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# Local Emergency Management Arrangements 2020

LEMC endorsement date: 1/04/2020  
Full review required: 2025  
Maintained by: Executive Officer to LEMC

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## 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 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:** 1/04/2020  
**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 Consultation Draft
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Date Finalised	
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Project Manager	Director Community Planning Town of Bassendean

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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- Out of date information or practices;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.

Organisation	Number of copies
Town of Bassendean	17 total
• Mayor	1
• LEMC Chairperson	1
• Chief Executive Officer and Executive Team	4
• Manager Development and Place	1
• Manager Library & Information Services	3
• Manager Recreation & Culture	1
• Manager Seniors & Disability Services	1
• Manager Youth Services	1
• Manager Children Services	1
• Senior Community Development Officer (Volunteers)	1
• Senior Environmental Health Officer	1
• Senior Ranger	1
WA Police Force – Officer in Charge (Kiara Police Station)	1
Department of Fire and Emergency Services	2 total
• District Officer Swan	1
• District Officer/Advisor North East Metro	1
Department of Communities	2 total
• Team Leader	1
• Senior District Emergency Services Officer	1
Bassendean State Emergency Service - Unit Manager	1
St John Ambulance – Manager Emergency Management Unit	1
North East Metro Regional Recovery Group	8
Aegis Aged Care	1
Department of Education - North Metro Regional Office	1
State Library (Legal Deposit)	2
Central Metropolitan District Emergency Management Committee	1
State Emergency Management Committee	1

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

## **PART 1 – Introduction**

### **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 Nyungah people, and the importance of Bassendean for Nyungah 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 Berwick shire - 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 flavor.

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 Communities).

## 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>

<p><b>Level 3</b></p> <p>A Level 3 incident is broadly defined by meeting one or more of the following typical conditions:</p>	<ul style="list-style-type: none"> <li>• requires significant coordination of a multi-agency response.</li> <li>• there is a protracted response duration.</li> <li>• there is significant impact on critical infrastructure.</li> <li>• resources need to be sourced from State, National and even International level.</li> <li>• there is a high level of complexity.</li> <li>• there is significant impact on the routine functioning of the community (health, safety, economic, technological or other).</li> <li>• there are multiple incident areas.</li> <li>• evacuation and/or relocation of community is required.</li> <li>• there is actual or potential loss of life or multiple, serious injuries; and/or</li> <li>• a declaration of an 'emergency situation' or 'state of emergency' is likely.</li> </ul>
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### 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.

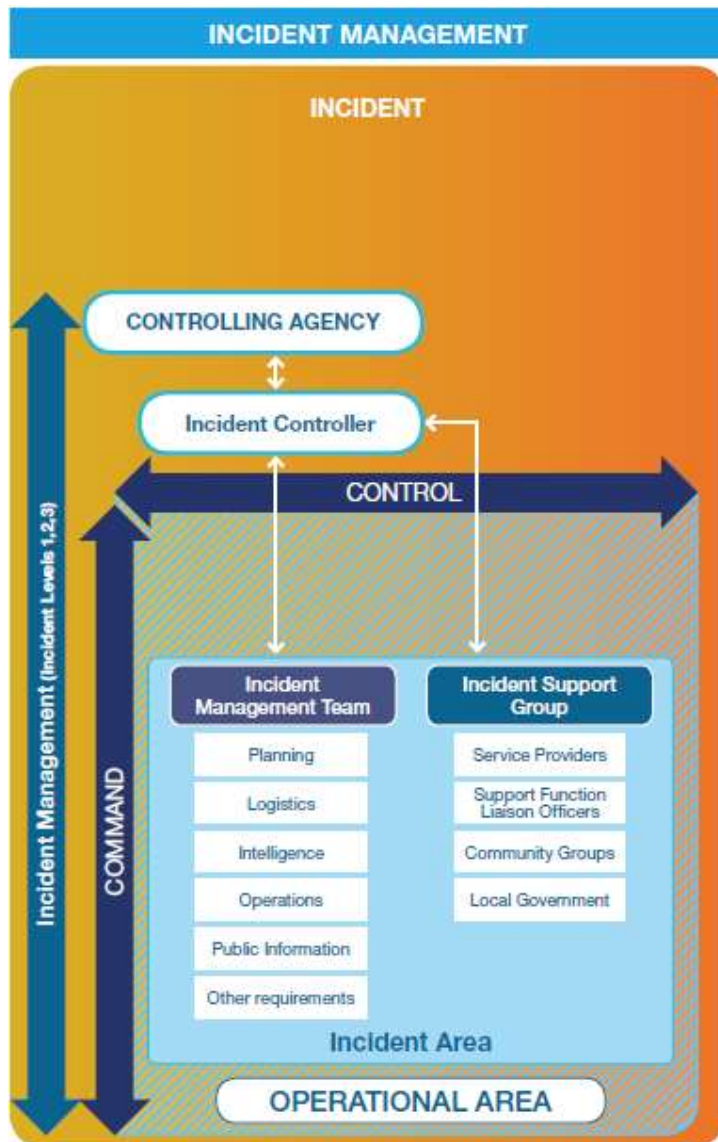
### Responsibilities

- 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 8002	0409 695 430
<b>2nd Contact</b>	Chief Executive Officer	9377 8004	0412 417 439

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

<b>Building Name</b>	<b>Site Address</b>	<b>Capacity</b>	<b>GPS</b>	<b>Contact details</b>
Bassendean Seniors & Community Centre	46-48 Old Perth Road, Bassendean	100 sleeping 160 seated	-31.904026, 115.950030	1st Call - 9377 8034 (Centre)  2nd Call - 0409 695 430  3rd call - 0412 417 439

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

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

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

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

## 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 of Communities

### Local Welfare Coordinator (DC):

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

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

**INCIDENT** – The occurrence or imminent occurrence of a hazard.

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

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





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

**RECOVERY** - The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

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

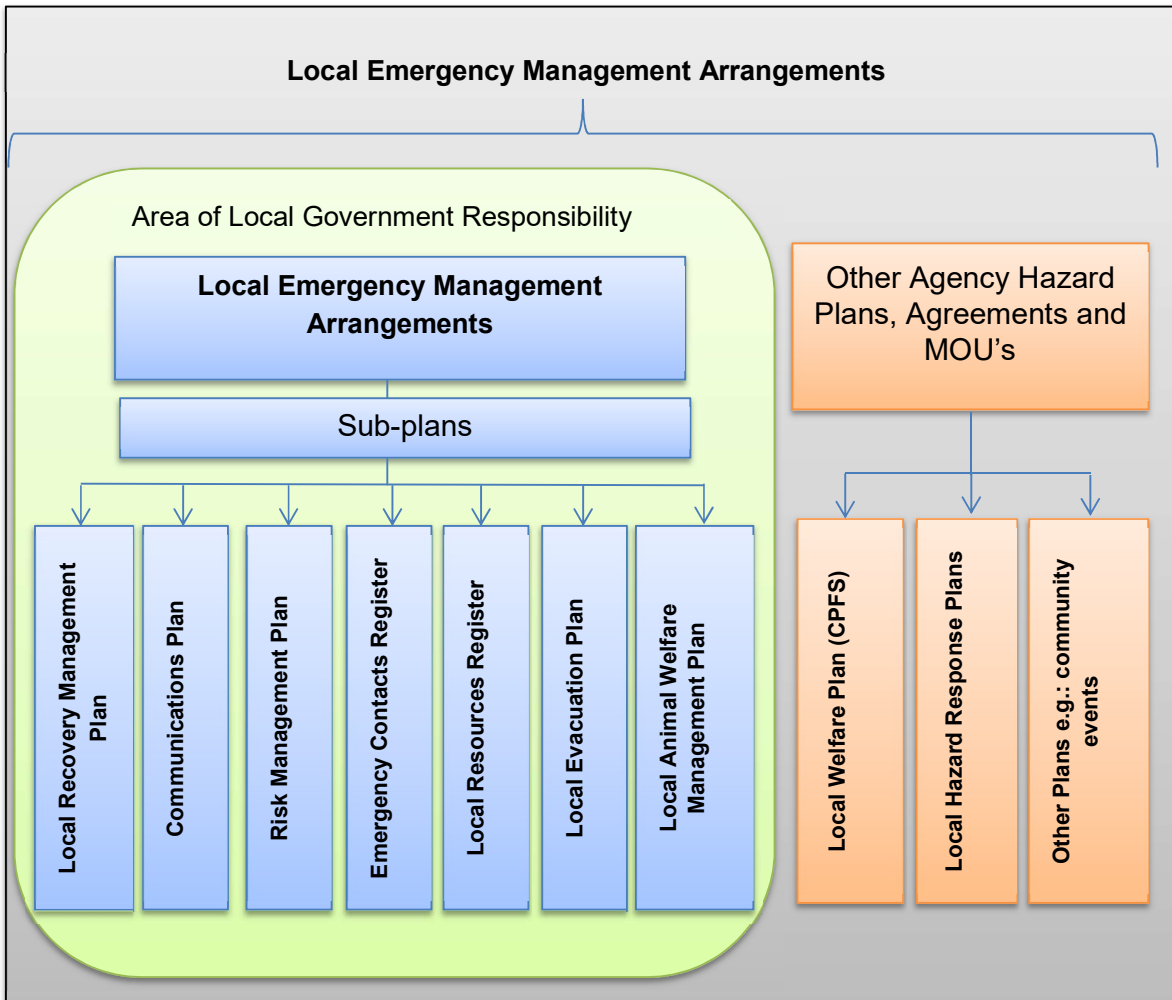
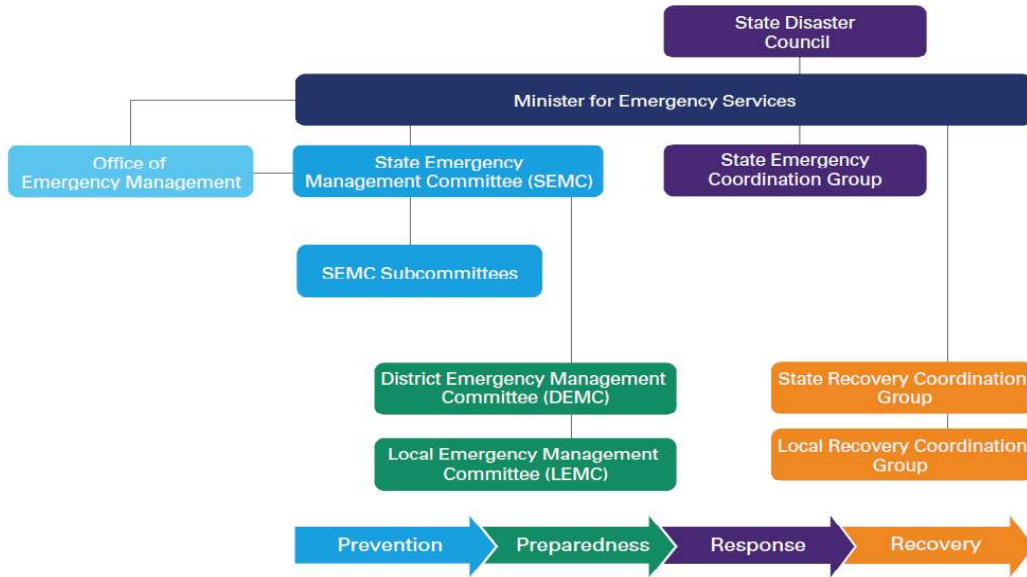
- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual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

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

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

<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.

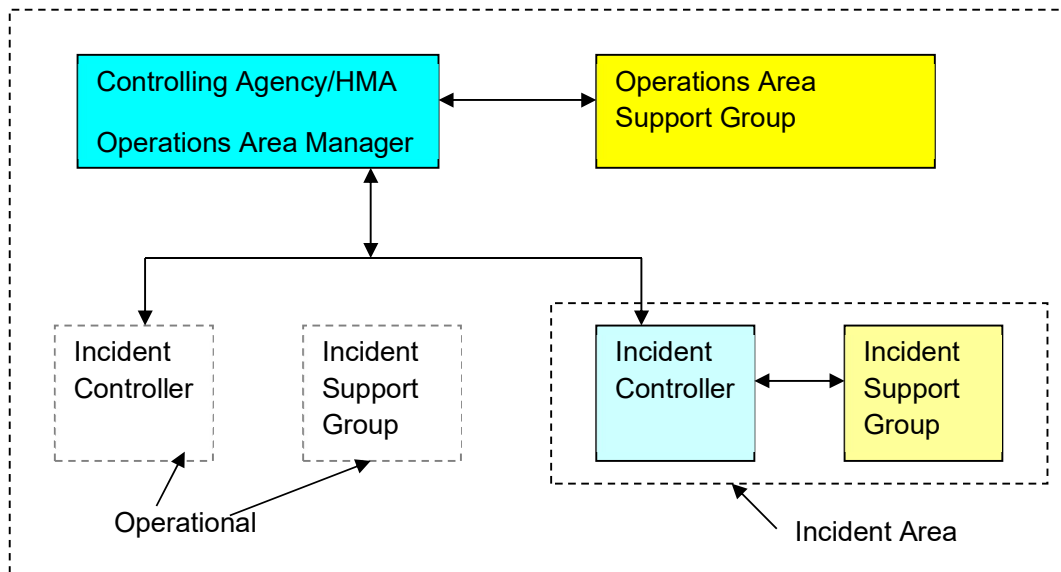
#### **Reporting to the ISG (LGLO)**

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 Emergency 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 Colstoun 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
Iveson Hostel	6 Iveson Place, Bassendean	Disability Services Commission	?	Yes

### Senior Citizens

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Seniors and Disability Services (ToB)	2 Colstoun Road, Ashfield	9279 6588		Yes
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
	Director Community Planning (Local Recovery Coordinator)
<b>WA Police Force</b>	Officer in Charge - Kiara Police Station (Local Emergency Coordinator)
<b>Department of Fire and Emergency Services</b>	District Officer Swan
	District Officer/Advisor North East Metro
<b>Department of Communities</b>	Team Leader
	Senior District Emergency Services Officer (Child Protection and Family Support)
<b>Bassendean State Emergency Service</b>	Unit Manager
<b>St John Ambulance</b>	Manager Emergency Management Unit

## ANNEX I – Suggested LEMC meeting and business cycle

