

# ATTACHMENT 1

# TOWN OF BASSENDEAN

## MINUTES

### BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 6 NOVEMBER 2019, AT 3.30PM

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#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Mr Kallan Short, Principal Building Surveyor, declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

#### 2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

##### Members

Cr Hilary MacWilliam, Presiding Member  
Cr Kathryn Hamilton  
Matt McCaughey, Kiara Police, Deputy Presiding Member  
Leigh Bishop, DFES, District Officer Swan  
Stephen Blackford, SES  
John Lane, Emergency Management Officer  
Merveen Cross, District Advisor

##### Officers

Luke Gibson, Director Community Planning  
Kallan Short, Principal Building Surveyor  
Sharna Merritt, Senior Ranger  
Jeff Somes, Environmental Health Officer  
Amy Holmes, Minute Secretary

##### Visitors

Mark Melvin, SES

##### Apologies

Cr Renee McLennan  
Ryan Hamblion, Department for Communities

**3.0 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER**

As this is the first Committee meeting since the Local Government Elections, the position of Presiding Member is to be decided.

The Principal Building Surveyor conducted the election of the Presiding Member under delegated authority of the Chief Executive Officer.

One nomination was received for Cr Hilary MacWilliam. The Principal Building Surveyor declared Cr Hilary MacWilliam elected as Presiding Member.

The representative from Kiara Police will take on the role of Deputy Presiding Member.

**4.0 DEPUTATIONS**

Nil

**5.0 CONFIRMATION OF MINUTES**

**5.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 5 June 2018**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Cr Hamilton, Seconded Sharna Merritt, that the minutes of the BLEMC meeting held on 5 June 2019, be confirmed as a true record.

**CARRIED UNANIMOUSLY 10/0**

(The September meeting was cancelled due to the lack of quorum).

**6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**7.0 DECLARATIONS OF INTEREST**

Nil

## **8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

## **9.0 OFFICER REPORTS**

### **9.1 Flood Mitigation Project - Update**

The Town of Bassendean has completed the project and installed the flood markers. The final report has been submitted to DFES and an invoice was raised and sent to DFES for the final \$6,000. The funds have not been received yet, however, they have already been spent by Infrastructure, on staff installing the markers.

*John Lane is to follow up acquittal and report back to the Committee at its next meeting.*

### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1**

**BLEMC – 1/11/19** MOVED Sharna Merritt, Seconded Leigh Bishop, that the information on the Flood Mitigation Project be received.  
**CARRIED UNANIMOUSLY 10/0**

### **9.2 Local Government Emergency Risk Management Project Report**

The Town of Bassendean is currently a participant in the State Risk Assessment Project Local. The Town of Bassendean has completed assessment of five hazards those being:

- Heatwave
- Air Crash
- HAZMAT (Chemical substance)
- Storm and Flood

The Town of Bassendean will participate in a workshop to be hosted by the City of South Perth on Friday 8 November 2019, where an earthquake hazard will be assessed. The risk report has been amended to reflect the assessment of the storm and flood.

*Priority 1 & 2 risks will be identified and the Town will facilitate how to address them through treatment options and risk mitigation.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

**BLEMC – 2/11/19** MOVED John Lane, Seconded Kallan Short, that the Risk Management Project Report be received and that the current version of the Town of Bassendean Risk Report be noted.

CARRIED UNANIMOUSLY 10/0

**9.3 Town of Bassendean LEMC Business Plan**

The Town of Bassendean LEMC Business Plan was adopted at the June 2019 meeting of the LEMC. The LEMC should discuss a tabletop exercise and relevant detail in line with SEMC Policy 4.8.

*John Lane will work up a tabletop exercise on 'Fire Risk at Success Hill'. 30 mins to one hour will be set aside at the end of the February meeting to complete the tabletop exercise. The Committee will endeavour to complete a tabletop exercise at every second meeting.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

**BLEMC – 3/11/19** MOVED John Lane, Seconded Jeff Some, that the Town of Bassendean LEMC adopt the outcome of the annual exercise discussion.

CARRIED UNANIMOUSLY 10/0

**9.4 Emergency Management Agency Reports**

SEMC Business Unit

SEMC Business Unit Report distributed by Merveen Cross.

*John Lane to send out link to Impact Statement document.*

*Heatwave exercise being run on 28 November. Chair of the LEMC (Cr Hilary MacWilliam) and the Executive Officer (Luke Gibson) to attend.*

District Emergency Management Committee (DEMC)

The Central DEMC Minutes will be circulated when received.

WALGA EMAG

*WALGA EMAG minutes to be distributed by John Lane.*

### Local Welfare Committee

No meeting has been conducted in the past quarter.

*John Lane is to follow up with Ryan Hamblion regarding the status of this committee.*

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4

**BLEMC – 4/11/19** MOVED John Lane, Seconded Kallan Short, that the Emergency Management Agency Reports be received.  
CARRIED UNANIMOUSLY 10/0

### **9.5 Post-Incident Reports and Post Exercise Reports**

Nil items to report.

### **9.6 Contact Details and Key Holders**

The current Contact Details and Key Holders were circulated at the meeting for any update requirements.

The LEMC Executive Officer is in the process of updating the ToB Contacts and Resources Register. Following confirmation of several administrative positions and responsibilities, the document will be amended and presented to the next meeting of the LEMC.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.6

**BLEMC – 5/11/19** MOVED Sharna Merritt, Seconded Jeff Somes, that the Committee members' contact details be confirmed as amended.  
CARRIED UNANIMOUSLY 10/0

### **9.7 Preparedness, Prevention, Response and Recovery Issues**

#### Ranger Services

346 notices issued to properties for works on fire breaks and fuel loads. 24 infringements issued. Two under consideration for prosecution.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.7

**BLEMC – 6/11/19** MOVED Sharna Merritt, Seconded Kallan Short, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 10/0

**10.0** **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11.0** **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

**12.0** **OTHER BUSINESS**

Environmental Health Services

Public events coming up next year - Australia Day at Ashfield and Wonder Realm weekends in February.

Leigh Bishop, DFES

DFES are now notifying local governments by email about buildings affected by fire in their Town. There may be follow-up required by the relevant local government officer.

**13.0** **CLOSURE**

The next meeting date is to be confirmed.

*It is requested the next meeting start an hour earlier, at 2.30pm, to allow time for the tabletop exercise to be conducted at the end of the meeting.*

There being no further business, the Presiding Member declared the meeting closed, the time being 4.50pm.

# ATTACHMENT 2





## TOWN OF BASSENDEAN LEMC EXERCISE 2020

### INTRODUCTION

This is a tabletop discussion exercise. The exercise will be based on a Level 2 bushfire, impacting on the Success Hill Reserve in the Town of Bassendean. This scenario is based on recent exercises conducted at the Central DEMC. Under the recently conducted State Risk Project for local governments within the Central Metropolitan District, it has been determined through similar worst case scenarios that this type of event has an Annual Return Interval (ARI) of around 20 years with an Annual Exceedance Probability (AEP) of a 0.04877 % chance of occurring in any year.

The Town has recently been involved in the State Risk Project to analyse and assess the hazards that may impact on the Town of Bassendean. This scenario involving a bushfire within the Success Hill Reserve was not one of those hazards assessed as part of the risk program. Following discussions at the LEMC meeting held on 6<sup>th</sup> November 2019, it was agreed that an exercise involving a bushfire event at Success Hill would be conducted at the February meeting 2020.

An action item of the meeting was that the Executive Officer of the LEMC be directed to prepare a suitable Pre-evacuation Plan for the area surrounding the Success Hill Reserve for the hazard of bushfire; and that the draft plan form the basis for a discussion exercise.

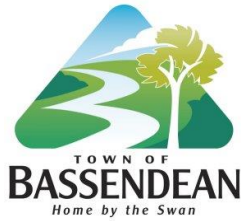
The exercise will be conducted over a one (1) hour period commencing at the completion of the formal meeting agenda.

The exercise is confined to one (1) hour and therefore it is not possible to explore all aspects of this scenario or to delve too deeply into the content of existing plans. It will provide a platform for ongoing discussions through which a complete understanding of current plans might be achieved.

### WHAT WILL THIS EXERCISE ACHIEVE?

This exercise is being conducted as a discussion exercise using the membership of the Town of Bassendean LEMC. The exercise has been designed to achieve the following outcomes:

- Identify the community at risk from a level 2 bushfire occurring at Success Hill Reserve;
- Provide some clarity among ToB staff members of their responsibilities during the response phase of such an event and following;
- Provide the LEMC and officers of the ToB along with member agencies, with the opportunity to examine the current ToB LEMA and Recovery Plan;



- Provide LEMC members, in an open forum, the opportunity to discuss issues that may arise from the scenario;
- Provide credible information that may lead to further investigation of the hazard being exercised through the risk program, and;
- Provide information leading to the finalisation of a Pre-evacuation Plan for Success Hill.

## GOVERNMENT AGENCIES PARTICIPATING

The following agencies will be present during the discussion exercise who are current members of the LEMC:

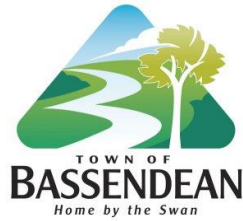
- DFES
- Department of Communities
- WA Police
- St John Ambulance
- Town of Bassendean staff

## INJECTS AND SPECIAL IDEAS

Injects or special ideas will be introduced at regular intervals during the exercise by the facilitator. The purpose of injects or special ideas will be to ensure the exercise is kept moving at a fast pace and does not get bogged down. Injects will be delivered verbally as they will not be detailed, and will serve to highlight issues and problems for discussion.

Injects may include elements of:

- Community warnings and bushfire advice
- Community concerns
- Alternative egress routes
- Evacuee reception
- Infrastructure loss/damage and restoration



## SCENARIO

At 1400 hrs on 5 February 2020, a fire was reported to the DFES Communications Centre in the area of Lilac Hill. A Bushfire Alert warning is issued to the community.

The fire spreads quickly in a SSW direction, jumping the Swan River and taking hold in the Success Hill Reserve. Upon arrival of crews, the fire was spreading rapidly under strong ENE winds towards Lord Street and heavily populated areas. A Bushfire Watch and Act warning is broadcast to the community.

A Level 2 bushfire was declared due to the high rate of spread putting lives, residential property and infrastructure at risk. Aerial and ground resources, with the support of earth moving machinery, conducted a direct attack on the fire. During the escalation of the fire, over 200 personnel were engaged in firefighting efforts. The fire has not yet been contained and has burned through approximately 7,200 hectares.

The likely impacted area includes Walter Road East at Seventh Avenue, Seventh Avenue and Eighth Avenue, with a number of people needing to be relocated. Power, water and telecommunications supplies have all been impacted by the fire.

### Burnt area



# ATTACHMENT 3



# **Pre-emergency Evacuation Plan Success Hill**

## Contents

AMENDMENT RECORD .....	3
GLOSSARY OF TERMS.....	3
INTRODUCTION.....	3
AIM.....	3
PURPOSE .....	3
SCOPE.....	3
RELATED DOCUMENTS AND ARRANGEMENTS.....	4
Existing Plans and Arrangements.....	4
At Risk Persons.....	4
Community at Risk .....	4
Bushfire Advice to the Affected Community .....	4
Activation of this plan .....	5
Key Holders Special Evacuation Barriers.....	5
APPENDIX A – PRE-EMERGENCY EVACUATION PLANNING DATA .....	6
APPENDIX B – STREET HYDRANT LOCATIONS .....	7
ANNEX C – AREA MAP.....	8
ANNEX D – BUSHFIRE PRONE AREA.....	9
ANNEX E – BUSHFIRE PRONE VEGETATION .....	10
ANNEX F – HOUSING NUMBERS IN AFFECTED AREAS .....	11
ANNEX G – BUSHFIRE ATTACK ENTRY POINT.....	12
ANNEX H – PROPOSED COMMUNITY EGRESS ROUTES .....	13

## AMENDMENT RECORD

Number	Date	Amendment Summary	Author
	06/02/2020	Consultation draft	J. Lane

## GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary and the Western Australia Community Evacuation in Emergencies Guideline Glossary.

District: means an area of the State that is declared to be a district under section 2.1 Local Government Act 1995.

Municipality: Means the district of the local government.

## INTRODUCTION

This document is an Appendix to and should be read in conjunction with, the Town of Bassendean Local Emergency Management Arrangements.

GUIDELINES State Emergency Management 2020 and The Town of Bassendean Local Emergency Management Arrangements (LEMA). The LEMA is available at [www.bassendean.wa.gov.au](http://www.bassendean.wa.gov.au).

## AIM

The aim of this plan is to outline arrangements for the planned evacuation of residents within the described area of Success Hill should the area come under threat from a bushfire event.

## PURPOSE

The purpose of this evacuation plan is to set out:

- a. A description of the Community at Risk.
- b. Identify suitable evacuation routes
- c. Provide responder organisations with local contact details, key holder information and Welfare Centre information.

## SCOPE

This plan applies solely to the area surrounding the Success Hill Reserve and has been compiled to ensure the community is prepared for an evacuation of the area deemed by the Department of Fire and Emergency Services (DFES) as under threat from bushfire. Should the need arise, evacuation management decisions relating to evacuation during an emergency, rest with the Controlling Agency or Hazard Management Agency (HMA), for fire emergencies. It is not the intent of this plan to detail the procedures for Controlling Agencies or the HMA in managing an evacuation. The procedures for an evacuation should be detailed in the Controlling Agency's or HMA's individual plans. Furthermore:

The Success Hill Reserve along two streets being Seventh Avenue and River Street are within a Bushfire Prone Area, as defined by the Department of Planning, Lands and Heritage. (Refer to [Annex D](#)).

This plan covers areas where the Town of Bassendean provides support to HMAs in the event of an evacuation. This information is to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

## RELATED DOCUMENTS AND ARRANGEMENTS

### Existing Plans and Arrangements

The following documents should be referred to as they directly relate to this plan:

- Town of Bassendean Local Emergency Management Arrangements.
- Town of Bassendean Local Recovery Plan.

### At Risk Persons

At risk persons in relation to this plan include all residents within the area bounded by:

- Lord Street south of Walter Road East to Anzac Terrace
- Anzac Terrace from Lord Street to the River
- Seventh Avenue from Walter Road East to Railway Parade. (Bushfire Prone Area)
- Eighth Avenue
- River Street (Bushfire Prone Area)

### Community at Risk

The Success Hill Reserve consists of an area approximately 5.8 hectares of grassed open space. The area is bounded by Seventh Avenue to the West and upward sloping ground to the east, to a thickly vegetated area to Bennett Brook a tributary of the Swan.

Directly adjacent to Success Hill Reserve to the West and South is high density housing, most of which are older style homes.

Refer to [Appendix A](#).

Under normal circumstances the only access and egress for residents is via Success Road, off Lord Street.

Should a major bushfire occur, impacting the described community at risk, the Town of Bassendean have made alterations to road and verge infrastructure to enable improved egress during a bushfire emergency. These alternate evacuation routes for the community at risk are described in Appendices A and H.

### Bushfire Advice to the Affected Community

**ADVICE:** A fire has started and there is no immediate danger, this is general information to keep you informed and up to date with developments.

**WATCH AND ACT:** There is a possible threat to lives and homes. Conditions are changing, you need to leave the area or prepare to actively defend your home to protect you and your family. Broadcast in full on ABC Local Radio and 6PR every half hour at quarter past and quarter to the hour.

**EMERGENCY WARNING:** You are in danger as your area will be impacted by fire. You need to take immediate action to survive. Listen carefully as you will be advised whether you can leave the area



or if you must shelter where you are as the fire burns through your area. Issued at least every hour. Broadcast in full on ABC Local Radio and 6PR every 15 minutes. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS) and / or a Telephone Warning System message.

### Activation of this plan

Pre-evacuation planning commences as soon as a **Bushfire Watch and Act** is broadcast for any bushfire that may impact the area of Success Hill Reserve.

The Town of Bassendean Rangers (Keyholders) will unlock and prepare evacuation points at;

- Walter Road East, and
- Anzac Terrace.

WA Police at the direction of DFES will manage egress points to direct traffic and ensure public safety.

### Key Holders Special Evacuation Barriers

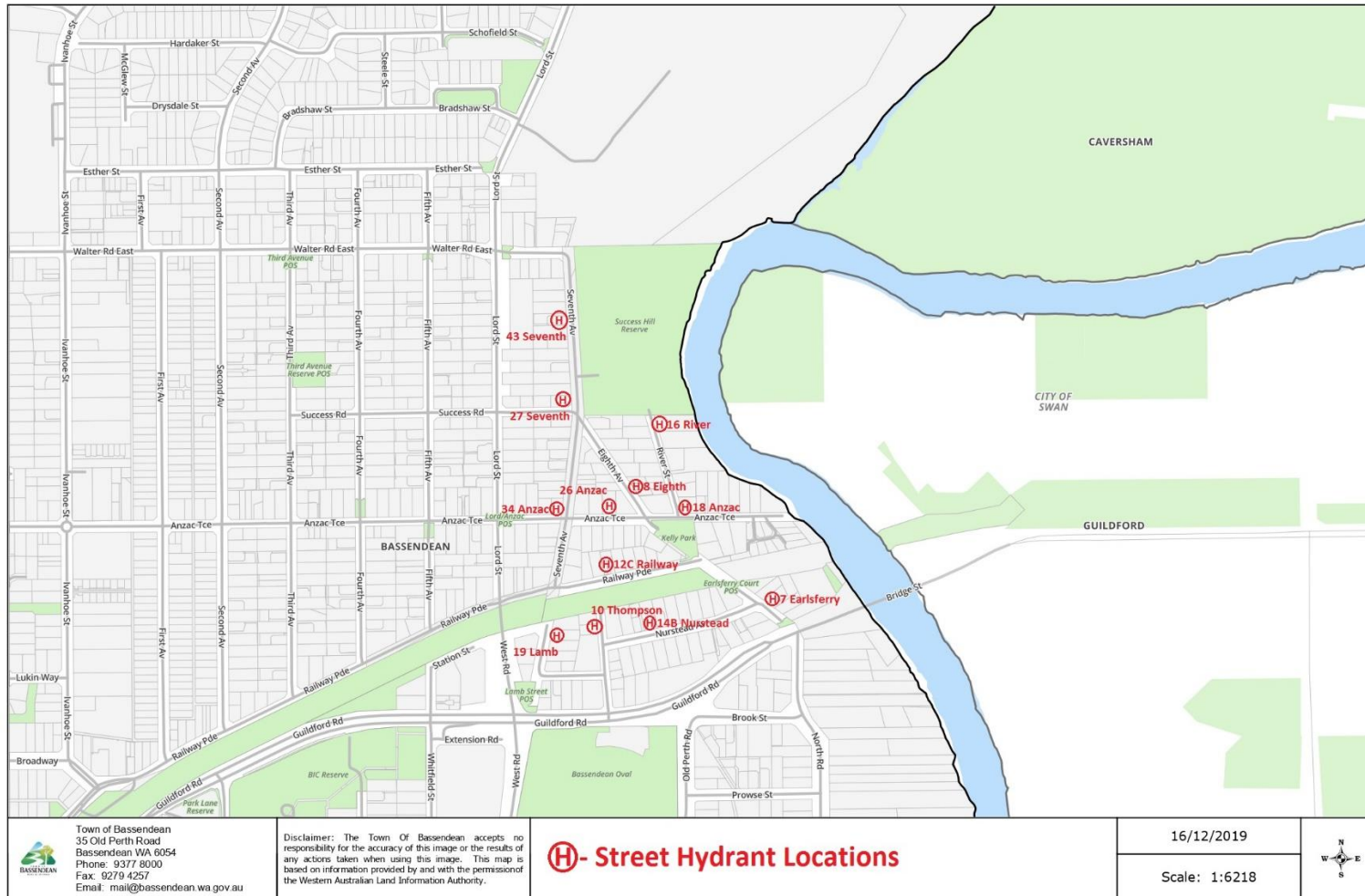
Evacuation barriers are erected at the following locations to allow for community evacuation in a bushfire emergency.

Key Holder	Contact number
Town of Bassendean Administration	9377 8000
Manager Town of Bassendean Rangers	0419 955 254
Kiara Police Station	9376 7000

## APPENDIX A – PRE-EMERGENCY EVACUATION PLANNING DATA

<b>Town of Bassendean Pre-emergency Evacuation Planning Data</b> Information is current as at February 2020		
<b>Demographics</b>	<b>Number</b>	<b>Considerations</b>
Total permanent population	Est. 700	Older and infirm persons and those without transport
<b>Street Address</b>	<b>House Numbers</b>	<b>Evacuation route</b>
Walter Rd East	2,2A,2B,3,4,5,6, 8,10	Via Walter Road East to Lord Street
Seventh Avenue	9,11,15,16,17,18,19,20,21,25,26,27,29,32,33,35, 37,39,39A, 41,43,43A,45,47,49	Via Walter Road or Success Road to Lord Street
Success Road	3,4,8,16,18,27	Via Success Road to Lord Street
Eighth Avenue	4,6,8,10,12,13,14,15,16,18,20	
River Street	1,3,5A,5B,6,7,8,9,11,12,13,14,15,16	Via Anzac Terrace to Lord Street
Anzac Terrace (If required)	1,4,6,8,9,10,12,13,14,16,16A	Via Anzac Terrace to Lord Street

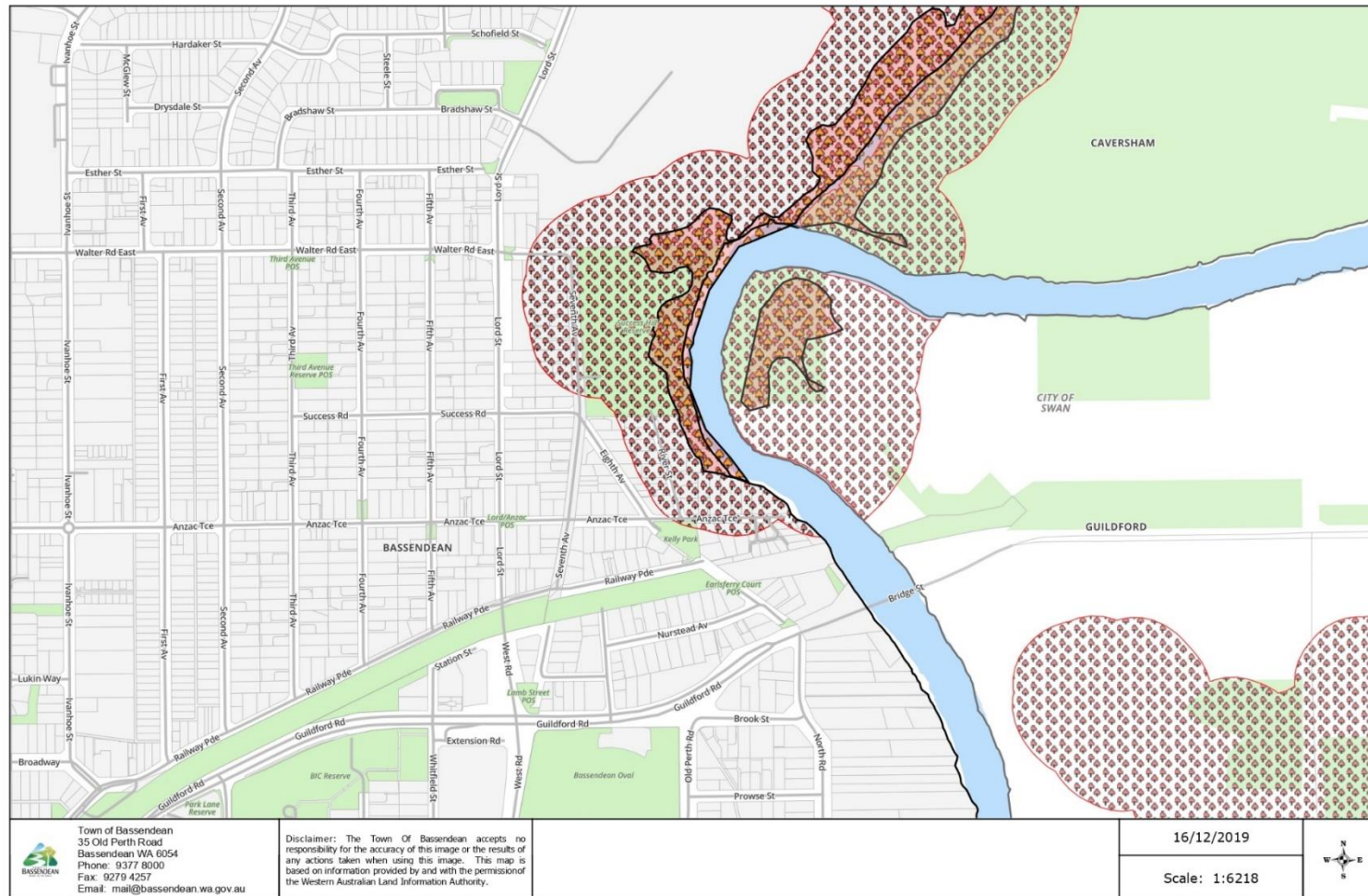
# APPENDIX B – STREET HYDRANT LOCATIONS



# ANNEX C – AREA MAP



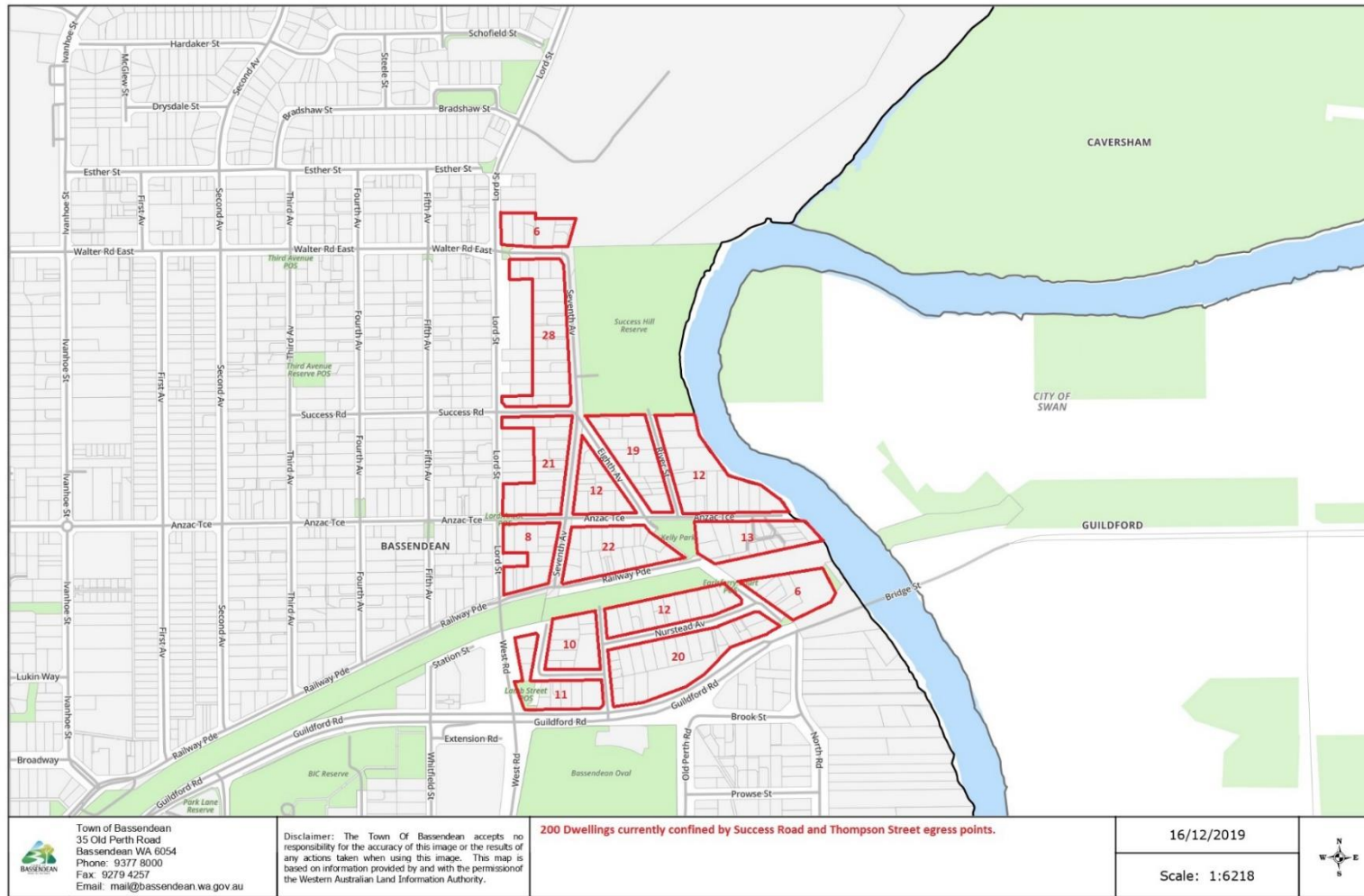
# ANNEX D – BUSHFIRE PRONE AREA



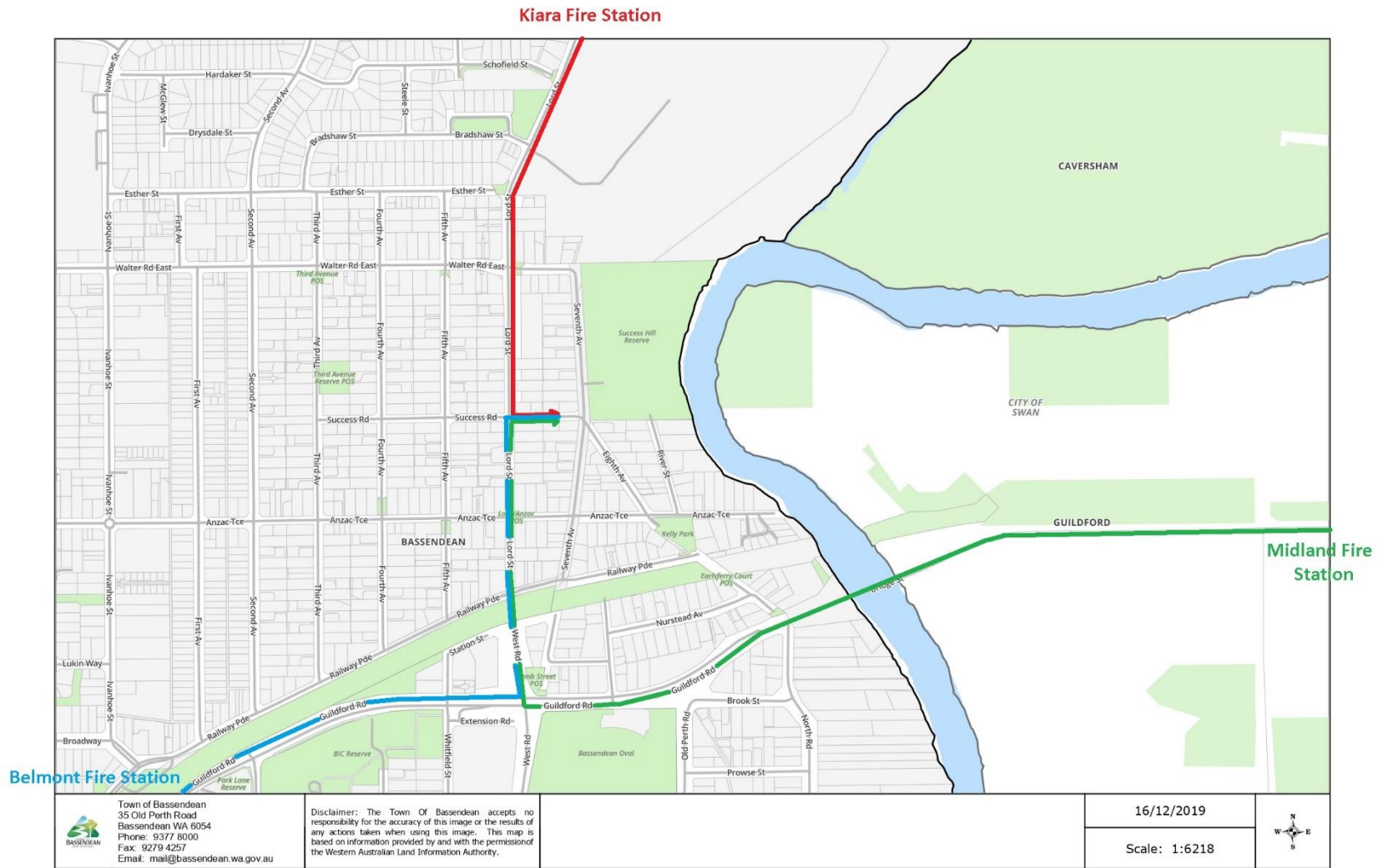
# ANNEX E – BUSHFIRE PRONE VEGETATION



# ANNEX F – HOUSING NUMBERS IN AFFECTED AREAS



# ANNEX G – BUSHFIRE ATTACK ENTRY POINT





# ANNEX H – PROPOSED COMMUNITY EGRESS ROUTES



Town of Bassedean  
 35 Old Perth Road  
 Bassedean WA 6054  
 Phone: 9377 8000  
 Fax: 9279 4257  
 Email: mail@bassedean.wa.gov.au

Disclaimer: The responsibility for the any actions taken v based on information the Western Australi

16/12/2019  
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# ATTACHMENT 4



# RISK MANAGEMENT REPORT 2019

Town of Bassendean LEMC

## Table of Contents

Introduction .....	3
<b>Workshop 1 .....</b>	<b>4</b>
<b>Near Worst Case Scenario.....</b>	<b>4</b>
<b>Agency Situation Reports.....</b>	<b>6</b>
<b>Risk Analysis.....</b>	<b>9</b>
Assessment Results.....	9
Summary of risk assessment.....	10
Risk Register - Heatwave.....	12
<b>Workshop 2 .....</b>	<b>13</b>
Near Worst Case Scenario – HAZMAT (Chemical Substance) .....	13
<b>250 metre radius collapse – people trapped 60% deceased.....</b>	<b>15</b>
<b>Risk Analysis.....</b>	<b>15</b>
Assessment Results.....	15
Summary of risk assessment.....	16
Risk Register – HAZMAT (Chemical Substance) .....	18
Near Worst Case Scenario – Air Crash .....	20
Assessment Results.....	21
Summary of risk assessment.....	22
Risk Register – Air Crash .....	23
<b>Workshop 3 – Flood and Storm.....</b>	<b>27</b>
Near Worst Case Scenario – Flood.....	27
Assessment Results.....	29
Summary of risk assessment.....	30
Risk Register – Flood.....	31
<b>Near Worst Case Scenario – Storm.....</b>	<b>32</b>
Assessment Results.....	34
Summary of risk assessment.....	35
Risk Register – Storm .....	36
<b>Workshop 4 - Earthquake .....</b>	<b>37</b>
Near Worst Case Scenario – Earthquake.....	37
Assessment Results.....	40
Summary of risk assessment.....	41
Risk Register – Earthquake .....	42
Overall Summary of the risk assessment across all hazard types ... <b>Error! Bookmark not defined.</b>	
<b>Summary.....</b>	<b>44</b>

## Introduction

In 2013, the State Emergency Management Committee (SEMC) initiated the State Risk Project, which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. Consequently, a series of state-level risk assessment workshops were held to assess the risks posed by seven sudden-onset natural hazards. The results were reported to the Commonwealth in 2013 and an update of the state's risk profile was delivered in 2017.

The State Risk Project uses both the methodology and criteria outlined in the National Emergency Risk Assessment Guidelines (NERAG) and internationally recognized standards for the risk assessment process (AS/NZS ISO 31000:2009). Assessments, based on a worst-case scenario event (and a near worst-case scenario event for State-level), are conducted in workshop settings. The scenarios are scalable for state, district and local levels and are tailored accordingly. This methodology ensures all data is consistent and can be compared.

The local level phase of the project commenced in 2017, with local government take-up, participation and support of the project being very strong. The aim of the local level component is to provide training, support and tools to local governments to assist them in undertaking the emergency risk management process (as required by existing policy).

The Town of Bassendean (ToB) was invited to participate in the State Risk Project - Local program being conducted by the Office of Emergency Management a sub-department of the Department of Fire and Emergency Services (DFES). The ToB joined with the City of Swan, The City of Bayswater, City of Belmont and the Town of Victoria Park in risk workshops.

The ToB has identified the following hazards that are likely to impact to ToB should a worst-case scenario event occur in the future:

- Heatwave
- Storm
- Flood
- Earthquake
- HAZMAT
- Air Crash

## Workshop 1

The first workshop to examine a heatwave event as a source of risk was conducted on 7 November 2018, hosted by the City of Bayswater.

### Near Worst Case Scenario

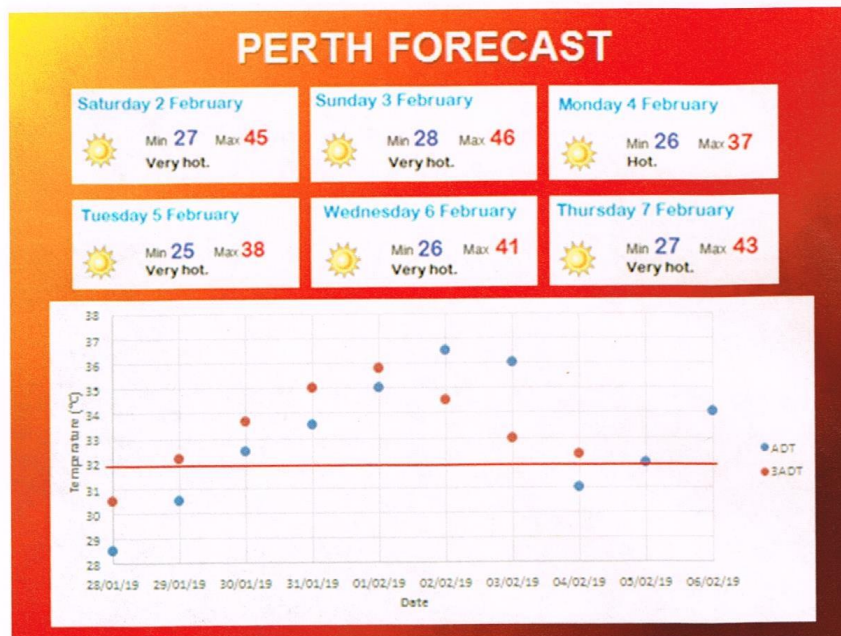
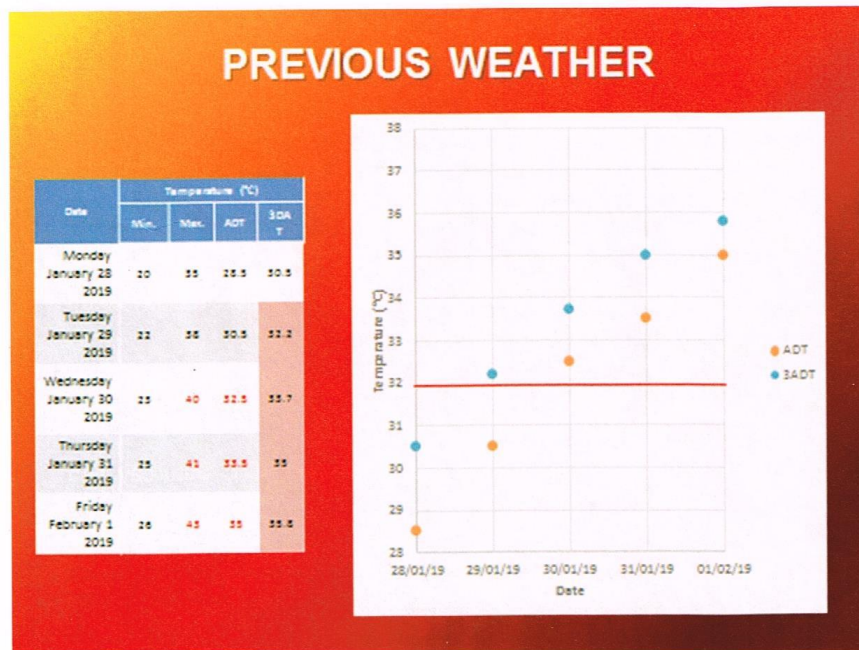
Assisted by State agencies, the following near worst case scenario for the hazard of heatwave was presented.

It is approaching the end of the holiday season. We have just had a mild December through the south. For the month of January, Perth has experienced an average max of 31°C which included three separate occasions of 40°C, but all were followed by a significant temperature decrease the following day.

- It is Friday 1 February 2019, the last Friday of the school holiday with public schools returning on Monday 4 February.
- The preceding days have seen maxima of 40, 41 with today likely to reach 43°C.
- There is no real relief in sight with the forecast 45°C for Saturday and 46°C for Sunday.
- The last time the temperature was above 43°C was 5 January 2015 (44.4°C). DFES are dealing with two level 2 bush fires in the metropolitan area.
- The Bureau of Meteorology had a high level of confidence with the forecasting leading into this period of extreme weather.
- The WA Health Department as Hazard Management Agency for Heatwave commenced the Alert Phase on 25 January 2019 when maxima forecast of 40°C+ on three or more consecutive days.
- Standby Phase commenced on 29 January 2019, the first day of the forecast heatwave.
- Response Phase commenced on 29 January 2019, the first day of the forecast heatwave.

During weather situations such as this the main utility providers, Western Power and the Water Corporation are likely to experience significant impacts to their services.

As provided by State Emergency Management Policy, the Hazard Management Agency (Department of Health) instigated an Operations Area Support Group (OASG) meeting.



## **Agency Situation Reports**

### **Department of Health WA**

- State Health Incident Control Centre activated
- Heatwave State Hazard Plan activated
- Incident declared Level 3
- Emergency Declaration under consideration
- OASG established
- Public Messaging Plan activated
- Public infrastructure affected
- Essential services disrupted
- Multiple heatwave related fatalities expected
- Increased hospital presentations

### **Bureau of Meteorology**

- Issuing emergency services briefings
- Participating in OASG meetings
- BOM Liaison Officer embedded in the State Health Incident Control Centre (SHICC)
- Media releases with DOH
- Enhanced social media including, videos outlining observed and forecast conditions
- Fire Danger Rating for the Metropolitan Area - severe to extreme across the period

### **Western Power**

- Participating in OASG meetings
- 6 power sub-stations non-operational
- 25-30,000 customers without power
- Power restoration estimated 3-5 days
- 103 electrical hazards reported
- 18 emergency repair teams activated
- Emergency response generators deployed and available when needed
- Rolling Load Schedule implemented
- 5 X Local Government Areas seriously impacted

### **Water Corporation**

- Participating in OASG and SHICC meetings
- Critical pump stations have had emergency generators installed where possible



- No reported overflows to date but as fatigue issues increase, the risk of overflows increases
- Small waste-water overflows possible but limited risk of large volumes of waste water being dispersed into the environment
- Potable water supplies unaffected at this time and not expected to be an issue on any large scale

### **St John Ambulance WA**

- Participating in OASG meetings
- Ambulance Coordination Group activated
  - Fatigue management
  - Rostering to call back crews
  - Higher than normal sick leave
  - Clinical and training personnel tasked on road
- Spike in 000 calls - Staff numbers increased
- Emergency theme/trend in 000 calls
  - Respiratory / altered consciousness, heat exposure
  - Higher incidents in inner eastern suburbs
- Crew availability/ distribution increased

### **Department of Fire and Emergency Services**

- Participating in OASG meetings
- Fire Danger Rating set at extreme
- Total Fire Ban in place
- 2 X Level 2 bush fires in the metro area
- Providing water transport service
- Fire emergency services on stand-by

### **Department of Communities**

Role- Coordinate and manage services under the State Welfare Plans including the activation of air-conditioned only evacuations centres in consultation with the Department of Health in accordance with local government arrangements.

- DC Emergency Services alerted - Unit, S/DESO's and early response teams (ERT)
- OASG participation and providing advice on;
  - Key strategic locations for welfare centres
  - Identification of existing vulnerable population client bases
  - Support and advice being given re welfare issues including vulnerable group
- Liaison Officer provided to SHICC
- On call ERT placed on stand-by plus additional teams on alert
- 2 X Welfare/ Respite Centres established - one either side of the Swan River

One City of Bayswater (The Rise) managed by DC with support from COB and one at City of Belmont (Recreation Centre) Managed by City of Belmont

- Local governments notified that if they choose to open a welfare centre to provide relief and support to their community, they need to check they have air conditioning - DC may not necessarily be available to assist

### **WA Police**

- Participating in OASG
- Supporting DFES at bush fires (traffic management and planning)
- Traffic management duties at major intersections due to power disruptions
- Increased police presence at transportation hubs, shopping centres and public areas
- Assisting with evacuation of residence from aged care facilities and/or hospitals
- Assisting in the identification of at risk, aged and vulnerable persons in affected areas
- Responding to an increase in reported offences
- Responding to increase in reported sudden deaths

### **Public Transport Authority**

- Participating in OASG meetings
- PTA Emergency Response Team activated
- Perth to Midland rail line shut down
- Perth to Armadale rail line shut down
- Bus services disrupted
- Power outages equals no trains
- Rail lines buckled in some areas of the network
- Restoration and repairs est. 24-48 hours

### **Local Government**

- Participating in OASG meetings
- LG Recovery Groups activated
- Welfare/Respite Centres established where required
- Aged Care facilities impacted through loss of power - residents being relocated
- Transportation Support Plan activated
- Assisting with public information messaging
- Water use reduction plan implemented
- Animal Welfare Plan activated
- Outdoor music event cancelled

## Risk Analysis

The ToB prepared 29 risk statements under the 5 impact categories as follows;

- People
- Economy
- Public Administration
- Social Setting and
- Environment

The National Emergency Risk Assessment Guide provides the parameters of each of the impact categories.

**People** - people consequences describe deaths and injuries as a direct result of the emergency event, relevant to the population being considered under the established context.

**Economy** - economic consequences include economic and financial losses resulting directly from damage due to the emergency event. This criterion relates to reduced economic activity and losses as a result of the emergency event as part of the established context of the risk assessment. In this context it is measured against the GDP of the Town of Bassendean Local Government District.

**Public Administration** - public administration consequences are concerned with the impact of the emergency event on the delivery of the core functions of governing bodies including State and local government.

**Social Setting** - social setting consequences are concerned with the effects on communities as a result of the emergency event, as distinct from the personal effects as described in the people category.

**Environment** - environmental consequences include loss of species and landscapes, and loss of environmental value as a result of the emergency event, ranging from minor damage to permanent loss of a species/s or irreparable damage to an ecosystem.

## Assessment Results

This assessment looked at the hazard of heatwave as the source of the risk across all 5 impact categories mentioned above. A total of 29 Risk Statements were assessed.

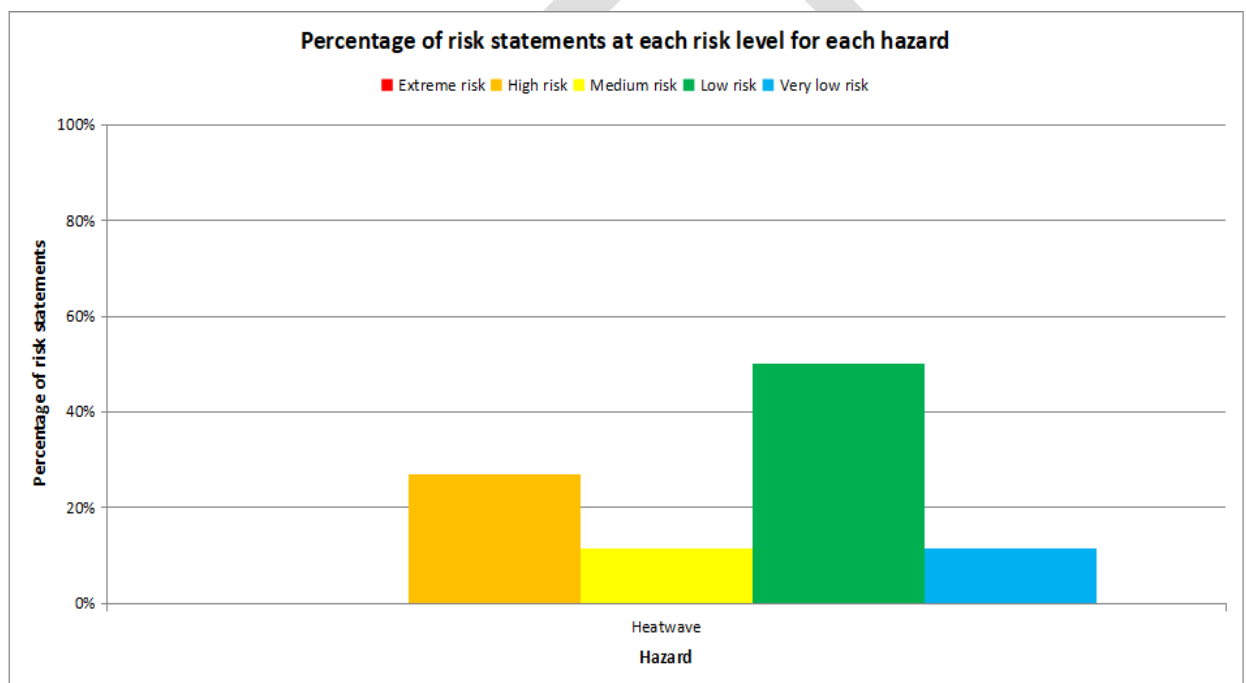
**People** - 4 Risk Statements relating to people were assessed with all 4 being assessed as 'High' risk (refer to Risk Register).

**Economy** - 5 Risk Statements relating to the impacts on the economy were assessed with 3 being assessed as posing a 'Medium' level of risk and the remaining 2 assessed as posing 'Low' risk.

**Public Administration** - 7 Risk Statements relating to the impacts on the public administration were assessed with 4 being assessed as posing a 'High' risk, 1 posing a 'Medium' risk while the remaining 2 assessed as posing a 'Low' risk.

**Social Setting** - 8 Risk Statements relating to the social setting of the community were assessed with 6 being assessed as posing 'Low' risk and the remaining 2 assessed as posing 'Very Low' risk.

**Environment** - 4 Risk Statements relating to environmental impacts were assessed with 3 assessed as being of 'Low' risk and 1 'Very Low'.



## Summary of risk assessment

Following the assessment of the impacts of a worst-case scenario heatwave for the Town of Bassendean, there are only 7 Risk Statements falling into the category as 'High' risk with Treatment Priority 2 representing 24% of the total Risk Statements assessed. The 'Likelihood' of such an event as described in the scenario have been assessed by the Hazard Management Agency as having an Annual Exceedance Probability (AEP) of 0.005% in any year.

There are only four (4) Risk Statements that have been assessed as requiring treatment with Treatment Priority 2; HW1, HW4 HW10, and HW14. Three of these

Risk Statements refer to the people category with the remaining one (1) referring to public administration.

**HW1, 2, 4** refer to risk to the health of the population, namely death or serious life-threatening illness. As the ToB delivers in-home care to around 400 residents, there will need to be robust discussion around treatment options.

**HW15** relates to the Town of Bassendean's ability to maintain the core home-based services it currently delivers to the community. Treatment options will need to be discussed.

The Local Emergency Management Committee will now undertake a review of the Risk Register and identify risks that require treatment and those that will be monitored and reviewed on an annual basis.

DRAFT

## Risk Register - Heatwave

The below register records only those risks assessed as High or Extreme.

### People

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
HW1	There is the potential that a prolonged heatwave event will impact the health of people and cause death(s) within the Bassendean community.	People	Catastrophic	Rare	High	High	2
HW2	There is the potential that a prolonged heatwave event will impact the health of people and cause injury and/or serious illness within the Bassendean community.	People	Catastrophic	Rare	High	High	2
HW4	There is the potential that a prolonged heatwave event will cause blackouts across the electricity supply network exposing vulnerable people in the community to the possibility of death or life-threatening illness.	People	Catastrophic	Rare	High	High	2
HW15	There is the potential that a prolonged heatwave event will impact on home-based services and service providers impacting on their ability to maintain core services	Public Admin	Catastrophic	Rare	High	High	2

## Workshop 2

Workshop 2 was hosted by the City of Belmont and the Town of Victoria Park and was held on Monday 29 July.

Two hazard sources were assessed at this workshop, these being:

1. HAZMAT and
2. Air Crash

The Department of Fire and Emergency Services (DFES) prepared a near worst case scenario for a HAZMAT incident involving a liquified petroleum gas incident. Based on a LPG incident at a service station, each local government identified an area within their district where the highest threat for this type of incident existed. The Town of Bassendean centred the incident on the Puma Kiara service station located at 157 Morley Dr East. This site is surrounded by high density housing and schools and was decided by the risk team as a suitable site for this type of scenario.

### Near Worst Case Scenario – HAZMAT (Chemical Substance)

The scenario is identified as a Chemical Substance incident under the broader category of HAZMAT with an Annual Exceedance Probability (AEP) of 0.01980%.

#### Scenario

At around Midday Monday 29<sup>th</sup> July 2019, a 4WD vehicle being driven in an erratic manner in an easterly direction on Morley Drive, leaves the carriageway and collides with a row of petrol bowsers before colliding with an LPG tanker carrying 40,000 Litres of LPG fuel parked on the service station forecourt, filling the storage tank.

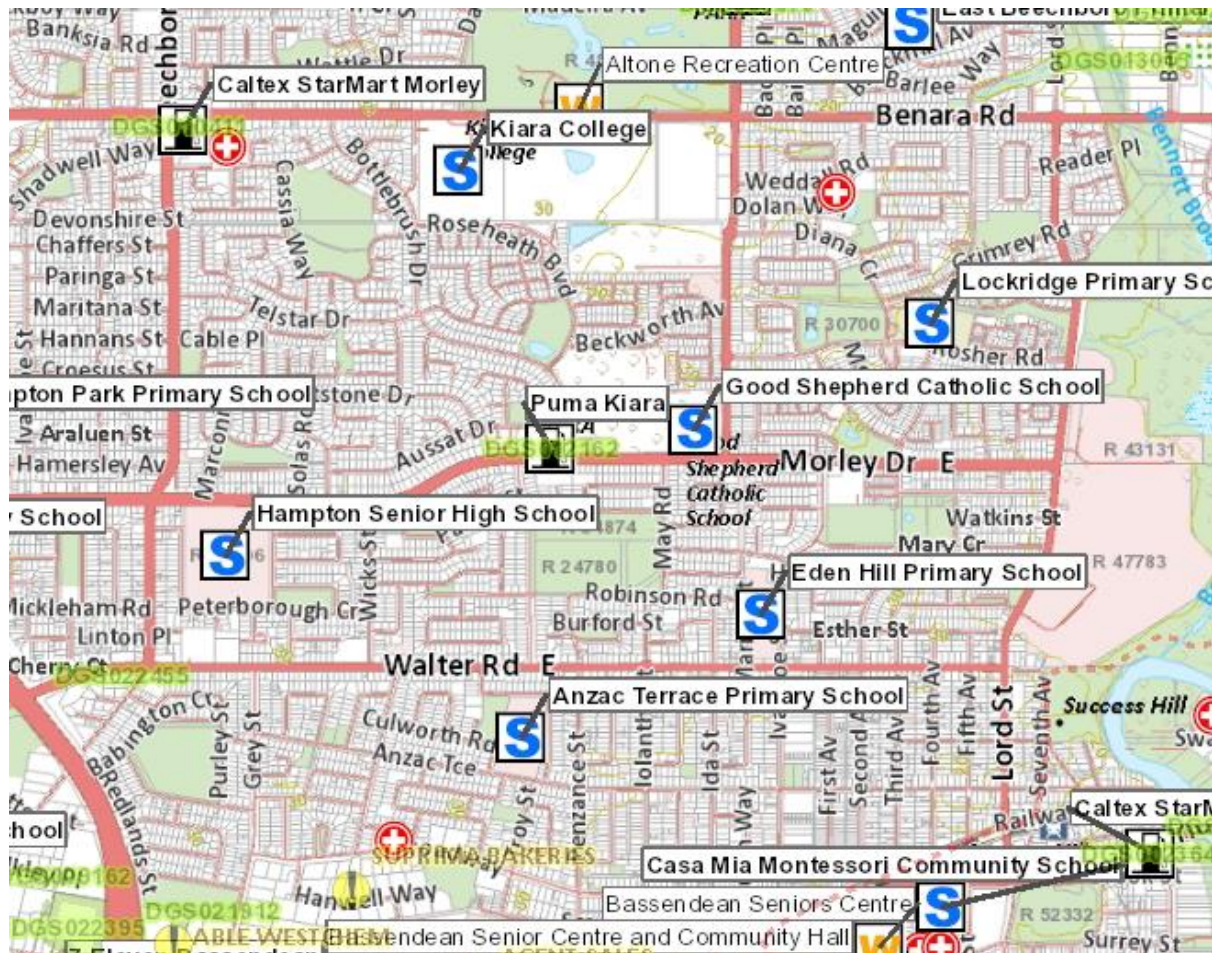
A fire erupts following the collision, engulfing the vehicle, bowsers and the tanker. A jet of flame from pipework directly impinges the head space of the LPG tanker.

Following the collision, the following response occurs;

- +6 minutes Firefighters arrive
- +7 minutes LPG tanker BLEVE
  - Fireball radius 80m (100% deceased), other smaller fires are started
  - Significant structural building damage 250m (collapse – people trapped 60% deceased)
  - Minor structural building damage 500m (glass shattered – people injured 10% deceased)
  - Large shrapnel 1200m
  - Smaller shrapnel 2000m
- +60 minutes Ambulance and medical services overwhelmed, all roads in vicinity closed
- +120 minutes Fire under control, casualties triaged, roads remain closed
- +300 minutes fire extinguished, casualties transferred to holding area and hospitals, roads remain closed

- +1 day investigation underway, casualties in hospitals and holding centres, roads remain closed
- +2 days roads opened except for immediate vicinity of service station
- +5 days investigation concludes, all roads open

*Information for this scenario has been developed from the 2016 Emergency Response Guidebook.*







#### Legend (Not to scale)

- 80 metre radius 100% deaths
- 250 metre radius collapse – people trapped 60% deceased

#### Risk Analysis

The ToB prepared 24 Risk Statements under the 5 impact categories as follows;

- People
- Economy
- Public Administration
- Social Setting and
- Environment

The National Emergency Risk Assessment Guide provides the parameters of each of the impact categories.

#### Assessment Results

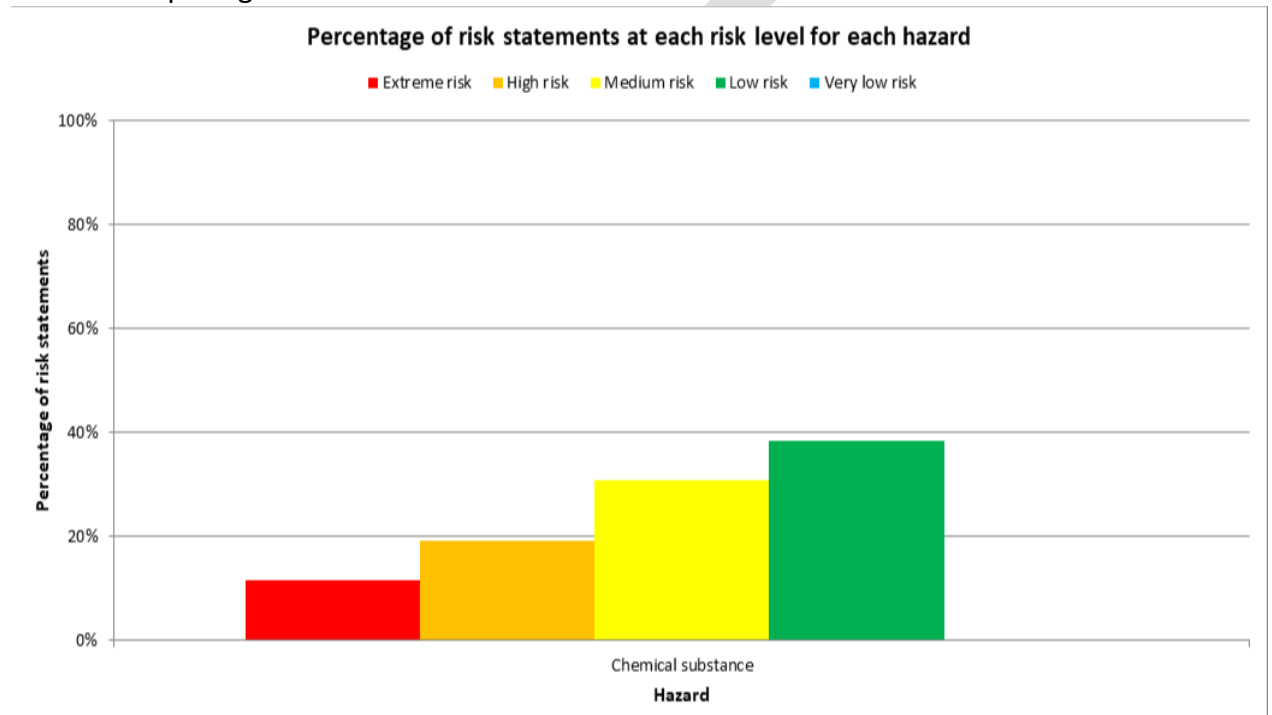
This assessment looked at the hazard of heatwave as the source of the risk across all 5 impact categories mentioned above. A total of 29 Risk Statements were assessed.

**People** - 4 Risk Statements relating to people were assessed with all 4 being assessed as 'Extreme' risk (refer to the Risk Register).

**Economy** - 4 Risk Statements relating to the impacts on the economy were assessed with 3 being assessed as posing a 'High' level of risk and the remaining 1 assessed as posing 'Moderate' risk.

**Public Administration** - 7 Risk Statements relating to the impacts on the public administration were assessed with 2 being assessed as posing a 'High' risk, 2 posing a 'Medium' risk while the remaining 3 assessed as posing a 'Low' risk.

**Social Setting** - 6 Risk Statements relating to the social setting of the community were assessed with 2 being assessed as posing 'Medium' risk and the remaining 4 assessed as posing 'Low' risk.



**Environment** - 2 risk statements relating to environmental impacts were assessed with all assessed as being of 'Low' risk.

## Summary of risk assessment

Following the assessment of the impacts of a worst-case scenario HAZMAT (Chemical Substance) for the Town of Bassendean, there are three (3) risk statements falling into the 'Extreme' risk category. The risk to people from death or injury would present the greatest risk to the Town of Bassendean community. The likelihood of such an event as described in the scenario have been assessed by the Hazard Management Agency as having an Annual Exceedance Probability (AEP) of 0.01980% in any year.

Six (6) risk statements have been assessed as requiring treatment and assigned treatment priority 2 with a Risk Level of 'High'. One (1) Risk Statement (CS5) dealing with economy was listed as treatment priority 2 due to the assessment team

recording the Confidence level as 'Low' as a reasonable assessment could not be made without the input of Western Power.

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## Risk Register – HAZMAT (Chemical Substance)

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
CS1	There is the potential that a major liquified petroleum HAZMAT incident within the Town of Bassendean will impact private buildings and contents, resulting in financial losses.	Economy	Major	Unlikely	High	High	2
CS2	There is the potential that a major liquified petroleum HAZMAT incident within the Town of Bassendean will impact commercial buildings, contents and services, resulting in financial losses.	Economy	Major	Unlikely	High	High	2
CS6	There is the potential that a major liquified petroleum HAZMAT incident within the Town of Bassendean will result in recovery activities, resulting in costs to local government.	Economy	Major	Unlikely	High	High	2

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
CS8	There is the potential that a major liquified petroleum HAZMAT incident within the Town of Bassendean will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Public Admin	Major	Unlikely	Moderate	High	2
CS10	There is the potential that a major liquified petroleum HAZMAT incident within the Town of Bassendean will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Public Admin	Major	Unlikely	High	High	2
CS15	There is the potential that a major liquified petroleum HAZMAT incident within the Town of Bassendean will impact the health of people and cause death(s).	People	Catastrophic	Unlikely	Highest	Extreme	2
CS16	There is the potential that a major liquified petroleum HAZMAT incident within the Town of Bassendean will impact the health of people and cause injury and/or serious illness.	People	Catastrophic	Unlikely	Highest	Extreme	2
CS17	There is the potential that a major liquified petroleum HAZMAT incident within the Town of Bassendean will cause emergency services (including ambulance and medical transport services such as RFDSWA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	People	Catastrophic	Unlikely	High	Extreme	2

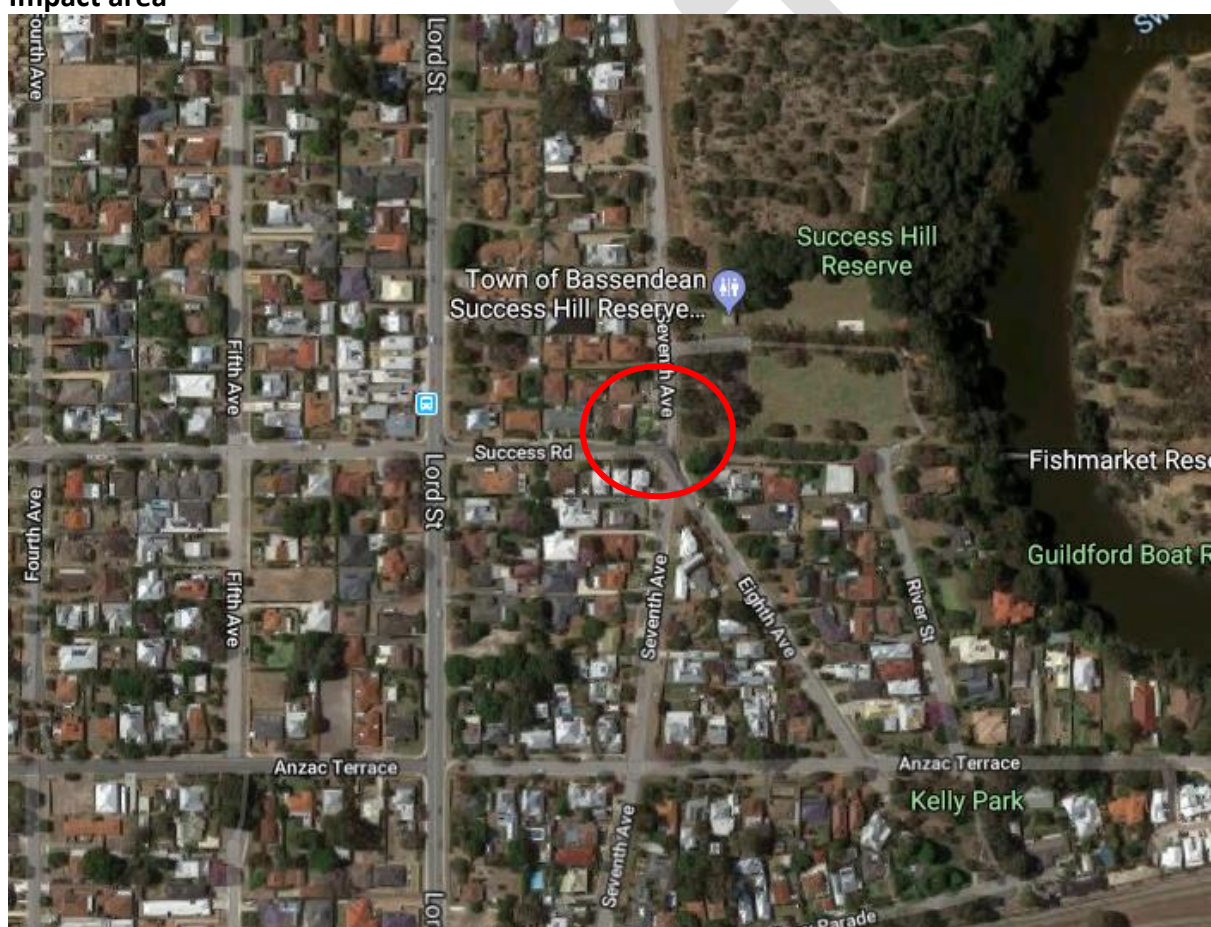
## Near Worst Case Scenario – Air Crash

### Scenario

There are 475 souls including 25 crew on board the Raptor airlines A380 flight RA 434. The craft is fully fueled and is also transporting 5000 litres of hazardous chemicals not clearly defined in the manifest. The aircraft departs Perth from runway 21 and at noon on Monday 29 July.

The plane departs on a north by northeast flight trajectory but deviates off the flight path and crashes in a slight nose down attitude into the ground. The initial impact area is in a densely populated area of Success Hill just below Success Hill Reserve.

### Impact area



### Expected Impacts on community at risk

#### People:

In addition to the 475 on board the aircraft and given the time of day it would be likely that deaths on the ground could be as high as 50.

#### Economy:

The crash site is away from the major business centre of Bassendean and the Industrial area. Diversion of traffic for long periods of recovery and reconstruction may cause economic stress in the wider community.

There would be significant economic impacts on private households and the local government recovery activities.

**Public Administration:**

The Town of Bassendean administration would be greatly impacted, and service delivery would suffer accordingly. The Town would require significant State government support during any recovery process.

**Social:**

The local community would be severely impacted by this disaster and would take many years to recover. The loss of homes and changes to street scapes following recovery would diminish the the asthetic value of the locality. People may not rebuild or return.

**Environmental impacts:**

Dependant on the spread of debris and toxic substances as a result of impact over a large area, and the proximiy to the Swan River a significant cleanup process would be required, which is outside of the capacity of the Town of Bassendean.

The ToB prepared 37 risk statements under the 5 impact categories as follows;

- People
- Economy
- Public Administration
- Social Setting and
- Environment

The National Emergency Risk Assessment Guide provides the parameters of each of the impact categories.

## Assessment Results

This assessment looked at the hazard of heatwave as the source of the risk across all 5 impact categories mentioned above. A total of 37 Risk Statements were assessed.

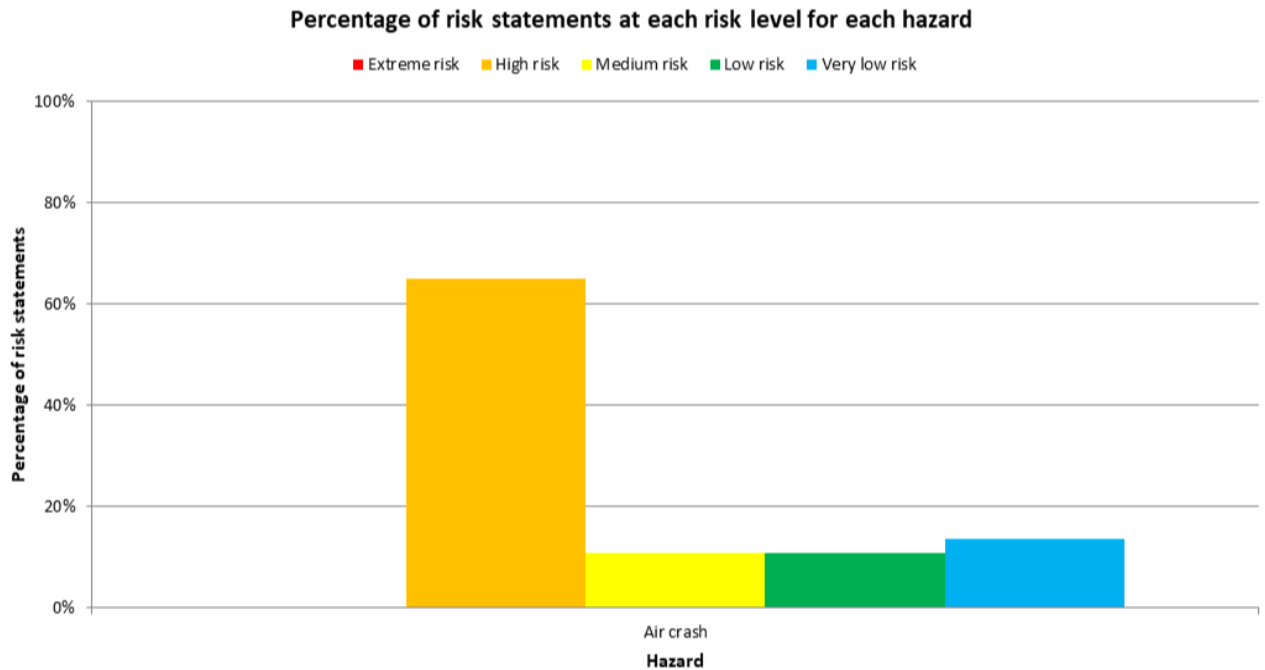
**People** - 4 Risk Statements relating to people were assessed with all 4 being assessed as 'High' risk with catastrophic consequences.

**Economy** - 7 risk statements relating to the impacts on the economy were assessed with 4 being assessed as posing a 'High' level of risk, 2 assessed as 'Medium' risk and the remaining 1 assessed as posing 'Low' risk.

**Public Administration** - 8 Risk Statements relating to the impacts on the public administration were assessed with 3 being assessed as posing a 'High' risk, 1 posing a 'Medium' risk, 2 'Low' risk while the remaining 2 assessed as posing a 'Very Low' risk.

**Social Setting** - 9 Risk Statements relating to the social setting of the community were assessed with 6 being assessed as posing 'High' risk, 1 assessed as 'Medium' risk, with the remaining 2 assessed as posing 'Very Low' risk.

**Environment** - 8 Risk Statements relating to environmental impacts were assessed with 7 assessed as posing a 'High' level of risk, while 1 was assessed as 'Low' risk.



## Summary of risk assessment

Following the assessment of the impacts of a worst-case scenario Air Crash for the Town of Bassendean, there are twenty-four (24) Risk Statements falling into the 'High' risk category. The greatest risk presented to the Town of Bassendean community is risk of death or injury, along with the destruction of property, infrastructure and the obvious threat to the environment. The likelihood of such an event as described in the scenario has been assessed by the Hazard Management Agency as having an Annual Exceedance Probability (AEP) of 0.00664% in any year with a Likelihood rating of 'Rare' across all risk statements assessed.

Of the thirty-seven (37) Risk Statements assessed, twenty-four (24) representing 65% fall into the 'High Risk' category. Seventeen (17) Risk Statements have been assessed as requiring treatment as either Priority 1 or Priority 2. There four (4) Risk Statements listed against a treatment Priority of 1 and this is directly attributable to the Confidence rating of 'Low' assigned to this risk, as the assessment team did not have the relevant expertise available at the time. Only one (1) of these relates to the impact category 'People' and the remaining three (3) are 'Environmental' impacts.



## Risk Register – Air Crash

There is the potential that a severe air crash event within the Town of Bassendean:

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
AC1	Will impact private buildings and contents, resulting in financial losses.	Economy	Catastrophic	Rare	High	High	2
AC3	Will impact main road transport routes, resulting in repair costs and/or financial losses.	Economy	Catastrophic	Rare	High	High	2
AC5	Will impact power infrastructure, resulting in repair costs and/or financial losses.	Economy	Catastrophic	Rare	High	High	2
AC6	Will result in recovery activities, resulting in costs to local government.	Economy	Catastrophic	Rare	High	High	2
AC8	Will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Public Admin	Major	Rare	High	High	3
AC9	Will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Public Admin	Major	Rare	High	High	3
AC10	Will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Public Admin	Catastrophic	Rare	High	High	2
AC16	Will impact the health of people and cause death(s).	People	Catastrophic	Rare	Highest	High	3

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
AC17	Will impact the health of people and cause injury and/or serious illness.	People	Catastrophic	Rare	Highest	High	3
AC18	Will cause emergency services (including ambulance and medical transport services such as RFDSWA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	People	Catastrophic	Rare	Highest	High	3
AC19	There is the potential that a severe air crash event within the Town of Bassendean will cause health services (e.g. ICU units, hospitals, remote nursing posts, small country hospitals, clinics) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	People	Catastrophic	Rare	Low	High	1
AC20	There is the potential that a severe air crash event within the Town of Bassendean will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Social Setting	Catastrophic	Rare	Moderate	High	2
AC22	Will impact residential dwellings and contents, impacting the wellbeing of the community.	Social Setting	Catastrophic	Rare	High	High	2
AC25	Will result in long term (> 14 days) displacement due to evacuation away from people's homes and work-places, impacting the community wellbeing.	Social Setting	Catastrophic	Rare	Low	High	1

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
AC27	There is the potential that a severe air crash event within the Town of Bassendean will result in a loss of income/employment, impacting the community wellbeing.	Social Setting	Major	Rare	Moderate	High	2
AC28	There is the potential that a severe air crash event within the Town of Bassendean will impact the aesthetics of the area, impacting the community wellbeing.	Social Setting	Catastrophic	Rare	High	High	2
AC29	There is the potential that a severe air crash event within the Town of Bassendean will result in the breakdown of existing family and support networks (including social community networks), impacting the community wellbeing.	Social Setting	Catastrophic	Rare	High	High	2
AC30	There is the potential that a severe air crash event within the Town of Bassendean will impact wildlife.	Environment	Catastrophic	Rare	Low	High	1
AC31	There is the potential that a severe air crash event within the Town of Bassendean will impact flora.	Environment	Catastrophic	Rare	Low	High	1
AC32	There is the potential that a severe air crash event within the Town of Bassendean will impact native vegetation.	Environment	Catastrophic	Rare	Low	High	1
AC33	There is the potential that a severe air crash event within the Town of Bassendean will cause the spread of vegetative diseases.	Environment	Catastrophic	Rare	Low	High	2

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
AC34	There is the potential that a severe air crash event within the Town of Bassendean will impact on vulnerable environmental ecosystems and/or identified critically endangered species.	Environment	Catastrophic	Rare	Moderate	High	2
AC35	Will cause contamination to the surrounding environment from the release of toxic substances (e.g. of non-natural materials - asbestos, carbon fibres).	Environment	Catastrophic	Rare	High	High	2
AC37	There is the potential that a severe air crash event within the Town of Bassendean will cause debris and pollutants to enter marine or estuarine/riverine environments, impacting marine ecology.	Environment	Catastrophic	Rare	Moderate	High	2

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## Workshop 3 – Flood and Storm

Workshop 3 was hosted by the City of Canning and was held on Wednesday 25 September. Two hazard sources were assessed at this workshop, these being:

1. Flood and
2. Storm

The Department of Fire and Emergency Services (DFES) prepared a near worst case scenario for a riverine flooding incident impacting the Swan River catchment. A dry season above average rainfall event has been anticipated for early February, resulting from an intense tropical low-pressure system bringing heavy rainfall over four days. This contributes to the recharging of the eastern lake systems feeding the Swan River catchment.

The storm scenario prepared by BoM and DFES centred on a warm season major storm event similar to the Perth Storm event occurring in 2010.

### Near Worst Case Scenario – Flood

#### **AEP: 0.00995% or one 1:100 ARI**

##### **February in any year**

Western Australia is experiencing an above average northern cyclone season with five systems predicted to impact on the north west coast.

In early February an intense tropical low-pressure system has brought heavy rainfall over four days and has contributed to the recharging of the eastern lake systems feeding the Swan River catchment.

In late February a similar tropical low-pressure system resulting from a disintegrating tropical cyclone crossing the WA coast south of Exmouth has brought heavy rain throughout the Gascoyne and Northern Wheatbelt, extending inland as far south as Wagin. Falls of up to 120mm in a 24-hour period are reported across the catchment over a three-day period.

Stream flows in the Swan River catchments of the Mortlock River, Lockhart River and Avon River are recorded as being above, or approaching, major flood heights.

In the days following, water levels at Walyunga National Park are one (1) metre above major flood levels. Wide-spread flooding downstream is expected. Ellen Brook, Susannah Brook and Jane Brook along with the Helena River all exceed major flood heights.

### River Monitoring Stations

River	Station Name	Time/Date	River Level	Peak Flow M <sup>3</sup> /sec	Tendency	Max Recorded Level	Year
Mortlock River	<a href="#">Odriscolls Farm</a>	16:00 23Feb	13.252	687	RISING	12.761	FEB2017
Avon River	<a href="#">Balladong St York</a>	16:00 23Feb	13.736	876	RISING	13.117	JAN 2000
Avon River	<a href="#">Beverley Bridge</a>	16:00 23Feb	12.887	934	RISING	10.841	FEB 2017
Avon River	<a href="#">Stirling Tce Toodyay</a>	1600 23 Feb	14.098	1023	RISING	14.074	FEB 2017
Avon River	<a href="#">Waterhatch Bridge</a>	1600 23 Feb	14.876	1045	RISING	13.384	JUL 1996
Avon River	<a href="#">Bells Farm</a>	1600 23 Feb	14.865	1067	RISING	13.047	FEB 2017
Avon River	<a href="#">Northam Weir</a>	1600 23 Feb	13.778	1023	RISING	11.326	JUL 1983
Avon River	<a href="#">Boyagarra Rd</a>	1600 23 Feb	13.765	875	RISING	12.874	FEB 2017
Woorloo Brook	<a href="#">Karls Ranch</a>	1600 23Feb	12.889	1024	RISING	12.985	JUL 1964
Swan River	<a href="#">Meadow Street Bridge</a>	1600 23 Feb	14.876	1076	RISING	13.634	JUL 1983
Swan River	<a href="#">Walyunga</a>	1600 23 FEB	18.889	1334	RISING	16.629	FEB 2017
Helena Brook	<a href="#">Trew Rd Gs</a>	1600 23 Feb	12.889	1234	RISING	11.167	AUG 1974
Brockman River	<a href="#">Yalliwirra</a>	1600 23 Feb	12.987	1187	RISING	11.921	JUL 1995
Canning River	<a href="#">Seaforth</a>	1600 23 Feb	14.887	983	RISING	13.776	JUL 1987
Bayswater Main Drain	<a href="#">Slade Street</a>	1600 23 Feb	12.876	1089	RISING	11.225	FEB 2017
Bennett Brook Main Drain	<a href="#">Benara Rd (D/Stream)</a>	1600 23 Feb	12.998	1096	RISING	11.326	AUG 1991
Helena River	<a href="#">Whiteman Rd</a>	1600 23 Feb	14.876	1189	RISING	12.397	JUL 2008
Jane Brook	<a href="#">GtNthn Hwy Rd Bridge</a>	1600 23 Feb	15.767	1139	RISING	12.535	JUL 2008
Susannah Brook	<a href="#">River Rd</a>	1600 23 Feb	14.887	1056	RISING	11.925	JUL 2008
South Belmont Main Drain	<a href="#">Cleaver Terrace</a>	1600 23 Feb	13.998	899	RISING	11.632	JUN 2011
Jane Brook	<a href="#">National Park</a>	1600 23 Feb	14.212	1130	RISING	11.329	JULb1981
Ellen Brook	<a href="#">Railway Parade</a>	1600 23 Feb	13.889	1034	RISING	12.351	OCT 1965
Helena River	<a href="#">Poison Lease Gs</a>	1600 23 Feb	15.887	1134	RISING	12.664	AUG 1974
Mills Street Main Drain Outlet	<a href="#">Anvil Comp Basin</a>	1600 23 Feb	13.889	1123	RISING	11.597	FEB 2017
Mills Street Main Drain	<a href="#">MSAB2</a>	1600 23 Feb	13.665	1045	RISING	11.554	JUN 2017

## **Expected Impacts on community at risk**

### **People:**

Riverine flooding events are described generally as creeping events where river levels rise over time. Telemetry systems currently in place across the Swan catchments are such that sufficient early warnings would ensure that lower lying areas of the Town of Bassendean, where residential properties would be at most risk, would receive sufficient warnings to prevent deaths and injury.

The ToB prepared 31 Risk Statements under the 5 impact categories as follows;

- People
- Economy
- Public Administration
- Social Setting and
- Environment

The National Emergency Risk Assessment Guide provides the parameters of each of the impact categories.

## **Assessment Results**

This assessment looked at the hazard of flood as the source of the risk across all 5 impact categories mentioned above. A total of 30 Risk Statements were assessed.

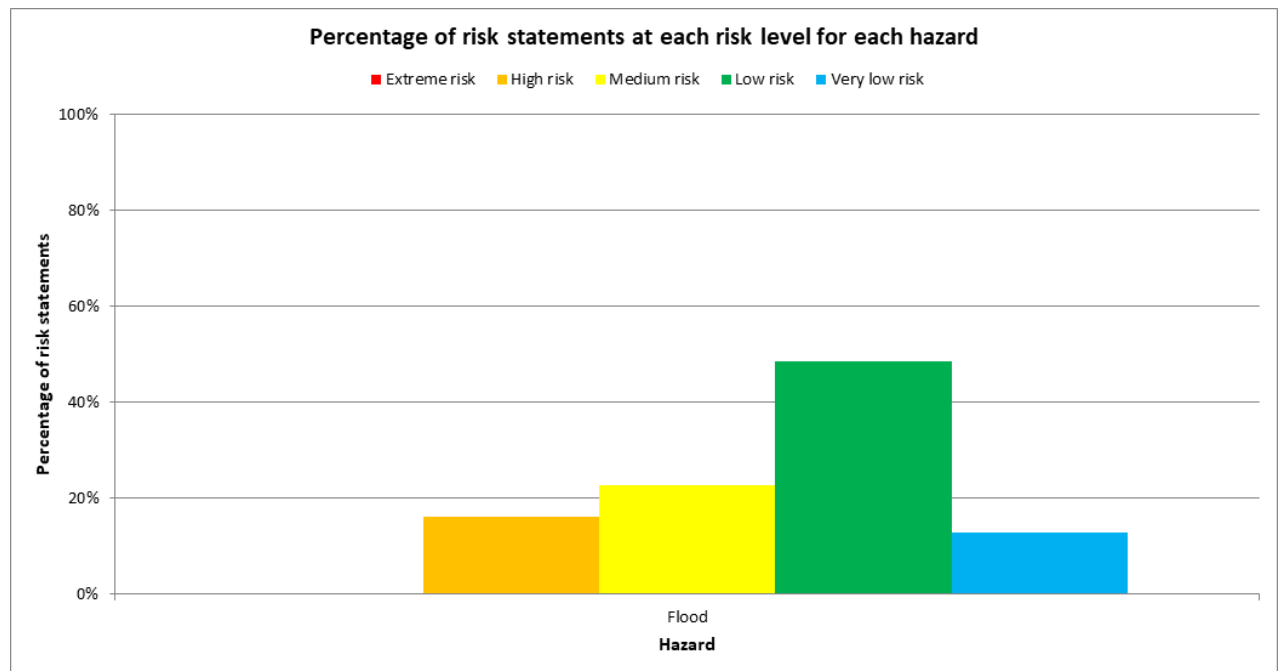
**People** – Three Risk Statements dealt directly with the impacts on people resulting from the likely impacts of flooding on the Swan River at Bassendean. The impacts related to deaths and serious injury and illness. All three Risk Statements were assessed as ‘Rare’ in Likelihood (of occurrence in the given scenario), with moderate consequences. All three returned a Risk Level of ‘Moderate’.

**Economy** – Five Risk Statements dealt with the impacts of flooding on the local economy. All five were assessed as ‘Rare’ in Likelihood, with high Consequence ratings. The overall Risk Levels generated 4 in the ‘High-risk’ category and one in the ‘Moderate’ category.

**Public Administration** – Six Risk Statements dealt with the impacts the flood scenario would have on the public administration, which is inclusive of the administration of the local government and its services to the community. All six were assessed as being of ‘Rare’ Likelihood (of occurring in the given scenario). Only one Risk Statement dealt with the ability of the Town of Bassendean to manage a large-scale recovery event whilst maintaining core services, being assessed as ‘Major’ Consequence with a ‘High’ Risk Level.

**Social Setting** – Six Risk Statements dealt with the risk category of the social setting of the local community. All six statements were assessed as having a ‘Rare’ Likelihood, with ‘Minor’ consequences and ‘Low’ to ‘Medium’ Risk Levels.

**Environment** – Ten Risk Statements dealt with the likely impacts on the environmental values for the Town of Bassendean. All were assessed as having a ‘Rare’ Likelihood (of occurring given the scenario) with Minor consequences and Low risk.



## Summary of risk assessment

Following the assessment of the impacts of a worst-case flood scenario for the Town of Bassendean, there are five (5) risk statements falling into the “High” risk category. Four of these risk statements in the ‘High’ risk category are related to the impact a flood of this magnitude would have on the local economy. There would be a high percentage of personal financial loss to members of the community and to the local government through damage to infrastructure and the unrecoverable cost aspects of the recovery process. The likelihood of such an event as described in the scenario have been assessed by the Hazard Management Agency as having an Annual Exceedance Probability (AEP) of 0.00995% in any year, with a Likelihood rating of ‘Rare’ across all Risk Statements assessed.

Of the thirty-one (31) Risk Statements assessed, only five representing 16% fall into the ‘High’ risk category. None of these Risk Statements have been assigned a risk priority greater than Level 3 meaning that there are no risks requiring urgent treatment.



## Risk Register – Flood

There is the potential that a major flooding event of AEP 1% or greater on the Swan River impacting the Town of Bassendean

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
FL01	Will impact private buildings and contents, resulting in financial losses.	Economy	Major	Rare	High	High	3
FL02	Will impact main road transport routes, resulting in repair costs and/or financial losses	Economy	Major	Rare	High	High	3
FL03	Will impact bridges, or approaches to bridges, resulting in repair costs.	Economy	Major	Rare	High	High	3
FL05	Will result in recovery activities, resulting in costs to local government.	Economy	Major	Rare	High	High	3

## **Near Worst Case Scenario – Storm**

### **AEP – 0.05000**

Warm weather severe storms are not uncommon in Western Australia and have been known to create significant amounts of damage to property from wind, heavy rainfall and large hail stones. The Perth Storm of March 2010 is such an example with wide-spread damage and flash flooding across the Perth metro and some country locations.

On Friday 20 March 2020, the Bureau of Meteorology issues the following warning for a severe weather warning for the Central West, Lower West, parts of the Great Southern and Central Wheatbelt Districts.

### **TOP PRIORITY FOR IMMEDIATE BROADCAST**

#### **Severe Thunderstorm Warning - Greater Perth**

for LARGE HAILSTONES, HEAVY RAINFALL and DAMAGING WINDS  
For people in Greater Perth area.

Issued at 1.20 pm Friday, 20 March 2020.

The Bureau of Meteorology warns that, at 3:15 pm, severe thunderstorms were detected on the weather radar near Bulls Brook, Warwick and Karrinyup. These thunderstorms are moving towards the southeast. They are forecast to affect Scarborough, Stirling and Yokine by 3:45 pm and Perth City, Gidgegannup and Welshpool by 4:15 pm.

Large hailstones, heavy rainfall that may lead to flash flooding and damaging winds are possible.

Two strong thunderstorm cold fronts are impacting across Perth, one to the east of the Perth Hills while the stronger of the two systems sweeping across the North West Metropolitan coast in a South Easterly direction likely to impact as far south as Mandurah.

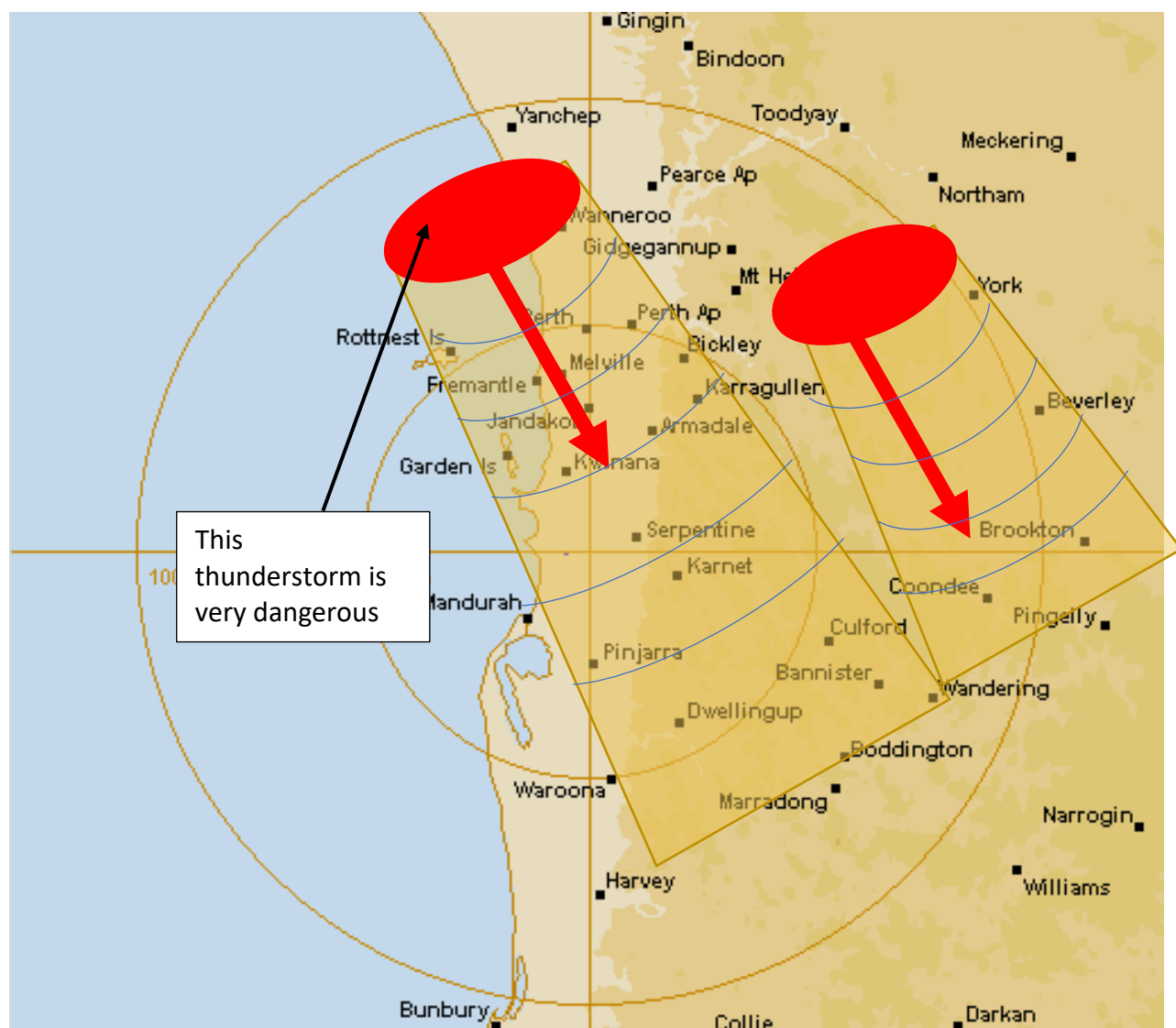
By 3.15pm the greater Perth Metropolitan area in a line from Yanchep to Rockingham and inland across the Perth Hills experience strong gusts of up to 120 km/h with some recorded as high as 140 km/h. Heavy large hail falls have been reported across several areas. Heavy rain falls of up to 120mm across a wide area of Perth's southern suburbs. The torrential rain causes flash flooding across the greater metro area.

The SES receive hundreds of reports of damage across much of the greater metro area with homes and buildings unroofed along with trees and powerlines brought down.

Western Power report up to 220,000 customers across the metro area and southern metro areas are without power.

The worst of the storm fronts dissipates by 5.00pm but light rain continues to fall for much of the evening.

## Severe thunderstorms developing in the Perth Metropolitan area.



### Expected Impacts on community at risk

#### People:

Storm events are frequent during the winter months but tend to be more severe during the drier months of February to March. The Perth Storm of March 2010 stands out as a case in point bringing heavy large hail and causing extensive property damage across a wide area of the Perth metro area. This event is seen as a sound basis on which to prepare for such future events and the Bureau of Meteorology prepared the near worst case scenario upon which this assessment of the risk to the ToB has been undertaken.

The ToB prepared 49 Risk Statements under the 5 impact categories as follows;

- People
- Economy
- Public Administration
- Social Setting and

- Environment

The National Emergency Risk Assessment Guide provides the parameters of each of the impact categories.

## Assessment Results

This assessment looked at the hazard of severe storm as the source of the risk across all 5 impact categories mentioned above. A total of forty-nine (49) Risk Statements were assessed against the following risk impact categories:

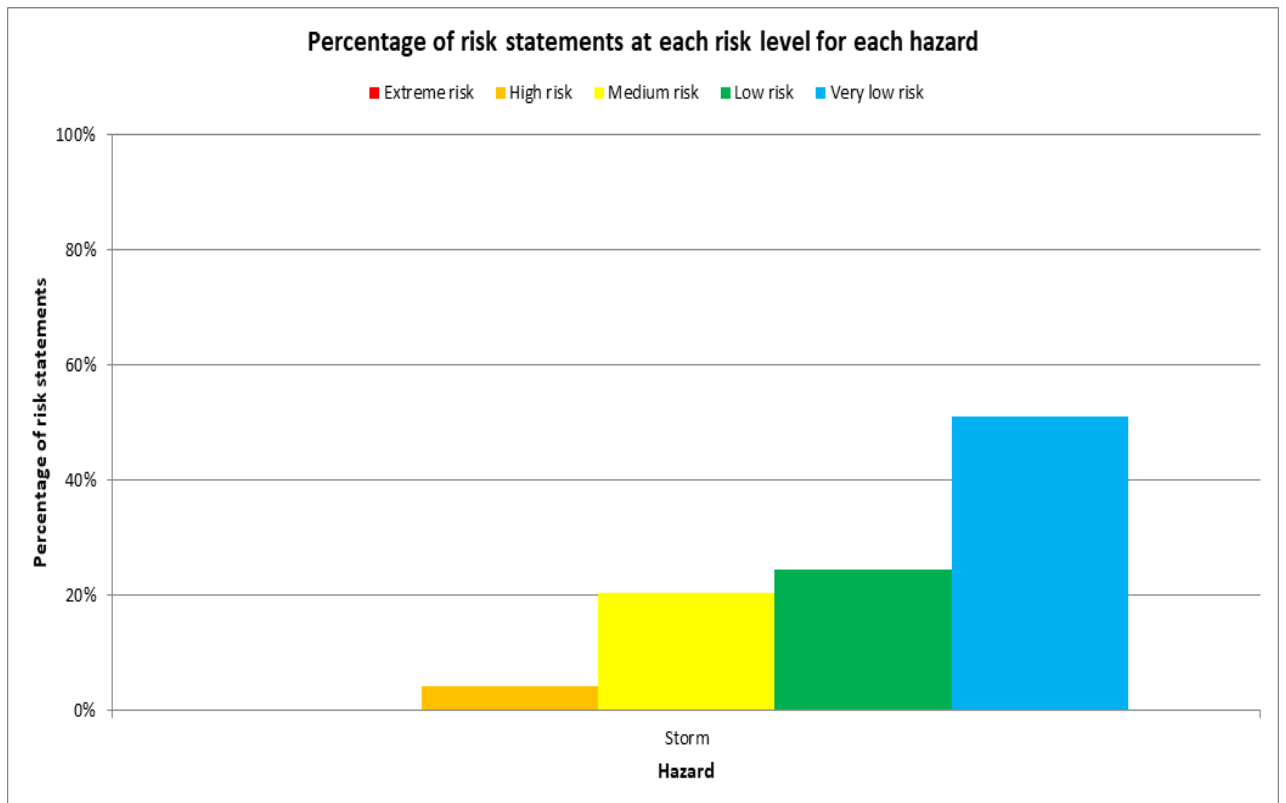
**People** – Five (5) Risk Statements dealing with the impacts on ‘People’ were assessed including death and serious injury as direct results of the storm event. The consequences were assessed as ‘Moderate to ‘Insignificant’. The level of likelihood was assessed as ‘Rare’ across all five risk statements leading to a Risk Level of ‘Very Low’.

**Economy** – Eleven (11) Risk Statements dealing with the ‘Economy’ of the local area were assessed based on the storm scenario. Consequences were assessed ranging from ‘Catastrophic’ to ‘Minor’. Property damage and damage to infrastructure and business was rated highest for ‘Consequence’. The ‘Likelihood’ level across all eleven Risk Statements was rated ‘High’ to ‘Moderate’ while the level of Risk generally, was ‘Medium’.

**Public Administration** – Fourteen (14) Risk Statements dealing with ‘Public Administration’ were assessed. All but one statement dealt with impacts to other government agencies while one statement alone focused on the impact to the ToB works facilities and ability to maintain core services. The ‘Consequence’ level was rated as ‘Minor’ with Likelihood rated ‘Rare’ leading to a Risk Level of ‘Very Low’.

**Social Setting** – Eight (8) Risk Statements dealing with the category of Social Setting were assessed. Across the board, all risks were assessed as having ‘Moderate to Minor’ consequence, with a risk Likelihood of ‘Rare’ leading to a Risk Level of ‘Very Low’.

**Environment** – Eleven (11) Risk Statements dealing with the local environmental factors were assessed as having ‘Minor’ consequences, a ‘Likelihood’ assessment of ‘Very Rare’ leading to a Risk Level of ‘Very Low’.



## Summary of risk assessment

Following the assessment of the impacts of a worst-case storm scenario for the Town of Bassendean, one (1) Risk Statement fell into the 'High' risk category. This statement as mentioned previously dealt with the Town's ability to continue core service delivery should the storm heavily impact the works depot and other key infrastructure. There would be a high percentage of personal financial loss to members of the community and to the local government through damage to infrastructure and the unrecoverable cost aspects of the recovery process. The likelihood of such an event as described in the scenario have been assessed by the Hazard Management Agency as having an Annual Exceedance Probability (AEP) of 0.00050% in any year with a Likelihood rating of 'Very Rare' across all Risk Statements assessed.

Of the forty-nine (49) Risk Statements assessed, only two representing 4% fall into the 'High Risk' category. None of these Risk Statements have been assigned a risk priority greater than Level 3 meaning that there are no risks in this hazard category requiring urgent treatment.

## Risk Register – Storm

There is the potential that a severe storm event impacting on the Town of Bassendean:

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
ST02	Will impact commercial buildings, contents and services, resulting in financial losses.	Economy	Catastrophic	Very Rare	High	High	3
ST23	Will impact on home-based services and service providers (such as NGOs, meals on wheels, silver chain, WACHS, home care provisions), impacting on their ability to maintain core functions.	Public Administration	Catastrophic	Very Rare	High	High	3

## Workshop 4 - Earthquake

### Near Worst Case Scenario – Earthquake

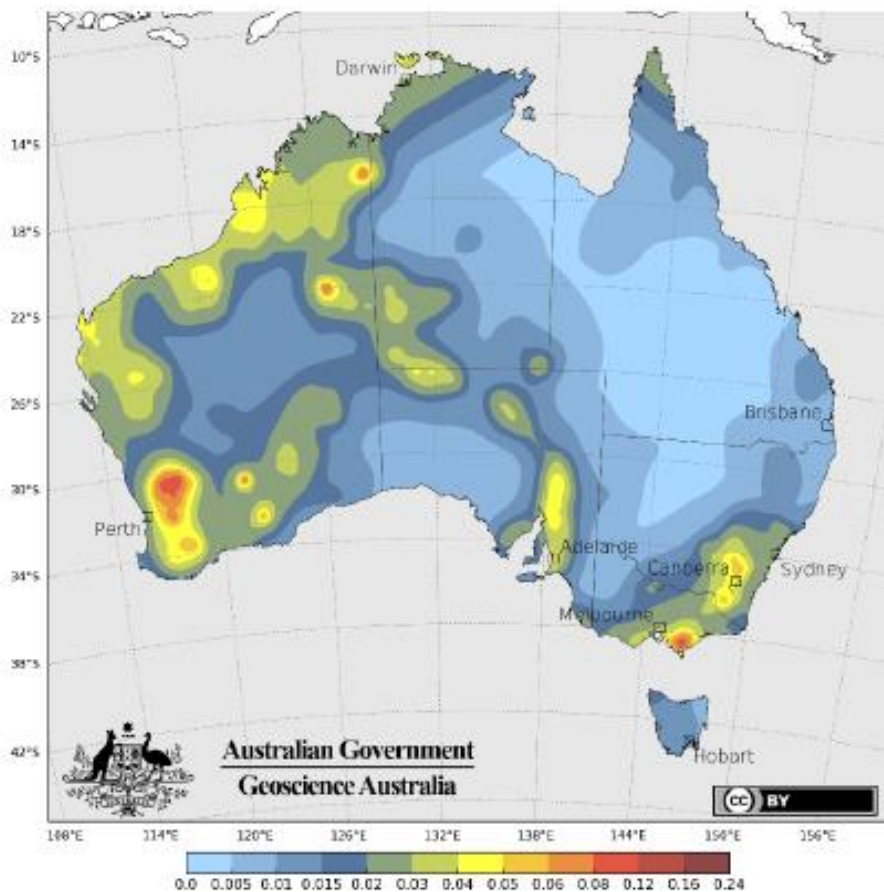
#### 2018 National Seismic Hazard Assessment

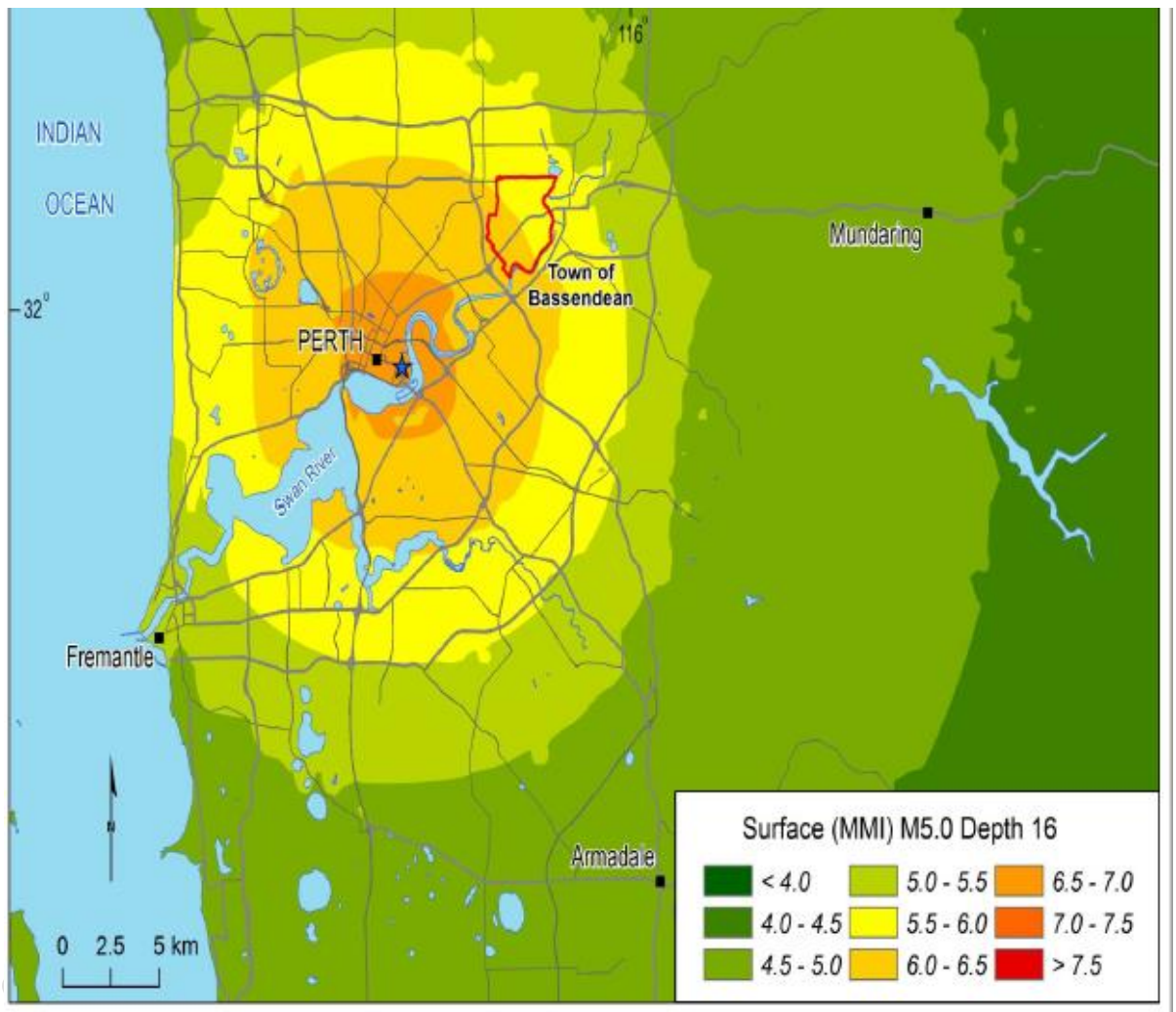
Geoscience Australia released the 2018 National Seismic Hazard Assessment on 17 October 2018.

The Wheatbelt continues to have the highest seismic hazard in Australia.

It is assessed that a magnitude 5.0 earthquake could occur every 10 to 25 years in the Wheatbelt.

Earthquakes can still occur in unanticipated locations where not many historical observations. On a national scale the Broome, Pilbara and Exmouth regions also show high levels of seismic hazard.







## Damage Assessment for Bassendean

	Damage type	Number
<b>Residential Building Damage (Total: 6,100)</b>	Slight	2,750
	Moderate	610
	Extensive	2
	Complete	0
<b>Non-Residential Building Damage (Total: 310)</b>	Slight	85
	Moderate	6
	Extensive	0
	Complete	0
<b>Uninhabitable</b>		380
<b>People homeless</b>		1,070

### Expected Impacts on community at risk

#### People:

Western Australia has experienced at least one significant earthquake each decade since 1900. Earthquakes of magnitude 4.0 or greater are relatively common and occur about every five years in the South West Seismic Zone, which is adjacent to the main population centres of the state. The 1968 Meckering earthquake was magnitude 6.5.

The ToB prepared 47 risk statements under the 5 impact categories as follows;

- People
- Economy
- Public Administration
- Social Setting and
- Environment

The National Emergency Risk Assessment Guide provides the parameters of each of the impact categories.

## Assessment Results

This assessment looked at the hazard of earthquake as the source of the risk across all 5 impact categories mentioned above. A total of forty-four (44) Risk Statements were assessed against the following risk impact categories:

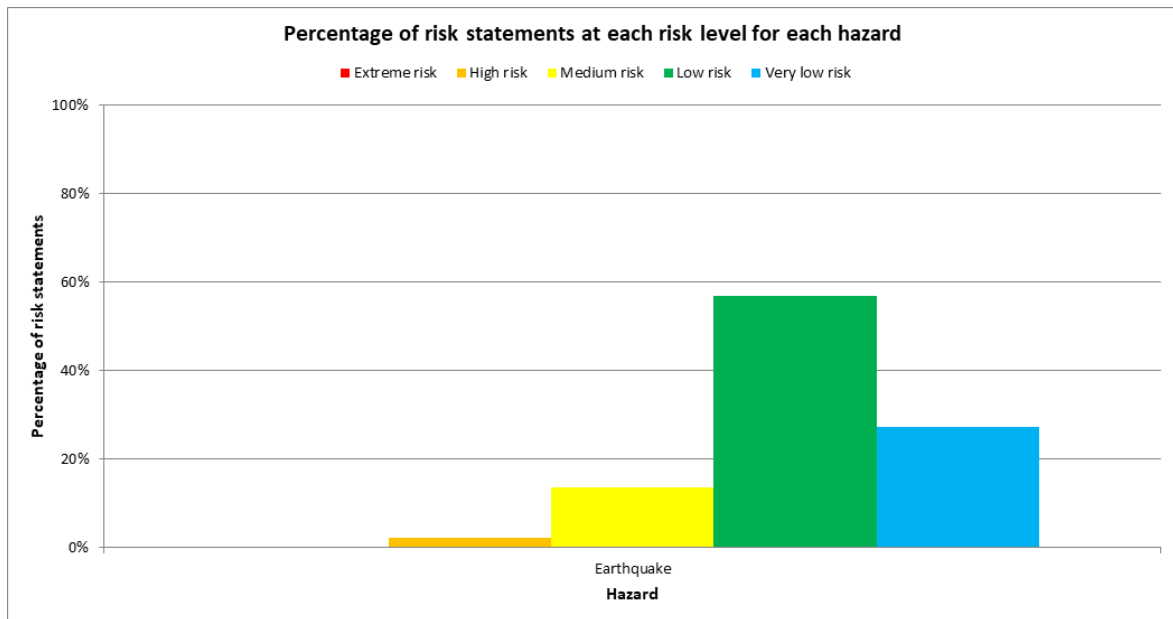
**People** – Three (3) Risk Statements dealing with the impacts on People were assessed including death and serious injury as direct results of the earthquake event. The consequences were assessed as ‘Major’ to ‘Minor’. The level of Likelihood was assessed as ‘Very Rare’ across all three Risk Statements leading to a Risk Level of ‘Very low’ with the risk of death in the community being assessed as ‘Medium’ risk.

**Economy** – Thirteen (13) Risk Statements dealing with the Economy of the local area were assessed based on the earthquake scenario. Consequences were assessed ranging from ‘Catastrophic’ to ‘Minor’. Property damage and damage to infrastructure and business was rated highest for Consequence. The ‘Likelihood’ level across all eleven risk statements was rated high to moderate while the level of risk generally was ‘Medium’.

**Public Administration** – Eleven (11) Risk Statements dealing with ‘Public Administration’ were assessed. All but one statement dealt with impacts to other government agencies while one statement alone focused on the impact to the ToB works facilities and ability to maintain core services. The Consequence level was rated as ‘Major’ with a level of Likelihood of ‘Very Rare’ leading to a Risk Level of ‘Medium’.

**Social Setting** – Nine (9) Risk Statements dealing with the category of Social Setting were assessed. Across the board, all risks were assessed as having ‘Moderate’ Consequence, with a risk Likelihood of ‘Very Rare’ leading to a Risk Level of ‘Low’.

**Environment** – Six (6) Risk Statements dealing with the local environmental factors were assessed as having moderate consequences, a ‘Likelihood’ level assessment of ‘Very Rare’ leading to a Risk Level of ‘Low’.



## Summary of risk assessment

Following the assessment of the impacts of a worst-case storm scenario for the Town of Bassendean, there was one (1) Risk Statement falling into the 'High' risk category. This Risk Statement dealt with the economic consequences to the community through the loss of buildings, namely business premises and private housing. There would be a high percentage of personal financial loss to members of the community and to the local government through damage to infrastructure and the unrecoverable cost aspects of the recovery process. The likelihood of such an event as described in the scenario have been assessed by the Hazard Management Agency as having an Annual Exceedance Probability (AEP) of 0.00020% in any year with a Likelihood rating of 'Very Rare' across all Risk Statements assessed.

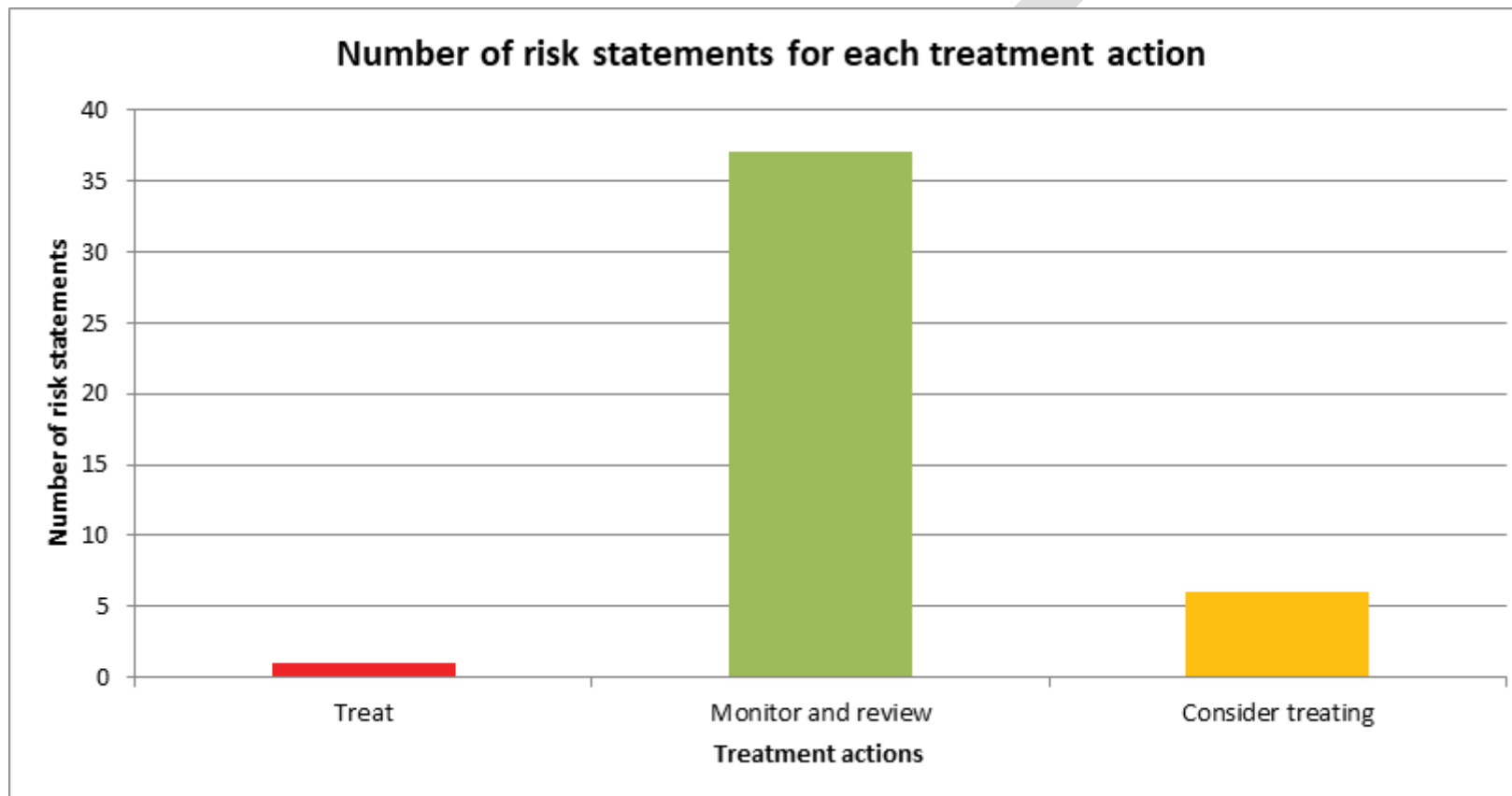
Of the forty-nine (49) Risk Statements assessed, only two representing 4% fall into the 'High Risk' category. None of these Risk Statements have been assigned a risk priority greater than Level 3 meaning that there are no risks in this hazard category requiring urgent treatment.

## Risk Register – Earthquake

There is the potential that a magnitude 5 earthquake event impacting on the Town of Bassendean:

Risk ID	Risk Statement	Impact Category	Maximum Consequence	Likelihood	Confidence	Risk Level	Priority
EQ1	Will impact private buildings and contents, resulting in financial losses.	Economy	Major	Very Rare	High	Medium	3
EQ2	Will impact commercial buildings, contents and services, resulting in financial losses.	Economy	Catastrophic	Very Rare	Moderate	High	2
EQ13	Will disrupt business activities, resulting in financial losses.	Economy	Major	Very Rare	Low	Medium	2
EQ14	Will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Public Administration	Major	Very Rare	High	Medium	3
EQ25	Will impact on home-based services and service providers (such as NGOs, meals on wheels, silver chain, WACHS, home care provisions), impacting on their ability to maintain core functions.	Public Administration	Major	Very Rare	Moderate	Medium	3
EQ26	Will impact the health of people and cause death(s).	People	Major	Very Rare	High	Medium	3
EQ27	Will impact the health of people and cause injury and/or serious illness.	People	Major	Very Rare	High	Medium	3

## Overall Summary of the risk assessment across all hazard types



## Summary

The risk assessment process has now been completed. The next phase will be to join with other local governments under the State-run risk process for the identification of treatment strategies for risks assigned for treatment. (Refer to individual Risk Registers).

DRAFT

# ATTACHMENT 5



# Town of Bassendean

## Local Emergency Management Arrangements 2017

LEMC endorsement date: 7/06/2017  
Full review required: 2022  
Maintained by: Executive Officer to LEMC

Town of Bassendean  
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## Contents

Certificate of Approval .....	6
Version Control.....	7
Disclaimer .....	8
Amendment Record.....	9
Distribution List.....	10
PART 1 – Introduction.....	11
Authority .....	11
Endorsement Date.....	11
Area Covered .....	11
Profile.....	11
Purpose.....	12
Scope .....	12
Existing Plans and supporting documents .....	12
State plans and policy .....	12
Local Arrangements .....	12
Local Government plans and policy.....	13
Agreements Understandings and Commitments.....	13
Finance Arrangements .....	13
Special Considerations.....	14
Flooding .....	14
Other issues for consideration .....	14
Local Government Responsibilities.....	14
Hazard Management Agency Responsibilities.....	14
Controlling Agency Responsibilities.....	14
Public Information.....	14
Local Government Communication Process.....	15
High risk sites.....	15
PART 2 – Planning .....	16
Local Emergency Coordinator (LEC).....	16
Local Emergency Management Committee (LEMC).....	16
LEMC Functions and responsibilities:.....	16
LEMC Executive.....	16
Risk Register & Treatment Schedule.....	16
PART 3 – Response .....	17
Emergency Management Structure and Response levels .....	17

Emergency actions .....	18
Local Government Involvement in Response.....	18
Town of Bassendean Incident Management.....	19
Responsibilities .....	19
Incident Support Group (ISG) .....	19
Local Emergency Operations Centres .....	20
Primary Emergency Operations Centre.....	21
Alternative Emergency Operations Centre (Response/Recovery) .....	21
Critical Infrastructure .....	21
Community Evacuation.....	22
(Refer to State EM Policy 5.7.Community Evacuation) .....	22
Evacuation Management.....	22
Media Management and Public Information.....	22
Public Warning Systems.....	23
Vulnerable Groups.....	23
Community Evacuation Organisations and Responsibilities.....	24
Evacuation Centres .....	25
Evacuation Routes .....	26
Welfare Support .....	26
Provision of Welfare Support .....	26
Department for Child Protection and Family Support .....	26
Local Welfare Coordinator (DC):.....	26
Local Government Welfare Liaison Officer: .....	26
PART 4 – Recovery .....	27
Introduction .....	27
State Plans and Policy for Recovery.....	27
Activation of recovery .....	27
Recommendation of State Recovery Controller Appointment .....	27
Local Recovery Coordinator .....	28
Commencement of Recovery Activities .....	28
Further information .....	29
Testing and Exercising .....	30
Schedule of Exercises .....	30
Review of this plan .....	30
ANNEX A: Glossary of Terms and Acronyms.....	32
ANNEX B: State and Local Emergency Management Arrangements .....	34

ANNEX C: Local Government Liaison Officer (LGLO)..... 35  
ANNEX D: Local Government Welfare Officer (LWLO) ..... 37  
ANNEX E: Suggested role and functions of the Local Recovery Coordinator ..... 38  
ANNEX F: Hazards identified..... 40  
ANNEX G: Vulnerable groups ..... 41  
ANNEX H: LEMC Member Agencies..... 44  
ANNEX I – Suggested LEMC meeting and business cycle ..... 45

## Certificate of Approval

The Town of Bassendean Local Emergency management Arrangements (LEMA) has been prepared by the Town of Bassendean Local Emergency Management Committee 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 Welfare Plan (Department of Child Protection and Family Support).

In accordance with State Emergency Management Policy 2.5 and State Emergency Preparedness Procedure 7, this plan 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**

\_\_\_\_\_

**Date:** [Click here to enter a date.](#)

**Chairperson**

### **Town of Bassendean Council**

\_\_\_\_\_

**Date:** [Click here to enter a date.](#)

**Mayor**

## Version Control

Document Title	Town of Bassendean Local Emergency Management Arrangements 2017
Document Status	Version 1.2
Electronic Document Name / Versions	
Date Finalised	07/06/2017
Date of Review	2022
Authors	John Lane Emergency Management Services
Project Manager	Director Community Planning Town of Bassendean

## **Disclaimer**

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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](mailto:mail@bassendean.wa.gov.au)

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

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	
1	28/02/2019	Amendments approved by SEMC 07 Dec 2018 (Resolution 90/2018)	John Lane Emergency Management Services	1.1
2	25/11/2019	Amendments approved by SEMC 31/10/2019 (Resolution 91/2019)	John Lane Emergency Management Services	2.0
3	28/01/2020	Amended list of vulnerable groups	John Lane Emergency Management Services	2.0




## Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application the Town of Bassendean through the following email address: [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au) . Alternatively the current version of the document can be found at <http://www.bassendean.wa.gov.au/documents/>

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.

Copies provided to	No. of copies
<b>Town of Bassendean</b>	
Chief Executive Officer	1
Director Corporate Services	1
Director Community Planning	1
Executive Manager Infrastructure	1
Senior Ranger	1
Manager Library & Information Services	3
Manager Recreation & Culture	1
Manager Seniors & Disability Services	1
Senior Community Development Officer (Volunteer)	1
Manager Children Services	1
Manager Youth Services	1
Senior Environmental Health Officer	1
Mayor and Councillors	6
<b>LEMC membership</b>	
Chair	1
WA Police Force OIC Kiara Police Station	1
WA Police East Metropolitan District Office	1
DC District Liaison Officer	1
DFES DO Darling Range	1
DFES SES Manager Bassendean Unit	1
DFES Business Unit – District Liaison Officer	1
St John Ambulance Metro Operations Director	1
DFES District Advisor	1
North East Metro Regional Recovery Group	8
Aegis Aged Care	1
Dept. of Education North Metro Regional Office	1
State Library (Legal Deposit)	2
<b>Other committees</b>	
Central Metropolitan DEMC	1
State Emergency Management Committee	1

## **PART 1 – Introduction**

### **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 DEMC.

### **Endorsement Date**

This plan was endorsed by the Town of Bassendean LEMC on: 7/06/2017

### **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.

### **Profile**

Archaeological evidence has shown that Aborigines inhabited the Bassendean area for over 30,000 years before James Stirling and his exploratory expedition arrived in Western Australia in 1827. The Town has numerous sites of cultural significance to the Noongar people, and the importance of Bassendean for Noongar hunting and gathering activities, and as a meeting place for the various tribes, is affirmed in many documents and personal narratives from the 1830's to the present-day.

After the colony's foundation in June 1829, the fertile alluvial flats along both sides of the Swan River, including Bassendean, were chosen as prime agricultural land. Settlers acquired parcels of land and farms were established.

By July 1831 Guildford needed to expand elsewhere as its town lots had run out. Across the river and to the west was a Government Reserve and this was selected for a new townsite and called West Guildford.

Peter Broun, the 1st Colonial Secretary, took occupation in 1832 of Stoke Farm in West Guildford and of its existing homestead. He named the dwelling Bassendean after the name of his family seat in Berwickshire - in 1922 when West Guildford cut its residual ties with Guildford, Bassendean was the new name chosen.

Initially populated by gentleman farmers and Pensioner Guard families, West Guildford grew rapidly during the gold rush years of the 1890's, breaking away from Guildford to become a separate local authority in 1901.

In the 1900's, the establishment of industries, and the demand for labour at the Midland Railway Workshops, gave the suburb its distinct working class character and further accelerated its development. Post-World War II emigration saw an influx of European nationalities, giving Bassendean a more cosmopolitan flavour.

The town has several significant historical buildings, some of which are on the State Register of Heritage Places. These include Earlsferry, Daylesford House, Success Hill Lodge and the Pensioner Guard Cottage.

## 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.

## 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.

## 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, Policies (SEMP) 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.

## State plans and policy

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

## 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 Child Protection and family Support);

## 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
Emergency Management Policy OHS027	Director Community Development	Sept 2014
Business Continuity Plan		
HR Policies on Releasing Staff/ Volunteers HR016	Director Corporate Services	Nov 2010

## Agreements Understandings and Commitments

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

## 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.

## Special Considerations

### Flooding

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.

### 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.

## 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. The functions of a LEMC are described in [Part 7 of State EM Preparedness Procedures](#). For a list of member agencies of the LEMC refer to [Annex H](#)

### 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.

### Hazard Management Agency Responsibilities

The role of Hazard Management Agencies (HMA) is described in Sections 4 and 5 of the Emergency Management Act 2005.

### 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.

### Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under [State Emergency Management Policy 5.6.20 Public Information](#). 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). Refer to the **Local Recovery Plan for guidance.**

## 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.

## 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 Park Containment Site locally known as "Mt Bassendean" located off Yelland Way.	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**

### **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.

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.

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

### **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 H](#).

### **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 I](#).

### **LEMC Executive**

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

### **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 F](#).

## PART 3 – Response

### 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><b>Level 1</b></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"> <li>• there are no significant issues;</li> <li>• there is a single or limited multi-agency response (day-to-day business);</li> <li>• the incident area is limited in extent (i.e. to one jurisdiction or district);</li> <li>• the response duration is within a single shift of the controlling agency;</li> <li>• resources can be sourced from one local government district;</li> <li>• there is minimal impact on the community and critical infrastructure;</li> <li>• the incident can be managed by a Controlling Agency IMT only;</li> <li>• there is a low level of complexity;</li> <li>• there is potential for low incident escalation.</li> </ul>
<p><b>Level 2</b></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"> <li>• requires multi agency response;</li> <li>• has a duration covering multiple shifts;</li> <li>• requires coordination of multi-agency resources;</li> <li>• there is medium-term impact on critical infrastructure;</li> <li>• resources can be sourced from district or State level;</li> <li>• there is a medium level of complexity;</li> <li>• one or two incident areas are involved;</li> <li>• there is a medium impact on the community (health, safety, economic, technological or other);</li> <li>• there is potential for the incident to be declared an 'Emergency Situation'; and/or</li> <li>• the incident involves multiple hazards. the incident involves multiple hazards.</li> </ul>



### 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;
- there is significant impact on critical infrastructure;
- resources need to be sourced from State, National and even International level;
- there is a high level of complexity;
- there is significant impact on the routine functioning of the community (health, safety, economic, technological or other);
- there are multiple incident areas;
- evacuation and/or relocation of community is required;
- there is actual or potential loss of life or multiple, serious injuries; and/or
- a declaration of an 'emergency situation' or 'state of emergency' is likely.

## 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 F](#), local or district contact details for HMA, Combat and Supporting Agency are listed within the Contacts and Resources Register (Non-public document).

HMA's, 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).

## Local Government Involvement in Response

The Town of Bassendean ensures that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

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

## **Town of Bassendean Incident Management**

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 Shire's response to an emergency event is coordinated and informed.

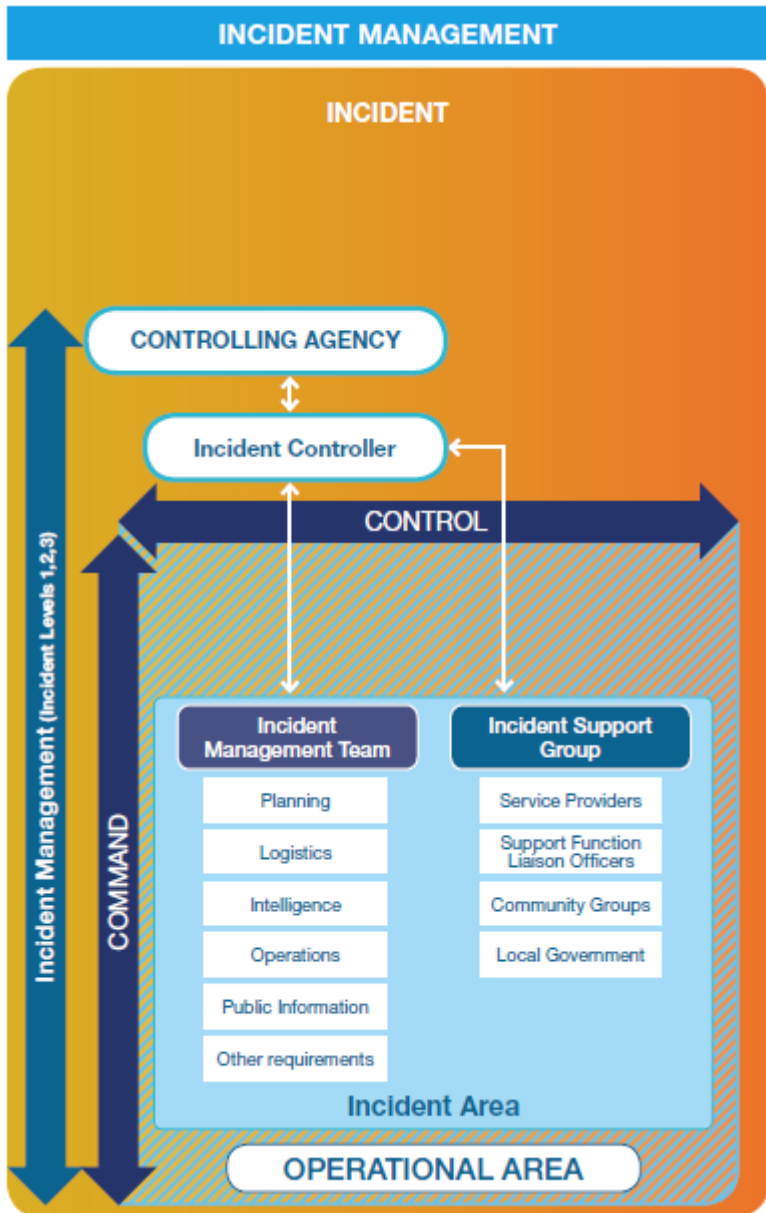
### **Responsibilities**

- 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.

### **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. Activation of the ISG is:

- by the Controlling Agency's IC. Composition of the ISG is:
  - a Chair—appointed by the Controlling Agency;
  - the LEC; 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 Liaison Officer 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 nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in [Annex C](#)

### 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 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.

## Primary Emergency Operations Centre

Library Meeting Room 1- 46 Old Perth Road, Bassendean

	Name	Phone	After Hrs. Phone
<b>1st Contact</b>	Director Community Planning	9377 8016	0408 069 226
<b>2nd Contact</b>	Chief Executive Officer	93777 8004	0419 953 770

## Alternative Emergency Operations Centre (Response/Recovery)

Ashfield Community Centre 2 Coulston Road, Ashfield.

	Name	Phone	After Hrs. Phone
<b>1st Contact</b>	As above	As above	As above
<b>2nd Contact</b>	As above	As above	As above

## 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 pipe line 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)
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## 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.

All evacuations shall be managed in accordance with [The State EM Plan 5.3.2 Community Evacuation](#).

Reference can also be made to the [Western Australia Community Evacuation in Emergencies Guide](#).

The Town of Bassendean has identified suitable community evacuation centres. Refer to Page 25.

## Evacuation Management

The decision to evacuate during an emergency rest 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.

## 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.

## 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.

## 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 G](#)

## Community Evacuation Organisations and Responsibilities

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

<b>Welfare</b>	Department of Communities (DC), and Town of Bassendean
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## 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 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 & Community 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
Alf Faulkner Hall	Corner Ivanhoe Street and Mary Crescent Eden Hill	50 sleeping  100 seated	31.88978135, 115.94905535	As above

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



## Evacuation Routes

The main access routes through the Town of Bassendean are as 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 Hill Road

## Welfare Support

Welfare provisions are outlined in the [State EM Plan 5.5.4 Welfare](#).

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).

## 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](#)

## Department for Child Protection and Family Support

### Local Welfare Coordinator (DC):

DC shall appoint a Local Welfare Coordinator who will liaise with the [Click here to enter text](#). Local Welfare Liaison Officer, if one has been appointed, and coordinate the provision of resources detailed in the abovementioned support plans.

### 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](#):

## PART 4 – Recovery

### 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.

### State Plans and Policy for Recovery

The State Emergency Management Plan in conjunction with the following supporting plans and guides:

Document Title	Document Owner
Disaster Relief Funding Arrangements WA (DRFA-WA) <a href="#">Guide for Local Government</a>	DFES
<a href="#">Lord Mayor’s Distress Relief Fund</a>	LMDRF Board

### 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 Impact Statement process and documentation is outlined in [State Emergency Management Procedure 4](#).

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

### Recommendation of State Recovery Controller Appointment

- The State Recovery Coordinator, Incident Controller/HMA and/or the State Emergency Coordinator (SEC) and local government consider if the impacts of the emergency trigger escalation to State-level recovery activity (State EM Plan Appendix G).
- If determined that extraordinary arrangements are required for a specific emergency, the State Recovery Coordinator may, in consultation with the Controlling Agency/HMA and the SEC, recommend that the Premier appoint a State Recovery Controller and identify any legislative support and resources required (State EM Policy statement 6.4.4).
- A recommendation for the appointment of a State Recovery Controller is to be made to the Premier through a briefing note describing the extraordinary arrangements that are required for the emergency.

For further information refer to [Section 6.4 of the State EM Plan](#)

## 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, 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

For explanation of the roles and responsibilities of the:

- Local Recovery Coordinator – Refer to [Annex E](#).

## 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.

During the response phase, many of the agencies with recovery roles may be heavily committed, therefore the inclusion of the LRC at ISG meetings will ensure:

- The alignment of response and recovery priorities;
- Liaison with key agencies;
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.
- The full LRCG including sub-committees shall be called together as soon as possible for a briefing of the emergency situation even during the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

During the process of cessation of response and the full implementation of recovery activities, the following shall occur:

- IC shall include the LRC in critical response briefings;
- LRC will ensure the IC is aware of recovery requirements and tasks prior to the termination of the response phase;
- LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role;
- The LRC to ensure that the HMA delivers to the local government the Post Impact Assessment Tool;
- LRCC shall initiate key recovery arrangements including full LRCC sub-committee briefing during the response phase and ensure formalization of handover takes place.

### **Further information**

For further information on recovery activities and guidance, refer to the Town of Bassendean *Local Recovery Plan*.

# PART 5 – Testing, Exercising and Reviewing

## Testing and Exercising

[The State EM Plan 4.7](#). Preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs' plans and arrangements at the local-level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional;
  - Discussion (Seminars, Workshops, Desktops)
  - Functional (Drills or game style)
  - Field or Full Deployment (large scale)

[The State Emergency Management Policy 4.8](#) deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks; and
- Improving the arrangements in accordance with the results of exercise debriefings. It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

## Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to 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.

## Review of this plan

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 other 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.

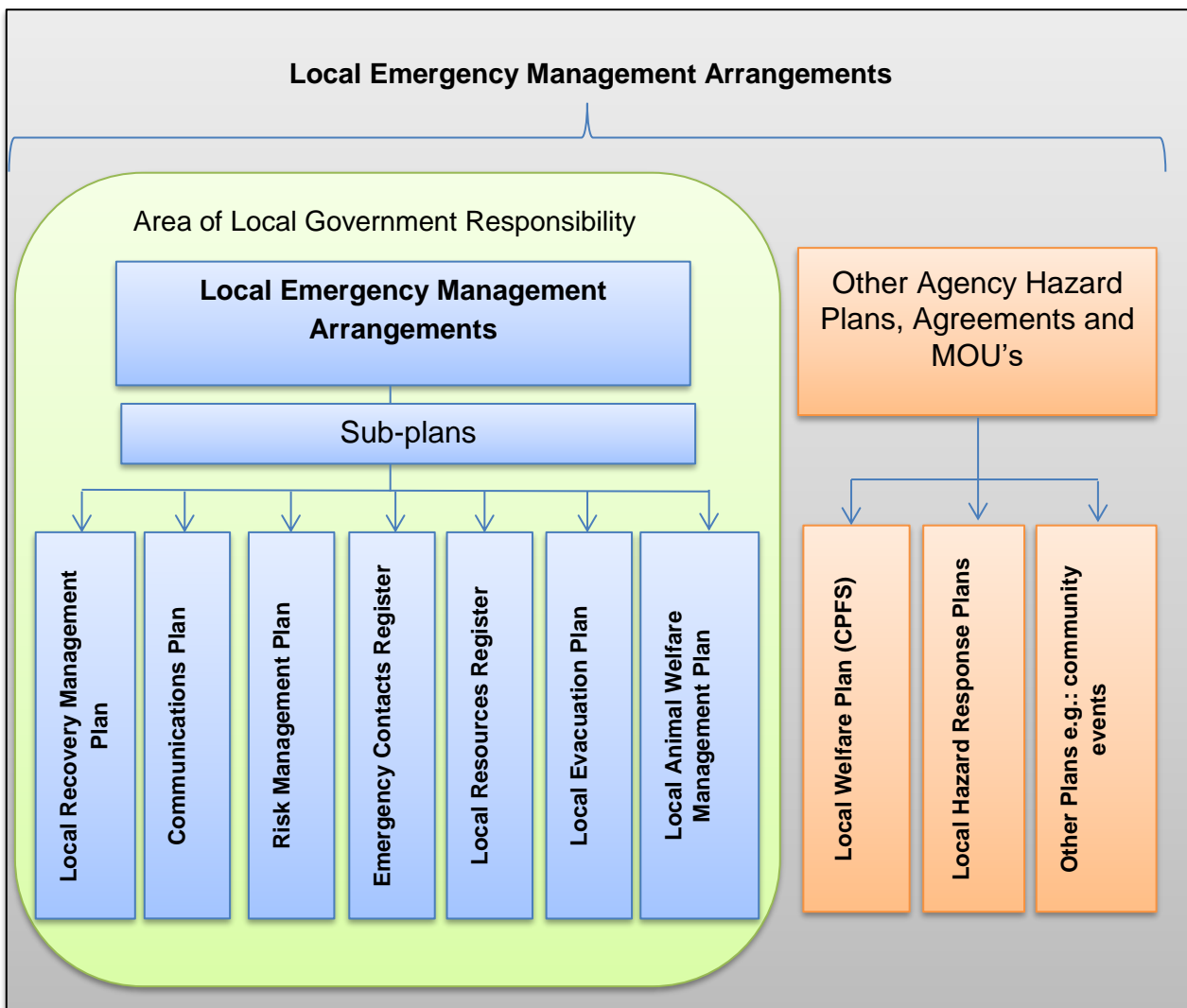
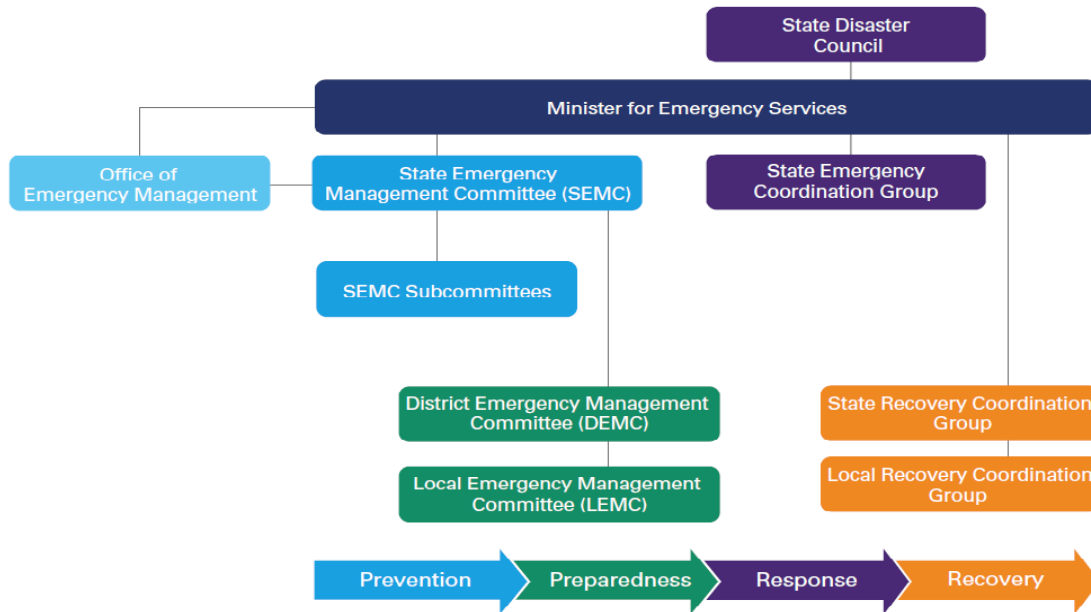
**RISK MANAGEMENT** – Coordinated activities of an organisation or a government to direct and control risk.

#### **ACCRONYMS USED IN THESE ARRANGEMENTS**

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



# ANNEX B: State and Local Emergency Management Arrangements



## **ANNEX C: Local Government Liaison Officer (LGLO)**

### **Role and Responsibilities**

The Town of Bassendean will provide a Local Government Liaison Officer 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 LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

#### **Role**

The LGLO 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 LGLO 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.

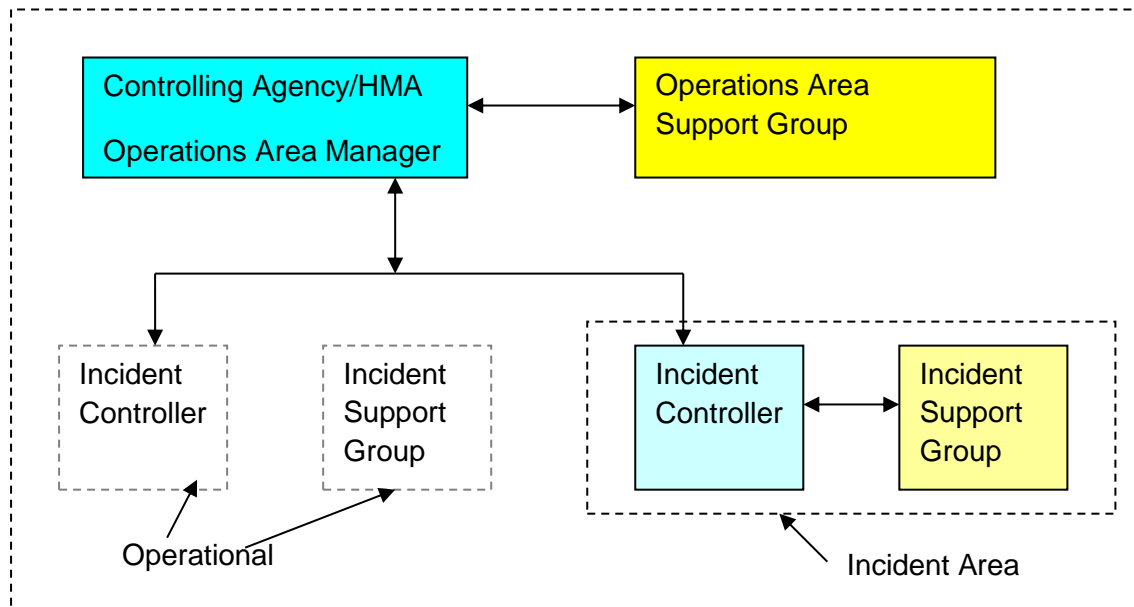
#### **Reporting to the ISG (LGLO)**

The LGLO 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;
- Details of the next scheduled meeting.



**Figure 1: Multi agency support structure**

## **ANNEX D: Local Government Welfare Officer (LGWLO)**

### **Roles and Responsibilities**

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the 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;
- 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;
- Carry out other duties as requested by the LWC.

## **ANNEX E: Suggested role and functions of the Local Recovery Coordinator**

### **Role**

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordination Group.

### **Functions**

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordination Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordinating Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community Engagement;

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Source: [Local Recovery Guidelines](#)

**For a full description of local government recovery activities refer to the Town of Bassendean Recovery Plan.**

## ANNEX F: 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 G: 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 Coulston Road, Ashfield	9279 2478	35	Yes
Sparx Child Care Centre	128 Ivanhoe Street, Eden Hill	9377 3233	60	Yes



Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
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
Iveston Hostel	6 Iveston 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

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
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

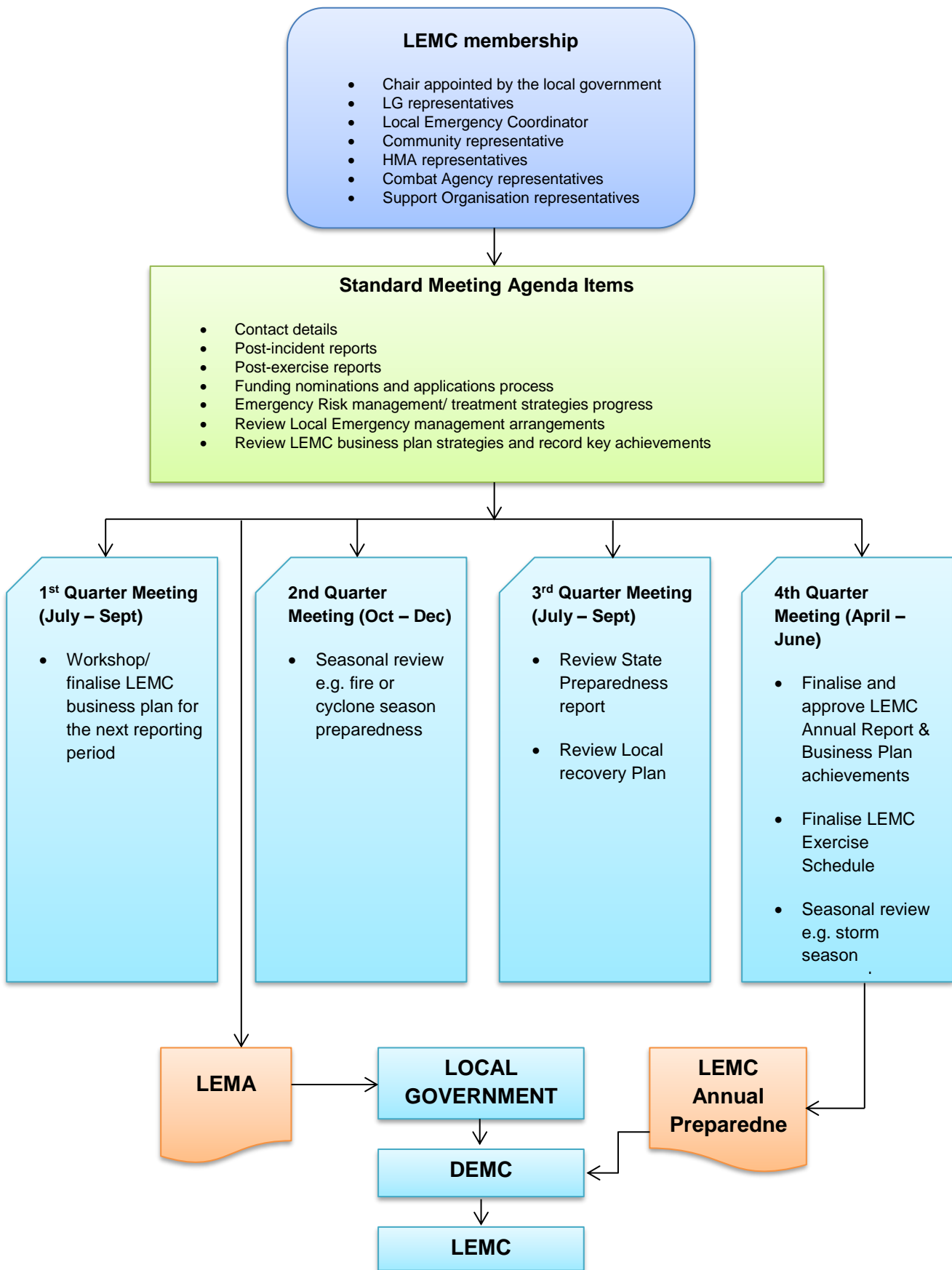
Bassendean is host to a significant Maltese CaLD community. The Maltese Community Centre is located at 1 Holman Drive Bassendean. The Sri Lankan Consulate is located at 43 Old Perth Road, Bassendean.

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

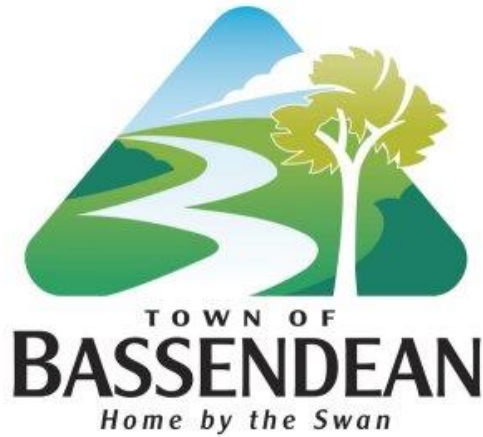
## ANNEX H: LEMC Member Agencies

<b>Agency</b>	<b>Position / Title</b>
<b>Town of Bassendean</b>	
Elected member	Committee Chair
Elected member	Committee Member
LEMC Executive Officer	Non-voting Member
ToB Officer	Director Community Planning
ToB Officer	Executive Manager Infrastructure
ToB Officer	Senior Ranger
ToB Officer	Environmental Health Officer
<b>DFES</b>	
SES Unit Bassendean	Unit Manager
DFES Operations North East Metro	District Officer
DFES Metro Operations	District Liaison Officer
<b>WA Police Force</b>	OIC Kiara Police Station
<b>Dept of Communities</b>	Senior District Emergency Services Officer
<b>St John Ambulance</b>	District Manager

## ANNEX I – Suggested LEMC meeting and business cycle



# ATTACHMENT 6



# Town of Bassendean Local Recovery Plan 2017

LEMC endorsement date: 7/06/2017

Full review required: 2022

Maintained by: Executive Officer to LEMC

Town of Bassendean

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## Contents

Version Control.....	5
Disclaimer.....	6
Certificate of approval.....	7
Distribution List.....	8
Amendment Record.....	8
PART 1 – Introduction.....	10
Purpose.....	10
Endorsement Date.....	10
Objectives.....	10
Scope.....	10
Related documents and arrangements.....	10
Local government responsibility for recovery.....	10
Part 2 Related documents and arrangements.....	11
Local Government plans and policy.....	11
Agreements understandings and commitments.....	11
State plans and policy.....	11
Part 3 Resources.....	13
Financial arrangements.....	13
Disaster Relief Funding Arrangements.....	13
Financial preparation.....	13
Managing Donations.....	<b>Error! Bookmark not defined.</b>
Part 4 Roles and responsibilities.....	15
Local Recovery Coordinator.....	15
Local Recovery Coordination Group (LRCG).....	15
Controlling Agency/ Hazard Management Agency.....	16
Determination of level of state involvement.....	16
State Recovery Coordinator/Controller.....	16
Assessment and Operational Recovery Planning.....	17
Impact Statement.....	17
Procedure.....	<b>Error! Bookmark not defined.</b>
Part 5 – Testing, Exercising and Reviewing.....	18
Testing and Exercising.....	18
Schedule of Exercises.....	18
Review of this plan.....	18
LEMA Review.....	18
ANNEX A: Glossary of terms and acronyms.....	20



ANNEX B: Aide Memoir Local Recovery Coordinator .....	22
ANNEX C: Roles and functions of the Local Recovery Coordination Group (LRCG) .....	4
ANNEX D: Local Recovery Resources .....	5
ANNEX E: Suggested composition Local Recovery Coordination Group and subcommittees .	8
ANNEX F: Suggested recovery subcommittee roles .....	10
ANNEX G: Operational Recovery Plan template.....	13
ANNEX H: Potential Recovery Governance Structures.....	16
ANNEX I: (Suggested) MEDIA RELEASE - DONATIONS .....	17
ANNEX J: Suggested LRCG Subcommittee Terms of Reference .....	18

**Version Control**

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Document Status	Version 2.0
Electronic Document Name / Versions	<a href="#">Click here to enter text.</a>
Date Finalised	7/06/2017
Date of Review	2022
Authors	John Lane Emergency Management Services
Project Manager	Director Community Planning

## **Disclaimer**

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## Certificate of approval

The Town of Bassendean Local Recovery Plan has been prepared by the Town of Bassendean Local Emergency Management Committee 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 Recovery Plan 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 Welfare Plan (Department of Communities).

In accordance with State Emergency Management Policy 2.5 and State Emergency Preparedness Procedure 7, this plan 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

\_\_\_\_\_

**Date:** [Click here to enter a date.](#)

**Chairperson:**

### Town of Bassendean Council

\_\_\_\_\_

**Date:** [Click here to enter a date.](#)

**Shire President:**

## Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application the Town of Bassendean through the following email address: [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au) alternatively the current version of the document can be found at <http://www.bassendean.wa.gov.au/documents/>

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.

<b>Town of Bassendean</b>	
Chief Executive Officer	1
Director Corporate Services	1
Director Community Planning	1
Executive Manager Infrastructure	1
Senior Ranger	1
Manager Library & Information Services	3
Manager Recreation & Culture	1
Manager Seniors & Disability Services	1
Senior Community Development Officer (Volunteer)	1
Manager Children Services	1
Manager Youth Services	1
Senior Environmental Health Officer	1
Mayor and Councillors	6
<b>LEMC membership</b>	
Chair	1
WA Police Force OIC Kiara Police Station	1
WA Police East Metropolitan District Office	1
DC District Liaison Officer	1
DFES DO Darling Range	1
DFES SES Manager Bassendean Unit	1
DFES Business Unit – District Liaison Officer	1
St John Ambulance Metro Operations Director	1
DFES District Advisor	1
North East Metro Regional Recovery Group	8
Aegis Aged Care	1
Dept. of Education North Metro Regional Office	1
State Library (Legal Deposit)	2
<b>Other committees</b>	
Central Metropolitan DEMC	1
State Emergency Management Committee	1

## 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](mailto:mail@bassendean.wa.gov.au)

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

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	
1	28/02/2019	Amendments approved by SEMC 07 Dec 2018 (Resolution 90/2018)	John Lane Emergency Management Services	1.1
2	25/11/2019	Amendments approved by SEMC 31/10/2019 (Resolution 91/2019)	John Lane Emergency Management Services	2.0

# PART 1 – Introduction

## Purpose

The purpose of this plan is to describe the arrangements for effectively managing recovery at the local level, including accountability and responsibility.

## Endorsement Date

This plan was endorsed by the Town of Bassendean LEMC on: 7/06/2017

## Objectives

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Town of Bassendean;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and
- Provide a framework for recovery operations for the Town of Bassendean.

## Scope

The scope of this recovery plan is limited to the boundaries of the Town of Bassendean. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

## Related documents and arrangements

The following documents are related to this plan:

- Local Emergency Management Arrangements;
- Contacts and Resources Register;
- Asset Management Plan; and
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Communities), known as the DC Local Welfare Plan.

## Local government responsibility for recovery

The Town of Bassendean is required by State legislation Section 41 (4) Emergency Management Act 2005 to ensure that a Local Recovery Plan is prepared for its local government district. This plan herein referred to as the Local Recovery Plan is a sub-plan of the local emergency management arrangements.

## Part 2 Related documents and arrangements

The following documents are related to this plan

- Town of Bassendean Local Emergency Management Arrangements
- Contacts and Resources Register
- Asset Management Plan
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Communities), known as the DC Local Welfare Plan.

### 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
Emergency Management Policy OHS027	Director Community Planning	Sept 2014
Business Continuity Plan	Director Corporate Services	Feb 2015
HR Policies on Releasing Staff/ Volunteers HR016	Director Corporate Services	Nov 2010

### Agreements understandings and commitments

The following agreements (Memorandum of Understanding) are currently in place:

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

### State plans and policy

The following documents relate to this plan:

Document Title	Document Owner
<a href="#">State Emergency Management Plan for the Provision of Welfare Support</a> (Westplan Welfare)	DFES
<a href="#">5.12 State Emergency Policy</a> - Funding for Emergency Response	DFES
<a href="#">6.10 State Emergency Management Plan</a> Financial Assistance	DFES
<a href="#">State EM Recovery Procedure 1</a> - Management of Public Fundraising and Donations	DFES
<a href="#">State Emergency Management Procedure 2</a> Emergency Management Funding	DFES
<a href="#">Recovery Procedure 4</a> - Impact Statement	DFES
Disaster Relief Funding Arrangements WA (DFRA-WA) <a href="#">Guide for Local Government</a>	DFES





## Part 3 Resources

The Local Recovery Coordinator for the Town of Bassendean is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Town of Bassendean resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Town of Bassendean should an emergency occur.

The resources available and contact details for recovery have been identified and are included in [Annex D](#).

### Financial arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

The Town of Bassendean has arrangements in place to insure its assets. Assets are recorded and managed through the RAMM Asset Management System. The ToB has in place an Asset Management Strategy and is developing Asset Management Plans in-line with the Department of Local Government and Communities **Integrated Planning and Reporting Asset Management Guidelines**.

### Disaster Relief Funding Arrangements

The State Government recognises that communities and individuals do not always have the resources to provide for their own recovery. Through the DRFAWA program the State Government provides a range of relief measures to assist communities recover from an eligible natural event. DRFA officers are available to support local government engaging in the DRFAWA claims process once an event has been declared eligible.

More information regarding DRFAWA and downloadable forms and tracking spread sheets are available from the Office of Emergency Management web page - link –

<https://semc.wa.gov.au/Documents/Forms/Allitems.aspx>

The DFES, as the State Administrator, may activate DRFAWA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

### Financial preparation

The Town of Bassendean will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;

- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

### Public Fundraising Appeals

Any request to initiate a public fundraising appeal for victims of an emergency should be directed to the LMDRF. If the LMDRF Board agrees to the request, the Board will liaise directly with the affected local government(s) to establish the required guidelines. For further information regarding the LMDRF visit: <http://www.appealswa.org.au>

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in [State Emergency Management Recovery Procedure 1](#) – Managing of Public Fundraising and Donations.

### Volunteers and Donations

Where possible, all offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort.

**NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.**

(Refer to [Annex I](#) for suggested media release relating to donation of goods)

## Part 4 Roles and responsibilities

The roles and responsibilities of those involved in recovery management are outlined below:

### Local Recovery Coordinator

The Town of Bassendean has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Town of Bassendean may appoint more than one person to the position of LRC. 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

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government. The functions of the LRC are explained in [Annex B](#)

### Local Recovery Coordination Group (LRCG)

The Local Recovery Coordination Group (LRCG) comprises a core membership comprising local government managers, HMA personnel, personnel representing supporting organisations and community representatives. The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

- The LRCG must be driven by the Operational Recovery Plan. Refer to [Annex G](#).
- The core functions of the LRCG are listed in [Annex C](#).
- For suggested composition of the LRCG and subcommittees refer to [Annex E](#)
- For suggested LRCG Subcommittee Terms of Reference refer to [Annex J](#)

## Controlling Agency/ Hazard Management Agency

The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Commence an Impact Statement for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

### Determination of level of state involvement

As well as supporting a whole-of-government approach to recovery preparation through the SEMC Recovery and Community Engagement Subcommittee, the State Recovery Coordinator supports the operation of recovery coordination through the SRCG. The SRCG can be established by the State Recovery Coordinator on their own initiative or on the advice and direction of the SECG and is responsible for State-level recovery coordination in complex or prolonged recovery operations. The SECG is responsible for State-level recovery coordination following an emergency, until recovery is handed to the SRCG. The SRCG reports to the Minister and the Premier. Further detail regarding the membership, purpose and functioning of the SRCG is available in [State EM Recovery Procedure 3](#). The State Recovery Coordinator will chair the SRCG, unless a State Recovery Controller is appointed. If extraordinary arrangements are required for a specific emergency, the State Recovery Coordinator may, in consultation with the SEC, recommend that the Premier appoint a State Recovery Controller and identify any legislative support and resources required. The State Recovery Controller will undertake the recovery coordination responsibilities of the State Recovery Coordinator and will control the State level recovery arrangements.

### State Recovery Coordinator/Controller

The State Recovery Coordinator (or State Recovery Controller if appointed) reports directly to the Premier/Minister as determined by the Government and will keep the SEC and Controlling Agency /HMA informed. Detailed roles and responsibilities for the State Recovery Coordinator and State Recovery Controller are available in the State EM Policy statements 6.4 and 6.5 and State EM Policy Appendix A.

For a list of criteria to be considered as triggers for escalation, refer to Part 3 Local Recovery Guide.

<https://www.semc.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/LocalRecoveryGuideline.pdf>

The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

The State may appoint a State Recovery Coordinator.

## Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Statement data provided by the Controlling Agency. Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordination Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Annex F](#).

## Impact Statement

The following information is required within the Impact Statement for all level 3 incidents:

- Incident details
- Summary of known, emerging or anticipated impacts
- Emerging risks
- Risk Assessment
- Contact details of contributing organisations
- Impact details against each of the following: – Social environment – Natural environment – Economic environment – Built environment
- National Impact Assessment Indicators
- Supporting attachments, including reports, maps, images etc. The Impact Statement should be completed using the attachments – Impact Statement template and the Impact Statement Guide. The template and guide attachments are located on the SEMC website.

## Procedure

The Impact Statement must be completed prior to the transfer of responsibility for management of recovery to the affected local government(s) (State EM Policy statement 6.2.1) Completion of the Impact Statement must occur in accordance with the following procedure:

- the Controlling Agency is responsible for coordinating the Impact Statement in consultation with the members of the Incident Support Group, all affected local governments and the State Recovery Coordinator (State EM Plan section 6.4);
- the complete draft Impact Statement is to be provided to all members of the Incident Support Group for comment and clarification;
- the amended Impact Statement is to be provided to affected local governments and the State Recovery Coordinator for final clarification; and
- the Controlling Agency is to convene a meeting with the affected local government(s) and the State Recovery Coordinator to review, confirm and sign the Impact Statement. The Impact Statement must be approved by the IC, agreed to by the local government CEO and acknowledged by the State Recovery Coordinator. Where there are no recovery impacts identified during a level 2 incident, the State Recovery Coordinator or delegate will consult with the local government, as necessary, and determine if an Impact Statement is required or to be completed partially or in full (State EM Plan section 6.4.1). The Impact Statement template and Guide are located on the SEMC website.

# Part 5 – Testing, Exercising and Reviewing

## Testing and Exercising

[The State EM Plan 4.7](#). Preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs’ plans and arrangements at the local-level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional;
  - Discussion (Seminars, Workshops, Desktops)
  - Functional (Drills or game style)
  - Field or Full Deployment (large scale)

[The State Emergency Management Policy 4.8](#) deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks; and
- Improving the arrangements in accordance with the results of exercise debriefings. It should be remembered that as the primary role of local government in emergency management is ‘recovery’, programs that exercise recovery activities and preparedness are to be foremost.

## Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to 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.

## Review of this plan

The Local Recovery Plan will be exercised annually as part of the schedule of exercises. Senior management of the local government should be encouraged to participate in this exercise to ensure that all a fully conversant with this plan.

## LEMA Review

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 specific type of emergency.

**EMERGENCY-** an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

**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.

**HAZARD MANAGEMENT AGENCY -** Hazard Management Agency (HMA)- prescribed given their functions under written law or because of their specialised knowledge, expertise and resources in respect of a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they are prescribed.

The term 'HMA' is used in the context of identifying the agency responsible for specific actions as detailed within the EM Act.

**INCIDENT –** an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

**RECOVERY -** includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

### ACCRONYMS USED IN THIS PLAN

<b>CEO:</b>	Chief Executive Officer
<b>DC:</b>	Department of Communities
<b>DEMC:</b>	District Emergency Management Committee
<b>DRFA-WA</b>	Disaster Relief Funding Arrangements – WA
<b>IC:</b>	Incident Controller
<b>ISG:</b>	Incident Support Group
<b>LGLO:</b>	Local Government Liaison Officer
<b>LRC:</b>	Local Recovery Coordinator
<b>LRCG:</b>	Local Recovery Coordination Group

- OASG:** Operations Area Support Group
- SEMC:** State Emergency Management Committee
- SRC:** State Recovery Coordinator/ Controller
- SRCG:** State Recovery Coordination Group

## ANNEX B: Aide Memoir Local Recovery Coordinator



Government of Western Australia  
State Emergency Management Committee

# AIDE MEMOIRE LOCAL RECOVERY COORDINATOR LOCAL-LEVEL RECOVERY ARRANGEMENTS

**Additional information on the Local Recovery Coordinator can be found in the [EM Act, Section 41\(4\)](#); [State EM Policy/Plan, Section 6](#); and [State EM Local Recovery Guidelines](#)**

### **Nomination and role of a Local Recovery Coordinator**

Local governments are to nominate a suitably skilled Local Recovery Coordinator (LRC) in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary LRC is unavailable during an event. The LRC is responsible for the development and implementation of recovery arrangements, including:

- consideration of potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring
- preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government
- coordination and promotion of community awareness of the recovery arrangements
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

### **Local Recovery Coordinator functions during Response**

- liaise with the HMA/Controlling Agency (CA) and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings
- advise Mayor, Shire President and Chief Executive Officer on the requirement to convene the LRCG, including suggested membership that is event specific
- meet with agencies involved with recovery operations to determine actions
- ensure receipt of Initial Impact Assessment from CA
- determine the level of State involvement in the recovery effort, in conjunction with the local government, LRCG and State Recovery Coordinator (SRC)
- coordinate local recovery arrangements in conjunction with the LRCG, CA, Local Emergency Coordinator and other responsible agencies, if applicable.

### **Local Recovery Coordinator functions during Recovery**

- In consultation with the DA, assess the LRCG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies
- monitor the progress of recovery and provide periodic reports to LRCG that includes: fatigue management (self/others); and communications are accurate, timely and planned
- in conjunction with the local government, ensure that any State-level recovery coordination operates only to ensure that the affected community has equitable and appropriate access to available resources
- ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities
- provide a central point of communication and coordination for the wide range of recovery related

- services and projects being progressed outside of the LRCG
- make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements
- arrange for an evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency
- ensure the Local Recovery Plan is practical and easily accessible by community/public.

### **Local Recovery Coordination Group – role and functions**

The LRCG is the strategic decision-making body for recovery. Key functions are:

- assess impact of event and coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the affected community
- ensure inclusion and recovery issues of special needs people/groups are addressed
- if the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- manage offers of assistance, including volunteers, services and donated money.
- if the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process *commences* through the local government
- assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- coordinate with CA on completion of the Impact Statement
- assess recovery requirements, based on the impact assessment/s, within the four environments: social (including psychosocial), built, economic and natural
- establish LRCG subcommittees, across the four environments: social (community), built (infrastructure), economic and natural (environment) subcommittees, or as required
- for extensive reconstruction work, develop an event specific Operational Recovery Plan that includes timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- negotiate and facilitate the provision of services, public information, information exchange and resource acquisition
- monitor the progress of recovery and receive periodic reports from recovery agencies.

### **Alignment with the national principles for disaster recovery**

Ensure recovery activities are consistent with the national principles for disaster recovery:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| • understand the <b>context</b>       | • <b>coordinate</b> all activities    |
| • recognise <b>complexity</b>         | • <b>communicate</b> effectively      |
| • use <b>community-led</b> approaches | • recognise and build <b>capacity</b> |

### **Effective recovery communication and community engagement**

A "*Checklist for the LRC and LRCG*" which includes information on communicating in recovery and community engagement can be found in **Attachment A**.

For further information on the Aide Memoire, refer to the:

**State EM Local Recovery Guidelines, Part 3 "Managing Recovery"**, found on the SEMC website:  
<https://www.semc.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/LocalRecoveryGuideline.pdf>

## ATTACHMENT A

### LOCAL RECOVERY COORDINATOR/COORDINATION GROUP CHECKLIST

(Please note **timeframes are a guide only** and the listing is not exhaustive)

Task Description	Complete
Within 12-24 hours	
Contact and alert key local/agency contacts, including Incident Controller and DA.	
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.	
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.	
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)	
Consider what support is required, such as resources to maintain records of events and actions.	
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from recovery agencies).	
Within 48 hours	
LRC to ensure receipt of the initial impact assessment from the CA.	
LRC and local government to determine the need to convene aLRCG and brief members.	
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.	
Meet with agencies involved with recovery operations to determine priority actions.	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Manage offers of assistance, volunteers and donated money. Liaise with the City of Perth's Lord Mayor's Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven</i> for the criteria and procedures.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).	
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).	
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable	

medium/s for various audiences).	
Within 1 week	
Participate in consultation for completion of Impact Statement by the CA.	
Establish LRCG subcommittees, if needed, based on the 4 environments: social, built, economic and natural, and determine functions and membership. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven: Sample Recovery Subcommittee Role Statements</i> .	
Depending on extent of the damage, the LRC and LRCG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the <i>State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template</i> .	
If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.	
Liaise with DA and recovery agencies to coordinate local management of recovery process.	

Task Description	Complete
Within 1 to 12 months (or longer-term recovery) cont.	
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.	
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.	
Determine longer-term recovery strategies that include psychosocial support.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.	
Evaluate effectiveness of recovery within 12 months of the emergency, including: <ul style="list-style-type: none"> <li>lessons identified and implementation of projects/plans/training to address the lessons</li> <li>developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events.</li> </ul>	
Recovery communication and community engagement – throughout the recovery effort	
Effective recovery communication addresses, at a minimum: <ul style="list-style-type: none"> <li>the how: community meetings, printed materials, noticeboards, websites, social media, etc.</li> <li>the who: wide variety of groups, including special needs groups</li> <li>the what: what has happened, what are the issues, what services/information</li> </ul>	

<p>are available</p> <ul style="list-style-type: none"> <li>the where: provide information any place where people spontaneously/normally congregate.</li> </ul>	
<p>Set-up relief, recovery centres/one stop shops, that provide the community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information, outreach programs, etc.</p>	
<p>Arrange community initiatives, or accommodate and support community-led initiatives, such as:</p> <ul style="list-style-type: none"> <li>community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups</li> <li>community or social events, street/neighbourhood barbeques, memorials, anniversaries</li> <li>a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media.</li> </ul>	
<p>Plan and implement a Community Engagement Strategy, using the following as a basic guide:</p> <ul style="list-style-type: none"> <li>establish a target audience: consider demographics, groups and networks</li> <li>determine matters to be communicated: what information is needed <i>from</i> the community and what information is needed <i>to</i> the community</li> <li>methods of communication: consider appropriate methods/mediums for various audiences.</li> </ul>	
<p>Establish, or support, community briefings, meetings and information in the recovery context that provide:</p> <ul style="list-style-type: none"> <li>clarification of the emergency event (Controlling Agency)</li> <li>advice on services available (recovery agencies)</li> <li>input into development of management strategies (local government and recovery agencies)</li> <li>advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers, and government agencies such as the Department of Communities).</li> </ul>	
<p>Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider:</p> <ul style="list-style-type: none"> <li>the patronage, agenda, process of conducting the meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints</li> <li>have representatives from EM disciplines to give factual information</li> <li>psychosocial issues</li> <li>appropriate communication strategies for special needs and vulnerable people and groups.</li> </ul>	

## **ANNEX C: Roles and functions of the Local Recovery Coordination Group (LRCG)**

### **Role**

The role of the Local Recovery Coordination Group (LRCG) is to coordinate and support local management of the recovery process within the community.

### **Functions**

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
  - takes account of the local government long term planning goals;
  - includes an assessment of the recovery needs and determines which recovery functions are still required;
  - develops a timetable and identifies responsibilities for completing the major activities;
  - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
  - allows full community participation and access; and
  - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
  - Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
  - Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.



## ANNEX D: Local Recovery Resources

### Town of Bassendean

Department	Management area	Capability
Executive	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Media Liaison (Mayoral support)</li> <li>• Website updates and social media</li> <li>• Management and function of the Council, processes and procedures.</li> <li>• Provision of HR support during crisis management.</li> <li>• Provision of OHS support during crisis management.</li> <li>• Preparation and production of payroll services.</li> </ul>
	Mayor	<ul style="list-style-type: none"> <li>• Chair Local Recovery Coordination Group</li> <li>• Address public meetings</li> <li>• Authorise media releases</li> </ul>
	Director Corporate Services	<ul style="list-style-type: none"> <li>• Inbound call management</li> <li>• Provision of face-to-face customer services</li> <li>• Management of customer requests</li> <li>• Processing direct debits</li> <li>• Incoming mail</li> <li>• Daily banking</li> <li>• Process Bpay &amp; Bpoint payments</li> <li>• Settlement Agent property queries</li> <li>• Banking reconciliations</li> <li>• Accounts payable</li> <li>• Employee IT service desk</li> <li>• Records</li> <li>• Chair recovery subcommittees as required</li> </ul>
	Director Community Development	<ul style="list-style-type: none"> <li>• Administrative management of volunteers and transport</li> <li>• Youth services client information and updates</li> <li>• Access management of community leisure activities</li> <li>• Provision of children's services</li> <li>• Provision of in-home services for seniors/disabled</li> <li>• Provision of Meals-on-Wheels contract</li> <li>• Rosters (In-Home services) Management</li> </ul>

	Director Operational Services	<ul style="list-style-type: none"> <li>• Road safety issues</li> <li>• Domestic waste collection and waste functions</li> <li>• Commercial waste collection</li> <li>• Signage management/public safety</li> <li>• Pest control</li> <li>• Cleaning of Town amenities and buildings</li> <li>• Reactive maintenance services (Buildings)</li> <li>• Assess building and development applications</li> <li>• Reactive flooding drainage maintenance</li> <li>• Reactive footpath maintenance</li> <li>• Parks and reserves management</li> <li>• Street tree management</li> <li>• Conservation area management</li> <li>• Reactive road maintenance services</li> <li>• Equipment allocation for recovery support</li> <li>• Ranger services management</li> <li>• Town Liaison Officer function during emergencies</li> <li>• Response to complains /requests/ emergencies</li> <li>• Fire hazard inspections</li> <li>• Maintenance of Town plant and equipment</li> <li>• Chair recovery subcommittees as required</li> </ul>
<b>Officers</b>	Senior Environmental Health Officer	<ul style="list-style-type: none"> <li>• Investigation/ inspection of reactive public safety complaints</li> <li>• Public health management (disease outbreak)</li> <li>• Respond to health complaints – High risk to the community</li> <li>• Control and investigation of dangerous materials (asbestos)</li> <li>• Management of food outlets</li> <li>• Management and prevention of pest infestation</li> <li>• Advice on future and existing planning, development and subdivisions</li> <li>• EHO advice to the community</li> <li>• Environmental &amp; waste management advice</li> </ul>

## Supporting organisations

Organisation	Responsible area	Capability
<b>Australian Red Cross</b>	State Manager Emergency Services	<ul style="list-style-type: none"> <li>• Community recovery support</li> <li>• Recovery advice</li> <li>• Community outreach</li> <li>• Personal support</li> </ul>
<b>Department of Communities</b>	District Community Support Officer	<ul style="list-style-type: none"> <li>• Provide a representative to the RC if required and available.</li> <li>• Coordinate emergency welfare services as part of the recovery process (Westplan Recovery).</li> <li>• Manage the provision of the Personal Hardship and Distress Measures under the DRFA-WA if activated.</li> </ul>
<b>Dept. of Biodiversity Conservation &amp; Attractions</b>		<ul style="list-style-type: none"> <li>• Wildlife information and support</li> <li>• Environmental advice</li> </ul>
<b>Disability Services Commission</b>		<ul style="list-style-type: none"> <li>• Community support resources for persons with disabilities</li> </ul>
<b>Local Government Insurance Services (LGIS)</b>	District representative	<ul style="list-style-type: none"> <li>• Insurance and risk management advice</li> </ul>
<b>DFES</b>	DRFA -WA Manager	<ul style="list-style-type: none"> <li>• DRFA-WA advice and support</li> </ul>
	State Recovery Coordinator	<ul style="list-style-type: none"> <li>• State recovery advice</li> <li>• Coordination of State resources</li> </ul>
<b>Mental Health Services WA</b>	Local Coordinator	<ul style="list-style-type: none"> <li>• Mental health services for the community</li> <li>• Community help programs</li> </ul>
<b>SEMC Business Office</b>	District Liaison Officer	<ul style="list-style-type: none"> <li>• Recovery support and advice</li> </ul>
<b>Water Corporation</b>	Local Manager	<ul style="list-style-type: none"> <li>• Water restoration and service advice</li> </ul>
<b>Western Power</b>	Local Manager	<ul style="list-style-type: none"> <li>• Power restoration and service advice</li> </ul>

## ANNEX E: Suggested composition Local Recovery Coordination Group and subcommittees

**Suggested LRCG composition (Event specific)** Role statement contained in [Annex C](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair LRCG	1
	LRC	1
	Chief Executive Officer	1
	Director Corporate Services	1
	Director Operational Services	1
	Director Community Development	1
	1	
Hazard Management Agency/s	Incident Controller or Regional Manager	2
Department of Communities	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	State Manager Emergency Services	1
SEMC Business Unit District Advisor	Community Emergency Management Officer	1
DFES	State Recovery Coordinator	1
	WANDRRA Officer	1
Department of Human Services	Local Centre Link Manager	1
Community	Affected community representative or elected member	As required

**LRCG- Finance Subcommittee (Event specific)** Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Director Corporate Services	1
	Minute taker	1
	Finance/Administration Officer	1
OEM	WANDRRA Officer	1
Department of Human Service	Local Centre Link manager	1

**LRCG – Infrastructure Subcommittee (Event specific)** Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair –Director Operational Services	1
	Minute taker	1
OEM	WANDRRA Officer	1
Local Government Insurance Services (LGIS)	District representative	1
Water Corporation	District Manager	1
Western Power	District Manager	1
Main Roads WA	Regional Manager	1

**LRCG- Environment Subcommittee (Event specific)** Role statement contained in [Annex E](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Director Operational Services	1
	Minute taker	1
	Environmental Health Officer	1
Department of Water & Environmental Regulation	District officer	1

**LRCG – Community Subcommittee (Event specific)** Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Director Community Development	1
	Minute taker	1
Australian Red Cross	Local or District officer	1
Affected community	Local representatives as required	As required

## **ANNEX F: Suggested recovery subcommittee roles**

### **Community Subcommittee**

#### **Objectives**

- Provide advice and guidance to assist in the restoration and strengthening of community well-being post event.
- Facilitate understanding of the needs of the impacted community in relation to community well-being.
- Assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community well-being.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community well-being.
- Ensure the affected community is informed and involved in the recovery process so actions and programs match their needs.

### **Environment Subcommittee**

#### **Objectives**

- Provide advice and guidance to assist in the restoration of the natural environment post event.
- Facilitate understanding of the needs of the impacted community in relation to environmental restoration.
- Assess and recommend priority areas, projects and community education to assist the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment.

### **Infrastructure Subcommittee**

#### **Objectives**

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate.
- Provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency.
- Assess and recommend priority infrastructure projects to assist with the recovery process in the immediate short-term and medium long-term.

## **Finance Subcommittee**

### **Role**

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

### **Functions**

- Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
  - ensure the principles of equity, fairness, simplicity and transparency apply;
  - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
  - recognise the extent of loss suffered by individuals;
  - complement other forms of relief and assistance provided by government and the private sector;
  - recognise immediate, short, medium and longer term needs of affected individuals;
  - ensure the privacy of individuals is protected at all times;
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

### **Sample of eligibility criteria and levels of financial assistance**

*(Criteria used by the Shire of Mundaring for the Parkerville -Stoneville-Mt Helena fire 12 January 2014)*

#### **Owners/Owner occupiers**

For owners/owner occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

**Level One** – Shall apply to those instances where the house/ house and contents have been totally destroyed.

**Level Two** – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable.

**Level Three** – shall apply in those instances where there has been other property damage/loss, e.g. shed, shed contents, pergolas, outdoor furniture etc.

#### **Occupiers**

For occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

**Level Four** – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed.

**Level Five-** shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.



# **Town of Bassendean**

## **Operational Recovery Plan**

**Emergency Type and location:**

**Date emergency occurred:**

### **Section 1 – Introduction**

**Incident description**

**Purpose of this plan**

**Authority**

### **Section 2 – Assessment of recovery requirements**

**Details of loss and damage:**

**Residential:**

**Commercial:**

**Industrial:**

**Transport:**

**Essential Services:** *(include State and local government infrastructure)*

**Estimates of damage costs:**

**Temporary accommodation requirements:** *(includes evacuation centres)*

**Additional personnel requirements:**

**Human services:** *(personal and psychological support requirements)*

**Other health issues:**

### **Section 3 – Organisational Aspects**

**Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:**

**Details of inter-agency relationships and responsibilities:**

**Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:**

### **Section 4 – Operational Aspects**

**Resources available:**

**Resources required:**

**Redevelopment plans:** *(includes mitigation proposals)*

**Reconstruction restoration program and priorities:** *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

**Financial arrangements:** *(Assistance programs (NDRRA), insurance, public appeals and donations)*

**Public information dissemination** *(Key messages, methods of distribution)*

## **Section 5 – Administrative arrangements**

**Administration of recovery funding:** *(Include other financial issues)*

**Public appeals policy and administration** *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

## **Section 6 – Conclusion**

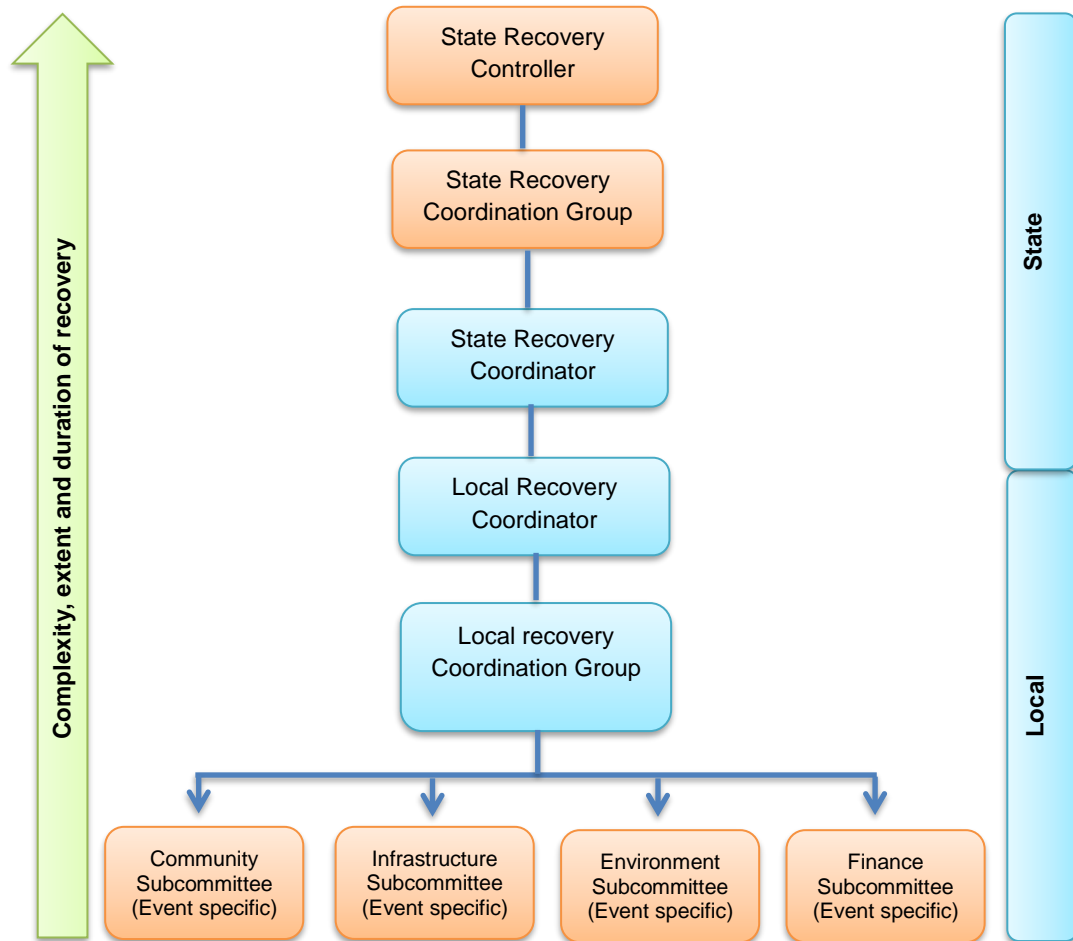
*(Summarises goals, priorities and timetable of the plan).*

Endorsed by

**Chair, Local Recovery Coordination Group**

**Dated:**

## ANNEX H: Potential Recovery Governance Structures



## **ANNEX I: (Suggested) MEDIA RELEASE - DONATIONS**

### **Donations in time of disaster**

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised so watch the media.

Thank you for your generous support.

**Mayor**

**Town of Bassendean**

## ANNEX J: Suggested LRCG Subcommittee Terms of Reference

# COMMUNITY SUBCOMMITTEE

## Terms of Reference

### Background

The Town of Bassendean Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

### Membership

Name	Representing

### Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

### Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

### Agency Representative

- Advice, information and support specific to the agency role.

### Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

### **Objectives of Community Sub Committee**

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post [Click here to enter text.](#);
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the bushfire recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the [Click here to enter text.](#) Local Recovery Coordination Group for consideration to assist in the restoration and strengthening of community wellbeing.

### **Conduct of Meetings**

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text.](#) will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

**Reporting**

The Town of Bassendean Local Recovery Coordination Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified in the direction.

**Probity**

The Community Subcommittee acknowledges that the Town of Bassendean is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Town of Bassendean Local Recovery Co-ordinating Group.

**Termination of the Community Sub Committee**

Termination of the Subcommittee shall occur at the direction of the Town of Bassendean Local Recovery Coordination Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.



# ENVIRONMENT SUB COMMITTEE

## Terms of Reference

### Background

The Town of Bassendean Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required following the [Click here to enter text](#). Which occurred on [Click here to enter a date](#).. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

### Membership

Name	Representing

### Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

### Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

### Agency Representative

- Advice, information and support specific to the agency role.

### Community Representative

- Link to community. Receive guidance and perspective from the community.

## Objectives of Environment Subcommittee

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the Town of Bassendean Local Recovery Coordination Group for consideration to assist in the restoration of the natural environment in the medium to long term.

## Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the Town of Bassendean will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

**Reporting**

The Town of Bassendean Local Recovery Coordination Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

**Probity**

The Environment Subcommittee acknowledges that the Town of Bassendean is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Town of Bassendean Local Recovery Co-ordinating Group.

**Termination of the Environment Sub Committee**

Termination of the subcommittee shall occur at the direction of the Town of Bassendean Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

# FINANCE SUB COMMITTEE

## Terms of Reference

### Background

The Town of Bassendean Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

### Membership

Name	Representing

### Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

### Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

### Agency Representative

- Advice, information and support specific to the agency role.

## **Objectives of Finance Sub Committee**

The primary objective of the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordination Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the [Click here to enter text](#). which occurred on [Click here to enter a date](#). in the Town of Bassendean.

It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Finance Subcommittee has been established to make recommendations to the Lord Mayor's Distress Relief Fund on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of this event.

The primary role of the Finance Subcommittee will include:

- With regard to the Lord Mayor's Distress Relief Fund (LMDRF), the development of eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
- With regard to donations of support and assistance from the corporate sector, assist and where practical, facilitate the disbursement of their donations to affected individuals.

In developing the eligibility criteria and procedures pertaining to the LMDRF, the Finance Subcommittee will endeavour to:

- Ensure the principles of equity, fairness, simplicity and transparency apply;
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer term needs of affected individuals; and
- Ensure the privacy of individuals is protected at all times.

The Finance Sub Committee will need access to funding information provided to individuals by other agencies to assist with the above assessments.

### **Conduct of Meetings**

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.

- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

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- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the Town of Bassendean will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

### **Reporting**

The Town of Bassendean Local Recovery Coordination Group may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

### **Probity**

The Finance Subcommittee acknowledges that the Town of Bassendean is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Town of Bassendean Local Recovery Co-ordinating Group.

### **Termination of the Community Sub Committee**

Termination of the Subcommittee shall occur at the direction of the Town of Bassendean Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

# INFRASTRUCTURE SUB COMMITTEE

## Terms of Reference

### Background

The Town of Bassendean Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

### Membership

Name	Representing

### Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

### Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

### Agency Representative

- Advice, information and support specific to the agency role.

### Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

## Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community;
- Provide advice and assistance for the coordination of the restoration of Local Government and State infrastructure lost or damaged;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long-term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

## Conduct of Meetings

- The quorum for a meeting of the subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

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- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the subcommittee will be conducted on the basis of a written Agenda and Minutes – the Town of Bassendean will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

## Reporting

The Town of Bassendean Local Recovery Coordination Group may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.



**Probity**

The Infrastructure Subcommittee acknowledges that the Town of Bassendean is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Town of Bassendean Local Recovery Co-ordinating Group.

**Termination of the Infrastructure Subcommittee**

Termination of the subcommittee shall occur at the direction of the Town of Bassendean Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

# ATTACHMENT 7

**Attachment 7** – LGEMAG Minutes (including East Metro-Midland Local Welfare Plan) will be distributed at the meeting.

# ATTACHMENT 8



# Contacts & Resources Register

This document is **NOT** for public access, is commercial in confidence and is only to be used by emergency management personnel for emergency management purposes. **This register requires updating continually and should be tabled at each LEMC meeting to ensure the accuracy of the information contained within.**

This document is current as at: 5/02/2020

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## CONTENTS

Document Control .....	4
Introduction .....	1
Funding for Emergencies .....	1
Critical Contact Points .....	1
Annex A – LEMC Members and Contact Details .....	3
Annex B – Resource Matrix – Local Government Equipment .....	5
Annex C: Local Resources .....	6
Annex D - Agency Contacts .....	10

## Document Control



**CONTROLLED DOCUMENT SP 501**

**CONTACTS & RESOURCES REGISTER**



## Introduction

Key resources which may be required in an emergency are detailed in this part of the Emergency Management Arrangements. The individual resources are not recorded, rather they are identified by Category and linked to the Agency which owns or manages the resource.

## Funding for Emergencies

The following personnel are authorized to make decisions in relation to expenditure of Town of Bassendean funds in support of an emergency event within the Town of Bassendean Local Government Area.

1 <sup>st</sup> Contact	Luke Gibson	0409 695 430	lgibson@bassendean.wa.gov.au
2 <sup>nd</sup> Contact	Kallan Short		kshort@bassendean.wa.gov.au

## Critical Contact Points

E-mail Contacts		
Details	Purpose	Recovery Option
<a href="mailto:mail@bassendean.wa.gov.au">mail@bassendean.wa.gov.au</a>	Main Town Contact	<ol style="list-style-type: none"> <li>Initially set up an appropriate 'out of office' – with alternative contact arrangements (if available)</li> <li>Reinstall at Ashfield.</li> </ol>
<a href="mailto:sds@bassendean.wa.gov.au">sds@bassendean.wa.gov.au</a>	Main e-mail contact for Seniors & Disability Services	Forward to <a href="mailto:mail@bassendean.wa.gov.au">mail@bassendean.wa.gov.au</a>

Landline Contacts		
Details	Purpose	Recovery Option
08 9377 8000	Main Town Contact	<ol style="list-style-type: none"> <li>Options</li> <li>Initially divert to message bank with an appropriate message (If outage &gt; 4 hours).</li> <li>Transfer to Rangers Line 08 9377 7480</li> <li>Contact a Call Centre to take over functionality until a suitable town service can be restored.</li> </ol>
08 9279 3773	Children's Services – Wilson St	Divert to 08 9377 8000
08 9279 2478	Children's Services – Ashfield	Divert to 08 9377 8000
08 9279 6588	Seniors & Disability Services	Divert to 08 9377 8000
08 9377 9000	Main Depot Contact	Divert to 08 9377 8000
08 9377 8005	Development Services	Divert to 08 9377 8000

Landline Contacts		
Details	Purpose	Recovery Option
08 9377 7480	Rangers Direct Line (NB: Separate Line – analogue – will still work with no power)	Divert to 08 9377 8000
08 9279 2966	Main Library Contact	7. Divert to 08 9377 8010 (Managers Direct Line) - if Building still available. 8. Divert to 08 9377 8000 if building loss

Mobile Contacts		
Details	Purpose	Recovery Option
0418 954 414	Senior EHO	Divert to 0419 952 373 (Manager)
0419 914 923	Manager, Asset Services	Divert to 0417 189 604 (Personal Mobile)
0419 955 254	Senior Ranger	Divert to 08 9377 8000 or 08 9377 7480 (Rangers Direct Line)

## Annex A – LEMC Members and Contact Details

### Local Emergency Management Committee (LEMC) – Member Contact Details (6 November 2019)

NAME	ORGANISATION	BUSINESS HOURS	AFTER HOURS
Cr Hilary MacWilliam - Chair	Town of Bassendean	9377 8000	0432 982 595
Cr Kath Hamilton	Town of Bassendean	9377 8000	0408 725 555
Senior Sergeant Matt McCaughey – Deputy Chair	OIC Kiara Police Station	9376 7007	0422 533 084
Steve Blackford – Acting Manager	Bassendean SES	9279 4811	0427 442 709
Ryan Hamblion – Senior District Emergency Service Officer	Department for Child Protection and Family Support	0427 429 042 ryan.hamblion@communities.wa.gov.au	24 hours Crisis Care 9223 1111 or 1800 199 008
Leigh Bishop - District Officer Swan	DFES – Operations, Perth North East Metropolitan	9478 8305	0409 379 584
Luke Gibson – Director Community Planning	Town of Bassendean	9377 8002	0409 695 430
Sharna Merritt – Senior Ranger	Town of Bassendean	9377 8064	0419 955 254
Jeff Somes - Environmental Health Officer	Town of Bassendean	9377 8094	0498 372 392
Merveen Cross - District Emergency Management Officer, Metropolitan	DFES Metropolitan Operations		0427 996 676

<b>NAME</b>	<b>ORGANISATION</b>	<b>BUSINESS HOURS</b>	<b>AFTER HOURS</b>
Sharon Ellis	Department of Communities	9274 9411	0409 106 632
John Lane – BLEMC Executive Officer	Emergency Management Services	0419 962 104	jlaneems@gmail.com
Kallan Short – A/Mgr and Principal Building Surveyor	Town of Bassendean	9377 8023	0419 953 356
Steve Hall – Manager Emergency Management Unit	St John Ambulance	9334 1455	0427 113 237

File Ref: GOVN/CCLMEET/12

6 November 2019

NLST-6911219

## Annex B – Resource Matrix – Local Government Equipment

Item Description	Description	No of Items
6 Wheel Tip Truck	18 Tonne	1
Ford Tractor – Slasher	Ford 4000	1
Tip Truck	3.5 Tonne	1
6 Wheel Water Truck	4500 Lts	1
Water Truck	3,500 Lts	1
Ride-on Mower		1
Backhoe	1 Tonne	1
Forklift		1
Community Bus	21 Seats	1
Cat 140H Grader	14 Ft Blade	1
Cat 926 Front End Loader	1 ½ cubic meters	1

## Annex C: Local Resources

RESOURCE AGENCY		SAND, MATERIALS & EARTHMOVING	MEDICAL SERVICES	PLANT & MACHINERY	VEHICLE REPAIRS & MAINTENANCE	CATERING & FOOD SUPPLIES	ROAD SIGNS & BARRIERS	TRANSPORT & FUEL	BUILDING & ENGINEERING	ACCOMMODATION	CHAINSAWS & TREE FELLING
SERIAL	RESOURCE AGENCY										
1	Town of Bassendean	X	X	X			X	X		X	X
2	N & E Region Recovery Group	X	X	X			X	X		X	X
3	Aim Dental 41 Old Perth Road, Bassendean Western Australia 6054 · 08 9279 1250		X								
4	Ashfield Community Centre 2 Colstoun Road, Ashfield. Phone: 08 9279 6588									X	
5	Ashfield IGA 3A Colstoun Road, Ashfield. Phone: 08 9279 7424					X					
6	Bassendean Veterinary Hospital Address: 177 Guildford Road, Bassendean Western Australia 6054 Phone: 08 9378 3999 Website: bassendeanvets.com.au										
7	Automotive Spares and Services Pty Ltd 151 GUILDFORD Road, Bassendean.				X						

RESOURCE AGENCY	RESOURCE CATEGORY	SAND, MATERIALS & EARTHMOVING	MEDICAL SERVICES	PLANT & MACHINERY	VEHICLE REPAIRS & MAINTENANCE	CATERING & FOOD SUPPLIES	ROAD SIGNS & BARRIERS	TRANSPORT & FUEL	BUILDING & ENGINEERING	ACCOMMODATION	CHAINSAWS & TREE FELLING
	Phone: 08 9378 1037										
8	Bassendean Catering Service Bassendean Community Centre Enquiries to Town of Bassendean Administration					X					
9	Bassendean Dental Clinic 41 Old Perth Road, Bassendean. Phone: 08 9279 1250		X								
10	Bassendean Pharmacy 5 Old Perth Road, Bassendean. Phone: 08 9279 2495		X								
11	Boral Formwork & Scaffolding 11 Jackson Street								X		
12	Danish Patisserie 5 Dyer Road Phone 08 9376 9376					X					
13	Floveyor Pty Limited 6 Alice Street, Bayswater. Phone: 08 9378 3333 Website: floveyor.com								X		
14	Hydraulic Hoist & Winch Sales 12 Alice Street, Bassendean.				X						

RESOURCE AGENCY		RESOURCE CATEGORY	CHAINSaws & TREE FELLING	ACCOMMODATION	BUILDING & ENGINEERING	TRANSPORT & FUEL	ROAD SIGNS & BARRIERS	CATERING & FOOD SUPPLIES	VEHICLE REPAIRS & MAINTENANCE	PLANT & MACHINERY	MEDICAL SERVICES	SAND, MATERIALS & EARTHMOVING
	Phone: 08 9377 2211 Website: hydreco.com											
15	Mechanical & Automotive Service Centre Unit 335 COLLIER ROAD, Bassendean. Phone: 08 9377 1444 Website: mascb.com.au								X			
16	Pump & Valve Engineering Address: 29 Hanwell Way, Bassendean. Phone 9377 2077				X					X		



17	RESOURCE AGENCY	SAND, MATERIALS & EARTHMOVING	MEDICAL SERVICES	PLANT & MACHINERY	VEHICLE REPAIRS & MAINTENANCE	CATERING & FOOD SUPPLIES	ROAD SIGNS & BARRIERS	TRANSPORT & FUEL	BUILDING & ENGINEERING	ACCOMMODATION	CHAINSAWS & TREE FELLING
	<p>TL Engineering Pty Ltd            300 Collier Road, Bayswater.            Phone: 08 9279 5466</p>			X	X						

## Annex D - Agency Contacts

### Police

<b>Kiara Police Station</b>	Station 9376 3000 Emergency 000 131 444 non-emergency	OIC 0414 461 726
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### DFES

<b>Perth North Metro</b>	9478 8300	District Officer Darling Range 0427 199 381
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### Main Roads WA

<b>24hr customer service</b>	138138	
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### Dept. of Communities

Snr District Emergency Service Officer	0427 429 042	
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### Water Corporation

Faults, Emergency and Security	24 Hrs. 13 13 75	
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### Western Power

Emergency Line	13 13 51	
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### Department of Primary Industries And Regional Development's-Agriculture And Food

Animal Disease Emergency	1800 675 888		
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