



Bushfire Advisory Committee Meeting

MINUTES

22 October 2020

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CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	1
2.	ATTENDANCE.....	1
2.1.	Apologies	1
3.	CONFIRMATION OF PREVIOUS MEETING MINUTES	1
3.1.	Confirmation of Bushfire Advisory Committee meeting minutes 30 March 2020	1
4.	STANDARD ITEMS.....	1
4.1.	Brigade Reports	1
4.2.	Community Emergency Services Manager Report	2
4.3.	Department of Fire & Emergency Services Report	3
4.4.	Chief Executive Officer’s Report	3
4.5.	Chief Bushfire Control Officer’s Report	3
5.	MATTERS FOR DECISION	4
5.1.	Appointment of Captain/Fire Control Officer – Broomehill East Bushfire Brigade	4
5.2.	Review of Bush Fire Brigade Standard Operating Procedures	6
6.	GENERAL BUSINESS	8
7.	CLOSURE	8

**Minutes of Bushfire Advisory Committee meeting held at the
Broomehill Recreational Complex on 22 October 2020,
commencing at 5.00pm.**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Paganoni welcomed attendees and declared the meeting open at 5.00pm.

2. ATTENDANCE

Cr Mark Paganoni	Shire of Broomehill-Tambellup
Mario Cristinelli	Fire Control Officer (FCO) Tambellup East
Kim Oliver	Deputy Chief Bush Fire Control Officer
Nick Lockyer	FCO Tambellup West
Laurie Hull	FCO Tambellup Volunteer Fire & Emergency Service
Nathan Heron	Broomehill East
Neil Tears	FCO Broomehill Central
Cindy Pearce	Community Emergency Services Manager
Wayne Newbey	Chief Bush Fire Control Officer
James Dewar	Broomehill East
Scott Thompson	Broomehill East
Ed Anderson	FCO Broomehill West
Michael Altus	Deputy Chief Bush Fire Control Officer
Craig Bignell	Broomehill East
Keith Williams (minutes)	Chief Executive Officer, Shire of Broomehill-Tambellup

2.1. Apologies

Craig Beacham (Tambellup VFES)

3. CONFIRMATION OF PREVIOUS MEETING MINUTES

3.1. Confirmation of Bushfire Advisory Committee meeting minutes 30 March 2020

Moved Laurie Hull, seconded Mario Cristinelli

That the minutes of the Bushfire Advisory Committee meeting held 30 March 2020 be confirmed.

CARRIED

4. STANDARD ITEMS

4.1. Brigade Reports

- **Broomehill East Brigade**

For discussion: Nathan Heron (Captain/FCO) has indicated he is unable to continue in the role this fire season, and a new Captain/FCO needs to be nominated by the brigade for recommendation to the Bush Fire Advisory Committee (BFAC) for 2020-2021.

The BFAC endorsement of this appointment will be then considered at Item 5.1 of this agenda.

The brigade may also need to review its key positions and radio allocations for 2020-2021.

Broomehill East Brigade members present nominated Craig Dewar as Captain/Fire Control Officer for the 2020-2021 fire season.

The Chair wished Nathan all the best for a speedy recovery.

- **Broomehill West Brigade**
 - Attended Katanning fire debrief on 24 September 2020
 - Fires during the holidays
 - New members registered
- **Broomehill Central Brigade**
 - Attended a number of fires including Sorrento Rd, Wellington Collie, Stirling Range, Kimberley St, Katanning
 - Volunteer Fuel Card received
 - Currently 13 or 14 members
 - New station will hopefully attract new members
- **Tambellup East Brigade**
 - AGM held 17 March
 - No change to radio allocations
 - Quiet fire season
 - Volunteer Fuel Card received
- **Tambellup West Brigade**
 - Nil
- **Tambellup Volunteer Fire & Emergency Service**
 - Attended Stirlings, Katanning and Sorrento fires
 - Good member numbers but not all available
 - Radio channel 322 is used for road crash incidents

4.2. Community Emergency Services Manager Report

- Training scheduled
- New training regime in place
- New course is 2 days
- WA Local Government Association and CEOs are advocating for change to the course to one day and relevant
- This will see a pilot program of training for farmer response brigades in Woodanilling, Katanning and Broomehill-Tambellup
- Water bomber reload training to be held 1 November 2020 9.00am.
- Mitigation works underway at the moment
- Waiting on some PPE
- COVID PPE is available if recurrence occurs
- Community information will be important in fires

- Will be taking annual leave over Christmas.

4.3. Department of Fire & Emergency Services Report

- Nil

4.4. Chief Executive Officer's Report

The Shire has invested in significant water infrastructure to assist with response to fire:

- Installation of new cam locks on water tanks at Tambellup Depot - 500,000 litres
- Installation of new cam locks on water tanks at Tambellup pavilion - 300,000 litres
- Installation new water tank near Broomhill Town Dam - 110,000 litres

New infrastructure to be installed in near future

- 250,000 litre tank at Broomehill works depot
- 250,000 litre tank at Tambellup works depot
- 110,000 litre tank at Tambellup works depot
- Swipe card access to some tanks

A map of all known stand pipes, tanks, bores and perennial dams will be developed for distribution

4.5. Chief Bushfire Control Officer's Report

- Report attached

Thursday 22nd October 2020

WAYNE NEWBEY

CHIEF FIRE CONTROL OFFICER'S REPORT – MARCH 2020 TO OCTOBER 2020

I would like to start by Thanking outgoing chief Ian Cunningham for his 2 year term. A tremendous effort with the Katanning, Stirling Ranges and Camel Lake Fires, a lot being learnt by all involved. Your smooth handover and mentoring have been greatly appreciated by myself.

Secondly a special mention to Cindy Pearce for her continued support to myself, the brigade and the shire's across the great southern. Your hard work and dedication make my job light work.

I would like to invite Kim Oliver to BT2 and Michael Altus to BT3, I look forward to working with you both.

Thank you to all the outgoing Officers for their service to the BHT Brigade and Welcome to all new incoming members.

Sorrento Fire

Great response by all members on such a challenging day. Well done to Nick Lockyer for his management of the fire ground only 2 days into his role. No major damage done by this fire.

Training

Thank you to everyone who made the time to attend the training in Katanning on Tuesday and throughout the year.

Sked

To potentially commence Tuesday 3rd November 2020 @ 7:00am with Kim and myself checking the repeater daily.

You may note there has been some unforeseen last-minute changes to the brigade with these being kindly filled.

Lastly, I look forward to working with everyone over the next 12 months, may the fire season be kind to us all.

BT1 on standby until further notice

5. MATTERS FOR DECISION

5.1. Appointment of Captain/Fire Control Officer – Broomehill East Bushfire Brigade

Attachment:	Policy 6.2 Appointment of Fire Control Officers
File Ref:	ADM0119
Author:	L Paskevicius, Finance/Administration Officer
Date:	20 October 2020
Disclosure of Interest:	Nil

SUMMARY

The Committee to appoint a replacement Captain/Fire Control Officer for Broomehill East Bushfire Brigade for the 2020/2021 bushfire season.

BACKGROUND

Fire Control Officers for the Shire of Broomehill-Tambellup are appointed on an annual basis, in accordance with Section 38 of the *Bushfires Act 1954*.

Fire Control Officers are nominated by the respective Brigade at the Brigade's Annual General Meeting. Nominations are presented to the Bushfire Advisory Committee for acceptance, with the Bushfire Advisory Committee subsequently making a recommendation to Council for endorsement of the nominee.

Council endorsement of these appointments is required.

COMMENT

Nathan Heron (current Captain/Fire Control Officer for Broomehill East Brigade) has indicated he is unable to continue on the role for the 2020-2021 fire season, requiring the Brigade to nominate an alternative to this position.

The matter has been discussed by members at this meeting.

Council has adopted *Policy No. 6.2 - Appointment of Bush Fire Control Officers*, a copy of which is attached for information. The policy contains information on requirements for training and qualifications for incoming Fire Control Officers.

CONSULTATION

Community Emergency Services Manager
Brigade Officers

STATUTORY ENVIRONMENT

Bushfires Act 1954, Section 38

POLICY IMPLICATIONS

Policy 6.2 - Appointment of Bush Fire Control Officers

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2020 Key Result Area 1: Our People

Objective 1.1 Our Community is safe, connected, harmonious and inclusive

FINANCIAL IMPLICATIONS

This issue has no financial implications for Council.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Wayne Newbey, seconded Nick Lockyer

That the Bushfire Advisory Committee recommends to Council the appointment of Craig Dewar to the position of Captain/Fire Control Officer for the Broomehill East Bushfire Brigade for the 2020-2021 season.

CARRIED

<i>Policy No:</i>	6.2 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS
<i>Policy Objective:</i>	<ul style="list-style-type: none"> • To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer • To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer
<i>Minute No:</i>	131213
<i>Date of adoption:</i>	19 December 2013
<i>Date of Amendment:</i>	
<i>Date of Review:</i>	19th May 2016

INTRODUCTION

Within the Bushfire Brigades, there are various officers appointed by Council to undertake various roles and responsibilities. The persons occupying these positions, although volunteers, are nonetheless officers of the Council and are appointed by the Council (under section 38 of the *Bush Fires Act 1954*) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

In accordance with Occupational Safety and Health legislation, Council has a duty of care to all its brigade volunteers to provide as safe a working environment as possible. This extends to ensuring Fire Control Officers are appropriately skilled to manage a fire incident, and the volunteers assisting.

Establishing the rules for the appointment of Fire Control Officers will assist in meeting Council's obligations for duty of care.

This policy provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer.

POLICY STATEMENT

1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years prior to appointment.
2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within six months of appointment.
3. For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every five years.
4. Nominations of Bush Fire Control Officers from Brigades should be endorsed by the Bush Fire Advisory Committee for recommendation to Council by 1 May each year.
5. A Bush Fire Control Officer, other than the Chief or Deputy Chief Bush Fire Control Officer shall not issue a Permit to Burn for land within another Shire of Broomehill-Tambellup Bush Fire Brigade district unless mutual agreement exists between the Bush Fire Control Officers concerned.

5.2. Review of Bush Fire Brigade Standard Operating Procedures

Attachment:	Draft Bush Fire Brigade Standard Operating Procedures 2020-2021
File Ref:	ADM0118
Author:	PA Hull, Strategic Support & Projects Officer
Date:	20 October 2020
Disclosure of Interest:	Nil

SUMMARY

The *Bush Fire Brigade Standard Operating Procedures 2020-2021* have been reviewed and the document is presented to the Bushfire Advisory Committee for comment and endorsement.

BACKGROUND

The Standard Operating Procedures (SOPs) provide information that will assist all volunteer Bush Fire Brigade members to conduct their activities safely and in accordance with legislation and established Shire and Department of Fire & Emergency Services (DFES) procedures.

The document is generally reviewed annually and circulated to Brigade members for their information.

COMMENT

The document was last reviewed in 2018. It was noted in considering this review that a full review was required, to ensure updated information and procedures were included.

The document has been reformatted and SOPs placed into strategic sections:

- Section 1 – Administration
- Section 2 – Fire Prevention and Mitigation
- Section 3 – Call out and Mobilisation
- Section 4 – Incident Control and response
- Section 5 – Safety
- Section 6 – Equipment Management

The following new SOPs have been included:

- **SOP 1.01 Communication Systems** – to ensure all volunteers are aware of the different communications systems employed by the Shire and brigades;
- **SOP 1.07 Appointment of Bush Fire Control Officers** – to communicate the process and eligibility criteria by which brigade fire control officers are appointed;
- **SOP 3.02 Bush Fire Warning Systems** – to provide information on DFES Bush Fire Warning System levels;
- **SOP 4.03 Traffic Management at Bush Fires** – to provide information and instruction to Incident Controllers where traffic management and/or road closures are required to assist with bush fire suppression;
- **SOP 4.07 Use of Class ‘A’ Foam** – to provide information on the safe and effective use of Class ‘A’ foam at fires;
- **SOP 4.08 Incident Escalation** – to provide information on the procedure to be undertaken in the event of incident escalation;
- **SOP 4.09 Transfer of Control – Interagency** – to communicate the process undertaken to transfer control of an incident to/from DFES or Department of Biodiversity, Conservation & Attractions;

- **SOP 5.07 Chainsaws** – to communicate the Shire’s position on provision and use of chainsaws by volunteer brigade members;
- **SOP 5.08 Refiling Motors at Fire Incidents** – to communicate procedures for the safe refuelling of motors at fire incidents

All existing SOPs have been reviewed, and minor amendments made throughout the document. Substantial amendments have been made to the following SOPs:

- **SOP 2.01 Fuel Reduction Burns** – combines former SOP 11 Fuel Reduction Burns, Standard Administration Procedure (SAP) 6 Fuel Reduction Burns – Road Verges and SAP 8 Fuel Reduction Burns – Reserves. The new SOP provides information on approval processes and matters to be considered in planning and conducting a fuel reduction burn;
- **SOP 2.02 Firebreak Inspections** – includes requirements of landowners from the Firebreak Order;
- **SOP 2.03 Harvest and Vehicle Movement Bans** – includes updated procedures for the imposing and lifting of Harvest and Vehicle Movement Bans;
- **SOP 3.01 Incident Announcement** – procedures updated

The draft has been provided to key brigade personnel for review prior to this meeting. Any amendments required can be noted and made to the final document.

For discussion and endorsement if appropriate.

CONSULTATION

Cindy Pearce (CESM)

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Occupational Safety & Health Act 1984

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2020 Key Result Area 1: Our People

Objective 1.1 Our Community is safe, connected, harmonious and inclusive

FINANCIAL IMPLICATIONS

This issue has no financial implications for Council.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

Moved Mario Cristinelli, seconded Laurie Hull

That the Bush Fire Brigade Standard Operating Procedures 2020-2021 be endorsed as presented.

CARRIED



**BUSH FIRE BRIGADE
STANDARD OPERATING
PROCEDURES**

2020-2021



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Contents

Glossary of terms used in this document	5
Section 1: Administration.....	6
SOP 1.01 Communication Systems	7
SOP 1.02 Permits to set Fire to the Bush	10
SOP 1.03: Occupational Safety & Health – Incident/Injury/Hazard Reporting.....	12
SOP 1.04: Media and Police Statements.....	13
SOP 1.05: Shire Owned Equipment at a Wildfire.....	14
SOP 1.06: Brigade Incident Reporting.....	15
Appendix 1: Incident Report forms	17
SOP 1.07: Appointment of Bush Fire Control Officers.....	19
Section 2: Fire Prevention & Mitigation.....	21
SOP 2.01: Fuel Reduction Burns.....	22
SOP 2.02: Firebreak Inspections	25
SOP 2.03: Harvest and Vehicle Movement Bans	27
Appendix 2: Harvest Ban Notification Form.....	29
Section 3: Call Out and Mobilisation.....	30
SOP 3.01: Incident Announcement	31
SOP 3.02: Bushfire Warning System	33
SOP 3.03: Fire Appliances Outside Municipality Boundaries.....	35
Section 4: Incident Control and Response	36
SOP 4.01: Wildfire Operational Management	37
SOP 4.02: Incident Control System - AIIMS.....	39
SOP 4.03: Traffic Management at Bushfires	41
SOP 4.04: Entrapment at a Bushfire – Burnover Procedure.....	45
SOP 4.05: Red Flag Warning.....	47
SOP 4.06: Brigades Responding to Fires that may be Suspicious	49
SOP 4.07: Use of ‘Class A’ Foam.....	50
SOP 4.08: Incident Escalation.....	52
SOP 4.09: Transfer of Incident Control – Interagency	54
Appendix 3: SMEACS Checklist.....	56
Section 5: Safety.....	57
SOP 5.01: Personal Protective Equipment.....	58
SOP 5.02: Drugs and Alcohol.....	59
SOP 5.03: Drip Torches.....	61

SOP 5.04:	Driving Guidelines.....	63
SOP 5.05:	Electrical Hazards.....	65
SOP 5.06:	Burnover Blankets	68
SOP 5.07:	Chainsaws	69
SOP 5.08:	Refilling Motors at Fire Incidents	71
Section 6:	Equipment Management	73
SOP 6.01:	Fire Appliances – Maintenance and Modification.....	74
SOP 6.02:	Automatic Vehicle Locator - AVL.....	76

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Glossary of terms used in this document

<i>CBFCO</i>	<i>Chief Bush Fire Control Officer</i>
<i>CEO</i>	<i>Chief Executive Officer</i>
<i>CESM</i>	<i>Community Emergency Services Manager</i>
<i>COMCEN</i>	<i>Communication Centre (DFES)</i>
<i>DBCA</i>	<i>Department of Biodiversity, Conservation & Attractions</i>
<i>DCBFCO</i>	<i>Deputy Chief Bush Fire Control Officer</i>
<i>DFES</i>	<i>Department of Fire & Emergency Services</i>
<i>FCO</i>	<i>Fire Control Officer</i>
<i>IC</i>	<i>Incident Controller</i>
<i>IMT</i>	<i>Incident Management Team</i>
<i>RDC</i>	<i>Regional Duty Coordinator</i>
<i>SOP</i>	<i>Standard Operating Procedure</i>

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Section 1: Administration

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SOP 1.01 Communication Systems

PURPOSE

To set out the various methods of communication employed by the Shire and bush fire brigades in incident notification, brigade mobilisation and public announcements.

INTRODUCTION

Various methods of communication have been engaged by the Shire and Brigades to ensure messages are delivered efficiently and effectively to the respective audience.

1. BUSH FIRE RADIO NETWORK

The Shire of Broomehill-Tambellup presently uses VHF radio communications through the WA Emergency Radio Network to provide communications for its Bushfire Brigades.

The radio network is supported by two repeater sites at Fairfield Road and Jam Creek Road. The Shire of Broomehill-Tambellup Bushfire Brigades and the Tambellup VFES utilise VHF Channel 322 (Tambellup) and 231 (Broomehill) for its strategic operational communications and UHF Channel 5 for its fire site operational communications.

In the event that the Shire of Broomehill-Tambellup Bush Fire Radio Network repeaters fail, permission can be requested from neighbouring shires through the CBFCO to use the following VHF Channels:

Cranbrook East	WAERN Channel 163
Cranbrook West	WAERN Channel 162
Gnowangerup	WAERN Channel 200
Katanning	WAERN Channel 230
Kojonup	WAERN Channel 234

The Regional Duty Coordinator (phone 1800 314 644) must be notified immediately of any instances where radio communications are down to enable timely repairs.

Restrictions on use of the Bushfire Radio Network

Because the Shire's radio network is an emergency facility, Bush Fire Brigades should only use it for:

- Official Bushfire Brigade operations, training & administration purposes, OR
- Any other genuine emergency purposes.

The Shire of Broomehill-Tambellup Bush Fire Radio Network is not to be used for private purposes other than genuine emergencies.

Users should be aware the radio network is an open network and as such, sensitive information should be conveyed in person, by phone or other method.

2. SMS

The Shire of Broomehill-Tambellup maintains SMS listings of Shire residents, brigade members, residents and brigade members of neighbouring local governments, contractors and others.

The SMS system is used by the Shire for a variety of purposes, including notification and updates of harvest bans, Total Fire Bans, road closures, and other emergency matters where information is required to be delivered to a broad audience quickly.

SMS messages can be sent to specific brigades, or to a general audience.

The CBFCO, Deputy CBFCOs, CESM and Shire administration staff have access to the SMS system for broadcast and management purposes.

DFES also maintains brigade SMS lists, primarily used to mobilise brigades to incidents reported through the 000 system. Requests for brigade mobilisation through this avenue should be made by contacting DFES Communications (Comcen) on 1800 198 140.

3. WHATSAPP

WhatsApp is used by the brigades as an informal communication method for the Brigade Leadership Group (CBFCO, Deputy CBFCOs and brigade FCOs, CESM, Shire administration staff) to monitor weather conditions, and to circulate Permits to Burn and other information that needs to be circulated to the brigades. This group is managed by the CBFCO.

WhatsApp groups have been established by individual brigades for their own use in response and provision of information. These groups are managed by the individual brigades.

4. RADIO BROADCAST

The Shire utilises radio broadcast (through ABC and Triple M) to advise the broader community when harvest bans and/or road closures have been imposed or lifted.

5. HARVEST BAN HOTLINE

The Harvest Ban Hotline is a 24/7 recorded message service, phone number is 9825 1042. This service is held by the Shire, and is maintained by the CBFCO, Deputy CBFCO, CESM and Shire administration staff when messages are required to be updated.

6. EMAIL

Email is utilised to advise specific contacts of harvest ban and road closure information. The contact list is maintained by the Shire and circulated to the CBFCO, Deputy CBFCOs and CESM as required.

7. SOCIAL MEDIA

The Shire utilises its Facebook page to broadcast information to residents, including information relating to emergencies such as notification of harvest bans, road closures, and incident updates when required. Access to the Facebook page is restricted to Shire administration staff, and requests for publication of information via this media should be submitted to the CEO.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	
SOP	Nil
COUNCIL POLICY	1.23 – Press Releases
LEGISLATION	<i>Bush Fires Act 1954 State Emergency Management Policy s.5.6 Emergency Public Information</i>

DRAFT

SOP 1.02 Permits to set Fire to the Bush

PURPOSE

To ensure that officers issuing permits abide by best practice procedures.

To ensure that records of all Permits to Set Fire to the Bush (Form 3, Bush Fires Act 1954) issued by the Shire are maintained.

INTRODUCTION

The Bush Fires Act 1954 makes provision for Fire Control Officers and duly authorized officers to issue Permits to Set Fire to the Bush.

It is a statutory requirement to keep records of permits issued or a period of one year in case of an insurance claim.

GUIDELINES

Permits may be issued by the Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers, or Brigade Fire Control Officers in their approved area only.

Approved permits are to be circulated via the Brigade Leaders internal communications network (WhatsApp), and a copy is also to be forwarded to the Community Emergency Services Manager for recording into the Shire's records system.

All permits are INVALIDATED when the Bureau of Meteorology issues a 'VERY HIGH', 'SEVERE', 'EXTREME' or 'CATASTROPHIC' fire danger rating. This ruling can be changed by an authorized Fire Weather Officer if local weather conditions permit.

PERMIT CONDITIONS

Permits should not be issued if the permit holder cannot be in attendance on the day after the burn.

The issuing Fire Control Officer must stress to the person to:

- NOTIFY all neighbours;
- PICK UP permit and READ conditions; and
- INSPECT the fireground the next day and when the next strong winds occur.

Two or more firefighting units are to be in attendance at all fires lit under permit. Alternative arrangements may be made for small burns within the gazetted town sites.

The issuing Fire Control Officer should write down any other conditions they believe are necessary. Permit holders must comply with these additional conditions.

Copies of all Permits to Set Fire to the Bush are to be kept for a period of one year after the fire season they pertain to, and then discarded.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.01 Communications Systems
COUNCIL POLICY	Nil
LEGISLATION	<i>Bush Fires Act 1954 s.18</i> <i>Bush Fires Regulations 1954 Part IV</i>

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SOP 1.03: Occupational Safety & Health – Incident/Injury/Hazard Reporting

PURPOSE

To provide a procedure for the reporting, recording and investigation of incident, injuries and hazards in accordance with the Occupational Safety Health Act and Regulations.

INTRODUCTION

The Shire is committed to minimising the risk of injury, harm or damage to its emergency services personnel and to Brigade and Council owned property.

REPORTING

In accordance with the above, any member who has an injury, accident or notes a hazard shall be required by the Shire of Broomehill-Tambellup to complete a 'Notification of Hazard/Injury/Incident' form.

ALL REPORTS SHALL BE TREATED AS CONFIDENTIAL AND INTERNAL TO THE SHIRE OF BROOMEHILL-TAMBELLUP.

INVESTIGATION

All reported incidents/hazards/injuries shall be investigated by the CBFCO and referred to the Bush Fire Advisory Committee to identify any gaps in procedure that may have allowed the incident to occur.

As a matter of courtesy the Bush Fire Advisory Committee will notify the Shire's Occupational Health & Safety Committee when a report is received.

The objective of the reporting process is not to attribute blame, but rather to minimise the likelihood of a repeat occurrence.

Any member needing to make a report should contact the CBFCO.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	Nil
COUNCIL POLICY	2.2 Occupational Safety and Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 Part III</i> <i>Occupational Safety & Health Regulations 1996 Part III</i>

SOP 1.04: Media and Police Statements

PURPOSE

To provide standard arrangements for the provision of statements to the media and police regarding incidents.

INTRODUCTION

Personnel attending incidents may occasionally be required to submit a statement to Police for internal police inquiries and/or presentation to a Coroner's inquest.

During large-scale incidents media also seek personnel to make statements.

POLICE STATEMENTS

Statements are not to be submitted, presented or made either verbally or in writing directly to any police officer in regards to any incident attended.

Upon receiving a request for a witness statement, the witness (Shire employee or volunteer) is to contact the Chief Executive Officer.

The Chief Executive Officer will provide the witness with internal advice and support and will solicit external legal advice if considered necessary.

The Chief Executive Officer will assist the witness through the statement development and delivery process.

MEDIA STATEMENTS

No Shire employees or volunteers are authorised to speak on behalf of the Shire to the media.

All media statement requests should be referred to the Chief Executive Officer or Shire President.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.01 – Communications Systems
COUNCIL POLICY	1.23 Public relations – Media Releases
LEGISLATION	<i>Local Government Act 1995 s.2.8</i>

SOP 1.05: Shire Owned Equipment at a Wildfire

PURPOSE

To establish a procedure for the call out of Shire equipment to a fire.

INTRODUCTION

Council is fully supportive of our volunteer brigades' efforts to protect the Shire from a dangerous fire situation. To that end, Shire owned plant and equipment is available to assist in the containment of a fire.

PROCEDURE

- The Fire Control Officer (FCO) or person in control of the fire, is to determine if the equipment is required.
- The FCO or person in control of the fire is to contact the Chief Executive Officer to request the Shire equipment to attend the fire.
- If the Chief Executive Officer is unavailable, authority to approve the use of plant and equipment will be delegated to the Manager of Works, or Manager Finance and Administration.
- Requests for Shire equipment are to be for assistance in the containment and control of wildfires only.
- Requests from landowners for use of machinery/staff to assist in "mopping up" procedures will be charged at private works rates.
- If land tenure is DBCA/Unallocated Crown Land/Unmanaged Reserves the land manager/agency must be contacted for approval at the time the machinery is required to enable the Shire to claim payment for equipment use.
- If equipment is required that the Shire cannot supply, eg bulldozer, contact should be made with the CESM, or Regional Duty Coordinator on 1800 314 644 for approval to hire this equipment. NOTE – Authorisation must be provided prior to hiring equipment so the cost can be covered by DFES.

RELEVANT INFORMATION	
ADOPTED	March 2009
REVIEWED	November 2020
SOP	SOP 4.01 Wildfire Operational Management
COUNCIL POLICY	4.9 Shire Owned Equipment at a Wildfire
LEGISLATION	<i>Bush Fires Act 1954 s.36</i>

SOP 1.06: Brigade Incident Reporting

PURPOSE

To ensure that accurate records of all fire incidents within the municipality are reported and that reports are submitted to the appropriate agencies and officers.

INTRODUCTION

It is a requirement of the *Bush Fires Act 1954* and *Bush Fires Regulations 1954* that all fire incidents within a local government are reported and that such reports are provided to the Department of Fire and Emergency Services no less than once per financial year.

INCIDENT REPORTS

Fire Control Officers are to complete an Incident Report Bushfire Form and/or an Incident Attendance Form (Appendix 1) every time their Brigade is mobilised in response to any fire incident or false alarm.

The Incident Report should include the Incident Number generated by DFES Communication Centre (Comcen) – phone 1800 198 140. This is obtained by the CBFCO or Incident Controller at the conclusion of the incident.

The Controlling (primary) brigade is required to complete and submit both the 'Bushfire' and 'Attendance' reports. Assisting brigades are required to complete and submit the 'Attendance' report.

Once completed, reports are to be submitted to the CESM, for entry into the DFES Reporting system, and also for the Shire's records. A copy should be submitted to the CBFCO for information.

The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the report should be submitted within seven days of the fire/incident.

SUSPICIOUS FIRES

The CBFCO or CESM should be notified immediately if any fire attended by brigades is deemed suspicious and the area should be secured. In addition to the Incident Report Bushfire and Attendance forms, the Incident Controller should complete a Wildfire Attendance & Information Report. The report should be forwarded to the CESM within 24 hours of the fire.

The purpose of this latter report is to assist the Arson Squad with its investigations. Wildfire Attendance & Information Reports are available from the CESM.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 4.01 Wildfire Operational Management SOP 4.02 Incident Control Systems – AIIMS SOP 4.06 Brigades Responding to Fires that may be Suspicious
COUNCIL POLICY	Nil
LEGISLATION	<i>Bush Fires Act 1954 s.50</i> <i>Bush Fires Regulations 1954 s.43</i>

DRAFT

Appendix 1: Incident Report forms



IRS Report Form

Bushfire

ONLY fill in this form if Primary Responder / Brigade / Unit

Block A – Primary Report Header	DFES Incident # <input type="text"/>
Unit/Brigade Name: _____	
Date/s: _____ to _____	
Start Time: _____ : _____ hrs Finish Time _____ : _____ hrs	
Type of Fire: Grass <input type="checkbox"/> Crop <input type="checkbox"/> Scrub <input type="checkbox"/> Forest <input type="checkbox"/> Pole <input type="checkbox"/> Rubbish <input type="checkbox"/>	
Report of smoke – no fire <input type="checkbox"/> Unauthorised Burn <input type="checkbox"/> Control Burn <input type="checkbox"/>	
Loc / St No.: _____ Rd / St Name: _____	
Town / Suburb: _____ Map Ref / GPS Co-ordinates: _____	
What is the Property used for? _____	
Action Taken: Fire Extinguished <input type="checkbox"/> Investigation Only <input type="checkbox"/> Called Off <input type="checkbox"/> Other <input type="checkbox"/> _____	
Block E - Ignition	
Who was in the area at the time of fire? _____	
Where did the fire start? _____	
How did the fire start? _____	
Was any equipment involved in ignition? _____	
Do you think the fire was: Deliberate (have evidence) <input type="checkbox"/> Suspicious <input type="checkbox"/> Accidental <input type="checkbox"/> Natural <input type="checkbox"/>	
Result of a Planned Burn <input type="checkbox"/>	
Block F- Fire Fighting	
How was the fire fought? Appliance Hose Reel <input type="checkbox"/> Constructed fire break <input type="checkbox"/> Portable Extinguisher <input type="checkbox"/>	
Hand Tools (e.g. garden hose, bucket, shovel) <input type="checkbox"/> Self-Extinguished <input type="checkbox"/> Back Burn <input type="checkbox"/>	
Other _____	
Block G + H – Bush Forest Grass + Block Exposures - Structures	
Area Burnt: Private (ha) _____ Public (ha) _____ Estimated total \$ value: _____	
Description and amounts of Losses: (e.g. fencing, sheds, livestock, machinery) _____	
Other Addresses affected by the fire? _____ % Damaged: _____	
Permit: Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Issued? Yes <input type="checkbox"/> No <input type="checkbox"/> Complied With? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Block Sign Off	
Were any Agencies notified / attended? (e.g. Western Power, DEC) _____	
Comments: _____	
Incident Control Officer: _____ Signature: _____ Phone No.: _____	
Officer completing this Form: _____ *This form MUST be accompanied with an Attendance Form	

*Only BFS: If form not entered in IRS then please FAX to 1800 309 999 or EMAIL to reports@dfes.wa.gov.au



IRS Report Form

Attendance

Fill in Block A if Supporting Responder / Brigade / Unit

DFES Incident #

Block A – Incident Header

Unit/Brigade Name: _____ Primary Brigade Name: _____

Date/s: _____ to _____ Start Time: _____ : _____ hrs Finish Time _____ : _____ hrs

Loc / St No: _____ Rd / St Name: _____

Town / Suburb: _____

Action Taken: Fire Extinguished Investigation Only Called Off Other _____

Comments: _____

ALL Responders MUST fill in Resources and Personnel

Resources Travel Code: 1 = Lights & Sirens 3 = Normal Road 5 = Upgraded 7 = Downgraded

	Resource (Res.) Name (include Brigade Name)	Depart Station	On Scene	Depart Scene	On Station	Travel Code	Km's to Incident
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Personnel

* Circle number of who was driver

First Name	Surname	Res. No.	Injured	First Name	Surname	Res. No.	Injured
1.				11.			
2.				12.			
3.				13.			
4.				14.			
5.				15.			
6.				16.			
7.				17.			
8.				18.			
9.				19.			
10.				20.			

Other Attendees Appropriate response

First Name	Surname	Private Vehicle	Farmer Response Vehicle	Support at Station Only
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Officer completing this form: _____ Signature: _____ Vol. No. _____

*Only BFS: If form not entered in IRS then please FAX to 1800 309 999 or EMAIL to reports@dfes.wa.gov.au

SOP 1.07: Appointment of Bush Fire Control Officers

PURPOSE

To outline the requirements for the appointment of Bush Fire Control Officers.

INTRODUCTION

Within the Bushfire Brigades, there are various officers appointed by Council to undertake various roles and responsibilities. The persons occupying these positions, although volunteers, are nonetheless officers of the Council and are appointed by the Council (under section 38 of the Bush Fires Act 1954) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

In accordance with Occupational Safety and Health legislation, Council has a duty of care to all its brigade volunteers to provide as safe a working environment as possible. This extends to ensuring Fire Control Officers are appropriately skilled to manage a fire incident, and the volunteers assisting.

Establishing the rules for the appointment of Fire Control Officers will assist in meeting Council's obligations for duty of care.

This policy provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer:

1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years prior to appointment.
2. Notwithstanding Item 1 above, a person will be eligible for appointment as a
3. Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within six months of appointment.
4. For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every five years.
5. Nominations of Bush Fire Control Officers from Brigades should be endorsed by the Bush Fire Advisory Committee for recommendation to Council by 1 May each year.
6. A Bush Fire Control Officer, other than the Chief or Deputy Chief Bush Fire Control Officer shall not issue a Permit to Burn for land within another Shire of Broomehill-Tambellup Bush Fire Brigade district unless mutual agreement exists between the Bush Fire Control Officers concerned.

PROCEDURE

- Brigades hold their Annual General Meetings during March each year. At that meeting, nominations for the positions of Captain/Fire Control Officer, lieutenants, radio operators, secretary and any other position as identified by the brigade are determined.
- The nomination of Fire Control Officer is presented to the Bush Fire Advisory Committee meeting held in March/April each year for endorsement.
- Details of nominations for all brigade Fire Control Officers are presented to Council by the Bush Fire Advisory Committee, for appointment by 1 May each year.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	
SOP	Nil
COUNCIL POLICY	2.2 Occupational Safety & Health 6.2 Appointment of Bush Fire Control Officers
LEGISLATION	<i>Bush Fires Act 1954 s.38</i> <i>Occupational Safety & Health Act 1984 s.22</i>

DRAFT

Section 2: Fire Prevention & Mitigation

DRAFT

SOP 2.01: Fuel Reduction Burns

OBJECTIVE

To ensure that all fuel reduction burns comply with the appropriate legislative and safety requirements.

To provide clear direction to bush fire brigades, the local community and Shire of Broomehill-Tambellup staff in relation to hazard reduction burns on property irrespective of tenure.

STATEMENT

Bushfire brigades play a key role in bush fire management, including risk reduction within their local area. Successfully carried out hazard reduction burns increase the level of protection provided to the local community during fire season.

Bushfire Volunteers are provided with legal protection when operating within the confines of the Bush Fires Act 1954. This protection is extended to hazard reduction burns when they are considered normal brigade activities and approved by the Shire of Broomehill-Tambellup

Brigades are not permitted to charge a fee for service.

Pre-Burning Preparations

Private Property

Private landowners who require the assistance of the bushfire brigade to undertake a hazard reduction burn should contact either the brigade directly, or the Shire's CESM.

Shire of Broomehill-Tambellup Reserves

Requests to conduct a hazard reduction burn on reserves controlled by the Shire of Broomehill-Tambellup should be forwarded to the CEO for approval.

Once a request has been approved, a burn prescription will be developed by the CESM and the relevant brigade will be provided the approval to burn.

A prescription may take up to six months before it is completed and brigades need to factor this into their planning.

Road Verges

Main Roads WA approval is to be obtained prior to burning any road verge under the control of Main Roads WA.

Approval from the CEO of the Shire of Broomehill-Tambellup is to be obtained prior to undertaking any road verge burning on roads managed by the Shire.

The safety of volunteer firefighters is paramount when working along road verges.

Considerations

The CESM will issue a permit for all hazard reduction burns on road verges, after completing due diligence, including Dial Before You Dig, rare flora etc, and will prescribe conditions for burning which must be adhered to.

The Brigade Fire Control Officer (FCO) will coordinate all hazard reduction burns in the brigade area.

When planning and/or undertaking hazard reduction burns the FCO shall consider;

- Breaking the property in to cells for a rotational burning program to reduce the impact on the environment.
- The lighting pattern to be employed with a distinct preference towards cooler burns.
- Notifying the owners of adjoining properties including land owned by the Shire of Broomehill-Tambellup, private landowners, Department of Biodiversity, Conservation and Attractions (DBCA), plantation owners and/or utility companies.
- Assets, including those in adjacent areas, considered at risk from fire.
- Prevailing winds and their effect on the fire and the direction the smoke plume will travel. Particular care needs to be taken when smoke will blow over the road and cause a traffic hazard. See also SOP 4.10 Traffic Management at Bush Fires
- Plans to burn on road verges, or where smoke and/or fire and the presence of emergency vehicles and crew may present a traffic hazard, must include a plan for traffic management.
- Neighbouring brigades should be encouraged to assist with hazard reduction burns.

Before Commencing a Burn

The Brigade FCO is required to ensure they have undertaken a risk assessment for every planned burn. The CESM will develop a prescription for the burn which must be adhered to.

Immediately prior to commencing the burn the FCO must advise the CBFCO, COMCEN, and, if applicable, DBCA, of the burn address and expected duration.

Concluding a Hazard Reduction Burn

The FCO will declare the burn safe when they are satisfied the perimeter of the fire is fully extinguished. In some cases it will be necessary to set up patrol or monitoring arrangements for a period of time following the departure from the fire site.

COMCEN and the CBFCO shall be notified when the hazard reduction burn has concluded.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.01 Communications Systems SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting SOP 1.06 Incident Reporting SOP 4.02 Incident Control Systems – AIIMS SOP 4.10 Traffic Management at a Bushfire
COUNCIL POLICY	2.2 Occupational Safety & Health 6.4 Roadside Burning
DELEGATION	5.6 Burning of Roadsides
LEGISLATION	<i>Bush Fires Act 1954 s.33; s.34; s38.5A Occupational Safety & Health Act 1984 s.22</i>

SOP 2.02: Firebreak Inspections

PURPOSE

To enforce the Shire's annual Firebreak Order.

INTRODUCTION

The Shire has a statutory responsibility to ensure that all landowners and occupiers comply with its annual Fire Break Order.

URBAN LAND (Land within a gazetted townsite)

The Shire's duly authorised officer/s shall commence inspections of all lots within the Broomehill and Tambellup gazetted townsites in October, subject to seasonal conditions. In accordance with the Shire of Broomehill-Tambellup Fire Break Order:

During the period 31 October – 15 April annually, the following measures should be implemented by landowners:

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

On land which is 4000 square metres (1 acre) or less, all flammable material should be removed, except live standing trees.

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

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

Clear firebreaks not less than 2 metres completely surrounding and not more than 20 metres from the perimeter of all buildings, haystacks and fuel storage areas situated on the land. Minimise fire hazardous material to the satisfaction of the Chief Fire Control Officer by stocking, slashing or other means. The height of all grass on the land is to be less than 150mm in height.

Following the on-ground inspection, infringements shall be drafted for all non-compliant properties. The Chief Executive Officer shall be briefed regarding non-compliant properties prior to the infringements being forwarded to landowners.

NOTE

Whilst Shire Bush Fire Brigade Volunteers may, at the request of the Shire, assist in inspection procedures they are not empowered to enforce or prosecute in relation to fire control matters. Such transactions shall be the responsibility of the Council and/or its duly authorised officer/s.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	Nil
COUNCIL POLICY	Nil
DELEGATION	1.3 Appointment of Authorised Persons 1.4 Enforcement and Legal Proceedings 1.16 Making a Person Comply with a Notice requiring Certain Things to be done on Land 5.4 Firebreaks, Alternative Positions
LEGISLATION	<i>Bush Fires Act 1954 s.33</i>

DRAFT

SOP 2.03: Harvest and Vehicle Movement Bans

PURPOSE

To detail a procedure for the implementation and lifting of Harvest and Vehicle Movement Bans within the district.

INTRODUCTION

As a fire prevention strategy Section 38 of *Bush Fire Regulations 1954* allows for Harvest and Vehicle Movement Bans (HVMB) to be imposed.

The *Bush Fires Act 1954* provides facility for local governments through their FCOs to control burning activities within their gazetted area at different times of the year.

The authority to impose and lift HVMB within the Shire of Broomehill-Tambellup is delegated to the Chief and Deputy Bush Fire Control Officers.

The Chief Executive Officer shall be authorised to notify agencies and surrounding Shires as required of any ban imposed.

PROCEDURE

Harvest and Vehicle Movement Bans - Administration

Immediately following the decision to IMPOSE or LIFT a Harvest Ban and/or Movement of Vehicle Ban (clearly ascertain which) the authorised officer shall complete the 'Notification of Harvest Ban' Form (Appendix 2) and forward it to:

RADIO STATIONS

Triple M
ABC Radio

Email

harvestbans@sca.com.au
harvestbans@abc.net.au (see procedure)

SURROUNDING SHIRES

Shire of Gnowangerup
Shire of Katanning
Shire of Kojonup
Shire of Cranbrook

gnpshire@gnowangerup.wa.gov.au
admin@katanning.wa.gov.au
council@kojonup.wa.gov.au
shire@cranbrook.wa.gov.au

HAULAGE CONTRACTORS

Southern Haulage
Matthews Kojonup
Great Southern Fuels

reception@southernhaulage.com.au
matthewstrans@wn.com.au
julie.hanna@qsfs.com.au
greg.brooks@qsfs.com.au
albany@caltex.com.au

Caltex Link Energy

The officer imposing the HVMB shall also:

- update the Shire Harvest Ban Hotline Answering Machine message as per procedure
- send the appropriate Harvest Ban SMS message to registered landowners as per procedures; and
- notify the neighbouring Shire Chief Bush Fire Control Officers via VHF Radio Network or phone.

When a HVMB is reviewed or lifted:

- complete the 'Notification of Harvest Ban' Form and email to surrounding shires and agencies as above;
- the Harvest Ban Hotline will be updated with the appropriate message,
- an SMS message is to be sent to registered landowners advising of the review outcome or lifting of a ban.

THE NOTIFICATION OF THE BAN BEING REVIEWED OR LIFTED IS JUST AS IMPORTANT AS THE NOTIFICATION OF THE BAN BEING IMPOSED.

Documentation relating to the imposing and lifting of a HVMB must be forwarded to the Shire for recording into the Shire's records system.

NON-COMPLIANCE

Any instances of non-compliance with a Harvest Ban within the Shire must be reported to the CEO or the Chief Bushfire Control Officer.

PROSECUTION

People conducting unauthorised activities during a Harvest Ban will be liable for prosecution.

The Council and/or its duly authorised officer shall retain responsibility for all transactions relating to the enforcement or prosecution of offences relating to fire control matters.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	Nil
COUNCIL POLICY	Nil
DELEGATION	1.4 Enforcement and Legal Proceedings 5.7 Taking Proceedings for Offences, Bush Fires Act
LEGISLATION	<i>Bush Fires Act 1954 Part III Div 6</i> <i>Bush Fire Regulations 1954 s.38A</i>

Appendix 2: Harvest Ban Notification Form



NOTICE OF HARVESTING AND/OR VEHICLE MOVEMENT BAN

The Shire of Broomehill-Tambellup has imposed a ban on Harvesting and/or the Movement of Vehicles in paddocks.

The ban is effective from am/pm on (date)

	The ban will be reviewed at am/pm on (date)
	The ban will be lifted at am/pm on (date)
	The ban will remain in place until further notice.

Harvest Ban Hotline - 9825 1042

.....

Name
Position (CEO/CBFCO/CESM)

.....
Date

.....
Time:

Section 3: Call Out and Mobilisation

DRAFT

SOP 3.01: Incident Announcement

PURPOSE

- To provide Brigades with a standard method for the announcement of fire calls.
- To provide for efficient identification and dispatching of resources to an incident.

INTRODUCTION

When an emergency turnout is announced, a standard format should be used so that the recipients become familiar with the method used to deliver the call and the information required to attend the incident is given in a clear concise manner.

Calls may be received directly from members of the public, or through the '000' service. The CBFCO, CESM and Shire CEO are registered to receive calls through the '000' service.

CALL RECEIPT

- The Fire Control Officer, CESM, or CEO receives the call.
- The caller is questioned to determine the location and type of incident.
- The information received is dispatched to the CBFCO
- The nearest Brigade for the incident is determined.
- The relevant brigade is mobilised to the incident. All brigades are registered with the Shire's SMS system. The CBFCO or CESM will send turn out message to the relevant brigade/s with details of incident, initially through the Brigade WhatsApp, then by SMS through the Shire's SMS system.
- CBFCO is to contact DFES COMCEN on 1800 198 140 advising of brigade activation for all incidents.

DISPATCH METHOD

- CBFCO mobilises the required resources as per the above.
- **On notification of mobilisation:** Brigade members shall advise the CBFCO of estimated time of arrival (ETA) at incident by radio or phone.
- **The CBFCO shall advise brigade members who the Incident Controller is on site.**
- **On arrival at incident site:** wherever possible, Brigade members shall advise the Incident Controller on site of their arrival by radio or in person.
- **As soon as is practicable:** the Incident Controller will provide details to the CBFCO such as location and direction of fire, entry points, fuel loadings, weather conditions and estimated number of units present, further units required and location of water refill site.
- **Consideration should be given after assessment as to whether a Bushfire Warning should be issued. This is done by the CESM or the Regional Duty Coordinator.**
- **Within 30 minutes of arrival:** the Incident Controller will provide updated details to CBFCO as outlined above.
- **When the incident is resolved:** The Incident Controller shall notify CBFCO when the incident is resolved.
- CBFCO to notify DFES COMCEN on 1800 198 140 of Brigade stand down. At this point an incident number is generated, for inclusion on Fire Incident Report. (See Appendix 1 – Incident Report Forms)

AGENCY NOTIFICATION

Where the Shire is the Controlling Agency at an incident, the CBFCO shall notify the following:

- CESM
- Shire of Broomehill-Tambellup office
- DFES Communications Centre – 1800 198 140
- Tambellup Police (If roads will be impacted and traffic management or road closure is required)
- Tambellup or Katanning St John's Ambulance (If the incident is complex)

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.01 Communications Systems SOP 1.06 Brigade Incident Reporting SOP 3.02 Bushfire Warning System
COUNCIL POLICY	Nil
LEGISLATION	<i>Fire Brigades Act 1942 s.34</i> <i>Bush Fires Act 1954 Part IV</i>

SOP 3.02: Bushfire Warning System

PURPOSE

To provide clarification on DFES bushfire warning system levels.

STATEMENT

During a bushfire, DFES, under instructions from the Shire and DBCA, issues community alerts and warnings for bushfires that threaten lives and property. They are issued once firefighters have arrived at the scene and determine that there is a threat or potential threat to the community.

Understanding the Bushfire Warning System is extremely important in helping you and your family to stay alert and informed when a bushfire starts.

The Bushfire Warning System operates using four levels of warnings:



These levels change to reflect the increasing risk to life or property and decreasing amount of time before the fire arrives.

On arrival at an incident site, and on assessment of the incident, the Incident Controller in consultation with the CBFCO should consider whether a Bushfire Warning should be issued. If a Warning is to be issued, the CBFCO should contact the CESH or Regional Duty Coordinator.

Similarly, if it is considered during the course of the incident that the risk level has lessened, the CESH or Regional Duty Coordinator should be requested to downgrade the Warning.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	
SOP	SOP 1.01 Communications Systems SOP 3.01 Incident Announcement
COUNCIL POLICY	Nil
LEGISLATION	<i>Fire Brigades Act 1942 s.34</i> <i>Bush Fires Act 1954 Part IV</i>

DRAFT

SOP 3.03: Fire Appliances Outside Municipality Boundaries**PURPOSE**

To provide a procedure for the deployment of Shire resources outside the Shire of Broomehill-Tambellup.

INTRODUCTION

The Shire of Broomehill-Tambellup Bushfire Brigade appliances are primarily intended for use in fire suppression and control within the municipality's boundaries. Notwithstanding, there will be occasions where the Brigade fire vehicle and volunteer crew will be requested to attend and assist with fire suppression in neighbouring Shires. This support is provided at the discretion of the Shire of Broomehill-Tambellup.

APPROVAL CONSIDERATIONS

Approval should be obtained from the Chief Executive Officer (via the CBFCO or CESM) prior to deployment of any Shire appliance to incidents outside the Shire of Broomehill-Tambellup

Prior to granting approval the authorising officer shall have regard to the following:

- The appliance shall not be required within the Broomehill or Tambellup district at that time.
- The deployment of the appliance shall not decrease response capabilities to fires in the Broomehill or Tambellup district.
- There are brigade members available to crew the appliance.
- The period of time that the appliance will be required.
- Arrangements for shift changes for personnel crewing the appliance.
- Crews are suitably experienced to attend the incident-type.
- Brigade appliances are not to travel outside the Shire boundary except to attend fires.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	Nil
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Bush Fires Act 1954</i> <i>Occupational Safety & Health Act 1984 s.22</i>

Section 4: Incident Control and Response

DRAFT

SOP 4.01: Wildfire Operational Management

PURPOSE

To ensure that appropriate management procedures are adopted during wildfires.

INTRODUCTION

This Standard Operational Procedure is to provide Incident Controllers in charge of wildfires guidance on safe and effective operations. Whilst safe and effective operations cannot be guaranteed, it is in the interests of the Incident Controller to gather incident information, and interpret that information in a manner that will ensure that safety considerations are, or have been taken into account.

MANAGEMENT METHOD

- Approach the incident from the safest known available direction and conduct a size up.
- Brief crews with known details of the incident call.
- The officer in charge of the first arriving appliance, or a Brigade Radio Operator shall assume control until a more senior Brigade Officer arrives on site. The Brigade Officer shall assume the role of Incident Controller.
- Consider sectorising and how many sectors are required.
- Allocate on ground UHF radio channels to suit sectorising arrangement
- Consider setting up a forward control point for incoming appliances.
- Provide a Situation Report (SitRep) to the CBFCO including:
 - Incident location
 - Fire spread and direction
 - Fire ground entry points
 - Fuel loadings
 - Weather conditions
 - Estimated appliances required
 - Location of water refill sites
- Determine if any persons are in danger and protect or evacuate to a safe location.
- Determine if any property is in danger and what can be done to safely protect it.
- Determine if Bushfire Warnings are required to be issued
- Identify a secure supply of water to support firefighting operations. Local knowledge is a key factor in considering water supplies and whether early mobilisation of water tankers are required
- Spot weather forecasts can be obtained by contacting the CESM, or the Regional Duty Coordinator on 1800 314 644.
- Consider the use of heavy equipment or water bombing to assist in the strategic containment or suppression of the fire. Contact the CESM on 0417 071 567 or the Regional Duty Coordinator on 1800 314 644 if this support is required.
- Continue to provide SitReps as initiated to CBFCO or as required.
- Conduct mop up and black out activities to make the fire safe.

CHIEF BUSH FIRE CONTROL OFFICER

Where the Shire is the Controlling Agency at an incident, the CBFCO shall provide SitRep information to the following as required:

AUTHORITY	CONTACT
Community Emergency Services Manager (CESM)	0417 071 567
DFES Regional Duty Coordinator	1800 314 644
If fire is on DBCA land: Department of Biodiversity, Conservation and Attractions - Albany	9842 4500
Tambellup Police	9854 9800 or 000
Tambellup St John's Ambulance	000
Katanning St John's Ambulance	000
Chief Executive Officer	0423 636272

SUPPORT AND EXPENSE REIMBURSEMENT

Contact DFES Regional Duty Coordinator early in the incident for ongoing support and authorisation for expense reimbursement. Retrospective authorisation cannot be made.

If the fire is on DBCA land contact the Albany office early in the incident for support and authorisation for expense reimbursement.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.01 Communications Systems SOP 1.05 Shire Owned Equipment at a Wildfire SOP 3.01 Incident Announcement SOP 4.02 Incident Control Systems – AIIMS SOP 4.08 Incident Escalation SOP 4.09 Transfer of Incident Control - Interagency
COUNCIL POLICY	4.9 Shire Owned Equipment at a Wildfire
DELEGATION	5.8 Handover of Control of Bushfires
LEGISLATION	<i>Fire Brigades Act 1942 s.34</i> <i>Bush Fires Act 1954 Part IV</i>

SOP 4.02: Incident Control System - AIIMS

PURPOSE

To provide Brigades with a system of command, control and coordination at incidents.

INTRODUCTION

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents that occur, someone must assume control and devote their time and energy to managing the situation.

The Shire of Broomehill-Tambellup recognizes the Australian Interservice Incident Management System (AIIMS) as best practice and supports its implementation at incidents. Training of fire brigade members is required to ensure the system is understood and applied at incidents.

SHIRE SPECIFIC ROLES

A rough guide to AIIMS roles in a Level 1 fire shall be as follows:

ICS FUNCTION	OFFICER
Incident Controller /Operations Officer	Brigade FCO on site
Logistics Officer	Shire Administration
Planning Officer	DFES
Public Information Officer	Shire President/CEO

The CBFCO and/or DCBFCO will provide support to the Incident Controller on site or remotely as required.

PROPOSED AIIMS METHOD

Upon arrival at a fire incident, the Officer in Charge of the first arriving crew will assume responsibility as Incident Controller until relieved if required by an officer from the agency responsible for the fire. The relieving officer may be a DBCA officer, a DFES officer or a more senior Bushfire Brigade Officer.

The Incident Controller is to ensure that all the following areas are considered when an incident is active:

1. A reconnaissance of the incident site is conducted to:
 - Determine the appropriate control structure.
 - Determine the operational requirements.
 - Determine the communication requirements.
 - Identify the extent and predict the likely spread of the incident.
 - Determine if a Bushfire Warning is required to issued
2. Delegate designated positions to capable personnel.
3. Ensure that Incident Control Plans are in place.
4. Briefings are to be carried out when changing over personnel.
5. Consider scaling the incident up if the incident size and impact increases and consider scaling the incident down if the incident size and impact reduces.

The provision of an Incident Report is the responsibility of the Incident Controller and the responsible Controlling Agency i.e. Shire of Broomehill-Tambellup. A report should be provided to the CESM, who will forward to the Shire and DFES Great Southern Regional Office.

Understandably, the size of the fire and the amount of resources involved will dictate the size of the AIIMS management structure, which is entirely flexible. The AIIMS structure may be no more than a FCO with a map on the bonnet of his vehicle.

NOTE

The Incident Controller is to take all reasonable steps to ensure the safety of all personnel. Where the size of the fire incident so dictates, Brigades should request assistance from the Shire of Broomehill-Tambellup or DFES Great Southern Regional Office to establish and maintain an AIIMS structure for a fire incident.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.01 Communications Systems SOP 1.06 Brigade Incident Reporting SOP 3.02 Bushfire Warning System SOP 4.08 Incident Escalation SOP 4.09 Transfer of Incident Control - Interagency
COUNCIL POLICY	Nil
LEGISLATION	<i>Fire Brigades Act 1942 s.34</i> <i>Bush Fires Act 1954 s.44</i>

SOP 4.03: Traffic Management at Bushfires

PURPOSE

To provide instruction to Incident Controllers on the procedure to be undertaken when traffic management and/or road closures are necessary to assist with wildfire suppression.

INTRODUCTION

Any person with authority to act under various Emergency Services Legislation and Acts, can erect portable road signs and manage traffic in order to provide for the safety and welfare of themselves, their emergency workers and members of the public during emergency incidents occurring on, or near roads.

AUTHORITY TO CLOSE ROADS

The *Bush Fires Act 1954* provides the authority for a Bush Fire Brigade member in control of a bushfire (the Incident Controller) to close roads where there is a risk to the public or to fire fighters.

The Incident Controller is responsible for closing roads, the welfare of emergency responders, and the welfare of road users at Vehicle Control Points.

DFES Communications Centre (Comcen - 1800 198 140) can arrange for Police and Main Roads assistance. Clearly describe the situation as '*traffic control to protect emergency personnel*' will be a higher priority than a general request to manage traffic. A 'Request for WA Police Assistance' form must be completed as soon as practical.

Please note:

Main Roads WA (138 138) must be informed when State Roads are closed. This can also be done through DFES Comcen (1800 198 140).

TRAFFIC MANAGEMENT AT ROADSIDE FIRE EMERGENCIES

Visibility

To maximise the visibility of crew and appliances, all crew must wear full PPE. All appliance beacons and hazard lights should be operating throughout the roadside emergency.

Crew members not directly involved should be off the road, and clear of the incident scene and general flow of traffic.

As soon as traffic has been assessed as a hazard, portable hazard signs (fold-up tripods, traffic cones or similar) should be positioned in proximity to the incident or work area.

- Signs are positioned on both traffic approaches where possible so hazards are clearly visible to approaching traffic.
- Ensure adequate line of sight to allow large vehicles to stop.
- Line of sight distances for oncoming traffic are:
 - 60km/hr or lower speed zone – 150m or more
 - Elsewhere – 250m or more
- Consider the need for large vehicles to be able to turn around.
- Take account of the immediate environment when placing signage – shade, weather, existing speed signs and advertising signs that may obscure or confuse the warning.

- Avoid locating signage where drivers are required to concentrate on other road hazards, eg on bends, bridges, railway crossings etc.
- Ensure signs are not positioned where they may become a traffic hazard to motorists.

Note. S = maximum road speed limit in the area e.g. 80kmh = $2 \times 80 = 160\text{m}$. Cones are to be spaced 6m apart.

ROAD TRAFFIC WARNING SIGNAGE – DIAGRAMS

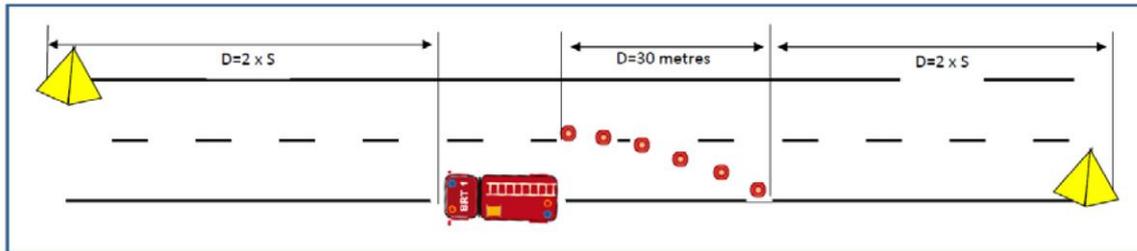


Figure 1 – Road Traffic Control Signs in Support of General Emergency Roadway Setup

ROAD CLOSURES

Vehicle Control Points

Vehicle Control Points (VCPs) are the last line of incident site control, and for this reason, they must be permanently staffed. Staff at VCPs must have radio communications with the Incident Controller or Incident Management Team at all times.

Shire staff are able to provide traffic management at VCPs. Requests for support must be directed to the CEO.

Personnel are not to endanger their lives in attempting to stop vehicles. Traffic controllers confronted by a road user's intent on breaching closures should warn the driver that:

- Passing the road closure could lead to danger;
- Breaching the road closure is an offence; and
- The vehicle and drivers description will be reported immediately, information includes:
 - Time/date; Description of vehicle/driver; Registration; Actions; Witness names.

As calls to DFES Comcen are recorded, it is recommended that Comcen is contacted as soon as possible to provide the above information with a request for WA Police to follow up.

Full Road Closure

Access beyond a full road closure VCP can only be authorised by the Incident Controller and typically involves vehicles from the controlling agency, a combat agency and support organisations. In addition the Incident Controller may give permission for a designated vehicle or person to proceed beyond a VCP.

The Incident Controller must provide clear direction to WA Police or traffic controllers on which vehicles are permitted through a road closure, to minimise the risk of fire fighters being delayed. Examples:

- *'Firefighting units (including farm units), vehicles with triangle identification stickers on windscreen and volunteer fire fighters are permitted through.'*
- *No one, including fire fighters, is permitted through due to damaged bridge'.*

Partial Road Closure

Partial road closures may be realised through lane control measures.

In some cases an Incident Controller may allow restricted access. Such situations may arise from residents returning home to check property for damage, to salvage their possessions, to deliver relief to residents or their stock, and for essential service crews.

Protracted Duration Emergency

If the incident is likely to be prolonged (more than 4 hours) the Incident Controller needs to ensure WA Police or traffic management contractors are in place. Under these circumstances it is important for communications to be maintained between the Incident Controller and traffic management authorities.

The welfare of people affected by short term road closures remains the responsibility of the controlling agency in consultation with Department of Communities. Extended closures will require a more active involvement by Department of Communities who may need to organise and coordinate the provision of welfare centres.

Detours

Traffic must not be detoured unless part of an approved Traffic Management Plan. This recognises the risk of directing vehicles onto roads that are unsuitable/unsafe including the unknown capability of drivers. The Incident Controller should consult with relevant authorities to determine suitable detour routes.

Evacuation of Affected People

Selection of suitable evacuation routes and allowing unrestricted egress from incidents is also a consideration of any traffic management plan at an incident. Designated evacuation routes should be for one way traffic only, apart from emergency vehicles that may be attending the scene which may also use the same route.

Public Information

If road closures are required to be initiated, the Incident Controller should request (through the CBFCO/CESM) for an SMS to be broadcast to all registered contacts advising details of the closure.

The Incident Controller should consider the release of public warnings through the DFES Bushfire Warning System (see SOP 3.02 Bushfire Warning System) especially if the road is, or is likely to be, impacted by smoke and/or fire and/or the incident will be of a protracted duration. Warnings can be issued by the CESM or Regional Duty Coordinator.

While the Incident Controller has authority to partially/totally close a road during fire emergency situations they have no authority to direct and divert traffic via alternative routes. This authority remains with Main Roads or Local Government.

Record Keeping

All critical decisions and requests relating to traffic management and/or road closure must be recorded in the incident log.

Vehicle Control Points need to be clearly identified and the location agreed to by the Incident Controller. VCP locations must be recorded and signed off by the Incident Controller.

Re-opening of Roads

The Incident Controller cannot open the road. The Incident Controller must be satisfied that the incident is no longer a threat before handing the road back to the road owner (Local Government or Main Roads WA) who will assess the road condition before deciding to open the road.

All traffic management signs must be removed as soon as possible after the roads have re-opened.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	
SOP	SOP 1.01 Communications Systems SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting SOP 3.02 Bushfire Warning System SOP 4.01 Wildfire Operational Management SOP 4.02 Incident Control Systems - AIIMS
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i> <i>Fire Brigades Act 1942 s.34</i> <i>Bush Fires Act 1954 s.39.1; s.44</i> <i>Emergency Management Act 2005 s.67</i>

SOP 4.04: Entrapment at a Bushfire – Burnover Procedure

PURPOSE

To provide a standard procedure to ensure the safety of firefighters entrapped by an encroaching bushfire and subject to a likely burnover of their appliance.

INTRODUCTION

An outcome from the investigation of the 2012 Black Cat Creek incident is that all DFES appliances should be fitted with burnover blankets appropriate to the number of seated positions, Water Deluge System, In Cab Air and Automatic Vehicle Locator (AVL), and volunteers should be trained in the use of the above protection equipment.

The Broomehill Central Brigade appliance has been fitted with the above equipment.

PROCEDURE

When preparing for entrapment at a bushfire:

- Ensure crews are initially briefed on the task and risks.
- Ensure crews remain aware of the current and forecast situation.
- Appliances will maintain 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with the due reference to LACES:
 - L – Lookouts
 - A – Awareness
 - C – Communication
 - E – Escape Routes
 - S – Safety Zones
- Ensure all crew understand the concept of the ‘*dead man zone*’.
- Activate the EMERGENCY AVL BUTTON as per training.
- Transmit ‘EMERGENCY MESSAGE’ via radio.
- Activate beacons/emergency warning devices and siren.
- Notify Incident Controller of the location and situation.
- Request aerial assistance (water bomber/helitacs) if available.
- Branch operators are to close down all branches and place them on the ground. All crews are to return to the vehicle.
- Locate first aid kit and place inside cab.
- Close down and remove the delivery lines at the pump
- Park appliance on burn/cleared area in a position that affords as much protection as possible for the crew (e.g. rear of the appliance facing the fire front).
- Close all doors, windows and air vents and leave the engine running on fast idle.
- Conduct a head count to ensure all the crew are present and mount the appliance.
- Take cover in the cabin. Activate Water Deluge System from inside the appliance.
- Dress in full PPE. Activate the In Cab Air as per training.
- Crew to cover with blanket/protection.
- **STAY INSIDE THE VEHICLE.**
- Wait for the fire front to pass. Immediately after the fire front has passed, account for all the crew and check the vehicle for damage.

- **NOTE** – Do not hose down crew members' with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.

WHAT TO EXPECT

As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and ember. Radiated heat will transfer directly to inside the cabin.

- Smoke gradually gets inside the vehicle and fumes will be released from the interior of the appliance.
- Stay as close to the floor as possible.

Fuel tanks are very unlikely to explode. Fuel jerry cans and drip torches not fitted with anti-explosive mesh may however be at risk. These should be removed and placed at a distance from the appliance.

AFTER THE FIRE FRONT HAS PASSED

Stay in the vehicle until the fire front has passed and the temperature has dropped outside.

- Once the fire front has passed and the temperature has dropped cautiously exit the vehicle. Be careful – internal parts will be extremely hot.
- Take portable radios (VHF and UHF)
- Take first aid kits and oxy-viva (if part of the stowage)
- Move to a safe area
- Stay covered in PPE and blankets, continue to drink water and await assistance.
- Send a SitRep to the Incident Controller, if possible.

RELEVANT INFORMATION	
ADOPTED	August 2014
REVIEWED	November 2020
SOP	SOP 1.01 Communications Systems SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting SOP 4.02 Incident Control System - AIIMS SOP 5.01 Personal Protective Equipment SOP 5.06 Burnover Blankets SOP 6.02 Automatic Vehicle Locator
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

SOP 4.05: Red Flag Warning

PURPOSE

To provide a standard procedure for firefighters for the red flag warning.

INTRODUCTION

Incident experience across Australia, in particular during major bushfires, has shown that a lack of access to timely and critical information by personnel at an incident has led to injuries and fatalities. Red Flag Warnings are a message system that provides a process to ensure critical information (such as fire weather changes) is confirmed as received to the lowest levels and understood by all personnel at the incident.

PRINCIPLES

Red Flag Warnings are to be precise messages which convey present or impending hazards to emergency responders, outside the normal shift or deployment briefings, e.g. weather changes, hazardous materials, fire behaviour, structural integrity, equipment failures etc.

- Red Flag Warnings are to be initiated within the command hierarchy.
- Red Flag Warnings must be passed to all personnel at the incident, including those from other agencies or private contractors.
- At all levels, red flag warnings are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgements of Red Flag Warnings are to be logged.

PROCEDURE

The standard message text of a Red Flag Warning is as follows:

'RED FLAG WARNING. Personnel are advised of *<actual/forecast where appropriate>* conditions that may present a hazard to personnel as follows *<actual/forecast conditions>*. Personnel are to *<describe specific actions required to be taken>*. This message is to be passed on to all personnel under your command

ACKNOWLEDGE'

RECORDING, RECEIPT & ACKNOWLEDGEMENT

- All Red Flag Warnings issued through the incident chain of command are to be recorded in incident diaries.

RELEVANT INFORMATION	
ADOPTED	August 2014
REVIEWED	November 2020
SOP	SOP 1.01 Communications Systems SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting SOP 4.01 Wildfire Operational Management SOP 4.02 Incident Control Systems – AIIMS
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

DRAFT

SOP 4.06: Brigades Responding to Fires that may be Suspicious

The priority of fire crews will always be extinguishing the blaze, saving life, property and environment. This should always be the priority. The preservation of what may be the crime scene will always come in under this.

There is no expectation from police that they want volunteers or DFES staff to turn into crime scene experts but will be extremely grateful for any assistance that can be provided in preserving the scene until police arrive.

ON THE WAY TO THE FIRE

Take note of vehicles and people you see – time, vehicle registration, description, direction of travel.

ON ARRIVAL AND FIRE CREW OBSERVATIONS

- Do not let people into the incident area.
- Minimise resources required to gain control over the entire scene.
- Are there people in the immediate area – what are they wearing, carrying?
- Even if it seems irrelevant note it anyway.
- Secure the area around tyre marks, shoe impression, gate / fencing entry cuts, etc.
- Where was the fire most intense on arrival?
- Was there more than one ignition point?

TAPE OFF AND SECURE SCENE

In consideration of establishing a crime scene before police arrive, Police would like the obvious fire area where the fire occurred, and double that area taped off. This will be the crime scene, not always possible but desirable.

If onlookers give you information write it down and record their names as they may leave the area before the police arrive.

If possible have someone wait on site until police arrive so the scene stays secure.

RELEVANT INFORMATION	
ADOPTED	October 2015
REVIEWED	November 2020
SOP	SOP 3.01 Incident Announcement SOP 4.01 Wildfire Operational Management
COUNCIL POLICY	Nil
LEGISLATION	<i>Bush Fires Act 1954 Part IV</i>

SOP 4.07: Use of 'Class A' Foam

INTRODUCTION

The use of Class A foam can enhance the effectiveness of firefighting operations.

APPLICATION RATIO

Foam is supplied in concentrated form and must be mixed with water and aspirated for use. As a guide, the recommended mix ration is up to 0.03% concentration for bush firefighting operations (equates to approximately one cup of concentrate to 2,000 litres of water).

ENVIRONMENTAL CONSIDERATIONS

The use of foam can pose environmental risk to waterways, some agricultural operations and some fauna.

The IC is to ensure Dept. Water & Environment Regulation (DWER) is notified if foam enters a water body.

The following factors should be taken into consideration by the IC before authorising the use of foam:

- Protection of domestic water supplies: Domestic water storages contaminated with foam or wetting agents are to be flushed before re-use.
- Protection of aquatic environments: All possible care is to be taken to ensure that foam does not enter water bodies.
- Protection of agricultural interests: Care should be taken when using foam near agricultural operation to ensure that the foam does not contaminate crops or produce.

SAFETY PRECAUTIONS

Safety considerations and guidance for operators using A Class foam concentrate and suppressants are as follow.

- All personnel are to adhere to the manufacturer's guidance as detailed on the product MSDS provided at delivery.
- Avoid inhalation of foam vapours. Decant foam concentrate in well-ventilated areas.
- Avoid ingestion of foam concentrate.
- Foam concentrate, and to a lesser degree foam solution, can be harmful. If ingestion occurs, seek IMMEDIATE medical attention.
- Wear Level 1 PPE, gloves and goggles where the risk of contamination exists (e.g. decanting)
- Wipe up any spilt concentrate
- In the event of personnel coming into contact with foam concentrate:
 - Eyes or skin - immediately flush with clean water and seek medical assistance if required.
 - Soaked clothing - remove and flush with copious amounts of water as soon as possible.
 - If any side effects occur from exposure to the foam concentrates (i.e. dry red itchy skin) seek medical advice
- Dispose of all used foam containers in an environmentally responsible manner.

CLEAN UP

As the foam concentrate is corrosive and will cause damage to equipment all firefighting appliances and equipment used with foam are to be thoroughly flushed with clean water after use.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	Nil
SOP	SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting SOP 6.01 Fire Appliances - Maintenance and Modification
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

SOP 4.08: Incident Escalation

INCIDENT LEVELS

The State Emergency Management Committee (SEMC) has defined three operational levels that are to be used to classify the severity of incidents.

A **Level 1 fire incident** is characterised by being able to be controlled through local or initial response resources within a few hours of notification. Being relatively minor, all functions of incident management are generally undertaken by the first arriving crew/s.

Level 2 fire incidents are more complex either in size, duration, resources, risk or community impact. They usually require delegation of a number of incident management functions and may require interagency response.

Level 3 fire incidents are protracted, large and resource intensive. They may affect community assets and/or critical infrastructure and attract significant community, media and political interest. These incidents will usually involve delegation of all the Incident Management functions.

ASSESSING THE INCIDENT LEVEL

An assessment of the incident should be undertaken as soon as possible after attendance to determine if further assistance is required. An incident is initially defined as a Level 1 incident unless:

- a) the Incident Controller (IC) determines otherwise; and
- b) an incident level declaration is made.

The majority of fires attended by Shire of Broomehill-Tambellup Bush Fire Brigades are Level 1 incidents. As Level 1 is the default incident level, it is not necessary to fill in an Incident Level Declaration.

Level 1 classifications cover a range of incident sizes and complexities and which can require different skill levels to manage. ICs can access additional resources or expertise as required through DFES.

Larger, slightly more complex, Level 1 incidents may require the appointment of a qualified Level 1 Incident Controller. This can be initiated at the request of the current IC, as an offer by the CBFCO or, in some cases, at the direction of the CBFCO.

MONITORING THE INCIDENT

The incident is to be continually monitored, and assessed, by the IC to ensure changes are identified and the incident level escalated or de-escalated, as necessary. The escalation of an incident is at the discretion of the Incident Controller.

The IC will note the declared incident level in the IC's incident log and all Situation Reports sent through the command line.

If it is possible an incident may escalate to Level 2 the DFES Regional Duty Coordinator must be notified to alert them to this possibility.

INCIDENT LEVEL ESCALATION

If the bush fire conditions warrant an escalation to Level 2, DFES, as the Hazard Management Agency for fire, must be advised.

At the declaration of a Level 2 Incident, the IC will:

- a) complete an Incident Level Declaration form (available from the CESM)
- b) communicate the Level 2 declaration to the CBFCO (or delegate) and to the CEO.

INCIDENT HANDOVER

Under the Bush Fires Act 1954 the IC can request control of the incident be handed over to DFES or DBCA. This should be done in consultation with the Chief Bush Fire Control Officer (or delegate).

LEVEL 3 INCIDENT

Shire of Broomehill-Tambellup Bush Fire Brigade units will only be providing combat resources or AIIIMS Incident Management Team support to DFES for Level 3 incidents.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	Nil
SOP	SOP 4.01 Wildfire Operational Management SOP 4.02 Incident Control Systems – AIIIMS SOP 4.09 Transfer of Incident Control - Interagency
COUNCIL POLICY	Nil
DELEGATION	5.8 Handover of Control of Bushfires
LEGISLATION	<i>Emergency Management Act 2005</i> <i>Emergency Management Regulations 2006</i> <i>Bush Fires Act 1954</i>

SOP 4.09: Transfer of Incident Control – Interagency

INTRODUCTION

Under the *Bush Fires Act 1954*, a local government Fire Control Officer may request that the incident control of a fire be transferred to Department of Biodiversity & Conservation (DBCA) or Department of Fire and Emergency Services (DFES).

The existing Incident Controller (IC) is to consult with the Chief Bush Fire Control Officer when considering handing over the control of a fire to another agency.

HANDOVER BRIEFINGS

Where the control of an incident is handed to another agency, the current IC must conduct a formal handover to the incoming IC using the standard **SMEACS** (Situation, Mission, Execution, Administration & Logistics, Command & Communication, Safety) format (refer Appendix 3 SMEACS Checklist).

Transfer of Control between the Shire of Broomehill-Tambellup and DBCA:

Under Section 45(a) of the *Bush Fires Act 1954*, control of bush fires may be transferred between Local Governments and DBCA at any time after considering which agency is best placed or resourced to deal with the emergency.

The request for transfer of control to DBCA should be made by the CBFCO (or delegate) to the DBCA Duty Officer. The request can be verbal but the request for handover must be noted in the incident log. The outcome of the request must also be recorded in the incident log.

The current IC must notify the DFES Duty Officer or COMCEN and all other personnel involved in the incident of the handover.

Transfer of Control to DFES:

An IC may request DFES to assume control of the incident under Section 13(4)(a) of the *Bush Fires Act 1954*.

The request for transfer of control should be made by the CBFCO (or delegate) to the DFES Duty Officer. The request can be verbal but the request for handover must be noted in the incident log. The outcome of the request must also be recorded in the incident log.

The current IC must notify all other personnel involved in the incident of the handover.

Transfer of Control from DBCA or DFES to the Shire of Broomehill-Tambellup:

DFES or DBCA may request that incident control of a fire to be transferred to the Shire. This request should be made to the CBFCO (or delegate) who will determine if the Shire is suitably placed to accept the transfer of control.

The IC must notify all other personnel involved in the incident of the handover.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	Nil
SOP	SOP 4.01 Wildfire Operational Management SOP 4.02 Incident Control Systems – AIIMS SOP 4.08 Incident Escalation
COUNCIL POLICY	Nil
DELEGATION	5.8 Handover of Control of Bushfires
LEGISLATION	<i>Bush Fires Act 1954 s13.4(a); s45(a)</i>

DRAFT

Appendix 3: SMEACS Checklist

SMEACS BRIEFING CHECKLIST AIIMS - 2.2 / V1.0

Operation Period Fm: – To:	Incident Name:	Inc / OCN #:	Date Prepared	Time Prepared	Prepared by:	Sector:
BRIEFING PRELIMINARIES: <ul style="list-style-type: none"> Decide type of briefing, e.g. overview, delegation, changeover Identify relevant briefing points from checklist. 			<ul style="list-style-type: none"> Introduce yourself Outline the purpose of the briefing Set the rules of the briefing 			

S – SITUATION *Overview of the Situation*

History	
Current Situation	
Predicted Situation	
Values at Risk	
Forecast Weather	
Current Weather	
Resource Deployment	

M - MISSION

Incident Objectives	
---------------------	--

E – EXECUTION

Divisions & Sectors	
Strategies for each Incident Objective	
Tactics	
Task & Resource Allocation	
Authority to Act – Responsibilities	
Known Hazards	
Welfare Requirements	
Part to play for those receiving briefing	
Implications of not achieving work targets	
Dress requirements (including PPE)	
Time constraints & deadlines	

A - ADMINISTRATION and LOGISTICS

Location of control, command & support facilities	
Ground support, Catering & Medical Assistance	
T-Cards, Logs & Diaries, Record Keeping	
Finance and Accounting requirements	

C- COMMAND and COMMUNICATIONS

Incident Management Structure	
Incident Status (Level 1,2 or 3)	
Communication Plan (who, when, why)	
Radio Channels / Equipment	
REPORTING: - To whom - By whom - When - Detail required e.g. sitrep proforma - HOW (equipment, channels, No's)	

S- SAFETY

Injury / Near Miss	
Safety Issues	

BRIEFING SUMMARY

Ask questions to confirm understanding			
Issue supporting documents			
Summary			
Name	Date	Time	Sign.

Details of Group Being Briefed:

To be Used by all briefing Officers at Sector, IMT and SCC / RCC levels.

To go to all incoming staff at Sector, Division, Division, IMT and SCC / RCC levels.

Section 5: Safety

DRAFT

SOP 5.01: Personal Protective Equipment

PURPOSE

To ensure a minimum standard of protective clothing is worn at all times on any fire ground.

INTRODUCTION

Personnel on the fire ground should be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-firefighting task.

PREFERRED STANDARD FOR BUSH FIRE FIGHTING

- Approved Proban Overalls (one or two piece);
- Safety Boots;
- Helmet; and
- Gloves, Goggles and Smoke Mask

Requests for PPE can be made at any time through the CESM. A bulk order is compiled in July each year for distribution prior to the fire season.

MINIMUM STANDARD FOR BUSH FIRE FIGHTING

- Cotton/woollen long trousers;
- Long sleeve shirt; and
- Enclosed boots.

GENERAL

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances, or held by members as part of their individual firefighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances.
- The appearance and conduct of the Shire's Bushfire Brigade members whilst wearing operational dress is to be such that will not cause any criticism upon the Shire of Broomehill-Tambellup.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i> <i>Bush Fires Act 1954 s.36</i>

SOP 5.02: Drugs and Alcohol

PURPOSE

To provide a standard procedure to manage drug and alcohol related incidents within the Shire's Bush Fire Brigades.

INTRODUCTION

Any accident that occurs where it is found that a firefighter has been taking illicit drugs and/or alcohol has implications not only for the individual but also the Shire. Some implications that could occur are:

- Insurance cover could be denied.
- Civil action could be taken if other firefighters are injured whilst under that individuals care (as driver, member of a team or managing an incident).
- Compromise your position within the Shire's Brigade.
- Compromise the Shire because they allowed you to represent them whilst you were under the influence of illicit drugs or alcohol (knowingly or unknowingly).

In addition to the Shire having a responsibility to look after the safety and welfare of the volunteer under the *Occupational Safety and Health Act 1984* and Regulations, the individual also has a responsibility to look after their own well-being.

PROCEDURE

Since drugs and alcohol have the ability to impair the judgment and reactions of an individual and firefighters invariably put themselves in positions of accepted risk, it is essential that 'acceptable risk' does not become an 'unacceptable risk'. The following procedure must be complied with to ensure that firefighters do not compromise their individual right to work in the safest environment possible.

- **Illicit Drugs**

Firefighters shall not respond to any incident or participate in any training activities associated with operational tasks where illicit drugs have been taken.

If a firefighter or officer is aware that another firefighter or officer is taking illicit drugs, appropriate action should be taken to remove that person from firefighting duties.

- **Alcohol**

Firefighters shall not respond to any incident or participate in any training activities associated with operational tasks where alcohol has been consumed.

Consumption of alcohol during or prior to commencing firefighting duties is not acceptable. It is inappropriate for any person to put another person at risk as a result of impaired judgment or reactions attributable to the consumption of alcohol.

It is unacceptable to allow firefighters to undertake an active firefighting role at an incident knowing they have consumed alcohol.

- **Prescribed Drugs**

If an individual is taking prescribed drugs that make them drowsy or functionally impaired, they must:

- Not take part in firefighting duties at an incident.
- Not take part in operational training activities.
- Notify the Incident Controller of the effects
- Take responsibility for their own safety and welfare and not compromise safety and welfare of others.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

SOP 5.03: Drip Torches

PURPOSE

To provide a standard procedure to manage the safe use and maintenance of a drip torch.

INTRODUCTION

The drip torch is to be used for prescribed burning and authorised lighting activities only. The drip torch is a container holding a fuel mixture that drips from a nozzle over a lighted wick, dripping burning liquid onto the fuel to be ignited.

PROCEDURE

When preparing to use the drip torch, the operator should:

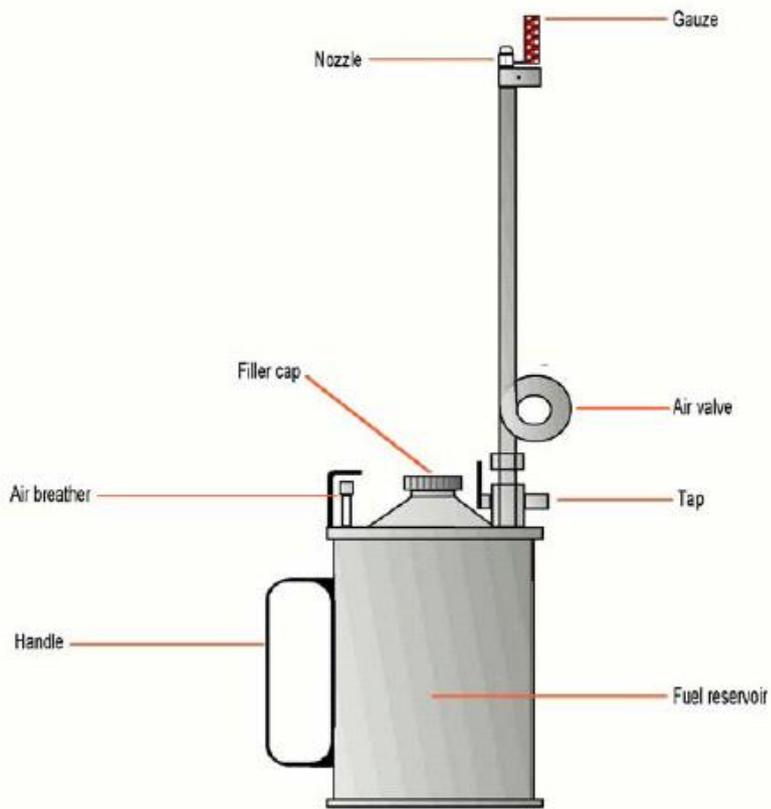
- Ensure that there is no risk to other personnel in the vicinity.
- Use the torch on the designated burn area only.
- Wear the correct personal protective equipment, including gloves and goggles when filling, lighting, operating and extinguishing a drip torch.
- Start the torch and ignite vegetation and complete the burn under the direction of the officer in charge.
- When not in use, stand the torch upright and ensure that the flame is extinguished.
- When not in use, ensure that the torch is stored upright in a secure position.
- When not in use, ensure that the fuel tap is maintained in the closed position.
- Fuel for drip torches must be premixed at a location separate to any incident ground.
- Fuel for drip torches must be premixed in a recommended flammable liquid fuel container, stored away from the incident and clearly marked.
- Ensure regular maintenance is undertaken and report any defects.
- The fuel mixture is to be 25% Petrol and 75% Diesel as per manufacturer's instructions.

Only qualified and experienced firefighters should use the drip torch.

NOTE

All backburn operations must be authorised by the Incident Controller

The wick will remain hot for some time after it has been extinguished



RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting SOP 5.01 Personal Protective Equipment
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

SOP 5.04: Driving Guidelines

PURPOSE

To ensure that formal brigade appliances are operated in a safe manner.

INTRODUCTION

Bush Fire Brigades have a high profile as an emergency service provider within the community. To maintain that high profile, personnel using vehicles must adhere to vehicle policy with a clear understanding of the guidelines.

It should be noted that exemptions from the Road Traffic Code 2000 apply to formal brigade appliances only.

EXEMPTION TO ROAD TRAFFIC CODE 2000

While travelling to and from a fire (on public roads), the Shire of Broomehill-Tambellup bush fire appliances should only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts.

The drivers and passengers of firefighting appliances are legally exempt from the requirement of the Road Traffic Code 2000 to wear seat belts “when engaged in firefighting activity”. However for safety reasons it is strongly recommended that drivers and passengers in the Shire of Broomehill-Tambellup fire appliances wear available seat belts wherever possible.

An exemption to the Road Traffic Code 2000 exists which allows personnel to travel in the load space of a private fire fighting vehicle when ‘engaged in firefighting activity on the fire ground’. This exemption **does not apply** when travelling to and from the fire scene. All firefighting personnel in private fire units should travel to and from the fire ground in the cab of the vehicle wearing seatbelts where provided.

GUIDELINES

- All drivers must hold a current and appropriate class of driving license necessary for the appliance being driven.
- A register of Drivers’ Licenses shall be maintained for all Shire volunteers driving Shire-owned emergency vehicles.
- Drivers holding “P” Plates may drive appliances as part of Driver Training; however, they are not to drive to or at emergency/incidents.
- Drivers are not to operate any fire appliance for longer than a 12-hour shift.
- Drivers are not to exceed 20km over the allocated speed limit of the road on which the vehicle is travelling.

CODE 1

Unit to respond with due haste - life/property in immediate danger.

1. Emergency Warning Lights at all times during travel and operation at incident.
2. SIREN (if fitted to vehicle) to be used during travel to incident as appropriate.
3. ALL speed signs of the Road Traffic Act to be obeyed.

4. ALL Traffic Lights and Road Traffic Signals/Signs to be obeyed unless the driver of the Fire Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at ALL times.

CODE 2

When returning to fire station, attending training or exercises and general operations:-

1. NO emergency warning lights or sirens are to be used.
2. ALL Road Traffic Codes to be complied with.

DRIVING REQUIREMENTS FOR OFF-ROAD USE

1. Minimum speed to be used to ensure safety of occupants.
2. Exhaust brake where fitted to be engaged at all times.

GENERAL

1. Bush Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew care and safety must be of paramount importance at all times when driving fire appliances.
4. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
5. Smoke hazard signs to be installed on roads where Bush Fire Brigades are operating.
6. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting SOP 3.01 Incident Announcement SOP 3.02 Fire Appliances Outside Municipality Boundaries SOP 4.01 Wildfire Operational Management
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Road Traffic Code 2000 Part 19 Div. 1</i> <i>Occupational Safety & Health Act 1984 s.22</i>

SOP 5.05: Electrical Hazards

PURPOSE

To provide personnel with a standard and safe procedure for incidents where electricity may be hazardous to personnel, casualties and/or bystanders.

INTRODUCTION

Electricity is a major hazard to firefighters, as it will be encountered at many structural fires and bush fires. All precautions at any incident where electrical hazards exist must be taken.

PROCEDURE

- Identify any electrical hazards that are present.
- Keep personnel and members of the public away from electrical hazards.
- Determine a safe distance from the electrical hazard.
- Electricity should always be disconnected:
 - When the situation is unknown.
 - At any time that water is to be applied within a structure.
 - At any time firefighters are at risk.
 - On adjacent buildings if it is reasonably expected that the fire may impinge on them.

STRUCTURAL FIRES (DEFENSIVE FIREFIGHTING ONLY)

If the electricity is to be disconnected, it is the responsibility of the Incident Controller to check that power is switched off at the main board and that the fuses have been removed (where possible).

When disconnecting the power supply:

- The switch is to be operated with the back of the hand at arm's length.
- The head is to be turned away to avoid possible flash injuries.

240 VOLT POWER GENERATED BY SOLAR PANELS

All Emergency Service responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

The following procedure is recommended for isolating power at properties with solar panels installed:

- Switch off the main isolating switch and all circuit breakers and remove all fuses at the main switchboard. Also check to see if there is an inverter isolator switch for the solar panel system; if not,
- Inspect the property to see if any solar panels and / or backup generators are installed on the property (should be visible and near to main property).
- Seek local knowledge and obtain advice on where the system may be isolated.
- If local knowledge is not available, locate the inverter/generator main switch or change over switch and isolate by turning off (this switch is usually at the main switchboard).

- Wait for further support from experienced personnel.

POWER LINES/POLE TOP FIRES

The Incident Controller is to brief all incoming crews on the possibility of live power being present at an incident.

Do not park appliances or position equipment beneath overhead power lines.

Where wires have made contact with the ground treat all wires as being live and maintain a 10m safe distance from the wires.

Locate wire ends to ensure source is not being transferred through another conductor e.g. steel fence, vehicle, etc.

All personnel are to avoid direct and water contact with wires and infrastructure until it has been confirmed the power is off.

Contact DFES Comcen on 1800 198 140 or 000 with the information listed below. This information will be passed by DFES directly to the Western Power Communication Centre for action, such as isolating the power supply to the area.

Wait for the arrival of Western Power personnel.

Information Required	Details
Contact Person and Phone Number	<i>Name of person reporting:</i>
Phone No:	
Contact at scene:	
Phone No:	
Issue of Concern	<i>i.e. Pole top fire, powerlines on ground etc.</i>
Pole Identification Number	<i>Nearest Pole No. found on plate or triangle.</i>
Pole Location	<i>Nearest road, locality or property number.</i>
Requested Action	<i>i.e. crew required, disconnect power etc.</i>

Note: This procedure is for the use of emergency services only. General faults should be directed to the Western Power Fault Number 131 351

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 1.03 Occupational Safety & Health - Incident/Injury/Hazard Reporting
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

DRAFT

SOP 5.06: Burnover Blankets

PURPOSE

To provide a standard procedure for firefighters in the use of burnover blankets.

INTRODUCTION

Burnover blankets are a piece of equipment for protecting firefighters out on the fireline. The blankets are made from a light weight, patented material and are 2m x 2m in size. Installation of burnover blankets in all DFES appliances has been undertaken in accordance with directive. Volunteers are to be trained in burnover blanket entrapment procedures.

PROCEDURE

- Ensure LACES is implemented at all times:
 - L – Lookouts
 - A – Awareness
 - C – Communication
 - E – Escape Routes
 - S – Safety Zones
- Locate the burnover blanket in the appliance. The burnover blankets are housed in a red protective sleeve or bag in a fixed position appropriate to the appliance and must not be relocated.
- Obtain the burnover blanket from its storage bag by lifting the flap and remove the vacuum packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways.
- Remove the burnover blanket from the plastic cover.
- Unfold the burnover blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- After the burnover, conduct post-burnover procedures.
- Used burnover blankets should be left with the vehicle for examination in any investigation that may follow.
- Do not attempt to replace or reuse the used burnover blanket.
- Know the location of the burnover blankets in your appliance or vehicle.

RELEVANT INFORMATION	
ADOPTED	August 2014
REVIEWED	November 2020
SOP	SOP 1.03 Occupational Safety & Health - Incident/Injury/Hazard Reporting
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

SOP 5.07: Chainsaws

INTRODUCTION

When responding to bushfires fire fighters may encounter trees that need felling or a situation where it is advantageous to clear a track of fallen timber. On occasions chainsaws have been used to undertake these tasks.

Changes to legislative requirements and the increased need for specific training on all items of equipment means that the ongoing use of chainsaws by untrained personnel is in breach of these legislative requirements.

In recognising the risks associated with chainsaw use neither DFES nor the Shire of Broomehill-Tambellup provide them as standard stowage items on fire appliances. Notwithstanding this, it is acknowledged that crews who have assisted at incidents outside the Shire have been in situations where a chainsaw has been required to preserve crew safety. For incidents outside the Shire, approval may be granted for a crew to obtain a chainsaw from the Shire, to be collected prior to mobilisation.

Tree Felling

The felling of trees with a chainsaw by a Brigade member is **strictly prohibited**. Where it is necessary to fell a tree, earthmoving equipment or suitably qualified operators, as approved by the Incident Controller or the CESM, must be used.

Clearing Fallen Timber

Brigade members who hold an appropriate chainsaw operator certificate, can only use a chainsaw to clear fallen timber in an emergency situation (e.g. blocked emergency egress route, vehicle or personnel entrapment, etc.) At all other times earthmoving machinery or approved operators shall be used.

Minimum Training Qualification

Brigade members intending to use a chainsaw on a fire ground must hold an appropriate qualification confirming competency as issued by TAFE or other recognised institution. Copies of the certificate (including refresher certificates) must be provided to the Shire prior to each fire season.

Directions for Use

- Chainsaws may only be used with the prior approval of the Incident Controller or CESM.
- All chainsaw operators must wear full personal protective equipment: chaps, steel boots, gloves, goggles, hearing protection and helmet.
- All chainsaw operators must be accompanied by a spotter at all times.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	
SOP	SOP 1.03 Occupational Safety & Health - Incident/Injury/Hazard Reporting
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

DRAFT

SOP 5.08: Refilling Motors at Fire Incidents

Introduction

Storing fuel in metal fuel containers is a common practice on all firefighting appliances as it allows additional reserves of ULP and/or drip torch fuel to be readily available.

If a fuel container is exposed to high temperatures, a build-up of pressure inside the fuel container will occur. Upon opening this pressure build up can cause a sudden and vigorous expulsion of fuel vapour.

There have been instances of firefighting personnel being doused in flammable liquid when opening fuel containers. The fuel ignited and caused burns to the fire fighters. Therefore, personnel opening a fuel container must follow the recommended DFES 'six step process'.

General

In order to minimise the risks associated with refuelling pump motors, refuelling will only occur when the vehicle is in a safe area (e.g. a water point, staging area, well-ventilated area, cold zone).

The greatest risk of injury caused by pressurised fuel occurs when the fuel can is being opened. Ensure minimum PPE is worn and fuel can is opened in an area completely free of any potential ignition sources.

This procedure is to be followed for refuelling of all static motors on all vehicles where fuel cans are utilised as the refuelling method:

- Move vehicle to a clear area (e.g. off the fire ground)
- Ensure pump engine is not running.
- Remove the fuel can from the vehicle.
- Ensure minimum PPE is worn.
- Ensure a 5m radius safe zone free of ignition sources (including the vehicle) and other personnel.
- Follow correct fuel can opening technique:
 - Kneel behind the fuel can with cap facing away from the body.
 - Fully withdraw the retaining pin.
 - Lift cap handle slowly to allow pressure build up to vent, with any venting away from the body.
 - Control opening with hand pressure as required.
 - Lift cap handle completely once venting has ceased.
- Prior to pouring fuel from the fuel can into the pump engine fuel tank ensure that your feet are on the ground, you earth yourself by touching the appliance, and the pouring funnel is in contact with the fuel tank. This will reduce the potential for ignition due to static.
- Always clean off excess fuel from the tank with a rag.
- Do not re-enter the fire ground if PPE has been splashed with fuel (find alternate PPE).

Filling Fuel Containers

Fuel cans on vehicles or held at stations/units must not be overfilled. Fuel vapours will expand when exposed to heat and an expansion chamber for the vapours must be maintained. Fuel

cans should only be filled to a maximum of 80% of total capacity. The easiest way to ensure the fuel can is not overfilled is at the petrol bowser, i.e. only put 4L into a 5L fuel can, or 16L into a 20L fuel can.

RELEVANT INFORMATION	
ADOPTED	New SOP – November 2020
REVIEWED	
SOP	SOP 1.03 Occupational Safety & Health - Incident/Injury/Hazard Reporting
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Occupational Safety & Health Act 1984 s.22</i>

DRAFT

Section 6: Equipment Management

DRAFT

SOP 6.01: Fire Appliances – Maintenance and Modification

PURPOSE

To ensure that all Shire appliances and equipment is maintained in faultless condition.

INTRODUCTION

As emergency appliances and equipment is predominantly used in hazardous and high-pressure situations, it is essential that the reliability and integrity of both is maintained to a high standard so as not to place any firefighter in danger due to equipment failure.

OPERATING LEVEL MAINTENANCE

Broomehill Central Brigade members are responsible for the Operating Level Maintenance of the Shire owned fire appliance. In this context Operating Level Maintenance includes:

- Checking vehicle tyre pressures.
- Checking & replenishing radiator fluid levels for the vehicle engine and pump motor (where fitted).
- Checking & replenishing lubricant levels on the vehicle and pump engines.
- Checking & replenishing brake & clutch master cylinder fluid levels.
- Checking & replenishing windscreen washer fluid.
- Checking the operation of all vehicle lights, emergency lights & sirens.
- Checking the operation of the WAERN Bushfire Radio including external speaker (where fitted).
- Testing Automatic Vehicle Locator (AVL) – see SOP 6.02
- Checking & replenishing battery electrolyte levels.
- Cleaning of vehicles.
- Checking the presence of all appliance stowage & its serviceability.
- Checking the operation of fire pumps, valves, sprays, nozzles & hose reels.
- Reporting any defective or unserviceable appliance items to the Brigade FCO.
- Check burnover blankets are available and stowed properly.
- Checking Water Deluge System.
- Checking the condition and stowage of the In Cab Air.

The brigade appliance in Tambellup is owned by DFES and the responsibility for these checks lies with the Tambellup Volunteer Emergency Service Unit.

FAST FILL TRAILERS

Each brigade has been equipped with a fast fill trailer including pump and appropriate hoses and fittings. Fast fill trailers are housed at agreed locations within the brigade area.

Registration and insurance of each trailer is the responsibility of the Shire. It is the responsibility of each brigade to ensure that trailers remain roadworthy and pumps/fittings are operational. If repairs or consumables are required the CESM should be notified.

DEPOT LEVEL MAINTENANCE

All major servicing and maintenance of the Broomehill Central Fire Truck is the responsibility of the Shire. During this inspection assessments will be made on any future remedial maintenance for the fire appliances.

All servicing and maintenance of vehicles associated with the Tambellup Volunteer Emergency Service Unit is the responsibility of the VFES members and DFES.

MODIFICATIONS TO FIRE APPLIANCES

Brigades should not undertake the modification of the Shire's Fire Appliances, without the express permission of the Shire of Broomehill-Tambellup. Contravention of this policy could jeopardise insurance coverage or be in breach of Grant Agreement undertakings made through the Local Government Grant Scheme.

RELEVANT INFORMATION	
ADOPTED	December 2008
REVIEWED	November 2020
SOP	SOP 6.02 Automatic Vehicle Locator - AVL
COUNCIL POLICY	Nil
LEGISLATION	<i>Bush Fires Act 1954 s.36</i>

SOP 6.02: Automatic Vehicle Locator - AVL

PURPOSE

These procedures include an overview of the AVL system and how to update the system. The Broomehill Central Volunteer Bushfire Brigade appliance is fitted with an AVL, with the CESM managing 2 portable units for the Shire.

The Tambellup VFES appliance is also fitted with an AVL – responsibility for management lies with Unit members in conjunction with DFES.

INTRODUCTION

The AVL System provides real-time visibility of appliances especially during large scale bushfires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records vehicle location, speed, and if lights and sirens have or are being activated. DFES Officers, CESM's and authorised brigade members have access to the link to track appliance locations across the State.

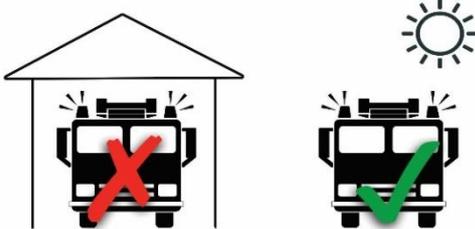
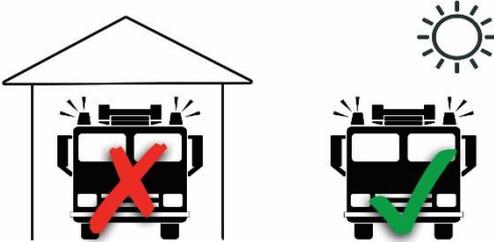
PROCEDURE

Activation in an emergency situation: Under normal conditions the light will be showing green.

To activate the emergency button HOLD IT DOWN FOR 4 SECONDS - the green light will turn red until DFES Communications has acknowledged, then the light will show green again. Once activated DFES Communications will contact the Incident Controller for that fire, the Duty Officer for the region or the Community Emergency Services Manager to follow up.

Testing of the AVL:

- Testing of the AVL system is to be carried out on a **MONTHLY** basis to keep the system updated with new soft wear. See diagram below on how to test the system.
- The system is connected to the 3G network and if this is not available the system will link to the satellite.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Communications on 1800 198 140 to notify them of the mistake.
- Refer to Operational Brochure and general information sheet that is located in the Broomehill Central Bushfire appliance for further information.
- Any issues with the system please contact the CESM to follow up.

STEP	PROCESS
1	<p>Make sure your vehicle is parked outside the shed or situated in the open.</p> 
2	<p>The Emergency Duress Button must be showing a solid green light (not flashing) to indicate AVL unit is in NextG Mobile Phone coverage before the unit can commence test mode.</p> 
3	<p>Push the Emergency Duress Button 4 times in quick concessions within 4 seconds (1 push per 1 second)</p>  <p>The Emergency Duress Button will start flashing green and red lights to indicate the unit is in test mode. Once testing is complete the Emergency Duress Button will return to a solid green light.</p>
4	<p>Leave the vehicle parked outside the shed or situated in the open for another 30 minutes before returning it back into the shed. This is to facilitate any software updates required for the AVL unit – it is important the vehicle battery remains un-isolated.</p> 

RELEVANT INFORMATION	
ADOPTED	December 2017
REVIEWED	November 2020
SOP	SOP 1.03 Occupational Safety & Health – Incident/Injury/Hazard Reporting SOP 6.01 Fire Appliances – Maintenance and Modification
COUNCIL POLICY	2.2 Occupational Safety & Health
LEGISLATION	<i>Bush Fires Act 1954 s.36</i> <i>Occupational Safety & Health Act 1984 s.22</i>

DRAFT

6. GENERAL BUSINESS

Broomehill East: Gavin Guerini has left the Shire, the brigade has determined that James Dewar will take over BH East 5.

Rhys Brown has a speed tiller – this should be added to the Shire’s emergency resource list.

Training is available for Ground Controller Course for Water bombers. Several people in the Shire are trained, if interested please let the CESM know. Gnowangerup SES members are trained.

An error in the Firebreak Order has been noted, regarding the number of appliances required to attend controlled burns. Action: CESM to note for next year

‘Burning of canola’ is a template added to permits.

- Adaptors are required for cam locks.
- Broomehill Central requires an adaptor
- Pumps for tanks: Tambellup central x 1
 Broomehill West x 2
 Broomehill East x 1
 Tambellup West x 1

Six Automatic Vehicle Locators (AVLs) are available from the CESM to monitor units on the fireground – including graders etc.

7. CLOSURE

The Chair took the opportunity to thank all volunteers for a great result over the past season, especially the leadership that was demonstrated through the Katanning fires.

There being no further business, the meeting was closed at 7.21pm.



Local Emergency Management Committee

MINUTES

8 December 2020

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY.



AGENDA

1.	ATTENDANCE AND APOLOGIES	2
2.	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	2
2.1	Confirmation of the Minutes of the Committee meeting held on 8 September 2020.....	2
3.	BUSINESS ARISING FROM PREVIOUS MINUTES.....	2
4.	STANDARD ITEMS	3
4.1	Review of Contacts and Resources	3
4.2	Review of Post Incident and Post Exercise Reports.....	5
5.	OTHER BUSINESS	7
5.1	MARKYT Community Resilience Scorecard.....	7
6.	GENERAL BUSINESS	9
7.	NEXT MEETING AND CLOSURE	12

SHIRE OF BROOMEHILL-TAMBELLUP

**Minutes of Local Emergency Management Committee meeting held in the
Tambellup Council Chambers on Tuesday 8 December 2020 commencing at 10.05am.**

1. ATTENDANCE AND APOLOGIES

1.1 Attendance

Cr Mark Paganoni	Chair, Shire of Broomehill-Tambellup
Cindy Veitch	Tambellup Primary School
Josh Humble	WA Police
Eileen O'Neill	Department of Primary Industries & Regional Development
Cindy Pearce	Community Emergency Services Manager
Bronwyn Bradshaw	St John Ambulance Tambellup
Luke Fowles	St John Ambulance – Community Paramedic
Rebekka Polack	Tambellup Community Resource Centre
Neville Blackburn	Department of Communities
Keith Williams	Shire of Broomehill-Tambellup
Pam Hull	Shire of Broomehill-Tambellup (Minutes)

1.2 Apologies

Trevor Prout	St John Ambulance Tambellup
John Paul Collins	Department of Primary Industries & Regional Development

Neville Blackburn advised Gail Blaszczyk had left the position at Department of Communities based in Katanning and the role had not yet been filled.

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 Confirmation of the Minutes of the Committee meeting held on 8 September 2020.

Moved Cindy Pearce, seconded Josh Humble

That the Minutes of the Local Emergency Management Committee Meeting of 8 September 2020 be accepted.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. STANDARD ITEMS

4.1 Review of Contacts and Resources

Attachment:	Extract from Local Emergency Management Arrangements 2016 - Contacts and Resources
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	25 November 2020
Disclosure of Interest:	Nil

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

The Contacts and Resources list has been updated to include details of school bus contractors, as discussed at a previous LEMC meeting. Other amendments can be made as advised at the meeting.

CONSULTATION

Committee

STATUTORY ENVIRONMENT

Emergency Management Act 2005 s.42

Reviewing and renewing local emergency management arrangements

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

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

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

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

***The Tambellup Community Resource Centre is to be added to the Contacts and Resources list and LEM Committee. The CRC provides Centrelink access, and through Linkwest, can be activated as a Food Relief Station if required during an emergency. The CRC will also be utilised as a Polling Booth and provide internet access in the event the State Government determines the election in March is to be conducted electronically.*

ATTACHMENT 4.1 – NOT FOR CIRCULATION

4.2 Review of Post Incident and Post Exercise Reports

Attachment:	Nil
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	25 November 2020
Disclosure of Interest:	Nil

SUMMARY

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

BACKGROUND

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

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

COMMENT

No reports are presented to this meeting.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Emergency Management Act 2005

s.39 Functions of local emergency management committees

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

(a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;

(b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and

(c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

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

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

No recommendation required – no reports presented.

5. OTHER BUSINESS

5.1 MARKYT Community Resilience Scorecard

Attachment:	Community Resilience Scorecard Results
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	27 November 2020
Disclosure of Interest:	Nil

SUMMARY

The Committee to note the MARKYT Community Resilience Scorecard report.

BACKGROUND

In June 2020, the Shire of Broomehill-Tambellup invited residents to participate in a state-wide study (Scorecard) into resilience, in light of the onset of the coronavirus pandemic. The Scorecard was a collaboration between local governments, the Department of Local Government, Sport and Cultural Industries, and LG Professionals, and was open to all community members aged over 18 years in WA for a four week period. Industry research company CATALYSE was contracted to deliver the survey.

The purpose of the study was to help State and Local Government to gather state-wide baseline and informing data to understand changing needs and priorities in the local community during the COVID-19 pandemic. The study sought to inform the following:

- What is our community wellbeing status? What is our resilience rating?
- What do communities need from local government?
- Where should we prioritise our efforts to help with the response and recovery to COVID-19 impacts?

7,666 responses were received state-wide. The attached report provides the results of the study.

COMMENT

In this Shire, the survey was made available through an online link promoted through Facebook, the Shire's website, by flyer and in Topics. Hard copies of the survey were also available at the administration offices for those unable to access the online survey. The response rate for this shire was low, with 26 online responses received. Responses from the Great Southern region comprised 4% of the total responses state-wide.

The state-wide results reported, in summary:

- One third of respondents reported 'high or very high' levels of concern about COVID-19;
- Almost one quarter reported 'high or very high' levels of personal impact by COVID-19;
- The top two concerns related to others – family and friends getting sick, and recovery of the local economy;
- Most respondents were aware of key messaging – awareness of symptoms, the need to physically distance and the need to practice good hygiene. Only 61% indicated they always physically distanced, and the majority always practiced good hygiene. Only 58% had downloaded the COVIDSafe app.
- 63% of respondents indicated the amount of COVID-19 information provided by local government was 'just right';
- In relation to community wellbeing, 84% of respondents rated their life in relation to their general health as 'good, very good or excellent';
- Overall local government response to COVID-19 was rated at 'good';

- The main priorities for local government as noted by the community were: economic recovery and local employment opportunities, community health and wellbeing (sport and recreation programs, libraries, community development initiatives etc.), local infrastructure projects and development of recovery plans in conjunction with local businesses and community.
- At the time of the survey, 69% of respondents felt hopeful and enthusiastic about the future.

Even though this Shire had only a small response to the survey, the outcomes seem to mirror the observations of the LEMC which met weekly during the onset of the pandemic. While the community was aware and adapted their activities in accordance with directives, the Shire or LEMC were not made aware of any significant issues.

The report is attached for information only.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

1.1 Our community is safe, connected and harmonious

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

FINANCIAL IMPLICATIONS

Nil

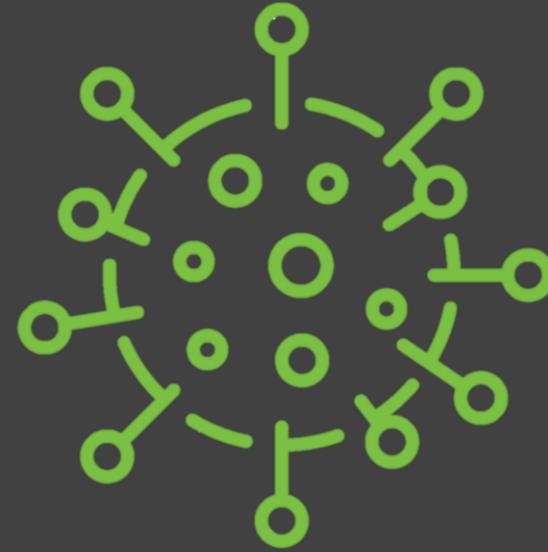
VOTING REQUIREMENTS

Nil

OFFICER RECOMMENDATION

No recommendation required – for information only.

Noted: In the event an outbreak of coronavirus should occur resulting in the activation of the LEMC, the proprietor of the 124 Tambellup Store should be invited to sit on the LEMC to provide insight into the availability of basic supplies to the community.



Community Resilience Scorecard

Empowering State and Local Government leaders with state-wide, local data to respond, recover and thrive

Key partners:



Data collection dates:

5 June to 8 July 2020

Report release date:

20 July 2020 – final report

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Contents

Introduction	3
Approach	6
MARKYT® Community Resilience Scorecard	10
COVID-19 degree of concern and impact	12
Impact of COVID-19 on community wellbeing	17
COVID-19 impacts of greatest concern	24
Local Government overall performance	27
Key performance measures	29
Community optimism	35
Local government priorities for COVID-19 recovery	37
Effectiveness of COVID-19 communications	40
Communication sources current and preferred	47
Adoption of COVID-19 safe behaviours	51

Introduction

We are responding to one of the most sweeping crises in recent memory, calling for both empathy and action by local leaders to guide us through uncertain times.

The **MARKYT® Community Resilience Scorecard** is helping leaders to keep a finger on the pulse of changing needs and priorities in the local government workforce to:

- Cope with short-term disruptions
- Anticipate, prepare and adapt to longer-term changes
- Monitor symbols of recovery - measures that build hope, trust and confidence that Western Australia is on the path to recovery

A collaborative approach is facilitating opportunities to:

- Learn about what's happening across Western Australia
- Understand how challenges are being met by others
- Share success stories



Remarkable times call for remarkable collaboration

7,666

Community Voices

128

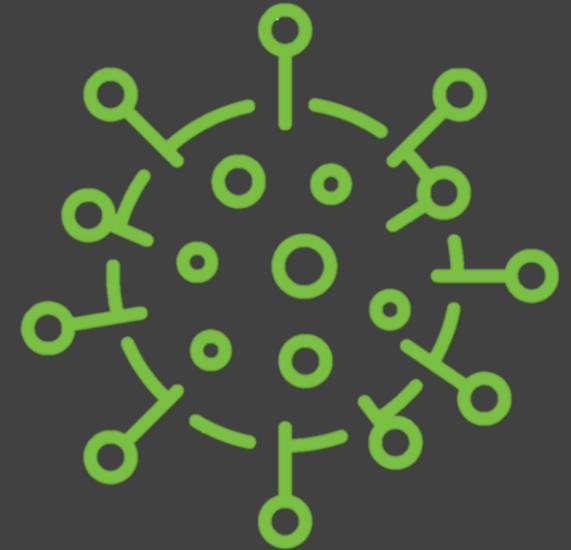
Local Government Areas

Local communities across Western Australia have shown strength and resilience in response to the COVID-19 pandemic.

- ✓ Overall, **general health** only dropped 2 index points across West Australian communities during the COVID-19 pandemic*
- ✓ 69% of community members **feel hopeful** and enthusiastic about the future
- ✓ Community members are **happy with Local Government's response** to COVID-19, scoring overall performance 68/100 with a 'good' average rating

A majority of community members:

- ✓ Believe Local Government has demonstrated **clear thinking** and decision making
- ✓ Feel Local Government has shown empathy and **compassion**
- ✓ Have confidence and **trust** in Local Government to make good decisions
- ✓ Agree there are **good health and safety practices** in place at community facilities to manage COVID-19 risks



* Compared to a health survey conducted by the Department of Health in 2018.

Source: Radomiljac A, Davies C, and Landrigan T. 2019. Health and Wellbeing of Adults in Western Australia 2018, Overview and Trends. Department of Health, Western Australia.

Approach

The MARKYT® Community Resilience Scorecard was undertaken with the Department of Local Government, Sport and Cultural Industries (DLGSC) and Local Government Professionals WA from 5 June to 8 July 2020.

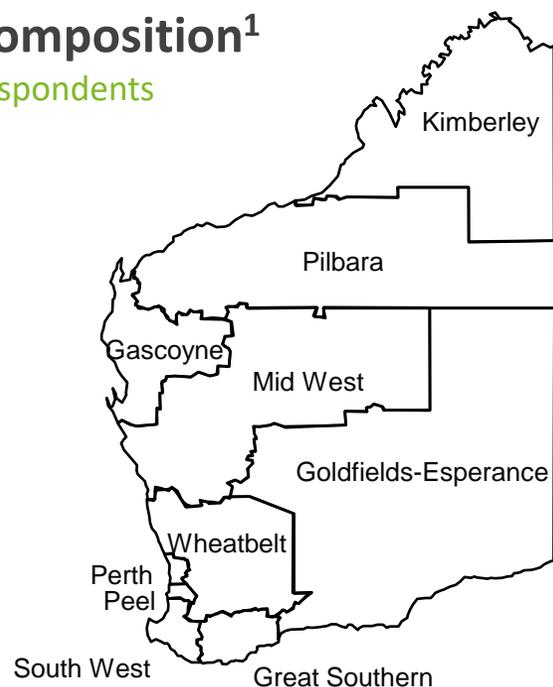
The scorecard was open to all residents aged 18+ across Western Australia. The scorecard was designed and hosted online by CATALYSE®. Hard copies were made available by some smaller and regional local governments.

7,666 community members state-wide from 128 local government areas completed a scorecard.

- ✓ Large, robust sample
- ✓ Good representation across the community
- ✓ Reliable insights

Sample composition¹

Number of respondents



Location		
Perth metro	4353	57%
Regional WA	3313	43%
Perth Suburbs		
Western suburbs	480	6%
Inner north	589	8%
Inner south	601	8%
Outer north	1289	17%
Outer south	1394	18%
Regional D/Commission		
Gascoyne	97	1%
Goldfields-Esperance	441	6%
Great Southern	326	4%
Kimberley	195	3%
Mid West	305	4%
Peel	486	6%
Pilbara	106	1%
South West	705	9%
Wheatbelt	638	8%
Christmas / Cocos Islands	14	0%
Local government affiliated ²	1010	13%

Health and culture		
Disability or impairment	750	10%
Chronic health issue	1546	20%
First Nations	141	2%
Language other than English	211	3%
Employment status		
Self employed	978	13%
Full-time employee	2632	34%
Part-time or casual employee	1381	18%
Contractor	89	1%
Furloughed or stood down	62	1%
Unemployed / seeking work	236	3%
Home duties / carer	550	7%
Student	181	2%
Retired	1769	23%
Dwelling type		
Standalone, large (>500sqm)	4444	58%
Standalone, small (≤500sqm)	1615	21%
Townhouse, duplex, villa	579	8%
Apartment	253	3%

Gender		
Male	2443	32%
Female	5197	68%
Other	26	0%
Respondent age		
18-24 years	157	2%
25-34 years	825	11%
35-44 years	1492	19%
45-54 years	1607	21%
55-64 years	1627	21%
65-74 years	1399	18%
75+ years	559	7%
Lifestage (age of child living at home)		
Younger singles / couples ³	786	11%
Family, child 0-5 years	907	13%
Family, child 6-12 years	1234	17%
Family, child 13-17 years	920	13%
Family, child 18+ years	902	13%
Older singles / couples ⁴	3236	45%

1) If the sum is less than 100%, the balance of responses were 'none of these' or 'prefer not to answer'. If the sum is greater than 100% it was a multiple response question.

2) the respondent or someone they live with is an employee or elected members in a local government authority (LGA). It may not be the same LGA in which they live.

3) Younger singles/couples = 18-44 years, no children living at home

4) Older singles/couples = 45+ years, no children living at home

Regional Development Commissions

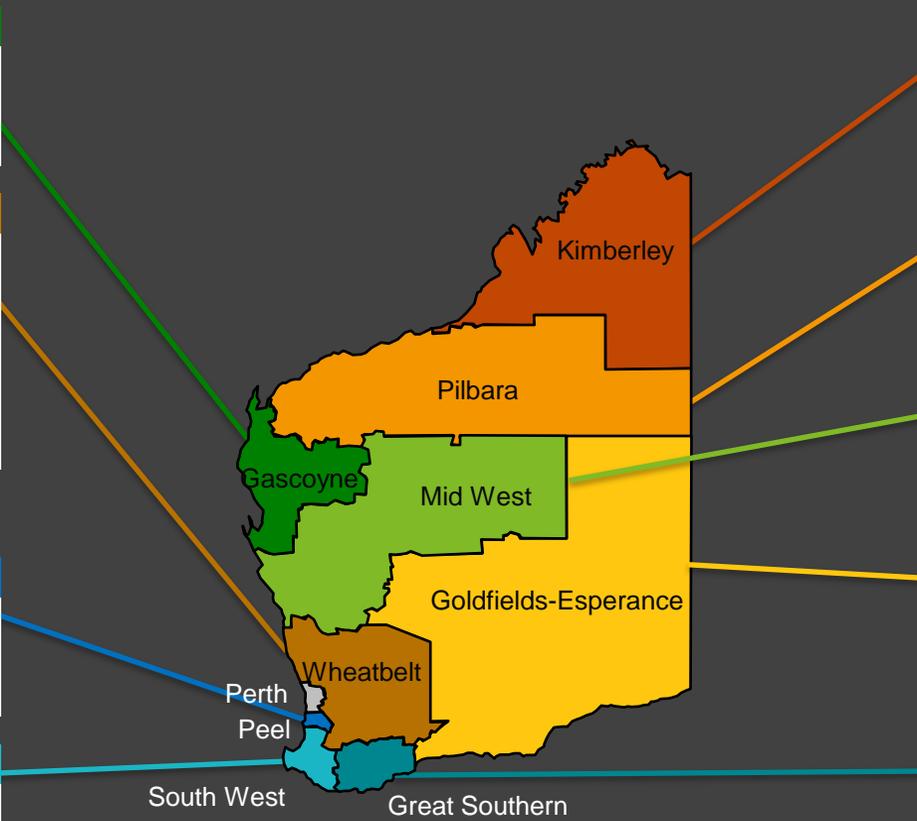
Local government authorities included within each region

Gascoyne
Includes the local government authorities of Carnarvon, Exmouth and Shark Bay

Wheatbelt
Includes the local government authorities of Beverley, Brookton, Bruce Rock, Chittering, Corrigin, Cunderdin, Dalwallinu, Dandaragan, Dowerin, Gingin, Goomalling, Kellerberrin, Kondinin, Koorda, Kulin, Lake Grace, Merredin, Moora, Mount Marshall, Mukinbudin, Narembeen, Narrogin, Northam, Nungarin, Pingelly, Quairading, Tammin, Toodyay, Trayning, Victoria Plains, Wagin, West Arthur, Westonia, Williams, Wongan-Ballidu, Yilgarn and York

Peel
Includes the local government authorities of Boddington, Mandurah, Murray, Serpentine-Jarrahdale and Waroona

South West
Includes the local government authorities of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Bunbury, Busselton, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup and Nannup



Kimberley
Includes the local government authorities of Broome, Derby-West Kimberley and Wyndham-East Kimberley

Pilbara
Includes the local government authorities of Ashburton, East Pilbara, Karratha and Port Hedland

Mid West
Includes the local government authorities of Carnamah, Chapman Valley, Coorow, Cue, Greater Geraldton, Irwin, Meekatharra, Mingenew, Morawa, Mount Magnet, Murchison, Northampton, Perenjori, Sandstone, Three Springs and Yalgoo

Goldfields-Esperance
Includes the local government authorities of Coolgardie, Dundas, Esperance, Kalgoorlie/Boulder, Leonora Ravensthorpe

Great Southern
Includes the local government authorities of Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling

There were no responses received in the Shires of Dumbleyung, Halls Creek, Laverton, Menzies, Ngaanyatjarraku, Upper Gascoyne, Wandering, Wickepin, Wiluna nad Wyalkatchem

Weighting

Responses were weighted by age, gender and location to match the population profile for Western Australia.

% respondents, weighted

		Weighting factors			
Location		Perth Metro			
Perth Metro	73.7%		Male	Female	Other
Regional WA	26.3%	18-34 yrs	5.9077	2.3901	1.5042
Gender		35-54 yrs	2.1784	0.7941	0.8538
Male	49.5%	55+ yrs	1.0721	0.7596	1.5775
Female	50.2%	Regional WA			
Other	0.3%		Male	Female	Other
Respondent age		18-34 yrs	2.9157	0.8878	1.0745
18-34 years	31.4%	35-54 yrs	1.1734	0.3369	0.6099
35-54 years	35.7%	55+ yrs	0.5470	0.3846	0.5635
55+ years	32.9%				

Index score calculations

Index scores are used throughout this report. They are a single measure that take all respondent ratings into account. They are a zero-based score expressed out of 100 that supports quick, easy comparisons between respondent cohorts.

Label	Weight	Example 1		Example 2	
		Survey Response	Index Score	Survey Response	Index Score
Poor	0	20%	0	0%	0
Fair	25	20%	5	0%	0
Good	50	20%	10	0%	0
Very good	75	20%	15	100%	75
Excellent	100	20%	20	0%	0
Index Score			50		75

Label	Weight	Example 1		Example 2	
		Survey Response	Index Score	Survey Response	Index Score
Strongly disagree	0	20%	0	0%	0
Disagree	25	20%	5	100%	25
Neutral	50	20%	10	0%	0
Agree	75	20%	15	0%	0
Strongly agree	100	20%	20	0%	0
Index Score			50		25

MARKYT  Community Resilience Scorecard

MARKYT Community Resilience Scorecard

Location: Western Australia

Data collection dates: 5 June to 8 July 2020

Survey sample size: 7,666 community members

COVID-19 concern

33%

% high/very high



Personal impact

23%

% high/very high

Top 5 concerns with COVID-19

48%

Family and friends getting sick

46%

Recovery of the local economy

30%

Personal financial situation

29%

Staying connected with others

27%

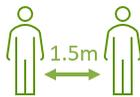
Work or employment opportunities

Reach and impact of key messages



99%

Aware of COVID-19 symptoms



100%

Aware need to physically distance

61%

Always physically distance



58%

downloaded COVIDSafe App



100%

Aware need to practice good hygiene

89%

Always practice good hygiene

Top 3 LG sources

49%

Social media

30%

Local government website

27%

Email

COVID-19 content

33%

Not enough

63%

Just right

4%

Too much

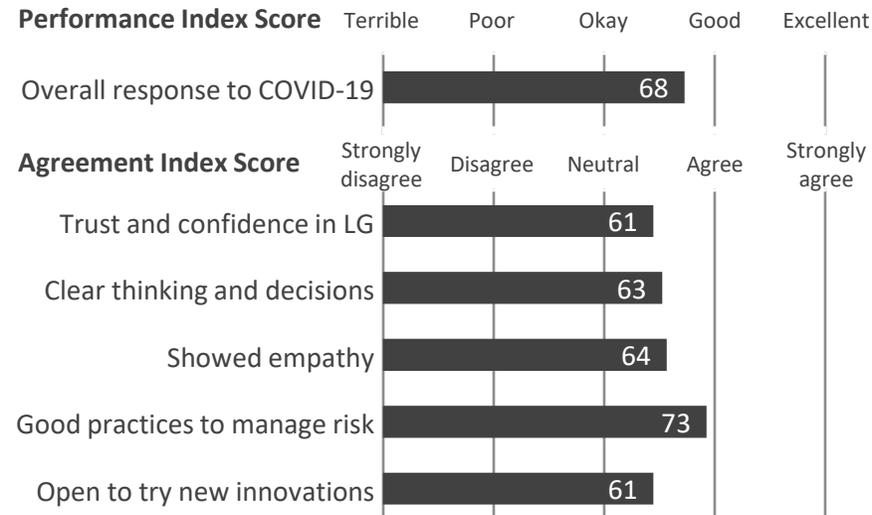
Community Wellbeing

Wellbeing Index Score



LG performance in response to COVID-19

Performance Index Score



69% feel hopeful

and enthusiastic about the future



Main recovery priorities for local government



48%

Economic recovery and local employment opportunities



37%

Community health and wellbeing sport and recreation, library, community development, etc



35%

Local infrastructure to improve roads, footpaths, cycleways, facilities, internet, etc



35%

Recovery Plan in collaboration with local business and community



27%

Support services for people most vulnerable to COVID-19



26%

Community safety and crime prevention

Channel preferences

47%

Social media

44%

Email

30%

Local government website

26%

enewsletters

24%

Local community newspaper

COVID-19 | degree of concern and impact

Degree of concern and personal impact from COVID-19

By place

On average, 33% of community members expressed a high or very high level of concern with COVID-19 and 23% experienced a high or very high personal impact from the pandemic.

COVID-19 is of greatest concern in the Kimberley region, however, community members in the Gascoyne experienced the greatest personal impact.

Community members in the Pilbara, Goldfields-Esperance and Mid West report the lowest levels of concern and personal impact.

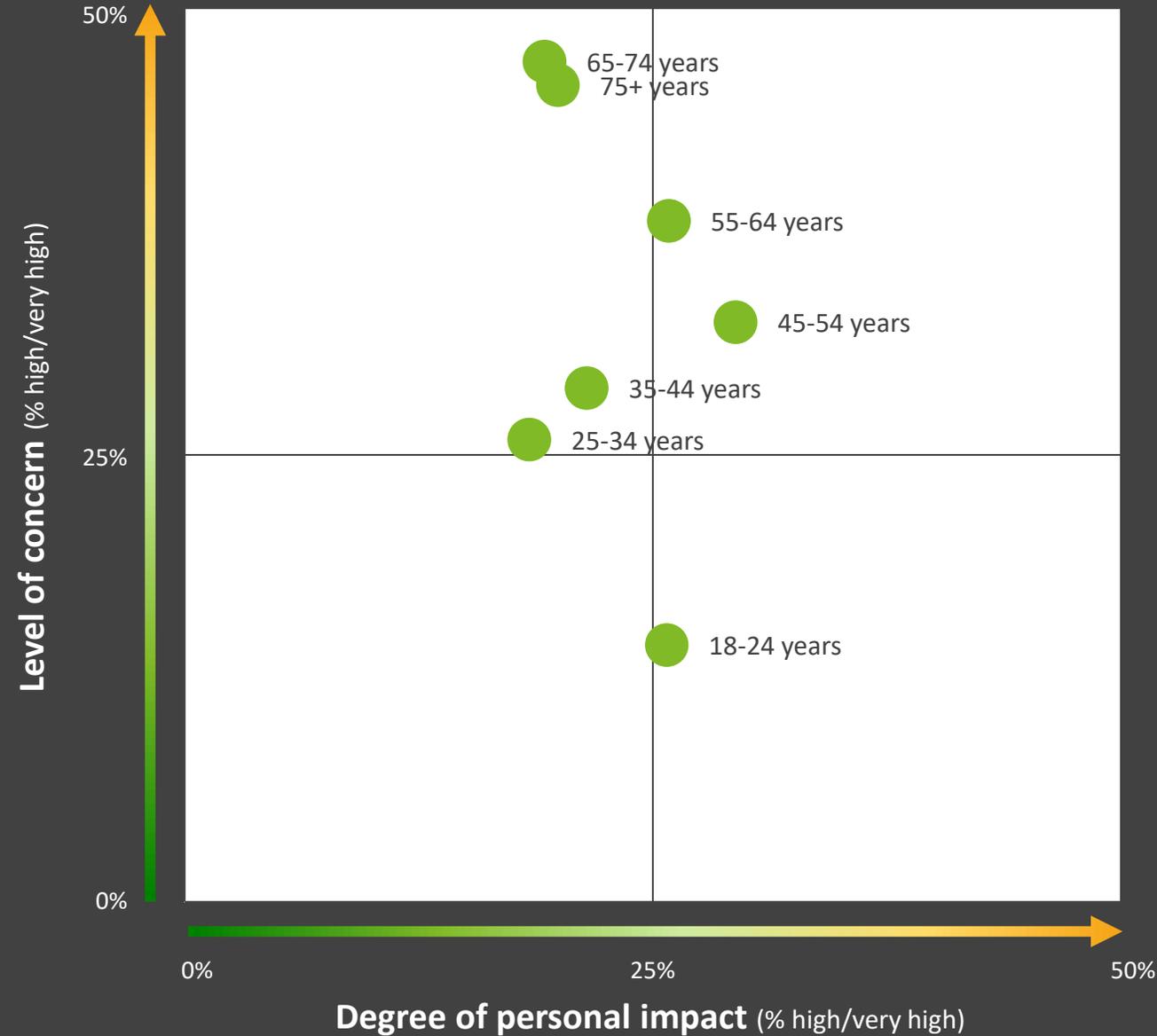


Degree of concern and personal impact from COVID-19

By age

Concern with COVID-19 increases with age.

Personal impact is highest among community members aged 45-54 years, followed by those aged 55-64 years and younger members aged 18-24 years.



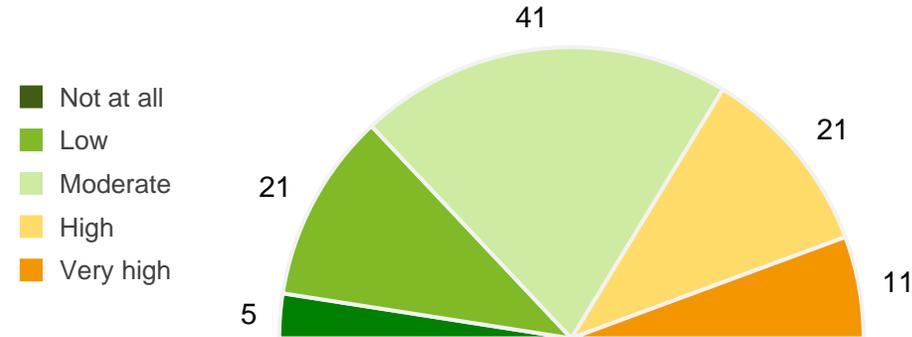
Level of concern with COVID-19

33%[^] of community members expressed a high or very high level of concern with COVID-19; 5% said they have not been impacted at all. The Concern Index Score is 53 out of 100, indicating an average rating of moderate.

Level of concern increases with age and is higher among retirees and contractors. Across WA, concern is highest in the Kimberley and lowest in the Pilbara and Mid West regions.

Level of concern

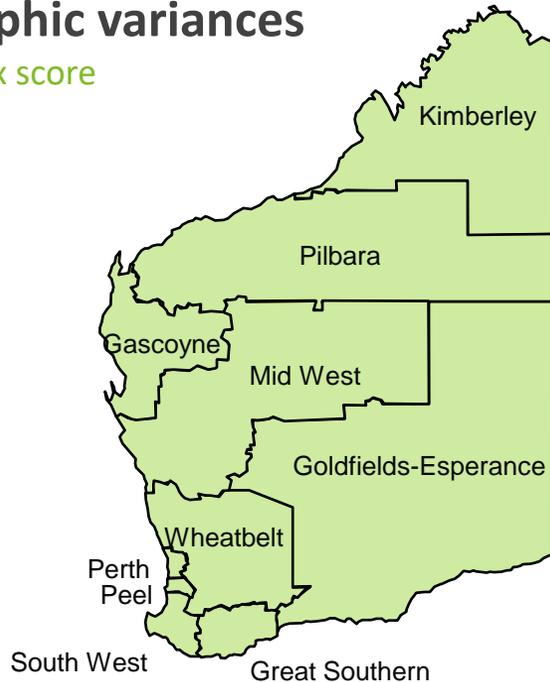
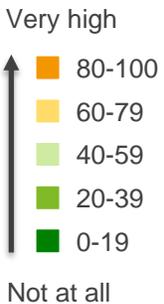
% of respondents



Concern Index Score
(out of 100)
53

Demographic variances

Concern index score



Location	
Perth metro	54
Regional WA	52
Perth Suburbs	
Western suburbs	54
Inner north	51
Inner south	55
Outer north	52
Outer south	56
Regional D/Commission	
Gascoyne	54
Goldfields-Esperance	50
Great Southern	52
Kimberley	59
Mid West	48
Peel	53
Pilbara	45
South West	51
Wheatbelt	53
Affiliated with local govt	49

Health and culture	
Disability or impairment	58
Chronic health issue	59
First Nations	55
Language other than English	54
Employment status	
Self employed	52
Full-time employee	50
Part-time or casual employee	52
Contractor	60
Furloughed	56
Unemployed / seeking work	57
Home duties / carer	53
Student	50
Retired	61
Dwelling type	
Standalone, large (>500sqm)	53
Standalone, small (≤500sqm)	53
Townhouse, duplex, villa	54
Apartment	50

Gender	
Male	52
Female	55
Other	50
Respondent age	
18-24 years	42
25-34 years	49
35-44 years	51
45-54 years	53
55-64 years	57
65-74 years	62
75+ years	62
Lifestage	
Younger singles / couples	48
Family, child 0-5 years	51
Family, child 6-12 years	50
Family, child 13-17 years	51
Family, child 18+ years	54
Older singles / couples	59

Q. How concerned are you about the COVID-19 pandemic?

Base: all respondents, excludes prefer not to say and no response (n = 7,622)

[^] variance of ±1% due to rounding to zero decimal places

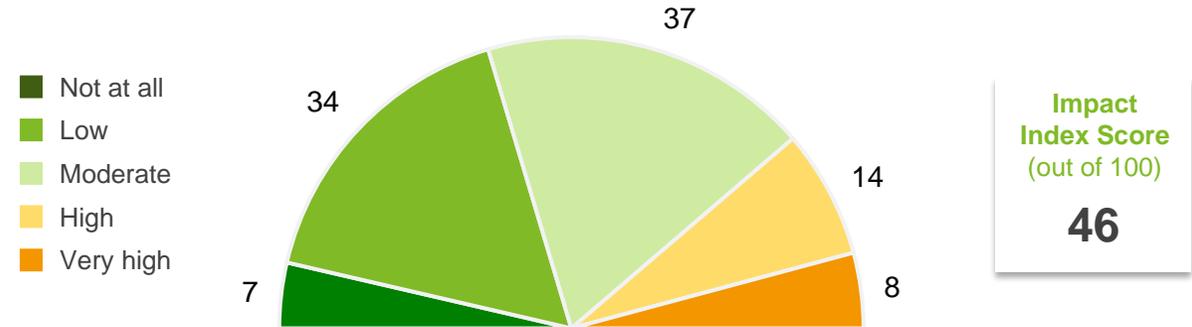
Degree of impact from COVID-19

23%[^] of community members have experienced a high or very high personal impact from COVID-19; 7% said they have not been impacted at all. The Impact Index Score is 46 out of 100, indicating an average rating of moderate.

Personal impact is highest among furloughed workers and the unemployed. Across WA, personal impact from COVID-19 was lowest in the Pilbara region.

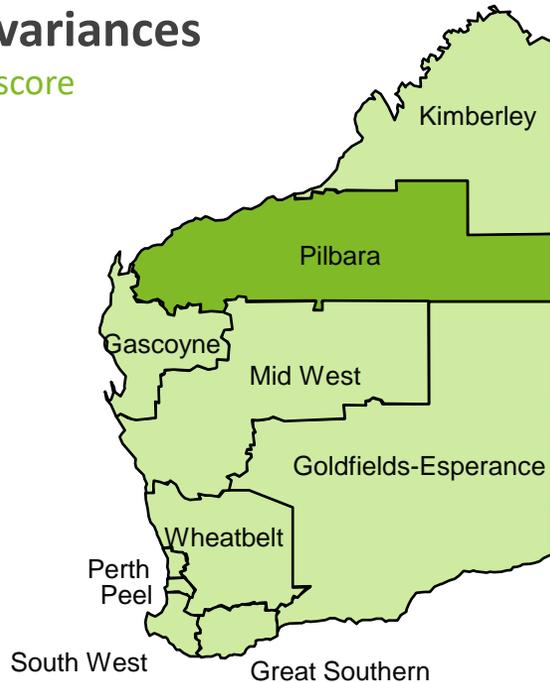
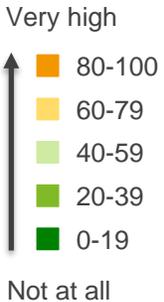
Degree of personal impact

% of respondents



Regional variances

Impact index score



Location	
Perth metro	46
Regional WA	45
Perth Suburbs	
Western suburbs	47
Inner north	44
Inner south	48
Outer north	48
Outer south	44
Regional D/Commission	
Gascoyne	48
Goldfields-Esperance	45
Great Southern	44
Kimberley	48
Mid West	45
Peel	48
Pilbara	39
South West	45
Wheatbelt	42
Affiliated with local govt	42

Health and culture	
Disability or impairment	49
Chronic health issue	52
First Nations	43
Language other than English	51
Employment status	
Self employed	54
Full-time employee	43
Part-time or casual employee	46
Contractor	48
Furloughed	79
Unemployed / seeking work	62
Home duties / carer	44
Student	52
Retired	41
Dwelling type	
Standalone, large (>500sqm)	46
Standalone, small (≤500sqm)	46
Townhouse, duplex, villa	45
Apartment	43

Gender	
Male	46
Female	46
Other	47
Respondent age	
18-24 years	46
25-34 years	44
35-44 years	46
45-54 years	49
55-64 years	48
65-74 years	43
75+ years	42
Lifestage	
Younger singles / couples	45
Family, child 0-5 years	45
Family, child 6-12 years	47
Family, child 13-17 years	48
Family, child 18+ years	48
Older singles / couples	45

Q. To what degree have you been personally impacted by the COVID-19 pandemic?

Base: all respondents, excludes prefer not to say and no response (n = 7,616)

[^] variance of ±1% due to rounding to zero decimal places

Impact of COVID-19 on community wellbeing

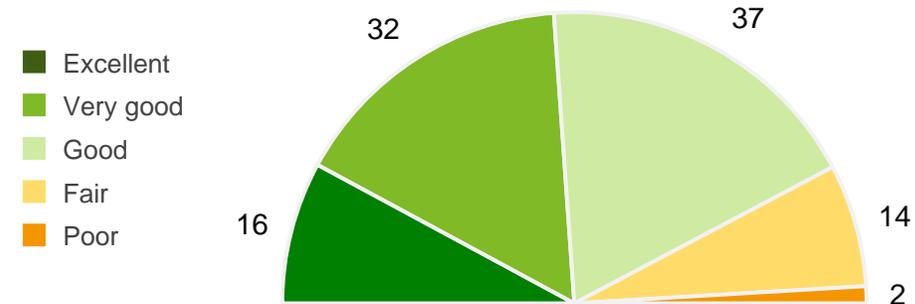
General health

84% of community members rate their general health as good, very good or excellent. 2% rated their general health as poor. The Wellbeing Index Score is 62 out of 100, indicating an average rating between good and very good.

General health is lowest among those with a disability or impairment, a chronic health issue, furloughed from work or unemployed.

Overall rating for general health

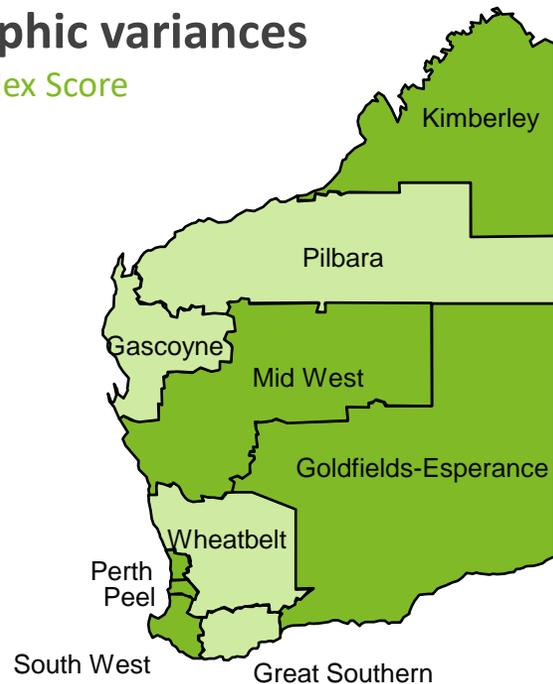
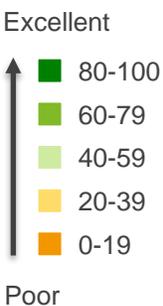
% of respondents



Wellbeing Index Score
(out of 100)
62

Demographic variances

Wellbeing Index Score



Location	
Perth metro	62
Regional WA	60
Perth Suburbs	
Western suburbs	66
Inner north	62
Inner south	63
Outer north	61
Outer south	61
Regional D/Commission	
Gascoyne	57
Goldfields-Esperance	61
Great Southern	58
Kimberley	63
Mid West	63
Peel	61
Pilbara	57
South West	62
Wheatbelt	56
Affiliated with local govt	61

Health and culture	
Disability or impairment	46
Chronic health issue	49
First Nations	54
Language other than English	59
Employment status	
Self employed	64
Full-time employee	63
Part-time or casual employee	62
Contractor	66
Furloughed	52
Unemployed / seeking work	49
Home duties / carer	56
Student	61
Retired	62
Dwelling type	
Standalone, large (>500sqm)	62
Standalone, small (≤500sqm)	62
Townhouse, duplex, villa	62
Apartment	64

Gender	
Male	63
Female	60
Other	55
Respondent age	
18-24 years	61
25-34 years	63
35-44 years	59
45-54 years	61
55-64 years	62
65-74 years	63
75+ years	62
Lifestage	
Younger singles / couples	62
Family, child 0-5 years	61
Family, child 6-12 years	59
Family, child 13-17 years	61
Family, child 18+ years	63
Older singles / couples	62

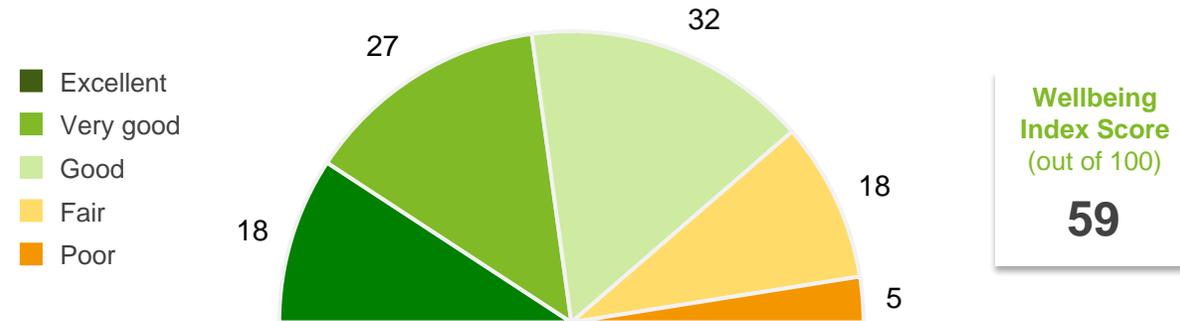
Mental health

77% of community members rate their mental health as good, very good or excellent. 5% rated their mental health as poor. The Wellbeing Index Score is 59 out of 100, indicating an average rating between good and very good.

Mental health improves with age. Mental health is highest among seniors and retirees. It is lowest among students, 18-24 year olds, other gender, and among those who are furloughed or unemployed. Across WA, mental health appears to be lower in the Pilbara region.

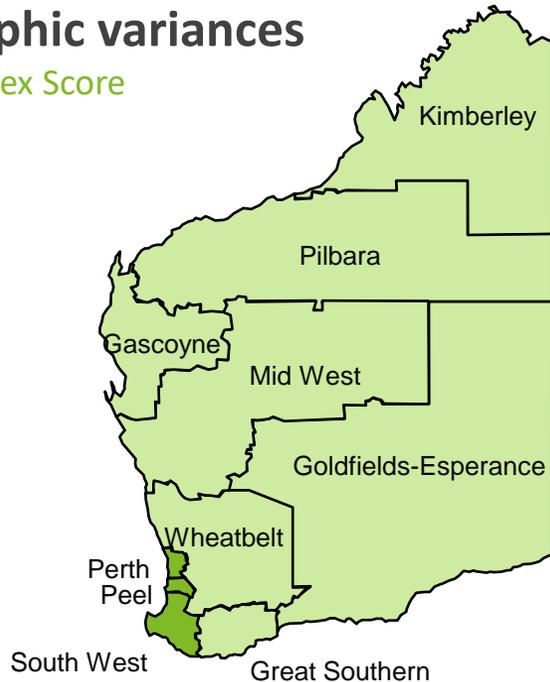
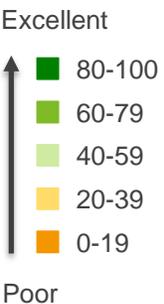
Overall rating for mental health

% of respondents



Demographic variances

Wellbeing Index Score



Location	
Perth metro	60
Regional WA	57
Perth Suburbs	
Western suburbs	66
Inner north	57
Inner south	59
Outer north	59
Outer south	60
Regional D/Commission	
Gascoyne	53
Goldfields-Esperance	57
Great Southern	57
Kimberley	57
Mid West	59
Peel	62
Pilbara	47
South West	61
Wheatbelt	53
Affiliated with local govt	56

Health and culture	
Disability or impairment	50
Chronic health issue	51
First Nations	54
Language other than English	56
Employment status	
Self employed	61
Full-time employee	58
Part-time or casual employee	57
Contractor	65
Furloughed	46
Unemployed / seeking work	41
Home duties / carer	52
Student	46
Retired	72
Dwelling type	
Standalone, large (>500sqm)	61
Standalone, small (≤500sqm)	58
Townhouse, duplex, villa	58
Apartment	60

Gender	
Male	61
Female	57
Other	45
Respondent age	
18-24 years	44
25-34 years	54
35-44 years	54
45-54 years	58
55-64 years	63
65-74 years	72
75+ years	75
Lifestage	
Younger singles / couples	52
Family, child 0-5 years	55
Family, child 6-12 years	56
Family, child 13-17 years	57
Family, child 18+ years	61
Older singles / couples	67

Q. Currently, how good is your life in relation to your mental health?

Base: all respondents, excludes prefer not to say and no response (n = 7,585)

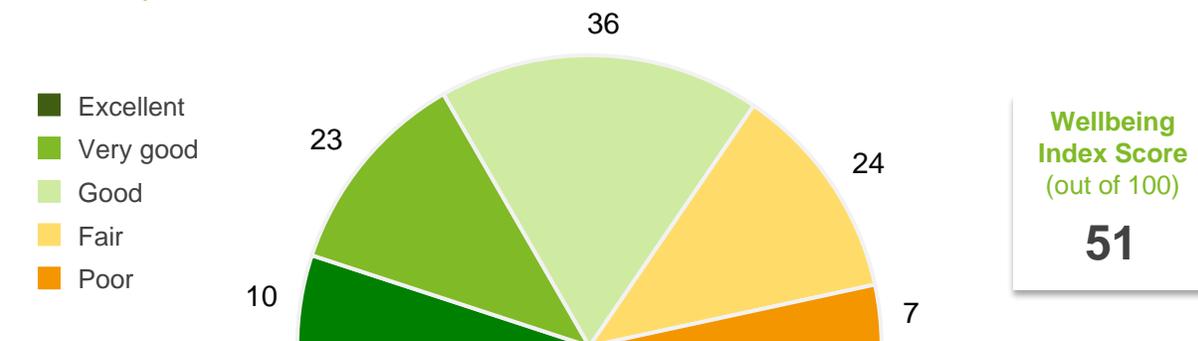
Diet and exercise

69% of community members rate their diet and exercise as good, very good or excellent. 7% rated their diet and exercise as poor. The Wellbeing Index Score is 51 out of 100, indicating an average rating of good.

Diet and exercise improves with age. It is highest among seniors and retirees. Diet and exercise appears to be lower among First Nations persons. Across WA, diet and exercise is highest in the Western Suburbs and lowest in the Pilbara region.

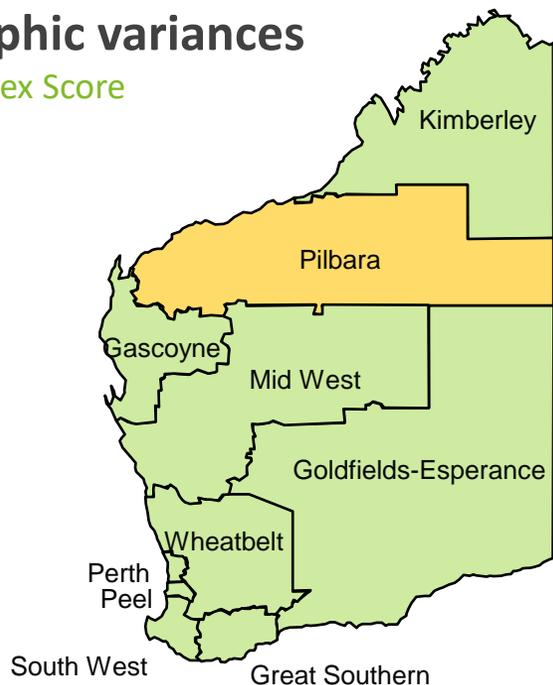
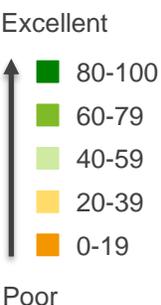
Overall rating for diet and exercise

% of respondents



Demographic variances

Wellbeing Index Score



Location	
Perth metro	52
Regional WA	50
Perth Suburbs	
Western suburbs	61
Inner north	51
Inner south	53
Outer north	50
Outer south	51
Regional D/Commission	
Gascoyne	46
Goldfields-Esperance	48
Great Southern	47
Kimberley	50
Mid West	55
Peel	54
Pilbara	39
South West	54
Wheatbelt	45
Affiliated with local govt	49

Health and culture	
Disability or impairment	42
Chronic health issue	43
First Nations	38
Language other than English	46
Employment status	
Self employed	53
Full-time employee	50
Part-time or casual employee	50
Contractor	48
Furloughed	44
Unemployed / seeking work	44
Home duties / carer	45
Student	50
Retired	60
Dwelling type	
Standalone, large (>500sqm)	52
Standalone, small (≤500sqm)	51
Townhouse, duplex, villa	52
Apartment	52

Gender	
Male	53
Female	50
Other	52
Respondent age	
18-24 years	44
25-34 years	49
35-44 years	47
45-54 years	50
55-64 years	54
65-74 years	60
75+ years	61
Lifestage	
Younger singles / couples	51
Family, child 0-5 years	46
Family, child 6-12 years	47
Family, child 13-17 years	49
Family, child 18+ years	51
Older singles / couples	57

Q. Currently, how good is your life in relation to your diet and exercise ?

Base: all respondents, excludes prefer not to say and no response (n = 7,597)

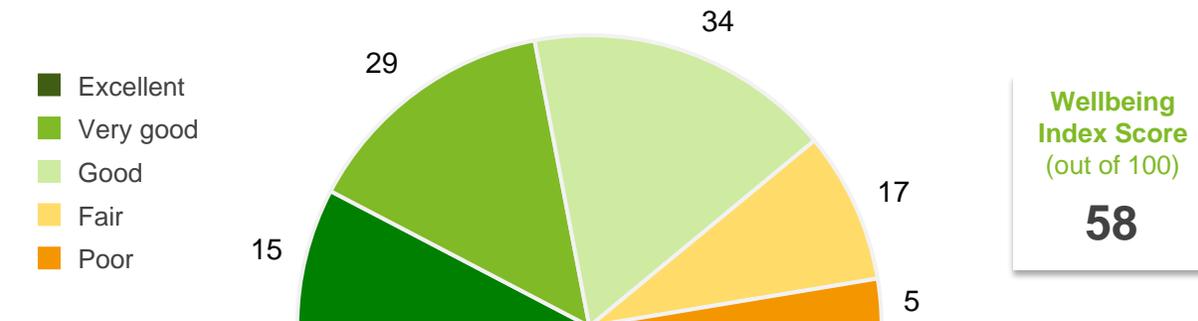
Social relationships

78% of community members rate their social relationships as good, very good or excellent. 5% rated their social relationships as poor. The Wellbeing Index Score is 58 out of 100, indicating an average rating between good and very good.

Social relationships tend to improve with age. Social relationships score highest among seniors, retirees and contractors. They score lowest among unemployed persons, other gender and among those with a disability or impairment. Across WA, social relationships score highest in the Western Suburbs and lowest in the Pilbara and Gascoyne regions.

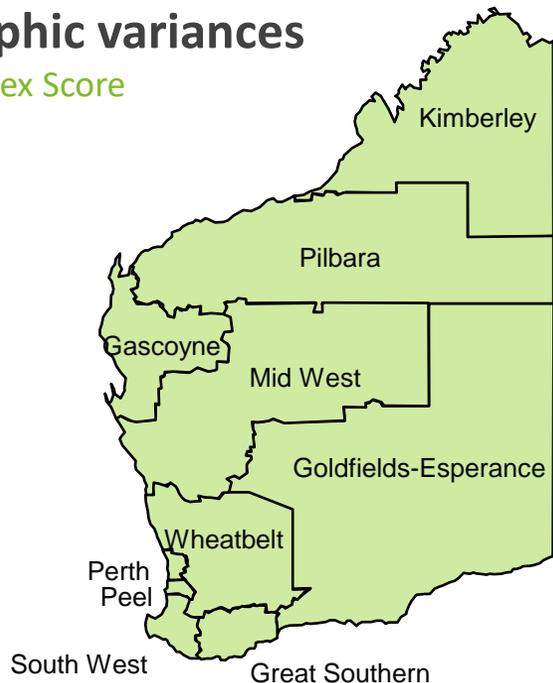
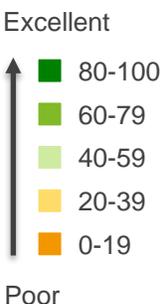
Overall rating for social relationships

% of respondents



Demographic variances

Wellbeing Index Score



Location	
Perth metro	59
Regional WA	56
Perth Suburbs	
Western suburbs	65
Inner north	58
Inner south	59
Outer north	58
Outer south	58
Regional D/Commission	
Gascoyne	49
Goldfields-Esperance	58
Great Southern	56
Kimberley	53
Mid West	56
Peel	59
Pilbara	44
South West	59
Wheatbelt	55
Affiliated with local govt	59

Health and culture	
Disability or impairment	49
Chronic health issue	52
First Nations	55
Language other than English	53
Employment status	
Self employed	61
Full-time employee	57
Part-time or casual employee	59
Contractor	65
Furloughed	52
Unemployed / seeking work	42
Home duties / carer	52
Student	53
Retired	64
Dwelling type	
Standalone, large (>500sqm)	59
Standalone, small (≤500sqm)	57
Townhouse, duplex, villa	56
Apartment	56

Gender	
Male	57
Female	59
Other	48
Respondent age	
18-24 years	52
25-34 years	56
35-44 years	54
45-54 years	58
55-64 years	60
65-74 years	65
75+ years	64
Lifestage	
Younger singles / couples	54
Family, child 0-5 years	56
Family, child 6-12 years	56
Family, child 13-17 years	58
Family, child 18+ years	60
Older singles / couples	62

Q. Currently, how good is your life in relation to your social relationships?

Base: all respondents, excludes prefer not to say and no response (n = 7,580)

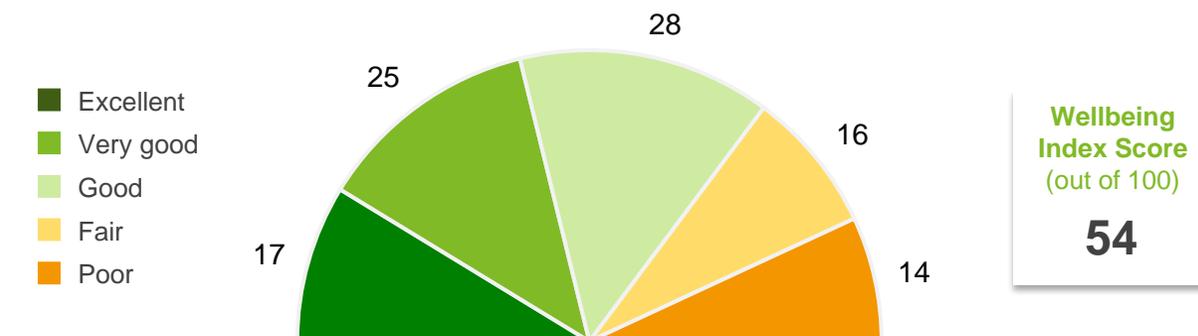
Work or employment opportunities

70% of community members rate their work or employment opportunities as good, very good or excellent. 14% rated their work as poor. The Wellbeing Index Score is 54 out of 100, indicating an average rating of good.

Work and employment opportunities score highest among employees with full-time work and those affiliated with local government*. Scores are lowest among those who are unemployed and furloughed. Scores also tend to be lower among students, 18-24 years olds, other gender and among carers and retirees.

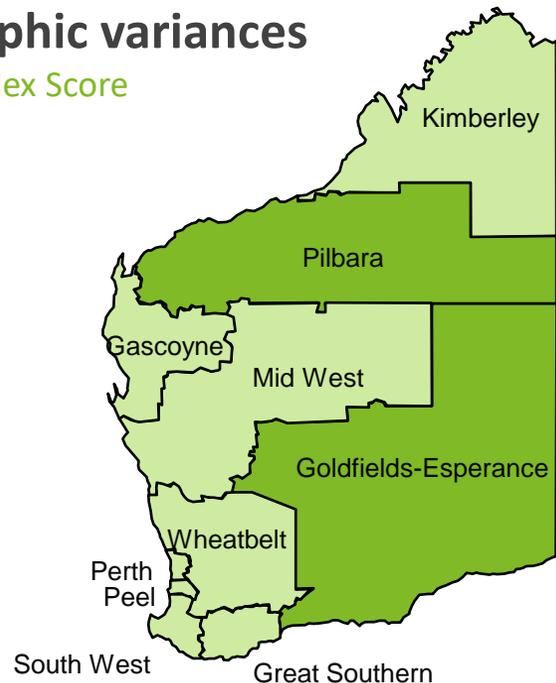
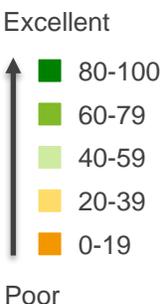
Overall rating for work

% of respondents



Demographic variances

Wellbeing Index Score



Location	
Perth metro	54
Regional WA	54
Perth Suburbs	
Western suburbs	56
Inner north	54
Inner south	58
Outer north	54
Outer south	53
Regional D/Commission	
Gascoyne	55
Goldfields-Esperance	60
Great Southern	52
Kimberley	54
Mid West	57
Peel	47
Pilbara	61
South West	53
Wheatbelt	51
Affiliated with local govt	63

Health and culture	
Disability or impairment	40
Chronic health issue	44
First Nations	53
Language other than English	48
Employment status	
Self employed	52
Full-time employee	66
Part-time or casual employee	55
Contractor	50
Furloughed	21
Unemployed / seeking work	11
Home duties / carer	36
Student	39
Retired	35
Dwelling type	
Standalone, large (>500sqm)	55
Standalone, small (≤500sqm)	55
Townhouse, duplex, villa	54
Apartment	49

Gender	
Male	55
Female	53
Other	40
Respondent age	
18-24 years	44
25-34 years	59
35-44 years	55
45-54 years	56
55-64 years	53
65-74 years	46
75+ years	29
Lifestage	
Younger singles / couples	60
Family, child 0-5 years	55
Family, child 6-12 years	52
Family, child 13-17 years	52
Family, child 18+ years	55
Older singles / couples	49

Q. Currently, how good is your life in relation to your work (or employment opportunities)?

Base: all respondents, excludes prefer not to say and no response (n = 6,864)

* The respondent or someone they live with is an employee or elected member in local government.

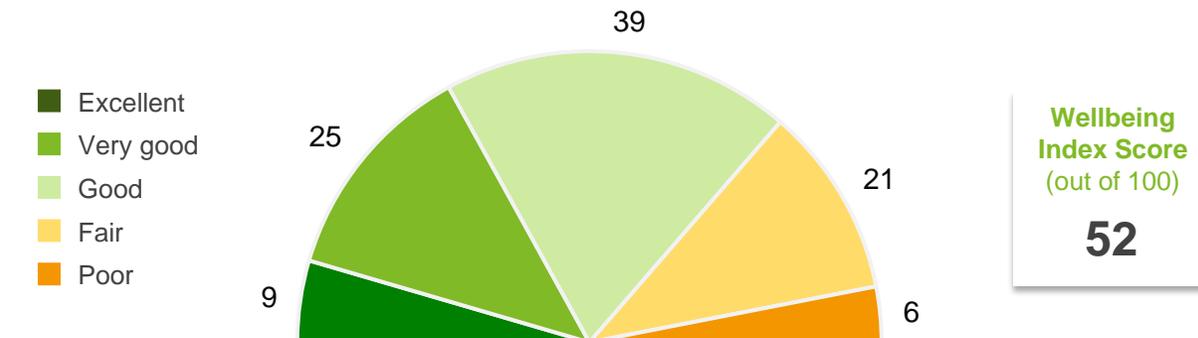
Financial situation

73% of community members rate their financial situation as good, very good or excellent. 6% rated their financial situation as poor. The Wellbeing Index Score is 52 out of 100, indicating an average rating of good.

Financial situation is lowest among those who are furloughed and unemployed. It is also lower among First Nations persons and people with a disability or impairment. Financial situation is highest in the Western Suburbs.

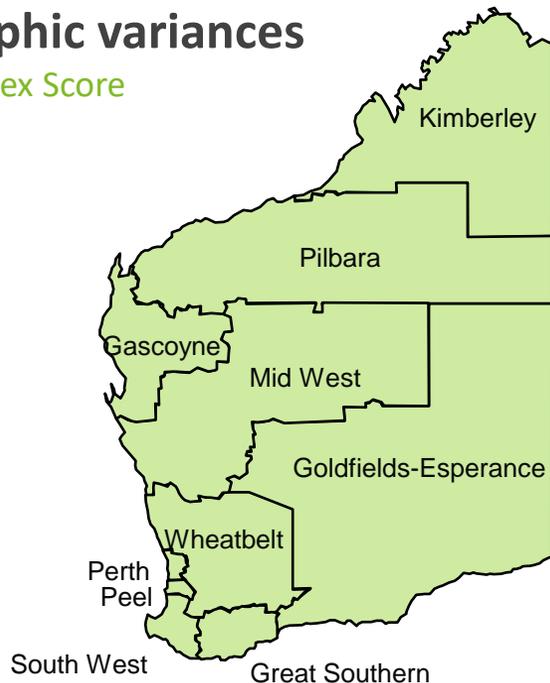
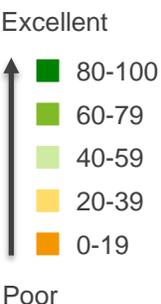
Overall rating for financial situation

% of respondents



Demographic variances

Wellbeing Index Score



Location	
Perth metro	53
Regional WA	50
Perth Suburbs	
Western suburbs	61
Inner north	55
Inner south	56
Outer north	50
Outer south	51
Regional D/Commission	
Gascoyne	49
Goldfields-Esperance	54
Great Southern	47
Kimberley	50
Mid West	53
Peel	49
Pilbara	54
South West	51
Wheatbelt	47
Affiliated with local govt	56

Health and culture	
Disability or impairment	41
Chronic health issue	44
First Nations	41
Language other than English	47
Employment status	
Self employed	49
Full-time employee	57
Part-time or casual employee	50
Contractor	44
Furloughed	27
Unemployed / seeking work	24
Home duties / carer	45
Student	44
Retired	55
Dwelling type	
Standalone, large (>500sqm)	53
Standalone, small (≤500sqm)	52
Townhouse, duplex, villa	53
Apartment	51

Gender	
Male	54
Female	51
Other	47
Respondent age	
18-24 years	44
25-34 years	53
35-44 years	50
45-54 years	52
55-64 years	53
65-74 years	56
75+ years	54
Lifestage	
Younger singles / couples	55
Family, child 0-5 years	49
Family, child 6-12 years	49
Family, child 13-17 years	50
Family, child 18+ years	52
Older singles / couples	54

Q. Currently, how good is your life in relation to your financial situation?

Base: all respondents, excludes prefer not to say and no response (n = 7,488)

COVID-19 impacts of greatest concern

COVID-19 impacts of greatest concern

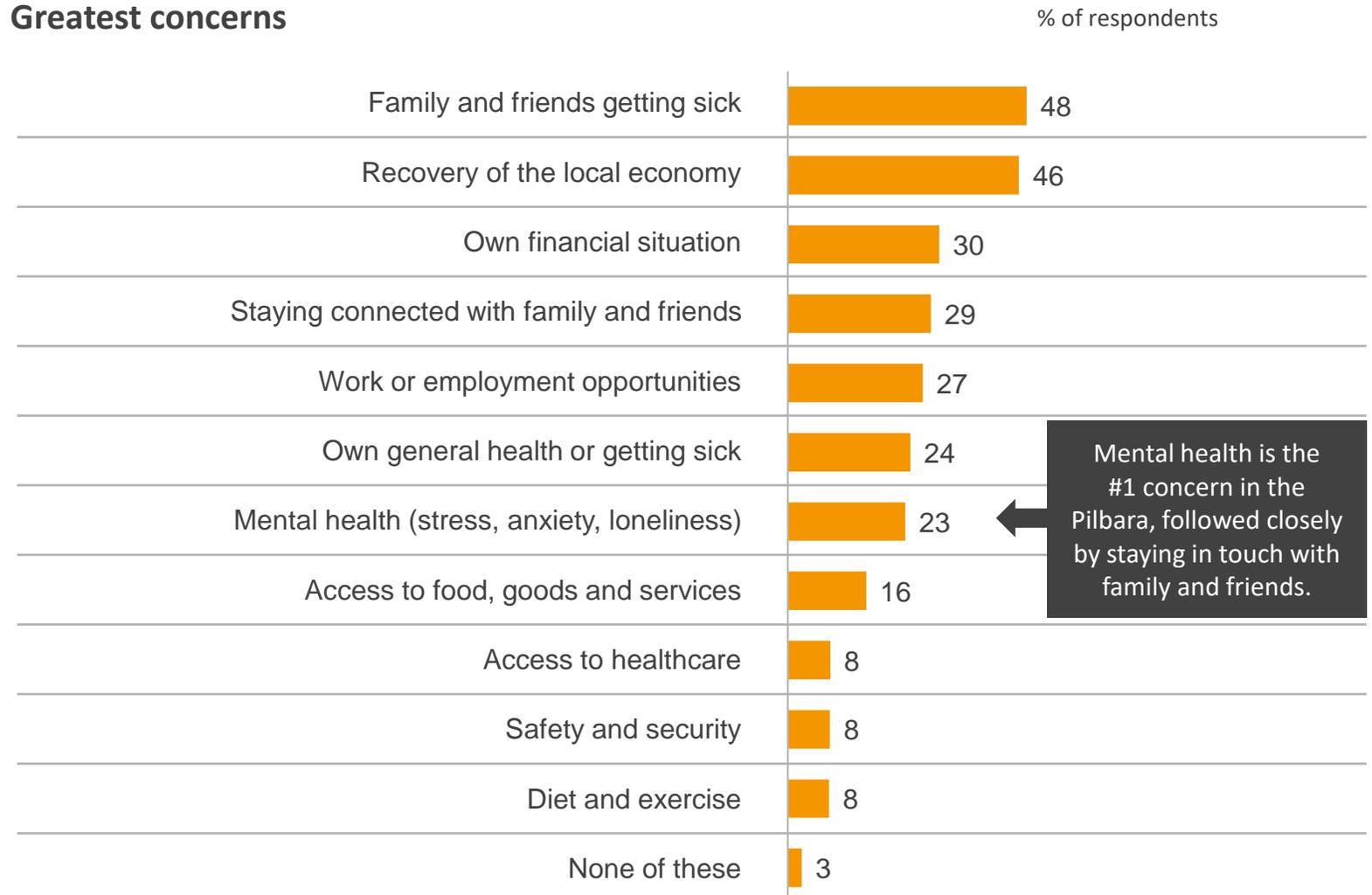
Community members across Western Australia are mainly concerned with their family and friends getting sick from COVID-19 and the recovery of the local economy.

Other concerns include their own financial situation, staying connected with family and friends, work and employment opportunities, their own health and mental health.

There is less concern about COVID-19 impacts on access to healthcare, food, goods and services, their diet and exercise or community safety and security.

Across WA, except for the Pilbara, the top concern is either family and friends getting sick or recovery of the local economy. In the Pilbara, mental health and staying connected with family and friends are the main concerns.

Greatest concerns



Q. Thinking about COVID-19 impacts, which areas are you mostly concerned about? Please select your top concerns – up to 3 choices.

Base: all respondents, excludes no response (n = 7,578)

Greatest concerns with COVID-19

Top 3 concerns by region

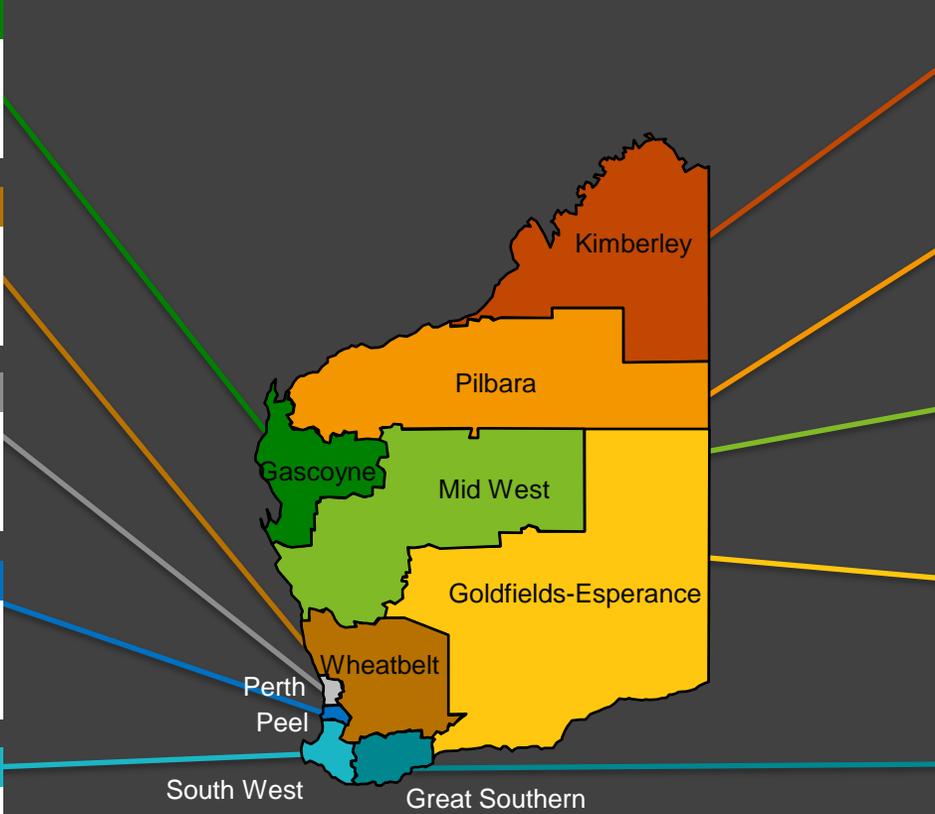
Gascoyne	
Family and friends getting sick	46%
Own financial situation	35%
Recovery of the local economy	32%

Wheatbelt	
Family and friends getting sick	46%
Recovery of the local economy	42%
Staying connected with family and friends	33%

Perth Metro	
Family and friends getting sick	48%
Recovery of the local economy	46%
Own financial situation	31%

Peel	
Recovery of the local economy	50%
Family and friends getting sick	44%
Own general health or getting sick	32%

South West	
Family and friends getting sick	50%
Recovery of the local economy	49%
Staying connected with family and friends	31%



Kimberley	
Recovery of the local economy	48%
Family and friends getting sick	42%
Work or employment opportunities	38%

Pilbara	
Mental health (stress, anxiety, loneliness)	42%
Staying connected with family and friends	41%
Family and friends getting sick	38%

Mid West	
Family and friends getting sick	49%
Recovery of the local economy	44%
Staying connected with family and friends	29%

Goldfields-Esperance	
Recovery of the local economy	46%
Family and friends getting sick	44%
Own financial situation	29%

Great Southern	
Recovery of the local economy	45%
Family and friends getting sick	43%
Staying connected with family and friends	27%

Q. Thinking about COVID-19 impacts, which areas are you mostly concerned about? Please select your top concerns – up to 3 choices.

Base: all respondents, excludes no response (n = xxx)

Local Government | overall performance

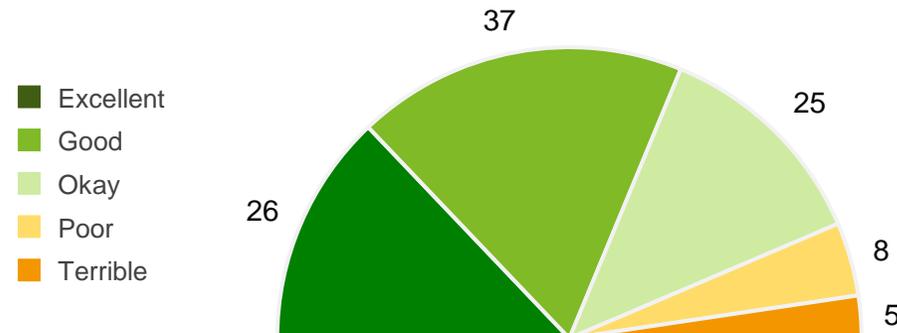
Overall local government response to the COVID-19 pandemic

62% of community members rate local government's overall response to the COVID-19 pandemic as good or excellent. Only 13% rate overall response as poor or terrible. The Performance Index Score is 68 out of 100, indicating an average rating close to good.

Performance scores are highest in the Peel and Pilbara, and among those aged 75+ years. While they are lowest among contractors, performance ratings are generally fairly similar across the community.

Overall local government response

% of respondents

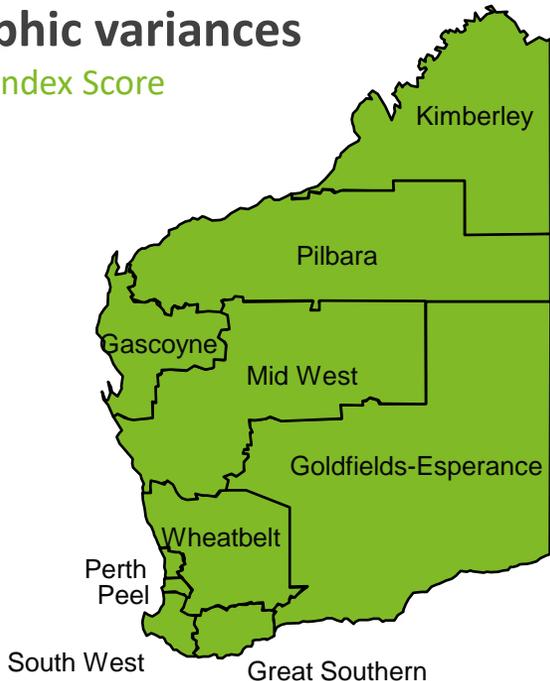
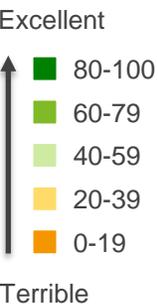


Performance Index Score (out of 100)

68

Demographic variances

Performance Index Score



Location	
Perth metro	68
Regional WA	68
Perth Suburbs	
Western suburbs	64
Inner north	70
Inner south	67
Outer north	62
Outer south	73
Regional D/Commission	
Gascoyne	60
Goldfields-Esperance	68
Great Southern	70
Kimberley	71
Mid West	63
Peel	77
Pilbara	75
South West	67
Wheatbelt	62
Affiliated with local govt	70

Health and culture	
Disability or impairment	69
Chronic health issue	68
First Nations	70
Language other than English	69
Employment status	
Self employed	61
Full-time employee	67
Part-time or casual employee	70
Contractor	59
Furloughed	66
Unemployed / seeking work	63
Home duties / carer	69
Student	68
Retired	74
Dwelling type	
Standalone, large (>500sqm)	67
Standalone, small (≤500sqm)	69
Townhouse, duplex, villa	70
Apartment	74

Gender	
Male	64
Female	71
Other	59
Respondent age	
18-24 years	73
25-34 years	66
35-44 years	65
45-54 years	64
55-64 years	70
65-74 years	72
75+ years	75
Lifestage	
Younger singles / couples	68
Family, child 0-5 years	67
Family, child 6-12 years	68
Family, child 13-17 years	66
Family, child 18+ years	67
Older singles / couples	72

Q. Overall, how would you rate your Local Government's response to the COVID-19 pandemic?
 Base: all respondents, excludes unsure and no response (n = 6,827)

Key performance measures

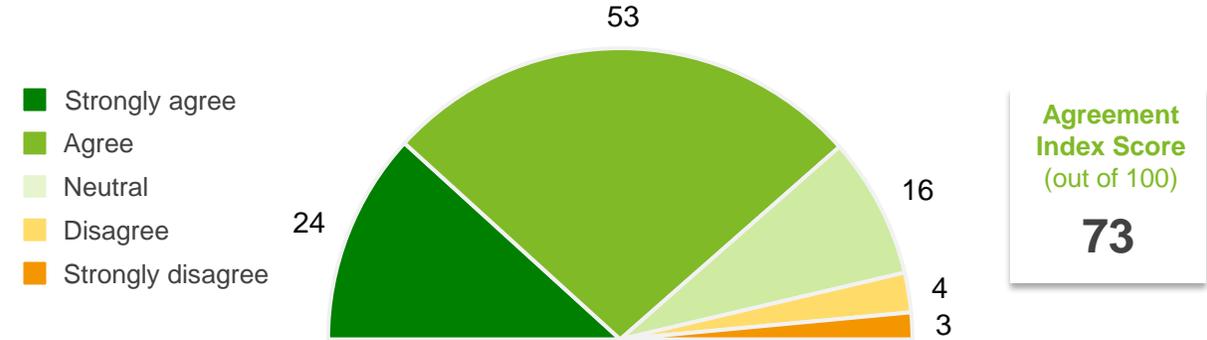
Health and safety practices

77% of community members agree there are good health and safety practices in place at local parks, libraries and community facilities to manage COVID-19 risks. The overall Agreement Index Score is 73 out of 100, indicating an average rating of agree.

Health and safety practices received similar responses across the community, except for people who identify as other gender who were less likely to agree.

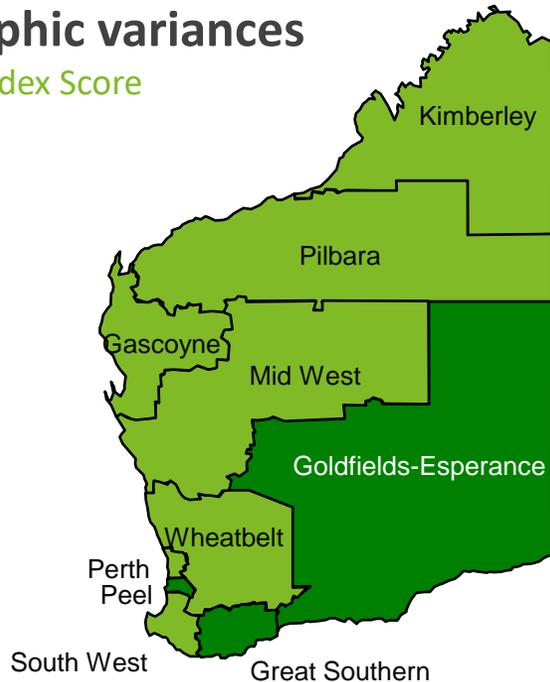
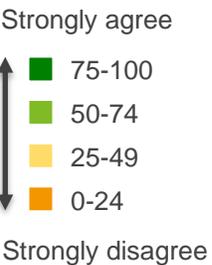
Health and safety practices

% of respondents



Demographic variances

Agreement Index Score



Location	
Perth metro	72
Regional WA	73
Perth Suburbs	
Western suburbs	72
Inner north	75
Inner south	76
Outer north	69
Outer south	73
Regional D/Commission	
Gascoyne	66
Goldfields-Esperance	75
Great Southern	75
Kimberley	73
Mid West	71
Peel	76
Pilbara	74
South West	73
Wheatbelt	68
Affiliated with local govt	76

Health and culture	
Disability or impairment	73
Chronic health issue	72
First Nations	67
Language other than English	74
Employment status	
Self employed	67
Full-time employee	72
Part-time or casual employee	75
Contractor	69
Furloughed	68
Unemployed / seeking work	69
Home duties / carer	72
Student	72
Retired	77
Dwelling type	
Standalone, large (>500sqm)	72
Standalone, small (≤500sqm)	73
Townhouse, duplex, villa	76
Apartment	76

Gender	
Male	69
Female	76
Other	57
Respondent age	
18-24 years	77
25-34 years	70
35-44 years	70
45-54 years	72
55-64 years	74
65-74 years	76
75+ years	78
Lifestage	
Younger singles / couples	73
Family, child 0-5 years	69
Family, child 6-12 years	72
Family, child 13-17 years	72
Family, child 18+ years	73
Older singles / couples	76

Q. How strongly do you agree or disagree there are good health and safety practices in place at local parks, libraries and community facilities to manage COVID-19 risks?

Base: all respondents, excludes unsure and no response (n = 6,896)

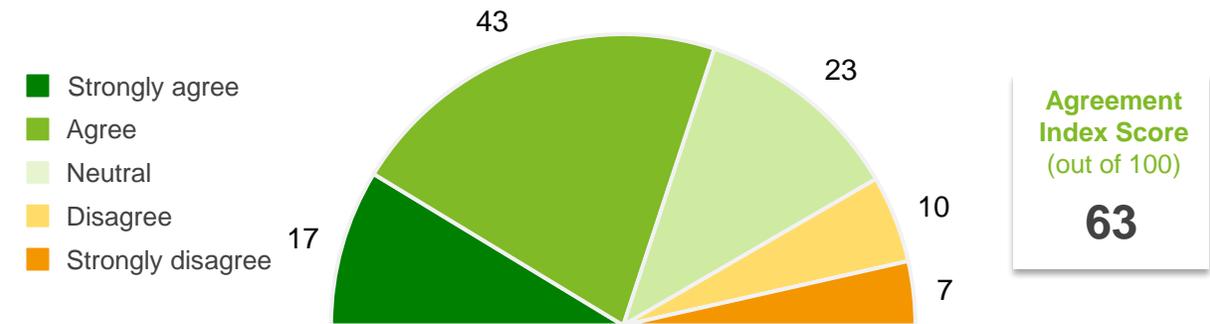
Clear thinking and decision making

60% of community members agree there has been clear thinking and decision making by local government in relation to COVID-19. The overall Agreement Index Score is 63 out of 100, indicating an average rating of slightly agree.

Clarity of thinking and decision making is highest among 18-24 year olds and those aged 75+ years. Ratings are lowest among people who are self-employed and furloughed, and other gender. Across WA, ratings are highest in the Peel and lowest in the Gascoyne region.

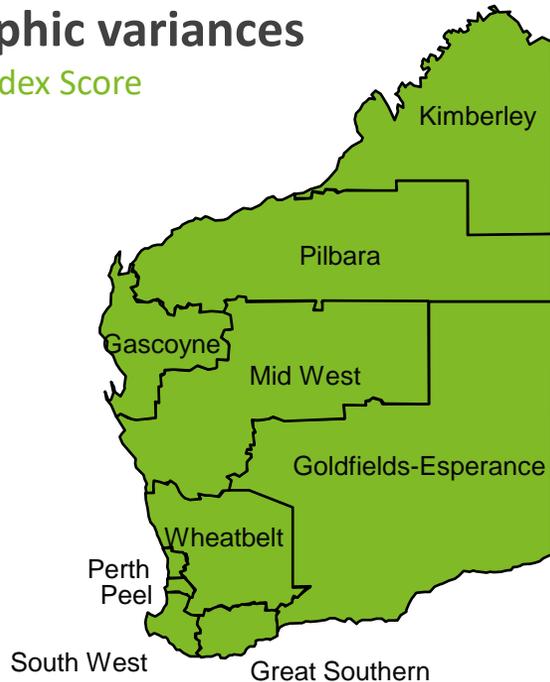
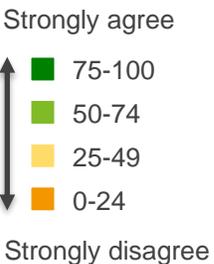
Clear thinking and decision making

% of respondents



Demographic variances

Agreement Index Score



Location	
Perth metro	64
Regional WA	63
Perth Suburbs	
Western suburbs	58
Inner north	68
Inner south	64
Outer north	58
Outer south	68
Regional D/Commission	
Gascoyne	52
Goldfields-Esperance	63
Great Southern	66
Kimberley	66
Mid West	59
Peel	72
Pilbara	67
South West	63
Wheatbelt	58
Affiliated with local govt	68

Health and culture	
Disability or impairment	66
Chronic health issue	64
First Nations	59
Language other than English	66
Employment status	
Self employed	55
Full-time employee	63
Part-time or casual employee	66
Contractor	50
Furloughed	58
Unemployed / seeking work	61
Home duties / carer	63
Student	61
Retired	69
Dwelling type	
Standalone, large (>500sqm)	63
Standalone, small (≤500sqm)	64
Townhouse, duplex, villa	67
Apartment	68

Gender	
Male	59
Female	67
Other	41
Respondent age	
18-24 years	70
25-34 years	60
35-44 years	62
45-54 years	61
55-64 years	66
65-74 years	68
75+ years	71
Lifestage	
Younger singles / couples	64
Family, child 0-5 years	61
Family, child 6-12 years	64
Family, child 13-17 years	63
Family, child 18+ years	64
Older singles / couples	68

Q. How strongly do you agree or disagree there has been clear thinking and decision making by local government in relation to COVID-19?

Base: all respondents, excludes unsure and no response (n = 6,594)

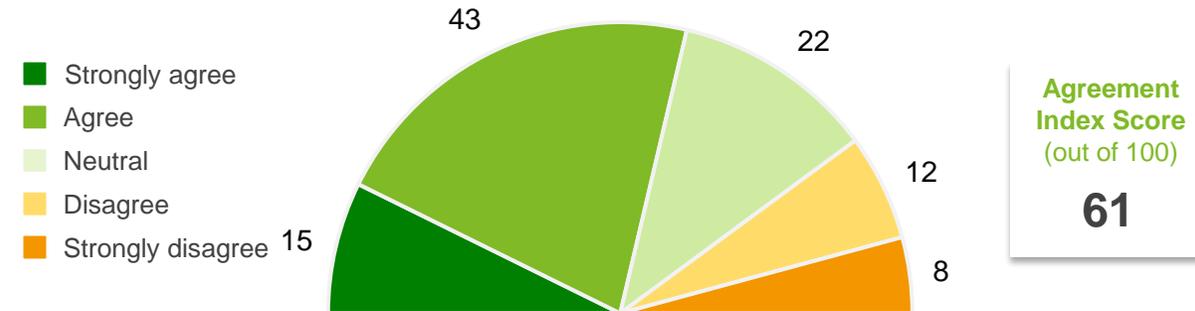
Confidence and trust

57% of community members agree that they have confidence and trust in local government to make good decisions. The overall Agreement Index Score is 61 out of 100, indicating an average rating of slightly agree.

Across WA, confidence ratings are highest in the Peel and lowest in the Gascoyne. Ratings are also lower among people who are self-employed and furloughed, and other gender. Ratings tend to be higher among those affiliated with local government*.

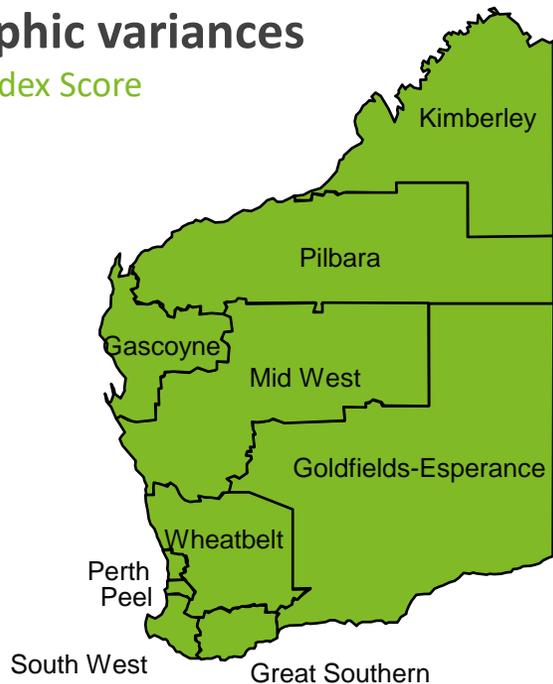
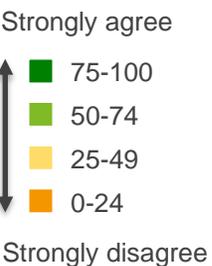
Confidence and trust in decision making

% of respondents



Demographic variances

Agreement Index Score



Location	
Perth metro	61
Regional WA	60
Perth Suburbs	
Western suburbs	54
Inner north	66
Inner south	60
Outer north	57
Outer south	66
Regional D/Commission	
Gascoyne	50
Goldfields-Esperance	61
Great Southern	63
Kimberley	63
Mid West	58
Peel	68
Pilbara	61
South West	58
Wheatbelt	54
Affiliated with local govt	67

Health and culture	
Disability or impairment	62
Chronic health issue	61
First Nations	53
Language other than English	66
Employment status	
Self employed	51
Full-time employee	61
Part-time or casual employee	64
Contractor	50
Furloughed	60
Unemployed / seeking work	60
Home duties / carer	59
Student	62
Retired	65
Dwelling type	
Standalone, large (>500sqm)	60
Standalone, small (≤500sqm)	63
Townhouse, duplex, villa	63
Apartment	63

Gender	
Male	57
Female	65
Other	43
Respondent age	
18-24 years	66
25-34 years	60
35-44 years	60
45-54 years	58
55-64 years	62
65-74 years	63
75+ years	66
Lifestage	
Younger singles / couples	63
Family, child 0-5 years	59
Family, child 6-12 years	61
Family, child 13-17 years	59
Family, child 18+ years	60
Older singles / couples	64

Q. How strongly do you agree or disagree that you have confidence and trust in local government to make good decisions?

Base: all respondents, excludes unsure and no response (n = 7,132)

* The respondent or someone they live with is an employee or elected member in local government.

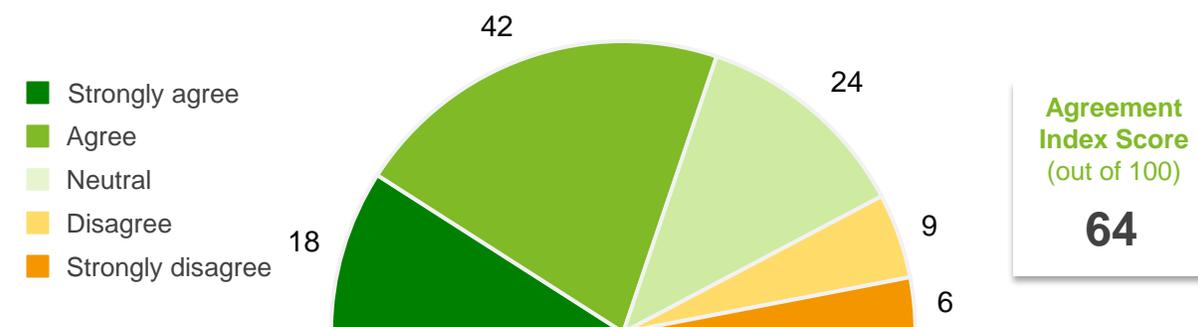
Empathy and compassion

60% of community members agree that local government has shown empathy and compassion for the human side of the upheaval caused by the COVID-19 pandemic. The overall Agreement Index Score is 64 out of 100, indicating an average rating of slightly agree.

Empathy and compassion ratings are highest for Local Governments in the Peel and Pilbara regions. Ratings are lowest in the Gascoyne and Mid West regions, and also among other gender. Ratings tend to be higher among those affiliated with local government*.

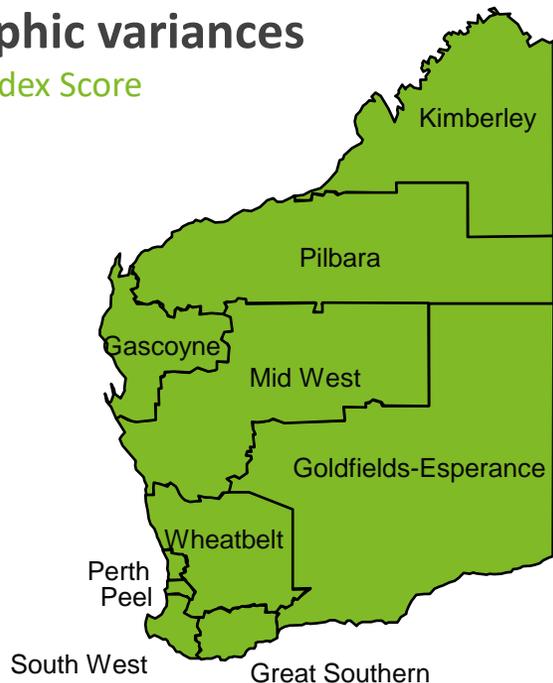
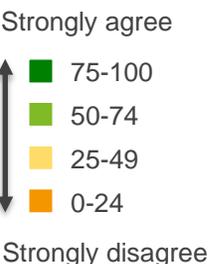
Empathy and compassion

% of respondents



Demographic variances

Agreement Index Score



Location	
Perth metro	64
Regional WA	64
Perth Suburbs	
Western suburbs	62
Inner north	69
Inner south	67
Outer north	58
Outer south	68
Regional D/Commission	
Gascoyne	55
Goldfields-Esperance	64
Great Southern	66
Kimberley	64
Mid West	58
Peel	71
Pilbara	71
South West	64
Wheatbelt	60
Affiliated with local govt	71

Health and culture	
Disability or impairment	64
Chronic health issue	63
First Nations	64
Language other than English	65
Employment status	
Self employed	59
Full-time employee	64
Part-time or casual employee	66
Contractor	59
Furloughed	65
Unemployed / seeking work	59
Home duties / carer	63
Student	62
Retired	69
Dwelling type	
Standalone, large (>500sqm)	64
Standalone, small (≤500sqm)	66
Townhouse, duplex, villa	68
Apartment	69

Gender	
Male	61
Female	68
Other	49
Respondent age	
18-24 years	67
25-34 years	63
35-44 years	63
45-54 years	62
55-64 years	66
65-74 years	68
75+ years	69
Lifestage	
Younger singles / couples	66
Family, child 0-5 years	62
Family, child 6-12 years	64
Family, child 13-17 years	63
Family, child 18+ years	65
Older singles / couples	68

Q. How strongly do you agree or disagree that local government has shown empathy and compassion for the human side of the upheaval caused by the COVID-19 pandemic? Base: all respondents, excludes unsure and no response (n = 6,629)

* The respondent or someone they live with is an employee or elected member in local government.

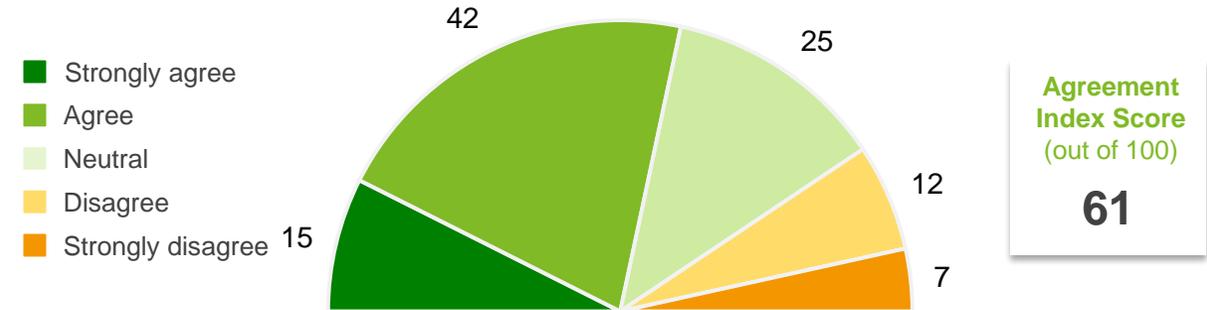
Innovation

57% of community members agree that local government has been open to trying new and innovative ways of delivering services. The overall Agreement Index Score is 61 out of 100, indicating an average rating of slightly agree.

Innovation ratings are highest in the Peel and lowest in the Gascoyne, followed by the Wheatbelt, Western Suburbs and Outer North suburbs. Ratings also tend to be lower among those who are working as contractors, self-employed persons, First Nations persons and other gender.

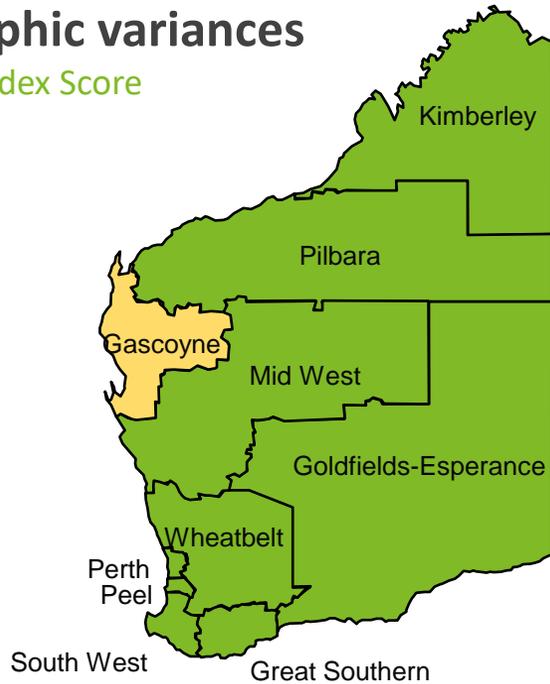
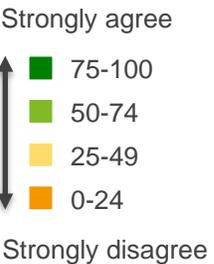
Open to new and innovative ways

% of respondents



Demographic variances

Agreement Index Score



Location	
Perth metro	62
Regional WA	61
Perth Suburbs	
Western suburbs	55
Inner north	68
Inner south	64
Outer north	56
Outer south	66
Regional D/Commission	
Gascoyne	46
Goldfields-Esperance	61
Great Southern	64
Kimberley	62
Mid West	59
Peel	68
Pilbara	61
South West	61
Wheatbelt	55
Affiliated with local govt	68

Health and culture	
Disability or impairment	63
Chronic health issue	62
First Nations	56
Language other than English	62
Employment status	
Self employed	54
Full-time employee	61
Part-time or casual employee	64
Contractor	49
Furloughed	63
Unemployed / seeking work	59
Home duties / carer	62
Student	60
Retired	66
Dwelling type	
Standalone, large (>500sqm)	61
Standalone, small (≤500sqm)	62
Townhouse, duplex, villa	66
Apartment	66

Gender	
Male	57
Female	66
Other	54
Respondent age	
18-24 years	64
25-34 years	60
35-44 years	60
45-54 years	59
55-64 years	63
65-74 years	65
75+ years	67
Lifestage	
Younger singles / couples	63
Family, child 0-5 years	60
Family, child 6-12 years	61
Family, child 13-17 years	60
Family, child 18+ years	62
Older singles / couples	65

Q. How strongly do you agree or disagree that local government is open to trying new and innovative ways of delivering services?

Base: all respondents, excludes unsure and no response (n = 6,650)

Community optimism

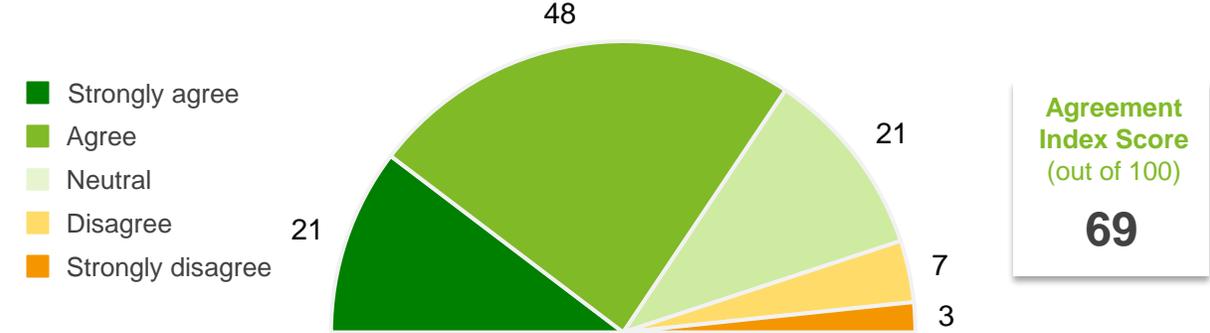
Feeling hopeful

69% of community members feel hopeful and enthusiastic about the future. The overall Agreement Index Score is 69 out of 100, indicating an average rating close to agree.

Hope is greatest among those aged 75+ years. Feelings of hope are lowest in the Gascoyne region, and among those who are unemployed or working as a contractor, or who identify as other gender.

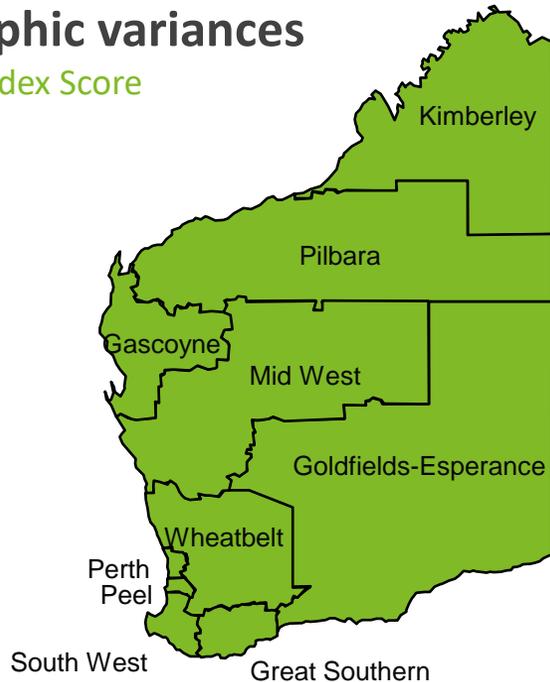
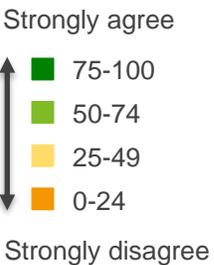
Feel hopeful and enthusiastic about the future

% of respondents



Demographic variances

Agreement Index Score



Location	
Perth metro	69
Regional WA	68
Perth Suburbs	
Western suburbs	71
Inner north	70
Inner south	71
Outer north	67
Outer south	70
Regional D/Commission	
Gascoyne	55
Goldfields-Esperance	70
Great Southern	68
Kimberley	67
Mid West	67
Peel	72
Pilbara	72
South West	69
Wheatbelt	64
Affiliated with local govt	72

Health and culture	
Disability or impairment	67
Chronic health issue	67
First Nations	63
Language other than English	69
Employment status	
Self employed	65
Full-time employee	69
Part-time or casual employee	72
Contractor	56
Furloughed	63
Unemployed / seeking work	56
Home duties / carer	67
Student	66
Retired	74
Dwelling type	
Standalone, large (>500sqm)	70
Standalone, small (≤500sqm)	68
Townhouse, duplex, villa	72
Apartment	69

Gender	
Male	68
Female	70
Other	56
Respondent age	
18-24 years	69
25-34 years	67
35-44 years	67
45-54 years	67
55-64 years	71
65-74 years	73
75+ years	76
Lifestage	
Younger singles / couples	68
Family, child 0-5 years	68
Family, child 6-12 years	69
Family, child 13-17 years	67
Family, child 18+ years	70
Older singles / couples	72

Q. How strongly do you agree or disagree that you feel hopeful and enthusiastic about the future?

Base: all respondents, excludes unsure and no response (n = 7,198)

Local government priorities for COVID-19 recovery

Local government priorities for COVID-19 recovery

The community would like Local Government to prioritise **economic recovery** and employment opportunities in the short-term (next 6 months).

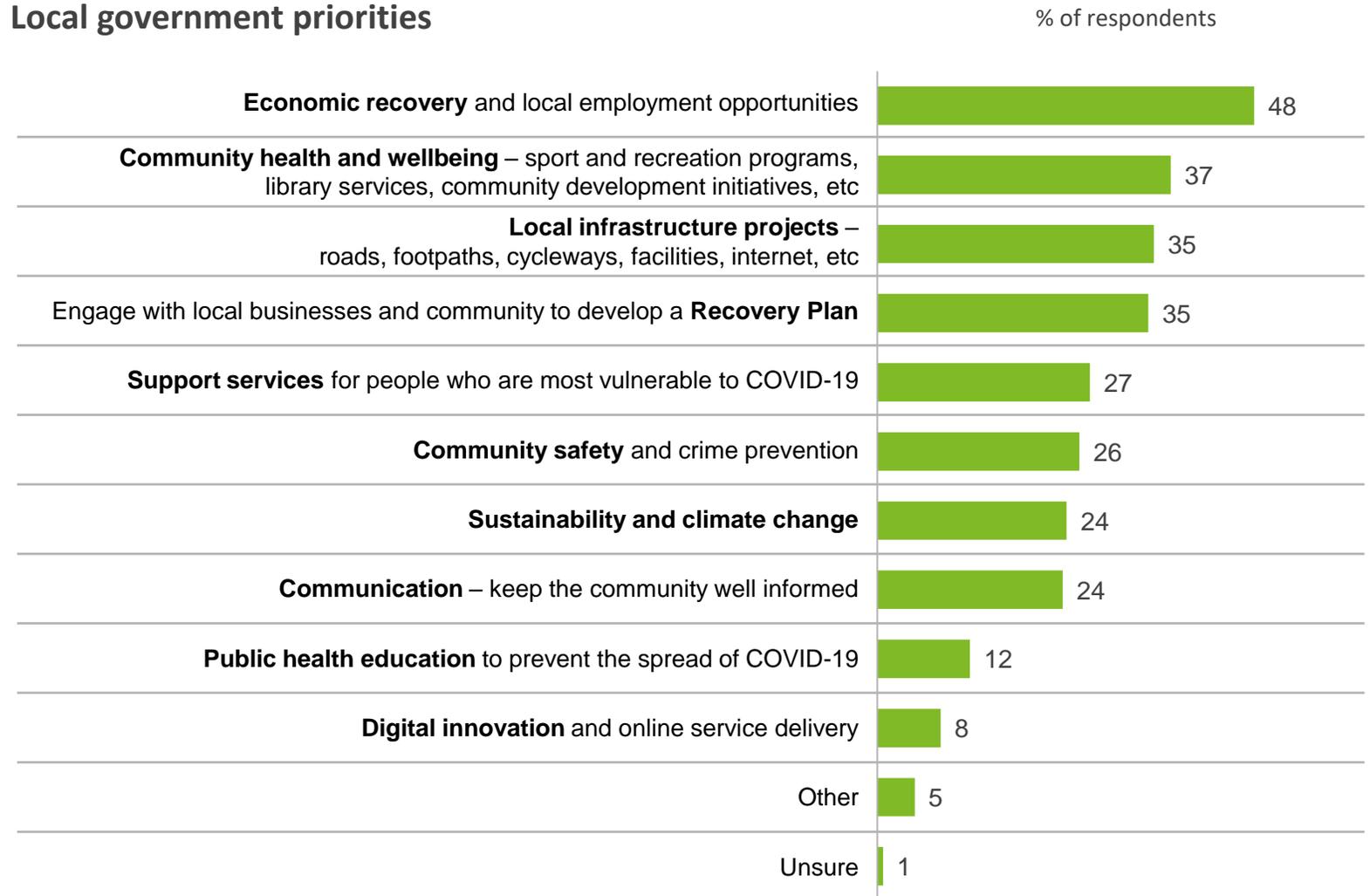
Secondary priorities are community health and wellbeing initiatives, local infrastructure projects and engaging with local businesses and the community to develop a local **Recovery Plan**.

The community does not consider public health education to prevent the spread of COVID-19 to be a high priority role for local government. Instead, the focus for local government should be on providing support services for those most vulnerable to COVID-19.

With digital innovation rated the lowest priority, local governments may need to revise planned investment in Smart Cities initiatives during the COVID-19 pandemic to ensure green-lighted projects are essential, or that these projects are enablers to help address higher priority areas.

Spontaneous mentions under 'other' mostly related to freezing or reducing rates (2%), or cutting unnecessary spending to focus on core business (1%).

Local government priorities



Q. Where would you like your Local Government to prioritise its efforts over the next 6 months? Please select your top priorities – up to 3 choices.

Base: all respondents, excludes no response (n = 7,243).

Local government priorities in the recovery phase

Top 3 priorities by region

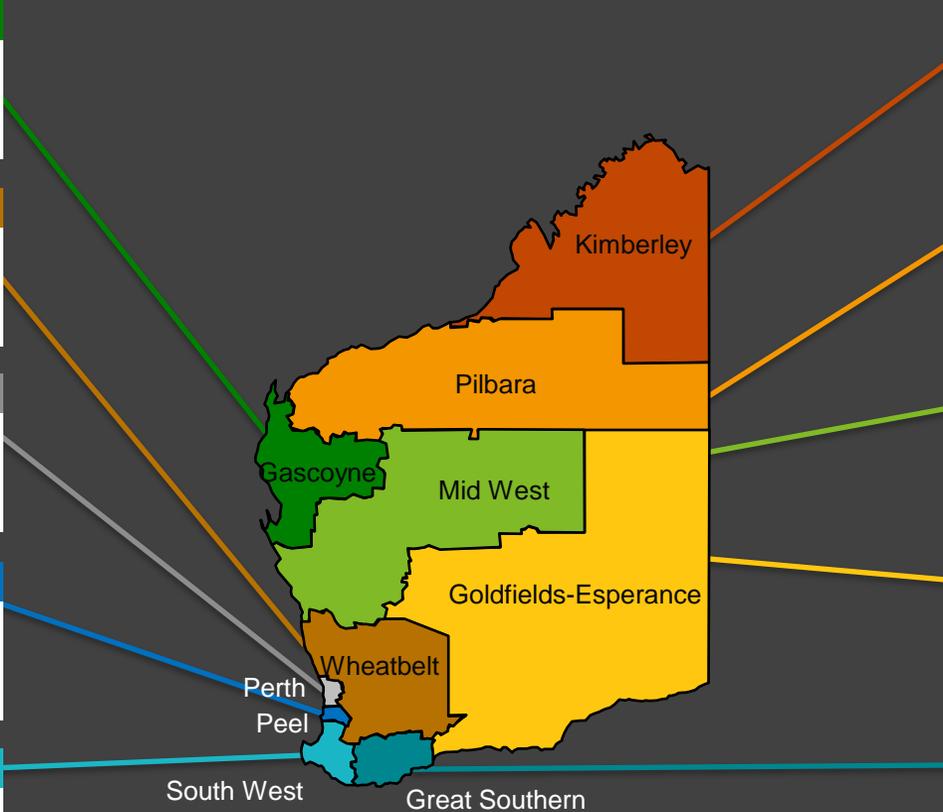
Gascoyne	
Economic recovery and employment opportunities	40%
Communication to keep community well informed	38%
Community health and wellbeing	38%

Wheatbelt	
Economic recovery and employment opportunities	47%
Local infrastructure projects	46%
Community health and wellbeing	40%

Perth Metro	
Economic recovery and employment opportunities	47%
Community health and wellbeing	37%
Local infrastructure projects	34%

Peel	
Economic recovery and employment opportunities	59%
Engage stakeholders to develop a Recovery Plan	37%
Community safety and crime prevention	35%

South West	
Economic recovery and employment opportunities	52%
Engage stakeholders to develop a Recovery Plan	39%
Local infrastructure projects	38%



Kimberley	
Economic recovery and employment opportunities	53%
Local infrastructure projects	44%
Community safety and crime prevention	43%

Pilbara	
Economic recovery and employment opportunities	47%
Community health and wellbeing	43%
Local infrastructure projects	35%

Mid West	
Economic recovery and employment opportunities	57%
Community health and wellbeing	44%
Local infrastructure projects	37%

Goldfields-Esperance	
Economic recovery and employment opportunities	51%
Local infrastructure projects	41%
Engage stakeholders to develop a Recovery Plan	39%

Great Southern	
Economic recovery and employment opportunities	52%
Community health and wellbeing	43%
Engage stakeholders to develop a Recovery Plan	38%

Q. Thinking about COVID-19 impacts, which areas are you mostly concerned about? Please select your top concerns – up to 3 choices.

Base: all respondents, excludes no response (n = 7,243)

Effectiveness of COVID-19 communications

Local government reach

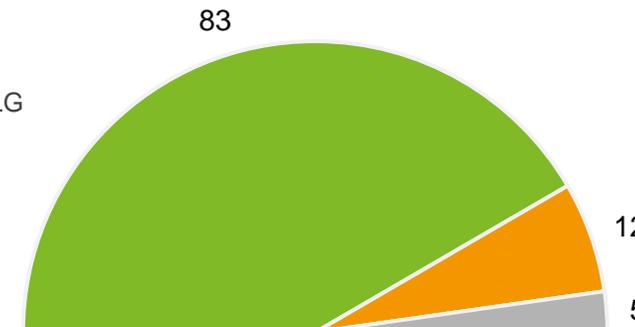
83% of community members received news and information about COVID-19 from their local government. Reach was highest in the Kimberley, Peel and Great Southern regions.

12% of community members did not receive news and information about COVID-19 from their local government. Reach was lowest in Perth's outer north suburbs. Reach was also lower among those furloughed or working as contractors, and among those who identify as other gender.

Local government reach with COVID-19 content

% of respondents

- Received COVID-19 news and info from LG
- Did not receive
- Unsure



% of respondents reached
83

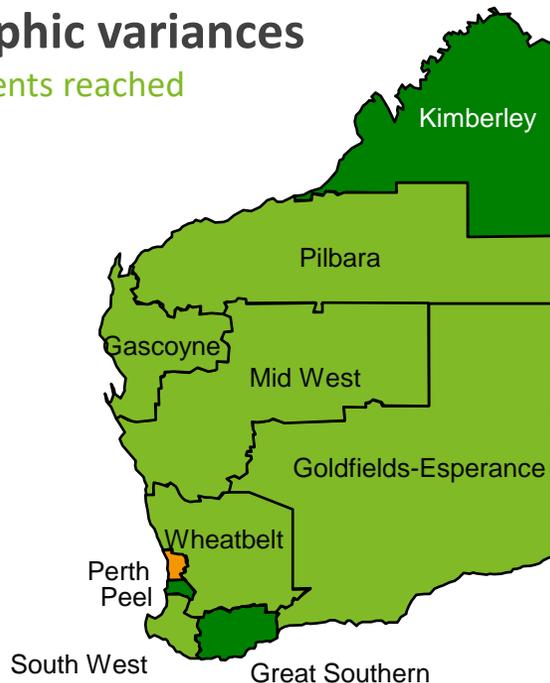
Demographic variances

% of respondents reached

High reach

- 90-100
- 83-89
- 82 or lower

Lower reach



Location	
Perth metro	82
Regional WA	88
Perth Suburbs	
Western suburbs	80
Inner north	80
Inner south	84
Outer north	77
Outer south	86
Regional D/Commission	
Gascoyne	86
Goldfields-Esperance	87
Great Southern	90
Kimberley	95
Mid West	89
Peel	90
Pilbara	89
South West	87
Wheatbelt	84
Affiliated with local govt	88

Health and culture	
Disability or impairment	83
Chronic health issue	82
First Nations	86
Language other than English	81
Employment status	
Self employed	84
Full-time employee	84
Part-time or casual employee	83
Contractor	77
Furloughed	76
Unemployed / seeking work	80
Home duties / carer	85
Student	81
Retired	85
Dwelling type	
Standalone, large (>500sqm)	83
Standalone, small (≤500sqm)	85
Townhouse, duplex, villa	87
Apartment	85

Gender	
Male	81
Female	85
Other	61
Respondent age	
18-24 years	81
25-34 years	83
35-44 years	84
45-54 years	83
55-64 years	82
65-74 years	84
75+ years	86
Lifestage	
Younger singles / couples	84
Family, child 0-5 years	85
Family, child 6-12 years	83
Family, child 13-17 years	84
Family, child 18+ years	81
Older singles / couples	84

Q. How have you received news and information about COVID-19 from your Local Government?

Base: all respondents, excludes no response (n = 7,204)

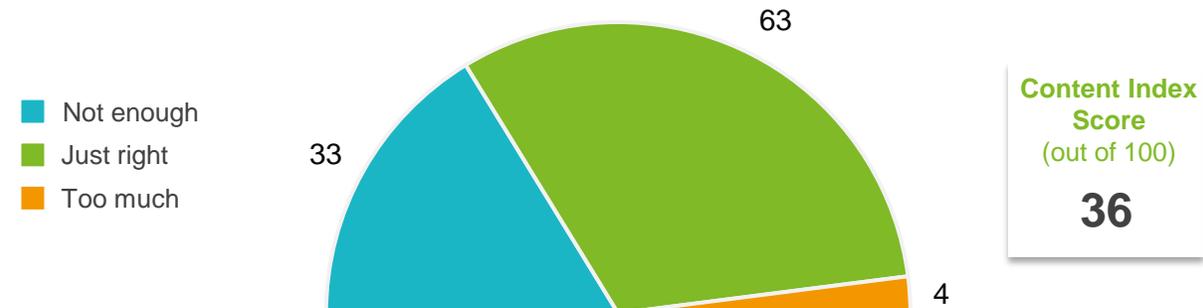
Adequacy of COVID-19 content

63% of community members felt the amount of information their Local Government provided about COVID-19 was just right. 4% felt it was too much. 33% would have liked more information. The Content Index Score was 36 out of 100, indicating there was overall need for more information.

There was greatest need for more information in Perth's outer north suburbs and among students and those who were furloughed. The amount of information was closest to being just right in the Kimberley, Peel and Great Southern Regions, and among First Nations persons and retirees.

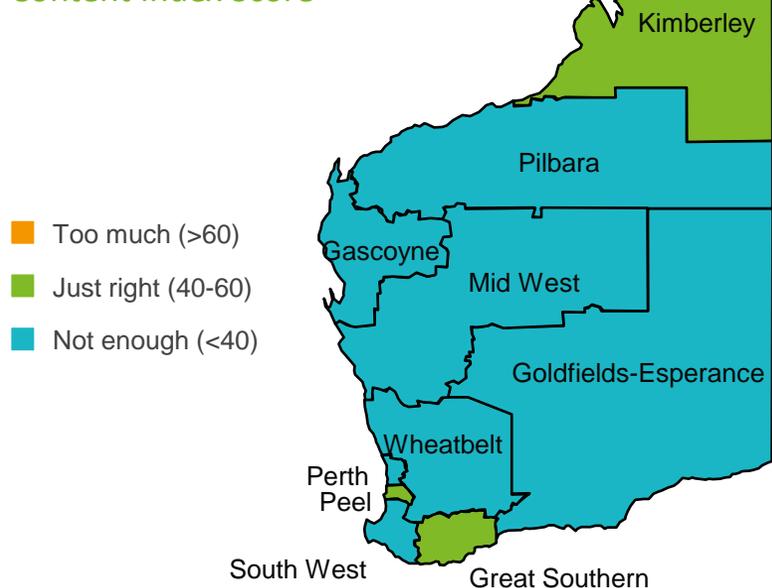
Amount of COVID-19 content from local government

% of respondents



Demographic variances

Content Index Score



Location	
Perth metro	35
Regional WA	37
Perth Suburbs	
Western suburbs	37
Inner north	33
Inner south	37
Outer north	30
Outer south	40
Regional D/Commission	
Gascoyne	32
Goldfields-Esperance	33
Great Southern	40
Kimberley	41
Mid West	36
Peel	41
Pilbara	36
South West	37
Wheatbelt	35
Affiliated with local govt	39

Health and culture	
Disability or impairment	36
Chronic health issue	33
First Nations	42
Language other than English	35
Employment status	
Self employed	32
Full-time employee	35
Part-time or casual employee	36
Contractor	37
Furloughed	22
Unemployed / seeking work	33
Home duties / carer	37
Student	27
Retired	40
Dwelling type	
Standalone, large (>500sqm)	36
Standalone, small (≤500sqm)	36
Townhouse, duplex, villa	37
Apartment	39

Gender	
Male	35
Female	36
Other	35
Respondent age	
18-24 years	36
25-34 years	33
35-44 years	34
45-54 years	35
55-64 years	38
65-74 years	39
75+ years	41
Lifestage	
Younger singles / couples	34
Family, child 0-5 years	35
Family, child 6-12 years	35
Family, child 13-17 years	35
Family, child 18+ years	38
Older singles / couples	39

Q. How would you rate the amount of information your Local Government has provided about COVID-19?

Base: all respondents, excludes unsure and no response (n = 5,994)

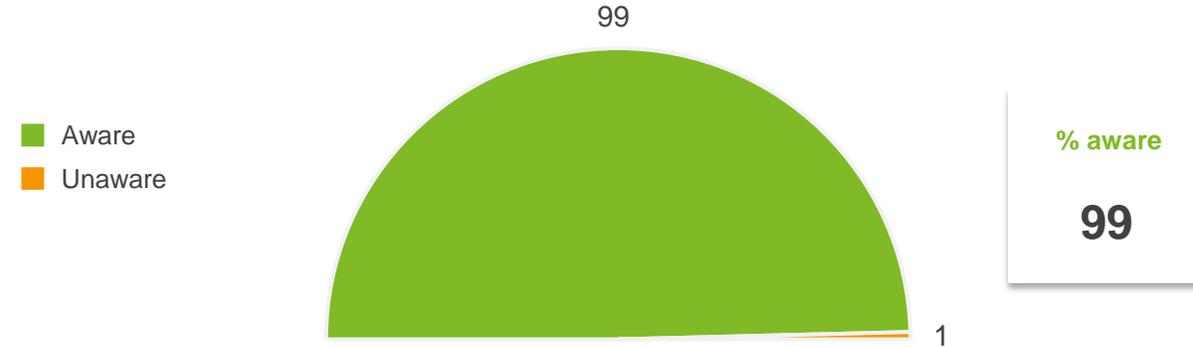
Awareness of key messages: COVID-19 symptoms

99% of community members are aware that COVID-10 symptoms include fever, cough, shortness of breath, sore throat and tiredness.

Awareness is very high across the community.

Awareness of COVID-19 symptoms

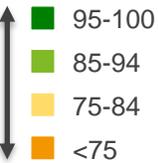
% of respondents



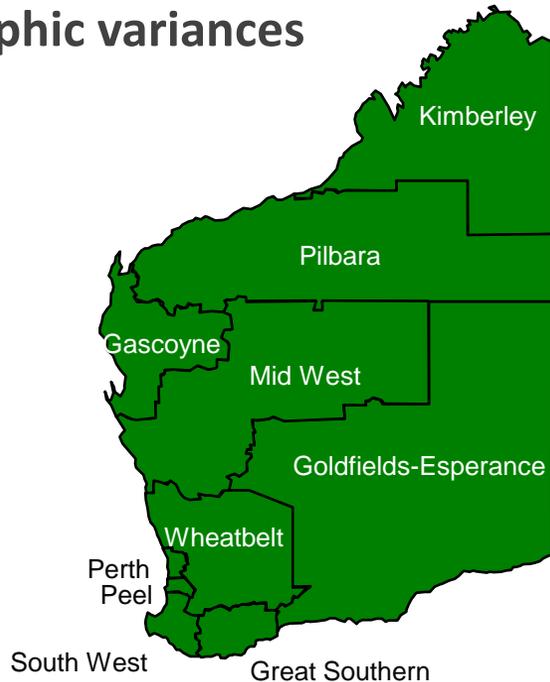
Demographic variances

% aware

High awareness



Low awareness



Location	
Perth metro	99
Regional WA	99
Perth Suburbs	
Western suburbs	98
Inner north	100
Inner south	99
Outer north	99
Outer south	99
Regional D/Commission	
Gascoyne	97
Goldfields-Esperance	100
Great Southern	99
Kimberley	100
Mid West	100
Peel	99
Pilbara	99
South West	100
Wheatbelt	99
Affiliated with local govt	100

Health and culture	
Disability or impairment	99
Chronic health issue	99
First Nations	99
Language other than English	99
Employment status	
Self employed	100
Full-time employee	99
Part-time or casual employee	100
Contractor	99
Furloughed	100
Unemployed / seeking work	98
Home duties / carer	99
Student	99
Retired	99
Dwelling type	
Standalone, large (>500sqm)	100
Standalone, small (≤500sqm)	99
Townhouse, duplex, villa	99
Apartment	99

Gender	
Male	99
Female	99
Other	98
Respondent age	
18-24 years	99
25-34 years	99
35-44 years	100
45-54 years	99
55-64 years	99
65-74 years	100
75+ years	99
Lifestage	
Younger singles / couples	100
Family, child 0-5 years	99
Family, child 6-12 years	99
Family, child 13-17 years	99
Family, child 18+ years	100
Older singles / couples	100

Q. In relation to COVID-19, were you aware of the following message: COVID-19 symptoms include fever, cough, shortness of breath, sore throat and tiredness?

Base: all respondents, excludes no response (n = 7,120)

Awareness of key messages:

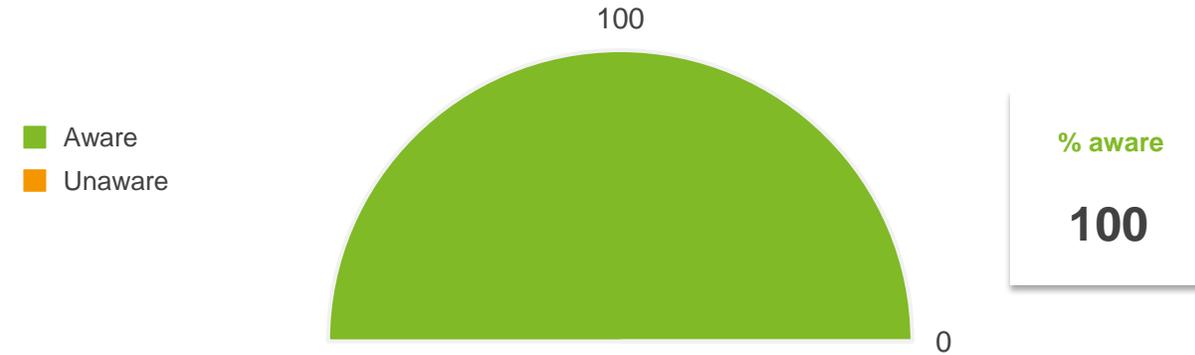
Practice physical distancing

100% (99.7%) of community members are aware of the need to practice physical distancing, to stay 1.5 metres apart, to prevent the spread of COVID-19.

Awareness is very high across the community.

Awareness of need to practice physical distancing

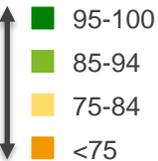
% of respondents



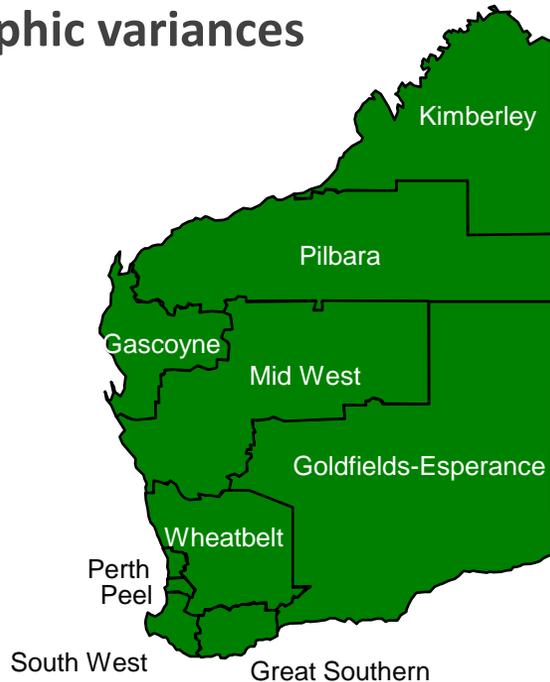
Demographic variances

% aware

High awareness



Low awareness



Location	
Perth metro	100
Regional WA	99
Perth Suburbs	
Western suburbs	99
Inner north	100
Inner south	100
Outer north	100
Outer south	100
Regional D/Commission	
Gascoyne	100
Goldfields-Esperance	100
Great Southern	100
Kimberley	100
Mid West	100
Peel	100
Pilbara	100
South West	100
Wheatbelt	98
Affiliated with local govt	100

Health and culture	
Disability or impairment	100
Chronic health issue	100
First Nations	99
Language other than English	99
Employment status	
Self employed	100
Full-time employee	100
Part-time or casual employee	100
Contractor	97
Furloughed	100
Unemployed / seeking work	99
Home duties / carer	100
Student	100
Retired	100
Dwelling type	
Standalone, large (>500sqm)	100
Standalone, small (≤500sqm)	100
Townhouse, duplex, villa	99
Apartment	100

Gender	
Male	99
Female	100
Other	98
Respondent age	
18-24 years	100
25-34 years	100
35-44 years	100
45-54 years	99
55-64 years	100
65-74 years	100
75+ years	100
Lifestage	
Younger singles / couples	100
Family, child 0-5 years	100
Family, child 6-12 years	100
Family, child 13-17 years	99
Family, child 18+ years	100
Older singles / couples	100

Q. In relation to COVID-19, were you aware of the following message: Practice physical distancing (stay 1.5 metres away) to prevent the spread of COVID-19?

Base: all respondents, excludes no response (n = 7,119)

Awareness of key messages:

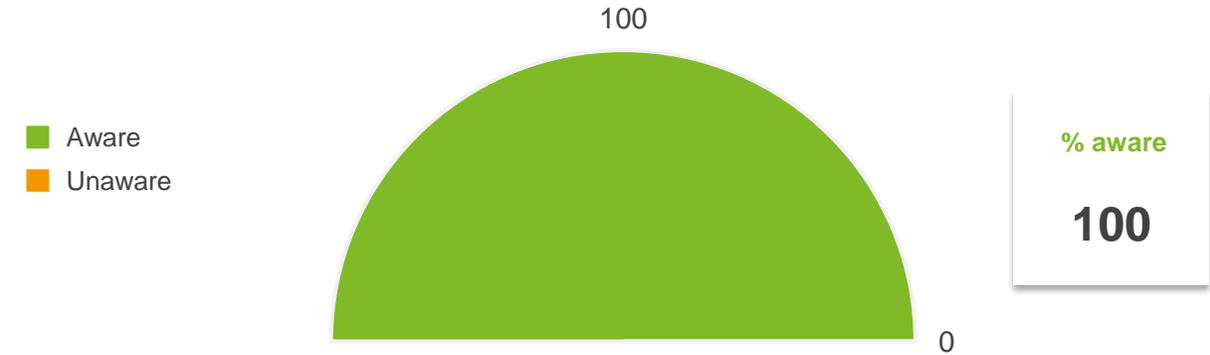
Practice good hygiene

100% (99.6%) of community members are aware of the need to practice good hygiene - to wash hands frequently and to cough or sneeze into their elbow.

Awareness is very high across the community.

Awareness of need to practice good hygiene

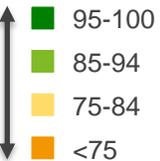
% of respondents



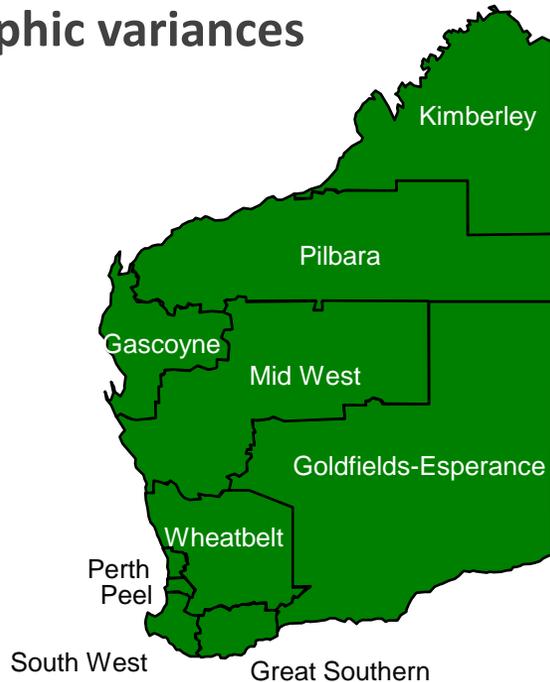
Demographic variances

% aware

High awareness



Low awareness



Location	
Perth metro	100
Regional WA	100
Perth Suburbs	
Western suburbs	99
Inner north	100
Inner south	100
Outer north	99
Outer south	100
Regional D/Commission	
Gascoyne	100
Goldfields-Esperance	100
Great Southern	100
Kimberley	100
Mid West	100
Peel	100
Pilbara	99
South West	100
Wheatbelt	99
Affiliated with local govt	100

Health and culture	
Disability or impairment	100
Chronic health issue	100
First Nations	99
Language other than English	99
Employment status	
Self employed	100
Full-time employee	100
Part-time or casual employee	100
Contractor	99
Furloughed	100
Unemployed / seeking work	99
Home duties / carer	100
Student	100
Retired	100
Dwelling type	
Standalone, large (>500sqm)	100
Standalone, small (≤500sqm)	100
Townhouse, duplex, villa	98
Apartment	100

Gender	
Male	99
Female	100
Other	98
Respondent age	
18-24 years	100
25-34 years	99
35-44 years	100
45-54 years	100
55-64 years	100
65-74 years	100
75+ years	100
Lifestage	
Younger singles / couples	100
Family, child 0-5 years	100
Family, child 6-12 years	100
Family, child 13-17 years	100
Family, child 18+ years	100
Older singles / couples	100

Q. In relation to COVID-19, were you aware of the following message: Practice good hygiene - wash hands frequently and cough or sneeze into your elbow?

Base: all respondents, excludes no response (n = 7,119)

Awareness of key messages:

COVIDSafe App

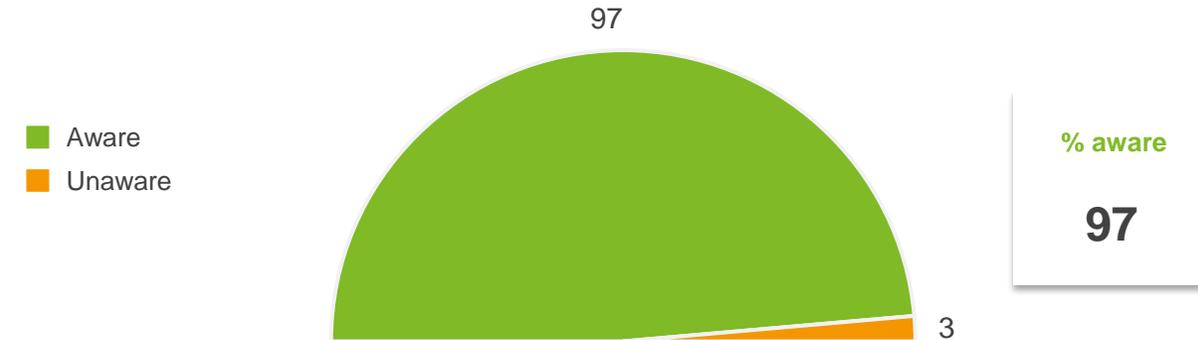
97% of community members are aware of the need to download the COVIDSafe app to keep the community safe.

Awareness is very high across the community.

Ratings are slightly lower in the Pilbara, Kimberley and Wheatbelt regions, and among those who are unemployed or who identify as other gender.

Awareness of need to download COVIDSafe App

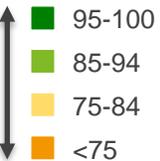
% of respondents



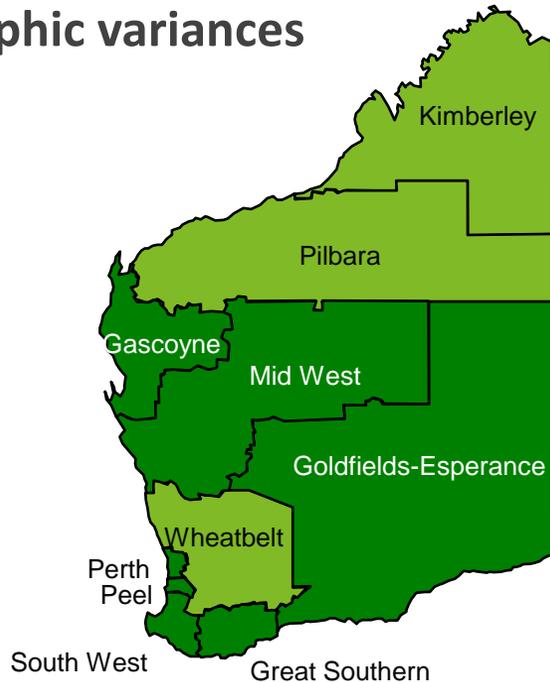
Demographic variances

% aware

High awareness



Low awareness



Location	
Perth metro	98
Regional WA	96
Perth Suburbs	
Western suburbs	98
Inner north	99
Inner south	98
Outer north	98
Outer south	97
Regional D/Commission	
Gascoyne	95
Goldfields-Esperance	98
Great Southern	96
Kimberley	94
Mid West	96
Peel	95
Pilbara	93
South West	98
Wheatbelt	94
Affiliated with local govt	97

Health and culture	
Disability or impairment	95
Chronic health issue	98
First Nations	96
Language other than English	94
Employment status	
Self employed	97
Full-time employee	98
Part-time or casual employee	99
Contractor	99
Furloughed	99
Unemployed / seeking work	93
Home duties / carer	96
Student	98
Retired	96
Dwelling type	
Standalone, large (>500sqm)	98
Standalone, small (≤500sqm)	97
Townhouse, duplex, villa	96
Apartment	97

Gender	
Male	97
Female	98
Other	92
Respondent age	
18-24 years	96
25-34 years	97
35-44 years	98
45-54 years	98
55-64 years	98
65-74 years	97
75+ years	94
Lifestage	
Younger singles / couples	97
Family, child 0-5 years	98
Family, child 6-12 years	97
Family, child 13-17 years	98
Family, child 18+ years	98
Older singles / couples	97

Q. In relation to COVID-19, were you aware of the following message: Download the COVIDSafe app to keep the community safe?

Base: all respondents, excludes no response (n = 7,118)

Communication sources | current and preferred

Communication channels | current v preferred

Community members mainly received COVID-19 news and information from their local government through social media, followed by their local government's website, email messages and local community newspapers.

In future, **social media** continues to be the preferred way to receive information, followed by much greater use of **email**.

Community members would also like greater use of newsletters, direct mail and SMS alerts. These areas represent communication gaps, where preferences exceed current activity.

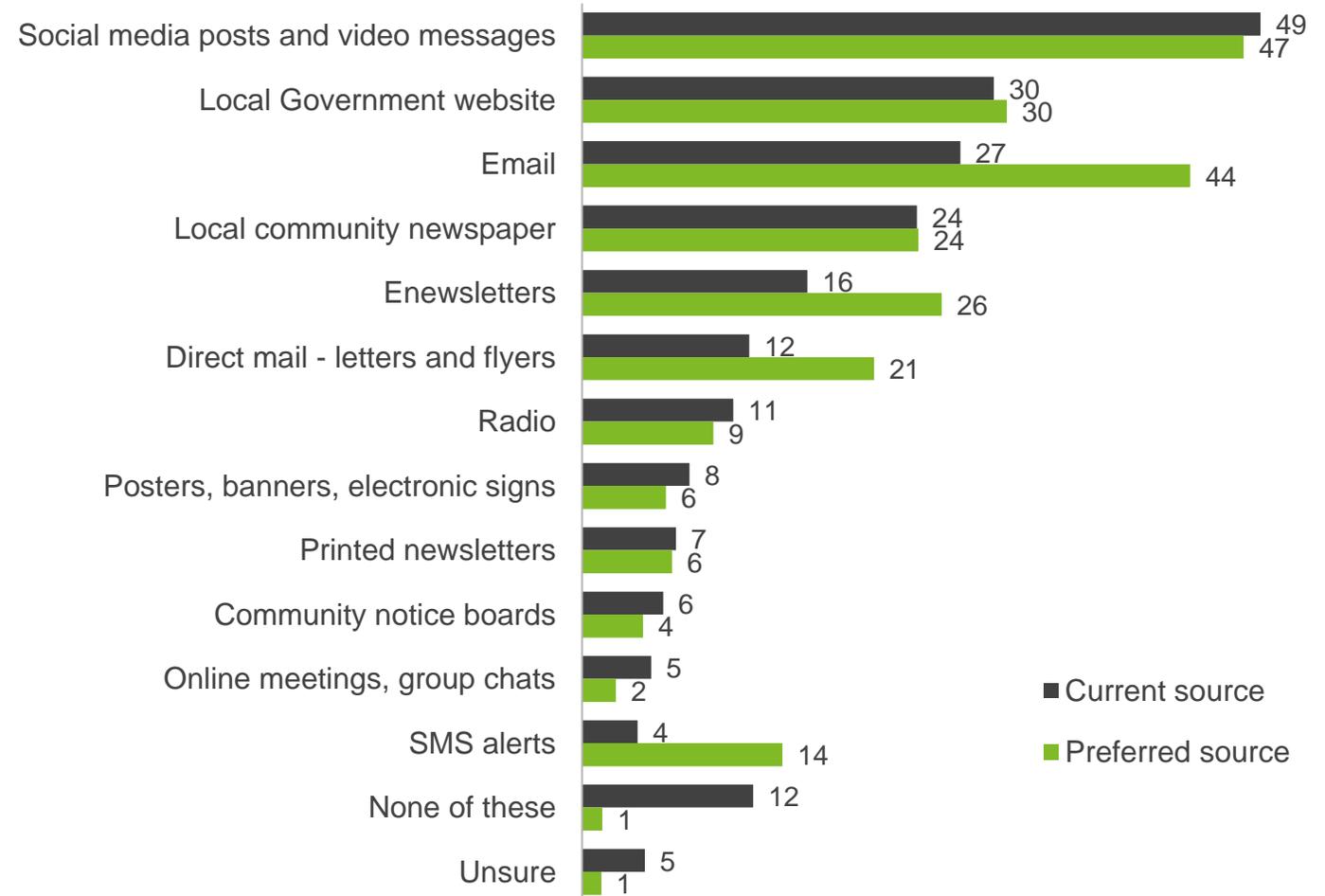
Generally, people are seeking targeted, customised communication solutions.

There is low demand for community notice boards, printed newsletters and posters, banners and electronic signs. There is also low interest in online forums for meetings and group chats.

However, preferences do vary across cohorts.

News and information sources from local government

% of respondents



■ Current source
■ Preferred source

Q. How have you received news and information about COVID-19 from your Local Government? Base: all respondents, excludes no response (n = 7,204).

Q. How would you prefer to receive information and updates from your Local Government about what's happening in your local area? Base: all respondents, excludes no response (n = 7,153).

Sources of information about COVID-19 from local government

Top 3 sources by region

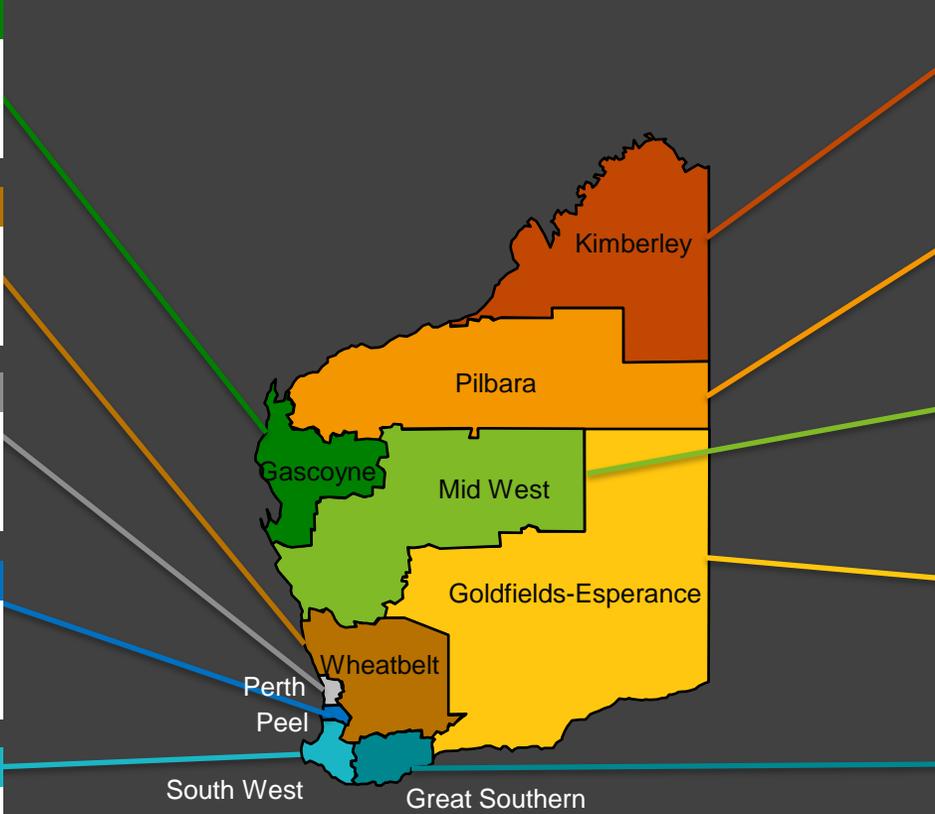
Gascoyne	
Social media posts and video messages	66%
Local Government website	31%
Community notice boards	20%

Wheatbelt	
Social media posts and video messages	61%
Local community newspaper	31%
Local Government website	28%

Perth Metro	
Social media posts and video messages	45%
Email	29%
Local Government website	28%

Peel	
Social media posts and video messages	48%
Local community newspaper	42%
Local Government website	35%

South West	
Social media posts and video messages	53%
Local community newspaper	37%
Local Government website	31%



Kimberley	
Social media posts and video messages	69%
Local Government website	45%
Email	30%

Pilbara	
Social media posts and video messages	76%
Local Government website	42%
Email	31%

Mid West	
Social media posts and video messages	63%
Local Government website	35%
Local community newspaper	29%

Goldfields-Esperance	
Social media posts and video messages	72%
Local Government website	37%
Radio	24%

Great Southern	
Social media posts and video messages	57%
Local community newspaper	46%
Local Government website	36%

Q. How have you received news and information about COVID-19 from your Local Government?

Base: all respondents, excludes no response (n = 7,204)

Preferred information channels

Top 3 channels by region

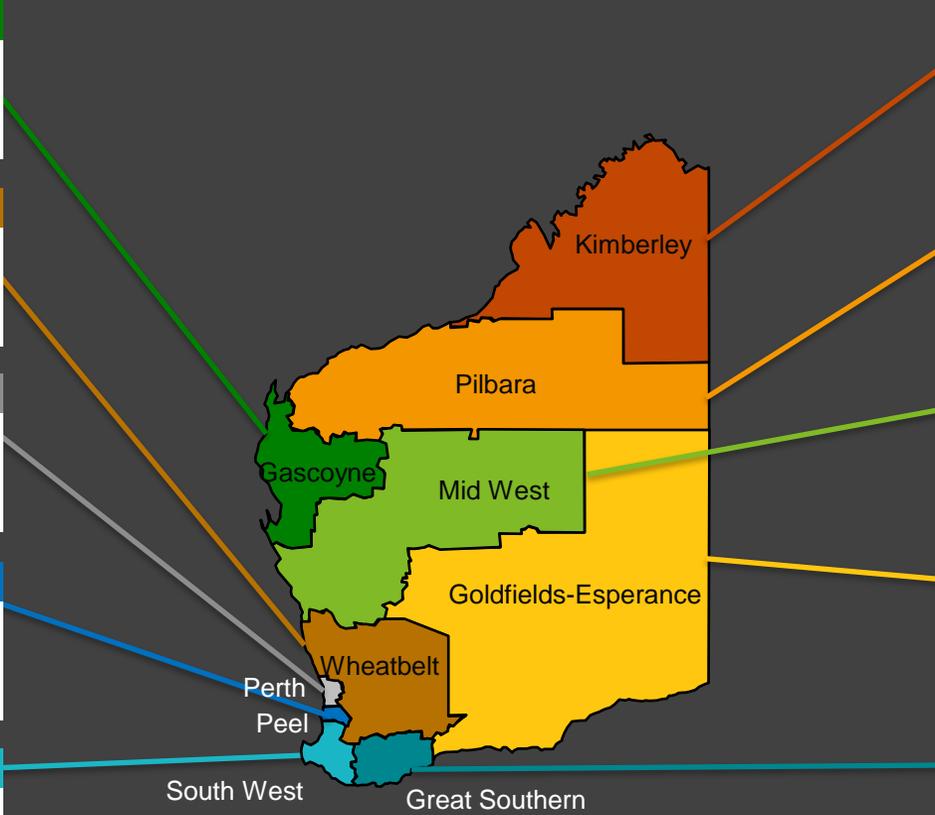
Gascoyne	
Social media posts and video messages	69%
Community notice boards	24%
Local Government website	23%

Wheatbelt	
Social media posts and video messages	57%
Local community newspaper	36%
Email	32%

Perth Metro	
Email	47%
Social media posts and video messages	44%
Local Government website	30%

Peel	
Email	44%
Social media posts and video messages	43%
Local community newspaper	36%

South West	
Social media posts and video messages	54%
Local community newspaper	40%
Email	34%



Kimberley	
Social media posts and video messages	73%
Local Government website	41%
Email	32%

Pilbara	
Social media posts and video messages	73%
Local Government website	45%
Email	27%

Mid West	
Social media posts and video messages	61%
Local Government website	37%
Email	33%

Goldfields-Esperance	
Social media posts and video messages	67%
Local Government website	34%
Email	31%

Great Southern	
Social media posts and video messages	48%
Local community newspaper	43%
Email	31%

Q. How would you prefer to receive information and updates from your Local Government about what's happening in your local area?

Base: all respondents, excludes no response (n = 7,153).

Adoption of COVID-19 safe behaviours

Downloaded COVIDSafe App

58% of respondents said they had downloaded the COVIDSafe App.

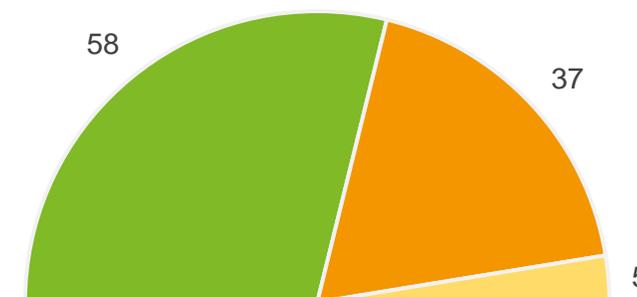
Take up is highest in the Western Suburbs at 72%.

Take up is lowest in the Pilbara, Kimberley, Gascoyne, Wheatbelt and Great Southern regions. It is also lower among younger adults, those with other gender, and those who are furloughed, unemployed or with home duties or carer roles.

Downloaded COVIDSafe App

% of respondents

- Yes
- No
- Don't have a smart phone



%
downloaded
COVIDSafe
58

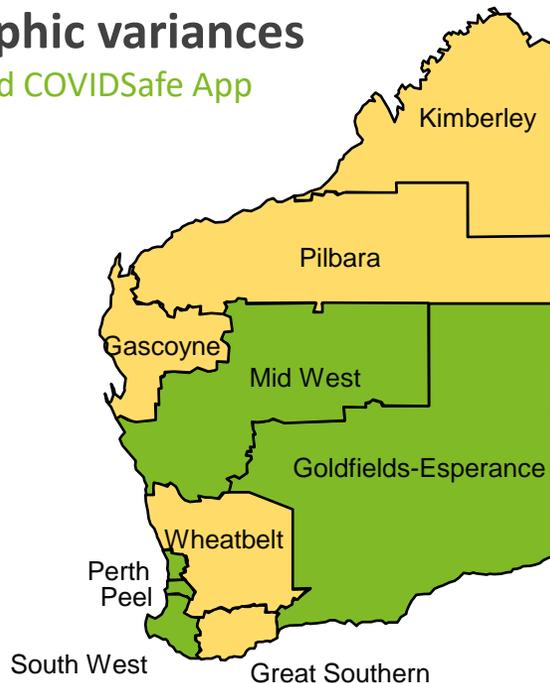
Demographic variances

% downloaded COVIDSafe App

High take-up

- 75-100
- 50-74
- 25-49
- 0-24

Low take-up



Location	
Perth metro	60
Regional WA	51
Perth Suburbs	
Western suburbs	72
Inner north	60
Inner south	63
Outer north	59
Outer south	55
Regional D/Commission	
Gascoyne	45
Goldfields-Esperance	56
Great Southern	46
Kimberley	43
Mid West	55
Peel	59
Pilbara	38
South West	53
Wheatbelt	49
Affiliated with local govt	57

Health and culture	
Disability or impairment	52
Chronic health issue	56
First Nations	52
Language other than English	57
Employment status	
Self employed	57
Full-time employee	60
Part-time or casual employee	59
Contractor	54
Furloughed	45
Unemployed / seeking work	42
Home duties / carer	47
Student	57
Retired	60
Dwelling type	
Standalone, large (>500sqm)	56
Standalone, small (≤500sqm)	60
Townhouse, duplex, villa	62
Apartment	57

Gender	
Male	57
Female	58
Other	44
Respondent age	
18-24 years	49
25-34 years	52
35-44 years	58
45-54 years	61
55-64 years	63
65-74 years	63
75+ years	53
Lifestage	
Younger singles / couples	50
Family, child 0-5 years	58
Family, child 6-12 years	58
Family, child 13-17 years	60
Family, child 18+ years	64
Older singles / couples	60

Q. Have you downloaded the Government COVIDSafe app onto your smart phone?

Base: all respondents, excludes prefer not to say and no response (n = 6,688)

Practiced physical distancing

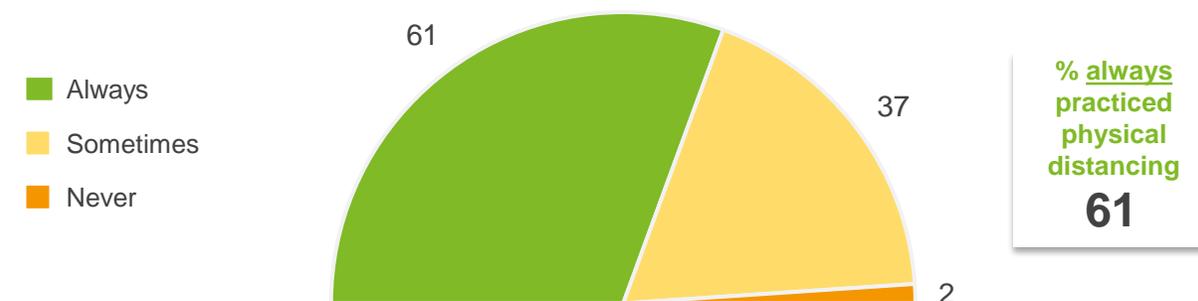
61% of community members always practiced physical distancing – staying 1.5 metres away from people – in the two weeks prior to submitting a response. 37% sometimes practiced this behaviour and 2% never practiced this behaviour.

Positive behaviour increases with age. Always practicing physical distancing is higher in the Peel region and among those who are retired, furloughed, unemployed, with a disability or impairment, chronic health issue or who mainly speak a language other than English.

Physical distancing is practiced less often by students, younger adults, those who are working, and residents in the Kimberley, Gascoyne and Great Southern regions.

Frequency of practicing physical distancing

% of respondents



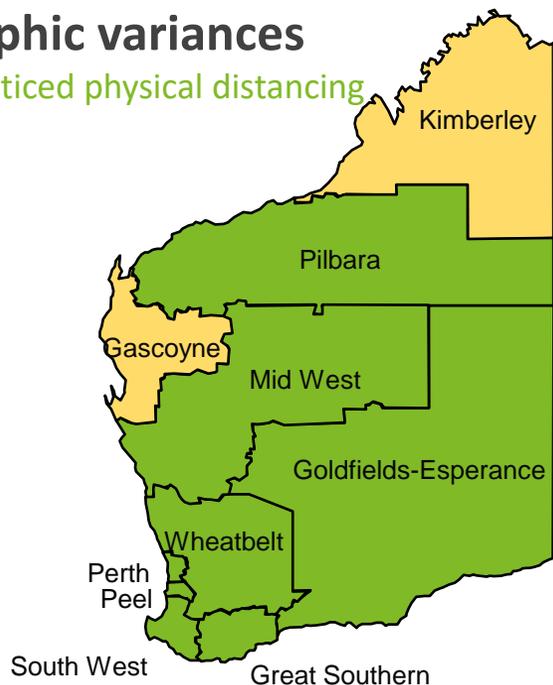
Demographic variances

% always practiced physical distancing

Higher adoption of positive behaviour

- 75-100
- 50-74
- 25-49
- 0-24

Lower adoption of positive behaviour



Location	
Perth metro	61
Regional WA	60
Perth Suburbs	
Western suburbs	54
Inner north	60
Inner south	57
Outer north	62
Outer south	66
Regional D/Commission	
Gascoyne	48
Goldfields-Esperance	62
Great Southern	51
Kimberley	47
Mid West	56
Peel	68
Pilbara	58
South West	64
Wheatbelt	62
Affiliated with local govt	52

Health and culture	
Disability or impairment	71
Chronic health issue	70
First Nations	64
Language other than English	70
Employment status	
Self employed	62
Full-time employee	56
Part-time or casual employee	58
Contractor	62
Furloughed	72
Unemployed / seeking work	69
Home duties / carer	61
Student	55
Retired	74
Dwelling type	
Standalone, large (>500sqm)	62
Standalone, small (≤500sqm)	60
Townhouse, duplex, villa	59
Apartment	60

Gender	
Male	62
Female	61
Other	61
Respondent age	
18-24 years	47
25-34 years	50
35-44 years	58
45-54 years	61
55-64 years	73
65-74 years	74
75+ years	74
Lifestage	
Younger singles / couples	48
Family, child 0-5 years	57
Family, child 6-12 years	61
Family, child 13-17 years	59
Family, child 18+ years	67
Older singles / couples	71

Q. Over the past two weeks, how often did you: Practice physical distancing - stay 1.5 metres away from people (not including people you live with)?

Base: all respondents, excludes no response (n = 7,051)

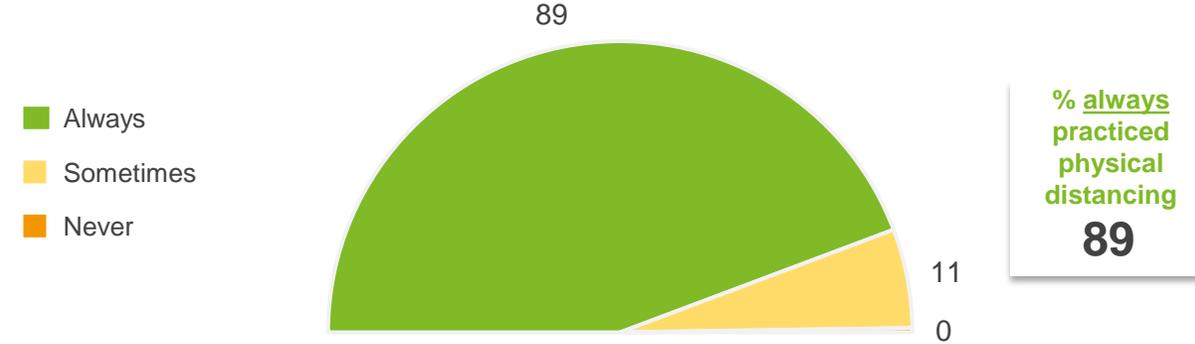
Practiced good hygiene

89% of community members always practiced good hygiene - washing hands frequently and coughing or sneezing into their elbow – in the two weeks prior to submitting a response. 11% sometimes practiced these behaviours and 0% never practiced these behaviours.

Positive behaviour was high across the community. The lowest results were in the Gascoyne followed by the Great Southern regions.

Frequency of practicing good hygiene

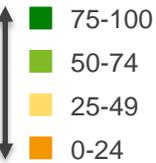
% of respondents



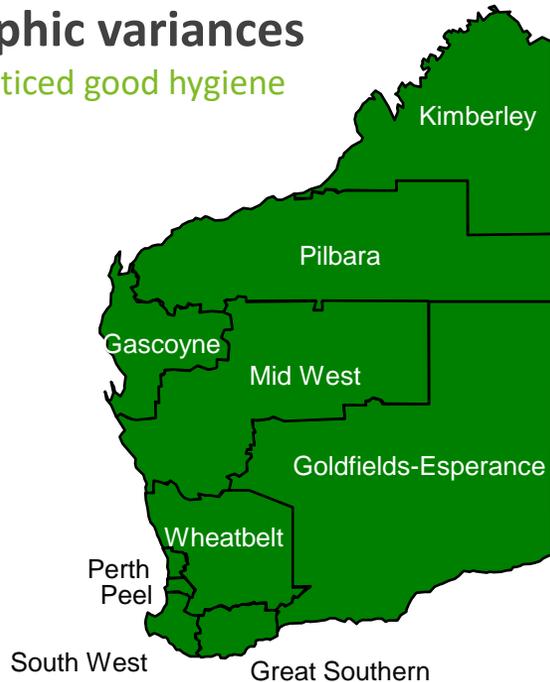
Demographic variances

% always practiced good hygiene

Higher adoption of positive behaviour



Lower adoption of positive behaviour



Location	
Perth metro	89
Regional WA	88
Perth Suburbs	
Western suburbs	83
Inner north	84
Inner south	89
Outer north	90
Outer south	91
Regional D/Commission	
Gascoyne	77
Goldfields-Esperance	93
Great Southern	80
Kimberley	89
Mid West	87
Peel	90
Pilbara	87
South West	90
Wheatbelt	88
Affiliated with local govt	87

Health and culture	
Disability or impairment	92
Chronic health issue	91
First Nations	93
Language other than English	93
Employment status	
Self employed	88
Full-time employee	87
Part-time or casual employee	90
Contractor	89
Furloughed	90
Unemployed / seeking work	89
Home duties / carer	90
Student	86
Retired	91
Dwelling type	
Standalone, large (>500sqm)	89
Standalone, small (≤500sqm)	87
Townhouse, duplex, villa	88
Apartment	88

Gender	
Male	85
Female	92
Other	87
Respondent age	
18-24 years	85
25-34 years	86
35-44 years	88
45-54 years	88
55-64 years	92
65-74 years	91
75+ years	92
Lifestage	
Younger singles / couples	85
Family, child 0-5 years	87
Family, child 6-12 years	90
Family, child 13-17 years	88
Family, child 18+ years	89
Older singles / couples	91

Q. Over the past two weeks, how often did you: Practice good hygiene – wash your hands frequently and cough or sneeze into your elbow?

Base: all respondents, excludes no response (n = 7,077)

Credentials

CATALYSE® has been a long-term supporter of State and Local Government, delivering strategic planning and research services.

Our vision:

We believe in the power of working together to achieve greatness. Through our benchmarking services, we enable organisations and communities to learn from each other to continuously improve and create pathways to success.

Our flagship services, the MARKYT® Community Scorecard and CULTYR® Employee Scorecard have been embraced collectively by over 70 local governments. Australian communities and employees have trusted us to represent their views since 2003.

Corporate Social Responsibility (CSR) is close to our hearts. We have contributed over half a million dollars in funding and pro-bono services to support local governance, community health and wellbeing, art and culture in Western Australia. We are pleased to be giving back and supporting the local government sector with the CULTYR® Employee Resilience Scorecard and MARKYT® Community Resilience Scorecard on a pro bono basis.

Thank you to the State Government, Local Government Professionals WA and to all Local Government Authorities that have supported CATALYSE® over the years. If we can assist you further, please call us on 08 9226 5674 or email franklin@catalyse.com.au



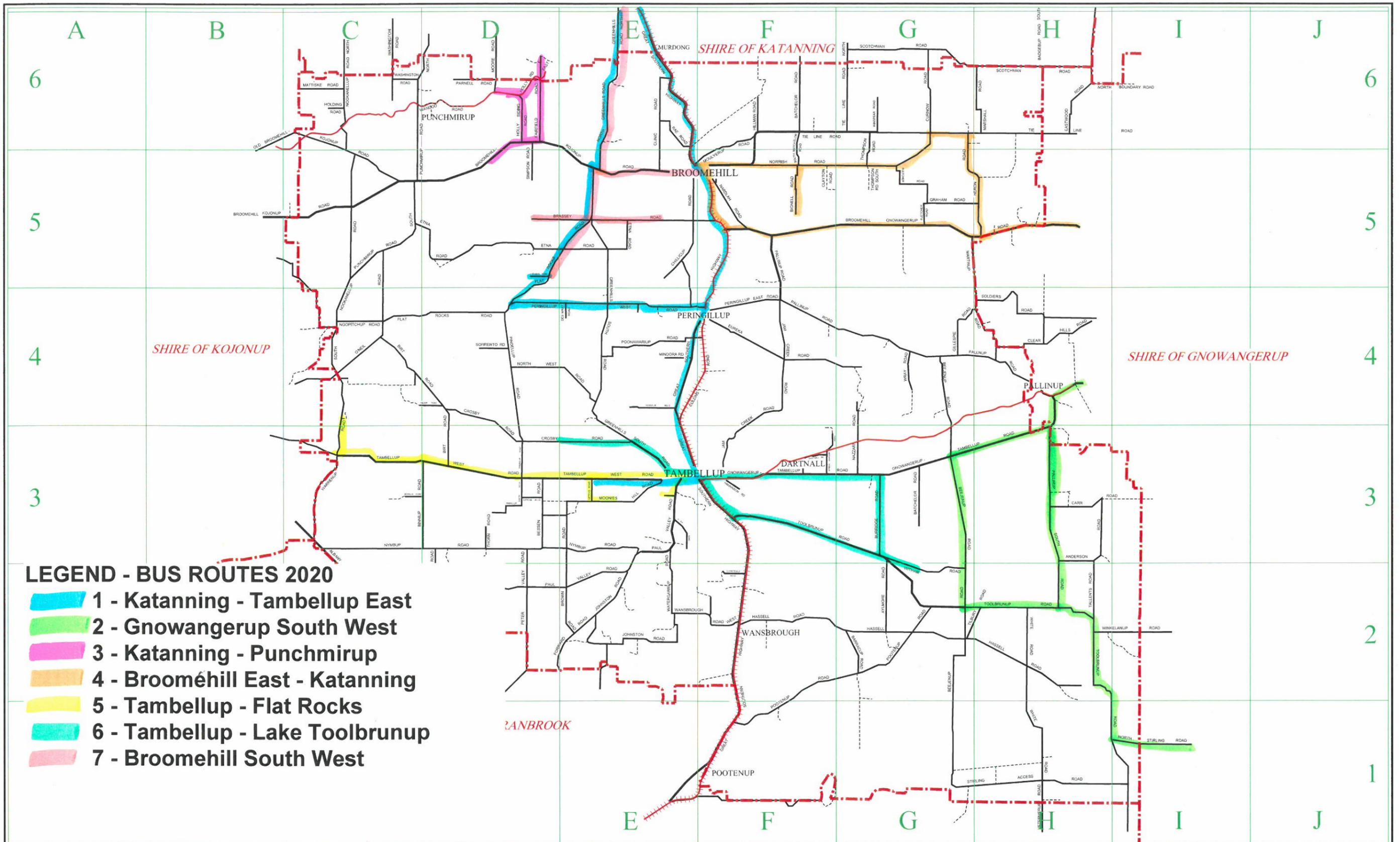
6. GENERAL BUSINESS

6.1. School Bus Routes

Information regarding current school bus routes has been obtained from Public Transport Authority and details plotted onto a Shire map. Contractor contact details have been added to the Contacts and Resources list (as per Item 4.1 of this agenda).

A copy of the current map is provided for information, however with the school year nearly complete, this will be revised early in 2021 and redistributed to Committee members for inclusion as an appendix to the LEMA.

Review of the map will be an annual task.

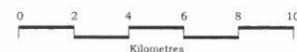


LEGEND - BUS ROUTES 2020

- 1 - Katanning - Tambellup East
- 2 - Gnowangerup South West
- 3 - Katanning - Punchmirup
- 4 - Broomehill East - Katanning
- 5 - Tambellup - Flat Rocks
- 6 - Tambellup - Lake Toolbrunup
- 7 - Broomehill South West

**SHIRE OF BROOMEHILL-TAMBELLUP
BUS ROUTES - 2020**

SEALED ROADS	—	HOMESTEAD	●
PAVED ROADS	—	SHIRE BOUNDARY	—
FORMED ROADS	—	GRID LINES AND REFERENCES	—
RAILWAY	—	DAMS	—



PLAN PREPARED BY:
DEVELOPMENT CARTOGRAPHICS
 CARTOGRAPHIC DRAFTING AND PRESENTATION GRAPHICS
 10/885 ALBANY HIGHWAY, EAST VICTORIA PARK WA 6101
 TEL: (08) 9472 1346 FAX: (08) 9472 1596
 DATE: JUNE 2009

6.2. National Disaster Resilience Program 2020-2021

An application has been submitted to the above program for funding (\$30,000 project, \$15,000 funding requested) to purchase a mobile genset and install generator inlets and changeover switches to the Broomehill Recreational Complex, Tambellup Community Pavilion and Tambellup Works Depot. In an emergency situation where extended power outages are experienced, it is anticipated this will enable the nominated evacuation centres to remain operational, and also provide continued power supply (at the Depot) for access to fuel.

An outcome to our application is anticipated by the end of 2020.

Keith Williams advised that in addition to the NDRP application above, the Shire had also allocated funding from its Local Roads & Community Infrastructure Program grant to setting the Council Chambers up to enable its use as an incident control centre. Upgrades would include the installation of a teleconference facility (audio and video).

6.3 Round Table

Cindy Pearce:

- Strategic water supplies in the Shire including tanks and dams are to be mapped, with the maps forming an appendix to the Local Emergency Management Arrangements.
- Traffic management at incidents: Main Roads WA and Fulton Hogan have advised the availability of traffic management support for incidents requiring road closures will be limited due to large capital works projects underway in the region. A local solution has been devised whereby local governments will be requested to consider making trained staff available if required. A formal request for the Shire's participation in this arrangement is to come.
- Management of fatigue for local government staff manning road closures will need to be considered.
- Other traffic management providers may be available, however there are often delays in getting them deployed and onsite. Police should not be relied on to man road closures as they may also be deployed elsewhere. It was noted that it is difficult for local government workers to enforce a road closure as it is often perceived there is no authority to do so. A police uniform generally assists in reinforcing the message.
- It was suggested that consideration be given to training non-active brigade volunteers in traffic management.
- COVID-19: supplies of masks, sanitiser etc. on hand for volunteers at incidents if required.
- Advised that due to low availability of accommodation in the region over the summer period, a cache of tents and associated equipment had been assembled in Perth that would be transported to major incidents where fire fighter accommodation was required. The use of Shire ovals may be required to establish camps.

Mark Paganoni:

- Attended the regional Bushfire Exercise conducted by DFES in Katanning in October. The exercise was well conducted and resulted in some good learnings.

Bronwyn Bradshaw:

- For all callouts, information is provided to responders regarding COVID-19 status, and all usual precautions are taken. Supplies of PPE are on hand.

Neville Blackburn:

- Communities is ensuring that processes are in place for opening evacuation centres in a COVID-19 environment – QR codes have been set up for all Shire buildings that may be utilised.
- Early emergency messaging to encourage people to relocate to family rather than to an evacuation centre if possible, particularly people who are quarantining for COVID-19.
- Requires a ‘meet and greet’ approach to all people attending an evacuation centre, and questioning to determine COVID-19 status. Communities has acknowledged more staff will be required to man centres for this reason. If people are required to be isolated due to quarantine, consideration will be required as to where they can be accommodated until alternative arrangements can be made.

***Action: Pam to source guidelines for opening an evacuation centre in relation to COVID-19 requirements.*

Pam Hull:

- Attendance at quarterly Emergency Management forums in Narrogin and Cranbrook.
- Propose to conduct a discussion exercise at the March 2021 meeting, as per that which was run at the forum (Multi agency coordination, evacuation, communications, recovery). This exercise resulted in a number of issues that need consideration for our local arrangements.

Keith Williams:

- The Shire is considering participating in a Contiguous Local Authorities Group (CLAG) with the Shires of Gnowangerup, Katanning and Dumbleyung with a focus on control of mosquitoes in the communities. Support will be available through the Department of Health to implement training of staff and implementation of treatments that will assist in controlling mosquito populations.
- Funding may be available through DFES for the installation of water tanks at strategic locations in the Shire. The brigades will be consulted to determine suitable locations prior to an application for funding being submitted.
- The Broomehill Fire Station is complete and has been opened. The facility is available for use by the community.
- Noted there has already been five fires reported in the Shire, one with potential to impact the Broomehill townsite.

Cindy Veitch:

- Currently following Department of Education guidelines in relation to COVID-19.
- The end of year concert will be held at the Town Hall – QR code has been set up and hard copy registers will be available for people to sign in.
- The School has been noted as a high fire risk and as such, plans are in place to address this. Recently pine trees at the boundary have been removed, clearing completed and an access track has been constructed around the boundary.

Josh Humble:

- The Police Station will be manned by a single officer until 12 January 2021 due to staff leave.

Eileen O’Neill:

- Queried the process of property owners accessing their properties through a roadblock. Cindy Pearce advised at an established roadblock, a ute with water or personnel wearing fire PPE would be allowed through. It is intended that a local person would be located at the roadblock, who would maintain contact with the Incident Controller to approve access through the roadblock.

7. NEXT MEETING AND CLOSURE

The next meeting will be held in March 2021, with the date to be advised.

Cr Paganoni thanked all agencies for their attendance and participation through what has been a challenging year. There being no further business, the meeting was closed at 11.20am.

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2020

TABLE OF CONTENTS

Statement of Financial Activity

- by Nature or Type

- by Reporting Program

Balance Sheet

Note 1 (a) Nature or Type Classifications

(b) Reporting Program Classifications (Function / Activity)

Note 2 Report on Significant Variances

Note 3 Graphical Representation

Note 4 Net Current Funding Position

Note 5 Cash and Investments

Note 6 Receivables

Note 7 Budget Amendments

Note 8 Grants and Contributions

Note 9 Cash Backed Reserves

Note 10 Profit/Loss on Disposal of Assets

Note 11 Operating Revenue and Expense

**SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY**

By Nature or Type

For the Period Ended 30 November 2020

	Note	Adopted Budget 2020/21	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,582,700	2,583,700	2,581,681.63	(2,018)	(0.1%)	
Grants, Subsidies and Contributions		1,364,400	708,505	798,239.15	89,734	11.2%	▲
Profit on Asset Disposal	10	358,500	5,800	0.00	(5,800)	(100.0%)	
Fees and Charges		387,400	172,610	160,695.02	(11,915)	(7.4%)	
Interest Earnings		42,400	10,200	15,691.71	5,492	35.0%	
Other Revenue		99,200	83,580	76,569.51	(7,010)	(9.2%)	
Total		4,834,600	3,564,395	3,632,877.02	68,482		
Operating Expense							
Employee Costs		(2,077,800)	(925,691)	(905,833.56)	19,857	2.2%	
Materials and Contracts		(1,888,000)	(768,441)	(739,225.14)	29,216	4.0%	
Utilities Charges		(294,600)	(80,597)	(75,512.86)	5,084	6.7%	
Depreciation (Non-Current Assets)		(1,855,000)	(767,681)	0.00	767,681	100.0%	▼
Interest Expenses		(62,000)	(29,300)	(28,777.00)	523	1.8%	
Insurance Expenses		(175,100)	(170,100)	(165,223.73)	4,876	3.0%	
Loss on Asset Disposal	10	(114,100)	(17,100)	0.00	17,100	100.0%	▼
Other Expenditure		(92,000)	(28,590)	(45,630.37)	(17,040)	(37.3%)	▲
Total		(6,558,600)	(2,787,500)	(1,960,202.66)	827,297		
Funding Balance Adjustment							
Add Back Depreciation		1,855,000	767,681	0.00	(767,681)	(100.0%)	▼
(Profit)/Loss on Asset Disposal	10	(244,400)	11,300	0.00	(11,300)	(100.0%)	▼
Adjust Provisions and Accruals		0	0	(10,662.50)	(10,663)	0.0%	
Net Operating		(113,400)	1,555,876	1,662,011.86	106,136		
Capital Revenues							
Grants, Subsidies and Contributions	8	2,963,900	468,500	504,640.00	36,140	7.2%	
Proceeds from Disposal of Assets	10	1,227,000	143,000	80,000.00	(63,000)	(78.8%)	▼
Transfer from Reserves	9	884,700	0	0.00	0		
Proceeds - Short Term Loan Facilities		600,000	0	0.00	0		
Total		5,675,600	611,500	584,640.00	(26,860)		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(853,500)	(499,000)	(425,770.00)	73,230	17.2%	▼
Plant and Equipment	12	(1,032,000)	(194,000)	(101,814.06)	92,186	90.5%	▼
Furniture and Equipment	12	(12,000)	(12,000)	0.00	12,000	100.0%	▼
Infrastructure - Roads	12	(1,772,800)	(415,800)	(355,885.46)	59,915	16.8%	▼
Infrastructure - Other	12	(1,216,500)	(110,000)	(52,808.87)	57,191	108.3%	▼
Repayment of Debentures	12	(123,500)	(21,400)	(20,651.78)	748	3.6%	
Payment of Short Term Loan Facilities		(600,000)	0	0.00	0		
Transfer to Reserves	9	(534,100)	(4,770)	(3,195.88)	1,574	49.3%	
Total		(6,144,400)	(1,256,970)	(960,126.05)	296,844		
Net Capital		(468,800)	(645,470)	(375,486.05)	269,984		
Total Net Operating + Capital		(582,200)	910,406	1,286,525.81	376,120		
Opening Funding Surplus(Deficit)		582,200	582,200	578,625.16	(3,575)	(0.6%)	
Closing Funding Surplus(Deficit)	4	0	1,492,606	1,865,150.97	372,545		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY

By Reporting Program

For the Period Ended 30 November 2020

Note	Adopted Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues						
	67,800	29,300	40,202.43	10,902	27.12%	▲
	3,488,500	3,029,000	3,057,827.75	28,828	0.94%	
	293,900	229,770	93,925.64	(135,844)	(144.63%)	▼
	2,900	1,200	236.00	(964)	(408.47%)	
	118,800	15,900	7,665.55	(8,234)	(107.42%)	
	551,500	79,950	64,074.20	(15,876)	(24.78%)	▼
	85,400	68,700	67,398.43	(1,302)	(1.93%)	
	593,700	15,270	4,589.43	(10,681)	(232.72%)	▼
	2,043,400	487,910	676,982.97	189,073	27.93%	▲
	465,200	46,645	100,511.85	53,867	53.59%	▲
	87,400	29,250	24,102.77	(5,147)	(21.36%)	
Total	7,798,500	4,032,895	4,137,517.02	104,622		
Operating Expense						
	(581,600)	(252,529)	(241,356.79)	11,172	4.63%	
	(272,500)	(117,388)	(127,608.29)	(10,220)	(8.01%)	
	(297,400)	(122,304)	(139,246.96)	(16,943)	(12.17%)	▲
	(53,100)	(19,153)	(12,743.08)	6,410	50.30%	
	(95,100)	(35,800)	(23,573.86)	12,226	51.86%	▼
	(188,100)	(89,794)	(47,499.87)	42,294	89.04%	▼
	(449,500)	(169,717)	(162,755.14)	6,962	4.28%	
	(1,387,000)	(575,753)	(364,600.42)	211,153	57.91%	▼
	(2,835,200)	(1,156,117)	(562,374.80)	593,742	105.58%	▼
	(360,200)	(141,279)	(100,600.60)	40,678	40.44%	▼
	(38,900)	(107,666)	(177,842.85)	(70,177)	(39.46%)	▲
Total	(6,558,600)	(2,787,500)	(1,960,202.66)	827,297		
Funding Balance Adjustment						
	1,855,000	767,681	0.00	(767,681)	(100.00%)	▼
	(244,400)	11,300	0.00	(11,300)	(100.00%)	▼
	0	0	(10,662.50)	(10,663)		
Net Operating	2,850,500	2,024,376	2,166,651.86	142,276		
Capital Revenues						
	1,227,000	143,000	80,000.00	(63,000)	(78.75%)	▼
	884,700	0	0.00	0		
	600,000	0	0.00	0		
Total	2,711,700	143,000	80,000.00	(63,000)		
Capital Expenses						
	0	0	0.00	0	0.00%	
	(853,500)	(499,000)	(425,770.00)	73,230	17.20%	▼
	(1,032,000)	(194,000)	(101,814.06)	92,186	90.54%	▼
	(12,000)	(12,000)	0.00	12,000	0.00%	
	(1,772,800)	(415,800)	(355,885.46)	59,915	16.84%	▼
	(1,216,500)	(110,000)	(52,808.87)	57,191	108.30%	▼
	(123,500)	(21,400)	(20,651.78)	748	3.62%	
	(600,000)	0	0.00	0		
	(534,100)	(4,770)	(3,195.88)	1,574	49.25%	
Total	(6,144,400)	(1,256,970)	(960,126.05)	296,844		
Net Capital	(3,432,700)	(1,113,970)	(880,126.05)	233,844		
Total Net Operating + Capital	(582,200)	910,406	1,286,525.81	376,120		
	582,200	582,200	578,625.16	(3,575)	(0.62%)	
Closing Funding Surplus(Deficit)	0	1,492,606	1,865,150.97	372,545		

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

	Actual 2020/21	C/fwd 1 July 2020
CURRENT ASSETS		
Cash	5,112,605.26	4,146,346.54
Receivables	688,638.11	587,049.36
Inventories - Stock on Hand	34,282.58	32,540.24
TOTAL CURRENT ASSETS	5,835,525.95	4,765,936.14
CURRENT LIABILITIES		
Creditors and Provisions	2,854,858.41	3,085,652.79
Borrowings	102,854.69	123,506.47
TOTAL CURRENT LIABILITIES	2,957,713.10	3,209,159.26
NET CURRENT ASSETS	2,877,812.85	1,556,776.88
NON-CURRENT ASSETS		
Receivables	60,852.80	60,852.80
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	71,220.00	71,220.00
Property, Plant and Equipment	20,338,988.96	19,879,996.03
Infrastructure Assets	118,796,512.00	118,399,226.54
TOTAL NON-CURRENT ASSETS	139,483,573.76	138,627,295.37
NON-CURRENT LIABILITIES		
Creditors and Provisions	53,066.93	53,066.93
Borrowings	1,941,696.15	1,941,696.15
TOTAL NON-CURRENT LIABILITIES	1,994,763.08	1,994,763.08
NET ASSETS	140,366,623.53	138,189,309.17
EQUITY		
Accumulated Surplus	40,964,156.63	38,790,038.15
Reserves - Asset Revaluation	97,749,894.05	97,749,894.05
Reserves - Cash Backed	1,652,572.85	1,649,376.97
TOTAL EQUITY	140,366,623.53	138,189,309.17

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

1: (a) Nature or Type Classifications

REVENUES

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

EXPENSES

Employee Costs

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

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

1: (a) Nature or Type Classifications

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

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

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

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

GOVERNANCE

Objective:

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

Activities:

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

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services

Activities:

Rates; general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

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

Activities:

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

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

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

EDUCATION AND WELFARE

Objective:

To provide services to the elderly, children and youth.

Activities:

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

HOUSING

Objective:

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

Activities:

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

COMMUNITY AMENITIES

Objective:

To provide services required by the Community.

Activities:

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

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

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

RECREATION AND CULTURE

Objective:

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

Activities:

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

TRANSPORT

Objective:

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

Activities:

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

ECONOMIC SERVICES

Objective:

To assist in promoting the Shire and its economic wellbeing.

Activities:

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

OTHER PROPERTY & SERVICES

Objectives:

To monitor and control councils works overhead operating accounts.

Activities:

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

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

2: REPORT ON SIGNIFICANT VARIANCES

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

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

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Governance The LGIS scheme dividend credit was higher than anticipated and the LGIS good driver rebate was received earlier than anticipated.	■	
Law, Order & Public Safety The final claim for funding from DFES for the Broomehill Fire Station will be submitted in December.	■	
Housing Rental income from the GROH houses is lower than estimated as rental from the Taylor St properties commenced later than budgeted.		■
Recreation & Culture Contributions to the security systems at the Broomehill Complex and Tambellup Pavilion are still to be issued to the Committees.	■	
Transport Funding has been received from the WA Local Government Grants Commission for repairs to the bridge on Martinup Road. Inclusion of this funding was omitted from the 20/21 Budget, and will require an amendment. The repairs are fully funded by WALGGC and MRWA, and no Council funds are required.		■
Progress claims for the first 40% of Regional Road Group funding have been received.	■	
Economic Services Invoicing for the participating Shire's contributions to Great Southern Treasures were processed in October.		■
OPERATING EXPENSE		
Law, Order & Public Safety Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	
Education & Welfare The Youth Worker trainee has resigned and this position is on hold until the New Year.	■	
Housing Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.	■	

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

2: REPORT ON SIGNIFICANT VARIANCES

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

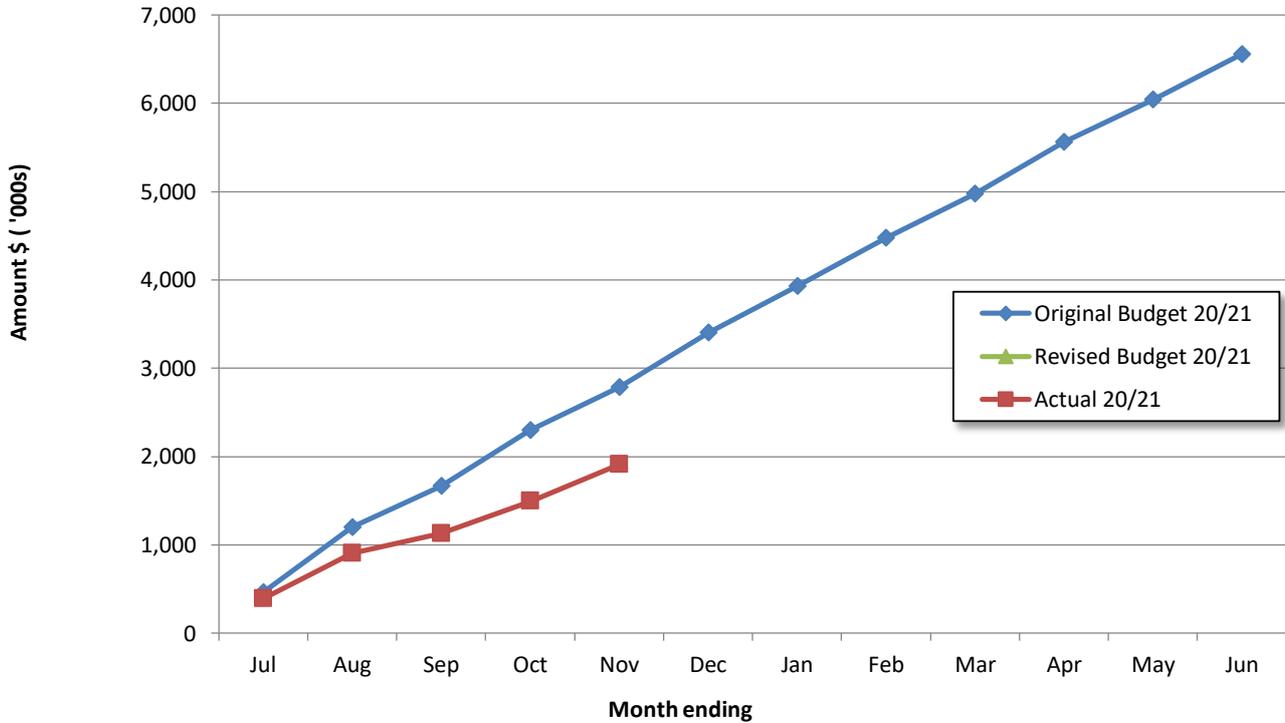
The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
<p>Recreation & Culture Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.</p>	■	
<p>Transport Depreciation has not been allocated in 20/21 as the asset register for 19/20 has not yet been finalised. Depreciation will be allocated once the annual audit is complete and signed off.</p>	■	
<p>Economic Services Expenditure under this program has not been as high as anticipated to date. Depreciation is still to be allocated, which also affects the variances.</p>	■	
<p>Other Property & Services Public Works Overheads and Plant Operation Costs are allocated over the full year as entries through the payroll system. Some costs are incurred in the early months of the new year (eg insurances, licenses) however are allocated across the various works programs over the full year.</p>	■	
<p>It is not unusual to have variances early in the financial year, however the allocations are closely monitored to ensure the correct rates are applied in the ledger.</p>		
<p>CAPITAL REVENUE</p>		
<p>Proceeds from Disposal of Assets The variance relates to the timing of vehicle changeovers. There have been delays in supply of vehicles as a result of the Covid pandemic.</p>	■	
<p>CAPITAL EXPENSE</p>		
<p>Land & Buildings The cabins at the Broomehill Caravan Park are nearing completion, the Broomehill Fire Station is complete. Landscaping is still to be finished at the Holland Court Units.</p>	■	
<p>Plant & Equipment The variance relates to the timing of vehicle changeovers. There have been delays in supply of vehicles as a result of the Covid pandemic.</p>	■	
<p>Infrastructure - Roads The road construction program is well underway and sealing on Pallinup Road and Toolbrunup Road is scheduled for early December. Expenditure is not as high as anticipated when preparing the monthly budget estimates.</p>	■	
<p>Infrastructure - Other Capital projects are underway, included under this heading is installation of new water tanks in Broomehill and Tambellup.</p>	■	

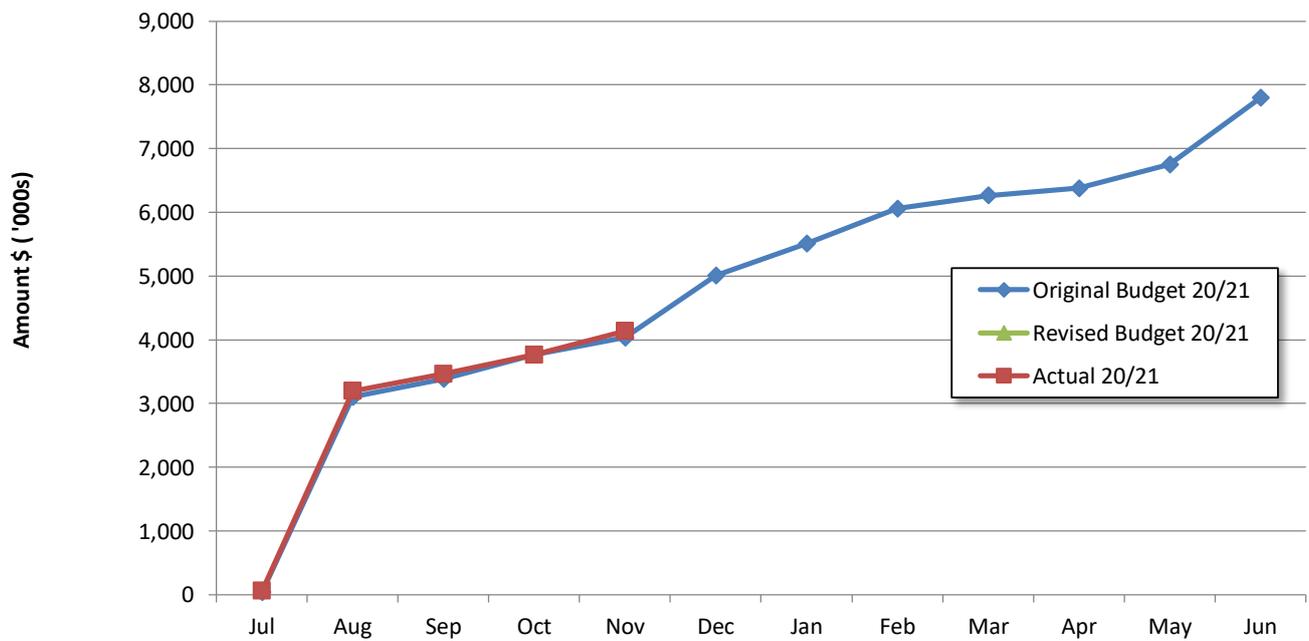
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2020

3: Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



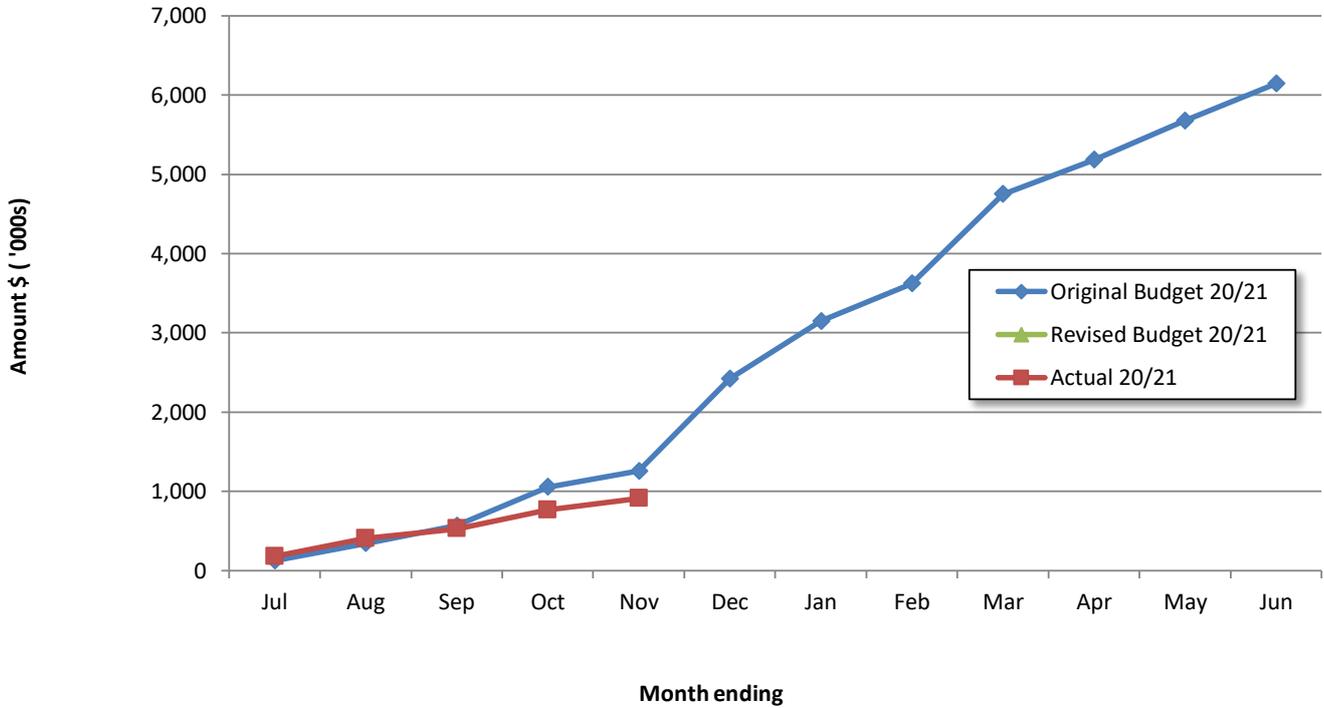
Budget Operating Revenues -v- Actual



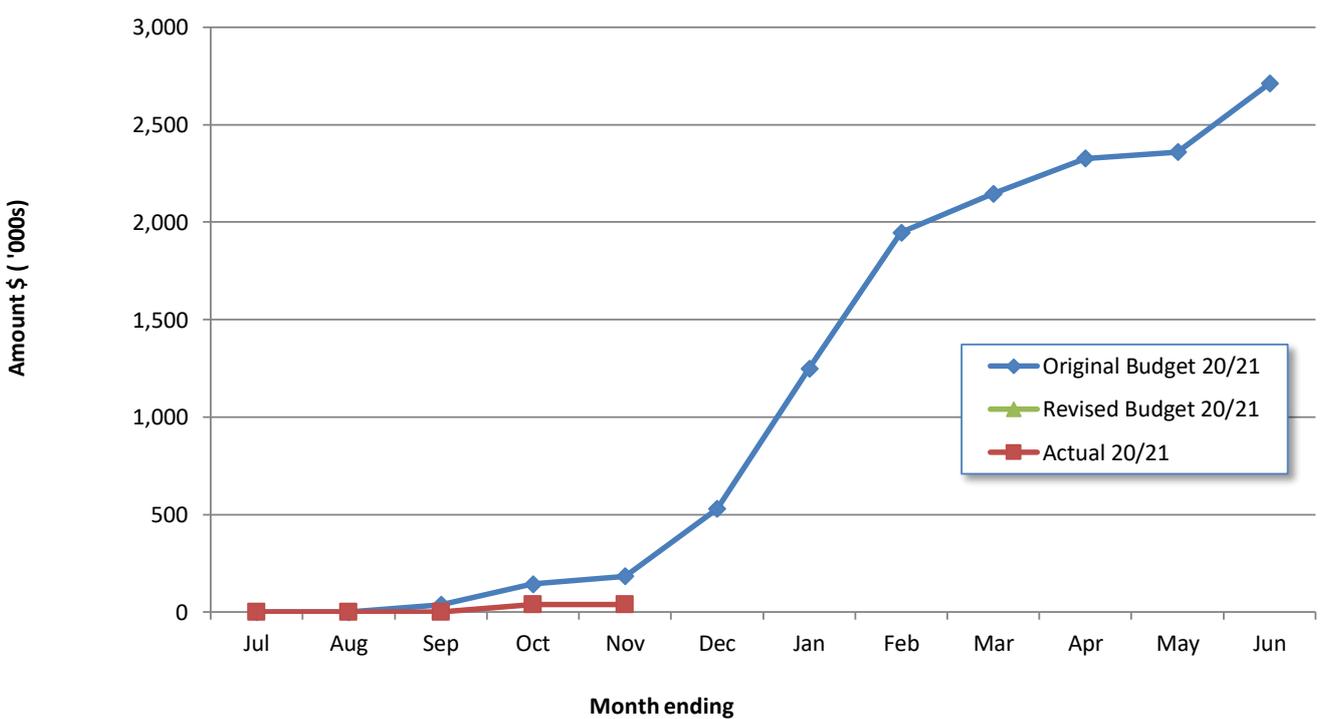
SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2020

3: Graphical Representation - Source Statement of Financial Activity

Budget Capital Expenses -v- Actual



Budget Capital Revenue -v- Actual



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

4: NET CURRENT FUNDING POSTION

	Note	Actual 2020/21	C/fwd 1 July 2020
		\$	\$
Current Assets			
Cash Unrestricted		951,978.14	110,758.95
Cash Restricted - Other Payables		2,508,054.27	2,386,210.62
Cash Restricted - Reserves	9	1,652,572.85	1,649,376.97
Receivables - Rates and Rubbish	6	451,538.58	290,568.23
Receivables - Other	6	41,437.78	90,602.70
Inventories		34,282.58	32,540.24
Accruals and Provisions		157,504.26	157,504.26
		5,797,368.46	4,717,561.97
Less: Current Liabilities			
Payables		(96,364.38)	(45,226.83)
Net GST & PAYG		79.58	(45,155.83)
Other Payables - Bonds & Deposits		(6,260.00)	(3,890.00)
Other Payables - Building Retention Bonds		(147,227.63)	(141,174.34)
Other Payables - A Smart Start		(82,908.89)	(90,574.44)
Other Payables - Great Southern Treasures		(41,724.32)	(41,724.32)
Other Payables - Great Sthn Housing Initiative		(1,889,739.00)	(2,057,342.00)
Accruals and Provisions		(15,500.00)	(64,472.08)
		(2,279,644.64)	(2,489,559.84)
Less: Cash Restricted - Reserves	9	(1,652,572.85)	(1,649,376.97)
Net Current Funding Position		1,865,150.97	578,625.16

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

5: CASH AND INVESTMENTS

Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Fund		951,978.14	2,508,054.27		3,460,032.41	Bendigo	
Trust Fund				15,148.22	15,148.22	Bendigo	
Cash on Hand		1,500.00			1,500.00		
(b) Term Deposits							
Reserve Funds	0.15%		1,652,572.85		1,652,572.85	Bendigo	1/02/2021
Total		953,478.14	4,160,627.12	15,148.22	5,129,253.48		

Comments/Notes - Investments**a) Cash Deposits**

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

b) Term Deposits**Reserve Funds**

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

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

6: RECEIVABLES

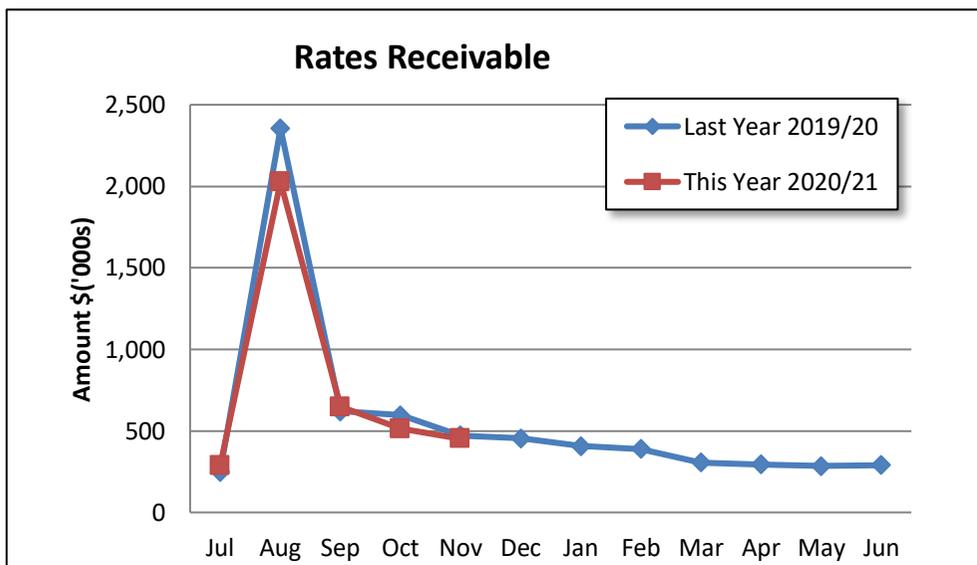
Rates & Rubbish

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

Actual 2020/21	c/fwd 1 July 2020
\$	\$
290,568.23	290,568.23
2,664,024.80	2,660,485.27
(2,503,054.45)	(2,660,485.27)
451,538.58	290,568.23
451,538.58	290,568.23
% Collected	84.72% 90.15%

Net Rates Collectable

% Collected

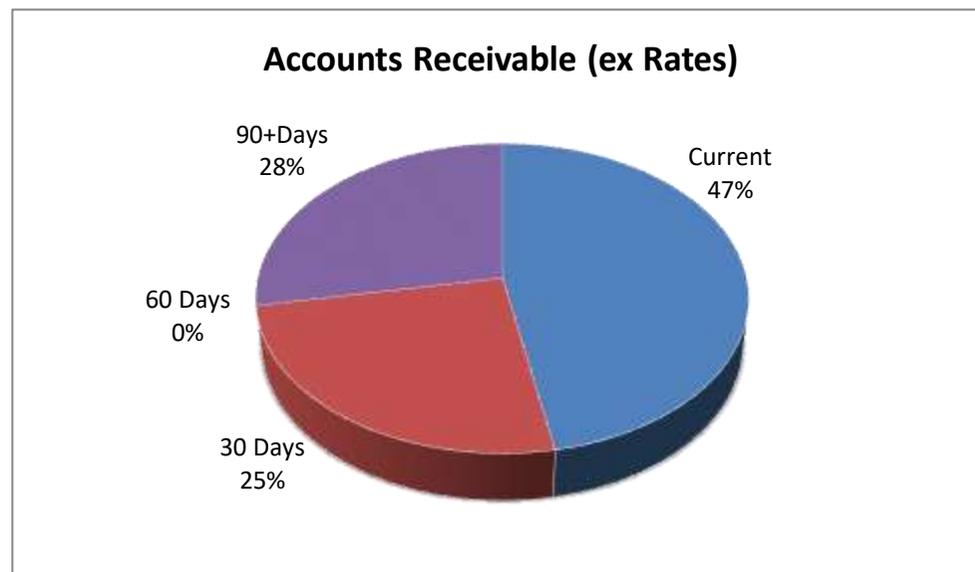


Comments/Notes - Receivables Rates and Rubbish

Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	4,087.69	11,680.94	-	12,924.87
Pensioner Rebates	231.61			
Emergency Services Levy	17,512.67			
	21,831.97	11,680.94	-	12,924.87
		Total Outstanding		46,437.78

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
			Balanced Budget Adopted					0
							0	0
							Closing Funding Surplus (Deficit)	0

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

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2020	Received 2020/21	Expended 2020/21	Closing Balance
		\$			
GOVERNANCE					
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	(17,694.00)	33,811.52
TRANSPORT					
Main Roads WA	Regional Road Group 2019/20	0.00	235,653.00	(193,744.59)	41,908.41
Main Roads WA	Black Spot Funding 2019/20	0.00	28,987.00	(4,512.50)	24,474.50
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	0.00	0.00	0.00
WA Local Govt Grants Commission	Bridge funding - Martinup Rd bridge	0.00	240,000.00	0.00	240,000.00
TOTALS		51,505.52	504,640.00	(215,951.09)	340,194.43

Comments - Grants and Contributions

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

9. CASH BACKED RESERVES

	Budget 2020/21				Actual 2020/21			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	112,800	51,800	(82,700)	81,900	112,774.20	218.60	0.00	112,992.80
Plant Reserve	324,400	304,000	(455,000)	173,400	324,387.87	628.63	0.00	325,016.50
Building Reserve	355,700	55,000	0	410,700	355,734.03	689.35	0.00	356,423.38
Information Technology Reserve	53,400	10,900	(12,000)	52,300	53,400.62	103.55	0.00	53,504.17
Tambellup Rec Ground & Pavilion Reserve	57,400	5,900	0	63,300	57,353.08	111.22	0.00	57,464.30
Broomehill Rec Complex Reserve	95,900	10,100	0	106,000	95,883.48	185.68	0.00	96,069.16
Building Maintenance Reserve	22,300	23,000	0	45,300	22,314.96	43.14	0.00	22,358.10
Sandalwood Villas Reserve	93,300	11,200	0	104,500	93,276.36	180.88	0.00	93,457.24
Bhill Synthetic Bowling Green Reserve	75,200	9,600	0	84,800	75,191.48	145.73	0.00	75,337.21
Refuse Sites Post Closure Management Reserve	31,900	5,500	0	37,400	31,954.54	62.00	0.00	32,016.54
Lavieville Lodge Reserve	80,800	11,100	(25,000)	66,900	80,769.88	156.60	0.00	80,926.48
Townscape Plan Implementation Reserve	272,700	27,500	(300,000)	200	272,694.35	527.64	0.00	273,221.99
Tambellup Synthetic Bowling Green Reserve	23,000	7,800	0	30,800	23,065.89	44.74	0.00	23,110.63
Tourism & Economic Development Reserve	50,600	700	(10,000)	41,300	50,576.23	98.12	0.00	50,674.35
	1,649,400	534,100	(884,700)	1,298,800	1,649,376.97	3,195.88	0.00	1,652,572.85

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

Reserve name

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

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

10. DISPOSALS OF ASSETS

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

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

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

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
GENERAL PURPOSE FUNDING				
Rate Revenue	2,607,200	(202,500)	2,624,839.18	(100,219.76)
General Purpose Funding	855,900	0	429,244.50	0.00
Other General Purpose Funding	25,400	(70,000)	3,744.07	(27,388.53)
TOTAL GENERAL PURPOSE FUNDING	3,488,500	(272,500)	3,057,827.75	(127,608.29)
GOVERNANCE				
Members Of Council	16,000	(564,800)	19,912.89	(240,178.15)
Administration General	47,800	0	20,289.54	1,305.00
Other Governance	4,000	(16,800)	0.00	(2,483.64)
TOTAL GOVERNANCE	67,800	(581,600)	40,202.43	(241,356.79)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	285,700	(205,700)	91,976.87	(113,343.03)
Animal Control	8,200	(90,700)	1,948.77	(25,903.93)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
TOTAL LAW, ORDER & PUBLIC SAFETY	293,900	(297,400)	93,925.64	(139,246.96)
HEALTH				
Maternal & Infant Health	600	(15,900)	0.00	(2,432.87)
Health Inspection & Administration	2,300	(24,000)	236.00	(7,432.10)
Preventative Services - Pest Control	0	(13,200)	0.00	(2,878.11)
TOTAL HEALTH	2,900	(53,100)	236.00	(12,743.08)
EDUCATION & WELFARE				
Other Education	38,800	(45,100)	7,665.55	(18,818.69)
Other Welfare	80,000	(50,000)	0.00	(4,755.17)
TOTAL EDUCATION & WELFARE	118,800	(95,100)	7,665.55	(23,573.86)
HOUSING				
Staff Housing	371,000	0	0.00	(2,977.76)
Other Housing	180,500	(188,100)	64,074.20	(44,522.11)
TOTAL OTHER HOUSING	551,500	(188,100)	64,074.20	(47,499.87)
COMMUNITY AMENITIES				
Household Refuse	63,500	(257,800)	62,252.46	(105,722.78)
Protection Of The Environment	2,500	(2,500)	1,326.09	(1,053.36)
Town Planning & Regional Development	8,000	(77,300)	2,964.29	(30,508.67)
Other Community Amenities	11,400	(44,500)	855.59	(6,717.11)
Public Conveniences	0	(67,400)	0.00	(18,753.22)
TOTAL COMMUNITY AMENITIES	85,400	(449,500)	67,398.43	(162,755.14)

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

11: OPERATING REVENUE AND EXPENSE

	Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
RECREATION & CULTURE				
Public Halls & Civic Centres	172,600	(295,500)	1,045.07	(102,254.28)
Other Sport & Recreation	421,000	(898,000)	1,879.36	(210,970.14)
Libraries	100	(135,100)	1.82	(35,251.53)
Other Culture	0	(58,400)	935.91	(16,124.47)
TOTAL RECREATION & CULTURE	593,700	(1,387,000)	3,862.16	(364,600.42)
TRANSPORT				
Road Construction	1,649,400	0	504,640.00	0.00
Streets Roads Bridges & Depot Maint	375,800	(2,751,000)	165,757.00	(537,809.02)
Transport - Other	18,200	(84,200)	6,585.97	(24,565.78)
TOTAL TRANSPORT	2,043,400	(2,835,200)	676,982.97	(562,374.80)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	0.00
Tourism & Area Promotion	226,700	(172,100)	89,192.19	(68,360.99)
Building Control	12,200	(56,500)	2,486.38	(12,438.33)
Other Economic Services	226,300	(130,100)	8,833.28	(19,801.28)
TOTAL ECONOMIC SERVICES	465,200	(360,200)	100,511.85	(100,600.60)
OTHER PROPERTY & SERVICES				
Private Works	5,000	(3,500)	2,407.01	(6,713.25)
Public Works Overhead	2,700	(900)	750.00	(30,354.12)
Plant Operation Costs	50,000	0	18,566.76	(94,061.64)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(43,959.84)
Unclassified	29,700	(34,500)	2,379.00	(2,754.00)
TOTAL OTHER PROPERTY & SERVICES	87,400	(38,900)	24,102.77	(177,842.85)
TOTAL OPERATING	7,798,500	(6,558,600)	4,136,789.75	(1,960,202.66)

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

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
GOVERNANCE					
Administration PC's upgrade	F&E	0	(12,000)	0.00	0.00
Bhill Admin Building - enclose carport/install roller doors	BS	0	(17,000)	0.00	0.00
Plant Replacement					
Ford Ranger dual cab - OTA (sale of)	P&E	40,000	0	0.00	0.00
Ford Everest wagon - BH000	P&E	40,000	(51,000)	0.00	0.00
Total		80,000	(80,000)	0.00	0.00
LAW, ORDER & PUBLIC SAFETY					
Broomehill Fire Shed	BS	0	(155,000)	0.00	(185,506.48)
Total		0	(155,000)	0.00	(185,506.48)
EDUCATION & WELFARE					
Youth Centre Tambellup (DCP funding)	BS	0	(80,000)	0.00	0.00
Total		0	(80,000)	0.00	0.00
HOUSING					
Independent Living Units - Broomehill	BNS	0	(50,000)	0.00	(6,494.36)
Staff housing - 4x2 Lathom St, Broomehill	BNS	0	(50,000)	0.00	(13,991.72)
Staff housing - 3x2 Leven St, Broomehill	BNS	0	(50,000)	0.00	(13,991.73)
Staff housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(442.23)
Sale of 11 Lavarock Street, Broomehill	BNS	200,000	0	0.00	0.00
Sale of 20 Henry Street, Tambellup	BNS	200,000	0	0.00	0.00
Sale of 27 East Terrace, Tambellup	BNS	200,000	0	0.00	0.00
GROH Housing - 4x2 Parnell St, Tambellup	BNS	0	0	0.00	(1,261.89)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(2,585.94)
GROH Housing - 3x2 Taylor St, Tambellup	BNS	0	0	0.00	(3,178.90)
Unit 1 Lavieville Lodge - renovations	BNS	0	(25,000)	0.00	(1,222.00)
Total		600,000	(175,000)	0.00	(43,168.77)
COMMUNITY AMENITIES					
Bhill Cemetery - gazebo, bench seating	I-O	0	(21,500)	0.00	0.00
Total		0	(21,500)	0.00	0.00
RECREATION & CULTURE					
Broomehill Hall - security upgrades windows/doors	BS	0	(8,500)	0.00	0.00
Tambellup Pavilion - drinking fountains	BS	0	(9,000)	0.00	0.00
Broomehill RSL Hall - toilet upgrades	BS	0	(19,000)	0.00	0.00
Broomehill Rec Complex upgrades (DCP funding)	I-P	0	(150,000)	0.00	0.00
Holland Park - nature play (DCP funding)	I-P	0	(100,000)	0.00	0.00
Town Square development - Tambellup (DCP funding/Reserve)	I-P	0	(495,000)	0.00	0.00
Total		0	(781,500)	0.00	0.00
TRANSPORT					
Tambellup Depot - perimeter fencing & parking	BS	0	(15,000)	0.00	0.00
Tambellup Depot - concrete bays in machinery shed	BS	0	(20,000)	0.00	(5,184.00)
Plant Replacement					
Caterpillar Grader - BH006	P&E	120,000	(350,000)	0.00	0.00
Caterpillar Backhoe - BH013	P&E	80,000	(210,000)	0.00	0.00
Caterpillar Road Broom	P&E	5,000	(35,000)	0.00	0.00
Ford Ranger XLT with canopy - 1TA	P&E	38,000	(49,000)	0.00	0.00
Ford Ranger dual cab - TA052	P&E	33,000	(43,000)	0.00	0.00
Ford Ranger Wildtrak - TA001	P&E	88,000	(96,000)	41,818.18	(47,910.82)
Ford Ranger dual cab - BH00	P&E	30,000	(40,000)	0.00	0.00
Ford Ranger extra cab - BH014	P&E	35,000	(50,000)	0.00	0.00
Ford Ranger dual cab - BH003	P&E	38,000	(48,000)	38,181.82	(53,903.24)
Ford Ranger dual cab - TA005	P&E	30,000	(40,000)	0.00	0.00
Sundry Plant	P&E	0	(20,000)	0.00	0.00

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

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
TRANSPORT					
<i>Townscape</i>					
Town/Streetscape works - Broomehill (DCP funding/Reserve)	I-P	0	(210,000)	0.00	0.00
Town/Streetscape works - Tambellup (DCP funding)	I-P	0	(100,000)	0.00	0.00
<i>Road Construction</i>					
<i>Regional Road Group</i>					
Tambellup West Rd - pavement repair & reseal	I-R	0	(69,500)	0.00	(2,269.76)
Pootenup Road - pavement repair & reseal	I-R	0	(106,200)	0.00	(20,175.03)
Toolbrunup Road - pavement repair, widen shoulders & reseal	I-R	0	(300,000)	0.00	(206,665.29)
Broomehill-Kojonup Road - pavement repair & reseal	I-R	0	(120,000)	0.00	(14,500.00)
Gnowangerup-Tambellup Road - pavement repair & reseal	I-R	0	(288,000)	0.00	(83,472.50)
<i>Black Spot</i>					
Flat Rocks / Greenhills South Road	I-R	0	(121,700)	0.00	(21,598.70)
Tieline / Moultryerup Road	I-R	0	(108,700)	0.00	(4,512.50)
Tieline / Norrish Road	I-R	0	(92,400)	0.00	(4,196.82)
<i>Roads to Recovery</i>					
Pallinup Road - seal	I-R	0	(220,000)	0.00	(28,041.46)
Warrenup Road - stabilise & reseal failed sthn section	I-R	0	(25,500)	0.00	(16,298.40)
<i>Local Roads & Community Infrastructure Program</i>					
Nymbup Road - repair & extend culverts	I-R	0	(20,000)	0.00	0.00
Etna Road - repair & extend culverts	I-R	0	(20,000)	0.00	0.00
Journal Street - widen seal, kerb & footpath (PO to C/Park)	I-R	0	(55,000)	0.00	0.00
Kerbing - town streets	I-R	0	(21,000)	0.00	0.00
Beejenup Road - resheeting - slk 6.20 to 7.44	I-R	0	(30,000)	0.00	0.00
Birt Road - resheeting 2-3kms	I-R	0	(30,000)	0.00	0.00
Paul Valley Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Yetermerup Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Stirling Access Road - resheeting 2-3kms	I-R	0	(60,000)	0.00	0.00
Flat Rocks Road - resheeting 2-3kms	I-R	0	(85,000)	0.00	0.00
<i>Footpaths</i>					
Footpath Plan	I-F	0	(35,000)	0.00	(41,400.00)
Add back Job Depreciation	I-R	0	120,200	0.00	45,845.00
Total		497,000	(3,133,800)	80,000.00	(504,283.52)
ECONOMIC SERVICES					
Holland Track Interpretive Centre (DCP funding)	BS	0	(115,000)	0.00	0.00
Chalets - Broomehill Caravan Park	BS	0	(240,000)	0.00	(191,910.75)
Water Harvesting - CBH Dam to Complex/Caravan Park	I-O	0	0	0.00	(1,523.82)
Sale of Lot 19 Taylor St, Tambellup	LF	50,000	0	0.00	0.00
Water efficiencies - Tambellup (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water efficiencies - Broomehill (DCP funding)	I-W	0	(25,000)	0.00	0.00
Water tanks adjacent to standpipes (4 locations)	I-W	0	(55,000)	0.00	(9,885.05)
Total		50,000	(460,000)	0.00	(203,319.62)
Total		1,227,000	(4,886,800)	80,000.00	(936,278.39)

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

12: CAPITAL DISPOSALS AND ACQUISITIONS

		Budget Revenue 2020/21	Budget Expense 2020/21	Actual Revenue 2020/21	Actual Expense 2020/21
LAND HELD FOR RESALE	LR	0	0	0.00	0.00
LAND - FREEHOLD	LF	50,000	0	0.00	0.00
BUILDINGS - NON SPECIALISED	BNS	600,000	(175,000)	0.00	(43,168.77)
BUILDINGS - SPECIALISED	BS	0	(678,500)	0.00	(382,601.23)
PLANT & EQUIPMENT	P&E	577,000	(1,032,000)	80,000.00	(101,814.06)
FURNITURE & EQUIPMENT	F&E	0	(12,000)	0.00	0.00
INFRASTRUCTURE - ROADS	I-R	0	(1,772,800)	0.00	(355,885.46)
INFRASTRUCTURE - FOOTPATHS	I-F	0	(35,000)	0.00	(41,400.00)
INFRASTRUCTURE - PARKS & OVALS	I-P	0	(1,055,000)	0.00	0.00
INFRASTRUCTURE - WATER SUPPLY	I-W	0	(105,000)	0.00	(9,885.05)
INFRASTRUCTURE - OTHER	I-O	0	(21,500)	0.00	(1,523.82)
		1,227,000	(4,886,800)	80,000.00	(936,278.39)
RESERVE TRANSFERS - from/(to)					
Leave Reserve		82,700	(51,800)	0.00	(218.60)
Plant Replacement Reserve		455,000	(304,000)	0.00	(628.63)
Building Reserve		0	(55,000)	0.00	(689.35)
Computer Reserve		12,000	(10,900)	0.00	(103.55)
Tambellup Rec Ground & Pavilion Reserve		0	(5,900)	0.00	(111.22)
Broomehill Rec Complex Reserve		0	(10,100)	0.00	(185.68)
Building Maintenance Reserve		0	(23,000)	0.00	(43.14)
Sandalwood Villas Reserve		0	(11,200)	0.00	(180.88)
Broomehill Synthetic Bowling Green Replacement Reserve		0	(9,600)	0.00	(145.73)
Refuse Sites Post Closure Management Reserve		0	(5,500)	0.00	(62.00)
Lavieville Lodge Reserve		25,000	(11,100)	0.00	(156.60)
Townscape Plan Implementation Reserve		300,000	(27,500)	0.00	(527.64)
Tambellup Synthetic Bowling Green Replacement Reserve		0	(7,800)	0.00	(44.74)
Tourism & Economic Development Reserve		10,000	(700)	0.00	(98.12)
		884,700	(534,100)	0.00	(3,195.88)
LOANS					
Loan Repayments		0	(123,500)	0.00	(20,651.78)
Proceeds from New Loans		0	0	0.00	0.00
Proceeds - Short Term Loan Facilities		600,000	0	0.00	0.00
Repayment- Short Term Loan Facilities		0	(600,000)	0.00	0.00
		600,000	(723,500)	0.00	(20,651.78)
TOTAL CAPITAL		2,711,700	(6,144,400)	80,000.00	(960,126.05)

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

13: TRUST FUND

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	5,834.27	0.00	0.00	5,834.27
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Rates - held in trust upon sale of property	4,149.34	0.00	0.00	4,149.34
	15,148.22	0.00	0.00	15,148.22

DROUGHT COMMUNITITES PROGRAM**COMMUNITY CONSULTATION - File ADM0559
Consultation Period 28 October - 27 November 2020**

No.	Date Recd	Name	Comment	Officer Comment
1	12/11/2020	Broomehill Heritage Group	Preferred location for Holland Track Interpretive centre - western side of Broomehil IMuseum	Advice will be sought from Heritage Consultant in conjunction with community feedback
2	13/11/2020	Beth Trezona	Retention of existing trees, especially pines as Carnaby's Cockatoo habitat Queried reasons for proposed layout, particularly Water Labyrinth and future nature play	Plans indicate a large number of mature trees are to be retained. The sole pine will be removed as pines restrict successful plantings for a wide area.
3	27/11/2020	Ken Schlueter	- Parking or the lack of it in Norrish St - (needs) more not less. Do not reduce - The relocation of the existing war memorial (not in favour) - Inclusion of lawned areas and a water park (not in favour)	- Est 60+ parking bays shown on plans -Opinion -Opinion

Broomehill Heritage Group

11 November 2020

Shire of Broomehill Tambellup
46 – 48 Norrish St
Tambellup WA 6320

Dear Pam,

The members of the Broomehill Historical Society would like to officially congratulate the Shire on confirmation of receiving Drought funding. We believe it will be a fantastic financial boost to both towns in the Shire and look forward to working with the shire on the Holland Track Interpretive Centre and the Broomehill town scaping.

It has been published in the “Topics” that the location on the Interpretive Centre’s location is undecided, or a choice of 4 different Broomehill town locations are all options. The Broomehill Heritage Group met on Wednesday 20th October (15 members in attendance) and discussed with great anticipation the benefits that the Holland Track Interpretive Centre will add to the museum and the heritage present in the town of Broomehill. There fore we would like to ask you to prioritise option 3 – or the western side of the museum building for the location of the Interpretive Centre and as stated earlier we look forward to working with the shire to develop the project and the town of Broomehill.

Kind regards

Colleen Paganoni

Secretary

Broomehill Heritage Group

PO Box 4 Broomehill WA 6318

e: broomehillhg@gmail.com

From: [Shire BT Mail](#)
To: [Keith Williams](#); [Pam Hull](#)
Cc: [Louise Cristinelli](#)
Subject: ICR201113661 - FW: Drought Communities Program
Date: Friday, 13 November 2020 2:35:34 PM

-----Original Message-----

From: Beth Trezona [<mailto:bethtrezona@yahoo.com>]
Sent: Friday, 13 November 2020 2:17 PM
To: Shire BT Mail <mail@shirebt.wa.gov.au>
Subject: Drought Communities Program

To -
Chief Executive Officer
Shire of Broomehill-Tambellup

Hello Keith

Hope you are well. I just have a few questions about the above's concept plans for Tambellup.

I think it says on the legend that there is "existing trees" but it's a bit small so not sure if that's what it actually says? I really hope so, that the existing trees are going to be left standing, especially the pines as they're super important for the Carnaby's Cockatoos - I know everyone already knows this & that you are a bush enthusiast yourself, I just feel strongly about conserving their habitat

Also, I was just wondering if there was any specific reasons behind the proposed layout, particularly where the future nature play & water labyrinth are situated?

I think it's wonderful that there are plans to create a town square and improve the area.

Thanks for your time

Regards
Beth Trezona
Sent from my iPhone

27 NOV 2020

Rec No: _____

File No: _____

GDA: _____



HG SCHLUETER & CO

“GURLEEN”

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Mr Keith Williams
CEO
Shire Broomehill-Tambellup
46-48 Norrish St
Tambellup WA 6320

25th November 2020

Dear Keith and fellow Councillors,

Regarding feedback to the revised concept plans for Tambellup Streetscape:

As a lifetime resident of Tambellup, I have seen, if my memory serves me correctly, at least two major street scape changes and in both instances, parking was the major casualty. Viewing the plans in both the Topics and the Shire Offices, apart from parking on both sides of Norrish St, the only parking that is left has to be accessed by a single entry/exit purpose built road and has five parking bays. I think that this is totally inadequate, and I would hate to see a repeat of the disquiet and controversy of that very same issue that was at the oval and pavilion. I do not wish to see parking space reduced even further on the main street.

In the major street scape changes that have occurred in the past, they have occurred around the war memorial. If I am interpreting the plans correctly, the war memorial would have to be relocated. Is it really necessary to change the street scape from what it already is? Give it a 'facelift' by all means but to go for relocating the war memorial, putting in lawned areas that are high water users and high maintenance, not to mention a proposed water park, there would be a multitude of problems associated with that (think of Elizabeth Quays for example and are we not in a water deficient area most of the time?). I am not against changes per say but in my view this proposal is way over the top. Just because funding is available for this purpose, does council have to use it?

In summary there are three issues that I have with the amended concept plans as they stand.

1. Parking or the lack of it – more, not less.
2. The relocation of the existing war memorial.
3. The lawned areas and a water park.

These are my thoughts on the proposal and my feedback to you and the councillors, hoping that they will be considered in any decision making.

Yours faithfully

Ken Schlueter



STREET SCAPE UPGRADE
BROOMEHILL
CONCEPT PLAN

DRAWING LA 01
 SCALE 1:500 @ A2
 DATE 16/09/2020
 PROJECT TBC-20
 DRAWN DN

LEGEND



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**TOWN SQUARE
TAMBELLUP
CONCEPT PLAN**

DRAWING LA 01
SCALE 1:500 @ A2
DATE 14/09/2020
PROJECT TBC-20
DRAWN DN

LEGEND



NEW STREET
SCAPE TREE



EXISTING TREE



25 m
SCALE 1:500 @ A2
THE ARCHITECTS OWN THE COPYRIGHT IN THIS DOCUMENT AND THE DESIGN EMBODIED IN THE BUILDING. THESE ARE SCHEMATIC DRAWINGS AND ARE NOT SUITABLE FOR CONSTRUCTION.

H+H architects

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10.08 - Plant Maintenance Report for December 2020

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