



TOWN OF

Bassendean

Local Emergency Management Arrangements

LEMC endorsement: 14 June 2023
Council endorsement: 25 July 2023
Full review required: 2028
Maintained by: Executive Officer to LEMC

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Contents

Certificate of Approval	5
Version Control.....	5
Disclaimer	6
Amendment Record.....	7
Distribution List.....	8
PART 1 – Introduction.....	9
1.1 Authority	9
1.2 Endorsement Date.....	9
1.3 Area Covered.....	9
1.4 Demographic Information.....	10
1.5 Purpose	10
1.6 Scope	10
1.7 Existing Plans and supporting documents.....	11
1.8 State plans and policy.....	11
1.9 Local Arrangements.....	11
1.10 Local Government plans and policy	11
1.11 Agreements Understandings and Commitments	12
1.12 Finance Arrangements.....	12
1.13 Other issues for consideration	Error! Bookmark not defined.
1.14 Local Government Responsibilities	12
1.15 Controlling Agency Responsibilities	12
1.16 Public Information	13
1.17 Local Government Communication Process	13
1.18 High risk sites	13
PART 2 – Planning	14
2.1 Local Emergency Coordinator (LEC)	14
2.2 Local Emergency Management Committee (LEMC)	14
2.3 LEMC Functions and responsibilities:	14
2.4 Risk Register & Treatment Schedule	14
PART 3 – Response	15
3.1 Emergency Management Structure and Response levels.....	15
3.2 Emergency actions	16
3.3 Local Government Involvement in Response.....	16
3.4 Town of Bassendean Local Recovery Coordination	16
3.5 Incident Support Group (ISG)	17

3.6	Local Emergency Operations Centres.....	18
3.7	Primary Emergency Operations Centre.....	18
3.8	Alternative Emergency Operations Centre (Response/Recovery)	18
3.9	Critical Infrastructure.....	18
3.10	Community Evacuation	19
3.11	Evacuation Management	19
3.12	Media Management and Public Information	19
3.13	Emergency Public Warning Systems	20
3.14	Vulnerable Groups.....	20
3.15	Community Evacuation Organisations and Responsibilities	20
3.16	Evacuation Centres.....	21
3.17	Evacuation Routes.....	21
3.18	Welfare Support.....	22
3.19	Provision of Welfare Support	22
3.20	Department of Communities	22
3.21	Local Welfare Coordinator (DC):.....	22
3.22	Local Government Welfare Liaison Officer:.....	22
PART 4 – Recovery		23
4.1	Introduction.....	23
4.2	Activation of recovery.....	23
4.3	Local Recovery Coordinator.....	23
4.4	Commencement of Recovery Activities.....	23
4.5	Further information.....	23
PART 5 – Testing, Exercising and Review		23
5.1	Testing and Exercising.....	24
5.2	Review.....	24
ANNEX A: Glossary of Terms and Acronyms.....		25
ANNEX B: State and Local Emergency Management Arrangements		27
ANNEX C: Local Recovery Coordinator ISG responsibilities		28
ANNEX D: Local Government Welfare Officer (LGWLO)		30
ANNEX E: Hazards identified.....		31
ANNEX F: Vulnerable groups.....		32
ANNEX G: LEMC Member Agencies		35
ANNEX H – Suggested LEMC meeting and business cycle		36

Certificate of Approval

The Town of Bassendean Local Emergency Management Arrangements (LEMA) has been prepared by the Town of Bassendean Local Emergency Management Committee (BLEMC) to address the Town's Legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the Town of Bassendean Local Emergency Management Arrangements:

- Local Recovery Plan
- Risk Register and Treatment Schedule
- Contacts & Resources Directory
- Local Emergency Management Arrangements for the Provision of Welfare Support, known as the Local Emergency Welfare Plan (Department of Communities).

In accordance with State Emergency Management Policy 2.5 and State Emergency Preparedness Procedure 7, this document has been endorsed and noted by the following entities:

- Town of Bassendean Local Emergency Committee - Endorsement
- Town of Bassendean Council - Endorsement
- Central Metropolitan District Emergency Management Committee - Noting
- State Emergency Management Committee - Noting.

TOWN OF BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

CHAIRPERSON

DATE

TOWN OF BASSENDEAN COUNCIL

MAYOR

DATE

Version Control

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Amendment Record

Suggestions and comments from the community and stakeholders can help improve the document. Feedback can include:

- What you do or do not like about the document.
- Unclear or incorrect expression.
- Out of date information or practices.
- Inadequacies.
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

Chairperson
 Local Emergency Management Committee
 Town of Bassendean
 PO Box 87, Bassendean 6934

Or:
 Email mail@bassendean.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration.

AMENDMENT		DETAILS AMENDMENT	OF	AMENDED BY	VERSION
NUMBER	DATE			NAME	
1	16/06/2023	New document 2023		J. Lane	V1.0

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below.

Organisation	Number of copies
Town of Bassendean	17 total
• Mayor	1
• LEMC Chairperson	1
• Chief Executive Officer and Executive Team	5
• Manager Development and Place	1
• Manager Library & Information Services	3
• Manager Community Development	1
• Manager Youth Services	1
• Manager Children Services	1
• Senior Community Development Officer (Volunteers)	1
• Senior Environmental Health Officer	1
• Senior Ranger	1
WA Police Force – Officer in Charge (Kiara Police Station)	1
Department of Fire and Emergency Services	2 total
• District Officer Swan	1
• District Officer/Advisor North East Metro	1
DC District Emergency Services Officers	2 total
Bassendean State Emergency Service - Unit Manager	1
St John Ambulance – Manager Emergency Management Unit	1
North East Metro Regional Recovery Group	8
Aegis Aged Care	1
Department of Education - North Metro Regional Office	1
State Library (Legal Deposit)	2
Central Metropolitan District Emergency Management Committee	1
State Emergency Management Committee	1

Members of the public wishing to obtain a copy of this document can do so by application to the Town of Bassendean through the following email address: mail@bassendean.wa.gov.au alternatively the current version of the document can be found at <http://www.bassendean.wa.gov.au/documents/>

The Local Emergency Management Arrangements documents are available on our website - <https://www.bassendean.wa.gov.au/community/rangers-community-safety/emergency-management.aspx>

NOTE: Hard copy versions of this document may not be accurate. Any document released for public consumption must not include staff names or contact details of persons.

PART 1 – Introduction

1.1 Authority

This document has been prepared and endorsed by the Town of Bassendean LEMC. They have been presented and endorsed by the Town of Bassendean Council in compliance with the *Emergency Management Act 2005* s41. The document has been tabled for information and comment with the East Metropolitan District Emergency Management Committee (DEMC).

1.2 Endorsement Date

This plan was endorsed by the Town of Bassendean LEMC on **1 April 2020**. It was amended and subsequently endorsed on **1 July 2020**.

1.3 Area Covered

The Town of Bassendean Local Emergency Management Arrangements has been prepared for the area Gazetted as the Town of Bassendean Local Government District, as identified below.



Figure 1: Map of the district

The Town of Bassendean Local Government District is flood prone in low lying areas abutting the Swan River. The Town of Bassendean has undertaken an extensive program of community education and preparedness for flood events. The Town's flood prone areas have recently been mapped and survey data relating to 100 - year flood height has been clearly marked for public information throughout the flood prone areas.

1.4 Demographic Information

Population group	2011			2016			2011 to 2016
	Number	%	Greater Perth %	Number	%	Greater Perth %	
Aboriginal and Torres Strait Islander population	387	2.6	1.6	387	2.7	1.6	0
Australian citizens	12,552	83.2	78.3	12,265	85.1	80.0	+287
Eligible voters (citizens aged 18+)	9,696	64.3	59.1	9,538	66.2	60.6	+158
Employed Population	7,247	92.1	91.9	7,259	95.5	95.2	-12
Females	7,663	50.8	50.4	7,230	50.2	50.4	+433
Males	7,427	49.2	49.6	7,175	49.8	49.6	+252

Figure 1 Demographic Data Taken from East Metropolitan Regional Council Data 2016

1.5 Purpose

The purpose of these arrangements is to document:

1. The Town of Bassendean's preparedness and capacity to support the effective management of an emergency that may impact on the local community.
2. The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the Town of Bassendean district.
3. A list of natural and technological hazards that may impact the local community.
4. Strategies and priorities for emergency management in the local government district; and
5. Other matters about emergency management in the local government district that the Town of Bassendean considers appropriate.

1.6 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMA's) in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- This document applies to the local government district of the Town of Bassendean.

- This document covers areas where the Town of Bassendean provides support to HMA's in the event of an incident.
- This document details the Town of Bassendean's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Town of Bassendean's responsibility in relation to recovery management.

1.7 Existing Plans and supporting documents

To enable integrated and coordinated delivery of emergency management support within the Town of Bassendean, these arrangements are consistent with State Emergency Management Plan (SEMP), Policies and Procedures. The flow chart in [Annex B](#) indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that together become the emergency management arrangements for the Town of Bassendean.

1.8 State plans and policy

State Emergency Management Committee (SEMC) Policy Statements guiding Local Government, and State Emergency Management Plans, can be viewed on the SEMC website www.semc.wa.gov.au

1.9 Local Arrangements

The following documents form the local emergency management arrangements for the Town of Bassendean:

- Local Emergency Management Arrangements.
- Local Recovery Plan.
- Emergency Contact & Resources Register.
- Risk Register and Treatment Schedule.
- Local Emergency management Arrangements for the Provision of Welfare Support – DC Local Welfare Plan (Department of Communities).

1.10 Local Government plans and policy

The following Town of Bassendean plans and policies either directly or indirectly support the functions of response and recovery.

Document	Document Owner	Date
Business Continuity Plan	Manager Governance and Strategy	June 2022
Emergency Management Plan [WHS 027]	Manager Governance and Strategy	October 2020
Leave Guidelines [HR 063]	Manager HR and Organisational Development	March 2022

There are no policies currently in force relating to flood plain management as this policy has been withdrawn by Council.

1.11 Agreements, Understandings and Commitments

North & East Metropolitan Regional Recovery Group	
Parties to the Agreement	Summary of the Agreement
City of Bayswater, City of Belmont, City of Joondalup, City of Kalamunda, Shire of Mundaring, City of Stirling, City of Swan, City of Wanneroo	Agreement for the sharing of resources for recovery following emergencies.

1.12 Finance Arrangements

While recognising the provisions of [State Emergency Management Procedure – Funding for Emergencies](#), the Town of Bassendean is committed to expending such necessary funds, within its current budgetary constraints, as may be required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Town occurs to ensure the desired level of support is achieved.

For further information relating to the Town's expenditure capability for emergencies the Town's finance personnel and contact details are published in the Contacts & Resources Register (Restricted access document) under Town of Bassendean after hours contacts – Funding for Emergencies.

1.13 Other issues for consideration

- Bassendean Oval is the venue for WAFL, and regional music festivals/concerts and regional scale public events (including Australia Day Celebrations and NAIDOC Week Family Day) are held at venues in Ashfield and Bassendean.
- Bassendean have a significant Maltese CaLD community. The Maltese Community Centre is located at 1 Holman Drive Bassendean. The Sri Lankan Consulate is located at 43 Old Perth Road, Bassendean.

1.14 Local Government Responsibilities

Local Emergency Management Committee

Under *Section 38 of the Emergency Management Act 2005*, a local government is to establish one or more local emergency management committees for the local government district. For a list of member agencies of the LEMC refer to [Annex G](#)

Local government emergency management planning

[Section 41](#) of the *Emergency Management Act 2005* sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

1.15 Controlling Agency Responsibilities

A controlling agency is that agency nominated to control the response activities to a specified type of emergency. Local Government will only be the nominated controlling agency for bushfire occurring on private land within the local government district or on land vested in the local government.

1.16 Public Information

The HMA is responsible for disseminating public information during an emergency. Once a formal transition from Response to Recovery has been agreed between the HMA and the Local Government, Local Government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the [Local Government Act 1995](#) Section 2.8 and 5.4 (1)(f).

1.17 Local Government Communication Process

The Town of Bassendean will communicate with the local community in the following manner:

- Direct communication via public meetings.
- Posts on the official website.
- Mail outs to ratepayers.
- Periodical newsletters (Bassendean Briefings)
- Social media (Official Facebook page)

All local government instituted public information must be approved by the Chief Executive Officer. Direct communications with the public will only be through the Mayor or a person authorised by the Mayor. Refer to *Section 2.8(d) Local Government Act 1995*.

1.18 High risk sites

The following sites within the district of the local government have been identified as having inherent risks to responders:

Site name and location	Risk factor
Tonkin Industrial Park Containment Cell, located off Yelland Way, Bassendean.	This site is a clay lined class 4 containment cell created to house contaminated waste generated through a clean-up of the industrial area. Asbestos contamination is evident.

PART 2 – Planning

2.1 Local Emergency Coordinator (LEC)

Under the *Emergency Management Act 2005* section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district. At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

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The Local emergency Coordinator for the local government district is the Officer in Charge Kiara Police Station.

2.2 Local Emergency Management Committee (LEMC)

The Town of Bassendean has established an LEMC to plan, administer and test this plan and other plans and documents that make up the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to [Annex G](#).

2.3 LEMC Functions and responsibilities:

The LEMC should follow a meeting and business cycle as recommended in Appendix 1 of ADP-5 Emergency management in Local Government. For direct reference to the schedule refer to [Annex H](#). The LEMC is structured as follows.

Chair	Town of Bassendean Councillor
Deputy Chair	OIC Kiara Police Station
Executive Officer	John Lane/ John Lane Emergency Management Services

2.4 Risk Register & Treatment Schedule

The LEMC has oversight of the Local Risk Register and Treatment Schedule. Risk from natural and technological hazards identified by the LEMC having potential to impact the district of the local government is considered at each meeting of the LEMC. This process ensures an ongoing program of identification, analysis and treatment of risks and the planning and maintenance of mitigation activities. The Risk Register and Treatment schedule are regularly reported to the DEMC. Hazards with the potential to impact on the local government district are listed at [Annex E](#).

PART 3 – Response

3.1 Emergency Management Structure and Response levels

The Town of Bassendean Emergency Management Arrangements are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Plans, Policy and Procedures as appropriate to local governments. When an emergency event occurs (storm, flood, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. The Town is committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

EVENT LEVEL	LOCAL RESPONSE
<p>Level 1</p> <p>(An incident is a Level 1 incident unless: • it is deemed by the Incident Controller to warrant an escalation to Level 2 or Level 3 incident; and • an incident level declaration is made.</p>	<ul style="list-style-type: none"> • there are no significant issues. • there is a single or limited multi-agency response (day-to-day business). • the incident area is limited in extent (i.e., to one jurisdiction or district). • the response duration is within a single shift of the controlling agency. • resources can be sourced from one local government district. • there is minimal impact on the community (social, built, economic and natural). • the incident can be managed by a Controlling Agency IMT only. • there is a low level of complexity. • there is potential for low incident escalation.
<p>Level 2</p> <p>A Level 2 incident is broadly defined by meeting one or more of the following typical conditions:</p>	<ul style="list-style-type: none"> • requires multi agency response. • has a duration covering multiple shifts. • requires coordination of multi-agency resources. • there is medium-term impact on critical infrastructure. • resources need to be sourced from district or State level. • there is a medium level of complexity. • there are multiple incident areas. • there is a medium – actual or imminent impact on critical infrastructure. • There is a medium impact on the community (social, built, economic and natural). • May require delegation of a number of IMT functions. • there is potential for the incident/or a requirement to be declared an ‘Emergency Situation’.

Level 3

A Level 3 incident is broadly defined by meeting one or more of the following typical conditions:

- requires significant coordination of a multi-agency response.
- there is a protracted response duration.
- resources need to be sourced from State, National and even International level.
- there is a high level of complexity.
- there is significant – actual or imminent impact on critical infrastructure.
- there is a significant impact on the community (social, built, economic, natural) environment areas.
- evacuation and/or relocation of community is required.
- there is actual or potential loss of life or multiple, serious injuries; a declaration of an ‘emergency situation’ or ‘state of emergency’ is likely.

3.2 Emergency actions

The Town of Bassendean will receive warnings in the form of weather alerts information from the Hazard Management Agency relating to emergency events occurring in or likely to impact the district of the local government. The local government officers responsible for emergency management will ensure that the local government reacts to emergencies in a timely and purposeful way in-line with State Emergency Management Plans, Policy and Procedure.

To ensure a timely response to any of the hazards identified in [Annex E](#), local or district contact details for HMA, Combat and Supporting Agency are listed within the Contacts and Resources Register (Non-public document).

HMA, Controlling and Support Agencies may require resources held by the local government and assistance to manage the emergency. The Town of Bassendean is committed to providing assistance/support if the required resources are available. Refer Contacts & Resources Register (Controlled document).

3.3 Local Government Involvement in Response

Depending upon the incident, the Town of Bassendean will provide a Local Recovery Coordinator (LRC) to attend the Incident Support Group (ISG) should one be called and to attend all subsequent meetings. The LRC designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident.

3.4 Town of Bassendean Local Recovery Coordination

The successful resolution of any incident whether internal or external affecting the Town of Bassendean is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Town of Bassendean must take responsibility for ensuring the Town’s response to an emergency event is coordinated and informed. Further responsibilities are as follows.

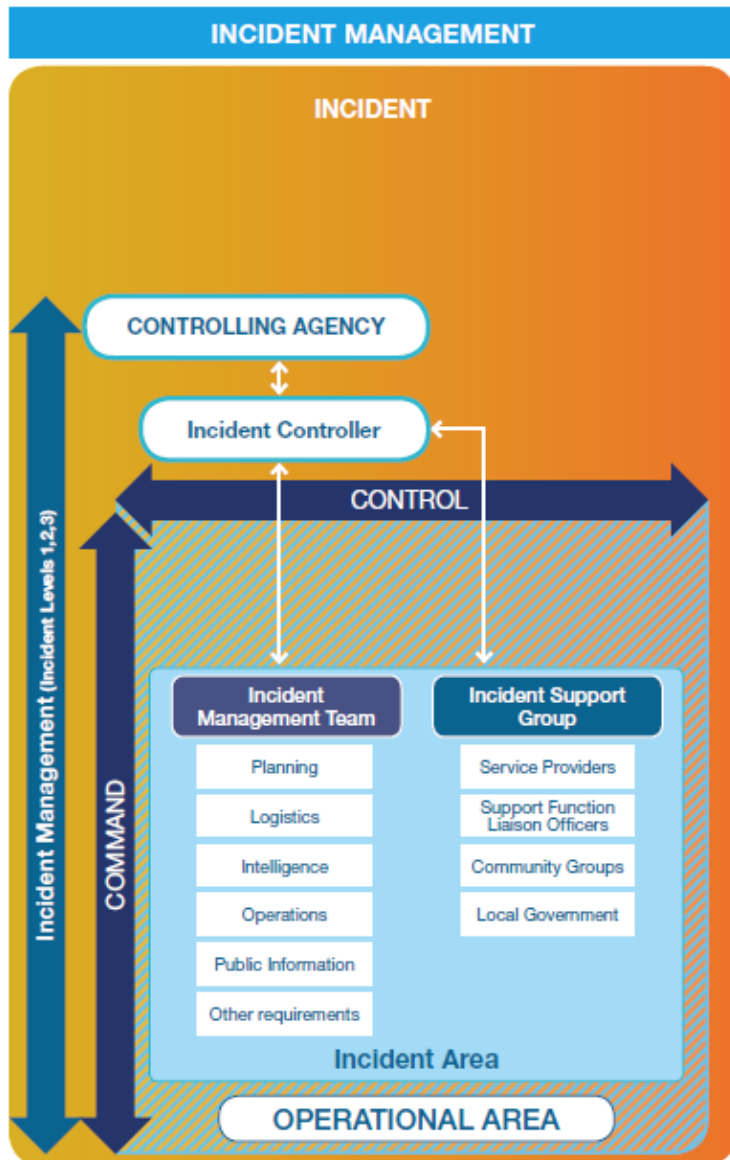
- Ensuring planning and preparation for emergencies is undertaken.
- Implementing procedures that assist the community and emergency services deal with incidents.
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role.
- Reporting any matters likely to impact the Town’s systems and resources.

- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Town’s emergency response capability.

3.5 Incident Support Group (ISG)

The ISG consists of representatives (liaison officers) from organisations involved in the incident and relevant service providers, such as ambulance and representatives for essential services e.g., phone, water and electricity. The function of the ISG is to assist the IC through the provision of information, expert advice, support and resources relevant to their organisation. The ISG is activated by the Controlling Agency’s IC. Composition of the ISG is:

- a Chair—appointed by the Controlling Agency.
- the Local Emergency Coordinator (being the Kiara OIC – WAPOL); and
- members—representatives (liaison officers) from agencies and community organisations directly involved in the response to and recovery from the incident. The makeup and duties of the ISG are established and described in [State Emergency Management Plan Part 5 Response](#)



The Town of Bassendean Local Recovery Coordinator will attend all meetings of the ISG as 'liaison officer' and represent the local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the Local Recovery Coordinator is to liaise with the Incident Controller (HMA) and is described in [Annex C](#)

3.6 Local Emergency Operations Centres

All Emergency Operations Centres for response will be designated by the HMA. Should an emergency event cause the normal business operations of the Town of Bassendean (ToB) to be disrupted by the total loss or damage to any administration facility, alternate locations in-line with the ToB Business Continuity Plan will be utilised.

3.7 Primary Emergency Operations Centre

Library Meeting Room 1- 46 Old Perth Road, Bassendean

	Name	Phone	After Hrs. Phone
1st Contact	Director Community Planning	9377 8002	0409 695 430
2nd Contact	Chief Executive Officer	93777 8004	0419 953 770

3.8 Alternative Emergency Operations Centre (Response/Recovery)

Ashfield Community Centre 2 Colstoun Road, Ashfield.

	Name	Phone	After Hrs. Phone
1st Contact	As above	As above	As above
2nd Contact	As above	As above	As above

3.9 Critical Infrastructure

Type	Location	Description	Owner	Community Impact if lost
Bridge	Guildford Road and Lord Street	Road bridge over river and rail line	MRD	Loss of east-west (Guildford) and north-south (Lord) access for pedestrians and vehicles. Possible disruption to rail network.
Rail Bridge	Parallel to Guildford Road	Concrete rail line bridge over Swan River	PTA	Loss of commuter, freight and interstate rail link
Railway line and Stations		Commuter & freight. Interstate link	PTA	Loss of commuter, freight and interstate travel east-west
Main Gas Line	River Foreshore	Gas pipeline	Alinta Gas	Evacuation issues, risk of fire/explosion, loss of reticulated gas (heating, cooking etc.)

Water Pipeline	Parallel to Guildford Rd	Water pipeline across Swan River	Water Corp	Potential flood/inundation, loss of potable water (cooking, cleaning etc.)
Power Re-Distribution Station	Collier Road/Railway Parade	Power facility	Western Power	Potential fire/explosion/electrical hazard, loss of power (brownout/blackout)

3.10 Community Evacuation

[\(Refer to State EM Policy 5.7.Community Evacuation\)](#)

Local governments, HMAs, relevant EMAs (i.e. Support Organisations and Controlling Agencies), in consultation with relevant LEMCs, must identify and advise of refuge sites and evacuation centres appropriate for the hazard. The refuge sites should be documented in the LEMA. 5.7.5 The Controlling Agency is responsible for the decision to evacuate during an emergency. The criteria to be considered prior to a decision being made are outlined in the SEMC’s Western Australian Community Evacuation in Emergencies Guideline.

The Town of Bassendean has identified suitable community evacuation centres. Refer to The Local Welfare Plan for the Town of Bassendean.

3.11 Evacuation Management

The decision to evacuate during an emergency rests with the Incident Controller appointed by the HMA/Controlling Agency. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department for Child Protection and Family Support to support an informed decision on evacuation and its management.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

3.12 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g., Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified, and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

The Local Government Act provides that in every instance of public comment, the mayor or their delegate are the only officers authorised.

The Mayor of the Town of Bassendean is Cr Kath Hamilton (term expires October 2023).

3.13 Emergency Public Warning Systems

The Hazard Management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

SEWS: - Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an “Emergency Warning Message”.

Emergency Alert: - A telephone-based warning system which can capture all telephones within a specific geographic area.

Emergency warning messages: - Verbal messages transmitted by the electronic media.

3.14 Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, Aboriginal people, culturally and linguistically diverse (CALD) people, FIFO workers and tourists. In addition, town-based organisations catering for the most vulnerable in the community must come under consideration. For a comprehensive list of these community based vulnerable groups refer to [Annex F](#)

3.15 Community Evacuation Organisations and Responsibilities

Agency / Task	Responsible person / position / agency
HMA/Incident Controller	<ul style="list-style-type: none"> • Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency • The decision to evacuate a community or portions thereof • Evacuation route planning and traffic management • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
WA Police Force	<ul style="list-style-type: none"> • Assist with evacuating the affected community • Assist with traffic management
Town of Bassendean	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the Town of Bassendean, provide a liaison officer to support the DC
Department of Communities and Town of Bassendean	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government • Receive evacuees and coordinate the provision of welfare support services for evacuees
Property security	WA Police Force
Traffic management	WA Police Force initially Traffic contractors as appointed by MRWA or the Town of Bassendean
Welfare	Department of Communities (DC), and Town of Bassendean

3.16 Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan in the event an incident occurs.

The following table details the welfare centres owned by the Town of Bassendean available and deemed suitable for the purpose. The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The DC will activate the Local Emergency Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or DC.

Building Name	Site Address	Capacity	GPS	Contact details
Bassendean Seniors & Volunteers Centre	46-48 Old Perth Road, Bassendean	100 sleeping 160 seated	-31.904026, 115.950030	1st Call - 9377 8000 Centre 2nd Call - 0409 695 430 3rd call 0412 417 439

The above local government owned building has been identified by the Town of Bassendean as a suitably constructed and equipped evacuation centre for use in emergencies meeting the requirements for sheltering of persons for up to 24 hours.

For other welfare centres refer to the DC Local Emergency Management Arrangements for the Provision of Welfare Support.

Note: DC is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms which can be located at <https://register.redcross.org.au>

DC Local Emergency Welfare Plan contains details of all local government-controlled Welfare Centres.

3.17 Evacuation Routes

The main access routes through the Town of Bassendean are below and as shown on the plan that follows.

- East/West – Guildford Road
- East/West – Walter Road East
- North/South – Lord Street
- Sole entry/exit routes to defined communities – Thompson Road and Success Road

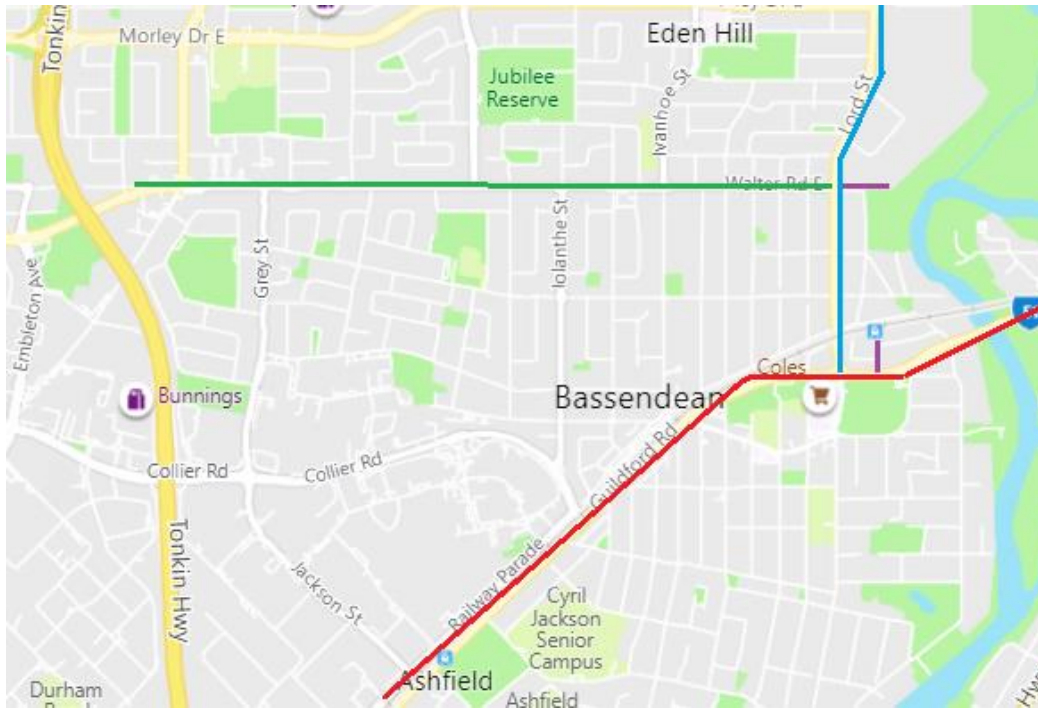


Figure 3: Emergency Evacuation Routes

3.18 Welfare Support

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

3.19 Provision of Welfare Support

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

The following State plans and supporting plans apply

- [Westplan Welfare](#)
- [Westplan Registration and Reunification](#)

3.20 Department of Communities

3.21 Local Welfare Coordinator (DC):

DC shall appoint a Local Welfare Coordinator who will liaise with the Town of Bassendean Local Welfare Liaison Officer, if one has been appointed, and coordinate the provision of resources detailed in the abovementioned support plans.

3.22 Local Government Welfare Liaison Officer:

The Town of Bassendean will provide an officer to be Liaison/support between DC and the local government where a welfare centre has been established within the local government district. The duties to be performed by the Local Government Welfare Officer are described in [Annex D:](#)

The Local Welfare Liaison Officer will be the Manager Community Development.

PART 4 – Recovery

4.1 Introduction

Recovery is a complex operation which requires the full attention of the local government. It is not the purpose of this document to fully explain those activities as they are dealt with in more detail in the Local Recovery Plan. This section identifies the key roles and responsibilities of those assigned a recovery role and outlines activities to be undertaken to ensure recovery processes are commenced in a timely way.

The Recovery Plan for the Town of Bassendean is located within the office of the Director Community Planning.

4.2 Activation of recovery

Recovery is considered at every meeting of the ISG formed for a specific emergency event. The nominated Local Recovery will liaise directly with the Incident Controller on aspects affecting recovery and the compilation of the Impact Statement supported by nominated officers of the local government.

The LRC is responsible for implementing the recovery processes including the activation of the Local Recovery Coordination Group (LRCG).

4.3 Local Recovery Coordinator

The Town of Bassendean has appointed the following officers and key personnel to lead the community recovery process and may appoint more than one person to the position of LRC in accordance with the requirements of the *Emergency Management Act 2005, Section 41(4)*. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
LRCG Chair	Councillor Chair LEMC	Deputy Mayor
Local Recovery Coordinator	Director Community Planning	Principal Building Surveyor

or explanation of the roles and responsibilities of the Local Recovery Coordinator, refer to The Town of Bassendean Local Recovery Plan.

4.4 Commencement of Recovery Activities

Recovery activities commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA IC is to ensure that the LRC is notified of the event and is included as a member of the ISG.

4.5 Further information

For further information on recovery activities and guidance, refer to the *Town of Bassendean Local Recovery Plan PART 5 – Testing, Exercising and Review*

5.1 Testing and Exercising

The LEMC should prepare a Schedule of Exercises and must complete at least one exercise per annum. Where possible the community should be encouraged to participate in or observe the exercise.

Where possible the community should be encouraged to participate in, or observe, the exercise.

5.2 Review

The Local Emergency Management Arrangements will be reviewed in accordance with [Part 8 of the State Emergency Management Procedure](#).

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure. LEMA must be exercised every year to ensure details remain up to date and accurate (*State EM Policy Section 4.8*).

The local government must ensure the review of the LEMA on the following basis:

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.
- Every five years; and
- Whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Secretariat.

ANNEX A: Glossary of Terms and Acronyms

CONTROLLING AGENCY - An agency nominated to control the response activities to a specified type of emergency.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- A district emergency management committee established under *section 31(1) of the Emergency Management Act 2005*.

EMERGENCY- The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (s.3 EM Act).

EMERGENCY MANAGEMENT - Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
2. Preparedness – preparation for response to an emergency.
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

HAZARD – An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY - A public authority, or another person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard. The term 'HMA' is used in the context of identifying the agency responsible for specific actions as detailed within the EM Act.

INCIDENT – The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER – The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as these arrangements or local arrangements.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management Committee established under *Section 38 of the Emergency Management Act 2005*.

RECOVERY - The support of emergency affected communities in the reconstruction and

restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

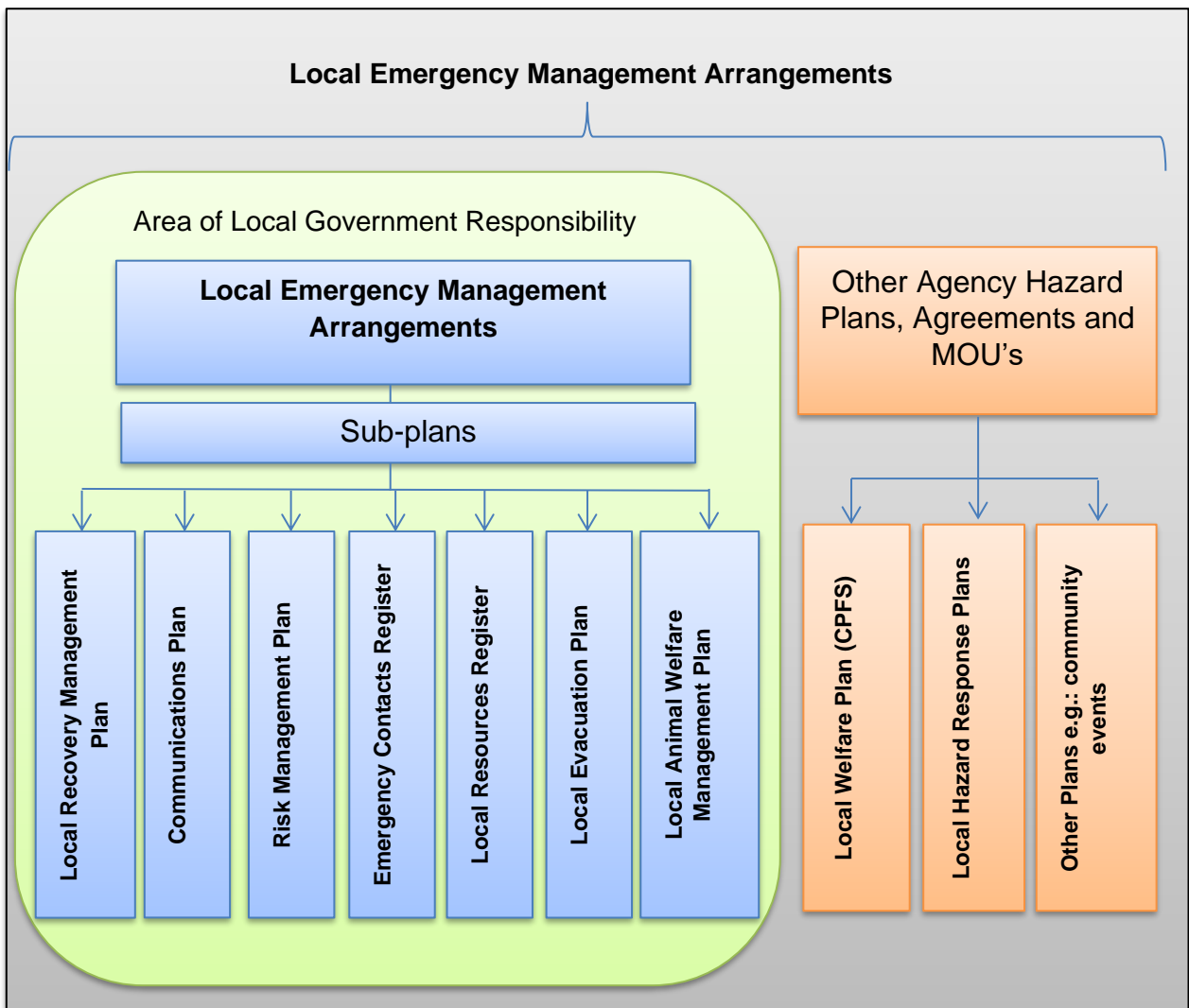
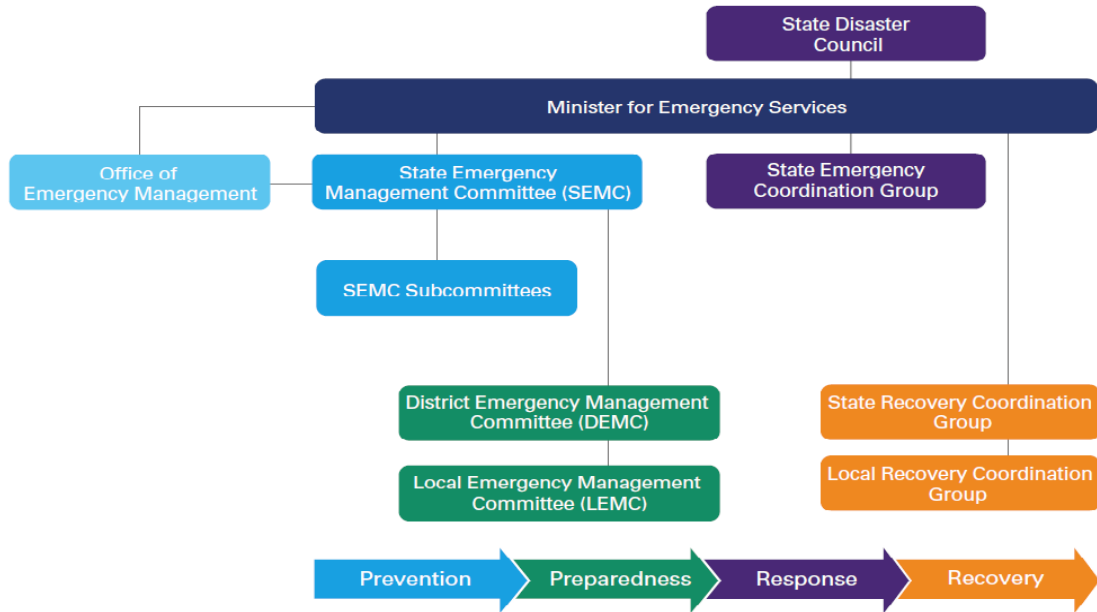
- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period.
- Based on mathematical calculations, risk is the product of hazard and vulnerability.

RISK MANAGEMENT – Coordinated activities of an organisation or a government to direct and control risk.

ACCRONYMS USED IN THESE ARRANGEMENTS

CEO:	Chief Executive Officer
DC:	Department of Communities
DEMC:	District Emergency Management Committee
DFES:	Department of Fire and Emergency Services
LEC:	Local Emergency Coordinator
IC:	Incident Controller
IMT:	Incident Management Team
ISG:	Incident Support Group
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority
LGLO:	Local Government Liaison Officer
LGWLO:	Local Government Welfare Liaison Officer
LRC:	Local Recovery Coordinator
LRCG:	Local Recovery Coordination Group
OASG:	Operations Area Support Group
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SRC:	State Recovery Coordinator
WAPF:	Western Australia Police Force

ANNEX B: State and Local Emergency Management Arrangements



ANNEX C: Local Recovery Coordinator ISG responsibilities

Role and Responsibilities

The Town of Bassendean will provide a Local Government Liaison Officer (The Local Recovery Coordinator) on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LRC be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LRC are explained below:

Role

The LRC is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

SEMP 4.1 Operational Management sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LRC are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.);
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LRC)

The LRC is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status;
- Significant issues.

Responsibilities of the IC

- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report.
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues.
- Assistance required.
- Record of outcomes of the meeting, and
- Details of the next scheduled meeting.

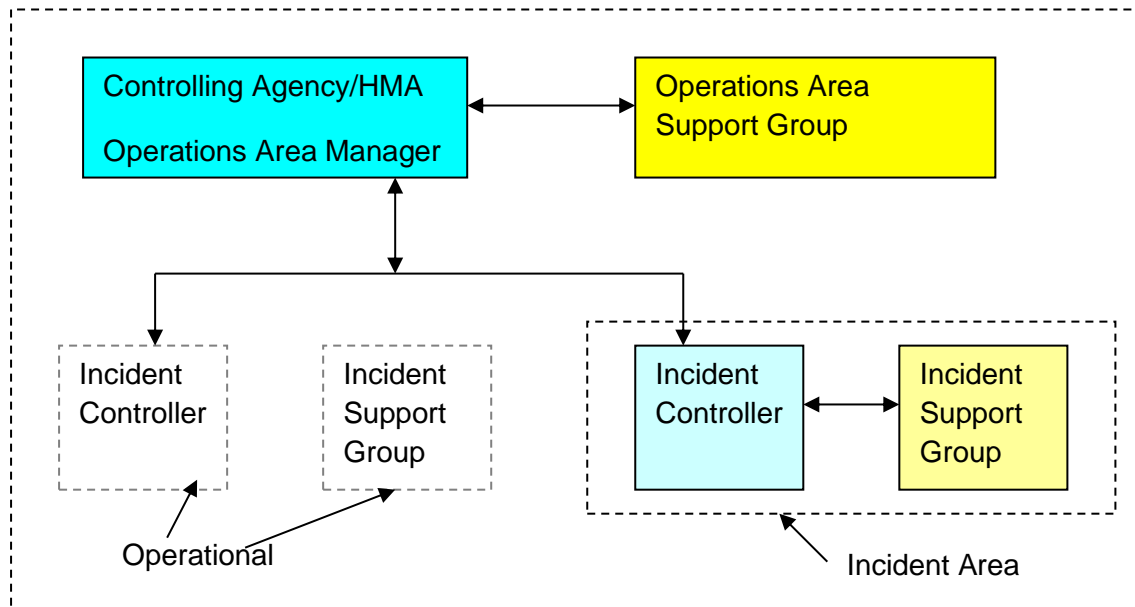


Figure 2: Multi agency support structure

ANNEX D: Local Government Welfare Officer (LGWLO)

The officer with responsibility for this role is the Manager Community Development

Roles and Responsibilities

The Local Emergency Welfare Plan will be activated by the Department of Communities (DC) where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Town of Bassendean will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the DC Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Report to the DC Local Welfare Coordinator.
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location.
- Facilitate access to the Welfare Centre by the DC.
- Facilitate the setup of the building.
- Organise cleaning and building maintenance requirements for the centre through the Town of Bassendean ;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met.
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator (LWC).
- Manage vehicle access and general traffic/parking issues and request support if required.
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC.
- Assist the LWC in managing conflict at the centre.
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required.
- Attend all necessary briefings as requested by the LWC.
- Keep a log of activities conducted at the Welfare Centre, and
- Carry out other duties as requested by the LWC.

ANNEX E: Hazards identified

Hazard	HMA	State Plans	Local Plan
Air Transport Emergencies	WA Police Force	State Hazard Plan Air Crash	Kiara Police response plans
Earthquake	DFES	State Hazard Plan Earthquake	Nil
Flood	DFES	State Hazard Plan Flood	Local SES capability
HAZMAT	DFES	State Hazard Plan HAZMAT	HEAT response capability
Heatwave	Dept. of Health	State Hazard Plan Heatwave	ToB Business Continuity Plan
Human Epidemic	Dept. of Health	State Hazard Plan Human Epidemic	ToB Business Continuity Plan
Storm	DFES	State Hazard Plan Storm	Local SES Unit capability

ANNEX F: Vulnerable groups

Public and private Schools

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Bassendean Primary School	70 West Road, Bassendean	9377 2330	342	Yes
Eden Hill Primary School	83A Ivanhoe Street, Eden Hill	9377 4988	459	Yes
Anzac Terrace Primary School	176 Anzac Terrace, Bassendean	9279 9522	362	Yes
Ashfield Primary School	65 Margaret Street, Ashfield	9377 0211	118	Yes
St. Michaels School	4 James Street, Bassendean	9728 9888	73	Yes
Casa Mia Montessori Community School	11 Hamilton Street, Bassendean	9729 2209	54	Yes
Cyril Jackson Senior Campus	53 Reid Street, Bassendean	9379 5122	376	Yes

Day Care Facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Wind in the Willows Bassendean Child Care	28-30 Wilson Street, Bassendean	9279 3773	36	Yes
Wind in the Willows Ashfield Child Care	2 Colstoun Road, Ashfield	9279 2478	35	Yes
Sparx Child Care Centre	128 Ivanhoe Street, Eden Hill	9377 3233	60	Yes
Organi-Kids CCC	1 James Street, Bassendean	9279 1025	36	Yes
Bassendean Child Care Centre	159 Guilford Road, Bassendean	9379 1410	55	Yes
A Step Ahead Childcare Centre	147 Water Road Bassendean	9279 7080	49	Yes

Aged care facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Aegis Aged care	27 Hamilton Street, Bassendean	9279 4258	80	Yes
Cameo Retirement Village	59-63 Scadden Street, Bassendean	0411 233 531	70	Yes
Hyde Retirement Village	2-10 James Street, Bassendean	9279 6588	70	Yes
Iveson Hostel	6 Iveson Place, Bassendean	Disability Services Commission	?	Yes

Senior Citizens

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Senior Citizens and over 55's group	50 Old Perth Road, Bassendean	9279 1944 (Office 9-12 daily)	Various Meets Mon-Friday	Yes
Wider Vision Seniors Social Group	48 Old Perth Road, Bassendean	9296 8994	Various Meets Wed 9am – 2pm	Yes
Therapy Focus Bassendean	Disability Services 371 Collier Road, Bassendean	Disability Services 93769500	Various	Yes
Bassendean Melody Group	48 Old Perth Road, Bassendean	0407 752 227 Meets Wednesdays	Various	Yes
Bassendean RSL Eastern Region	10 Kenny Street, Bassendean	easternregional.rsl@gmail.com	Various	No

CaLD Community

Bassendean is host to a significant Maltese CaLD community. The Maltese Community Centre is located at 1 Holman Drive Bassendean. The Sri Lankan Consulate is located at 43 Old Perth Road, Bassendean.

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Maltese Community Centre	1 May Holman Drive, Bassendean	0447 004 406	Up to 120	Yes

ANNEX G: LEMC Member Agencies

Agency	Position / Title
Town of Bassendean	Elected member (Committee Chair)
	Elected member
	Director Community Planning (Local Recovery Coordinator)
WA Police Force	Officer in Charge - Kiara Police Station (Local Emergency Coordinator)
Department of Fire and Emergency Services	District Officer Swan
	District Officer/Advisor North East Metro
Department of Communities	Team Leader
	Senior District Emergency Services Officer (Child Protection and Family Support)
Bassendean State Emergency Service	Unit Manager
St John Ambulance	Manager Emergency Management Unit

ANNEX H – Suggested LEMC meeting and business cycle

