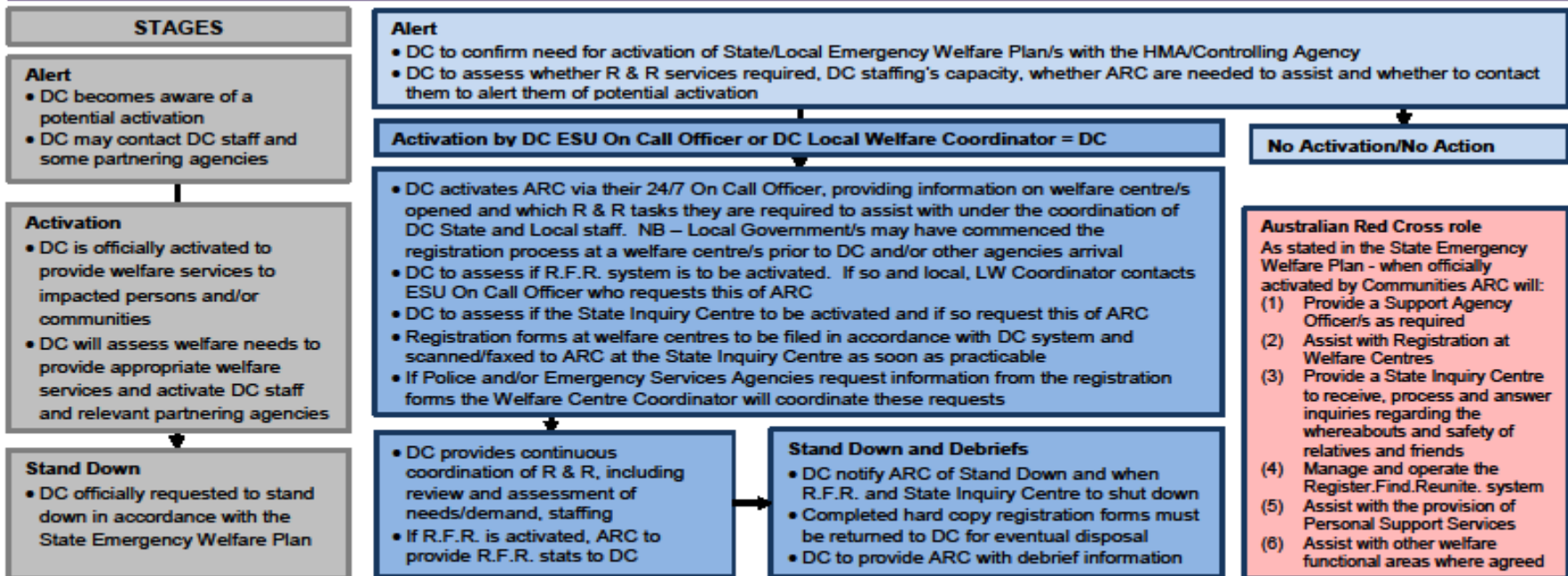
Communities Standard Operating Procedures for the emergency support function of Registration and Reunification



Department of Communities Emergency Services - Standard Operating Procedures for the welfare function of Registration and Reunification Dec 2017

Registration and Reunification (R & R) is one of the 6 welfare functional areas Department of Communities (DC) is responsible for under the WA Emergency Management Act 2005 and State Emergency Management Arrangements. Welfare arrangements are detailed in the State Emergency Welfare Plan and Local Emergency Welfare Plans. Registration and reunification enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally. To facilitate the accounting of persons affected by such incidents, DC may use the registration and reunification Register.Find.Reunite. (R.F.R.) system or other options as appropriate. R.F.R. has been developed at the State and national level. In Western Australia this system is activated by DC as the commissioning agency and managed by the Australian Red Cross (ARC) as a partnering agency, on behalf of DC. ARC operates the State Inquiry Centre when authorised by the DC State Welfare Coordinator.

Registration and Reunification Standard Operating Procedures – State and Local Levels



Appendix 7 – Emergency Food Services

Communities will coordinate the establishment of an emergency food service for those rendered homeless, evacuees and evacuation centre support staff engaged during an event. Dependent on the catering requirements, Communities may engage a variety of service providers to provide this service, such as voluntary groups, fast food outlets or hospital, hotel, motel or public catering services. Communities cannot accept other prepared food e.g., sandwiches, cakes, sausage rolls, unless the person/organisation has a Food Handling Certificate issued by the LG.

Responsibility for the provision of meals for non-evacuation emergency centre is the responsibility of the HMA/Controlling Agency.

A resource list of catering agencies and other options is included below, with consideration of catering for large numbers of evacuees and/or protracted emergency events.

Fast Food Outlets can provide quick food in an emergency but only for the short term.

Shire of Boyup Brook

Name	Address	Contact
Brook Takeaway (Susan Aldershore)	Meals/Takeaway/Catering	9765 1084/ (A/H: 0427 545 440)
Tree House Coffee Lounge	Takeaway	9765 2888
Boyup Brook IGA (Mgr: Anne Thompson)	Supermarket lines/ Catering (anne@bbiga.com)	9765 1204 (Mon-Fri 8am-6pm; Sat 8am-4pm) 0427 030 167
Boyup Brook Club Inc	81-83 Railway Parade Boyup Brook	0491 968 743
** Note: Refer Bridgetown ~30km or Collie ~70km		

Shire of Collie

Name	Address	Contact
Coles – Collie	49 Johnston St Collie	9734 1633 (Mon-Wed and Fri 8am-8pm; Thurs 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Woolworths - Collie	Lot 534 Johnston St Collie	9735 2600 (Mon-Wed and Fri 8am-8pm; 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)
Domino's Pizza	90 Forrest St Collie	9735 2020 (Mon-Wed 11am-10pm; Thurs & Sun 11am-10pm; Fri & Sat 11am-11pm)
McDonald's Collie	88 Throssell St, Collie	9734 2084 (Mon-Sun 5.30am-10.30pm)
Chicken Treat	Cnr Princep & Forrest St Collie	9734 3666 (Mon-Fri 11am-9pm; Sat-Sun 10am-9pm)
The Kebab & Pizza Collie	103 Throssell St Collie	9734 7174 (Tue-Thurs and Sun 5pm-9pm; Fri & Sat 5pm-2am)
Golden Eagle	115 Throssell St Collie	9734 5055 (Tue-Sat 11.30-2pm and 4.30pm-9pm; Sun 4.30pm-9pm; Mon closed)
Golden Bowl	78 Forrest St Collie	9734 2538 (Mon-Fri 11am-2.30pm and 5-10pm; Sun 5pm-9pm)
Forrest French Hot Bread	66 Forrest St Collie	9734 2734 (Mon-Fri 5.30am-4pm; Sat-Sun 5am-4.30pm)
Collie Hills Village	Cnr of Williams & Hodd Road, 4kms from Collie Breakfast & Dinner Sit-down meals (no takeaway)	9780 2888
Amaroo Deli & Cafe	140 Atkinson St N, Collie	9734 1387 (Mon 5am-5pm; Sat & Sun 6am-2pm)
Steere St Deli	178 Steere St N, Collie	9734 5747 (Darcy Buckle) (Mon-Sun 4am-11pm)
View St Fish & Chips	2 View St, Collie	9734 5066 (John Colombera) (Mon-Fri 5am-8pm; Sat & Sun 11.30-2pm and 5pm-8pm)
Wilson Pk Deli	39 Moore St Collie	9734 1692 (Mon-Fri 8am-5.30pm; Sat 9am-4pm; Sun 11am-2pm)
Club Hotel	138 Forrest St Collie	9734 1722

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Collie Motel/Forest	127/133 Throssell St Collie	9734 1166
Federal Hotel	47/49 Throssell St Collie	9734 2010
Ridge Motel	185-195 Throssell St Collie	9734 6666
Victoria Hotel	119 Throssell St Collie	9734 1138

WATER SUPPLIES

Name	Type of Supplies	Contact Details including After Hours
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	1300 483 514

Appendix 8 – Emergency Clothing and Personal Requisites

Communities coordinates the provision of essential clothing and personal requisites, to persons affected by an emergency. This function includes the provision of basic necessities such as toiletry packs, blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.

Where possible, new clothing, or financial assistance for the purchase of new clothing, should be provided to eligible persons as soon as practicable. The use of 'recycled' clothing is a last resort.

A resource list of emergency clothing and personal requisites suppliers and options is included below. This lists organisations and retail outlets who agree to participate in these arrangements and ensures that acceptable procedural matters have been established.

Shire of Boyup Brook		
Name	Address	Contact
Boyup Brook Co-Op	10/12 Bridge St Boyup Brook	9765 1001 (Mon-Fri 8am-5.30pm; Sat 8am-12pm; Sun closed)
Boyup Brook Pharmacy	80 Abel St Boyup Brook	9765 1066 (Mon-Fri 9am-5pm; Sat 9am-12pm; Sun closed)
Boyup Brook IGA (Mgr.: Anne Thompson)	Supermarket lines/ Catering (anne@bbiga.com)	9765 1204 / 0427 030 167 (Mon-Fri 8am-6pm; Sat 8am-4pm Sun 9am-12pm)

Shire of Collie		
Name	Address	Contact
Woolworths Collie	Lot 534 Johnston St Collie	9735 2600 (Mon-Wed and Fri 8am-8pm; Thurs 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)
Coles Collie	49 Johnston St Collie	9734 1633 (Mon-Wed and Fri 8am-8pm; Thurs 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Camping World Collie	64 Johnston St Collie	9734 2866 (Mon-Sat 8.30am-5pm; Sun10am-1pm)
Terry White Chemmart	Shop 8&9 Central, Forrest St Collie	9734 3700 (Mon-Fri 8am-6pm; Sat 8am-5pm; Sun 11am-5pm)
Greg's Discount Chemist / healthSAVE Collie Pharmacy	121 Throssell St Collie	9734 4446 (Mon-Fri 8am - 6pm; Sat 8am-1pm; Sun closed)
Henderson's Hardware	137 Throssell St Collie	9734 1322 (Mon-Fri 7am-5pm; Sat 7.30am-12.30pm; Sun closed)
Collie Salvage & Hardware	Rowlands Rd Collie	9734 2785 (Mon-Fri 7.30am-5pm; Sat 8am-12pm; Sun 9am-12pm)
Taree Fashions	Jones Arcade 65 Steere Street, Collie – Clothing Store	9734 1707 / 0417 834 298 (Kylie)
Pete's	Jones Arcade, 71 Steere St, Collie – Clothing Store	9734 3434
Tosca's	52 Forrest St, Collie – Clothing, Coffee, Sandwiches etc.	0477 010 375 / 0437 415 399 (Owner Greta Moloney)
Good Times Party Hire	Crockery/Cutlery/Gazebo/Chairs	9734 5678 / 0428 880 089 (Tony Briggs)

Mattresses, Bedding, Clothing etc.

Name	Products/Goods/Service Supplies	Contact
Emergency Relief and Support	Stock Available from stores in Perth. Allow minimum 4-5 hours	0418 943 835
SW Regional Coordinator Vehicle	Vehicle holds: Tub 1 – Administrative Tub 2 – Equipment Tub 3 – Catering Tub 4 – Personal Requisites Tub 5 – Baby Tub 6 – PPE	Regional Coordinator – 0427 476 658

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

	<p>Bedding for 20 including: 4 x stretcher beds 5 x double high air mattresses 11 x single mattresses 20 each pillows, blankets, sheets</p>	
<p>South West Trailer stored at Spencer St Bunbury carpark</p>	<p>Trailer contents : 15 Stretcher beds 65 x air mattresses (20 dble/queen & 45 sgle/king) 80 x pillows (50 disposable & 30 Inflatable) 130 blankets (80 x cellular & 50 disposable) 80 x sheets (20 disposable & 60 non disposable) 80 x bath towels (40 x disposable & 40 x cloth) 1 x portable baby cot 5 x pumps (3 electric/2 foot) 1 x Catering Pack (all disposable): 100 each of plates, bowls, spoons and teaspoons Water x 96 (x600ml) 250 Dental Kits 200 Shampoo/Conditioner x 15ml 200 Shower Gel x 15ml 5 x Duffle bags 1 x Trailer – Coupling Lock 2 x Wood chocks for trailer wheels 1 x Sign – Emergency Evacuation (metal, 2 sided)</p>	<p>Regional Coordinator - 0427 476658</p>
<p>Communities Trailer stored at Augusta Recreation Centre shed</p>	<p>Trailer contents: 10 Air Mattress (Double/Queen) - high 10 Air Mattress - Double/Queen – Low 45 Air Mattress - Single/King Single 2 Air pumps – electric 2 Air pumps – foot/hand 15 Stretchers 80 Cellular Blankets or Sleeping bag 50 Disposable Blankets 80 Inflatable/Disposable Pillows</p>	<p>Keys for the shed housing the trailer at Augusta Recreation Centre with -</p> <ul style="list-style-type: none"> • Dylan Brown, Rec Centre Manager (in MR), phone 0408 572 176 • Jason Cleary, Local Recovery Coordinator, phone 0447 274 132

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

	<p>1 Portacot 80 Disposable flat sheets 80 Disposable bath towels 100 Catering Pack 1 Trolley (collapsible, rated 70kg+)</p>	
<p>Communities Trailer Stored at the Walpole Fire Station on Brazier Street</p>	<p>Trailer contents: 10 x stretcher beds 40 x air mattresses 1 x portacot 50 x inflatable/disposable pillows 50 x cellular blankets (in 5 duffle bags) 50 x disposable blankets 50 x disposable flat sheets 50 x disposable bath towels 5 x air pumps (3 electric, 2 foot/hand) 1 x catering pack (100 disposable plates, bowls, cutlery, cups) 96 x bottles water 600ml 250 x dental kits 50 x hair combs 200 x shampoo/conditioner 200 x shower gel 1 x hand trolley 1 x Trailer – Coupling Lock 1 x Sign – Emergency Evacuation (metal, 2 sided)</p>	<p>Stephen Petersen – District Officer, Great Southern Region Phone: 6002 8001 Mobile: 0427 002 718</p>
<p>WAPOL Police Station (Walpole)</p>	<p>Holds: 10 single sleeping bags 10 Blankets (disposable) 10 Towels (disposable) 10 Sheets (disposable) 10 Inflatable Pillows 10 Single Air Mattresses</p>	<p>OIC - Walpole</p>

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

<p>SW Development Commission – 3 x Trailers held at Bridgetown, Nannup and Collie</p> <p>(NB: Project by Billy Wellstead SWDC Coord (9777 1555/ 0448 016 480)</p>	<p>Each trailer holds:</p> <ul style="list-style-type: none">50 single sleeping bags50 single air mattresses50 dual pack pillows25 air pumps (12V & 240)Bags to store items	<p>Bridgetown- Lyndon Pearce (9761 0901/ 0428 611 125) Nannup- David Taylor (9756 1275/ 0424 841 889) Collie – Kohdy Flynn (0476 850 076)</p>
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Appendix 9 – Personal Support Services

Communities will coordinate and provide personal support services, and where necessary, will work with other specialist agencies to ensure affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption. These include specialised counselling and psychological services and other appropriate services.

Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services.

Information and advisory services may include other relief measures not necessarily provided by Communities, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.

A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	After Hours Contact
Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
Telephone Help Services			
Rural Link Dept of Health Statewide Services	Availability 4.30pm – 8:30am Monday to Friday and 24 hours Saturday, Sunday and public holidays. During business hours connected to local community mental health clinic	1800 552 002 1800 720 101 -TTY	
HealthDirect	Find a health service. Find health information	1800 022 222	
WA Poisons Information Centre (WAPIC)	24hr advice on the management of poisonings or suspected poisonings, poisoning prevention, drug information and the identification of toxic agents.	13 1126 24-hour service	
Beyondblue Support Service	24-hour telephone service Chat online (3pm - 12am) - https://www.youthbeyondblue.com	1300 22 4636 24/7 advice and support	
Lifeline	24-hour telephone service	13 11 14 Available 24/7	

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Crisis support, suicide prevention	Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - https://www.lifeline.org.au/get-help/online-services/crisis-chat		
Samaritans Crisis Line Anonymous Crisis Support	24-hour telephone service	135 247 Samaritans Help Line	9381 5725 Samaritans Administration & Friends
Suicide Call Back Service Telephone, video and online professional counselling	Suicide Call Back Service is a free nationwide service providing 24/7 phone and online counselling to people affected by suicide. Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	1300 659 467	
Crisis support for Aboriginal & Torres Strait Islanders	Provide crisis support 24/7 without judgement and provide a confidential, culturally safe place	13 92 76 (13YARN) 24 hours/7 days	
Darkan Primary School Chaplain	Every Wednesday	9736 1299	
Non-Government Psych Services – CEWA Regional Office, Bunbury	Ruth Gadd	9726 7200	0419 919 696
Dept of Human Services – Centrelink	Collie SW Service Centre Support Manager– Lisa Wilson	9792 8992	0429 637 001
MensLine Australia	Professional telephone and online support and information service for Australian men 24/7	1300 78 99 78	https://mensline.org.au/

Special Needs Interest Groups

Disability Services Commission Freecall – 1800 998 214 (Freecall) TTY - 9426 9315	Multicultural Services Centre of WA – Perth - 93282699 Bunbury – 9791 5281
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Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

35 Milligan Street, College Grove

Translation, Interpretive and Hearing (AUSLAN) Services

Translating and Interpreting Service (TIS National) 24/7

Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information.

Costs are a guide only as they may change –

- Immediate phone interpreting including ATIS phone interpreting: 131 450 - 15mins @ \$34.22 - 4.1.18
- Pre booked Service – 1300 655 081 - 30mins @ \$82.89 – 4.1.18

Text Emergency Calls TTY – Dial 106

Medical Treatment

Local Hospitals: Please see Appendix 3.	Local Medical Practitioners Address:: Phone:
St John Ambulance Emergency Calls – Phone 000 Non-Emergency Calls – Phone 9334 1234	Royal Flying Doctor Service (RFDS) Medical Emergency Calls (24 hours) 1800 625 800, Satellite phone calls – 08 9417 6389 Admin - 9417 6300
Local Medical Practices / GP's	Phone - Address
Boyup Brook Boyup Brook Medical Centre	9765 1026 – 78B Abel St Boyup Brook
Collie Collie River Valley Medical Collie Medical Group South West Aboriginal Medical Service - Collie	9734 4111 – 24 Harvey St Collie 9734 1233 – 17 Johnston St Collie 9786 3003 – 72 Steere St N, Collie

Churches and Religious Organisations

Church	Address	Phone Number	Email
Boyup Brook St Saviour's Anglican Church	20 Barron St Boyup Brook		

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

<p>Boyup Brook Seventh Day Adventist Church Hope Community Fellowship</p> <p>Collie St Brigid’s Catholic Church All Saints Anglican Church Collie Church of Christ Collie Foursquare Church Collie Seventh-Day Adventist Church Collie Baptist Church Kingdom Hall of Jehovah’s Witnesses</p>	<p>Jayes Rd & Knapp St Boyup Brook 27 Cowley St Boyup Brook</p> <p>13 Medic St Collie 46 Venn St W, Collie 165 Prinsep St N, Collie 46 Johnston St Collie</p> <p>61 Wittenoorn St Collie 224 Prinsept St N, Collie Lot 2809 Patstone Rd Collie</p>	<p>9734 2183 0439 375 598 9734 1361 9734 3796</p> <p>9734 5031</p>	
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Appendix 10 – Key Contact Lists

Key local personnel and contacts are listed in Appendix 3.

Lifelines

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
Life threatening emergency	Emergencies 000 / 112 / 106
DFES Public Information Line	13 DFES (13 3337) www.dfes.wa.gov.au/Pages/default.aspx
Emergency WA website for emergency warnings	https://www.emergency.wa.gov.au/
Bureau of Meteorology website	http://www.bom.gov.au/index.php
WA Tropical Cyclone Information	1300 659 210
WA Land Weather and Flood Warnings	1300 659 213
WA Coastal Marine Warnings	1300 659 223
Australian Tsunami Threat Information (1300 TSUNAMI)	1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 www.mainroads.wa.gov.au
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website https://www.nbnco.com.au/ https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance	132 500

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

<p>Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209.</p> <p>NB – SES may have limited capacity to assist due to other DFES operational requirements</p>	
Telstra	<p>Faults – 13 20 00</p> <p>Head Office – 13 22 03</p>
<p>Water Corporation Inter-agency Emergency Management Coordinator – Alf Fordham - 9420 3964 / 0472 869 491 Alf.Fordham@watercorporation.com.au 629 Newcastle St, LEEDERVILLE WA 6007 PO Box 100, LEEDERVILLE WA 6902 Out of hours operational issues - 1300 483 514 OC.Statewide OPS_Mgr@watercorporation.com.au Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations</p>	<p>Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service -</p> <ul style="list-style-type: none"> • 13 13 85 - account enquiries • 13 13 75 - faults, emergencies and security • 13 13 95 - building services <p>Hearing or speech impaired – 13 36 77</p>

LOCAL CONTACTS			
Organisation	Name	Contact	Email
<p>Shire of Boyup Brook Abel St Boyup Brook 9765 1592 shire@boyupbrook.wa.gov.au</p>	<p>Richard Walker Shire President / LEMC Chair</p>	<p>0429 661 051</p>	<p>wambenger@westnet.com.au</p>
<p>Shire of Collie 87 Throssell St Collie I 9734 9000 colshire@collie.wa.gov.au</p>	<p>Cr Sarah Stanley Shire President / LEMC Chair Stuart Devenish Chief Executive Officer Nicole Wasmann Director of Corporate Services Matthew Young</p>	<p>0408 344 833</p>	<p>sarah.stanley@collie.wa.gov.au</p>

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

	Director of Development Services		
Dept of Health – WA Country Health Services WA (WACHS)	Kerry Winsor, Regional Director	0407 988 161 9781 2309	Kerry.winsor@health.wa.gov.au
Dept of Health - Mental Health SW	Debbie Easter	0429 914 355 9781 2312	Debbie.easter@health.wa.gov.au
Main Roads	Tom Engelke, Mgr. Project Delivery Bruce Hancock, Maintenance Planning Mgr	0408 929 761 9724 5643 0419 966 692 9724 5609	Tom.engelke@mainroads.wa.gov.au Bruce.hancock@mainroads.wa.gov.au
Education Department	Andrew Grono, Coordinator Regional Servs	0434 002 780 9791 0300	andrew.grono@wa.edu.au
DFES – Regional Duty Coordinator 24/7 (Internal Use only)	South West Lower SW Great Southern Upper GS	1800 411 742 1800 512 111 1800 314 644 1800 865 103	
DBCA (Parks & Wildlife Service) – SW region	Bunbury Kirup Wellington Blackwood Nannup Harvey	9725 4300 9731 6232 9735 1988 9752 5555 9756 0211 9729 1505	Dodson & SW Hwy Bunbury SW Hwy Kirup 147 Wittenoom St Collie 14 Queen St Busselton Warren Rd Nannup 64 Weir Rd Harvey
Warren Region	Headquarters Manjimup Frankland Donnelly Northcliffe William Bay	9771 7988 9771 7988 9840 0400 9776 1207 9776 7095 9840 9624	Brain St Manjimup South Coast Hwy Pemberton South Coast Hwy Walpole Kennedy St Pemberton Wheatley Coast Rd Northcliffe William Bay Rd Denmark
Western Power	David McMillan	0408 441 034 9780 6343	
Water Corporation	Alf Read		
Department of Mines, Industry Regulation and Safety – Consumer Protection	Annetta Bellingeri, Regional Coordinator, SW region Consumer Protection	9722 2888 Call Centre – 1300 304 054	*Advice for tenants and landlords when a property is destroyed (incl partially) or not fit for human habitation.

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

National Emergency Management Agency (NEMA)	Sam Ramsay, Recovery Support Officer SW	0400 784 465	sam.ramsay@nema.gov.au

Appendix 11 – Sanitary, Waste Disposal, Hire Services:

Shire of Boyup Brook		
Name	Products/Goods/Service Supplies	Contact
Water Cartage - Peter Lloyd	Water Cartage	9765 3035 / 0428 653 020 – Peter Lloyd
Shire of Boyup Brook	Rubbish Removal, recycling	9765 1200
Keybrook Utility Services	Cleaning up, demolition, skip bins	9765 1466

Shire of Collie		
Name	Products/Goods/Service Supplies	Contact

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Shire of Collie	Rubbish and waste collection	9734 9000 Kerbside Collection or 9734 5372 Waste Transfer Station
Collie Bin Hire & Recycling/A1 Bin Hire	Bin/Skip Hire	0427 102 054
Hastie Waste	Bin/Skip Hire	9731 0296
Coates Hire - Collie	Hire portable toilets, ablution blocks, generators	9734 0000

CLEANING SERVICES

Name	Products/Goods/Service Supplies	Contact
Bowbright Cleaning	Cleaning Services	0416 120 056
Cape to Cape Carpet Cleaning	Carpet Cleaning	9755 3388
MargRitz Cleaning	Cleaning Services	9758 7222 / 0418 937 618
South West Pressure Cleaning & Water Cartage	Pressure Washing	0428 058 157
Samurai Cleaning Services	Cleaning Services	9757 9528
Advanced Cleaning South West	Cleaning Services - Bunbury	9754 2911 / 0419 542 911
Bay Cleaning	Cleaning Services	0417 430 146

BUNBURY/PERTH SERVICES

Name	Products/Goods/Service Supplies	Contact
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Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

BPS (WA) Pty Ltd	Liquid waste management, also provide bulk water supplies	9791 4344
Bunbury Ezy Bins	Domestic/comm/industrial	9725 0725
Cleanaway – Southwest	Household/commercial/ industrial waste	9724 6400 / 13 13 39
Fill A Bins - Australind	Skip Bins	9796 0092
South West Hygiene	Sanitary bins	0427 980 939
Total Hygiene	Sanitary and nappy disposal	9791 9777
Coates Hire - Bunbury	Hire portable toilets, ablution blocks, generators	9722 8000
Coates Hire – Welshpool	Hire portable toilets, ablution blocks, potable showers, generators	9359 7000
Stanley Road Waste Management Facility – Australind (Bunbury Harvey Regional Council)	Waste Management Service	9797 2404
Bunbury Machinery	Generators (1 x 30kva generator however 9 generators in total avail)	9792 3923
Sita-Medi Collect (8am – 4pm)	All clinical waste, Perth	13 13 35
Naturaliste Hygiene Services	Sanitary/Nappy Bins/Soap Dispensers/Hand Sanitizers/Air Fresheners/Baby Change Tables	0409 294 659
The Complete Group - COMPLETE Portables	Portable Toilets - Portables Toilet Hire, Shower Blocks, Site Offices in Perth, WA (completeportables.com)	1300 COMPLETE
TFH Hire Services – Perth Metro only (no service delivery in Southwest)	Temporary fencing, barrier and equipment hire (www.tfh.com.au)	0418 666 605

Appendix 12 – Security Companies:

If security assistance is needed at an evacuation centre and the WA Police Force are not available a security company/guard and patrol services can be contacted.

All Security Services are across the whole South West District

SECURITY SERVICES		
Name	Products/Goods/Service Supplies	Contact
Cruise Control Security	Security - Margaret River	9747 6004
Safe & Sure Security	Security - Dunsborough	9756 7814 / 0419 903 783
Redback Security	www.redbacksecuritywa.com.au	0428 913 112 - Jon
Nightguard Security Services	Security - Bunbury	0418 906 909
Procure Locksmiths	Locksmith Services - Busselton	9750 5300
Summit Protection Group	Security -Busselton	0401 011 275

Appendix 13 – Financial Assistance

In Western Australia there are a number of financial assistance programs that may be put in place following a major emergency.

Communities may provide access to financial assistance following a major emergency. Eligibility is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Relief and Support Coordinator/ Communities Emergency Services Coordinator.

The four categories for assistance which may be available are:

- Category 1 - Emergency Assistance
- Category 2 - Temporary Living Expenses
- Category 3 - Replacement of Essential Household Contents
- Category 4 - Housing Repairs

Category 1 and 2 financial assistance is made available for assessed immediate needs.

Please note that Categories 3 and 4 are not available unless advised by the ERS Director/ERS Coordinator. These two categories may be available if the disaster is proclaimed an eligible disaster under the Disaster Relief Funding Arrangements WA (DRFAWA). DRFAWA is a joint State and Commonwealth disaster relief and recovery arrangement.

Appendix 14 - Distribution List:

This plan has been distributed electronically to:

Local Emergency Management Committee

- *Shire of Boyup Brook and Shire of Collie* Local Emergency Management Committees (Edited version for any copies the public have access to – Appendices not to be included as contain personal names and phone numbers. This is for people's confidentiality and particularly Department of Communities staff)

Department of Communities

- South West staff (Sharepoint)
Plus 2 hard copies – located in the DC Collie office –
 - Local Emergency Welfare Plan – purple file
 - Local Welfare Centre Coordinator pack
- Emergency Relief and Support staff (Sharepoint)
- SW District Emergency Services Officer
plus, a hard copy stored in the DESO vehicle



A8. LEMC CONTACTS REGISTER

Confidential information has been intentionally removed.

A9. Emergency Risk Management Planning

The risk management framework aligns with the principles as outlined in the current International Standard (AS/NZS/ISO 31000:2018).

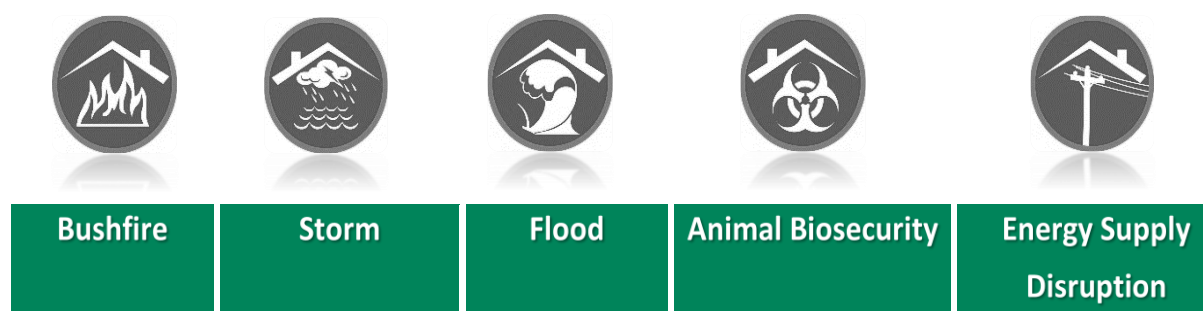
The Shire will manage risks continuously using a process involving the identification, analysis, and evaluation of risk.

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks is likely to impact the community and enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State EM Policy Section 3.2.

Local risks and the likelihood and consequences of these risks to the community were identified in 2017 when the OEM undertook the State Risk Project across the three levels, State, District and Local. This saw a uniformed and Nationally agreed approach to the emergency risk management process. This process enabled the Shire's Risk Register and Treatment Schedule to be completed in line with best practice.

A9.1 Description of emergencies likely to occur

Western Australia is exposed to a range of potential hazards of which 28 hazards have been prescribed in legislation in Western Australia. The Shire of Boyup Brook has currently aligned its top 5 hazards with the Southwest District Emergency Management Committee which are;



These hazards are further detailed in the table below are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

To help protect the community from the impacts of bushfires, strategies and actions known as ‘controls’ are employed to neutralise or reduce an identified risk. A controlled risk may still present a potential threat to the community, but the associated dangers will have been significantly reduced. The SBB implements controls inline with the State Risk Profile on bushfire through its’s Bushfire Risk Management Plan which includes bushfire mitigation activities, community education and training, planning and building regulation.

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	State Hazard Plan	Local Plans
Bushfire	DFES DBAC Shire BB	DFES	DFES DB Shire BB	Plantation Industries Western Power Water Corp	Fire	Bushfire Risk Management Plan 2017 – 2023 (under review)
Storm/Flood	DFES	DFES	SES	Western Power Shire BB	Severe weather	
Road crash	Commissioner of Police	WAPOL	WAPOL/DFES	VRS Shire BB	Road Crash	
Animal and Plant Biosecurity	Director General DPIRD	Dept of Primary Industry & Regional Development	Dept of Primary Industry & Regional Development	Shire of BB Dept of Health Dept. of Water DFES	Animal and Plant Biosecurity	
Energy Supply Disruption	Western Power	Dept of Finance – Public Utilities Office	Western Power	Synergy	Electricity Supply Disruption	

A9.2 Coordination of Emergency Operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Boyup Brook is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

Priority	Risk Control Strategy
FIRE	<ul style="list-style-type: none"> • Enforcement of the <i>Bush Fires Act</i> and Regulations Maintenance of the Bushfire Brigade Network • Community education in bushfire control • Bushfire Risk Management Planning & mitigation operations
ROAD CRASH	<ul style="list-style-type: none"> • Review and comment on any license application for bulk transport of hazardous material • Maintenance of roads. • Improve signage • Public alerts and education
STORM/FLOOD	<ul style="list-style-type: none"> • Enforcing development controls in susceptible areas • Management of stormwater Enforcing development controls in susceptible areas • Maintenance and repairs to drains and waterways
ENERGY SUPPLY INTERRUPTION	<ul style="list-style-type: none"> • Backup generators • Pruning of trees • Power lines underground
ANIMAL & PLANT BIODIVERSITY	<ul style="list-style-type: none"> • Education of farmers regarding stock movements • Ranger visits and complaints follow up • Advice to community on animal hotline for emergency disease



Local Emergency Management Committee Special Meeting Agenda

<Insert Event Name>

Date:

Time:

Venue:

Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No.	ITEM	Reporting
	Welcome and apologies	Chair
1	Insert event name- Current Situation	From Sitrep or lead agency
2	Other Agency Reports	Agency leads
3	Communications employed	HMA lead, others as required
4	Priorities, further action	Chair
5	Other items as required	
6	Other items as required	
9	Other business.	As required
10	Next meeting: time and date	Chair



A10.b Situation Report

Shire of Boyup Brook

INCIDENT SUPPORT GROUP MEETING

EVENT		
SIT REP #	DATE	TIME PERIOD
DISTRIBUTION		
<ul style="list-style-type: none"> • Council members as required • CEO & Executive team • Managers • Local Emergency Management Committee & Local Recovery Group • Other organisations as necessary <p><i>Note: Shire can determine who receives the SITREPs based on relationships and need.</i></p>		

Situation Summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

Actions Taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

Actions to be Completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep



Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

Prepared By:	Signature	Date	Time
Approved By:	Signature	Date	Time

A10(c). Disaster Recovery Communications

Communication Plan Template

Communications Planning Checklist (*Recovery Comms. included*)

ACTION	Y/N	RESPONSIBLE PERSON
Communications Governance		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

Authorised for Distribution By: _____ Position: _____ Date: _____



Community Message Talking Points

Spokesperson _____ **Position** _____

Message timing:

To be delivered at: _____ AM PM

Media channel/s: _____

Target audience: Internal staff

Community group/s _____

Agency/s _____

Intro: discuss current situation (include 'No physical donations accepted', etc)

1 What we know

2 What we do not yet know

3 What we are doing

4 What we want you to do

Reiterate main and salient points

Next message will be available at: _____

Authorised for Distribution By: _____ Position: _____ Date: _____

A11. EVACUATION CENTRES

A11.1 Primary Centre's

Shire of Boyup Brook Town Hall – 55 Abel Street		
CONTACT PERSONS	Leonard Long	CEO Shire of Boyup Brook
	Carolyn Mallett	Executive Manager Corporate and Community
	Jason Forsyth	Executive Manager of Operations
CAPACITY – MAIN HALL	380 pax	COVID – 2sqm =190pax COVID – 4 sqm = 95pax
CAPACITY – LESSER HALL	160 pax	COVID – 2 sqm - = 80pax COVID – 4 sqm = 40pax
LIGHTING	Generator power	Fluro lights
COOKING	Large Kitchen	Gas ovens
POWER	Generator power	
ABLUTIONS	Male	
	Female	
	No showers	
DISABILITY ACCESS	Yes	
PARKING	Yes	
INTERNET	Yes	Subject to use/tower
SECURITY	No	
PETS	No	
HAZARDS	No	
Due to lack of shower facilities, consider evacuation to Bridgetown if extended stay required		

Shire of Boyup Brook Football Clubroom – Beatty Street		
CONTACT PERSONS	Leonard Long	CEO Shire of Boyup Brook
	Carolyn Mallett	Executive Manager Corporate and Community
	Jason Forsyth	Executive Manager of Operations
CAPACITY – HALL	100 pax	COVID – 2sqm =50pax COVID – 4 sqm = 25pax
CAPACITY - SQUASH COURTS	80pax	COVID – 2 sqm - = 40pax COVID – 4 sqm = 20pax
LIGHTING	Generator power	Fluro lights
COOKING	Small Kitchen	Gas ovens
POWER	Generator power	
ABLUTIONS	Male	
	Female	
	Showers	Septic system may not cope
DISABILITY ACCESS	Yes	
PARKING	Yes	
INTERNET	No	
SECURITY	No	
PETS	No	
HAZARDS	Yes – oval prone to flooding	

A11.2 Secondary Centre's

Shire of Boyup Brook Dinninup Hall & Grounds 20kms east on Boyup Brook – Arthur Road		
CONTACT PERSONS	Leonard Long	CEO Shire of Boyup Brook
	Carolyn Mallett	Executive Manager Corporate and Community
	Jason Forsyth	Executive Manager of Operations
CAPACITY – HALL	100 pax	COVID – 2sqm =50pax COVID – 4 sqm = 25pax
CAPACITY – SECONDARY HALL	80pax	COVID – 2 sqm - = 40pax COVID – 4 sqm = 20pax
LIGHTING	Generator power	Fluro lights
COOKING	Small Kitchen	Gas ovens
POWER	Generator power	
ABLUTIONS	Male	
	Female	
	Showers	
DISABILITY ACCESS	Yes	
PARKING	Yes	
INTERNET	No	
SECURITY	No	
PETS	No	
HAZARDS		

Shire of Boyup Brook Rylington Park 27 kms south east Boyup-Cranbrook Rd		
CONTACT PERSONS	Leonard Long	CEO Shire of Boyup Brook
	Carolyn Mallett	Executive Manager Corporate and Community
	Erland Deas	Admin Officer Mgt Committee
CAPACITY – DONGAS	16 pax	COVID – 2sqm =16pax COVID – 4 sqm = 16pax
CAPACITY – SHEARING SHED	20pax	COVID – 2 sqm - = 10pax COVID – 4 sqm = 5pax
LIGHTING	Generator power	Fluro lights
COOKING	Small Kitchen	Gas ovens
POWER	Generator power	
ABLUTIONS	Male	
	Female	
	Showers	
DISABILITY ACCESS	Partial	
PARKING	Yes	
INTERNET	No	
SECURITY	No	
PETS	Yes	
HAZARDS		
Distance to shop for food and pharmacy – consider extended evacuation to Bridgetown Leisure centre		



A12. Local Mutual Aid – MOU

Memorandum of Understanding

**Member Councils of the South West Zone
Western Australian Local Government
Association**

for

**The provision of mutual aid during emergencies
and post incident recovery**

24 August 2018

A12.1

Memorandum of Understanding

1. Purpose

The purpose of this Memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the South West Zone of the Western Australian Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of our communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

2. Parties to the Agreement

- Shire of Augusta-Margaret River
- Shire of Boyup Brook
- Shire of Shire of Bridgetown-Greenbushes
- City of Bunbury
- City of Busselton
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Baling up
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

3. Definitions

Definitions for terms contained within this Memorandum are as contained in the Emergency Management Act 2005 and Emergency Management Act Regulations 2006.

4. Guiding Principle

The guiding principle of this Memorandum is that any support given by a local government in a particular emergency event shall be at the discretion of the Council giving the support, and of a level that will not unduly compromise the operability of the Council giving the support.



5. Partnering Objectives

Partners to this Memorandum, in times of community distress due to an emergency incident, agree where possible to:

- i. provide whatever resources may be available within the means of that Council to respond to the emergency incident if requested; and
- ii. provide whatever resources may be available within the means of that Council to assist with post incident recovery in the community.

6. Allocation of Resources

- i. This Memorandum acknowledges that the allocation of a participating Council's staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the Council seeking to offer aid.
- ii. This Memorandum seeks to demonstrate that the CEO's commitment to supporting other Councils in need is backed by the elected members of a participating Council.

7. Partnering Expectations

- i. To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
- ii. To ensure that all requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
- iii. To ensure all personnel and equipment provided are covered by the providers own insurance.
- iv. Providers of support will be responsible for all costs associated with its legislative responsibilities for it's employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- v. The Requester for support will be responsible for all incidental costs associated with the Provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.
- vi. In the event the emergency is of sufficient scale to qualify for State and Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies.

8. Duration and Amendment

- i. This Memorandum will come into effect at the date of signing by all parties.
- ii. This Memorandum will remain in force for an unstipulated period, with each member having the opportunity to withdraw from the Memorandum at a time of their own



choosing.

- iii. This Memorandum shall not be altered varied or modified in any respect except by agreement of all parties in writing.

9. Termination

This Memorandum may be terminated by mutual agreement of all parties in writing at any time.

10. Withdrawal

Any party may withdraw from this Memorandum by giving three months' notice in writing to the Executive Officer of South West Zone Western Australian Local Government Association and to the other member Council's respective Chief Executive Officer's, at any time.

11. Notices

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed and forwarded as follows:

Executive Officer
South West Zone
Western Australian Local Government Association
PO Box 1544,
West Perth , Western Australia, Australia 6872; and

The official address of each member Council.

12. Agreement and Signing

Agreement to the MOU will be provided on the certificates attached separately signed by each CEO and forwarded to the Executive Officer (Entitled Annex A to MOU Emergency Support).

Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____

Date: _____


Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

_____ Shire of Augusta Margaret River

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____ 

Date: _____ 19/7/2023

Shire of Augusta Margaret River
STEPHANIE ADDISON-BROWN
Chief Executive Officer

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF BOYUP BEACH

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 


Date: 21.7.2023

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF BRIDGETOWN - GREENBUSHES.

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____


Date: 12/7/2023

CERTIFICATE OF AGREEMENT

The Council of the

THE CITY OF BUNBURY

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 17th JULY, 2023

CERTIFICATE OF AGREEMENT

The Council of the

City of Busselton

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____

Date: 18 February 2019

Please forward the signed copy of
this certificate to the Executive
Officer, SWZ -WALGA
erfisher@iprimus.com.au

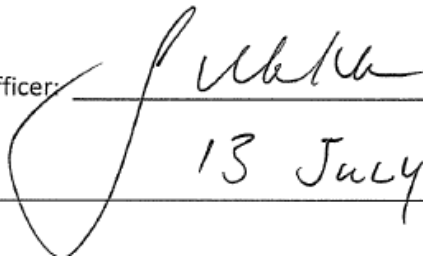
CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF CAPEL

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:


Gordon MacMillan
CEO

Date:

13 July 2023

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Dardanup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.



Chief Executive Officer: André Schönfeldt

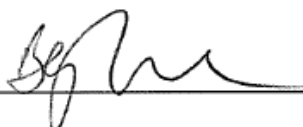
Date: 2 August 2023

CERTIFICATE OF AGREEMENT

The Shire of

Dennybrook Balingup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 24/07/2023


Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Harvey

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____

Date: 18 July 2023

Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Mangimup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:

BK

Date:

25/7/2023

Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

The Shire of Nannup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.



Chief Executive Officer: _____

Date: 26 July 2023

A13. Special/Emergency Meeting – Decision Making Guide

In accordance with the LEMC committee handbook and section 4.4 of the LEMA, the Chair can call a special/emergency meeting in consultation with the Executive Officer and Shire CEO in situations of an imminent or pending disaster, or under any special circumstances.

The aim of the meeting is to consult and update LEMC members on a current or developing situation to ensure all HMAs and support agencies are adequately prepared to enact their plans.

The decision to call a special/emergency meeting should not be based on any single factor, but a considered judgement made after consultation and discussion regarding the situation, which includes assessment of the pending or imminent risk to community, business and infrastructure.

Factors to consider include but are not limited to:

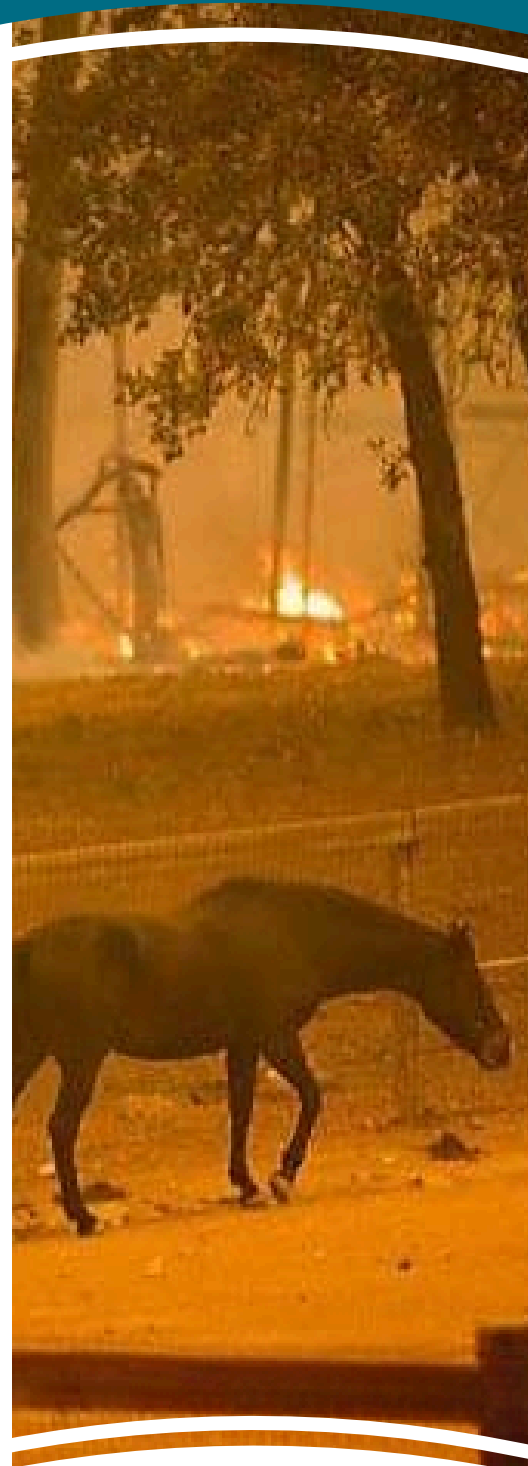
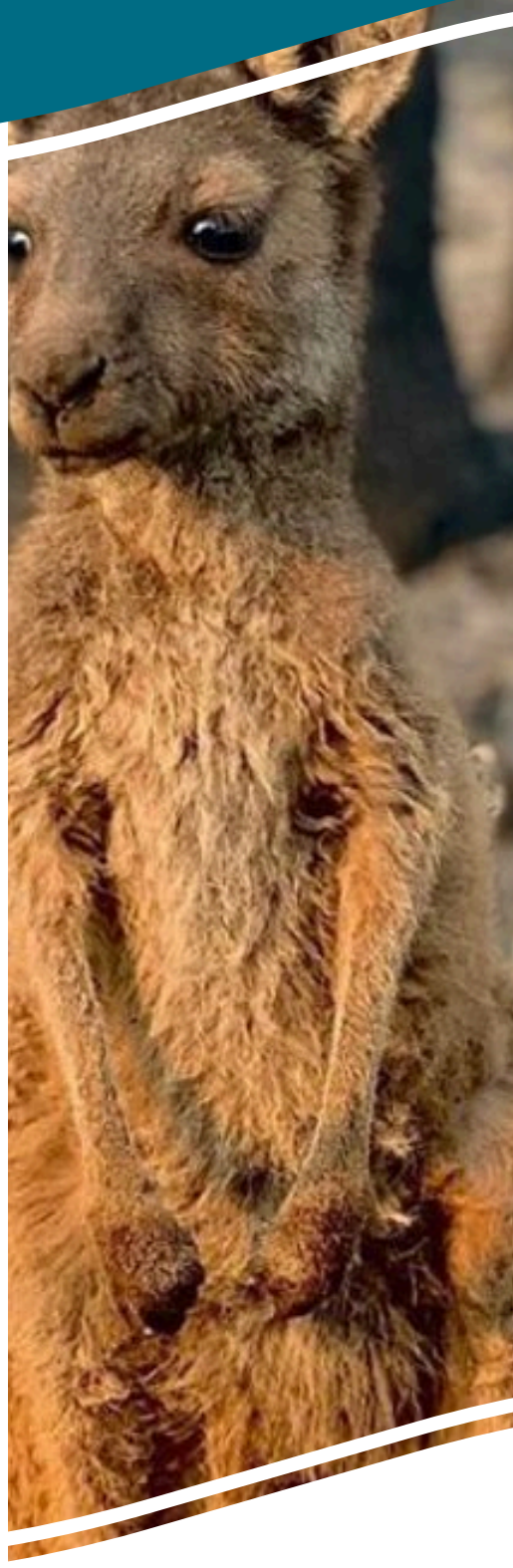
- Type of hazard
- Rate/speed the situation is developing or changing
- Level of assessed risk for the Shire of Boyup Brook based on AS/NZS/ISO 31000:2018 – Risk matrix
- Subject matter expert/HMA advice
- Special circumstances outlined in section 1.2 of the LEMA
- Context or impact on community, businesses and infrastructure
- Information available from emergency warning systems and alerts
- Lessons learnt, previous experience and historical events locally and regionally.

Preparedness enables local government, communities and agencies to respond rapidly to disaster situations to cope with them more effectively. Preparedness therefore encompasses those measures taken before a disaster event which are aimed at minimizing loss of life, disruption of critical services, and damage when the disaster occurs.

A special/emergency meeting is considered a key step in the process of preparedness.



ANIMAL WELFARE SUPPORT PLAN



June 2024

www.boyupbrook.wa.gov.au



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1. Administration



1.1 Amendment Record

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- Unclear or incorrect expression.
- Out of date information or practices.
- Errors, omissions or suggested improvements.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer Shire of Boyup Brook 55
Abel Street
BOYUP BROOK WA 6244 Ph: (08) 9765 1200
Email: shire@boyupbrook.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Register below:

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	29/09/2017		
2			Donna Forsyth
3			
4			
5			

2. Introduction

2.1 Aim

The aim of Shire of Boyup Brook (SBB) Animal Welfare Plan (the Plan) is to detail emergency management arrangements relating to the welfare and management of animals

including domestic pets, horses, livestock and wildlife before, during and after an emergency.

2.2 Objectives

Support the Shires Local Emergency Management Arrangements (LEMA) by integrating arrangements for animal welfare.

Define roles and responsibilities for government, non-government organisations and individuals for coordinating animal welfare before, during and after an emergency.

Provide a communications framework for coordination and collaboration between government agencies, non-government agencies and animal owners.

Provide useable tools and templates to assist with coordinating animals in an emergency.

2.3 Scope

This Plan applies to emergencies as defined in section 3 of the Emergency Management Act 2005, that being:

“the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response”.

The Plan covers the arrangements for animal welfare within the Shire of Boyup Brook’s municipal boundaries. It provides a coordinated approach to managing animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident.

This Plan aligns with the State Support Plan, animals have been classified into the following five categories:

Livestock – any buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.

Horses – any horse or equine hybrid.

Domestic Pets – any animal other than horses kept primarily for companionship, hobbies, sport or work.

Wildlife – an animal that is indigenous to Australia’s land or waters, living without regular human intervention or support.

Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

2.4 Related Documents

- State Support Plan – Animal Welfare in Emergencies
- Boyup Brook Local Emergency Management Arrangements
- Boyup Brook Local Recovery Plan

2.5 Legislation and Codes

- *Animal Welfare Act 2002*
- *Biosecurity Conservation Act 2016*
- *Emergency Management Act 2005*
- Department of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct

2.6 National Planning Principles for Animals in Emergencies

1. Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes.
2. Explicitly recognise that integrating animals into emergency management plans will help secure **improved human welfare and safety** during disasters.
3. Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for implementing effective animal welfare measures.
4. Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted when disaster plans are written or reviewed.
5. Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as 'first responders' in disasters and **acknowledge the Shire understands local needs** and available resources.
6. Consider how best to ensure the Plan is effectively integrated and implemented by, for example, extensive consultation during the planning process or **including an animal welfare** element in requirements for **disaster training** exercises.
7. Include **effective communication** about implementing the Plan with those parties who may be involved as well as those who may be affected by disasters.
8. Communicate in **language that is clear and accessible** to all stakeholders including the general public.

3. Roles & Responsibilities

3.1 Animal Owner/Carer

The owner or carer of an animal is responsible for its welfare and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

Human life will always take precedents over animal welfare.

As prescribed in section 5.9.7 of the State Emergency Management Policy, DPIRD has the role and responsibility for coordinating animal welfare services in emergencies.

In an emergency, when the capability of the owner or carer and any local arrangements are no longer sufficient or effective then:

- DPIRD is responsible for coordinating the provision of animal welfare services to support the owner or carer or local arrangements for the animal categories of livestock, horses and companion animals.
- The Department of Biodiversity Conservations and Attractions (DBCA) is responsible for coordinating the provision of animal welfare services to animals in Perth Zoo and advising the owner or carer of wildlife and wildlife parks. Prior to being taken into care or under control or supervision, there is no owner or carer for wildlife.

It is recommended that each agency with a role or responsibility under this Plan has appropriate operational procedures detailing their response see **appendix 2**.

The SBB Recovery Coordinator will appoint an Emergency Animal Welfare Coordinator and Assistant(s) (see **Appendix 5**) to be responsible for implementing this Plan and providing Situational Reports (see **Appendix 6**) for IMT and/or Incident Support Group (ISG) to meet and liaise with DPIRD.

3.2 Key Stakeholders

Key Stakeholders including non-government organisations and local community groups can assist with animal welfare in emergencies including:

- RSPCA – takes the lead role in welfare of domestic pets and is supported by DPIRD
- Veterinarians – local veterinarians can provide a wide range of medical services for sick and injured animals and have arrangements with SBB Rangers for emergency care and shelter
- Community Groups – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders and contact details are attached. (See **Appendix 3**)

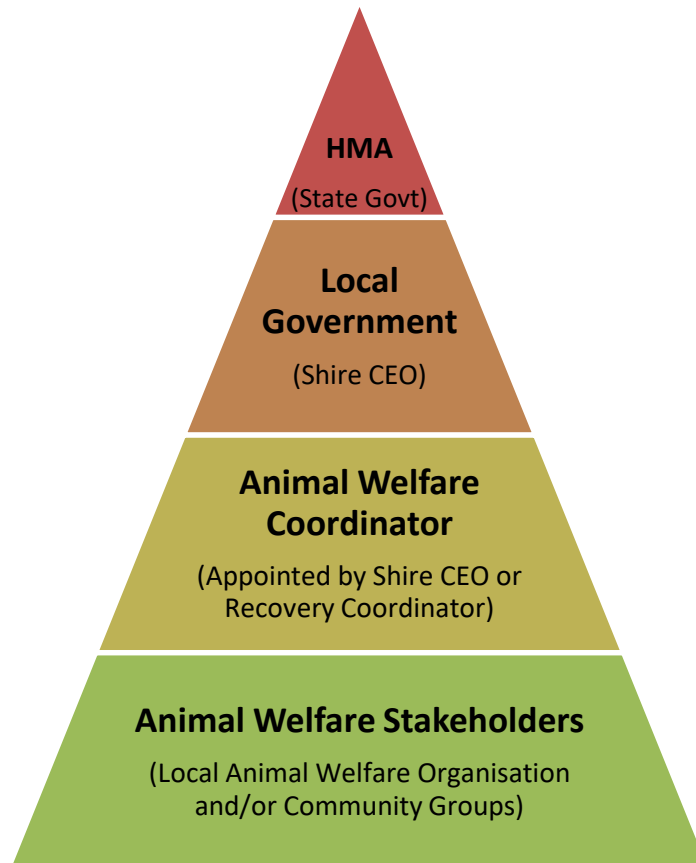


Figure 1: Animal Welfare Support Plan Structure

4. Preparedness

Preparedness is defined as being ready to respond to an emergency. It includes steps that can be taken before an emergency occurs to reduce the loss of life and livelihoods via simple initiatives such as planning, training and education.

4.1 Preparedness Responsibilities

4.1.1 Animal Owner/Carer

The owner or carer is responsible for ensuring a reasonable level of preparedness for their animals. It is suggested to have a documented plan that includes:

- Determining if the animal(s) will be evacuated or remain onsite.
- Visiting [DPIRD website](#) for planning templates and [DFES website](#) for Factsheets and Publications.
- Ensuring suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, access to sufficient food and water for prolonged absence).
- Ensuring transport is adequate and available to relocate the animals early under potential logistical constraints (road closures, window of safe evacuation).

- Knowing the exact location of Animal Evacuation Centre(s) or safe havens.
- Making sure animals are identifiable (animal is registered/micro-chipped, National Livestock Identification System).
- Ensuring provisions for the animal's(s) care are included on evacuation.

4.1.2 Shire of Boyup Brook

The SBB can support emergency preparedness activities with its local communities in the event of an incident. Planning considerations for SBB to **support owners or carers** include:

- Access to information and resources for persons evacuating with animals.
- Availability of transportation support and advice.
- Availability of locations to house evacuated animals.
- Management of displaced or stray animals.
- Assessment of impacted animals.
- Treatment of impacted animals.
- Euthanasia.
- Disposal of deceased animals.
- Provision of emergency food, water, shelter.
- Recovery arrangements.

Planning considerations for SBB to **support key stakeholders** include:

- Timely communication of information that is clear and concise.
- Activating the plan according to the level of the emergency.
- Coordinating assistance to welfare centres with people presenting with animals.
- Coordinating assistance to Animal Evacuation Centres.
- Situational Reports of animal welfare issues to ISG.
- An Animal Welfare Sub Committee to manage recovery issues.

4.1.3 Key Stakeholders

Key Stakeholders' core business will direct their precise preparedness activities.

Planning considerations for key stakeholders may include:

- Developing and testing a plan well before an emergency occurs.
- Preparing animal emergency kits.
- Preparing volunteers including training.
- Preparing network of carers or foster carers.
- Preparing premises for large influx of animals.
- Establishing a registration or contact point for information.
- Preparing vehicles for transportation.
- Preparing cages, collars, leads, bowls, buckets and other equipment.
- Preparing treatment areas or sites.
- Preparing food or feed supplies.

4.2 Community Information and Education

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the [DPIRD website](#).

DFES has a wide range of educational material for community engagement activities that can be accessed via the [DFES website](#) and for volunteers via the DFES Volunteers Hub.

The Shire of Boyup Brook promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and key messages.

5. Response

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

5.1 Plan Activation

The SBB CEO, on advice from the HMA or Controlling Agency, will determine when to activate this Plan.

Triggers for activating the Plan may include:

- ***Animal welfare is beyond the capacity of SBB and capability of owners or carers***
- ***Local Community Evacuation Centre is activated***
- ***Large scale carcass disposal requirements.***

DPIRD may support this Plan prior to the State Support Plan – Animals Welfare being activated, by providing advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

5.2 Levels of Response

The Incident Controller is responsible for assessing the level or severity of the incident as per [State EM Response Procedure 2](#).

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3.

5.3 Response Responsibilities

5.3.1 Owner/Carer

- Manage animals they are responsible for by activating emergency plans for before, during and after the emergency.
- Stay up-to-date through official emergency advice to make informed decisions.

5.3.2 Shire of Boyup Brook

- Activate the SBB Animal Welfare Support Plan in consultation with the HMA/CA via IMT and/or ISG meetings.
- CEO or Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Ranger).
- Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a SBB employee or volunteer from animal welfare organisation.
- Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.
- Provide a location suitable for evacuation of domestic pets and horses (see Contacts and Resource Directory for suitable sites).
- For livestock owners that cannot be readily located or contacted consideration should be given to impounding livestock at alternative locations.
- Provide situational reports (**Appendix 5**) on animal welfare matters to the HMA/CA via IMT and/or ISG meetings.

5.3.3 Key Stakeholders

- Provide support and/or assistance to the SBB and/or DPIRD as requested.
- Contact relevant staff/volunteers to be on standby and ready to assist on request.
- Key stakeholders are advised to actively and continually stay informed of the emerging incident via www.emergency.wa.gov.au and make appropriate preparations to become active depending on the organisation's role.

5.4 Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. All financial management and arrangement matters relating to Animal Welfare are to be recorded and documented using the Forms provided at **Appendix 9** of this Plan.

The owner or carer is responsible for the costs associated with the welfare of his/her/their animal.

During an emergency, it may not be possible to identify or contact the owner or carer and an authorised officer may be required to undertake activities for the animal's welfare without prior consultation. Section 56 of the AW Act provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.

6. Planning for Evacuation

Evacuation is a risk management strategy that involves moving people (and their animals) threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

6.1 Evacuation Responsibilities

6.1.1 Owner/Carer

The owner or carer is responsible for determining, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

Considerations for animal owners or carers include:

- Availability of safe evacuation routes, considering the type of emergency situation and the possibility of road closures.
- Time required to vacate the property, including time to gather, identify and load animals.
- Handling equipment needed for moving animals and ensuring accessibility in an emergency.
- Limited access to own transport for animals – owners or carers should make prior alternative arrangements with neighbours and local transporters.
- Ensure animals can be identified, which is important in case they become lost or mixed with others during an evacuation.
- Records should be kept verifying ownership or status as a carer.
- Any problematic animals deemed difficult to manage or dangerous should be kept contained to ensure the safety of other evacuating animals.

6.1.2 Shire of Boyup Brook

The SBB is responsible for preparing, planning for and determining evacuation considerations, including:

- Assessing possible threats, hazards and risks.
- Assessing the practicality of a large-scale evacuation during a response by liaising with the HMA/ Incident Controller and DPIRD.

- Assessing and identifying the safest transport routes, consider signage
- Determining the evacuation locations and facilities suitable for animals (see **Appendix 11**).
- Ensuring information is included in public warnings, which can be requested via IMT/ISG meetings.
- Registering animals presenting at the Animal Evacuation Centre(s) using the Animal Evacuation Registration Form (see **Appendix 4**).
- Maintaining a central point for all enquiries and dissemination of information, including a rescue display list (see **Appendix 9**).
- Ensuring food and water are available and accessible at the Animal Evacuation Centres.

7. Recovery

The Shire of Boyup Brook is responsible for managing recovery following an emergency affecting the community in its district as per s36(b) of the EM Act.

7.1 Recovery Responsibilities

7.1.1 Hazard Management Agency/Controlling Agency

- Ensure animal welfare is included in post emergency debriefs and reviews.
- Refer and use the Summary Sheet: Evacuated Animals Register from the Animal Welfare Coordinator in all report documentation related to animal welfare (see **Appendix 8**).

7.1.2 Shire of Boyup Brook

- Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with managing ongoing animal welfare issues post emergency.
- Liaise with DPIRD to transition the ongoing animal welfare activities back to the control of SBB and the owner or carer.
- Review the effectiveness of the SBB Animal Welfare Support Plan with Key Stakeholders.
- Manage donated goods in accordance with the LRP.

7.1.3 Key Stakeholders

- Assist the SBB and/or DPIRD in post-incident activities as requested.

- Debrief staff and/or volunteers within organisations or community groups, as it is important not to under-estimate the impacts on personnel involved in emergency response.

7.2 Recovery

The Incident Controller needs to declare the area safe prior to approving or supporting the movement of animals back to an incident affected property.

Before animals are returned to a facility or property ensure:

- All perimeter fences are intact
- The facility or property is secure
- That the animals are returning to a safe and liveable environment
- That there is an adequate supply of clean feed and water

Always consider: Animals may be traumatised and stressed from a significant incident or a major change in their environment.

Appendices

Appendix 1 – Glossary of Terms and Acronyms

Terms

TERM	DEFINITION
Animals in Perth Zoo or Wildlife Parks	All animals kept in Perth Zoo or establishments licensed by the DBCA.
Companion animal	Any animals other than horses kept primarily for companionship, hobbies, sport or work.
Horse	Any horse or equine hybrid (<i>Equus caballus</i> ; <i>Equus asinus</i>).
Register.Find.Reunite	A system that records the details of the location and well-being of persons in, or who have been evacuated from, an emergency affected area. This information can be used to respond
Livestock	<p>Has the meaning of Stock as defined in regulation 4 of the <i>Biosecurity and Agriculture Management Regulations 2013</i>, including the following:</p> <ul style="list-style-type: none"> • buffalo including buffalo cattle hybrids; • camel; • South American camelids; • cattle including cattle buffalo hybrids; • deer and any hybrids; • emu, goat, ostrich; • pig; • poultry and any hybrids; • sheep.
Organisation	<p>Has the meaning of ‘person in charge’ in the Animal Welfare Act 2002</p> <p>“Person in charge, in relation to an animal, means -</p> <p>(a) the owner of the animal;</p> <p>(b) a person who has actual physical custody or control of the animal;</p> <p>(c) if the person referred to in paragraph (b) is a member of staff or another person, that other person; or</p> <p>(d) the owner or occupier of the place or vehicle where the animal is or was at the relevant time”.</p>

TERM	DEFINITION
Triage	The process by which animals are sorted and prioritised according to their needs for care, veterinary treatment or euthanasia.
Wildlife	An animal that is indigenous to Australia's land or waters, living without regular human intervention or support and having the meaning of fauna, as defined within the <i>Biodiversity Conservation Act 2016</i> .

Acronyms

ACRONYM	MEANING
AWEG	Disaster Victim Identification
CAWE	Committee for Animal Welfare in Emergencies
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
HMA	Hazard Management Agency
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
OASG	Operational Area Support Group
SAWEC	State Animal Welfare Emergency Coordinator
SEMC	State Emergency Management Committee
WALGA	Western Australian

Appendix 2 – Roles and Responsibilities

DPIRD has the primary role of coordinating the State animal welfare arrangements as required during an emergency. The following are the response roles and responsibilities of agencies under this Plan.

ORGANISATION	RESPONSE RESPONSIBILITIES
Department of Biodiversity, Conservation and Attractions	Provide support to DPIRD, as requested; <ul style="list-style-type: none"> • Coordinate animal welfare services for animals in Perth Zoo; and • Liaise with and advise local government and other organisations and the owner or carer of wildlife and wildlife parks about suitable temporary containment and other welfare needs of wildlife.
Department of Communities	Where appropriate, provide input to information for the public and media relating to alternative animal housing arrangements; <ul style="list-style-type: none"> • If known, advise evacuees presenting at centres of alternative animal housing arrangements; • Convey information provided by DPIRD relating to animal welfare to people in evacuation centres; and • Liaise with DPIRD in relation to reuniting owners with their animals.
Department of Primary Industries and Regional Development	In accordance with the State emergency management principles of shared responsibility and graduated response, DPIRD will aim to coordinate animal welfare services in support of existing local or district arrangements. Where no arrangements or service providers are available, DPIRD will undertake the activities: <ul style="list-style-type: none"> • Liaise with the relevant controlling agency or HMA as a liaison officer and/or member of the ISG or OASG; • Coordinates the activation of the DPIRD internal operational plan in line with this Plan; • Contribute to public information released during the emergency; • Provide situational reports to the CAWE on animal welfare in the emergency; • Liaise with the local government and other organisations to coordinate response activities including: <ul style="list-style-type: none"> ○ identifying the availability of transportation support and advice for evacuating animals; ○ identifying the availability of locations to house evacuated animals; ○ managing displaced or stray animals; ○ assisting owners and carers to obtain Restricted Access Permits, where applicable; ○ assessing and triaging impacted animals;

ORGANISATION	RESPONSE RESPONSIBILITIES
	<ul style="list-style-type: none"> ○ identifying/administering treatment; ○ performing/ assisting with transportation for euthanasia or perform on-site; ○ advising on/arranging for disposal of deceased animals; ○ identifying/providing emergency food/water/shelter; and ○ identifying and reuniting animals with their owners or carers. • Coordinate arrangements to best utilise volunteers and donations relevant to DPIRD animal categories; • Coordinate the reporting and future investigation of animal welfare complaints arising as a consequence of the emergency; and • Liaise with and advise Local Government and other organisations about suitable temporary containment and other welfare needs of animals.
<p>Hazard Management Agencies/Controlling Agencies</p>	<p>Request access to the arrangements under this Plan by contacting the DPIRD representative on the ISG/OASG or through the DPIRD State Support Plan-Animal Welfare in Emergencies Number5, as required.</p> <ul style="list-style-type: none"> • Liaise with DPIRD to integrate animal welfare considerations into the overall response; and • Liaise with DPIRD to include coordinated animal welfare considerations into the public information plan.
<p>Shire of Boyup Brook</p>	<p>Activate the Local Government Emergency Animal Welfare Plan or contingency arrangements where identified within LEMA; and</p> <ul style="list-style-type: none"> • Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.

Appendix 3 – Contact List

ORGANISATION	DETAILS	CONTACT
Blackwood Vet Clinic	131 Roe Street Bridgetown	97611905
Harradine Vet Clinic	Lt 12 Bussell Hwy	97965800
Blair Street Vet Hospital	72 Blair Steet	97216778
Animal Health SES	Department of Agriculture (Diseases)	1800 084 881
Animal Welfare	RSPCA	1300 278 358
Agricultural	DPIRD	9092 2733
Slaughterman V & V Walsh	1 Rawling Road	9725 4488
Wildlife	Wildcare helpline	9474 9055
Parks and Wildlife	Parks and Wildlife (Wildlife Section)	9080 5555
Public Transport Authority	Rail	9220 9999
Main Roads WA	Road Hazards	1800 013 314
Main Roads WA	Road Permits (Heavy Vehicle)	9311 8450
Electrical Supply	Western Power	131 351
Rail	Emergency	9326 2111
Environmental	Environmental Protection Authority	9222 7000
Dept of Environment	Pollution Emergency	1300 784 782
Dept of Health	On call duty officer Disaster Preparedness and Management Unit (24/7)	9328 0553

Animal Welfare Support Plan

Appendix 4 – Animal Registration Form

RECEPTION INFORMATION				
DATE:	___ / ___ / ___	PEN/HOLDING NUMBER:		Photo Taken?
TIME:	___ : ___ HRS			<input type="checkbox"/> Yes <input type="checkbox"/> No
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON:	<input type="checkbox"/> Roaming <input type="checkbox"/> Evacuated <input type="checkbox"/> Relinquished			
TRANSPORTED BY:	<input type="checkbox"/> Owner <input type="checkbox"/> Carer <input type="checkbox"/> Agency <input type="checkbox"/> Member of Public			
INJURIES OBSERVED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	NOTIFIED:	<input type="checkbox"/> SBB <input type="checkbox"/> DPIRD <input type="checkbox"/> HMA	
ANIMAL DESCRIPTION				
LIVESTOCK:	<input type="checkbox"/> Sheep <input type="checkbox"/> Cattle <input type="checkbox"/> Goats <input type="checkbox"/> Llama <input type="checkbox"/> Pigs <input type="checkbox"/> Chickens	DOMESTIC PET:	<input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Horse <input type="checkbox"/> Other: _____	
ESTIMATED N°:		SEX:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	
BREED:		STERILISED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
COLOUR:		MICROCHIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown No. _____	
BRAND/MARKINGS:		VACCINATED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
AGE:	<input type="checkbox"/> < 6 mths <input type="checkbox"/> 6 mths - 3yrs <input type="checkbox"/> > 3 yrs <input type="checkbox"/> Elderly	REGISTERED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Registration N°: _____	
OWNER / CARER / TRANSPORTER CONTACT DETAILS				
NAME:				
ADDRESS:				
CONTACT:	Home:		Mobile:	
EMAIL:				
STAYING ON GROUNDS:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
RELEASE DETAILS OF ANIMAL				
FEES:	\$	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Waivered		
OUTCOME:	<input type="checkbox"/> Collected	Name:		

Animal Welfare Support Plan

	<input type="checkbox"/> Re-Homed	Where:	
	<input type="checkbox"/> Euthanasia	Reason:	
OWNER/ CARER SIGNATURE:			

Appendix 5 – Animal Welfare Coordinator & Assistant Roles

Animal Welfare Coordinator

When the Animal Welfare Support Plan is activated the Animal Welfare Coordinator will:

- Establish and maintain liaison with the CEO and/or Recovery Coordinator concerning all animal welfare issues and management decisions.
- Provide Situational Reports to the CEO and/or Recovery Coordinator for IMT or ISG meetings.
- Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support.
- Establish and maintain contact with the Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested.
- Appoint Animal Welfare Assistant(s), if required, to assist with administrating logistics associated within this Plan.
- Ensure Animal Welfare support equipment and consumables are maintained and available at all times.
- Request Veterinarians' support and assistance for animals requiring assessment or treatment as approved by HMA/IC.
- Liaise with SBB Media Officer and the HMA/IC to prepare and release public information concerning animal welfare as required.
- Arrange debriefing sessions during and post incident with Animal Welfare Assistants, Volunteers, SBB Staff and associated agency representatives.
- Assist DPIRD and/or DBCA with animal welfare activities as requested or directed by the Controlling agency or HMA.
- Seek authorisation from the HMA/IC to patrol areas affected by the emergency (in consultation with DPIRD/DBCA) to assist impacted wildlife.

Animal Welfare Assistant

When the Animal Welfare Support Plan is activated the Animal Welfare Assistant(s) will:

- Provide support and assistance to the Animal Welfare Coordinator to manage animal welfare issues as requested.
- Maintain appropriate records for animals evacuated to the Animal Evacuation Centre or temporary animal welfare facility established.
- Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility established.
- Liaise with available Veterinarians for animals requiring assessment or treatment.
- Participate in patrols of the area affected by the emergency to assist affected wildlife once the area is deemed safe to do so by the HMA

Appendix 6 – Animal Welfare Situational Report

Incident Name:	
Agency/ Organisation:	
Information Current to:	<i>(Date/ Time)</i>

CURRENT SITUATION:

Total number of animals evacuated and housed:	Horses	Livestock	Other

Situation Summary

(Brief overview of the situation at the Animal Evacuation Centre)

Issues / Hazards Arising

(Brief description of issues known or expected to arise e.g. Rottnest Island reached, shortage of resources)

Actions Taken

(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)

Actions to be Completed

(Brief report of schedules/planned/proposed actions for the period covered by Sitrep)

Injured Animals	
<i>(Are animals presenting injured, type of injuries, is vet present or required)</i>	
Environment/Safety	
<i>(Are there any significant environmental impacts or potential for impacts or safety issues)</i>	
Emerging or Expected Issues	
12-24 hours	
24-48 hours	

Next Animal Welfare SITREP due: _____ *(Time / Date)*

SITREP Prepared By:	
Time & Date:	

Notes for Completing SITREP:

- Information in a sitrep should be factual and largely without interpretation and conjecture
- Information in a sitrep should cover the period between the last sitrep and the next sitrep
- Sitreps should be brief and not a narrative (read in <3-5 mins). If more information is required, a report should be prepared

- Refer to personnel by their role – do not use their name
- Sitreps should be specific for a given function, and not present information that is outside the specific function
- It is acceptable for a sitrep to be issued that states – no change since last sitrep (see last sitrep issued on [insert date/time] for information)
- A map and other graphic can be part of a sitrep – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the sitrep.

Appendix 7 – Animal Evacuation Centre checklist

The Animal Welfare Coordinator assigns this role

ON ACTIVATION		
TASK	NOTES	COMPLETE ✓
<p>1. Ensure the facility is not at risk or likely to be affected by the hazard</p> <p>Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously.</p> <p>Continually monitor the situation.</p>		<input type="checkbox"/>
<p>2. Ensure the facility has the capacity to support a large influx of animals and people.</p> <p>If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility.</p>		<input type="checkbox"/>
<p>3. Ensure the facility is operational</p> <ul style="list-style-type: none"> • Club rooms, kitchen and amenities to be in good working order • Perimeter fencing secure • Reliable source of power and water • Unrestricted road access and consider route to Department of Communities evacuation centre 		<input type="checkbox"/>
<p>4. Contact facility members who are available to volunteer and assist with managing the Animal Welfare Centre.</p> <ul style="list-style-type: none"> • Report availability of volunteers to the Animal Welfare Coordinator or SBB Rangers • Draft a basic roster 		<input type="checkbox"/>
<p>5. Establish a registration point</p> <p>Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services:</p> <ul style="list-style-type: none"> • Informing users of facility/centre arrangements • Logging the details of all incoming and outgoing animals • Collecting ground fees (if applicable) 		<input type="checkbox"/>

ON ACTIVATION		
TASK	NOTES	COMPLETE ✓
<ul style="list-style-type: none"> Encouraging all persons to register at https://register.redcross.org.au/ Maintaining a central point for all queries and the dissemination of information 		

MANAGEMENT DURING EMERGENCY		
TASK	NOTES	COMPLETE ✓
<p>6. Waiving of fees and rules</p> <p>In extenuating circumstances the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be:</p> <ul style="list-style-type: none"> Made in good faith Documented Communicated to the Facility Manager as soon as practicable <p>This is most likely to involve dogs and unattended animals at the grounds.</p>		<input type="checkbox"/>
<p>7. Catering arrangements</p> <p>The facility is under no obligation to cater for the displaced people and they should be told this from the outset. Any donated food should be prepared in accordance with food safety standards.</p> <ul style="list-style-type: none"> The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food Any displaced person still requiring these basic needs should be redirected to the Department of Communities evacuation centre. 		<input type="checkbox"/>
<p>8. Donations</p> <p>The centre is not to be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are:</p> <ul style="list-style-type: none"> Animal feed Animal medical supplies and services Approved catering supplies and services Facility consumables (i.e. toilet paper) 		<input type="checkbox"/>

MANAGEMENT DURING EMERGENCY

TASK	NOTES	COMPLETE ✓
<p>9. Communication - SITREP</p> <p>The Facility Manager is to maintain communication with the following organisations:</p> <ul style="list-style-type: none"> • Animal Welfare Coordinator • SBB Ranger Services (to inform IC via ISG) • Department of Communities • Other Public Equestrian Facilities <p>Subsequent SITREPS are to be provided every 12hrs at a minimum, or as the situation changes.</p>		<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>
<p>10. Animals with unknown owners</p> <p>It is likely that rescued animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details forwarded to the Ranger Services of the relevant Local Government. The Rangers may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.</p>		<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>
<p>11. Administration and finance</p> <p>Keep accurate records, of all the centre's activities, key decisions and expenditure. This information may be required for the post incident review.</p> <p>Costs may be claimable, however, confirmation of this is often required prior to activation.</p>		<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>
<p>12. Delegation of roles</p> <p>Depending on the size and nature of the incident consider appointing following positions:</p> <ul style="list-style-type: none"> • Front gate attendant • Registration/admin officer • Safety officer. 		<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>
<p>13. Relief arrangements and shift changes</p> <p>Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles.</p>		<input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/>

MANAGEMENT DURING EMERGENCY

TASK	NOTES	COMPLETE ✓
Advise that the centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.		<input type="checkbox"/>

STAND DOWN

TASK	NOTES	COMPLETE ✓
14. Closure of centre The centre is closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and SBB. 24hrs notice must be provided to vacate the grounds.		<input type="checkbox"/>
15. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or SBB for support services.		<input type="checkbox"/>
16. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the SBB Ranger Services.		<input type="checkbox"/>
17. Clean up The facility is to be left in a clean usable state so it can quickly return to general business. It is expected the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.		<input type="checkbox"/>

POST EMERGENCY		
TASK	NOTES	COMPLETE ✓
<p>18. Debrief</p> <p>The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as:</p> <ul style="list-style-type: none"> • Facility Manager • Feedback from users as they leave • Hosting an official debrief session. 		<input type="checkbox"/>
<p>19. Request for information</p> <p>It is likely the facility will be contacted for details of those involved to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. The Facility Manager will validate the information to be released.</p>		<input type="checkbox"/>
<p>20. Amendments</p> <p>Any proposed changes to this document must be raised with and endorsed by the Facility Manager and SBB, in consultation with DFES and Department of Communities.</p>		<input type="checkbox"/>

Appendix 11 - Animal Evacuation Centre Locations

Facility	Address	Facilities Available	Resources Available	Animals that can be assisted	Contact
Shire of Boyup Brook Dog Pound Shelter	Bridgetown – Boyup Brook Road, Boyup Brook	Small building for minimum animals	Water	Small pets (enclosures required)	Ranger
Mayanup Progress Association Grounds	41 Boyup Brook-Cranbrook Road, Mayanup	Large horse yards Single fenced paddock	Water Pasture	Horses, cattle, sheep Small pets (enclosures required)	Mayanup Progress Association President or Mayanup Pony Club President
Boyup Brook Football Oval and Hockey Oval	Beatty Street, Boyup Brook	No fenced areas Fencing enclosures must be provided	Water	Small pets eg dogs, cats, chooks	Executive Manager Operations
Dinninup Recreation Grounds/Upper Blackwood Agricultural Show Grounds	Lot 16 Corner Boyup Brook – Arthur Road and Upper Blackwood Road, Dinninup	Sheep yards Cattle yards Horse yards	Water	Small pets (enclosures required)	UBAS President
Flaxmill Overflow Paddock	Jackson Street, Boyup Brook	Single fenced paddock	Water	Large animals	Executive Manager Operations
Rylington Park Farm & Educational Facility	1437 Boyup Brook-Cranbrook Road, Scotts Brook	Fenced paddocks, sheep yards	Water Pasture	Large animals Small pets (enclosures required)	Farm Manager

Facility	Address	Facilities Available	Resources Available	Animals that can be assisted	Contact
Sale Yards	Boyup Brook – Bridgetown Rd	Stock yards, semi trailer turning capacity	Water	Large animals	Executive Manager Operations

BUSHFIRE RISK MANAGEMENT PLAN



Currently under review

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Document Control

Document Name	Bushfire Risk Management Plan	Current Version	2.3
Document Owner	Allan Lamb CEO	Issue Date	16/05/2017
Document Location	Boyup Brook Shire Office.	Next Review Date	15/12/2021

Document Endorsements

The Shire of Boyup Brook Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as compliant with the standard for bushfire risk management planning in Western Australia, the *Guidelines for Preparing a Bushfire Risk Management Plan*.

The Shire of Boyup Brook is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners.

The endorsement of the BRM Plan by Shire of Boyup Brook Council satisfies their endorsement obligations under section 2.3.1 of the *State Hazard Plan for Fire (Westplan Fire)*.

Local Government	Representative	Signature	Date
Shire of Boyup Brook	Allan Lamb CEO		

Amendment List

Version	Date	Author	Section
1.0	April 2016	Bushfire Risk Management Officer	Draft BRM Plan
2.0	April 2017	Bushfire Risk Planning Coordinator	Draft BRM Plan

Publication Information

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1. Introduction

1.1 Background

Under the *State Hazard Plan for Fire (Westplan Fire)* an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Boyup Brook in accordance with the requirements of *Westplan Fire* and the *Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines)*. The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009)*, as described in the Second Edition of the *National Emergency Risk Assessment Guidelines (NERAG 2015)*. This approach is consistent with the policies of the State Emergency Management Committee, specifically the *State Emergency Management Policy 3.2 – Management of Emergency Risks*.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

1.2 Aim and Objectives

The aim of the Bushfire Risk Management Plan (BRM Plan) is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Boyup Brook.

The objective of the BRM Plan is to effectively manage bushfire risk within the Shire of Boyup Brook in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

1.3 Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

1.3.1 Legislation

- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Fire and Emergency Service Act 1998*
- *Conservation and Land Management Act 1984*
- *Environmental Protection Act 1986*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Wildlife Conservation Act 1950*
- *Aboriginal Heritage Act 1972*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Country Areas Water Supply Act 1947*
- *Building Act 2011*
- *Bush Fires Regulations 1954*
- *Emergency Management Regulations 2006*
- *Planning and Development (Local Planning Scheme) Regulations 2015*

1.3.2 Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy 2.5 - Emergency Management in Local Government Districts
- State Emergency Management Policy 3.2 - Management of Emergency Risks
- State Hazard Plan for Fire (Westplan Fire)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- State Planning Policy 3.4: Natural Hazards and Disasters
- Guidelines for Planning in Bushfire Prone Areas (2015)
- Western Australian Emergency Risk Management Guidelines (Emergency Management WA 2005)
- A Guide to the Use of Pesticides in Western Australia (Dept. of Health 2010)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines
- AS 3959-2009 Construction of buildings in bushfire-prone areas
- Building Protection Zone Standards (DFES)

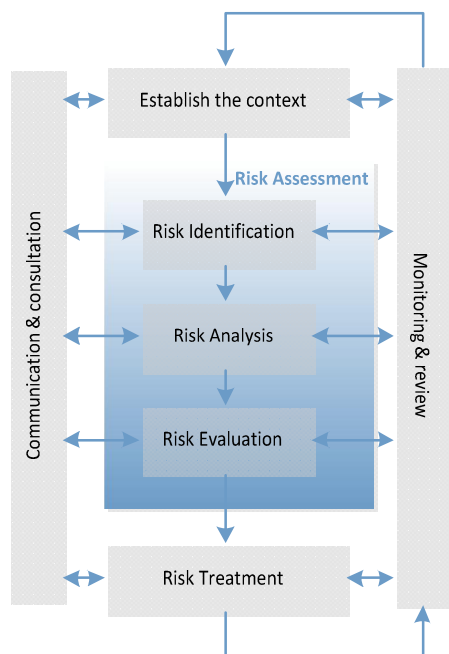
1.3.3 Other Related Documents

- National Strategy for Disaster Resilience
- National Statement of Capability for Fire and Emergency Services (AFAC 2015)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Dept. of Health 2007)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission 2006)
- Bushfire Risk Management Planning Handbook
- Bushfire Risk Management System (BRMS) User Guide
- Shire of Boyup Brook Local Emergency Management Plan
- Shire of Boyup Brook Community Contacts Directory
- Shire of Boyup Brook Annual Firebreak Notice
- Shire of Boyup Brook Corporate Plan Business Plan 2014-2017
- Shire of Boyup Brook Asset Management Plan Roads
- Shire of Boyup Brook Town Planning Scheme No.2
- Shire of Boyup Brook Townsite Strategy 2013
- Shire of Boyup Brook Local Rural Strategy
- Shire of Boyup Brook Municipal Heritage Inventory
- Shire of Boyup Brook Strategic Community Plan
- Shire of Boyup Brook Asset Management Plan Buildings

2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZS ISO 31000:2009, as described in NERAG (2015). This process is outlined in Figure 1 below.

Figure 1 - An overview of the risk management process ¹



2.1 Roles and Responsibilities

Table 1 – Roles and Responsibilities

Stakeholder Name*	Roles and Responsibilities
Local Government	<ul style="list-style-type: none"> As custodian of the BRM Plan, coordination of the development and ongoing review of the integrated BRM Plan. Negotiation of commitment from land owners to treat risks identified in the BRM Plan. As treatment manager, implementation of treatment strategies. As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines. As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> Participation in and contribution to the development and implementation of BRM Plans, as per their agency responsibilities as the Westplan Fire Hazard Management Agency. Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk. Facilitation of local government engagement with state and federal government agencies in the local planning process. Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries.

¹ Source: AS/NZS ISO 31000:2009, Figure 3, reproduced under SAI Global copyright Licence 1411-c083.

Stakeholder Name*	Roles and Responsibilities
	<ul style="list-style-type: none"> ▪ In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Office of Bushfire Risk Management (OBRM)	<ul style="list-style-type: none"> ▪ Under the OBRM Charter, to ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia. ▪ Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.
Department of Parks and Wildlife (P&W)	<ul style="list-style-type: none"> ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ Providing advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection. ▪ As treatment manager, implementation of treatment strategies on department managed land and for Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries. ▪ In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Other State and Federal Government Agencies	<ul style="list-style-type: none"> ▪ Assist the local government by providing information about their assets and current risk treatment programs. ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.
Public Utilities	<ul style="list-style-type: none"> ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.
Corporations and Private Land Owners	<ul style="list-style-type: none"> ▪ As treatment manager, implementation of treatment strategies. ▪ Assist the local government by providing information about their assets and current risk treatment programs.

2.2 Communication & Consultation

As indicated in Figure 1 (page 8), communication and consultation throughout the risk management process is fundamental to the preparation of an effective BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders in the development of the BRM Plan, a *Communication Strategy* was prepared. The strategy is provided at **Appendix 1**.

3. Establishing the Context

3.1 Description of the Local Government and Community Context

3.1.1 Strategic and Corporate Framework

The vision for the Shire of Boyup Brook is: *“Growing our Community together.”*

The aim of the Shire of Boyup Brook is: *“To build a safe, caring and secure community, and grow the population through lifestyle choices, commercial and employment diversity.”*

The Shire’s organisational structure identifies that the Bushfire Risk Planning Coordinator is responsible for the BRM Plan processes, sustainability and continuity. Accepting that there are multiple stakeholders (outside of the LG) involved in the effective implementation of the BRM Plan process, it is important to note that the Shire’s responsibility is to facilitate the management of the risk of bushfires to the community as supported by the provision of this plan. In the event that the Bushfire Risk Planning Coordinator role concludes, the Local Government’s CEO shall delegate responsibility for the implementation of this plan.

This BRM Plan aims to strengthen the Shire’s capacity to achieve its overall corporate vision and goals to encourage community organisations and local communities to work together to be self-sufficient and aims to provide guidance on negotiating and selecting suitable treatment strategies for mitigation of bushfire-related risks. This approach allows the responsible land holder to allocate its scarce resources most effectively in order to lower the inherent risk to an acceptable level.

The BRM Plan is a hazard specific plan that addresses significant bushfire risks within the LG, it aims to integrate bushfire risk management programs and activities into the business processes of the Shire, other agencies and land owners. The outcomes of the BRM Plan will be used to inform LG when preparing and then implementing bushfire mitigation strategies for Shire managed land.

Existing and future bushfire risk management programs such as the *Annual Firebreak Order* will utilise the BRM Plan risk register to prioritise resources and influence the decision-making process. The Shire reports on non-compliances to the notice for all high-risk assets requiring mitigation works as a priority and ensure consultation occurs and mitigation works are prioritised using this risk management approach.

Fire remains the highest risk factor to the community from an emergency management perspective. The Shire is faced with increased fire risk to people and property due to a drying climate, development within and around high fuel load areas plus an increasing pressure on fire brigade volunteers to support fire response requirements. With the BRM Plan the Shire will increase efforts to support and promote existing bushfire preparation programs while educating and providing valuable information to the community.

The Shire’s Strategic Community Plan 2013-2023 outlines a focus on the four areas of social, natural environment, built environment and economic, underpinned by a series of priorities and community objectives for achieving these.

The Shire of Boyup Brook’s Strategic Community Plan states that the key challenges for the Shire are:

- Economic capacity – our financial capabilities are limited by our capacity to grow our revenue streams;
- Community safety;
- Road infrastructure safety – we have a renewal funding gap that is currently beyond the Shires financial capacity to meet;
- Preservation of essential community services; and
- Increasing number of people over 65 years of age.

The Shire of Boyup Brook Town Planning Scheme No. 2 sets out the obligations for new land use and development across the Shire. Other than within the town sites, the majority of the Shire is within the Rural Zone.

There is opportunity for new development to occur within land zoned Special Rural on the fringe of Boyup Brook and within the gazetted smaller town sites across the Shire where land is within the urban zone.

There are proposals / concepts to increase land zoned Special Rural around the fringes of Boyup Brook, however these are yet to be realised. The Shire of Boyup Brook town site Strategy 2013 sets direction for this new development within the town site. Some sites earmarked for new development and /or increased residential densities into the future are located on the fringe of the town site or proximate to vegetated areas of perceived bushfire risk.

The Shire of Boyup Brook Local Rural Strategy accompanies the town site Strategy, providing vision and direction for future development within the remainder of the Shire.

3.1.2 Location, Boundaries and Tenure

The Shire of Boyup Brook is located in the south west region of Western Australia, covering an area of 2,838 square kilometres. The Shire is located approximately 270 kilometres south east of Perth and 110 kilometres inland from Bunbury (see figure 2).

Figure 2 – Shire of Boyup Brook Location Plan ².



The town of Boyup Brook is the Shire’s municipal centre and provides essential services including the hospital, three schools, an aged care facility and recreational areas. The commercial area supports the shopping precinct, Police Station, Community Resource Centre, Child Care, Health Facility, Shire offices and various agricultural support industries. The Shire is largely an agricultural district.

² Shire of Boyup Brook Town site Strategy Nov 2013

The Shire has small townships at Wilga, Dinninup, Kulikup, Mayanup and Tone Bridge. These are described as:

- Wilga is an ex Timber Mill town that has under gone an increase in population in recent times. It consists of a Public Hall, railway infrastructure and a dilapidated timber mill that is in the process of being removed.
- Dinninup contains a very small population and consists of an Agricultural showground, two halls and numerous display sheds.
- Kulikup is an ex timber milling town with a very small population. A Public Hall and Church are located within the town site.
- Mayanup is a large gazetted town site but consists of only one house, a Public Hall and Progress Association grounds with several buildings and ablutions.
- Tone Bridge is located at the southern end of the Shire. It is a very small community, consisting of several houses and a Social Club/Golf Club.

Table 2 – Overview of Land Tenure and Management within the BRM Plan Area ³.

Land Manager/Agency*	% of Plan Area
Local Government	2.5
Private	71.5
Department of Parks and Wildlife	25.1
Department of Lands	0.6
Other	0.3
Total	100

The Shire of Boyup Brook is responsible for management of 2.5% of the Shires land, comprising some 6983 hectares. The Department of Parks and Wildlife (P&W) manage approximately 25% of the Shires total land area, whilst DFES manage approximately 211 hectares of Unmanaged Crown Land (UCL) and Unmanaged Reserves (UMR) within gazetted town site boundaries across the Shire.

P&W has a long running program of risk management across the public land it manages. Fuel reduction through prescribed burns and other mitigation works is key to their approach and this is captured within their Fuel Age maps, demonstrating years since last burnt.

DFES are also active within the Shire, delivering a range of mitigation focussed works across the land it manages alongside its other bushfire responsibilities. DFES also has fuel age data for the land it manages and this has been given in regard when preparing this BRM Plan.

It is noted that prior to this BRM Plan, DFES prepared a Bushfire Risk Management Plan for the Shire based on a different methodology. As relevant, this work has been incorporated into this BRM Plan and reconsidered through this revised methodology.

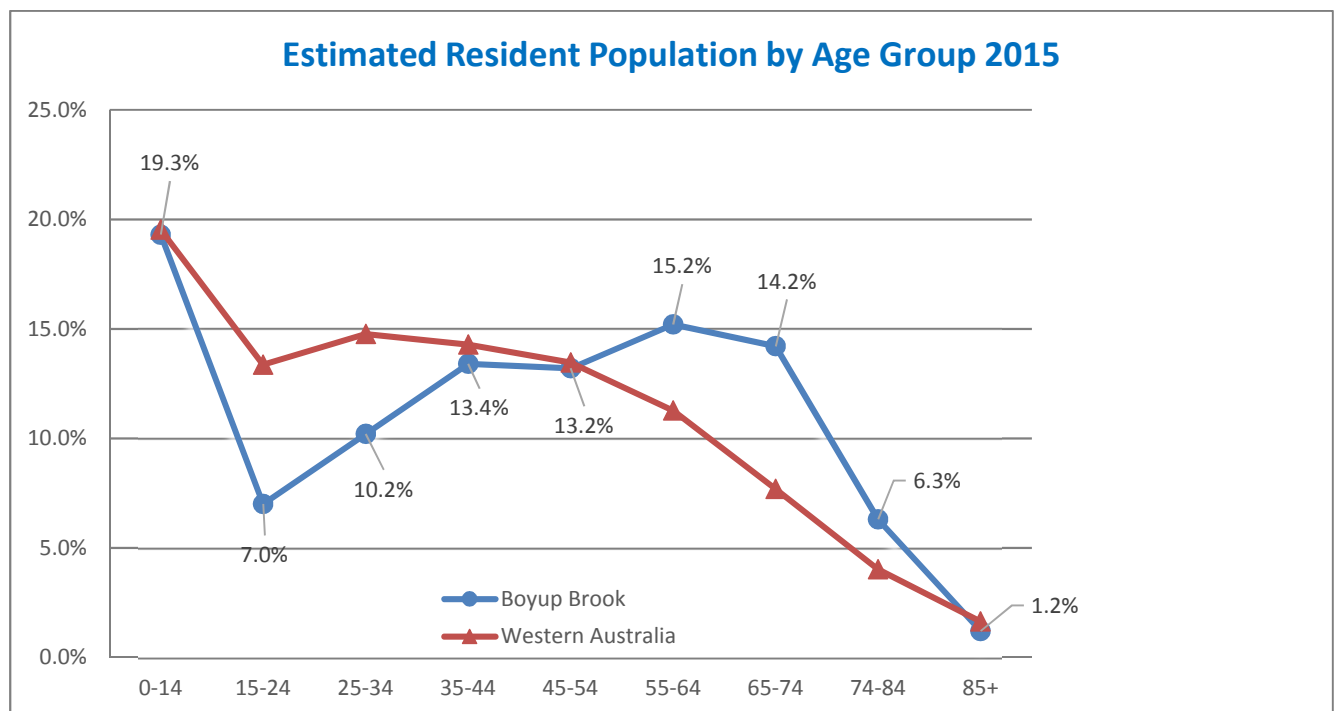
3.1.3 Population and Demographics

The 2011 census details a population of 1,617 for the Shire, an increase of 41 persons over the 2006 census of 1,576 people. The Shire’s population demographic is diverse, yet weighted to an aging population which presents challenges. 34.1% of the Shire’s population are over 55 years of age, when compared to the State average which is 24.2% over 55 years of age. This reflects as an issue in the age of the workforce and volunteers, including those volunteers involved in the local brigades.

³ Department of Fire & Emergency Services. *Cadastral Data: Spatial Services*

Significant residential development has occurred within the Shire over the past ten years with two subdivisions being established to the west of town. The development of the estates was an incentive from shire planning to entice a younger population demographic into the shire with affordable smaller lot sizes.

Graph 1 – Estimated Resident Population by Age Group (Source: Australian Bureau of Statistics)



3.1.4 Economic Activities and Industry

The local economy relies mostly on agriculture, with a mix of broad acre farming, sheep, cattle, olives, timber plantations and vineyards. Retail services are limited but expanding, and the community is well served by a variety of tradespersons. There is currently limited mining activity, but recent exploration has indicated the potential for expansion.

The future economic viability of Boyup Brook is optimistic, but significantly dependent upon the agricultural sector, which underpins the shire's approach to strategic planning. It is noted that over 40% of the shire's population derives its income from agriculture.

Predominant agricultural activities occur between May – July, which is the seeding season, with harvest occurring between November to January. In a bushfire context, whilst some areas of the shire may be seen as lower risk of bushfire due to somewhat lower fuel loads in comparison to traditional high-risk areas such as forests, the peak of the harvest season coincides with the high-risk summer periods. There is a heightened risk of fires starting during the harvest period with cropping practices potentially resulting in ignition. Stubble burning, post cropping, increases the possibility of accidental escapes and increased ignitions as a result of machinery. The movement of these vehicles through cured grain paddocks means this is the most likely time for a paddock fire. Crop fires tend to have a very rapid rate of spread.⁴ There is also increased concern that farming practices, and therefore fire risk, can change dramatically year to year dependent upon what activities are likely to be the most profitable for the farmer. The economic impact of fires on agricultural holdings should not be underestimated with potential costs associated with machinery replacement, stock and crop

⁴ Source: Department of Fire and Emergency Services (2014). *Homeowner Bushfire Survival Manual*. page 37.

losses including feed and grazing pastures as well as massive curbs on agricultural production in following seasons.

The Shire of Boyup Brook offers many tourist attractions with the tourist periods being consistent throughout the year apart from the main tourist events for the shire, that being the Country Music Festival held over four days in February and the Harvey Dickson's Rodeo held over two days in October. The number of visitors to the shire for the Country Music Festival, the week leading up to and the week after the event is estimated to be 5,000 people ⁵. For the Rodeo, it is estimated to be 3,000 ⁶ visitors over the two days. Transient visitors require special consideration when employing bushfire risk mitigation solutions.

There is a small wine industry throughout the shire of Boyup Brook. Production would be significantly impacted in the event of a fire and/or heavy smoke event in the region. During the Autumn months, the vines carry grapes which have been known to be damaged by 'smoke taint' from nearby fires or prescribed burns. Careful consideration should be given to areas where vineyards are located, and if possible, prescribed burns should be planned for Spring in these areas.

There are a large number of privately and government owned timber plantations throughout the Shire of Boyup Brook. State government owned pine plantations managed by the FPC include Wilga 7, McAlinden and Dinninup 3, plantations. Areas to the north and south of Boyup Brook such as Wilga, Dinninup, Kulikup, Chowerup and Tonebridge have privately owned blue gum plantations. Prior to plantation approval from the Shire certain conditions need to be met by the plantation owner to help protect against the impact of bushfire. These conditions range from compartmentation of the plantations, access to water, internal - external firebreaks⁷ and private firefighting resources. A significant fire event impacting the forestry industry may result in considerable ramifications to the shire and potentially the state.

Critical infrastructure within the Shire that may affect economic activities and industry if impacted by a bushfire event are:

- Main roads (Donnybrook-Boyup Brook Rd, Boyup Brook-Kojonup Rd, Boyup Brook-Bridgetown Rd)
- Timber bridges (Boyup Brook Town Bridge, Asplin Siding Bridge, Gnowangerup Brook Bridges, Trigwells Bridge, Jayes Rd Bridge, Dinninup Brook Bridge, Boyup Brook – Arthur Rd Bridge, Tone Bridge)
- Western Power (132 kV single feed from Collie to Manjimup)
- Water treatment plant
- Boyup Brook District Hospital and health clinic(s)
- Boyup Brook Educational facilities, schools and child care

This plan aims to identify risk to economic activities and assets from the impact of bushfire.

Increased protection on critical infrastructure may be required to improve safety in the community as well as attempt to reduce impact of bushfire to economic activities and industry.

⁵ Country Music Club of Boyup Brook. *Annual event report 2017*.

⁶ Shire of Boyup Brook. *Boyup Brook Tourism Association*

⁷ Shire of Boyup Brook. ANNUAL FIREBREAK NOTICE 2016/2017.

Table 3 - Industry of Employment source: ABS Statistical Data 2011 (Count of employed persons 15 years and older)

Industry	Employment (No's)	Proportion
Agriculture, forestry & fishing	338	45.9%
Mining	22	3.0%
Manufacturing	28	3.8%
Electricity, gas, water & waste services	5	0.7%
Construction	37	5.0%
Wholesale trade	18	2.5%
Retail trade	39	5.3%
Accommodation & food services	17	2.3%
Transport, postal & warehousing	24	3.3%
Information media & telecommunications	3	0.4%
Financial & insurance services	7	1.0%
Rental, hiring & real estate services	8	1.1%
Professional, scientific & technical services	15	2.0%
Administrative & support services	7	1.0%
Public administration & safety	36	4.9%
Education & training	57	7.7%
Health care & social assistance	52	7.1%
Arts & recreation services	3	0.4%
Other services	19	2.6%

3.2 Description of the Environment and Bushfire Context

3.2.1 Topography and Landscape Features

Topography contributes to risk by influencing fire rate of spread (ROS), and therefore intensity, and by affecting access for suppression forces. The risk associated with topography is assessed in relation to response access and as a variable in predicting fire behaviour leading to potential spotting and the calculation of the hazard protection zone for each community/asset.

The Shire of Boyup Brook consists of undulating slopes predominant in the Northern region due to the locality of the nearby southern end of the Darling Scarp⁸, providing areas with severe limitations to vehicle access. Boyup Brook Townsite is situated on the Blackwood river which undulates in elevation from 180 metres to 245 metres Australian Height Datum (AHD). The northern and southern communities of the Shire are more heavily forested from that of the communities throughout the middle of the shire which are made up broad acre farming. Careful consideration is required when determining bushfire suppression strategies and risk treatments with in the northern and southern communities of the shire.

The Blackwood Rivers is the only major river system within the LGA. The topography is undulating with some steep slopes in the majority of the river valley system. This provides limitations to vehicle access and will potentially hinder bushfire suppression activities due to undulating terrain. Careful consideration is required when determining bushfire suppression strategies and bushfire mitigation works for both environmental factors and safety to emergency responders.

⁸ Shire of Boyup Brook. *Boyup Brook Community Profile*. Pg 6 September 2003

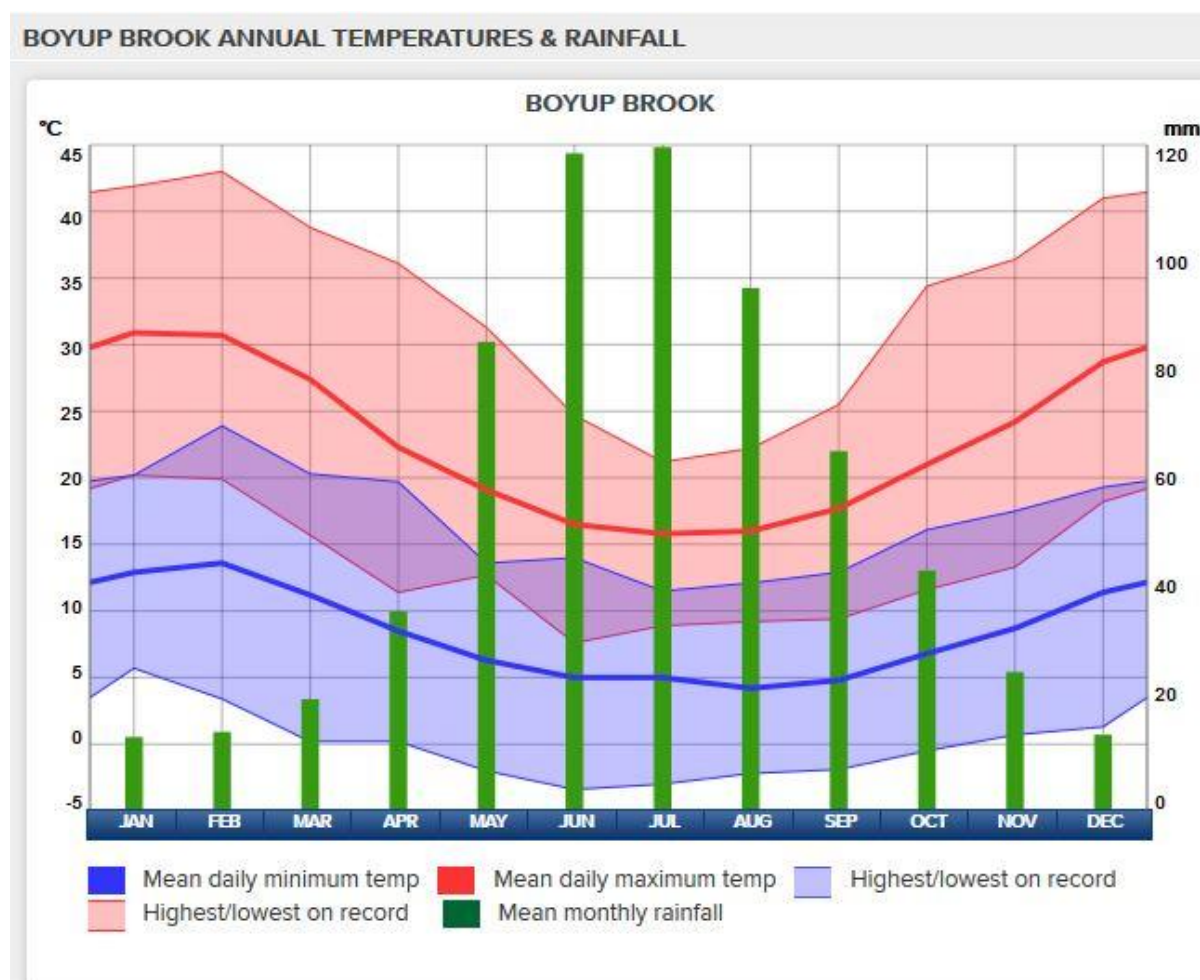
3.2.2 Climate and Bushfire Season

The Shire of Boyup Brook climate is described as Mediterranean, with distinct mild, wet winter and dry summer seasons. Winter rainfall is predominately rain-bearing, low-pressure systems moving in a westerly direction with an average annual rainfall of around 600mm per year and an average wind speed of 9.4 km/hr.⁹

Summers are very dry, with December to February receiving a monthly average of less than 15mm of rain. The hot, dry summers and seasonal strong winds create an environment where there is always a significant risk of bush fire, therefore a high degree of caution is required by residents and visitors at all times.

A general decrease in rainfall is found when compared to the long-term average, especially of importance at the break of the season. A 16 per cent difference was found when comparing the 10 and 30 year averages to the long-term average, whilst the difference was 33 per cent between the 5 years and long-term averages (see figure 3). Although the latter does not necessarily impact negatively on cropping and pastures, it raises concerns for water harvesting, the plantation industry and the threat of bushfire. It is noted that Restricted burning times (Permits Required) in the Shire of Boyup Brook are 9th October to 20th November and 1st March to 30th April. Prohibited burning times 21st November to 28th February each year¹⁰.

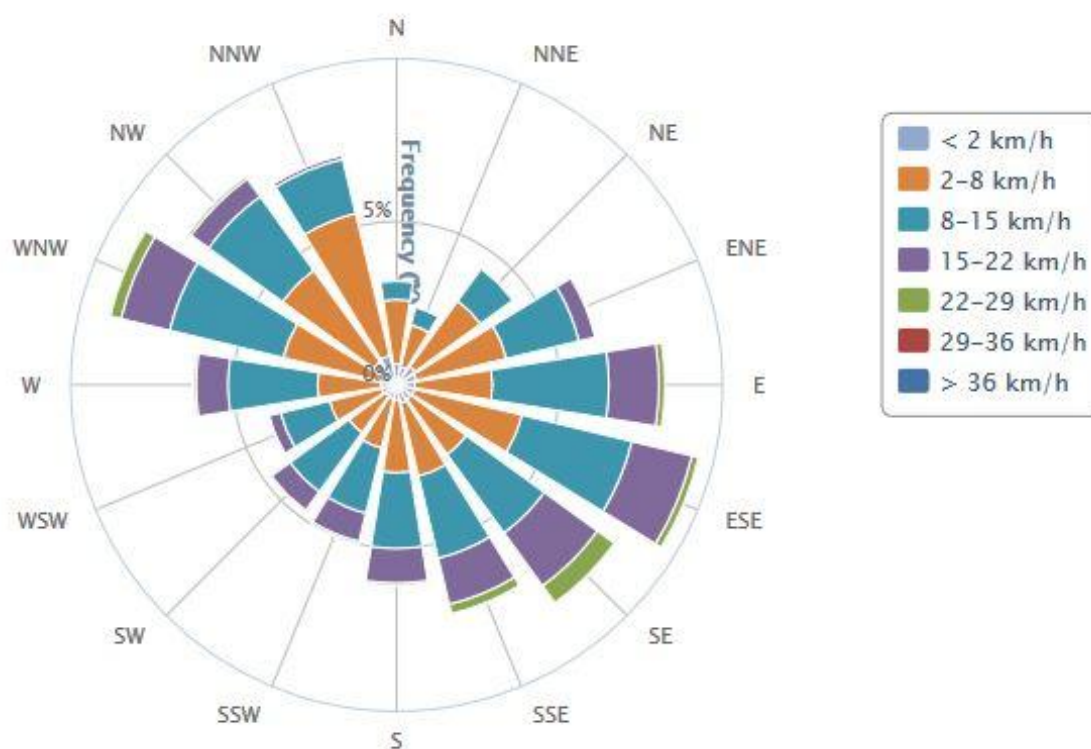
Figure 3 - Boyup Brook weather. Source: weather zone



⁹ Source: www.agric.wa.gov.au/weather-stations. Dininnup 2012 – 2017 wind average

¹⁰ Shire of Boyup Brook. ANNUAL FIREBREAK NOTICE 2016/2017.

Figure 4 - Dinningup wind rose shows frequency of wind direction and speeds recorded over the last 6 years (01/03/2010 – 01/03/2016). Source: www.agric.wa.gov.au/weather-stations



3.2.3 Vegetation

Broad vegetation types are found within the Shire of Boyup Brook. Table 4 provide an overview of the major fuels that will influence fire behaviour in the region and to evaluate potential rates of spread and spotting under 95th percentile weather conditions.

Vegetation types provide an overview of the major fuels that will influence fire behaviour and will assist in the completion of risk assessment by evaluating factors such as, potential rates of spread and spotting. Understanding the type of vegetation also assists in assessing Mitigation areas required for each community and Asset. The major vegetation types within the shire include Jarrah – Marri forests, Jarrah - Wandoo (*Eucalyptus wandoo*), paper bark & tea tree.

Areas of the shire cleared of forest are predominantly agricultural broad acre farming, sheep and cattle. There are also significant areas of farmland planted with *Eucalyptus globulus* throughout the Shire, though the main concentration can be found in the north around Wilga - McAlinden and southern areas around Chowerup - Tonebridge.

Table 4 – Western Australia Major regional vegetation dataset ¹¹

Vegetation Community	Area (ha)	% of Total Area	Bushfire Predictive Model
Bare areas; freshwater lakes	60.4	0.02	Nil
Cleared; Agricultural land	157,570.7	55.76	Vesta
Medium forest, jarrah-marri	72,992.4	25.83	Vesta
Medium forest; jarrah & wandoo (Eucalyptus wandoo)	34,539.1	12.22	Vesta
Medium woodland; marri & wandoo	16,968.5	6.00	Vest
Medium woodland; yate & paperbark (Melaleuca spp.)	176.6	0.06	Vesta
Shrublands tree-heath; paperbark (Melaleuca sp.) over tea tree thickets; Low woodland	292.3	0.10	Anderson (2014)
TOTAL	282,600	100.00	

Table 5 - Remnant Vegetation remaining in the shire of Boyup Brook and Surrounding Shires (Govt. WA, 2013)¹²

Shire	Vegetation Cover Remaining	
	Total Area (ha)	Total Area (%)
Boyup Brook	125,022	44.23%
Bridgetown-Greenbushes	72,591	54.27%
West Arthur	87,449	30.88%
Kojonup	68,509	23.37%
Manjimup	586,906	73.17%
Cranbrook	123,089	37.58%

¹¹ Vegetation of Western Australia Dataset provided by DEC, Post-European Vegetation, which is based IBRA (Interim Biogeographic Regionalisation of Australia, Thackway and Cresswell eds. 1995) regions and sub-regions, at a scale of 1:250000

¹² Roadside Conservation Committee. *Roadside Vegetation and Conservation Values in the Shire of Boyup Brook*. Pg18. Retrieved from www.dpaw.wa.gov.au/images/documents/conservation-management/off-road-conservation/rcc/reports/Shire_of_Boyup_Brook_Roadside_Vegetation_Survey_Rpt_2013.pdf

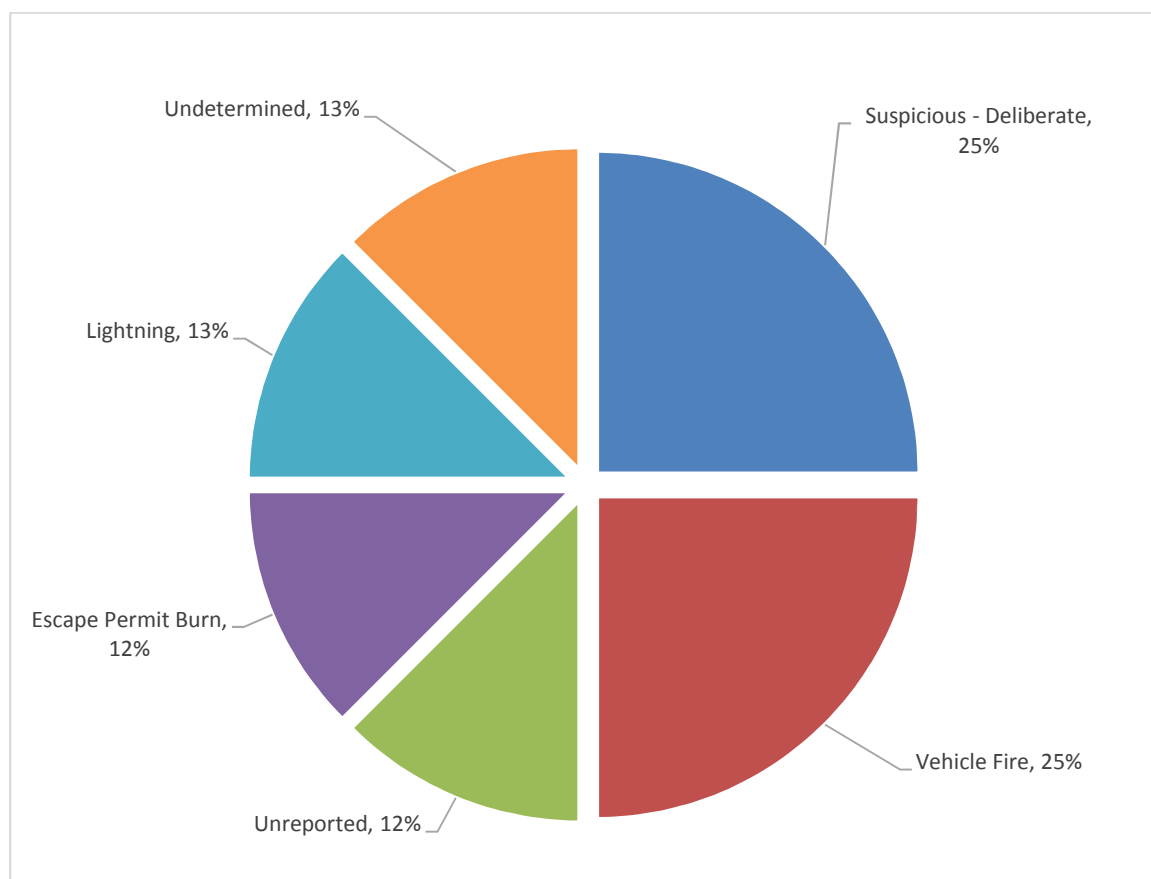
3.2.4 Bushfire Frequency and Causes of Ignition

The Fire season runs from October to May (and peaks between December and March). There are approximately 10 reported fires each year which are attended to in the Boyup Brook LGA by Bushfire Volunteers, Volunteer Fire and Rescue and Parks & Wildlife. There are additional incidences to this that are not reported to either DFES or P&W. In the period 1 July 2015 to 30 June 2016 there were 8 incidents of bushfire reported to DFES. Current data suggests that there is no appreciable increase in the frequency of bushfires over the past five years.

The causes of bushfires within the Shire for the financial year 2015 – 2016 are as follows.

Suspicious – Deliberate and *Unreported* being the major cause of bushfires, followed by *Escape Permit Burn*, *Lightning* and *Reignition* from prescribed burns / permit burns. *Campfires*, *Electrical fault*, *Hot works*, *Power lines* and *Vehicle Fire* are the final causes of how bush fires start as shown in graph 2.

Graph 2 – Causes of bushfires Season 2015-2016¹³



¹³ Department of Fire & Emergency Services. (1st July 2015 to 30th June 2016). *IRS Reporting Database*.

4. Asset Identification and Risk Assessment

4.1 Planning Areas

The Shire of Boyup Brook been divided into seven planning areas. (1. Boyup Brook, 2. Wilga, 3. West Boyup Brook, 4. Dinninup, 5. Kulikup, 6. Mayanup and 7. Tone Bridge) Attached at **Appendix 2** is a map showing the boundaries of the planning areas identified within The Shire of Boyup Brook.

Assets were identified and assessed in each planning area, based on the results of the planning area assessment outlined in the following table.

Table 6 – Planning Area Assessment Summary

Risk Factor	Boyup Brook Town	Wilga	Tone Bridge	West Boyup Brook	Dinninup	Mayanup	Kulikup
1. % of LG Population in Planning Area	160	40	20	40	20	20	20
2. Fuel Structures	40	80	100	60	60	40	20
3. Assets	80	40	20	40	20	20	20
4. Rural Urban Interface	80	60	40	20	40	20	20
5. Suppression response times	20	40	60	60	40	60	60
6. Suppression strategies	20	80	80	60	60	60	20
TOTAL	400	340	320	280	240	220	160
PRIORITY	1	2	3	4	5	6	7

4.2 Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines. Identified assets have been mapped, recorded and assessed in the Bushfire Risk Management System (BRMS). Identified assets are categorised into the following subcategories:

Table 7 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
Human Settlement	<ul style="list-style-type: none"> • Residential areas Rural urban interface areas and rural properties. • Places of temporary occupation Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas). • Special risk and critical facilities Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.
Economic	<ul style="list-style-type: none"> • Agricultural Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure. • Commercial and industrial Major industry, waste treatment plants, mines, mills and processing and manufacturing facilities and cottage industry. • Critical infrastructure Power lines and substations, water and gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants. • Tourist and recreational Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area. • Commercial forests and plantations • Drinking water catchments
Environmental	<ul style="list-style-type: none"> • Protected Rare and threatened flora and fauna, ecological communities and wetlands. • Priority Fire sensitive species and ecological communities. • Locally important Nature conservation and research sites, habitats, species and communities, areas of visual amenity.
Cultural	<ul style="list-style-type: none"> • Aboriginal heritage Places of indigenous significance. • Recognised heritage Assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List. • Local heritage Assets identified in a Municipal Heritage Inventory or by the community. • Other Other assets of cultural value, for example community centres and recreation facilities.

4.3 Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in the following table.

Table 8 – Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	
Economic	
Environmental	
Cultural	

4.3.1 Likelihood Assessment

Likelihood is described as the chance of a bushfire igniting, spreading and reaching an asset. The approach used to determine the likelihood rating is **the same for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible likelihood ratings: almost certain, likely, possible, and unlikely.

Table 9 – Likelihood Ratings

Likelihood Rating	Description
Almost Certain (Sure to Happen)	<ul style="list-style-type: none"> Is expected to occur in most circumstances; High level of recorded incidents and/or strong anecdotal evidence; and/or Strong likelihood the event will recur; and/or Great opportunity, reason or means to occur; May occur more than once in 5 years.
Likely (Probable)	<ul style="list-style-type: none"> Regular recorded incidents and strong anecdotal evidence; and /or Considerable opportunity, reason or means to occur; May occur at least once in 5 years.
Possible (feasible but < probable)	<ul style="list-style-type: none"> Should occur at some stage; and/or Few, infrequent, random recorded incidents or little anecdotal evidence; and/or Some opportunity, reason or means to occur.
Unlikely (Improbable, not likely)	<ul style="list-style-type: none"> Would only occur under exceptional circumstances.

4.3.2 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is **different for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible consequence ratings: minor, moderate, major and catastrophic.

Table 10 – Consequence Ratings

Consequence Rating	Descriptions
Minor	<ul style="list-style-type: none"> • No fatalities. • Near misses or minor injuries with first aid treatment possibly required. • No persons are displaced. • Little or no personal support (physical, mental, emotional) required. • Inconsequential or no damage to an asset, with little or no specific recovery efforts required beyond the immediate clean-up. • Inconsequential or no disruption to community. • Inconsequential short-term failure of infrastructure or service delivery. (Repairs occur within 1 week, service outages last less than 24 hours.) • Inconsequential or no financial loss. Government sector losses managed within standard financial provisions. Inconsequential business disruptions.
Moderate	<ul style="list-style-type: none"> • Isolated cases of serious injuries, but no fatalities. Some hospitalisation required, managed within normal operating capacity of health services. • Isolated cases of displaced persons who return within 24 hours. • Personal support satisfied through local arrangements. • Localised damage to assets that is rectified by routine arrangements. • Community functioning as normal with some inconvenience. • Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. (Repairs occur within 1 week to 2 months, service outages last less than 1 week.) • Local economy impacted with additional financial support required to recover. Government sector losses require activation of reserves to cover loss. Disruptions to businesses lead to isolated cases of loss of employment or business failure. • Isolated cases of damage to environmental or cultural assets, one-off recovery efforts required, but with no long term effects to asset.
Major	<ul style="list-style-type: none"> • Isolated cases of fatalities. • Multiple cases of serious injuries. Significant hospitalisation required, leading to health services being overstretched. • Large number of persons displaced (more than 24 hours duration). • Significant resources required for personal support. • Significant damage to assets, with ongoing recovery efforts and external resources required. • Community only partially functioning. Widespread inconvenience, with some services unavailable. • Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. (Repairs occur within 2 to 6 months, service outages last less than a month.) • Local or regional economy impacted for a significant period of time with significant financial assistance required. Significant disruptions across

Consequence Rating	Descriptions
Major	<p>industry sectors leading to multiple business failures or loss of employment.</p> <ul style="list-style-type: none"> • Significant damage to environmental or cultural assets that require major rehabilitation or recovery efforts. • Localised extinction of native species. This may range from loss of a single population to loss of all of the species within the BRM Plan area (for a species which occupies a greater range than just the BRM Plan area).
Catastrophic	<ul style="list-style-type: none"> • Multiple cases of fatalities. • Extensive number of severe injuries. • Extended and large number requiring hospitalisation, leading to health services being unable to cope. • Extensive displacement of persons for extended duration. • Extensive resources required for personal support. • Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources. • Community unable to function without significant support. • Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. (Repairs will take longer than 6 months, service outages last more than 1 month.) <p>Catastrophic</p> <ul style="list-style-type: none"> • Regional or State economy impacted for an extended period of time with significant financial assistance required. Significant disruptions across industry sectors leading to widespread business failures or loss of employment. • Permanent damage to environmental or cultural assets. • Extinction of a native species in nature. This category is most relevant to species that are restricted to the BRM Plan area, or also occur in adjoining areas and are likely to be impacted upon by the same fire event. 'In nature' means wild specimens and does not include flora or fauna bred or kept in captivity.

The methodology used to determine the consequence rating for each asset category is based on the following:

- **Consequence Rating - Human Settlement Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

- **Consequence Rating - Economic Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the level of economic impact and the recovery costs.

- **Consequence Rating - Environmental Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

- **Consequence Rating - Cultural Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in the summary table below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 11 – Local Government Asset Risk Summary

Risk Rating \ Asset Category	Low	Medium	High	Very High	Extreme
Human Settlement	Low	Medium	High	Very High	Extreme
Economic	Low	Medium	High	Very High	Extreme
Environmental	Low	Medium	High	Very High	Extreme
Cultural	Low	Medium	High	Very High	Extreme

5. Risk Evaluation

5.1 Evaluating Bushfire risk

The risk rating for each asset has been assessed against the likelihood and consequence descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Likelihood and consequence ratings assigned to each asset are appropriate; and
- Local issues have been considered.

5.2 Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS, based on the asset's risk rating. Table 11 shows how likelihood and consequence combine to give the risk rating and subsequent treatment priority for an asset.

Table 12– Treatment Priorities

Consequence Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

5.3 Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

Table 13 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
Extreme (Priorities 1A, 1B, 1C)	Only acceptable with excellent controls. Immediate treatment action is required. Treatment plans to be explored and implemented. Highest level of authority notified (CEO).	Routine controls are not enough to adequately manage the risk. Immediate attention required as a priority. Specific action is required in first year of BRM plan. Continuous monitoring required. Actions may require state or federal funding.
Very High (Priorities 2A, 2B, 2C)	Only acceptable with excellent controls. Treatment action is required. Highest level of authority notified (CEO) plus Senior Shire officer's.	Routine controls are not enough to adequately manage the risk. Specific action will be required during the period covered by the plan. Actions may require state or federal funding. Quarterly monitoring may be required.
High (Priorities 3A, 3B, 3C, 3D)	Only acceptable with adequate controls. Treatment action may be required.	Specific action may be required. Risk may be managed with routine controls and/or specific procedures and is subject to bi-annual monitoring.
Medium (Priorities 4A, 4B, 4C)	Acceptable with adequate controls. Treatment action is not required, but risk must be monitored regularly.	Specific action may not be required. Risk may be managed with routine controls and monitored periodically throughout the life of the BRM PLAN.
Low (Priorities 5A, 5B, 5C)	Acceptable with adequate controls. Treatment action is not required, but risk must be monitored.	Need for specific action is unlikely. Risk will be managed with routine controls and monitored as required.

6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

6.1 Local Government-Wide Controls

Local government-wide controls are activities that reduce the overall bushfire risk within the Boyup Brook Shire. These types of treatments are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of Boyup Brook:

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government;
- Public education campaigns and the use of P&W and DFES state-wide programs, tailored to suit local needs;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards; and
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM.
- The Department of Fire and Emergency Services (DFES) is responsible for the management of fire prevention of Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) within gazetted town site boundaries under a memorandum of understanding with the Department of Lands;
- Parks and Wildlife Annual mitigation works programs (includes mechanical works and prescribed burns that may not directly influence level of risk to a specific asset or group of assets)
- Western Power Annual Vegetation Management and asset inspection activities in Extreme and High Bushfire Risk areas completed by November 30th.
- All Fire Management Plans including but not limited to, land developments and estates. Plans are available through the Planning department at the Shire;
- The Shire of Boyup Brook, Parks and Gardens annual hazard reduction works program (includes, spraying, slashing and pruning in and around established Town sites). Priority given to populated Town sites first (known works will be captured in the Bushfire Risk Management treatment schedule),
- Water Corporation Bushfire Risk Mitigation Program (Water corporation sites due to be assessed within the Shire by Water Corp. staff. Only High to Extreme risk sites will be communicated to the BRM Plan/BRPC once completed), and;

A multi-agency work plan has been developed and is attached at **Appendix 3**. The plan details work to be undertaken as a part of normal business, to improve current controls or to implement new controls to better manage bushfire risk across the local government.

6.2 Asset-Specific Treatment Strategies

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning** - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and
- **Community Engagement** - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- **Other** - Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

6.3 Determining the Treatment Schedule

Efforts will be made to finalise the shire of Boyup Brook managed reserves Treatment Schedule within six months of this BRM Plan being endorsed by council. This treatment schedule will exclude shire managed road reserves. The Treatment Schedule will be developed in broad consultation with land owners and other stakeholders.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in this BRM Plan are completed.

7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the area; or
- Following a major fire event.

7.2 Monitoring

The Bushfire Risk Planning Coordinator or LG employee trained in the use of BRMS, will use BRMS to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis. New assets will be added to the *Asset Risk Register* when they are identified.

7.3 Reporting

The Bushfire Risk Planning Coordinator or LG employee trained in the use of BRMS, will use BRMS to produce reports that will be presented annually to the Bushfire Advisory Committee on progress, hazard mitigation activities and budget. These committees will then make a recommendation to Council on the annual progress reports. Council will then consider the committee recommendations before submitting a report to OBRM.

The Boyup Brook Shire will submit an annual report to OBRM each year summarising progress made towards implementation of the BRM Plan.

8. Glossary

Asset	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset Category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset Owner	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
Asset Register	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
Asset Risk Register	A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective. ¹⁴
Bushfire Management Plan	A document that sets out short, medium and long term bushfire risk management strategies for the life of a development. ¹⁵
Bushfire risk management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire Threat	The threat posed by the hazard vegetation, based on the vegetation category, slope and separation distance.
Consequence	The outcome or impact of a bushfire event.
Draft Bushfire Risk Management Plan	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.

¹⁴ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne.

¹⁵ Western Australian Planning Commission 2015, *State Planning Policy 3.7: Planning in Bushfire Prone Areas*, WAPC, Perth.

Emergency Risk Management Plan	A document (developed under <i>State Emergency Management Policy 2.9</i>) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help inform the ongoing development of Local Emergency Management Arrangements (LEMA) and Westplans.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location. ¹⁶
Geographic Information System (GIS) Map	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.
Recovery Cost	The capacity of an asset to recover from the impacts of a bushfire.
Responsible Person	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.

¹⁶ Landgate 2015, *Glossary of terms*, Landgate, Perth

Risk identification	The process of recognising, identifying and describing risks.
Risk Manager	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
Risk Register	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops. ¹⁷
Rural Urban Interface (RUI)	The line or area where structures and other human development adjoin or overlap with undeveloped bushland. ¹⁸
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a prescribed burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.

¹⁷ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

¹⁸ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

- Treatment Strategy** The broad approach that will be used to modify risk, for example fuel management.
- Treatment Type** The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
- Vulnerability** The susceptibility of an asset to the impacts of bushfire.

9. Common Abbreviations

APZ	Asset Protection Zone
BRMP	Bushfire Risk Management Planning
BRMS	Bushfire Risk Management System
CALD	Culturally and Linguistically Diverse
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ERMP	Emergency Risk Management Plan
FFDI	Forest Fire Danger Index
FMP	Fire Management Plan
GFDI	Grassland Fire Danger Index
GIS	Geographic Information System
HSZ	Hazard Separation Zone
JAFFA	Juvenile and Family Fire Awareness
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone
OBRM	Office of Bushfire Risk Management
P&W	Parks and Wildlife (Department of)
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
VESTA	Project Vesta: Fire in Dry Eucalypt Forest
WAPC	Western Australian Planning Commission

Appendices

- 1 Communication Strategy**
- 2 Planning Area Map**
- 3 Local Government-Wide Controls, Multi-Agency Treatment Work
Plan**



The Shire of Boyup Brook

Bushfire Risk Management Planning Communication Strategy

Document Control

Document Name	Bushfire Risk Management Plan Communications Strategy	Current Version	2.3
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Related Documents

Title	Version	Date
Shire of Boyup Brook Bushfire Risk Management Plan	2.3	15/06/2017
		<i>Add as required.</i>

Amendment List

1.0	April 2016	Bushfire Risk Management Officer	Draft Communications Strategy
			<i>Add as required.</i>

1 INTRODUCTION

A Bushfire Risk Management Plan (BRM Plan) is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the **Shire of Boyup Brook**. This Communication Strategy accompanies the BRM Plan for the **Shire of Boyup Brook**. It documents the communication objectives for the BRM Plan, roles and responsibilities for communication, key stakeholders, target audiences and key messages at each project stage, communication risks and strategies for their management, and communication monitoring and evaluation procedures.

2 COMMUNICATIONS OVERVIEW

Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the **Shire of Boyup Brook** are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

Communication Roles and Responsibilities

The Shire of Boyup Brook is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- CEO, **Shire of Boyup Brook**, responsible for endorsement of the BRM Plan Communications Strategy.
- Director Corporate Services, **Shire of Boyup Brook**, responsible for external communication with the local government area.
- Bushfire Risk Management Planning Coordinator, **Shire of Boyup Brook**, responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.
- Manager Community and Regulatory Services, **Shire of Boyup Brook** responsible for internal and external communication with LGA, monitoring and reporting on the BRM Plan and Communication Strategy

- Bushfire Risk Management Planning Coordinator, **Shire Boyup Brook** responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.
- Bushfire Risk Management Officer, Department of Fire and Emergency Services responsible for operational-level communication between Shire, Department of Fire and Emergency Services and the Office of Bushfire Risk Management.
- Chief and Deputy Bushfire Control Officer's, **Shire of Boyup Brook** responsible for communicating BRM Plan to Shire Volunteer Bushfire Brigades

Key Stakeholders for Communication

The following table identifies key stakeholders in bushfire risk management planning. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
LOCAL GOVERNMENT	Significant Role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult, involve, collaborate and empower.
DFES	Significant Role in plan development, implementation and review. Support role In treatment Implementation.	High	Regular engagement & Consultation.
P&W	Treatment plans, Land Management, Asset Identification	High	Regular engagement, Consultation and kept informed.
LOCAL COMMUNITY AND PRIVATE LAND OWNERS	Role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult and involve
UTILITY COMPANIES	Role in plan development, implementation and review. Significant interest as a land manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
LANDCARE GROUP	Role in plan development, implementation and review	Medium	Inform, consult and involve
VOLUNTEERS	Significant role in plan development, implementation and review	Low	Inform, consult, involve, collaborate and empower.

Communications Plan

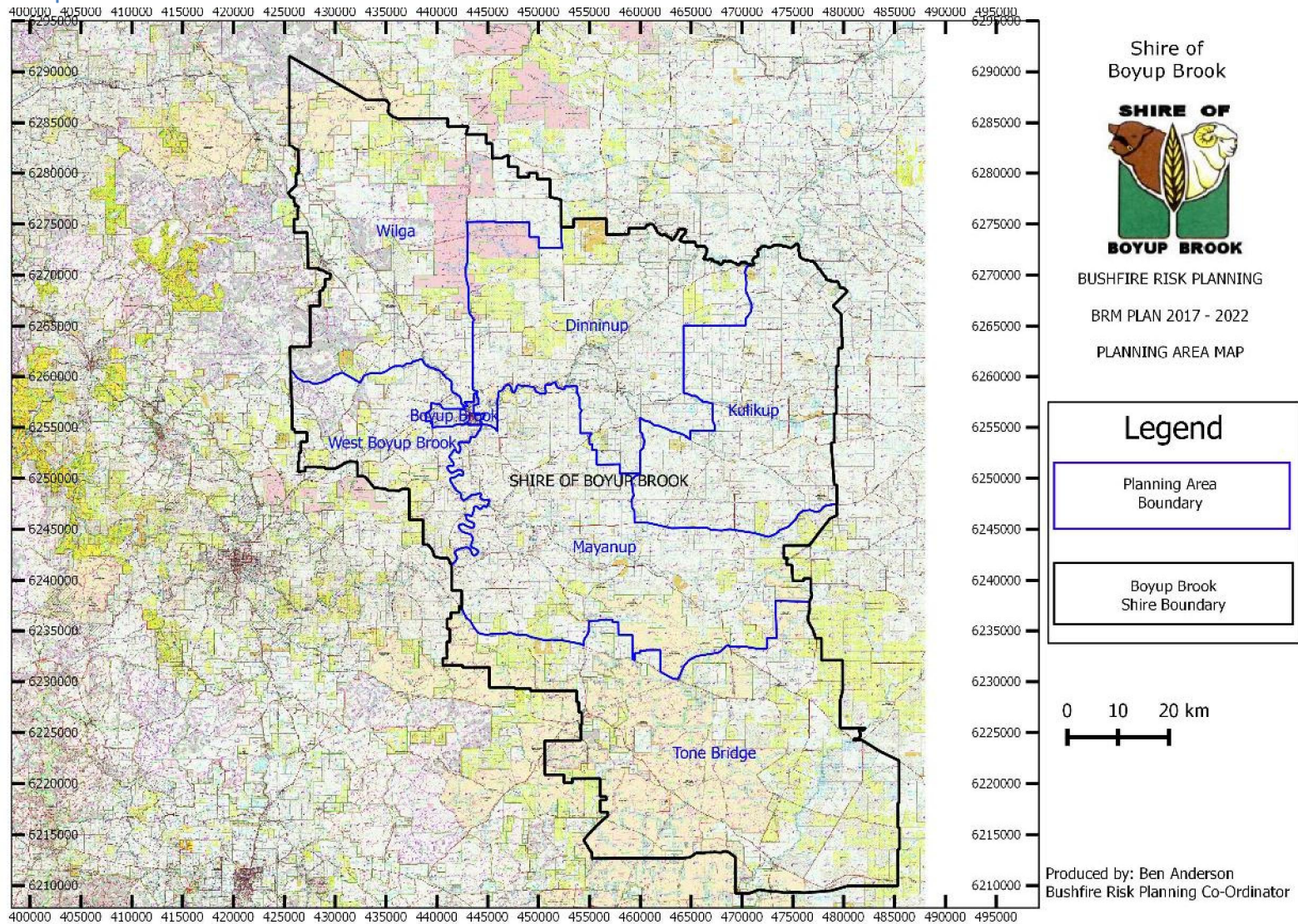
Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Development of the BRM Plan								
Life of plan	Shire of Boyup Brook CEO, Senior Leadership Team and Staff	All (1-5)	Emails Meetings (Quarterly) Shire Website	Informed, consulted, accountable or responsible. Review and input into Plan.	Bushfire Risk Planning Coordinator or Manager Community and Regulatory Services	Time constraints No clear message Incorrect audience	Careful planning and time management	Feedback, questions and level of support received
Life of plan	Bushfire Advisory Committee (BFAC)	All (1-5)	Meetings (6 Monthly) Face to Face (presentations in council chambers)	Engaged in process of BRMP Treatment Schedule and Risk Analysis	BRPC and BRMO	Plan not complete Treatments not negotiated Time constraints	Prepare presentation for each BFAC Give updates as required	Feedback, treatments negotiated and supported by committee.
Life of plan	FCO's, BFB Captains, VFRS Captains	All (1-5)	Meetings organised with Each brigade or as required	Engaged in process of BRM Plan Identify Risk, and share information	BRPC or BRMO	Time constraints No plan, unorganised Availability of volunteers	Careful planning and time management Express value of meeting	Feedback, support for BRMP process Engaged
11/04/2016 - 01/07/2017	Home Owners Land Managers	1 & 2	Media (Newspaper)	Inform of the BRMP process	BRPC and BRMO	Media not reaching majority	Newspaper and website details	Engaged throughout process

	& Interest groups or businesses		Face to face meetings Community workshops and forums	Identify valued assets Identify existing controls		Workshops and forums could get abstracted by other agendas	Chair meetings with strict agenda and purpose	Feedback received Success of outcomes
11/04/2016 – 01/07/2017	State Agencies, Service providers and other Stakeholders (WP, WC, National Trust etc.)	All (1-5)	Emails Face to Face Meetings Telephone	Inform of BRMP process Identify assets at risk Identify existing controls/programs	BRPC and BRMO	Time constraints and travel Level of interest and engagements in process	Select appropriate channel of communication Prepare materials and planning	High engagement and participation levels Feedback and engagement in program
Implementation of the BRM Plan								
Life of plan	Shire Boyup Brook CEO, Senior Leadership Team and Staff	All (1-5)	Emails Meetings (6 Monthly) Shire Website and Intranet	Informed, consulted, accountable or responsible. Review and input into Plan. Progress to plan	BRPC or Manager Community and Regulatory Services	Time constraints Availability Lack of understanding Budget (for LG mitigation)	Careful planning and time management Clear purpose Clear communication and regular updates	Feedback, questions and level of support received
Life of Plan	Stakeholder group	All (1-5)	Emails Website Telephone	Informed, consulted, accountable or responsible. Review and input into Plan. Progress to plan	BRPC and BRMO	Availability Located out of local/district area Commitment lost	Well planned and executed sharing of information Negotiations conducted	Feedback and commitment received to implement agreed controls Highly engaged
Life of Plan	BFAC Meetings	All (1-5)	Meetings (Quarterly) Face to Face (presentations in council chambers)	Report on progress to plan Report issues/constraints	BRPC and BRMO	Poor communication from stakeholders and LG on completion of works	Collate data and report on success to plan Compliance to plan	Seek feedback received on works to date

Review of the BRM Plan								
Yearly (Shire)	Shire Boyup Brook CEO, Councillors and Staff	All (1-5)	Email Meetings	Review, Monitor and Reporting Endorse plan	BRPC and BRMO	Poor reporting and recording of information	BRPC & BRMO to record data and information appropriately	Feedback from Council received Work completed as a result of plan
5 Yearly (Shire, DFES and OBRM)	OBRM, BRMO, BRMB, BRPC & LG Council			Compliance to plan and acceptance of risk		Review not completed by BRMB and OBRM	Approved by BRMB and OBRM for LG	Reporting
Quarterly	Shire Boyup Brook	All (1-5)	Email	Report on actions and key performance indicators for BRMP process	BRPC	Objectives not clearly set out Key actions not identified	Discuss with Shire CEO Clear objectives set	Reporting and feedback from CEO on work completed

Planning Area Map

Figure 3 Planning Area Map

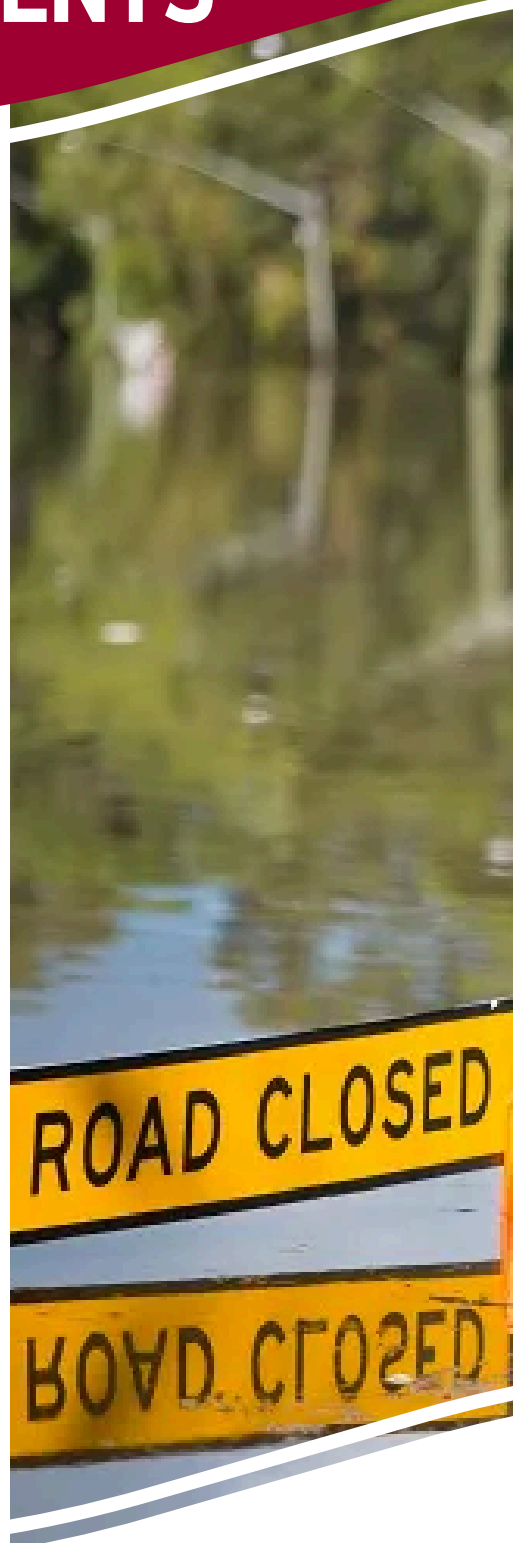


Local Government-Wide Controls, Multi-Agency Treatment Work Plan

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
01	Shire of Boyup Brook, Local firebreak and hazard reduction laws (<i>Bush Fires act 1954</i>)	Annual Firebreak and Fuel Reduction Notice	Local Government	FCO's, brigades and land owners	Local law established to ensure land owners understand and comply to firebreak specifications as well as appropriately reducing fuel load and risk on their properties. Notice reviewed annually. Rangers inspect compliance to the notice and fines apply if non-compliant.
02	Shire of Boyup Brook Prohibited, Restricted burn times (<i>Bush Fires act 1954</i>)	Annual Firebreak and Fuel Reduction Notice	Local Government	Chief FCO, Ranger and the public.	Prohibited and restricted burn periods are designed to reduce the risk during very high to catastrophic fire danger rating days. Notice reviewed annually and dates can be subject to change as required by the Chief and Deputy FCO's.
03	Shire of Boyup Brook mitigation works	The Shire's Parks and Gardens team has annual works programs to reduce fuel load and remove hazards.	Local Government	Public (reporting hazards and concern of risk) The Shire's Rangers	Tracked through the Shire's Parks & Gardens Department, team targets work on Town sites with highest population and/or as identified by the BRM Plan process. Work includes, slashing, spraying, mulching, pruning and other mechanical treatments.
04	DFES UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by DoL and managed by DFES under a MOU	DFES (Lower South West office)	P&W, LG, Local brigades	Annual budgeting has been completed to include mitigating risk on UCL/UMR. Lower South West BRMO's have these plans included in their scope of work.
05	Shire of Boyup Brook, Burn Program (annual indicative plans)	Local Government has annual burn plans for Shire owned or vested reserves.	Local Government	DFES, P&W, Local brigades, Public	The Ranger of the Shire is tasked with Bushfire Mitigation on Shire reserves. Annual burn plans are available. The BRM Plan will now prioritise the reserves for hazard reduction burns. BRMS will be recording information.
06	Parks and Wildlife (P&W) Master Burn Plans	P&W have a 6 season burn program that is published on their website. Yearly plans are available.	P&W	Local brigades, DFES, LG	The plans can be accessed via their website, by sharing shape files (GIS) and are communicated at Local BFAC, ROAC and other various meetings.
07	Parks and Wildlife mitigation works	P&W conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	P&W	DFES, LG	No formal plan exists however, works are completed as required, upon request or when identified.
08	Water Corporation Bushfire Risk Management Program	Bushfire Risk Management Plan. A Bushfire Risk Management Project is under way for the Water Corp.	Water Corporation	DFES, LG	A plan is currently being developed. High risk areas are identified and treatments planned then completed. Treatments and risk assessments are available through Water

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
				Corp BRMP department. Some high-risk areas have been identified in the Shire to date.	
09	Western Power annual asset inspection and vegetation management program	Western Power Bushfire Plan	Western Power	DFES, LG, P&W	Annual vegetation management and asset inspections are completed to ensure risk is managed. Full asset inspections are completed every 4 years.
10	Land sub-division & building (WAPC)	Requirement for estate, sub-division, and other Fire Management Plans	Local Government	Local Brigades, contractors and FCO's	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored.
11	Planning in Bushfire Prone Areas	Planning in bushfire prone areas. E.g. State Planning Policy 3.7 and standards.	WAPC	LG, DFES, P&W, land owners	Foundation for land use planning. Directs how land use should address bushfire risk management in WA. It aims to preserve life and reduce impact on property and infrastructure. The Shire aligns its policy and standards with SPP 3.7. BAL assessments are required.
12	Pine Plantation Fire Management Plans	The Forest Product Commission (FPC) has implemented fire management plans for plantation.	FPC	P&W, LG, DFES	Minimum requirements and controls have been committed to within the Plan.
13	State-wide arson prevention programs	Education and awareness campaigns exist across the state for arson.	WA Police	DFES, LG	Participation as required. The Shire participates in campaigns for arson prevention.
14	Bushfire Ready Groups and street meets	Public preparedness and education campaign	DFES	LG, local brigades, DFES	Bushfire ready facilitators are within the Shire. Working together with DFES and LG community engagement teams to better prepare the community for bushfire events. Street meets and phone trees have been implemented as a result as well as safe winter burn demonstrations and workshops.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS



June 2024

www.boyupbrook.wa.gov.au





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1. Administration



1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Local Emergency Management Committee and the Council of the Shire of Boyup Brook. The arrangement has been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee.

_____ Date: _____
 Chair Local Emergency Management Committee
 Shire of Boyup Brook

_____ Date: _____
 Officer in Charge
 Boyup Brook Police
 Local Emergency Management Committee

_____ Date: _____
 Chief Executive Officer
 Shire of Boyup Brook

_____ Date: _____
 Endorsed by Council – Resolution Number

Disclaimer: These arrangements have been produced by the Shire of Boyup Brook in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Boyup Brook expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

1.2 Distribution

Full Unrestricted Version

LEMC member organisations
Chief Executive Officer – Shire of Boyup Brook
Shire President
Council Chambers
Community Development Officer
Manager – Operations
Emergency Services Officer
WA Police
SEMC – Business Unit (Perth)
DFES – LSW Regional Office
DFES – SW Regional Office
St John Ambulance WA – Boyup Brook Sub Centre

Public Access/Restricted Version

Shire of Boyup Brook Administration Office
Community Resource Centre (SBB Library)
Shire of Boyup Brook website www.boyupbrook.wa.gov.au

1.3 Document Availability

Restricted copies of these arrangements are available free of charge and can be found at:

Hardcopy: Shire of Boyup Brook
55 Abel Street
Boyup Brook WA 6244 (*During normal business hours*)

Online: Shire of Boyup Brook website: www.boyupbrook.wa.gov.au

1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- Unclear or incorrect expression.

- Out of date information or practices.
- Errors, omissions or suggested improvements.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer
Shire of Boyup Brook
55 Abel Street
BOYUP BROOK WA 6244
Ph: (08) 9765 1200
Email: shire@boyupbrook.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Register below:

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	29/09/2017	LEMA Full Review – New EM Template	Daly Winter – SBB
2	01/03/2024	LEMA Full Review	Lewis Winter – Consultant
3	27/03/2024	Review for local accuracy	Angela Hales – SBB
4	04/05/2024	LEMC feedback	LW & AH



1.5 Glossary of Terms and Acronyms

Refer **Appendix 1**.



1.6 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Boyup Brook (SBB), these arrangements, support plans and other related documents should be read in conjunction with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans are available on the [WA Government Website](#), including:

- State Support Plans

- State Emergency Health Response Plan
- Emergency Relief and Support
- Emergency Public Information
- Animal Welfare in Emergencies
- National EM Plans.

1.6.2 Local Emergency Management Plans

The following emergency management plans support the SBB Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with each other, these include:

- Boyup Brook Local Recovery Plan – 2024
- Higher Risk Persons and Groups Plan **Appendix 6**
- Animal Welfare Support Plan – 2024
- Bushfire Risk Management Plan – 2017 (under review)
- Local Emergency Relief and Support Plan (Collie Region) 2024 **Appendix 7**

1.7 Local Emergency Management Policy

Policies relating to emergency management refer to any policies, which are unique to Boyup Brook being bylaws or operational policies. The SBB policy relating to emergency management **Appendix 5**.

1.8 Agreements Understandings and Commitments

1.8.1 South West Region Mutual Aid Agreement

In 2015 the SBB along with twelve (12) other southwest local governments signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery. This agreement has been reviewed and re-signed in 2023. **Appendix 12**.

The purpose of this memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the Southwest Zone of the Western Australia Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of your communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

Local Governments that are signatories to this agreement:

Shire of Augusta-Margaret River

Shire of Boyup Brook
 Shire of Bridgetown-Greenbushes
 Shire of Bunbury
 Shire of Busselton
 Shire of Capel
 Shire of Collie
 Shire of Dardanup
 Shire of Donnybrook-Balingup
 Shire of Harvey
 Shire of Manjimup
 Shire of Nannup

1.9 Special Considerations

The Shire has several special considerations which may contribute to the likelihood or severity of an emergency.

Consideration	Season/month
Bush Fire Season	November-April
Storm Season	May-September
Flooding Event	Riverine Flooding
Public Events	
<ul style="list-style-type: none"> Country Music Festival (<3000) Mayanup Camp Draft (<1000) Wilga Endurance Ride (<1000) Double Barrel Entertainment Rodeo (Harvey Dickson's)(<5000) Blackwood Marathon (<1000) Dinninup Show (<1000) 	February March March March/October October November
Schools	
<ul style="list-style-type: none"> Boyup Brook District High School (two campuses) St Mary's Catholic Primary School 	School terms
Hospital and Citizens Lodge (Aged Care)	
<ul style="list-style-type: none"> Emergency and high care beds Boyup Brook Citizens Lodge 	
Bulk Storage POL (petroleum, oils and lubricants)	
<ul style="list-style-type: none"> Stridem BP Fuel Station Boyup Brook Tyre Service Boyup Brook Cooperative Boyup Brook Agricultural Supplies 	

2. Overview

2.1 Area Covered

The area covered by this Plan is the geographic area covered by the SBB under the *Local Government Act (1995)*. The SBB occupies 211.8 square kilometres (km) on the swan coastal plain and is 246 km south of Perth and 104 km from Bunbury.

The SBB includes communities of Dinninup, Kulikup, Mayanup, McAlinden, Tonebridge and Wilga and is bounded by the Shires of Arthur River, Bridgetown-Greenbushes, Collie, Donnybrook-Balingup and Kojonup.

2.2 History and Culture

Brook is in Noongar booja country and was inhabited by the Kaneang people. The name is derived from the Aboriginal name of a nearby watercourse, Boyup Brook, which was first recorded as Booyup Brook in 1877. Buyu is said to mean "place of smoke", and another account states that "Booy" means "big smoke" and was named because the brook was originally surrounded by Grasstrees (previously known as blackboys) which, when set alight, sent up a cloud of black smoke. Another account claims the word "Booyup" means "Place of Big Stones" or "Place of Big Smoke". The big stones are referring to the large granite rocks surrounding the Upper Blackwood area.

Various requests for a townsite name were proposed, but Sir James Lee Steere, former resident of the area and prominent politician, suggested the Aboriginal name Boyup, by which the area was locally known, should be used.

The townsite was gazetted as Boyup in 1900, although locals called it "Boyup Brook". In 1908 there was a major expansion of the townsite, and locals suggested that as there was some confusion with the similarity of Boyup and Boyanup, and that the townsite should be renamed Boyup Brook. The renaming was approved, and the townsite re gazetted as Boyup Brook in 1909.

2.3 Population and Demographics

The Shire's population and demographics based on the 2021 Census information is summarised below.

Population Description	No. Persons	Percentage of Total Population
Total Population	1834	47.1% males 52.9% females
Aboriginal and Torres Strait Islander Peoples	22	1.4%
Persons under 15 years	157	18.2%

Population Description	No. Persons	Percentage of Total Population
Persons over 75 years	121	7.5%
Speaks a language other than English	125	28%
Persons with a disability	249	12.8%
Access to the internet from dwelling	1,445	74.6%
Total number of businesses	338	
• Agriculture/Forestry	225	66.5% of all businesses

2.3.1 Population by Life Stage

Understanding the population by life stage within Boyup Brook provides valuable insights into the region's requirements for amenity, services, infrastructure, investment, education and employment opportunities. The largest life stage group in Boyup Brook "Older Workers (50-64)" representing 23.1% of the overall population.

2.3.2 Population by Need for Assistance

	No. Persons	Percentage of Total Population
Need for assistance		
Does not have a need for assistance	1,515	84.64%
Has a need for assistance with core	89	4.97%
Not stated	230	10.39%
Overseas visitor	0	0%
Total	1834	100%



2.4 Climate

The climate of the Southwest Region is described as having hot and dry summers followed by long, cold and wet winters. The average annual temperature ranges from 30 °C in summer to 15 °C in winter.

The average annual rainfall for the Shire of Boyup Brook is variable from 500-650mm.



2.5 Topography

Boyup Brook Shire lies within the Darling Plateau System and consists of three main landform areas:

- The northern areas of the Shire occupy gently undulating dissected plateau surfaces with broad gravel crests and generally broad valleys.

- The Central areas have an undulating to moderately sloping plateau surface with some rock outcrops.
- The Southern portion of the Shire consists of undulating to hilly areas of the plateau surface.

The area is accessible by four main sealed roads which pass through the town site and by air via several gravel airstrips, both private and shire owned.

The major river system is the Blackwood River and its tributaries.

2.6 Economic Profile

Boyup Brook’s economy heavily relies on agriculture, with a mix of broad acre farming, sheep, cattle, olives, timber plantations and vineyards. Over 40% of the population derives an income from agriculture.

The function of the town of Boyup Brook is as an agricultural service centre, with its associated complement of secondary industry (manufacturing) and tertiary or service industry (commerce and government). Several commercial activities directly associated with the district’s primary production are established within the town site. These include machinery dealers, agricultural suppliers, stock agents, livestock transporters, shearing contractors and real estate agents.

2.6.1 Agriculture, Forestry and Fishing Outputs



2.7 Critical Infrastructure

Critical infrastructure includes physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended time, would significantly affect the social or economic wellbeing of the Boyup Brook community.

2.7.1 Electrical Supply

Electricity is generated at the Muja Power Station near Collie. The present capacity for the town is 440/240 volts AC 50 cycles.

2.7.2 Gas Supply

Gas is supplied to households and businesses in cylinders by a local distributor.

2.7.3 Sewerage System

Deep sewerage is not provided anywhere within the district, properties are responsible for the installation and maintenance of an onsite disposal system for sewerage. Regional operators provide a service to pump out septic tanks as required. The Shire maintains a licence for a liquid waste disposal site located east of town on Stanton Road.

2.7.4 Water Supply

Scheme water is available to the Boyup Brook townsite via an extension to the Bridgetown water supply main. The source of this supply is Millstream Dam located near Balingup. Water from this dam is pumped to Hester, 10 kilometres north of Bridgetown, and gravity fed to storage tanks located at the western entrance to the townsite.

Farming properties rely on rainwater storage for drinking, and dams for stock water.

Further storage tanks (rainwater) are located at the rear of the Flax Mill. In addition, the town dam supplements the Bridgetown supply and is considered to have the potential to supply 127,000,000 litres. There are also two large water tanks on private property at Hicks Road in Dinninup which is accessible to the public for firefighting.

2.7.5 Medical Services

The Boyup Brook Soldiers Memorial Hospital is a B class Hospital with 6 beds usually available (a further 6 beds are permanently occupied by high care inpatients) located on Hospital Road, Boyup Brook. The next closest facility (27 kms) is Bridgetown District Hospital, Manjimup Hospital (41 kms) and Bunbury Regional Hospital (103) kms.

2.7.6 Airport Facilities

Boyup Brook Airport is a small air strip (unsealed) located on Boyup Brook-Kojonup Road between Six Mile Road and Parsons Swamp Road, approximately 12 kms south east of town. The nearest commercial airport to Boyup Brook is in Bunbury. The Boyup Brook strip is utilised by the Royal Flying Doctors Service during daylight hours only.

2.7.7 Communications

For maps of Telstra mobile coverage [click here](#).

2.7.8 Public Facilities

Boyup Brook has basic social infrastructure facilities that can assist with the response and recovery process, including:

- Boyup Brook Town Hall – evacuation centre, community meetings
- St John Ambulance WA – Boyup Brook Sub Centre – recovery centre
- Boyup Brook Visitor Centre – advice and information
- Boyup Brook Football Club and playing fields – secondary evacuation centre
- Boyup Brook Community Resource Centre and Library – advice and information

Contact details for these facilities can be located in **Appendix 7**.

2.7.9 Emergency Services

The following emergency services are available and resourced to assist the Shire of Boyup Brook when responding to emergency incidents.

Agency	Location
Department of Fire & Emergency Services – Lower SW	58/60 Giblett Street, Manjimup
St John Ambulance WA – Boyup Brook Sub Centre	35 Abel Street, Boyup Brook
Boyup Brook Volunteer Fire & Rescue	33 Abel Street, Boyup Brook
Volunteer Bushfire Brigades	Various Locations
Boyup Brook Police	88 Abel Street, Boyup Brook
Boyup Brook Soldiers Memorial Hospital	Hospital Road, Boyup Brook
Ranger Services	55 Abel Street, Boyup Brook
State Emergency Services	150 Hampton Street, Bridgetown

3. Emergency Management Planning

3.1 Aim and Purpose

Aim of this LEMA is to **minimise** the effects of, ensure a coordinated response to and provide an effective recovery from an emergency affecting Boyup Brook.

Purpose of this LEMA is to **maximise** safety and ensure sound recovery of Boyup Brook's community, preserving lives, livelihoods, and environment in the event of an emergency.

3.2 Objectives

- Understand the roles and responsibilities of government and non-government agencies individuals involved in emergency management.
- Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs.
- Describe the emergencies likely to occur within or around Boyup Brook.
- Describe strategies and priorities for emergency management within Boyup Brook.
- Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (s.41(2)) of the *Emergency Management Act 2005*.
- Promote a consistent multi-agency approach with community engagement, relating to emergencies within Boyup Brook.

3.3 Scope

This document does not detail procedures for Hazard Management Agencies (HMAs) when dealing with an emergency. These should be detailed in the HMAs' individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

These LEMA's only:

- Apply to the area of the Shire of Boyup Brook.
- Cover areas where the Shire of Boyup Brook provides support to HMA's in the event of an incident.
- Details the Shire's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management.

3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers and organisations.

3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

Refer **Appendix 4** for the SBB Contacts and Resources Directory (confidential) for specific details of resources available.

3.6 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the CEO or delegate, see **Appendix 12**.

3.7 Financial Arrangements

The emergency funding principle is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for paying all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Sections 5.4, 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. The Shire recognises the above and is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 Authority to Incur Expense

The CEO, or delegate authority (eg Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the Shire, to ensure the desired level of support is achieved.

3.7.2 Response

All the Shire's assets are registered and identified in the Boyup Brook asset register located at **Appendix 3**.

3.7.3 DRFAWA

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and states and territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth. See **Appendix 7** for the Local Emergency Relief and Support Plan for further details.

ACTION



Shire of Boyup Brook to appoint a single person to the position of Finance Officer to ensure inhouse accounting and documentation processes are in-line with DRFAWA's reporting and claim requirements.



Shire of Boyup Brook to allocate an account number immediately an operation is mounted to provide and record the necessary funding required.



In a declared State of Emergency when the incident meets DRFAWA eligibility requirements the Shire of Boyup Brook is to seek recovery funding – see Local Recovery Plan.

4. Local Emergency Management Committee



4.1 Introduction

The Shire of Boyup Brook is prescribed powers and responsibilities under the *Local Government Act 1995 (WA)* which establishes the authority as a statutory body reporting to the Minister for Local Government.

The Shire has established a LEMC under Section 38(1) of the [Emergency Management Act 2005](#) to oversee, plan and test the LEMAs.

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.

A functional and proactive LEMC provides a community focussed coordinated approach that builds capabilities to enable communities to prepare, respond and recover from emergencies more effectively.



4.2 LEMC Role

The LEMC performs a vital role when assisting the Shire and its community to be prepared for major emergencies by:

- Developing, enhancing, and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues.
- Providing advice to HMA's/CA's to develop localised hazard plans.
- Providing a multi-agency forum to analyse and treat local risk.
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.



4.3 LEMC Procedures

The Executive Officer, in consultation with the LEMC, shall determine a quarterly meeting schedule. These are published to LEMC members at the commencement of the calendar year.

Each LEMC meeting should consider, but not be restricted to, the following matters:

- Confirming local emergency management contact details of key stakeholders.
- Reviewing any post-incident reports and post exercise reports generated since last meeting.
- Progressing emergency risk management processes.
- Progressing treatment strategies arising from emergency risk management process.
- Progressing development or review of local emergency management arrangements.
- Other matters determined by the local government and SEMC direction.

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.

4.4 LEMC Special/Emergency Meetings

A special meeting for LEMC members may be called by the LEMC Chair in consultation with LEMC Executive Officer and Shire CEO in situations of a pending/or imminent disaster, or under any special circumstances where after consultation the decision-making process results in a requirement for the LEMC members to be consulted and updated. See **Appendix 13**. A LEMC special/emergency meeting agenda template can be viewed at **Appendix 10 (a)**.

4.5 LEMC Membership

LEMC membership includes the Shire representatives and the Local Emergency Coordinator (OIC WAPOL Boyup Brook). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC. **Appendix 8**.

The Shire of Boyup Brook, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. Information on membership and the various roles can be found at <https://www.wa.gov.au/government/document-collections/local-emergency-management-committee-handbook>

4.5.1 LEMC Members

Agency	Position	Voting
Shire of Boyup Brook	Chair – Shire President Deputy Chair – Elected Member of Council Local Recovery Coordinator Local Welfare Liaison Officer Executive Officer Emergency Services Coordinator/Officer Chief Bush Fire Liaison Officer Operations Manager Environmental Health Officer	<input type="checkbox"/>

Agency	Position	Voting
WA Police	Local Emergency Coordinator (Boyup Brook OIC)	<input type="checkbox"/>
Department of Communities	Local Welfare Coordinator	<input type="checkbox"/>
DFES	District Emergency Management Advisor District Officer Emergency Management Area Officer	<input type="checkbox"/>
Volunteer Fire & Rescue Service	Representative	<input type="checkbox"/>
Health Services – Blackwood Region	Representative	<input type="checkbox"/>
Boyup Brook Soldiers Memorial Hospital	Representative	<input type="checkbox"/>
Boyup Brook Medical Services	Representative	<input type="checkbox"/>
Department Primary Industries & Regional Development	Representative	<input type="checkbox"/>
St John Ambulance WA – Boyup Brook Sub Centre	Representative	<input type="checkbox"/>

The list above is not limited, with members co-opted as and when required.



4.6 LEMC Reporting

4.6.1 Annual Reporting

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act). Annual reports must be completed using the templates provided in [State Emergency Management Preparedness Procedure](#) 3.17.

4.6.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey (sent out mid-April completed by June) is submitted to the Minister for Emergency Services by 31 October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. [State EM Procedure](#) 3.18.

5. Managing Risk

5.1 Emergency Risk Management

Emergency Risk Management is defined as ‘a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised’.

The Shire and its LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Shire the Boyup Brook monitors emergency warnings and alerts that are received during office hours from HMAs as well as those issued by the Bureau of Meteorology. A decision making guide, is attached at **Appendix 13**.

The Shire’s Emergency Risk Management Assessments meet the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#) (See **Appendix 3** for risk planning)

5.2 Risks Identified

The Shire has undertaken a risk analysis within its district using the [National Emergency Risk Assessment Guidelines](#), the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AZ/NZS ISO 31000:2018) Risk Management – Principles and Guidelines. This process identified the following hazards as those most likely to impact on the community. It was found that the bushfire hazard poses a high risk to people, the economy and public administration within the SBB. For that reason a Bushfire Risk Management Plan has been developed, see **Appendix 9**.



Bushfire



Storm



Flood



**Animal
Biosecurity**



**Energy Supply
Disruption**

Responsibility for emergencies arising from the state’s 28 prescribed hazards is assigned to various hazard management agencies (HMAs). The HMAs responsible for the above risks will develop, test, and review appropriate emergency planning for their designated hazard.

Responsible agencies may require local resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.

5.3 Emergency Management Planning

The Shire is committed to developing and implementing Local Emergency Risk Management Strategies based on risk assessment principles. **Appendix 9.** The SBB will continue to review the likelihood that some additional hazards could have on the six consequence categories, being:



6. Response & Coordination Emergency Operations

The *Emergency Management Act 2005* allows HMAs to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency. (See [State Emergency Management Plan](#) - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

HMAs may require resources and assistance to manage emergencies. The Shire recognises this and is committed to providing assistance/support if the required resources are available through the ISG when it is formed.

6.1 Activation of Local Arrangements

When an incident is assessed as Level 2 or 3 the HMA/CA(Controlling Agency) Incident Controller (IC) must make an incident declaration to ensure all agencies involved in the response are aware of the conditions and potential for escalation.

- Shire of Boyup Brook will ensure all requested support is available to the HMA/CA.
- LRC will advise the CEO of the need to convene the Shire's LRG as necessary.
- LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMA's IC.

If the Shire's LRC decides not to convene and activate the appropriate LRG and LRP, due to statutory and/or other agencies adequately addressing the situation, the LRC will continue to monitor the situation and keep the CEO and Council briefed accordingly.






6.2 Incident Support Group (ISG)

The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may/are involved in the incident.

The Control Agency (CA) appointed Incident Controller (IC) convenes the ISG to assist with coordinating services and information during a major incident. HMAs and combat agencies may require resources and assistance to manage emergencies and to clearly identify priorities for sharing information and resources. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if, and when, formed.

6.2.1 Triggers for Incident Support Group

The triggers for an ISG are defined in the [State EM Policy](#) Statement 5.2.2 and State Emergency Management Plan Section 5.1 being:

-  Where an incident is as a Level 2 or higher
-  Multiple agencies need to be coordinated
-  Community interests need to be represented

6.2.2 Incident Support Group Membership

The ISG is made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire's LRC should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and effective transition handover to recovery.

Representation on the ISG may change regularly depending upon the incident, agencies involved and consequences caused by an emergency.

Agencies supplying staff for the ISG must ensure the representative(s) has authority to commit resources and/or direct tasks within their organisation/agency.

6.2.3 Incident Support Group Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Clearly identifying priorities and objectives of the agencies sharing information and resources will ensure good coordination.

The IC is responsible for the location of meetings and given its part in the ISG, meetings are generally convened close to, or within the Incident Control Centre (ICC).



6.3 Emergency Coordination Centre

Identified Emergency Coordination Centres (ECC) can serve as central command centres during incidents to effectively control/coordinate incident operations.

The Shire has identified a primary and secondary emergency coordination centre and the locations are below:

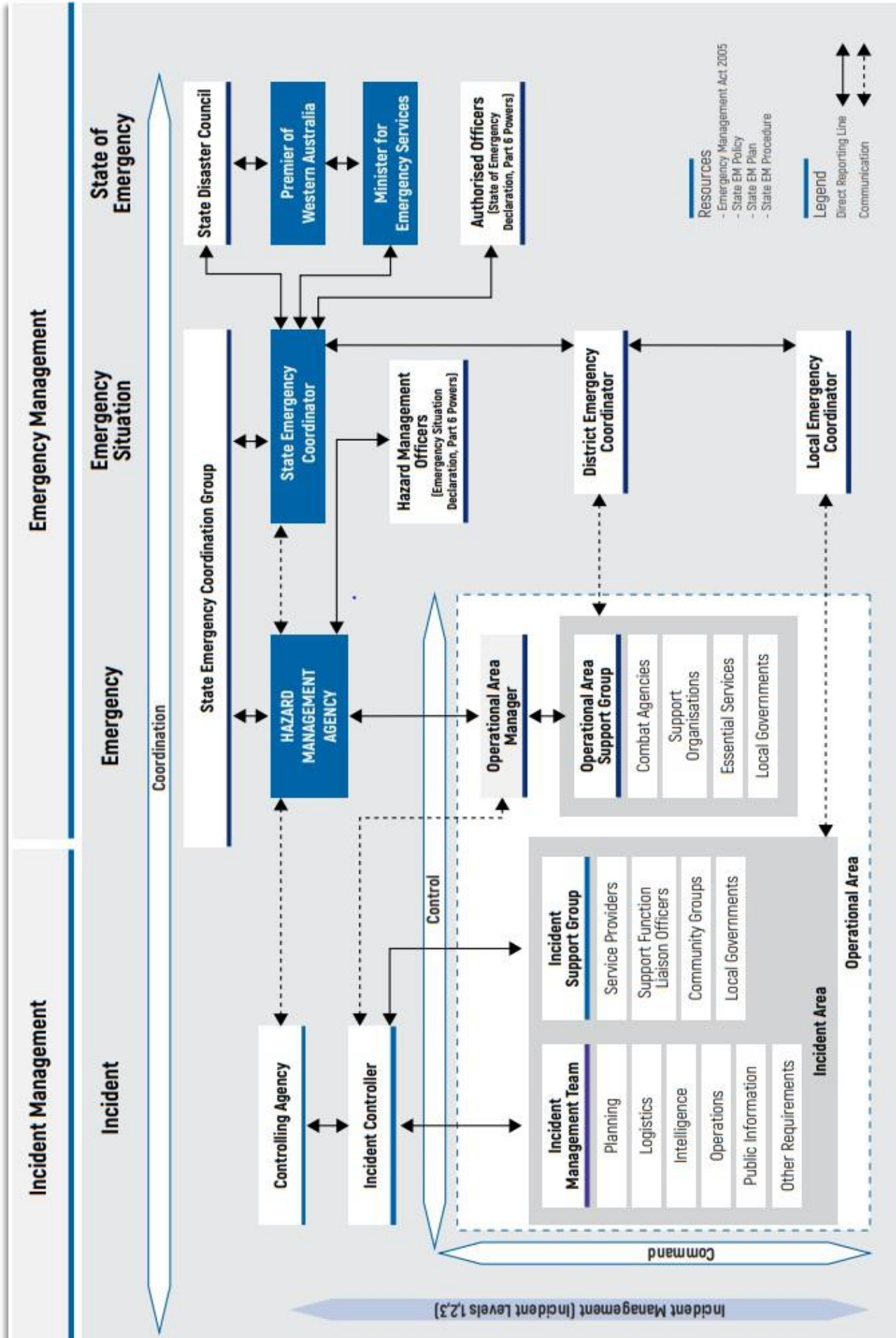
Venue	Address	Contact	Facilities
Primary			
Shire of Boyup Brook Administration Office/Council Chambers	55 Abel Street Boyup Brook	9765 1200	Offices, internet, generator, kitchen, ablutions
Volunteer Fire and Rescue	35 Abel Street Boyup Brook	9765 1010	Small training room, office, kitchen, ablutions
Secondary			
St John Ambulance WA – Boyup Brook Sub Centre	34 Abel Street Boyup Brook	9765 2555	Offices, training room, kitchen, generator, internet, shower, ablutions



6.4 State of Emergency

The Minister may declare a state of emergency (Section 56(1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State of Emergency Coordination Group will be established.

During a state of emergency or emergency situation, the ability of emergency management agencies to share information is crucial. Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.



7. Media Management and Public Information

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help them become aware of the emergency and take appropriate actions to safeguard life and property.

HMA/CAs are responsible for disseminating information in the response phase of an incident.

The IC/Manager authorises and manages media and public information to reflect multi-agency involvement and the following principles will apply:

- HMAs will manage all media releases under [State Support Plan – Emergency Public Information](#)
- The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the Emergency Coordinator and other Cas
- All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identification
- Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency
- Each agency is provided with copies of multi-agency incident media releases as soon as possible before release
- All media releases issued by any agency at State level will reflect multi-agency involvement

7.1 Public Warning Systems

7.1.1 Local Government Systems

The Shire can support official emergency messaging through local communication systems including:

Website page	Local newsletters
Facebook page	Community notice boards
Variable message boards	Community/local radio stations

Information from the HMA can be communicated via the SBB communication platforms to ensure consistent messaging. Any local or specific information for release to the media or public must be forwarded and approved by the CEO. The Shire President is the only person to make statements to the press on behalf of the Shire. The Shire President or a delegated representative, will be the Media and Public Information Officer.

7.1.2 Standard Emergency Warning Signal

A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

In Western Australia, **DFES authorises SEWS broadcasts or the Regional Director of the Bureau of Meteorology (BoM)** for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

1. Possible loss of life or a major threat to many properties or the largescale environment
2. Impact is expected within 12 hours or is occurring at the time
3. A large number of people need to be warned
4. One or more incidents are classified as destructive

To listen to the SEWS sound [click here](#).

7.1.3 Emergency Alert System

An Emergency Alert automatically delivers warnings direct to an area where lives may be in danger. It does not replace current public information tools or the need for community to remain vigilant and look after its own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address. In emergencies, HMAs authorise the broadcast of messages by Emergency Alert.




7.1.4 DFES Public Information Line

Recorded information line	DFES 1300 657 209	SES 132 500
Emergency WA website	www.emergency.wa.gov.au	
DFES website	www.dfes.wa.gov.au	

7.1.5 Additional Information Outlets

Local ABC Radio	720AM, 1044Am or 684AM
BOM information line & website	1300 659 210 and www.bom.wa.gov.au

ACTION

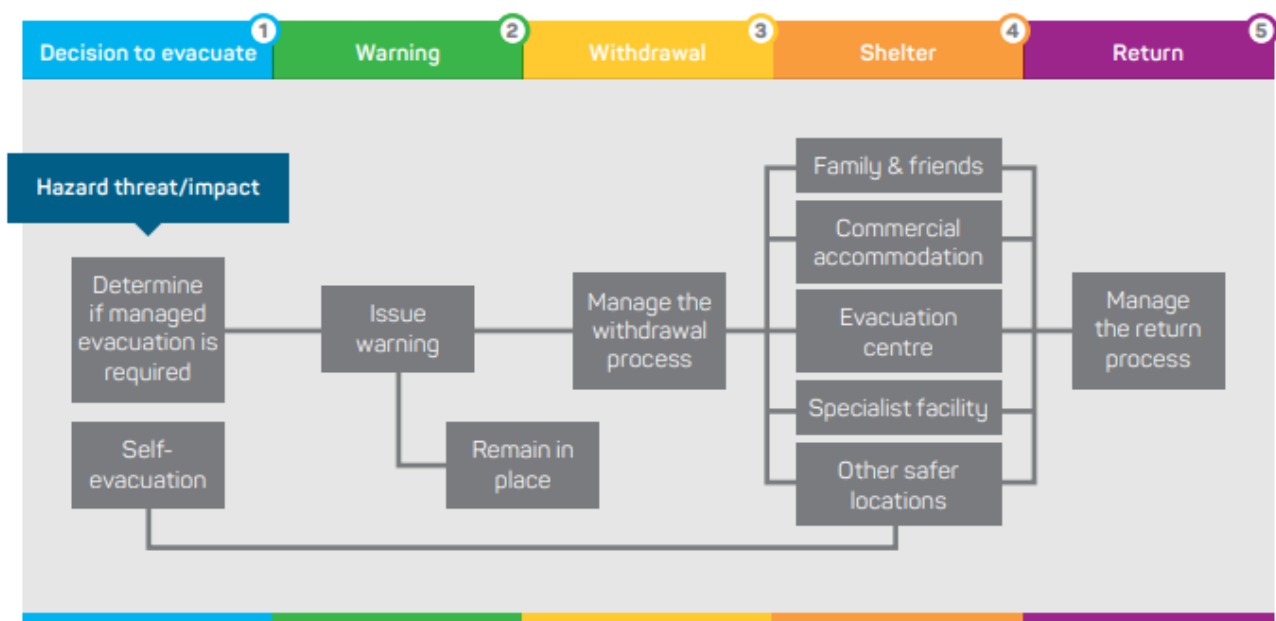
	The Shire acknowledges that public information and media management is critical in times of emergency.
	HMAs/CA IC responsible for information/media releases in response phase of incident.
	The Shire media releases are coordinated by the Shire’s delegated Officer approved by CEO. See appendix 10 (c) for media communications guidelines.

- >>> The CEO or delegated person only to give public statements to media.
- >>> Public warning systems shall be used when necessary under HMAs/CA IC authority.
- >>> The Shire will support official emergency information by reiterating the messages via the Shire’s communication avenues (Facebook, website, SMS, etc.).

8. Evacuation

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects on a community, prior to the onset of, or during, an emergency. People who are threatened by a hazard will be moved to a safer location and, typically, their eventual safe and timely return.

In accordance with [State EM Policy](#) s5.7, evacuation planning is covered in five stages.



8.1 Evacuation Management

Evacuating people and/or animals from an area affected by a hazard is one of the strategies that may be used by emergency management agencies to mitigate the potential loss of, or harm to, life.

Evacuating residents is not always the optimum solution to managing the risk. Alternatives such as shelter in place, quarantine and/or controlling or restricting movement should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies to plan for and conduct community evacuation for all hazards.

8.1.1 Decision

The IC appointed by designated HMAs/CA or an authorised officer, makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timelines

Alternatives such as, '*shelter in place*' or, '*prepare, stay and defend*', should be considered.

Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation.

8.1.3 Combat Agency for Evacuation

The LWAPOL will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary.

8.1.4 Evacuation Centres

The Shire of Boyup brook is responsible (in partnership with the HMAs/CA) for ensuring adequate arrangements are in place to support evacuation, including providing evacuation centres and supporting Communities with applicable relief and support functions (**Appendix 7 and Appendix 9**)

8.2 Higher Risk Persons and Groups

The Shire relies on agencies responsible for Higher Risk Persons and Groups (HRPG) to ensure suitable planning and response capabilities to support those special needs clients. Sections of the community with special needs such as, aged, tourist facilities, children, physical disabilities could be considered 'Higher Risk Persons'. (See **Higher Risk Persons & Groups Appendix 6**)

8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine strategic course of action at the time, particularly timelines for the evacuation.

Extensive mapping information can be obtained from the Shire’s website and agencies such as Department of Biodiversity Conservation and Attractions. Consider reference to some maps showing routes as an appendix.

8.4 Isolation and Quarantine

Directions regarding isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of planning to mitigate any risks and ensure evacuations can be carried out safely.

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting and preserving life must be paramount when considering State strategic control priorities that identify roles and actions for the emergency management response, where there are concurrent risks or competing priorities.








Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.

8.5 Return

HMAs/CA is responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and relevant Shire Officers.

Department of Communities Local Emergency Relief and Support Plan – see **Appendix 7**.

ACTION

	HMA/CA IC makes decisions to evacuate
	LEMC and the Shire assist by pre-planning for evacuation
	All alternatives to be considered
	Decision to evacuate made as soon as possible
	At-Risk Persons and Groups to be a special consideration in an evacuation
	Routes and maps sourced via Shire Intramaps or Google maps or partner agencies
	Ensure Evacuation Centre protocols and procedures are enacted – See Communities Emergency Relief and Support Plan– Appendix 7

9. Emergency Relief and Support

The Department of Communities (Communities) has the role of managing Emergency Relief and Support described as, 'the provision of both physical and psychological needs of a community affected by an emergency'.

This includes the domains of:



See Communities Emergency Relief and Support Plan for Boyup Brook - **Appendix 7**.



9.1 Department of Communities Evacuation Centre Coordinator

The Communities District Director appoints the Local Evacuation Centre Coordinator (LECC) – see **Appendix 2** for description of Roles and Responsibilities – Emergency Relief and Support.



9.2 Local Government Liaison Officer (Emergency Relief and Support)

The Shire nominates and appoints the Local Government Liaison Officer (LGLO) to assist the LECC to manage emergency evacuation centres such as building opening, closing, security and maintenance.

A Shire staff member will be appointed the LGLO – see **Appendix 2** for description of Roles and Responsibilities – Emergency Relief and Support.



9.3 Register Find Reunite

Communities is responsible for recording displaced persons on the National Register allowing friends and relatives to locate each other.

Communities has reciprocal arrangements with [Australian Red Cross](#) to undertake this process.



9.4 Evacuation Centres

The Shire of Boyup Brook in conjunction with Communities has identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC - see **Appendix 11** for the Shire's primary and secondary nominated Evacuation Centres.

9.4.1 Animals

Animals except for assistance animals are not permitted within Evacuation Centres. The Shire of Boyup Brook will support and assist with animal management matters wherever possible through the Emergency Animal Welfare Support Plan.

The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved. The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7 and [State Support Plan – Animal Welfare in Emergencies](#).

The Shire Emergency Animal Welfare Support Plan is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

»»» ACTION

»»»	Communities is responsible for managing emergency relief and support of people
»»»	DPIRD is responsible for managing the welfare of animals
»»»	Communities develops, maintains and enacts the Shire of Boyup Brook Local Emergency Welfare Support Plan
»»»	Register Unite Find responsibility actioned by Communities supported by the Australian Red Cross
»»»	Identified evacuation centres and emergency evacuation centres and facilities – see Appendix 8 and Appendix 11
»»»	Rangers to support DBCA and DPIRD with animal welfare

10. Recovery

The recovery process begins during the response phase. It is important to identify community needs as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Plan (LRP) is a **separate 'stand alone' plan** to provide guidance in recovery, and is part of the overall LEMA, which should be viewed and read in conjunction with this Plan.

The Shire Local Recovery Plan guides and establishes sound recovery management, concepts, principles and values for Boyup Brook's staff, partnering agencies and community following significant impact from any emergency.

11. Exercising Review and Testing

11.1 Exercising

The aim of conducting an exercise is to:

- Test effectiveness of local arrangements and provide a pathway for improvement
- Bring together members of emergency management agencies and give them knowledge of and confidence in their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks and to assess effectiveness of coordination between them

11.1.1 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually.

11.1.2 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.

11.2 Review of LEMA

The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended/replaced whenever the Shire considers appropriate (Section 42 of EM Act).

Timeline to review and amend will be:

- Contact lists are reviewed and updated quarterly – Contacts and Resources Directory see **Appendix 4**
- A review is conducted after training that exercises the arrangements or relevant support plans
- An entire review of the LEMA and associated support plans will be done every five years as risks may vary to climate, environment and population changes.

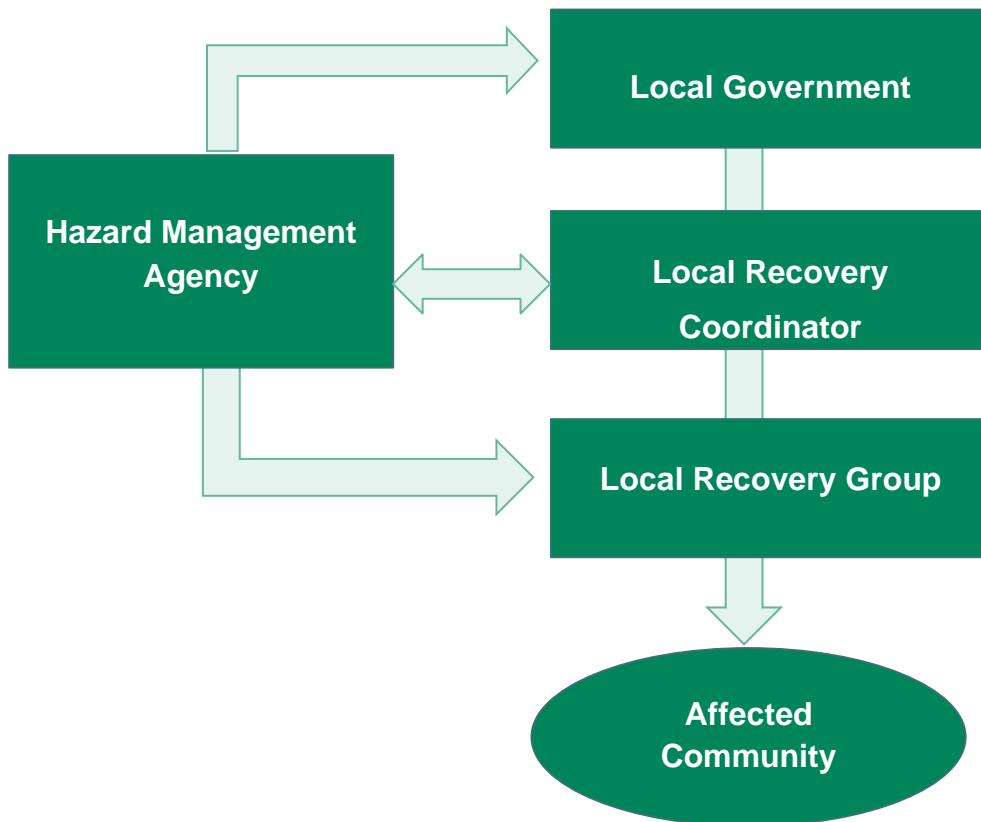
12. Appendices

- # Appendix Name
- A1 Glossary of terms and acronyms
- A2 Roles and responsibilities
- A3 Boyup Brook Asset Register
- A4 Contacts and resources
- A5 LEMC terms of reference and Emergency Management Policy
- A6 Higher Risk Persons and Group Plan
- A7 Local Emergency Relief and Support Plan
- A8 LEMC contacts register
- A9 Emergency Management Planning
 - a. LEMC special meeting agenda
- A10
 - b. Situation report
 - c. Disaster recovery communications
- A11 Evacuation Centres
- A12 Local mutual aid MOU's
- A13 Special/Emergency meeting decision guide



A1. Local (Boyup Brook) Recovery Group Management Structure and Functions

A1.1 Initial Recovery Management Structure during Response phase



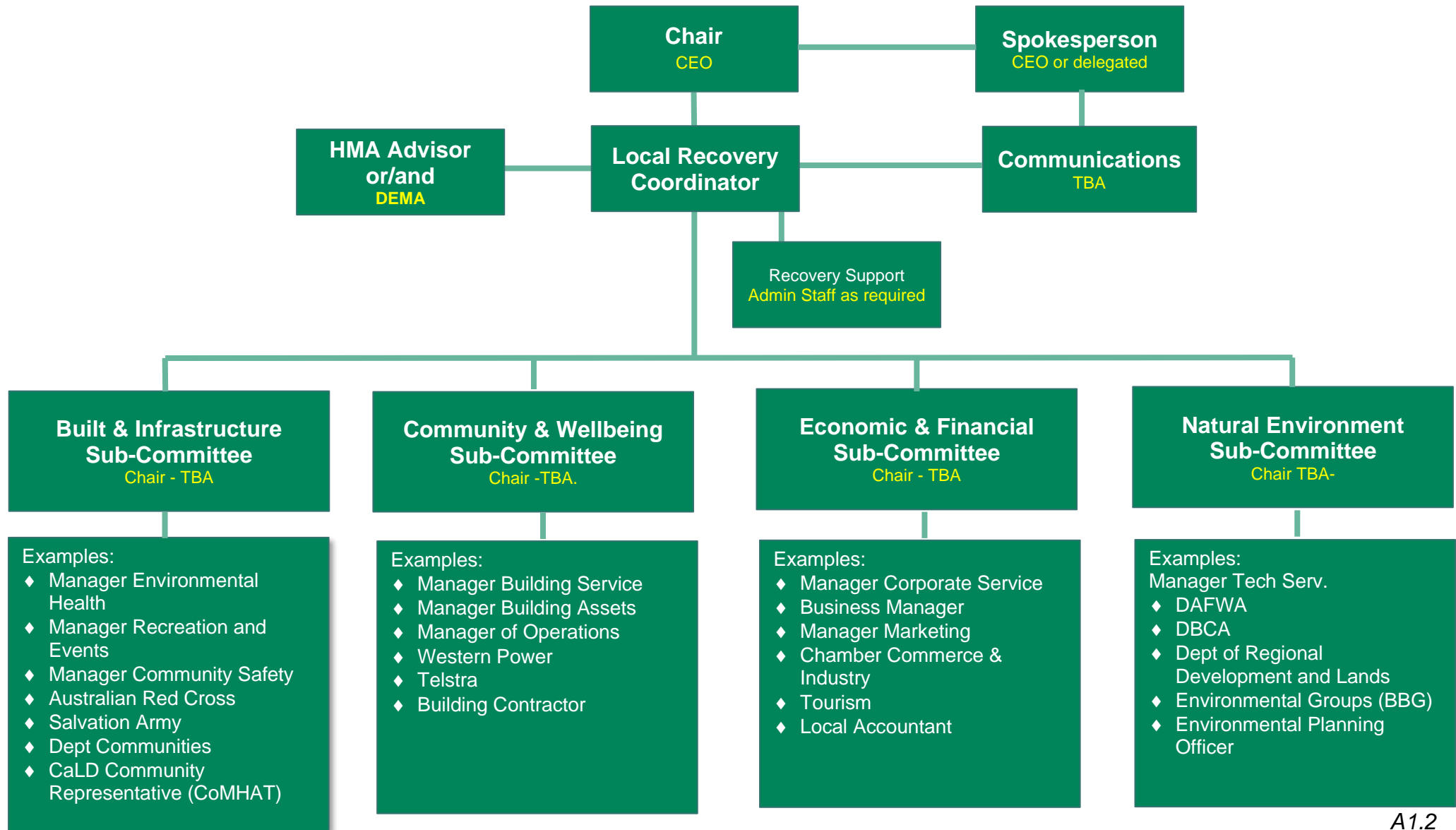
A1.2 Partial Recovery Management Structure – Initial

(Depending on community impact and complexity of event)





A1.3 Full Management Structure (Comprehensive/Complex Event)



A1.4 Local Recovery Group Sub-Committee Functions

A1.4.1 Social Community Wellbeing Sub-Committee

Functions:

- Provides advice and guidance to assist in restoration and strengthening of community wellbeing post event.
- Facilitates understanding of needs of affected community in relation to its wellbeing.
- Ensures the affected community is informed and involved in recovery processes so actions and programs match its needs.
- Assesses and recommends medium and long-term priority areas to Shire of Boyup Brook for consideration to assist with restoration and strengthening of community wellbeing.
- Assesses the requirement for personal support services in the short, medium and long-term.
- Facilitates resources (financial and human) as required to complement/assist existing local services.
- Monitors progress of local personal service providers and receives regular progress reports from agencies involved.

A1.4.2 Built Infrastructure Sub-Committee

Functions:

- Assesses requirements for restoration of services and facilities with assistance from responsible agencies.
- Assesses restoration process and reconstruction policies, programmes, and facilitates reconstruction plans where required.
- Reports progress of restoration and reconstruction process to the Boyup Brook Recovery Group.
- Assesses and recommends priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term.

A1.4.3 Finance Economics Sub-Committee

Functions:

- Provides advice and guidance to assist in restoration and strengthening of the Shire's economy after the event.
- Makes recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship, as a result of the event.
- Develops eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - Ensure the principles of equity, fairness, simplicity and transparency apply.
 - Ensure procedures developed are straightforward and not onerous to individuals seeking assistance.
 - Recognise the extent of loss suffered by individuals.
 - Complement other forms of relief and assistance provided by government and the private sector.
 - Recognise immediate, short, medium and longer term needs of affected individuals.
 - Ensure the privacy of individuals is protected at all times.
- Facilitates disbursement of financial donations from corporate sector to affected individuals, where practical.

A1.4.4 Natural Environment Sub-Committee

Functions:

- Provides advice and guidance to assist with restoration of natural environment post event.
- Facilitates understanding of needs of affected community in relation to environmental restoration.
- Assesses and recommends priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife.
- Assesses and recommends medium and long-term priority areas to the Shire of Boyup Brook for consideration to assist in the restoration of the natural environment in the medium to long- term.

A.2 Recovery Roles and Responsibilities

Local Recovery Coordinator – Executive Manager Corporate and Community

- Forms part of Incident Support Group (ISG) to provide a coordinated response during an emergency.
- Facilitates and coordinates all recovery actions as directed by Local Recovery Group (LRG).
- Advises and informs the community regarding all aspects of recovery as per communication strategy.
- Assesses community recovery requirements for each emergency in liaison with HMA to:
 - Provide advice to the CEO on requirements to activate Local Recovery Plan (LRP) and convene the LRG.
 - Provide advice to the LRG.
- Undertakes the functions of the Executive Officer to the LRG.
- Facilitates the acquisition and appropriate application of materials, staff and financial resources.
- Manages resources required for an emergency disaster with assistance from Recovery Centre Coordinator.
- Coordinates local recovery activities, in accordance with plans, strategies and policies determined by the LRG.
- Monitors the progress of recovery and provides periodic reports to the LRG.
- Liaises with the State Recovery Coordinator on issues where State level support is required or where there are problems with local services.
- Ensures regular reports are made to the State Recovery Coordination Group on progress of recovery.

- Arranges a debriefing session for all participating agencies and organisations as soon as possible after stand-down including collating data developed throughout recovery for future reporting.
- Ensures all emergency events and related meetings are minuted and all Emergency Coordination Centre and Recovery Centre records are kept for 7 years for the coronial inquest and legal defence purposes.

Chair – Boyup Brook Shire President

- Provides information to the LEMC Chair on issues that need to be addressed from Authority's and LRG perspective.
- Identifies any issues that arise from the LRG and communicates to the relevant LEMC member for consideration and action.

Recovery Support Officer – Emergency Management Officer

- Provides administrative support as required to members of the LRC and LRG.

Liaison Officer – Community Development Officer

- Liaises with the HMA and Communication Coordinator.
- Ensures a consistent message is released to the community and internal staff.

Recovery Centre Coordinator – TBA

- Appoints a deputy.
- Prepares, maintains and exercises Recovery Centre (RC).
- Monitors and reviews information relating to centres (e.g. location, facilities).
- Builds and activates a team to open and manage centre.
- Disseminates information on location, functions and hours of operation to public in conjunction with the Communication Coordinator.
- Accesses and authorises the Authority's to commit resources to the centre.

- Coordinates the presence of relevant external agencies.
- Ensures all emergency events and related meetings are minuted and all RC records are kept for 7 years for the coronial inquest and legal defence purposes.
- Works in partnership with HMAs and SEMC, during non-disaster periods, to increase recovery awareness and promote recovery planning with key stakeholders.

Recovery Communications Coordinator – Community Development Officer

- Liaises with other relevant Hazard Management Agencies.
- Ensures communication strategy is in place to share information internally and externally.
- Writes and distributes media statements in line with LG policy.
- Writes, produces and distributes promotional material.
- Advises Executive Team on media issues.
- Assists with preparing protocols for dealing with the media.
- Reviews & implements Recovery Communication Plan in consultation with the LRC & LRG.

Safety Officer – Work Health and Safety Officer

- Provides advice to all sections of the LRG on WHS Risk Management during emergencies.
- Liaises with relevant external services or agencies in relation to WHS practices.

Information Technology Support Officer

- Ensures normal services continue as the demand potentially increases from an emergency.

- Ensures IT equipment and resources available for Service Units requesting support and equipment.

Community Services Coordinator

- Liaises with Dept. of Communities (Communities) Local Evacuation Centre Coordinator.
- Assesses requirements for support services in short, medium and long-term.
- Facilitates resources (financial and human) as required to complement/assist existing local services.
- Monitors local service providers and receives regular progress reports from agencies involved.
- Ensures maximum community involvement.
- Ensures immediate and long-term individual and community needs are met.
- Makes recommendations to the LRG.

Children and Family Services Coordinator

- Ensures normal services continue as the demand potentially increases from an emergency.
- Provides advice/progress to the LRG on issues affecting Children/Family services.

Engineer Operations and Logistics – Executive Manager Operations

- Ensures normal services continue as the demand potentially increases from an emergency.
- Assesses requirements for restoring services and facilities with the assistance of responsible agencies.
- Assesses the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required.

- Reports the progress of the restoration and reconstruction process to the LRG.

Field Coordinator Supervisors

- Assists with operational response as requested by Engineering Operations Logistics.

Financial Recovery Coordinator – Finance Officer

- Acquires, distributes and accounts for funds.
- Liaises with the LRG to identify financial implications of emergency event.
- Committees established to manage donations, appeals, etc.
- Keeps records of all costs as a result of the emergency (cost centre to track \$).
- Liaises with Communities to gain access of potential emergency funding.
- Liaises with State Officers after declaration made that activates the DRFAWA fund.
- Acts as representative to ensure appropriate recuperation of funds spent.

Emergency Resources Officer

- Assists Local Recovery Coordinator (LRC) as required.

Economic Recovery Coordinator

- Liaises with the Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure affecting business operations).
- Assists businesses with recovery following an incident.
- Liaises with the business community to ensure immediate/urgent needs are addressed.
- Assists with DRFAWA funding arrangements if required.
- Liaises with insurance companies and provides assistance where required to fast track claims from businesses (for example, provide temporary local office space for insurance assessors).

Waste Services Officer

- Ensures waste services continue as the demand potentially increases from an emergency.

Health Risk Advisor – Environmental Health Officer

- Ensures normal services continue as the demand potentially increases from an emergency.
- Provides advice/information to the LRG on issues affecting environmental health resulting from the emergency.
- Evaluates/assesses properties affected by the emergency post event.
- Liaises with Dept. of Health as required on behalf of the Authority.

Supervisor Building Maintenance

- Evaluates building structures following an emergency.
- Assists with emergency permits.
- Liaises with planning implementation, engineers and building practitioners.

Building Structural Officer

- Evaluates/assesses building structures following an emergency.
- Provide assistance to residents affected by a disaster with advice and processing of building plans.

Business Risk Management Officer

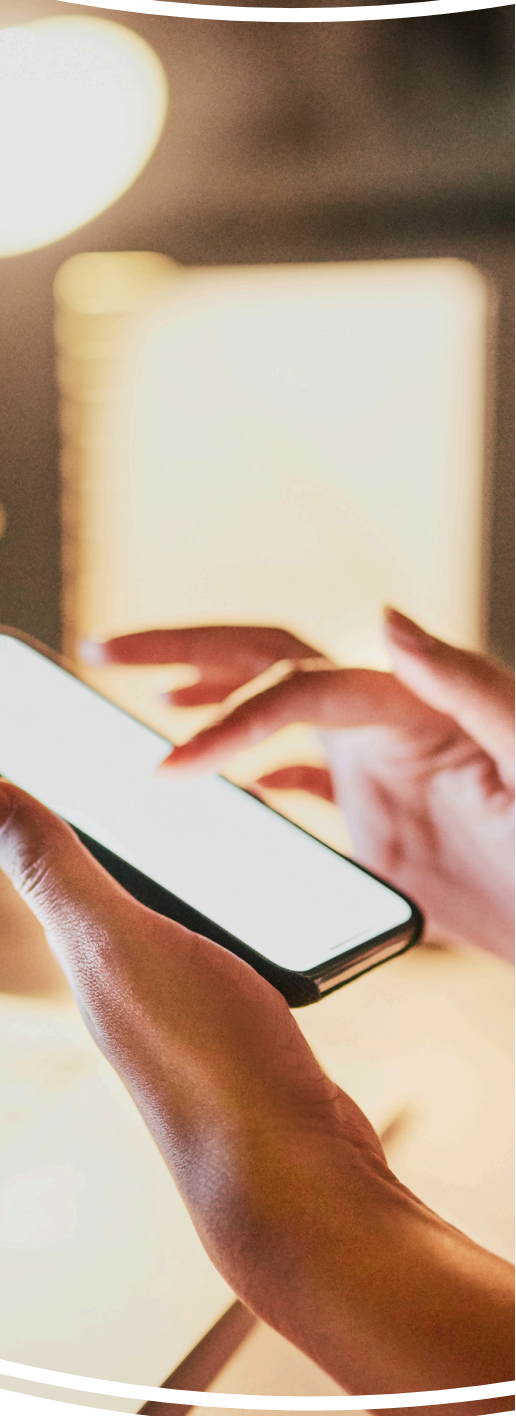
- Develops a business continuity plan to ensure LG Business continues during and after the emergency/recovery process.
- Advises on Risk Analysis of Recovery Plan and actions.



Supervisor Parks Maintenance

- Assists with an operational response as requested by LRG and Engineer Operations and Logistics.

RECOVERY COMMUNICATIONS PLAN



June 2024

www.boyupbrook.wa.gov.au





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A3.1 Vision

The Shire of Boyup Brook's (hereby referred to as 'the Shire') vision during an emergency and subsequent recovery is to empower and support the community so it feels an active partner in its recovery.

To have a strategy in place to manage and/or avoid any adverse public actions and/or reactions which relate to the recent emergency.

A3.2 Mission

The Shire's mission is to provide widespread regular high-quality information to disaster affected community members and the greater community.






To acknowledge the psychological challenges and complexities of communicating with a community that has been affected by the disaster.

To encourage and promote two-way communication to better understand the community's needs and concerns.

A3.3 Background

Brief outline of details of emergency event.

A3.4 Communication Objectives

-  Provide direction for communication activities.
-  Ensure communications are appropriate for the audience (To and From).
-  Be flexible to incorporate changes as the situation develops.
-  Ensure feedback to the Shire's stakeholders and community is comprehensive, meaningful and timely.
-  Identify the appropriate delegations, information release Shire's arrangements and protocols

A3.5 Key Target Audience

The following have been identified as the primary target audience for communications:

Primary Target Audience	Description	Actions When/Where
Disaster affected community members	Reach those who have been directly affected and may be seeking assistance. Consider outreach and using this database.	Provide recovery contacts and key information to aid decisions via outreach. Shire's website to be kept updated with recovery information.
Displaced persons	Displaced persons need to remain contactable. Use a variety of networks to reach people.	Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts.
Community Shire of Boyup Brook	Reach those who like to be kept up-to-date on local news and happenings. Use existing community networks so all requests for support and assistance can be provided.	<ul style="list-style-type: none"> ▪ Shire's Website ▪ Recovery Newsletter ▪ Local Paper ▪ Community Radio ▪ TV Interviews ▪ Community Events ▪ Group Gatekeeper Networks
Recovery agency partners	Ensure a coordinated effort and that all messages provided to the community are consistent.	All messages coordinated through Local Recovery Coordinator's office.

Primary Target Audience	Description	Actions When/Where
Pastoral and outlying community	Reach any rural community that may not have visited recovery centres or attended community meetings and may not know help is available.	Outreach conducted at interval: <ul style="list-style-type: none"> ▪ Immediately after impact ▪ 6 monthly follow up ▪ 12 monthly follow up. Ensure special issue of Recovery News attached to rates notices. Consider phone outreach.
Affected businesses and their employees	Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff.	Liaise with affected businesses. Engage key support agencies that aid the business community and ensure communication is encouraged.
Community Shire of Boyup Brook	Reach those who may want to donate cash, supplies/materials or labour.	Official Shire media releases. Website kept updated with latest recovery information. Engage radio and TV to keep the recovery of community positive and transparent.
State and Federal Government	Keep governments informed of Shire's challenges to enlist appropriate assistance.	Ensure key strategies and actions undertaken are communicated to State/Fed. Gov't agencies to ensure common objectives and goals are met and a united front is projected for recovery.
Shire's staff and elected Councillors	Provide information about the challenges to enlist appropriate solutions and provide actions.	Staff newsletter/Intranet information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries. Recovery information is a regular Council agenda item.

Primary Target Audience	Description	Actions When/Where
Local Recovery Group and Sub-Committees	Provide information to the following committees: <ul style="list-style-type: none"> ▪ Finance ▪ Social Wellbeing ▪ Infrastructure ▪ Natural Environment 	Maintain spreadsheet database of all sub-committee meetings highlighting actions, time schedules, responsibilities, and outcomes, which are available across four sub-committees.

The following audiences have been identified as the secondary targets for communication:

Secondary Target Audience	Description	Actions When/Where
Media commentators	Provide information to: <ul style="list-style-type: none"> ▪ Authorised State and regional newspapers ▪ State and local radio ▪ State and local television. 	Weekly newspaper updates. Monthly radio interviews updates. Encourage good news recovery stories for TV/Radio. Community events. Develop and manage an agreed reporting rhythm.
Business community	Keep the business community informed.	Form working groups of affected businesses so they are hubs to distribute information.
WA community	Keep the wider community informed.	Encourage wider syndication of good news stories and media releases.

A3.6 Key Messages

Messages must be consistent with the overall purpose of the communication and meet the requirements of the Shire's, stakeholders and the community.

Key messages to be delivered to both primary and secondary target audiences are:

Message: What do you want your audience to think, feel or do?	Purpose: Does this message meet your communication objective?
✓ All concerns/issues, whether great or small, matter to the Shire's and are being addressed.	Objective 4, 3
✓ Current situations and information received will be acted upon.	Objective 2, 4
✓ The whole community is being informed and kept up-to-date.	Objective 4
✓ The community is an active partner in recovery and is consulted on decisions and activities that are organised.	Objective 1, 3
✓ The community is empowered by the information received and is encouraged to be self-sufficient to build capacity.	Objective 1

A3.7 Actions

Key Stakeholders	Proposed Consultation/Communication	Medium
Community	<p>Community consultation via a range of mediums to reach appropriate members.</p> <p>Using existing community networks and information conduits to engage and inform.</p> <p>Recovery Community Meetings. Recovery Newsletter. Shire's website.</p>	<p>Face-to-face via Recovery Centre. Community Development team as needed.</p> <p>Weekly first month switching to fortnightly/monthly.</p> <p>Further outreach as needed to maintain contact and get to persons that don't have other forms of communication.</p>
Shire's members	Implement updates via Shire's meetings, email newsletters.	Weekly, via 'FYI' newsletter
Shire's staff internal and operational	Updates regarding actions and ongoing issues.	Messages disseminated through senior staff via weekly meetings. Agency updates via CEO.
Media	Shire's segment updates in local papers. Regular interviews with local radio stations.	Locally read newspaper and possibly West Australian.
Shire of Boyup Brook	Develop and use a protocol to ensure that all information is vetted, factual, suitably endorsed for release.	LRC, CEO, Shire President.

A3.8 Risk Management

Risk	Action/Mitigation
Information overload	<ul style="list-style-type: none"> ✓ Ensure information is fresh, different and interesting, e.g. consider news items found about other affected communities and their recovery. ✓ Ensure all information presented addresses a community need, thus minimising superfluous information.
Material poorly designed and ineffective in communicating key messages	<ul style="list-style-type: none"> ✓ Design material so it is clear, easy to use and written in appropriate language for the chosen audience.
Material and information too late or too infrequent	<ul style="list-style-type: none"> ✓ Have weekly or fortnightly deadlines.
Other agencies sending mixed messages	<ul style="list-style-type: none"> ✓ Make sure all agencies are aligned and messages are consistent.

A3.9 Communication Aide-Memoire

Communication Channels	Monitor and Evaluate
Shire's Emergency/Disaster Event Recovery Newsletter	After publication, register any enquiries or comments regarding the content and assess weekly or immediately after publication.
Local Newspaper, Community Bulletins, West Australian Newspaper	After publication, register any enquiries or comments regarding the content and assess weekly.
Shire's website and FAQs	Assess the number of visits to event recovery page. Establish feedback loops through the website to gauge effectiveness of communications.
Radio interviews (spokesperson)	Record interviews for critical analysis.
Staff briefing notes/script	Check regularly to ensure information is up-to-date and updated immediately the situation changes.
Community events and community meetings	Register attendance numbers. Take notes at each event and meeting to gauge interest and relevance of content.
Distributing news through existing community networks	Monitor social media and other community networks.

A3.10 Communications Plan Review

The Communication Plan will be reviewed daily/weekly, or as necessary, as determined by Local Recovery Group Chairman and/or CEO Shire of Boyup Brook.

A3.11 Communications Budget

To be determined when actions have been confirmed



A3.12 Attachments

- Attachment 1:** Recovery Communications Planning Guide
- Attachment 2:** (a) Ask a Question (b) Make a Statement
- Attachment 3:** Outreach Needs Assessment and Initial Contact Form
- Attachment 4:** Recovery Community Meetings Guidelines

Attachment 1 - Recovery Communications Planning Guide

Recovery Communications Planning Template

Recovery Communications Planning Checklist

Action	Y/N	Responsible Person
Communications Governance		
Lead spokesperson selected/advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message Board locations established		
Internal staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promoted in all messaging		
Spontaneous volunteer management messaging devised and promoted in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		



Community Message Talking Points

Spokesperson _____

Position _____

Message timing:

To be delivered at: _____

AM PM

Media channel/s: _____

Target audience: Internal staff

Community group/s _____

Agency/s _____

Intro: discuss current situation (include 'No physical donations accepted', etc)

1 What we know

2 What we do not yet know

3 What we are doing

4 What we want you to do

Reiterate main and salient points


Next message will be available at: _____

Authorised for Distribution By: _____ Position: _____ Date: _____




Attachment 2(a) – Listening - Ask a Question

Printed on GREEN paper.

	Emergency/Disaster Event RECOVERY ASK A QUESTION
	If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.
Your name:	Your contact details:

Printed on GREEN paper ✂-----

	Emergency/Disaster Event RECOVERY ASK A QUESTION
	If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.
Your name:	Your contact details:




Attachment 2(b) – Listening - Make a Statement

Printed on YELLOW paper

 SHIRE OF BOYUP BROOK	<p>Emergency/Disaster Event RECOVERY MAKE A STATEMENT</p> <p>Please feel free to provide us with feedback, or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.</p>
Your name:	Your contact details if response required:

Printed on YELLOW paper ✂-----

 SHIRE OF BOYUP BROOK	<p>Emergency/Disaster Event RECOVERY MAKE A STATEMENT</p> <p>Please feel free to provide us with feedback, or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.</p>
Your name:	Your contact details if response required:



Attachment 3 – Outreach Impact and Needs Assessment

Date: _____ TEAM No: _____

Hello, my name is _____ and I am from SBB/volunteer/Aust. Red Cross on behalf of the Shire of Boyup Brook. We are here to (engage/speak/check in) with those affected from recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up-to-date information and assistance to connect people with appropriate organisations/agencies/people depending on assistance you may require.

PROPERTY DETAILS

Property Location (Lot No, Street Name, Area):

	Nearest Cross Road:	
--	----------------------------	--

Property Owner/Occupant Name:

How would you like to be contacted?

Your preferred time?

<input type="checkbox"/> Phone:	<input type="checkbox"/> Morning (7am – 12noon)
<input type="checkbox"/> Email:	<input type="checkbox"/> Afternoon (12noon – 5pm)
<input type="checkbox"/> Post:	<input type="checkbox"/> Evening (After 5pm)

PROPERTY NEEDS

Please provide information on detail for any needs identified

<input type="checkbox"/> House destroyed/uninhabitable	
<input type="checkbox"/> House damaged	
<input type="checkbox"/> Outbuildings destroyed Total: _____	
<input type="checkbox"/> Rebuilding assistance	
<input type="checkbox"/> Asbestos/Possible asbestos	
<input type="checkbox"/> Water supply affected	
<input type="checkbox"/> Vehicle destroyed/damaged	
<input type="checkbox"/> Animals lost/injured	
<input type="checkbox"/> Utility services affected	
<input type="checkbox"/> Fencing destroyed/damaged	
<input type="checkbox"/> Environmental clean-up required	
<input type="checkbox"/> Other (Please provide details) _____	

INFORMATION NEEDS

OTHER ASSISTANCE REQUIRED

<input type="checkbox"/> Rubbish collection/disposal information	<input type="checkbox"/> Council Services TYPE:
<input type="checkbox"/> Recovery Information/Newsletter	<input type="checkbox"/> Referral to Agency WHO:



<input type="checkbox"/>	Financial/Grant assistance	<input type="checkbox"/>	Other (provide details):
<input type="checkbox"/>	Counselling/Wellbeing check		
Would you like someone to contact you?			
<input type="checkbox"/>	Immediately	<input type="checkbox"/>	Within the week
		<input type="checkbox"/>	In the future

Attachment 4 – Community Recovery Meeting Guidelines

Community Recovery Meeting

We promise to listen to you and do our best to answer your questions honestly and tell you exactly what we know. There will be many questions that we don't have answers to yet. Please accept this is our reality and we are doing everything we can to get these questions answered by the responsible agencies.

Unity at Community Meetings – Together we stand

- ✓ Let's keep the right thing at the centre: let's do the very best we can for our recovery as a community.
- ✓ Together we are better and stronger: let's keep the spirit of community strong (and your Shire of Boyup Brook workers are part of that community).
- ✓ Treat each other with dignity and respect: everyone's concerns matter and are equally important.
- ✓ Keep it as civil as you possibly can: abusive language is not acceptable and is not helpful.
- ✓ Listen respectfully to each other and try to understand the other's point of view.
- ✓ Only one person to speak at a time... we can only hear one person at a time.
- ✓ Say what you need, and what you need to know.
- ✓ Constructive suggestions are welcomed... everyone can be part of the problem-solving process.
- ✓ It is OK to leave the room at any point. We have Councillors here who can help you if you feel overwhelmed.

A4. Recovery Operational Sequence Guide

Situation	Organisation/Action
<p style="text-align: center;">ALERT (Transition)</p> <p style="text-align: center;">Advice of an emergency with potential to require local coordination of recovery activities</p>	<p>HMA/CONTROLLING AGENCY</p> <ul style="list-style-type: none"> ➤ Ensure Local Emergency Coordinator (LEC) and the affected community in the Shire of Boyup Brook are advised of extent of potential recovery support requirements. ➤ State EM Policy- <p style="margin-left: 20px;"><i>6.2.1 – The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to the four recovery environments (social, built, economic and natural) prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Where required, an Impact Statement must be completed, prior to the transfer of responsibility for management of recovery to the Shire of Boyup Brook(s) affected area.</i></p> <p style="margin-left: 20px;"><i>6.2.2 – The relevant Controlling Agency with responsibility for the response to an emergency must initiate a range of recovery activities during the response to that emergency, as detailed in the State EM Plan (section 6.4).</i></p> ➤ Include Local Recovery Coordinators/ Shire of Boyup Brook’s in briefings/Incident Support Group (ISG).
	<p>SHIRE OF BOYUP BROOK</p> <ul style="list-style-type: none"> ➤ Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support. ➤ Advise and liaise with LRG members.
<p style="text-align: center;">ACTIVATION</p> <p style="text-align: center;">Requirement for local level coordination of recovery identified/requested</p>	<p>SHIRE OF BOYUP BROOK</p> <ul style="list-style-type: none"> ➤ When requested by, or on the advice of, the HMA or ISG, convene LRG and where required, establish a management structure.



Situation	Organisation/Action
<p>ACTIVATION</p> <p>Requirement for local level coordination of recovery identified/requested</p>	<p>SHIRE OF BOYUP BROOK/LRC</p> <ul style="list-style-type: none"> ➤ Arrange for conduct of on-site assessment, if appropriate. ➤ Maintain links with affected organisations to identify and coordinate the provision of recovery support. ➤ Identify the senior officer responsible for expenditure of funds.
<p>STAND DOWN</p> <p>On completion of local recovery activities.</p>	<p>SHIRE OF BOYUP BROOK/LRC</p> <ul style="list-style-type: none"> ➤ Ensure handover of responsibility for ongoing recovery activities to a managing agency. ➤ Advise LEC (informal) and LRG members of stand-down. ➤ Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC, and Chair SEMC Community Resilience and Recovery Sub-Committee (SEMC). ➤ Manage the implementation of post operations report recommendations and revision of Local Recovery Plan as required.

A5. Recovery Action Checklist

Checklist: Recovery actions for Local Recovery Group and Local Recovery Coordinator

Please use the right-hand column to record your progress.

Transition from Response	IC shall include the LRC in critical response briefings	
	LRC shall ensure the IC is aware of recovery requirements and tasks prior to terminating the state of emergency	
	LRG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
	LRG to confirm whether the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia and if so what assistance measures are available	
	LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
	Ensure HMA completes an Impact Statement and it is available for handover	
Management Structure	Ensure the appointment of a Deputy LRC has occurred	
	If required advise Local Recovery Centre Coordinator to activate the Local Recovery Centre	
	Facilitate representative sub-committee to coordinate and action recovery tasks and disseminate decision as required	
	Ensure and facilitate the completion of the Needs and Impact assessment	
	Assume public information responsibilities from response agency and provide information to the Shire's Coordinator Corporate Communications to disseminate to the community	
	Facilitate/advise on State/Federal Disaster Relief Funding, (DPIRD, Centrelink) and facilitate/advise on private aid and funding	
	Prepare oral and written financial and non-financial reports and briefs within Operational Recovery Plan	
	Provide adequate administration support to all recovery functions	
	Provide a succinct reporting system to Shire of Boyup Brook, State RC, LRG, community	
	Recruit and work with representatives of the affected community and include in recovery planning	
Establish strategies for uniting the community behind agreed objectives (events, meetings)		



	Establish One-Stop-Shop and Recovery Centres providing advice, information and assistance to community during the recovery period	
	Enact Recovery Communication Plan for sharing information and enabling listening	
Impact and Needs Assessment	Use intelligence/planning information from the response operation and ensure LRC is liaising with HMA through response	
	Confirm the total area of impact for determination of survey focus	
	Set out the immediate information needs: infrastructure problems and status, damage impact and patterns, and welfare issues	
	Link with parallel data-gathering work	
	Identify and close information gaps (establish the “big picture”).	
	Assess the financial and insurance requirements of affected parties	
	Gather evidence to support requests for government assistance	
	Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments – Technical	Establish and define the purpose of inspection/assessment and expected outcomes	
	Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
	Collect, interpret and analyse data	
	Establish a method/process to determine the type of information needed for this recovery operation: <ul style="list-style-type: none"> • How and who will gather the information (single survey) • How information will be shared • How information will be processed and analysed • How the data will be verified (accuracy, currency and relevance) 	
	Manage the process to minimise calling back	
	Coordinate, select and brief staff	
	Maintain confidentiality and privacy of assessment data	
Data	Allocate responsibility for data management tasks ensuring proper process of relevant data transfer	



Management	Use templates/spreadsheets for impact assessment and for tracking assistance provided.	
State Government Involvement	Establish robust relationships with key regional government agency representatives, and appoint them to appropriate LRG Sub-Committees and RCC, as required	
	Instigate liaison with DPIRD Officers for the recovery claim process	
	Attend ASAP to requests for information from government agencies	
Public Information	Ensure spokesperson available (CEO, delegated) to speak with the media	
	Manage public information in accordance with Recovery Communication Plan	
	Identify priority information needs	
	Monitor social media, and media and counter misinformation	
Rehabilitation and Assistance	Establish a mechanism for receiving expert technical advice from lifeline groups	
	Monitor and assist rehabilitation of critical infrastructure	
	Prioritise recovery assistance in line with community needs	
	Prioritise public health to restore health services and infrastructure	
	Assist and liaise with businesses to re-establish and reopen	
	Restore community and cultural infrastructure (including education facilities)	
	Restore basic community amenities for meetings and entertainment	
	Facilitate emergency financial assistance through the Department of Communities (Communities)	
Be aware of need to adjust capital works and maintenance programs		
Implementation of Risk Management Measures	While doing the hazard analysis: <ul style="list-style-type: none"> • Identify essential services and facilities in high-risk areas • Consider the restoration betterment options for essential services 	
	Identify betterment options based on research and consultation	
	Undertake urgent hazard reassessment based on new (event) information and relate to the Shire’s Emergency Risk Management Plan	



Financial Management	Review financial strategies including use of Budget line items for tracking all recovery expenses	
	Communicate with financial agencies, including insurance companies	
	Keep financial processes transparent, appeal monies, etc.	
	Liaise with LMDRF for process and protocols for managing appeals system	
Reporting	Ensure recording of all expenditure during recovery, (expenditure, receipts, timesheets, contractors) for DRFAWA claims	
	Provide a succinct reporting system to the Shire of Boyup Brook, State RC, LRG, community	
Recovery Long-Term Strategy <i>(including Managed Withdrawal)</i>	Provide adequate administration support to all recovery functions	
	Continually review the Recovery Management process with a view to withdrawing as the community takes over	
	Conduct a Long-Term Recovery Strategy workshop with community representatives and key stakeholder organisations including managed withdrawal strategies	
	Ensure ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Recovery Post Analysis Report <i>(Lessons Learnt)</i>	Stage a public event of acknowledgement and community closure	
	Conduct a debrief and Post Recovery Analysis with key community members and key stakeholder organisations towards preparing a Recovery Lessons Learnt Report	
	Conduct a debrief and Post Recovery Analysis with Shire of Boyup Brook staff and elected members towards preparing a Lessons Learnt Report	



A6. Operational Recovery Plan Template

Operational Recovery Plan

Emergency Event: (Type and location)

Date of Emergency: _____

HMA/CA INCIDENT LEVEL ____ DECLARED AS _____

Section 1:

Introduction:

Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall
Authority for plan	As a local authority you are charged with the responsibility of recovery under the <i>Emergency Management Act 2005</i>

Section 2

Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary Impact Statement (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.
Estimates of costs of damage	You may get indications from IS. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.

Temporary accommodation requirements	Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.
Human services (personal and psychological support) requirements	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term, understanding the impact on community.
Health issues	Medical/Health personnel and SBB EHOs will assess any significant issues (water, food spoilage, medical supplies or medivac).

Section 3

Organisational Aspects:

Details the composition, structure and reporting lines of the groups, sub-committees and working groups set up to manage the recovery process.
Details the inter-agency relationships and responsibilities.
Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator.

Section 4

Operational Aspects:

Details resources available and required	Give list of resources deployed and confer with the LRG network for future resources.
Redevelopment Plans (includes mitigation proposals for betterment)	This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.



Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.
Includes programs and strategies of government agencies to restore essential services	Consider betterment when engaged in rebuilding.
Includes the local government program for community services restoration	Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.
Financial arrangements	Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations.
Public information dissemination	From the Communication Plan outline what and how your communication is being staged.

Administrative Arrangements:

Administration of recovery funding	General financial issues.
Public appeals policy and administration	Including policies and strategies for office and living accommodation, furniture, and equipment details for additional temporary personnel.
Information management processes	How is the management and recording process being undertaken.
Reporting rhythm	Who, when and how is the reporting being undertaken.

Section 5

Conclusion:

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.



Signed by: _____

Chairperson Local Recovery Group or Local Recovery Coordinator

Date: _____

A7. Local Recovery Centre Guidelines

Aim

To assist the impacted community in their medium to long term recovery by providing coordinated collocation of agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

Objectives

The objectives of a Recovery Centre are:

- ✓ To connect people with each other and with agencies and organisations which can assist people in their recovery.
- ✓ To identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs and what those needs may be.
- ✓ To promote the importance of wellness and provide practical tools for coping with trauma and grief.
- ✓ To provide regular, high-quality information on recovery milestones and other important information related to the recovery and be known as the primary location for up-to-date information.
- ✓ To promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to their experience.
- ✓ To acknowledge the psychological challenges and complexities faced by the impacted community

Location:

Ideally the Recovery Centre will be in a central location to the impacted community and to public transport.

Building Features:

Specific features to consider in a potential building include:

- ✓ The building needs to be accessible for disabled persons.
- ✓ A reception area and a comfortable place for people to wait.
- ✓ Large rooms that will be suitable for office space.
- ✓ An interview room for appointments with individuals and families.
- ✓ Public toilets.
- ✓ A multipurpose function room that has the capacity for meetings and events.
- ✓ Storage such as a shed for storing 'new' donated items.
- ✓ Kitchen suitable for catering for small events and acting as a staff room.
- ✓ Ensure adequate parking is available

Set-up Considerations

Suggestions to consider for physically setting up a Recovery Centre include:

- ✓ Office furniture including desks, chairs, bookshelves, white boards, waiting room couch, meeting room fold out tables (light easy to move).
- ✓ Office equipment including computers, printer, photocopier, phones.
- ✓ Secure disposal of confidential papers.
- ✓ Essential Services such as power, phone and internet will need to be connected.
- ✓ Signage for the public and visiting stakeholders to locate with ease.
- ✓ Children's corner with colouring in books and pencils and small toys.
- ✓ Artwork to lighten and brighten the mood.

Steps to Establish Recovery Centre

Not all local governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered:

- ✓ Rental of lease agreement for building.
- ✓ Building modifications.
- ✓ Mobile office building (donga).
- ✓ Arrange hire, lease or purchase of office equipment.
- ✓ Second-hand furnishing.
- ✓ Cleaning and rubbish collection.

Record Keeping

The *Emergency Management Act 2005* allows information to be shared between State Agencies and the Shire of Boyup Brook.

It is recommended that LRC keeps a master database based that records:

- ✓ Property address.
- ✓ Is it destroyed or damaged.
- ✓ Owner contacts (including email, mobile number).
- ✓ Renters contacts (if rental or Dept of Communities).
- ✓ Insured or uninsured.
- ✓ Received Centrelink Immediate Payment.
- ✓ Received assistance from Department of Communities.
- ✓ Applied for LMDRF.
- ✓ Email collection for Newsletter and other important information.
- ✓ Received Outreach from Australian Red Cross.

Management of Recovery Centre (RC)

The following should be considered in the running of RC:

- ✓ All staff at the RC should be wearing identification such as name badges that show the organisation they working for.
- ✓ Beware of and monitor the health and safety issues, paying particular attention to staff stress and security for the staff and building.
- ✓ Establish a process for regular operational staff briefing and debriefing.

Recovery Events:

RC Staff will likely attend a wide range of recovery events that are located at the RC or within the impacted area.

Natural community desire will be to have social gatherings for their demographics, for example farmers will want to gather with other farmers.

Recovery activities will need to flex with the community's recovery as people's circumstances change. See Recovery short, medium and long term.

To assist in the management of recovery events see the attached 'Shire of Boyup Brook Recovery Event Planning Template'.

Closing of the Recovery Centre (RC)

The following should be considered in the running of RC:

- ✓ The RC will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years.
- ✓ Liaise with key stakeholders to establish the appropriate time for the RC to be closed and report to LRG.
- ✓ Communicate well in advance with the community that the centre will be closed and on what date.

- ✓ Ensure all people who have used the centre are contacted and notified of how they can access services in the future.
- ✓ Consider a public function to thank all involved or have an official closing ceremony.
- ✓ Consider an article in the local newspaper about the closing of the centre, what its purpose was, what it accomplished, services provided to the community.
- ✓ Sync closure of recovery centre with formal cessation of recovery with community celebration.

Attachments

Attachment 1 - The recovery timeline: short, medium and long term

Short-term recovery (where we've been)

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (i.e., how big), the human impacts (i.e. who is affected and are there casualties), the property and infrastructure impacts (i.e. what is damaged or destroyed), and the environmental impacts (i.e. are there threats to health and sanitation).

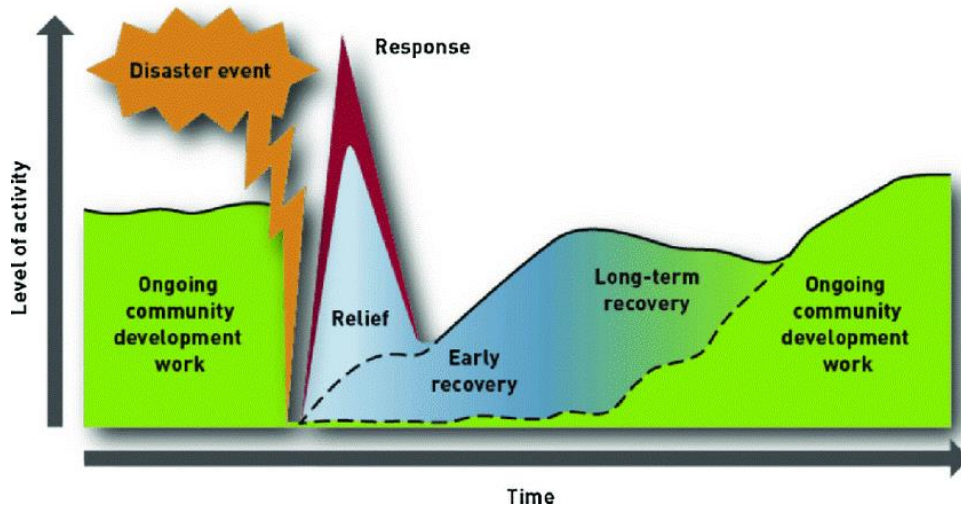
Medium-term recovery (where we are now)

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical support. During this phase, critical physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

Long-term recovery (where we're heading)

Recovery can continue for a very long time after an event: often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why we want to make this long-term recovery strategy with you.

One of the key aims of long-term recovery should be to help the community become more resilient and more independent of agency support. This is why community-driven recovery is so important: it enables us to begin as we mean to continue: with community leading the way and with agencies in the supporting role.





Attachment 2

Shire of Boyup Brook Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS

COMMUNITY SUPPORT:	
WHERE HAS CONCEPT / IDEA COME FROM:	
STAKEHOLDERS: Who owns the action?	
OTHER INVOLVEMENT: Who is needed?	
RESOURCES:	
COSTS:	
SPONSORS / FUNDING BODIES:	

HEALTH & WELLBEING RISK: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	SUPPORT REQUIRED: <input type="checkbox"/> Shire Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other: _____
ENVIRONMENTAL RISK: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	SUPPORT REQUIRED: <input type="checkbox"/> Shire Staff <input type="checkbox"/> Other: _____

CATEGORY:	<input type="checkbox"/> Needs Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Event <input type="checkbox"/> Donations <input type="checkbox"/> Wellbeing
RECOVERY VALUE:	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Community Interest

PRIORITY / TIMELINE:	<input type="checkbox"/> High / Urgent <input type="checkbox"/> Important <input type="checkbox"/> Medium / Medium Term <input type="checkbox"/> Lower / Long Term
DIFFICULTY:	<input type="checkbox"/> Straightforward <input type="checkbox"/> Effort Required <input type="checkbox"/> Long Term / Complex
OBJECTIVES:	<input type="checkbox"/> Promote health & wellbeing. <input type="checkbox"/> Increase / Enhance understanding of community needs. <input type="checkbox"/> Provide information / enhance communication. <input type="checkbox"/> Support Community Recovery through long term programs and projects.
EVALUATION:	

A.8 Emergency Relief and Support and Health Services

Relief activities meet the immediate food, shelter and security requirements of those affected by the emergency. Whereas recovery activities provide information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following link provides related support plans and detailed information:

[Emergency management plans \(www.wa.gov.au\)](http://www.wa.gov.au)

The Shire of Boyup Brook Local Emergency Relief and Support Plan (Collie Region) provides local contingencies for Emergency Relief and Support.

Principles:

The recovery principles of health and wellbeing after emergencies are:

- Response and recovery actions actively support individuals, families and businesses.
- Community and Wellbeing sub-committee encourages community to participate in community recovery decision-making.
- The overall needs assessment of individuals and families is evaluated as early as possible.
- Personal support strategies are integral to overall recovery management process.
- Measures are taken to mitigate the effects of future emergencies on community.
- Recovery programs be coordinated to support and enhance community.

Strategies:

Strategies to implement the principles of HaW recovery following an emergency are shown in **conceptual**, **management** and **service delivery** classifications. They are proposed as examples, rather than as an exclusive listing of strategies that might be invoked in all circumstances.

Conceptual:

- Encourage emergency service agencies to implement procedures relating to personal support services (e.g. identify potential welfare needs).
- Support and promote individuals, families and businesses of the affected community.
- Support and promote community improvements.
- Purchase replacement goods and services locally via local businesses and trades people wherever practical.
- Maintain the integrity of local community groups and experts and their capabilities.
- Build on existing organisations and networks through activating available systems within the community.
- Encourage support of local community groups and experts.
- Encourage agencies to employ local residents.
- Source government grants, distribution of appeal funds and charitable payments to assist with supporting needs of individuals and families during the recovery process.
- Avoid duplication of services and identify gaps.

Management:

- Identify all aspects of HaW that may be required.
- Establish liaison between HaW groups, community and government agencies in the community.
- Establish HaW Sub-Committee representatives from Health and Wellbeing groups, the community and government agencies.

- Provide community with information about recovery process and resources available through the HaW Sub-Committee via Communication Plan processes
- Ensure community participation in the HaW Sub-Committee.
- Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process.
- Identify gaps in HaW services for consideration in risk management processes.
- Develop risk management assessments aimed at minimising future Health and Wellbeing requirements.

Service Delivery:

- Ensure service delivery personnel is aware of the range of services available and appropriate referral processes.
- Ensure service delivery personnel is aware of the local welfare circumstances pre and post-emergency.
- Ensure service delivery personnel has good interpersonal skills and understanding of the local community.
- Provide HaW services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means.
- Ensure availability and accessibility to HaW and recovery information and services.

A9. Local Recovery Plan Action Items

Activation of recovery

- Approached by HMA/CA IC to initiate
- LRC advises the Shire's CEO of recovery activation
- Assessment of assistance determined
- LRP is implemented

Response to recovery transition of event responsibilities

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaison with Incident Controller
- LRG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA with Impact Statement developed and agreed by CA IC

Impact Statement and Needs Assessment

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaise with Incident Controller
- LRG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA. Impact Statement is provided
- LRG Outreach Needs Assessment will be carried out ASAP, when safe, after event
- Aust. Red Cross contacted ASAP to establish agreed partnership in recovery activities

Operational Recovery Plan

- LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required

Strategic Long-Term Recovery Plan

- The Shire to develop a collaborative, comprehensive and inclusive long-term recovery strategy for the community, including objectives and timelines

Managed Withdrawal

- The Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area

- The Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long-term
- LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue

Establishing LRG Management Structure

- The Shire will establish the LRG management structure relevant to event size and complexity
- LRG will establish membership from Shire staff, supporting agencies and community members
- LRG will operate within recognised functions and relevant sub-committee structure
- LRG will actively encourage and invite community participation within the LRG
- LRG will actively engage with State Government to maximise recovery resources

Financial Management

- All invoicing and costs associated with the emergency event to be allocated against the Shire's emergency event cost centre
- On advice emergency is an eligible event and significant resources have been expended, LRC will direct the Shire to contact DRFAWA Officers (DFES) for advice and guidance
- CEO and/or nominated senior officer have authority to expend funds on emergency event
- In an eligible major disaster LRC will assist affected individuals connect with Centrelink for assistance payments

Appeals and Donations

- On advice of eligibility following a disaster, LRC will direct the Shire officers to LMDRF for advice and guidance
- Spokesperson will advise that the Shire **will not** accept donations of goods
- All financial donations will be direct through the LMDRF
- Offers of assistance will be directed to LRG

Spontaneous volunteers

- The Shire's LRG will refer spontaneous volunteers to local service clubs and support agencies to manage

Recovery Coordination Centre and One-Stop-Shop

- LRC/LRG to determine location for Recovery Centre and establish as soon as possible
- One-Stop-Shop to be established immediately following event and located appropriately

STAFF – Shire of Boyup Brook

- Shire staff to be regularly briefed on current situation and activities within recovery
- Stress and fatigue of Shire staff to be monitored and assisted where appropriate
- As soon as possible determine staffing level increase to meet demands

Shire of Boyup Brook Staff – Recovery Roles and Responsibilities

- All Shire staff could be engaged in various stages of disaster recovery
- Specific Shire staff identified in this Plan should be very familiar with the roles and responsibilities involved with disaster recovery
- External agencies are to be engaged and used wherever possible

Disaster Event Recovery Communication Plan

- The Recovery Communication Plan will provide guidance when distributing public information and communications

Debriefing and Evaluation

- The LRG will hold a formal Post Incident Analysis to evaluate the process and apply lessons learnt
- A formal debrief will be held for Shire staff to evaluate the process and apply lessons learnt
- Assistance will be made available through EAP for any staff working in the recovery process
- LRC will compile a formal report for Council and State Recovery Coordinator
- LRP amended (as required) to incorporate lessons learned for continuous improvement



A10. Local Recovery Group Report Template

<Insert Emergency Situation Here>

Shire of Boyup Brook Recovery Group

Report No:

To: Chair Person, SRG/State Recovery Coordinator

Situation Update:

Should include: full damage report (once only) and estimated amount in dollars, work in progress including estimated completion dates, details of difficulties or problems being experienced.

Proposed Activities:

Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

Special Assistance:

Requirements:

Includes support from other agencies, LRG intervention with priorities.

Financial Issues:

May include support from LRG for additional funding from Treasury.

Recommendations:

Name & Signature: _____

Position: _____

Date: _____

A11. Post Recovery Analysis Guide

ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade?		
Inter-agency liaison Any issues working/liasing with other organisations?		
Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

A12. Conflict Resolution Guide

Principles Of Conflict Resolution

1. Think Before Reacting

The tendency in a conflict situation is to react immediately. After all, if we do not react we may lose our opportunity. To resolve conflict successfully it is important to **think** before we react—consider the options, weigh the possibilities. The same reaction is not appropriate for every conflict.

Principles and Values – P1, P3, P5, V1, V2, V3

2. Listen Actively

Listening is the most important part of communication. If we do not hear what the other parties are communicating we cannot resolve a conflict. Active listening means not only listening to what another person is saying with words, but also to what is said by intonation and body language. The active listening process also involves letting the speaker know that they have been heard. For example, “What I heard you say is.....”, in other words, paraphrase and confirm understandings.

Principles and Values – P1, P4, V1, V2, V4

3. Assure a Fair Process

The process for resolving a conflict is often as critical as the conflict itself. It is important to assure that the resolution methods chosen, as well as the process for affecting that method is **fair to all parties** to the conflict. Even the perception of unfairness can destroy the chances of a resolution.

Principles and Values – P2, P3, P4, V2, V3

4. Attack the Problem

Conflict can be very emotional. When emotions are high it is much easier to begin attacking the person on the other side, than it is to solve the problem. The only way conflicts get resolved is when we **attack the problem and not each other**. What is the problem that lies behind the emotion? Focus on what are the causes of the conflict, not the symptoms?

Principles and Values – P2, P4, P5, V1, V2, V3



5. Accept Responsibility

Every conflict can have many sides and there is enough responsibility for everyone. Attempting to place blame only creates resentment and anger that heightens any existing conflict. In order to resolve a conflict, we must be prepared to **accept our share of the responsibility** and eliminate the concept of blame.

Principles and Values – P2, P5, V1, V2, V5

6. Use Direct Communication

Say what we mean and mean what we say. Avoid hiding the ball by talking around a problem. The best way to accomplish this is to use “I-Messages”. With an **“I-Message”** we *express our own wants, needs or concerns to the listener*. “I-Messages” are clear and non-threatening way of telling others what we want and how we feel. A **“you-message”** blames or criticizes the listener. It suggests that the person is at fault.

Principles and Values – P5, V2, V4

7. Look for Interests

Positions are usually easy to understand because we are taught to verbalize what we want. However, if we are going to resolve conflict successfully we must uncover why we want something and what is really important about the issue in conflict. Remember to look for the **true interests of the all the parties** to the conflict.

Principles and Values – P2, P3, V2, V3,

8. Focus on the Future

In order to understand the conflict, it is important to understand the dynamics of the relationship including the history of the relationship. However, in order to resolve the conflict, we must focus on the future. **What do we want to do differently tomorrow?**

Principles and Values – P2, P6, V5, V6

9. Options for Mutual Gain

Look for ways to assure that we are all better off tomorrow than we are today. Our gain at the expense of someone else only prolongs conflict and prevents resolution.

Principles and Values – P2, P3, P5, V1, V2, V3

10. Timeframes for consideration

Be prepared to preface any planning discussions with the likely requirement for staged planning. Some things can be resolved in the short term, while some matters may need more careful planning and decision making, into the median and longer terms. Not all matters can or should be decided immediately. Manage that expectation and provide examples of why this may be important (i.e., Marysville Recreation Centre)

Principles and Values – P3, P4, P5, V1, V2, V5

Recovery Principles and Values alignment

P Recovery Principles

- P1 Context
- P2 Complexity
- P3 Community-Led
- P4 Coordination
- P5 Communication
- P6 Capacity Building (Resilience)

V Recovery Values

- V1 Do No Harm
- V2 Leadership
- V3 Collaboration
- V4 Empowering
- V5 Act quickly, plan for long term (long term recovery strategy)
- V6 Transition (Exit)
- V7 Capture Lessons (debrief)



A13. Local Mutual Aid – MOU

Memorandum of Understanding

Member Councils of the South West Zone Western Australian Local Government Association

for

**The provision of mutual aid during emergencies
and post incident recovery**

24 August 2018

A13.1

Memorandum of Understanding

1. Purpose

The purpose of this Memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the South West Zone of the Western Australian Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of our communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

2. Parties to the Agreement

- Shire of Augusta-Margaret River
- Shire of Boyup Brook
- Shire of Shire of Bridgetown-Greenbushes
- City of Bunbury
- City of Busselton
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Baling up
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

3. Definitions

Definitions for terms contained within this Memorandum are as contained in the Emergency Management Act 2005 and Emergency Management Act Regulations 2006.

4. Guiding Principle

The guiding principle of this Memorandum is that any support given by a local government in a particular emergency event shall be at the discretion of the Council giving the support, and of a level that will not unduly compromise the operability of the Council giving the support.



5. Partnering Objectives

Partners to this Memorandum, in times of community distress due to an emergency incident, agree where possible to:

- i. provide whatever resources may be available within the means of that Council to respond to the emergency incident if requested; and
- ii. provide whatever resources may be available within the means of that Council to assist with post incident recovery in the community.

6. Allocation of Resources

- i. This Memorandum acknowledges that the allocation of a participating Council's staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the Council seeking to offer aid.
- ii. This Memorandum seeks to demonstrate that the CEO's commitment to supporting other Councils in need is backed by the elected members of a participating Council.

7. Partnering Expectations

- i. To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
- ii. To ensure that all requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
- iii. To ensure all personnel and equipment provided are covered by the providers own insurance.
- iv. Providers of support will be responsible for all costs associated with its legislative responsibilities for it's employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- v. The Requester for support will be responsible for all incidental costs associated with the Provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.
- vi. In the event the emergency is of sufficient scale to qualify for State and Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies.

8. Duration and Amendment

- i. This Memorandum will come into effect at the date of signing by all parties.
- ii. This Memorandum will remain in force for an unstipulated period, with each member having the opportunity to withdraw from the Memorandum at a time of their own



choosing.

- iii. This Memorandum shall not be altered varied or modified in any respect except by agreement of all parties in writing.

9. Termination

This Memorandum may be terminated by mutual agreement of all parties in writing at any time.

10. Withdrawal

Any party may withdraw from this Memorandum by giving three months' notice in writing to the Executive Officer of South West Zone Western Australian Local Government Association and to the other member Council's respective Chief Executive Officer's, at any time.

11. Notices

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed and forwarded as follows:

Executive Officer
South West Zone
Western Australian Local Government Association
PO Box 1544,
West Perth , Western Australia, Australia 6872; and

The official address of each member Council.

12. Agreement and Signing

Agreement to the MOU will be provided on the certificates attached separately signed by each CEO and forwarded to the Executive Officer (Entitled Annex A to MOU Emergency Support).

Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____

Date: _____


Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

_____ *Shire of Augusta Margaret River* _____

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____ 

Date: _____ *19/7/2023* _____

Shire of Augusta Margaret River
STEPHANIE ADDISON-BROWN
Chief Executive Officer

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF BOYUP BEACH

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 21.7.2023

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF BRIDGETOWN - GREENBUSHES.

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:



Date:

12/7/2023

CERTIFICATE OF AGREEMENT

The Council of the

THE CITY OF BUNBURY

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____

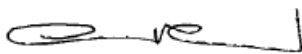
Date: 17th JULY, 2023

CERTIFICATE OF AGREEMENT

The Council of the

City of Busselton

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____

Date: 18 February 2019

Please forward the signed copy of
this certificate to the Executive
Officer, SWZ -WALGA
erfisher@iprimus.com.au

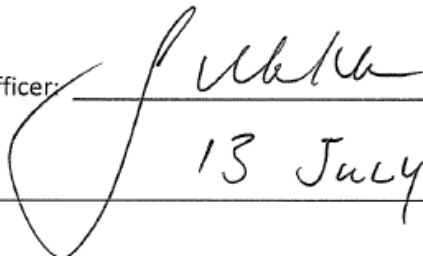
CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF CAPEL

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:

 Gordon MacMillan
CEO

Date:

13 July 2023

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Dardanup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.



Chief Executive Officer: André Schönfeldt

Date: 2 August 2023

CERTIFICATE OF AGREEMENT

The Shire of

Dennybrook Balingup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 24/07/2023

Annex A - MOU Emergency

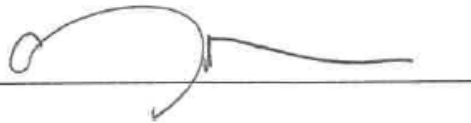
CERTIFICATE OF AGREEMENT

The Council of the

Shire of Harvey

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:



Date:

18 July 2023

Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Mangimup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 25/7/2023

Annex A - MOU Emergency

CERTIFICATE OF AGREEMENT

The Council of the

The Shire of Nannup

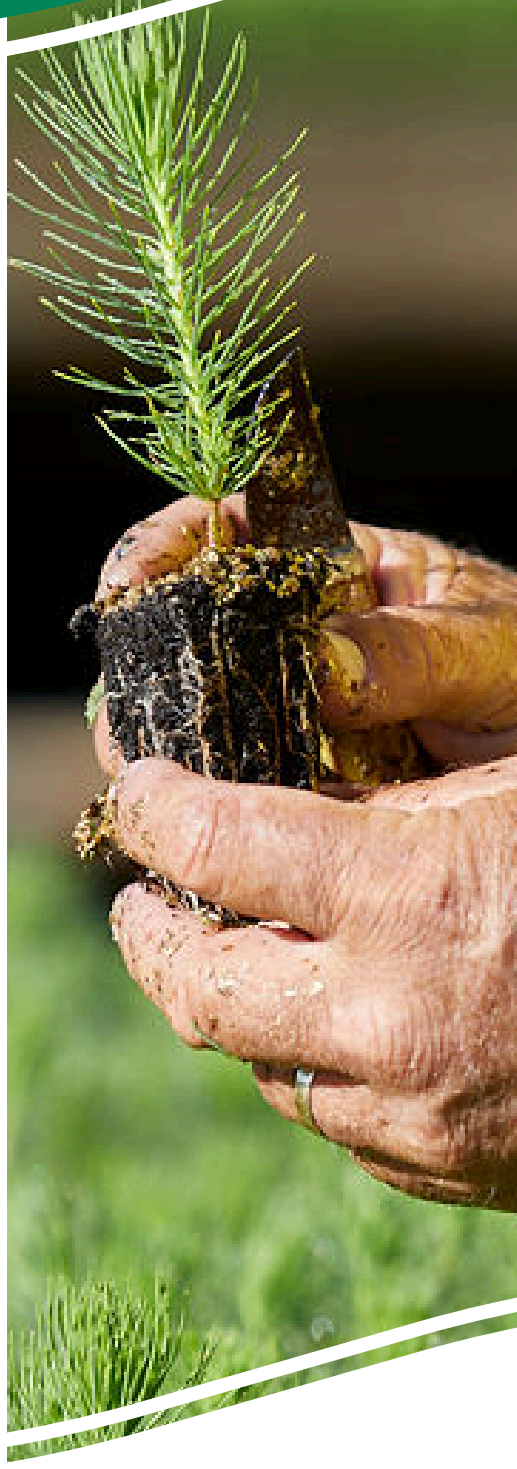
Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.



Chief Executive Officer: _____

Date: 26 July 2023

LOCAL RECOVERY PLAN



June 2024

www.boyupbrook.wa.gov.au



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1. Administration



Amendments to the Plan should be recorded. The following table shows an example of an amendment record.

No	Amendment Date	Details of Amendment	Review Date	Initials
1	February 2024	Re-developed, reformatted by consultant	2029	LRW
2	March 2024	SBB review for local content		AH/CM
3	May 2024	LEMA workshop		LW/AH/CM
4				
5				



1.1 Endorsement – Boyup Brook Local Recovery Plan

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Shire of Boyup Brook ('the Shire') and have been tabled with the District Emergency Management Committee.

_____ Date: _____

Shire of Boyup Brook
Chair Local Emergency Management Committee

_____ Date: _____

Recovery Coordinator
Boyup Brook
Local Emergency Management Committee

_____ Date: _____

Chief Executive Officer
Shire of Boyup Brook

Disclaimer: This Plan has been produced by the Shire of Boyup Brook in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and Boyup Brook expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.



A-Z 1.2 Acronyms

Acronym	Meaning
(The) Act	<i>Emergency Management Act 2005 (WA)</i>
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
LEMG	Shire of Boyup Brook Local Emergency Management Group
Communities	Department for Communities
DFES	Department of Fire and Emergency Services
DRFA-WA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency Management Committee
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IS	Impact Statement
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LEMP	Local Emergency Management Plan
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
LRP	Local Recovery Plan (this document)
OIC	Officer in Charge
SBB	Shire of Boyup Brook
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy



Acronym	Meaning
SES	State Emergency Services

1.3 Document Availability

Members of the public can view a copy of the Local Recovery Plan (LRP) on the Shire’s website, www.boyupbrook.wa.gov.au. Physical copies are available for inspection, during office hours, at Shire Administration Office in Boyup Brook.

1.4 Feedback

Feedback on this Plan is invited and can include:

- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements, and
- Post-incident improvement opportunities.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer
Shire of Boyup Brook
55 Abel Street
BOYUP BROOK WA 6244
Ph: (08) 9765 1200
Email: shire@boyupbrook.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Record.

1.5 Distribution

Full Unrestricted Version

- Shire of Boyup Brook
- Chief Executive Officer
- Chairperson LEMC
- Deputy Chairperson
- LEMC Membership
- Other Committees
- District Emergency Management Committee
- State Emergency Management Committee

Restrictive version/Public Access

- Shire of Boyup Brook Office
- Community Resource Centre (SBB Library)
- Shire of Boyup Brook Website: <https://www.boyupbrook.wa.gov.au/>

1.6 Related Documents, Agreements and Understandings, Special Considerations

1.6.1 Related Documents

The Local Recovery Plan (LRP) is consistent with State Emergency Management Policies and State Emergency Management Plans and should be read in conjunction with Boyup Brook's Local Emergency Management Plan and Arrangements.

Details are held by Shire of Boyup Brook's Administration Offices at:

Shire of Boyup Brook

55 Abel Street

Boyup Brook WA 6244 Australia

Email: shire@Boyupbrook.wa.gov.au



1.6.2 Agreements and Understanding

An informal partnering agreement is in place between government agencies to provide local mutual aid for recovery during emergencies and post-incident recovery. **See appendix 13.**

Shire of Augusta-Margaret River	Shire of Collie
Shire of Boyup Brook	Shire of Dardanup
Shire of Bridgetown-Greenbushes	Shire of Donnybrook-Balingup
City of Bunbury	Shire of Harvey
City of Busselton	Shire of Manjimup
Shire of Capel	Shire of Nannup

These parties are referred to as the “Partnering Agencies and Organisations” and have all agreed to assist by providing additional resources for managing recovery during emergencies and post-incident recovery.

2. Recovery

2.1 Overview

The *Emergency Management Act 2005* (WA) (the Act) defines recovery as ‘the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing’.

During, and following, an emergency, the Shire of Boyup Brook (SBB) is the closest form of governance to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with or directly support Boyup Brook.

The Shire recognises disaster recovery is more than simply replacing what has been destroyed and rehabilitating those affected.

Disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process.

For this reason, the Local Recovery Group (LRG) adopt the national principles of disaster recovery while also aligning recovery values when engaged in recovery activities.



2.2 Authority

This LRP has been prepared in accordance with the Act and endorsed by Boyup Brook’s LEMC and Shire of Boyup Brook Council. The Plan is tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

2.3 Purpose

To establish detailed planning, arrangements and processes to restore, as quickly as possible, the quality of life in an affected community so it can continue to function as part of the wider community.



2.4 Objectives

To provide the mechanisms to enable the restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society by:

- Ensuring recovery efforts are focused on a community-led and locally managed model, even when efforts are escalated to an inter-jurisdictional or national level.
- Maintaining a community approach that engages and mobilises community strengths and capacity, ensuring that recovery activities will be locally relevant, accessible and will meet the needs of the affected communities.
- Identify trigger(s) for the activation of these arrangements, incorporating these into emergency response protocols, thereby ensuring timely, effective and early integration of Recovery activities, into any emergency response.
- Capturing lessons learnt through the recovery process, and making them available to managers of future recover processes.



2.5 Shire Recovery Principles

Boyup Brook's LRP and its LRG will be aligned to all aspects of recovery, incorporating the Australian National Disaster Recovery Principles that are considered central to successful recovery, being:

- **Understanding the CONTEXT**

Shire of Boyup Brook recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.

- **Recognising COMPLEXITY**

Shire of Boyup Brook acknowledges the complex and dynamic nature of both emergencies and the diverse nature of its communities.

- **Using COMMUNITY-LED approaches**

Shire of Boyup Brook recognises that successful recovery is based on involving the community and commits to being responsive, flexible, and engaging to support communities into the future.

- **COORDINATING all activities**

Shire of Boyup Brook will be the hub for a successful recovery ensuring a planned, coordinated, and adaptive approach between communities, partner agencies and industry, based on continuing assessment of impacts and needs.

- **COMMUNICATING effectively**

Shire of Boyup Brook understands the imperative of effective communication for successful recovery and will ensure the Recovery Communications Plan (see Appendix 3) is activated to ensure community and partners are always informed and heard.

- **Building CAPACITY**



Shire of Boyup Brook appreciates that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.



2.6 Boyup Brook’s Recovery Values

Shire of Boyup Brook will apply sound disaster recovery **Values** to all activities by:

1. Considering consequences of actions ensuring **NO HARM** to disaster affected communities.
2. Providing **LEADERSHIP** for Boyup Brook’s communities
3. Recognising Boyup Brook’s key role is to foster **COLLABORATION** between partner agencies and community.
4. **EMPOWERING** individuals and groups to effectively carry out recovery activities.
5. **ACTING** as quickly as possible, however, planning for the **LONG-TERM** (see Value 1).
6. **TRANSITION** to normal services will be part of the Recovery Long-Term Strategy.
7. **CAPTURING** lessons learnt for building capacity and resilience for the Boyup Brook community.



2.7 Threats

As Boyup Brook is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Consideration	Season
Bush Fire Season	November – April
Storm Season	May – September
Flooding Event	Riverine Flooding



Consideration	Season
<p>Public Events:</p> <ul style="list-style-type: none"> ○ Country Music Festival ○ Mayanup Camp Draft ○ Wilga Endurance Ride ○ Double Barrel Entertainment Rodeo (Harvey Dicksons) ○ Blackwood Marathon ○ Dinninup Show 	<p>February</p> <p>March</p> <p>March</p> <p>March/October</p> <p>October (AM only)</p> <p>November</p>



2.8 Scope

This LRP is limited to the boundaries of the Shire of Boyup Brook. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

The LRP is a support plan to Boyup Brook’s Local Emergency Management Plans and Arrangements. The Plan is a guide to managing recovery at a local level.

2.9 Geographic Location

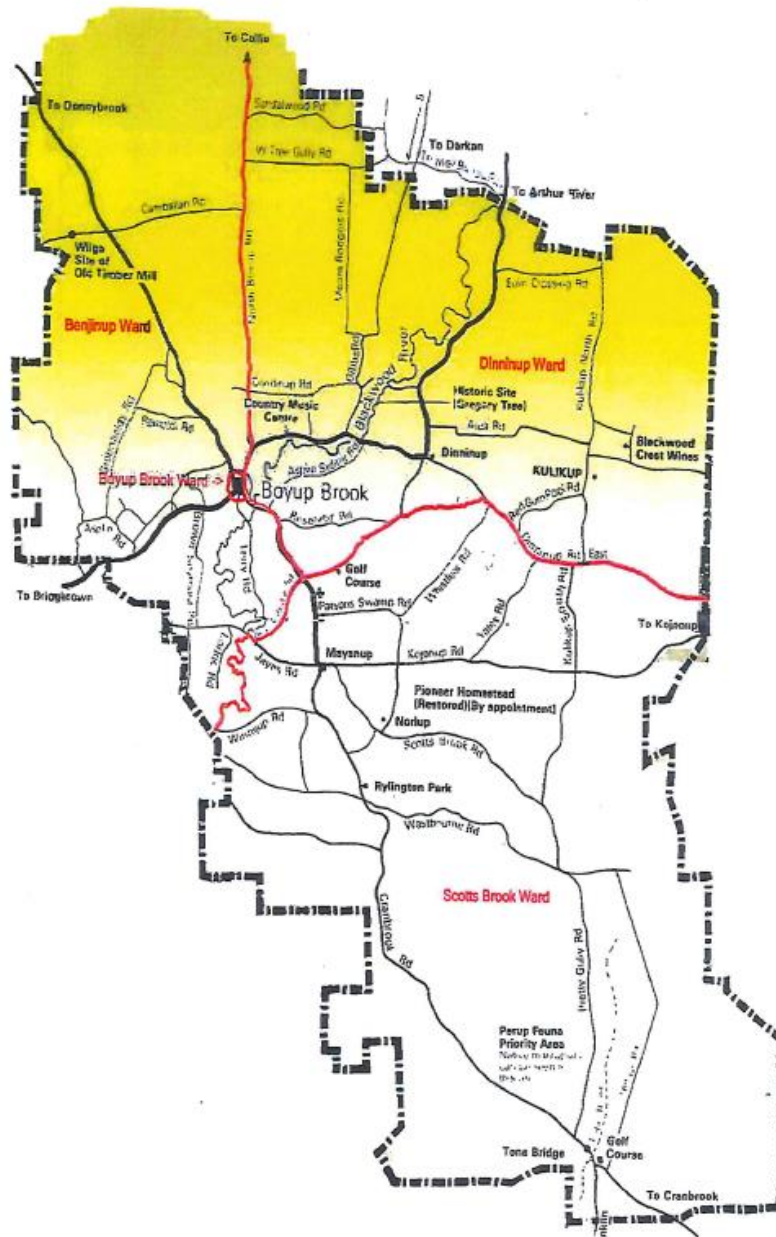


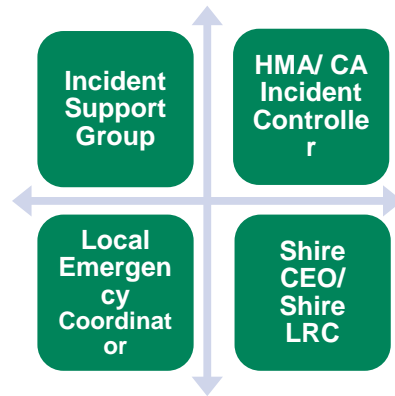
Figure 1. Map of Boyup Brook



3. Activation & Actions

3.1 Activation of Recovery

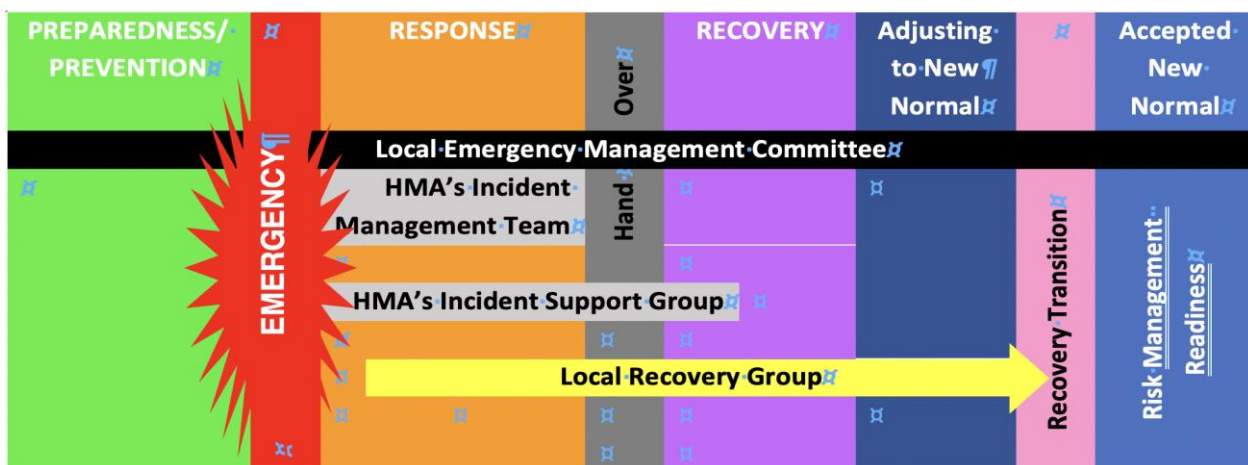
The Shire (CEO) will activate the LRP on advice from the HMA/CA, and the Local Recovery Coordinator (LRC). Assistance required for recovery will be assessed by:



The LRG Chairman, together with the LRC, is responsible for implementing the recovery processes of the LRP, once it is activated.

3.1.1 Emergency Management Phases

There are four phases of emergency management known as Preparedness, Prevention (or mitigation), Response and Recovery (PPRR). These are not distinct linear segments independent of each other but can overlap and run concurrently. As illustrated in Figure 2, recovery starts at response and is the process of adjusting to the new normal after an emergency.



ACTION

- **HMA/CA, and LRC consults and advises Shire CEO of recovery activation.**
- **Assessment of assistance is undertaken.**
- **Local Recovery Plan is activated.**

3.2 Response to Recovery Responsibilities

Initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery. Regardless of response engagement, as soon as possible assemble the LRG so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts.

THE LOCAL RECOVERY GROUP WILL:

- Understand key impacts and tasks.
- Connect with key agencies and community.
- Include the LRC in ISG meetings from onset.
- Identify recovery requirements and priorities as early as possible.

Transfer to SBB and handover of management from response to recovery shall be formalised in line with HMA/CA responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire's CEO. The CEO has discretion regarding accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA. Acceptance should not occur unless the CEO and the LRC and LRG are fully aware of the extent of the effects on the community and are willing to take on the responsibilities.

ACTION

- **Recovery initiated while response still in progress.**
- **LRC to attend ISG meetings and liaise with IC.**



- **LRG convened and briefed on incident ensuring coordinated recovery recommendations.**
- **CEO to sign off response to recovery handover with HMA/CA on completion of IS providing an acceptable and agreeable standard.**
- **CEO to sign off response to recovery handover with HMA/CA IS completed.**



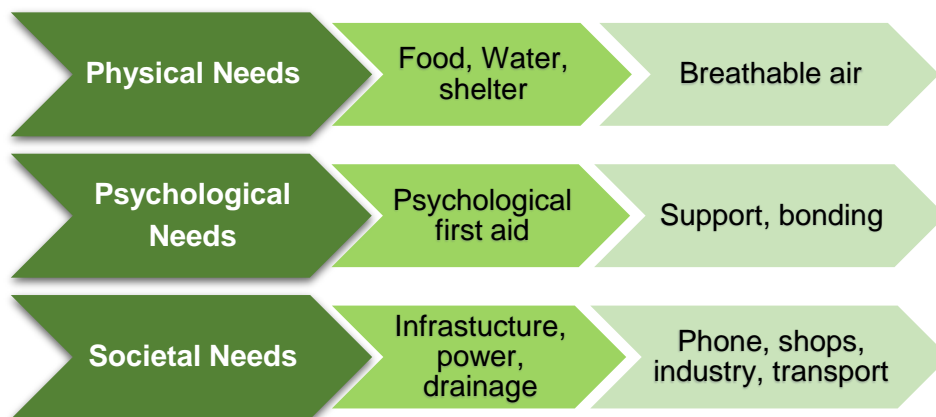
3.3 Impact Statement & Needs Assessment

3.3.1 Impact Statement (IS)

The event CA will complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure. The IS will be completed as recommended in the [State Emergency Management Procedure 5.4](#).

3.3.2 Outreach Needs Assessment

An Outreach Needs Assessment of the affected area should be completed as early as possible. Requirements of affected community will change over time and **NEEDS** reassessed periodically.



NEEDS can broadly be defined as:

- | | |
|------------------------------|---|
| What has been affected? | Require contact for further information? |
| What information is needed? | Best contact details? |
| What assistance is required? | Information on assistance for neighbours? |

Outreach involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Trained volunteers from Australian Red Cross (ARC) partner with the Shire and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

Conducting an Outreach Needs Assessment establishes contact ASAP with the affected community and is an effective way to capture data to assist the LRG to prioritise the allocation of resources. It also provides the opportunity to share critical information directly with the affected community. A form for Outreach Needs Assessment can be found in **Appendix 3** within the Recovery Communications Plan.

3.3.3 Sources of Information - Impact & Needs Assessment

The Impact Statement (IS) and Needs Assessment (NA) process must be done as soon as possible after the emergency. Sources that may assist in the collection of this data may include:

- HMA/CA
- Emergency Relief and Support agencies – identifying persons in need of immediate assistance
- Shire Building Surveyors, Engineers and Environmental Health Officers and Rangers
- Insurance assessors
- Business associations (Chamber of Commerce)
- Recovery Outreach Needs Assessment form (Recovery Communications Plan **Appendix 3**),
- ARC has systems to register individuals presenting at Evacuation Centres and resources to assist in outreach activities and will be activated by HMA/CA.

ACTION

- **Recovery initiated while response still in progress.**
- **LRC to attend ISG meetings and liaise with IC.**
- **LRG gathered and briefed ensuring recovery begins.**
- **CEO to sign off response to recovery handover with HMA/CA IS provided.**
- **Recovery initiated while response still in progress.**
- **LRG Outreach Needs Assessment will be carried out ASAP, when safe, after event.**
- **Australia Red Cross contacted ASAP to establish partnership in recovery activities.**

3.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRG should prepare an Operational Recovery Plan (ORP).

The ORP shall provide a full description and extent of community damage, both physical and human, and detail plans for restoration and reconstruction including community and development activities. See **Appendix 6** for an ORP template.

ACTION

- **LRG/LRC to prepare ORP where significant reconstruction and restoration is required.**



3.5 Long-Term Recovery Strategy

Recovery must evolve, change and assist the affected community towards managing its own recovery. This transition, from recovery to ongoing community activities and services, requires a comprehensive strategy that gradually integrates the recovery services into mainstream services, which existed prior to the emergency or have emerged since and require minimal support to continue.

The Long-Term Recovery Strategy should be developed to achieve holistic, enduring recovery for individuals, families and communities. The economic environment should be considered along with infrastructure and natural environment and the effects an emergency has had, and to build resilience for future emergencies.

The Shire, where appropriate, will develop a collaborative, comprehensive recovery strategy with the community and for the community. This will also incorporate how community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing and changes in its needs.

ACTION

- **SBB to develop a collaborative, comprehensive and inclusive long-term community recovery strategy, which may include any changes in community needs and further outreach activities.**
- **SBB to identify potential partnerships with existing community organisations and services and ascertain their capacity to support recovery process in the medium and long term.**



3.6 Managed Withdrawal

The Shire and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service providers and ongoing

community development, while working towards maintaining the community's health and wellbeing.

ACTION

- **The Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.**
- **LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue.**

4. Operational Recovery Management



4.1 Management Structure

Full details of the Management Structure and Sub-Committee functions can be viewed in **Appendix 1**.



4.2 Local Recovery Group

The LRG will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with [State Emergency Management Policy](#) and LRP. LRG membership will expand or contract depending on recovery and community needs and requirements.

4.2.2 Membership

Chairperson	Shire President
Local Recovery Coordinator	Executive Manager Corporate and Community
Executive Officer	Shire CEO or nominated Senior Officer
Shire LEMC members	LEMC – members as required
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended:
	➤ HMA/CA (initially)
	➤ Dept. of Fire and Emergency Services (initially)
	➤ WA Police (initially)
	➤ Dept. Biodiversity Conservation & Attractions
	➤ Department of Communities
	➤ Lifelines
	➤ Main Roads WA
	➤ St John Ambulance Service (initially)
	➤ Dept. of Health
	➤ Dept. of Food and Agriculture WA



	➤ Insurance Council of Australia
Non-Government Organisations	ARC, local service clubs, aged care, schools, others as required
Identified Community Members	To be identified depending on event and location

4.2.3 Functions

- Appoints key positions within the LRG.
- Establishes sub-committees as required.
- Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies.
- Develops an ORP to coordinate a recovery process that considers:
 - Long-term planning and goals for Boyup Brook.
- Assessing recovery needs and determining recovery functions still required.
- Developing a timetable, identifying responsibilities for completing major functions.
- Needs of youth, aged, disabled, culturally linguistically diverse (CaLD).
- Allowing full community participation and access.
- Allowing monitoring and reporting of the recovery process.
- Facilitates provision of services, exchange of public information and acquisition of resources.
- Negotiates effective use of available resources and support from State and Commonwealth.
- Monitors progress of recovery, receives periodic reports from recovery agencies.
- Ensures a coordinated multi-agency approach to community recovery.
- Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning.



4.3 Community Involvement – Cultural and Diversity Inclusiveness

Boyup Brook is a diverse and inclusive region with strong history, culture and identity. During Boyup Brook’s recovery, including priorities, strategies and decision-making, the Shire will strive to always be inclusive and respect the affected community’s values and differences.

Key stakeholders and delegates will be chosen from the community to ensure broad representation. These delegates may be included on relevant LRG sub-committees, depending on the emergency’s nature and effect.

When threatened or affected by an emergency, all community members are encouraged to be actively involved in their own and shared recovery. To assist community efforts, formal recovery agencies will provide structured support, communications and coordination.



4.4 Local Recovery Group Sub Committees

Depending on the size of an emergency, sub-committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to LRG.



4.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to Boyup Brook. The structure of the State Recovery Coordination is shown below.

4.5.1 State Recovery Coordinator/State Recovery Controller

The **State Recovery Coordinator (SRC)** supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee.

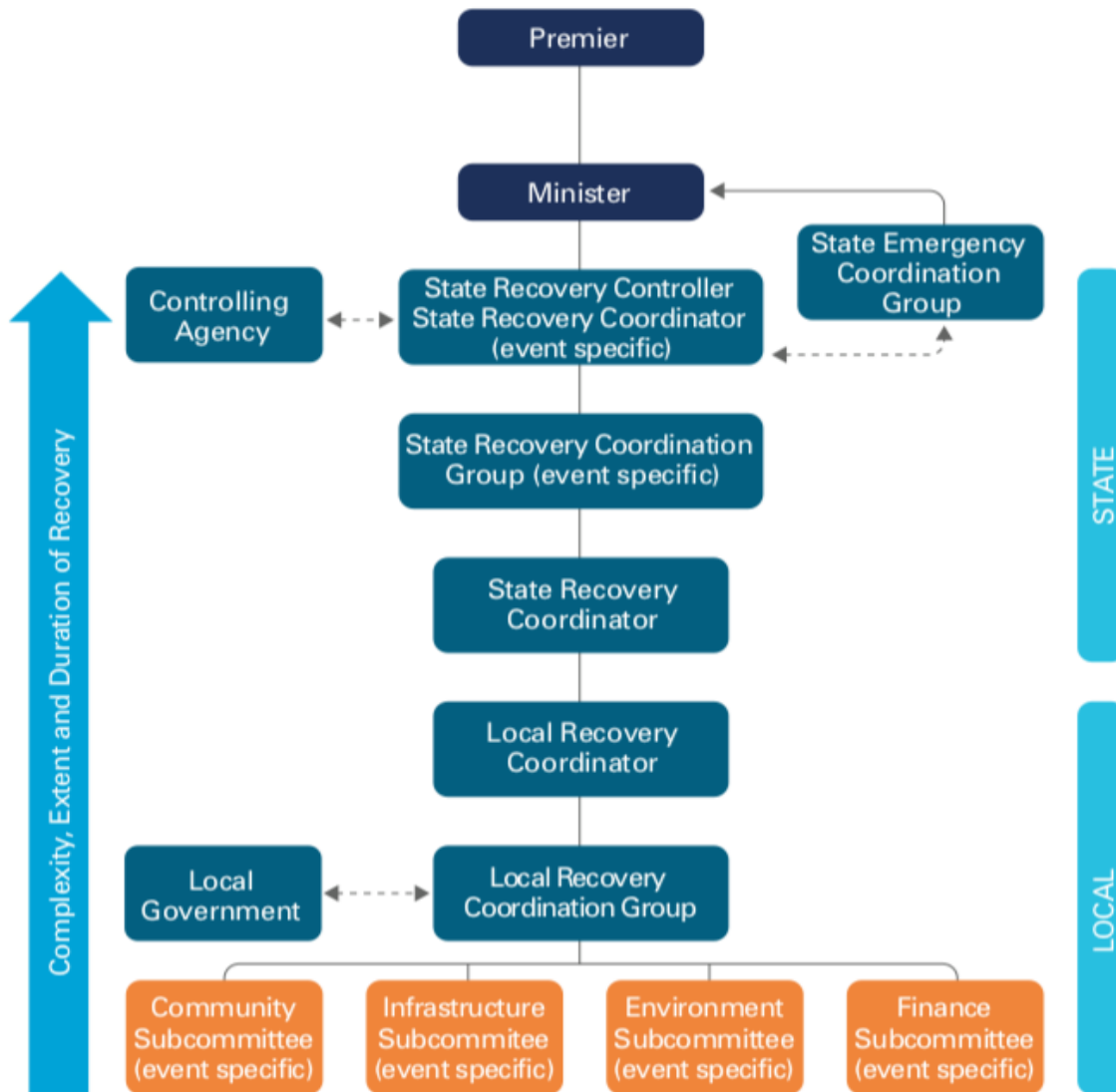


Figure 2: State Government Coordination

The SRC supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the **SRC**, this is done when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

4.5.2 State Recovery Coordination Group

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a State level operational recovery plan. Its effectiveness must be evaluated after the State level recovery coordination process has occurred.

ACTION

- **Boyup Brook will establish an LRG management structure relevant to event size and complexity.**
- **LRG will establish membership from the Shire staff, supporting agencies and community members.**
- **LRG will operate within recognised functions and relevant sub-committee structure.**
- **LRG will actively encourage and invite community participation within the LRG.**
- **LRG will actively engage with State Government to maximise recovery resources and synergies between Local and State recovery activities.**

5. Financial Management



5.1 Financial Management

5.1.1 Insurance

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. SBB's assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines.

5.1.2 Financial Records

The Shire will assign records/invoices of costs associated with an emergency to specific cost centres. This ensures accurate records associated with the recovery process, are easily identifiable and accessible at any time.

5.1.3 Internal Finance

Responsibilities for expending Shire of Boyup Brook funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the sequence guide (**Appendix 4**) must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds to be spent.



ACTION

- **All invoicing and costs related with the emergency is allocated against emergency cost centres.**
- **CEO and/or nominated senior officer have authority to expend funds on emergency event.**



5.2 Financial Assistance

The State Emergency Management Policy

State Emergency Management Policy (SEMP) Section 5.12 outlines the responsibility of the HMA/CA to meet costs associated with an emergency.



Financial Assistance in Recovery

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances. Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination ([SEMC EM Plan Section 6.10](#)).

5.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)

[Disaster Recovery Funding Arrangements-Western Australia](#) (DRFAWA) is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'.

To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure), and
- It must be a terrorist event or one of 10 specific natural disasters.

Once the emergency has been determined as a large-scale costly event, Shire of Boyup Brook shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: drfawa@dfes.wa.gov.au

Phone: 9395 9341 or 9395 9973 or 9395 9374

Website: <https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx>

5.2.2 Centrelink

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested payment to eligible adults (\$1,000) and eligible children (\$400).

For more information, visit <https://www.humanservices.gov.au/individuals/help-emergency>

ACTION

- **On advice an emergency is an eligible event and significant resources have been expended LRC will direct Shire of Boyup Brook to contact DRFAWA Officers for advice and guidance.**
- **In an eligible major disaster, LRC will assist affected individuals connect with Centrelink for assistance payments.**
- **For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.**

6. Appeals, Donations & Volunteers



6.1 Appeals and Donations

6.1.1 Lord Mayors Distress Relief Fund

SBB will advise and direct the distribution of monetary donations through the Lord Mayor's Distress Relief Fund (LMDRF), which operates under specific guidelines and policy. LMDRF will provide aid to Western Australian victims of disastrous events. The Fund will primarily focus on the relief of individuals' distress and hardship

LMDRF should work closely with the Shire LRG, ensuring local issues are considered before deciding on a disbursement plan. LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: <http://www.appealswa.org.au>

6.1.2 Donations of goods

At every opportunity, donations of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the [National Guidelines for Managing Donated Goods](#) for best practice management.

6.1.3 Donations of Cash

LRG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened. ([State EM Procedures](#) Pg. 176, Management of Public Fundraising and Donations)

6.1.4 Non-Government Organisations (NGO) Assistance

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. Where possible all offers or requests should be coordinated through the LRG to avoid duplication and confusion.

6.1.5 Donations of Service and Labour

Shire or its LRG should coordinate donations of services/labour to assist with recovery. If determined necessary, donations of services/labour will be managed through the Volunteering WA Emergency Volunteer Management System platform.



ACTION

- **On advice of eligibility following a disaster, LRC will direct Shire officers to contact LMDRF for advice and guidance.**
- **Spokesperson to advise that Boyup Brook will not accept donations of goods.**
- **All financial donations will be direct through the LMDRF.**
- **Offers of assistance will be directed to LRG.**



6.2 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, Shire and its LRG will determine the process to deal with this situation and if support agencies are required to assist with managing these volunteers. If determined necessary, volunteers will be managed through the Volunteering WA Emergency Volunteer Management System platform.

The likely sources of volunteers are community groups and individuals, members of the broader public, non-government organisations, various sporting and social clubs, religious organisations.

Volunteers are covered under the *Work Health Safety Act 2020* and, therefore, have a work health and safety duty of care to themselves and others. Volunteers, if engaged directly by the SBB, must be inducted to ensure an understanding of any identified risks and provided with appropriate training, supervision and personal protective equipment.

For more information refer to the [Work health and safety for volunteer organisations guide](#).



ACTION

- **LRG will refer managing the volunteers to Volunteering WA Emergency Volunteering|Spontaneous Volunteer Management System platform to assist recovery through local service clubs and support organisations.**

7. Facilities & Resources



7.1 Hazard Management Agency Response Resources

The HMA is responsible for certain resources and should determine which are required to combat the hazards.



7.2 Shire Contacts Resources & Assets Registers

The 'Shire of Boyup Brook Emergency Contacts and Resources Directory' can be found in Boyup Brook's Local Emergency Management Arrangements. **LEMA Appendix 4.** This document is reviewed and updated quarterly at each LEMC meeting and contains:

- Contact Names
- Contact Details (Business/After Hours), and
- Resources and Service Providers.



7.3 Australian Red Cross

The Australian Red Cross has over `100 years' experience of dealing with people in crisis. A wide range of helpful resources can be found on the [Australian Red Cross](#) website to help communities prepare for, respond to and recover from disasters.



7.4 Recovery Facilities and Staff

7.4.1 Recovery Centre and One-Stop-Shop

The purpose of a **Recovery Centre** (RC) and a **One-Stop-Shop** (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the RC (which could be ongoing for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.



The following locations have been identified as suitable Recovery Centre’s based on the size and magnitude of the recovery:

Location	Address	Available Resources
Shire of Boyup Brook Administration Offices	55 Abel St Boyup Brook	ICT, generator, kitchen, Offices
St John WA – Boyup Brook Sub Centre	35 Abel St Boyup Brook	ICT, generator, offices, training room, parking, kitchen, disability access
Community Resource Centre Boyup Brook	86 Abel St Boyup Brook	ICT, limited parking, Centrelink, no emergency power.

Depending on the incident’s severity, the OSS may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS should be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable, other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

Refer to guidelines for establishing the Local Recovery Centre. **Appendix 7.**

 **ACTION**

- **LRC/LRG to determine location for RC and establish as soon as possible.**
- **OSS to be established immediately following event and located appropriately.**

7.4.2 Shire Staff and Recovery Staff
Staff considerations

The Shire must continue to fulfil its critical service obligations to the community while considering the demands of recovery operations on staff to ensure continuity of regular business processes.

Recovery operations can be complex and lengthy and depending on the nature of the event, some recovery services may be required for months or years, which may require additional staff being employed.

Staffing levels

If there is a large-scale emergency, Shire must ensure availability of adequate staff and, if necessary, employ additional staff. If appropriate, forward a request for assistance to the LRG for consideration.

Stress and fatigue

Throughout the recovery process, senior staff must consider and monitor fatigue, stress and pressure on staff and themselves. Allowances should be made for any staff members who live in the affected community and have been personally touched by the situation. Human Resources Officers should consider additional support for staff, depending on the disaster's nature and impact.

All staff should utilise the Shire current Employee Assistance Programs as necessary.

Staff communication

Regularly brief staff and keep them up to date with all activities and recovery progress. Display situation reports in a prominent position within the workplace.

As staff interact with community members every day, they can relate Boyup Brook's and LRG's current extensive activities and actions.

The Shire will arrange a formal debriefing for all staff as they transition from recovery back to normal duties.

ACTION

- **Shire staff to be regularly briefed on current situation and activities within recovery.**
- **Stress and fatigue of Shire staff to be monitored and assistance provided where appropriate.**
As soon as possible,

8. Roles & Responsibilities



8.1 Local Emergency Management Committee

The Shire's LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

To assist the Shire to manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRG.



8.2 Local Recovery Coordinator

SBB LRC has been appointed in accordance with the [Emergency Management Act 2005](#), Section 41(4).

A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs.



8.3 Local Recovery Group

SBB's LRG is the strategic decision-making body that oversees the recovery process. The LRG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

LRG is formed from LEMC members responsible for specific recovery and restoration tasks, support organisations, non-government organisations and significant community representatives.



8.4 Shire Roles & Responsibilities

A comprehensive list of the LRC's duties, roles and responsibilities for disaster recovery can be viewed at **Appendix 2**. Appointment of staff into these roles will be reviewed by the CEO based on current staffing.



8.5 External Agencies Recovery Roles and Responsibilities

The WA State Government along with non-government organisations should provide a range of services and resources to the recovery effort and should be used wherever possible.

A complete list of agencies and their roles and responsibilities can be viewed in the [State Emergency Management Plan](#) at [Appendix E](#).



ACTION

- **All Shire staff could be engaged in various stages of disaster recovery.**
- **Specific Shire staff identified in this Plan should be familiar with the roles and responsibilities involved with disaster recovery.**
- **External agencies should be engaged and used wherever possible.**

9. Communications

Recovery communication is the practice of sending, gathering, managing, evaluating and disseminating information. In an emergency and during the response phase, the HMA/CA manages communications. The CA officially hands responsibility for communication to the local government leading the recovery complete with the IS, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

Communities threatened by, or experiencing, an emergency have an urgent and vital need for direction and information. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

9.1 Recovery Communications Plan

A template for the Recovery Communications Plan has been developed to guide recovery communications. It details a vision, mission and direction for communicating with the affected community and is provided to the LRG.

The Recovery Communications Plan can be found at **Appendix 3**.



9.2 Spokesperson/s

During recovery, the Shire's spokesperson will be the Shire President or the CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.



ACTION

- **The Recovery Communications Plan will be used to provide guidance in public information and communications.**
- **For further guidance refer Communication in Recovery Guidelines <https://www.wa.gov.au/government/document-collections/emergency-management-guidelines>**

10. Stand Down

Recovery doesn't have a definite end date, however, SBB will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the effect on Boyup Brook and the community.



10.1 Debriefing

The officer responsible for **Human Resources** will instigate a formal debriefing session(s) for all staff through the Employee Assistance Program (EAP) as required, while Shire transitions from recovery back to normal duties.



10.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery. ([State EM Policy](#) 6.10 - Review of Recovery Activities)

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by the Shire and its LRG.

See **Appendix 10** Reporting template, and **Appendix 11** for the Post Recovery Analysis Guide.



ACTION

- **A formal Post Recovery Analysis will be held for LRG for evaluation and application of lessons learnt (see Appendix 11).**
- **A formal debrief will be held for Shire staff for evaluation and application of lessons learnt.**
- **Assistance will be made available through EAP for any staff working in the recovery process.**
- **Formal report compiled by LRC for council and State Recovery Coordinator.**

Appendices

Appendix 1	Local Recovery Group Management Structure and Functions
Appendix 2	Recovery Roles and Responsibilities
Appendix 3	Recovery Communications Plan
Appendix 4	Recovery Operational Sequence Guide
Appendix 5	Recovery Actions Checklist
Appendix 6	Operational Recovery Plan Template
Appendix 7	Local Recovery Coordination Centre
Appendix 8	Emergency Relief and Support Guidelines
Appendix 9	Local Recovery Plan Action Items
Appendix 10	Local Recovery Group Report Template
Appendix 11	Post Recovery Analysis Guide
Appendix 12	Conflict Resolution Guide
Appendix 13	Local Mutual Aid MOU