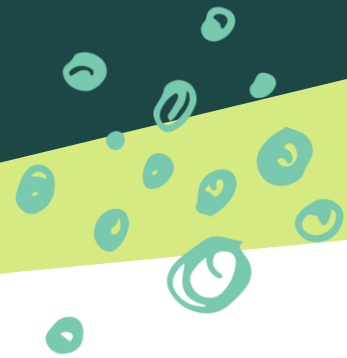


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# Tree Canopy Action Plan 2023 - 2027



DRAFT

Approved by X

(DATE)

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## DEFINITIONS

Green cover:	Tree plus shrub cover
Shrub cover:	Typically vegetation less than 3 metres in height (excluding grass)
Tree / canopy cover:	Combined area of trees greater than 3 metres in height as a percentage of the total land area, measured from an aerial view

The R-Codes provide the following definitions for tree sizes:

Table 3.3b Tree sizes

Tree size	Indicative canopy diameter at maturity	Nominal height at maturity	Required DSA per tree	Recommended minimum DSA width	Minimum DSA width where additional rootable soil zone (RSZ) width provided <sup>1</sup> (min 1m depth)	Indicative pot size at planting
Small	2-6m	3-8m	9m <sup>2</sup>	2m	1m (DSA) + 1m (RSZ)	100L
Medium	6-9m	8-12m	36m <sup>2</sup>	3m	2m (DSA) + 1m (RSZ)	200L
Large	>9m	>12m	64m <sup>2</sup>	6m	4.5m (DSA) + 1.5m (RSZ)	500L

<sup>1</sup> Rootable areas are for the purposes of determining minimum width only and do not have the effect of reducing the required DSA.

## EXECUTIVE SUMMARY

The Town of Bassendean recognises the increasing importance of retaining trees due to their amenity, environmental and health benefits, and maximising canopy cover. A thriving urban forest assists in mitigating the impacts of the urban heat island effect, reduces air pollution, improves groundwater quality and provides important habitat for wildlife.



Figure 1. Benefits of urban forests/ tree canopy

The most recent mapping from 2020 shows that the Town of Bassendean has a relatively low tree canopy cover, with a total canopy area of 26.75 ha or 15% of total land area (CSIRO, 2020). 36% of the existing tree canopy is located on private land (residential, industrial and Town Centre/ local shopping areas), over which the Town has limited control. Maintaining or increasing canopy cover will be a challenge into the future, given the requirement for the Town to accommodate 4150 new dwellings by 2050, and the predicted impacts of a changing climate on tree health and survival.

The Town of Bassendean Tree Canopy Action Plan outlines the strategic approach and actions to be taken over the next four years to protect and enhance our urban forest and green cover, on both public and private land. The overall objective is to meet an aspirational tree canopy cover target of 30% by 2040.

# BACKGROUND

## Context

Protection and enhancement of tree canopy has been identified by the local community as a priority and is supported by the Strategic Community Plan and several Council Policies and Planning documents.

### *BassenDream Our Future* and Strategic Community Plan

The 2019 *BassenDream Our Future* consultation, undertaken in development of the Strategic Community Plan 2020-2030 found that our community highly values a beautiful natural environment with an abundance of vegetation, trees, green open space and connection to the Swan River.

The Town of Bassendean's Strategic Community Plan 2020-2030 includes a direction to *support the creation of a more green and shaded Town*, under Priority Area 2: Leading environmental sustainability.

The strategies identified in the Corporate Business Plan 2022-2026 to achieve this include:

- Create an urban forest throughout reserves, gardens and streets
- Protect existing trees and green spaces

Development of a Tree Canopy Action Plan is identified as an action to be completed in 2022/23, with the following projects/ actions also of relevance:

- Develop longer term tree planting and biodiversity corridors program
- Assess and map our existing trees to better plan for the future –
  - our verge trees
  - our reserve trees.

## Biodiversity Corridors

Wildlife or biodiversity corridors are connections across the landscape that link up areas of habitat, allowing wildlife movement. The Collective Local Biodiversity Strategy (EMRC, 2008) identified ecological linkages (biodiversity corridors) across the Town of Bassendean and Cities of Bayswater and Belmont. Three local linkages were identified within the Town of Bassendean, as shown in Figure 2, with the Swan River a Regional Ecological Linkage. The Strategy included a target to enhance natural values within these linkages, including within local natural areas, streetscapes and reserves with remnant natural values. The reserves and other public facilities found within these linkages are listed in Table 1 overleaf.

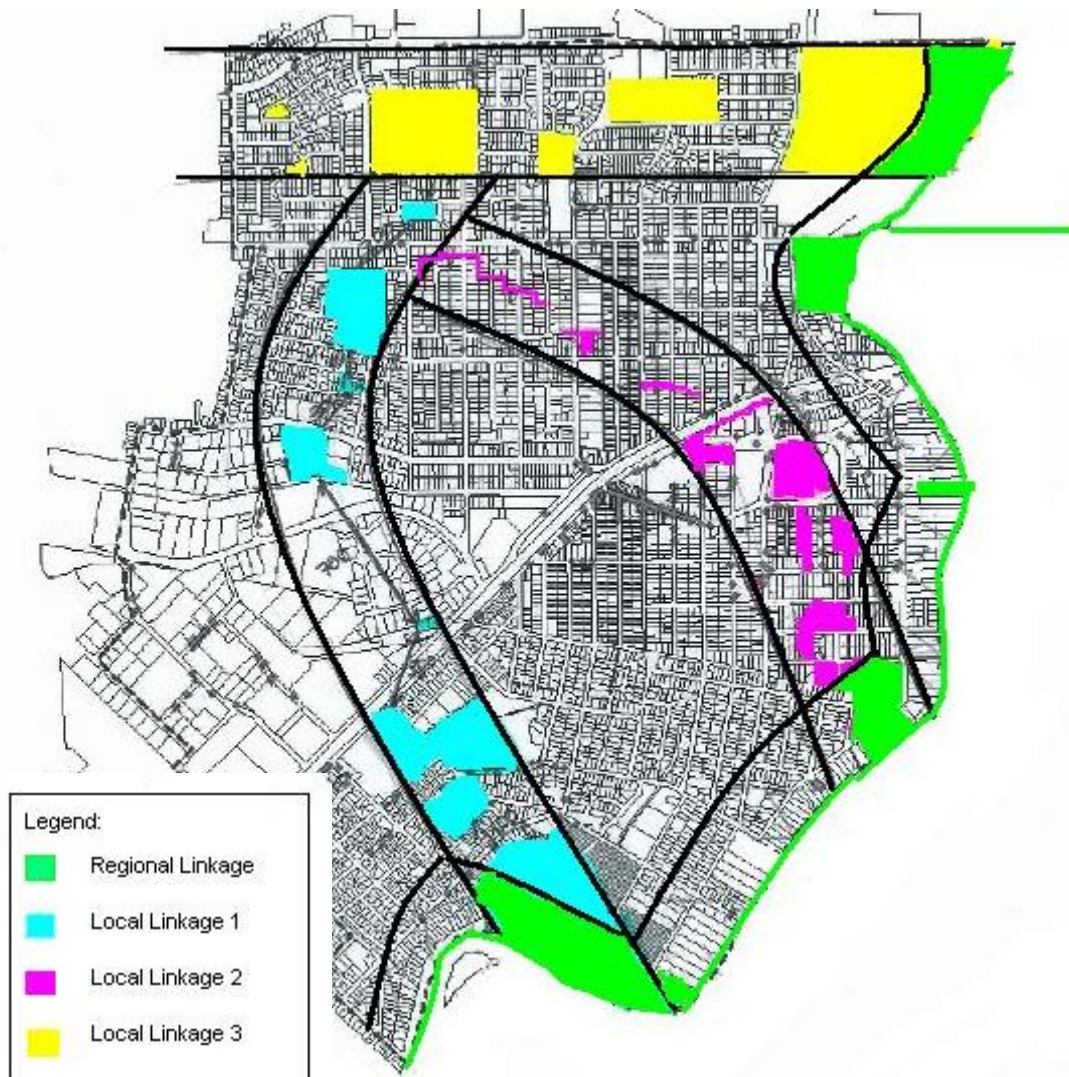


Figure 2. Regional and local biodiversity corridor linkages within Town of Bassendean (EMRC, 2008)

<b>Table 1: Reserves and other public facilities within the Regional and Local Linkages of the Town of Bassendean</b>	
<b>Reserve/ Public Facility</b>	<b>Linkage</b>
Bennett Brook	Regional Linkage, Local Linkage 3
Success Hill	Regional Linkage
Point Reserve	Regional Linkage
Swan River Foreshore	Regional Linkage
Pickering Park	Regional Linkage, Local Linkage 2
Bindaring Park	Regional Linkage, Local Linkage 2
Sandy Beach Reserve	Regional Linkage, Local Linkage 1
Ashfield Flats	Regional Linkage, Local Linkage 1
Ashfield Parade Reserve	Regional Linkage
Kelly Park	Regional Linkage
Padbury Way Reserve	Local Linkage 1
Anzac Terrace Primary	Local Linkage 1
Mickleton Terrace Reserve	Local Linkage 1
Troy St Reserve	Local Linkage 1
Broadway Arboretum	Local Linkage 1

Ashfield Reserve	Local Linkage 1
Ashfield Primary School	Local Linkage 1
Cyril Jackson Senior Campus	Local Linkage 1
Drainage Line (Railway Pde)	Local Linkage 1
Drainage Line (Fourth Ave)	Local Linkage 2
Drainage Line (Anzac Tce)	Local Linkage 2
Drainage Line (Ida St)	Local Linkage 2
Drainage Line (Carmen Way)	Local Linkage 2
Drainage Line (Iolanthe St)	Local Linkage 2
Anzac Terrace Reserve	Local Linkage 2
Steel Blue Oval (Bassendean Oval)	Local Linkage 2
Bassendean Primary School	Local Linkage 2
Casa Mia Montessori	Local Linkage 2
St Michaels	Local Linkage 2
Pyrton Site	Local Linkage 3
Mary Crescent Reserve	Local Linkage 3
Eden Hill Primary School	Local Linkage 3
Jubilee Reserve	Local Linkage 3
Colin Smith Reserve	Local Linkage 3
Freeland Square Reserve	Local Linkage 3

## Urban Heat Islands

The term ‘Urban Heat Island Effect’ refers to an increase in atmospheric and surface temperatures in areas where paved and dark surfaces dominate the landscape, in comparison to rural areas. The structures and hard surfaces absorb the sun’s heat during the day but do not cool down significantly at night (Switch your thinking, 2022). Contributing factors include dark surfaces that absorb significantly more solar radiation, use of materials such as concrete and asphalt, lack of evapotranspiration due to limited vegetation cover and geometric effects of tall buildings.

The urban heat island effect can increase local temperatures by 4°C which can result in an increase in heat-related health issues, water use, energy use and greenhouse gas emissions. Increasing trees and other vegetation in urban areas assists in reducing the urban heat island effect, benefitting the health and wellbeing of the community (Switch your thinking, 2022).

The land surface temperature over the Town of Bassendean, averaged over a two year period is shown in Figure 3 below, with the overall average in comparison to other Perth Metropolitan local government areas shown in Figure 4. Hotter areas include hard surfaces, areas with low vegetation cover, non-irrigated grass and bare ground.



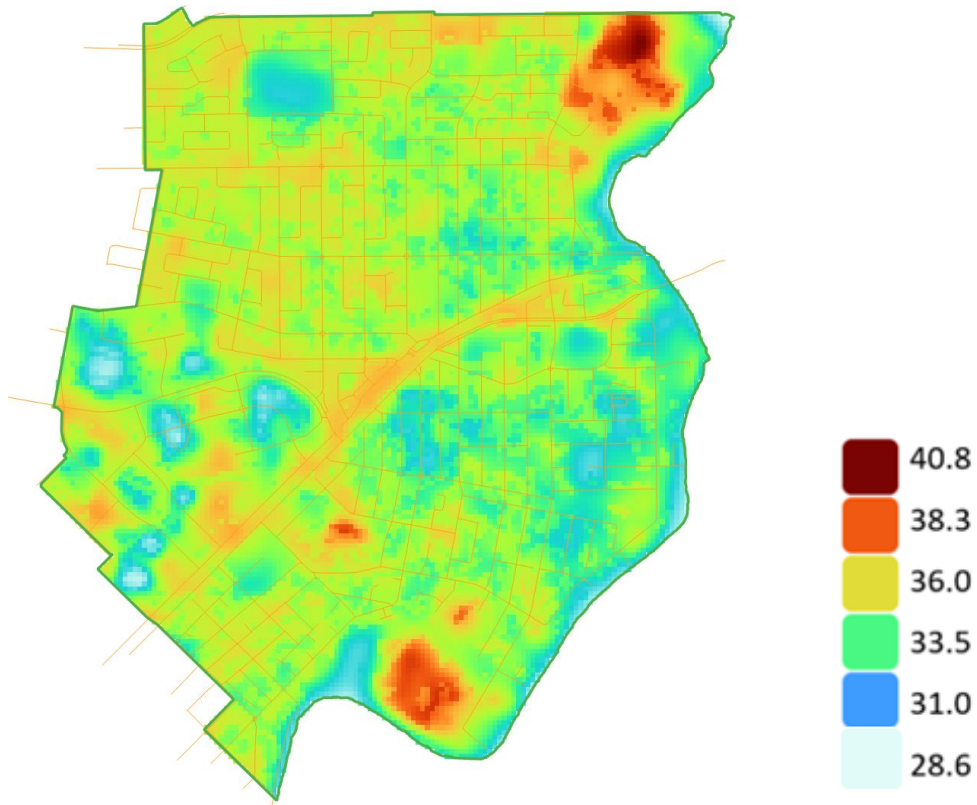


Figure 3. Land surface temperature averaged across 2020 and 2021: Source CSIRO

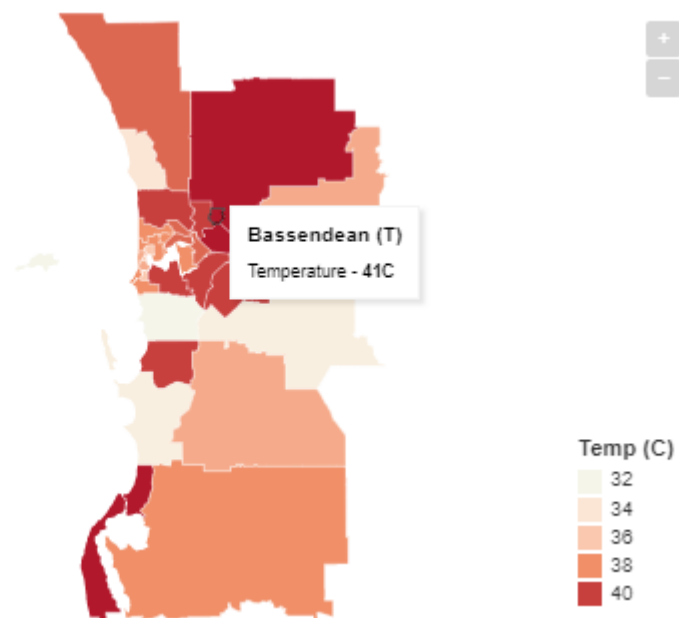


Figure 4. Average land surface temperature by Local Government Area: Source CSIRO (ABC News, 2018)

## Legislative and Policy Framework

This part provides a summary of the relevant State and local planning and policy contexts and their implications for the Tree Canopy Action Plan.

<p><i>Planning and Development Act 2005</i></p>	<p>The Act defines “<i>development</i>”, however, the definition does not include the pruning, cutting or removal of a tree. As such, the removal of trees is generally unregulated.</p>
<p>Local Planning Scheme No. 10</p>	<p>Provides statutory provisions relating to the retention of significant trees through Tree Preservation Orders. As of May 2023, 28 trees subject to a Tree Preservation Order.</p>
<p>Draft Local Planning Scheme No. 11</p>	<p>Provides statutory provisions relating to the retention of significant trees through a Significant Tree Register. Will supersede Local Planning Scheme No. 10.</p>
<p>State Planning Policy 7.3 – Residential Design Codes (Vol 1)</p>	<p>Part B – Low Density Code</p> <ul style="list-style-type: none"> <li>• Part B: includes provisions applicable to single houses, grouped dwellings and multiple dwellings (including the dwelling component of mixed use development) in areas coded R25 and below.</li> <li>• Requires 1 ‘small tree’ (9m<sup>2</sup> deep soil zone and 1.5m deep soil dimension) for single houses and grouped dwellings.</li> </ul> <p>Future Part C – Medium Density Code</p> <ul style="list-style-type: none"> <li>• Part C: includes provisions applicable to single houses and grouped dwellings in areas coded R30 and above, R100-SL and R-AC; and multiple dwellings (including the dwelling component of mixed use development) in areas coded R30 to R60 inclusive.</li> </ul> <p>Requires 1 small tree per single house; For grouped dwellings - 1 small tree or 2 small trees where primary garden area is reduced in accordance with codes; or sliding scale based on site area for multiple dwellings.</p>
<p>State Planning Policy 7.3 – Residential Design Codes (Vol 2 – Apartments)</p>	<ul style="list-style-type: none"> <li>• Provides planning and design standards for residential apartments (multiple dwellings) in areas coded R40 and above, within mixed use development and activity centres.</li> <li>• Requires deep soil areas to be co-located with existing trees for retention and/or adjoining trees, or alternatively provided in a location that is conducive to tree growth and suitable for communal open space.</li> </ul>

	<p>Minimum deep soil area and requirement for trees is based on site area, with varying minimum widths of deep soils areas based on tree size.</p>
<p>Local Planning Policy No. 13 - Tree Retention and Provision (June 2020)</p>	<p>The Policy applies to:</p> <ul style="list-style-type: none"> <li>any assessment of whether a tree(s) should be subject to a Tree Preservation Order.</li> <li>all applications for subdivision involving residential-zoned land and/or residential development.</li> <li>all applications for development approval involving Single Houses and Grouped Dwellings, where the estimated cost of development is \$100,000 or more.</li> </ul> <p>It requires the planting of one tree per 350m<sup>2</sup> of land area which can be offset via the retention of existing significant trees.</p>
<p>Council Policy - Street and Reserve Trees (June 2022)</p>	<p>Aims to provide consistent and effective management in relation to the promotion and protection of trees located on land vested with or managed by the Town</p>
<p>Town Centre Masterplan (November 2021)</p>	<p>Includes a <i>green and shaded town centre</i> as a guiding principle, with:</p> <ul style="list-style-type: none"> <li>No net loss of green space across the town centre</li> <li>Net increase in tree cover across the town centre</li> </ul>
<p>WA Local Government Association's Advocacy Position 4.6 Urban Forest</p>	<p>Advocacy to State Government to promote the growth of Western Australia's urban forest, with key points including:</p> <ul style="list-style-type: none"> <li>Identification of a lead agency with responsibility for setting the strategic direction and oversight of urban forest initiatives</li> <li>Development of a state-wide Urban Forest Strategy with a minimum tree canopy target of 30% by 2040 for the Perth and Peel regions</li> <li>Development of contemporary legislative and policy mechanisms to enable the protection and growth of urban forest</li> <li>Work with Local Government and other stakeholders to increase community awareness and promote behaviour change</li> <li>Provide recurrent funding for an Urban Greening Grant Program for Local Government</li> </ul>

## Markyt Community Scorecard

In the 2022 Markyt Community Scorecard survey, *Sustainable practices and climate change* was identified as one of the five priority areas for the community, with the following Community Driven Actions relating to tree canopy identified:

1. Plant more trees, in particular native species, to develop the urban canopy, reduce heat and support local fauna.
2. Introduce tighter development controls to retain existing trees and green space.
3. Continue to convert to underground power to improve tree canopies.

## Defining and Measuring Tree Canopy

Tree or canopy cover refers to the combined area of trees greater than 3 metres in height as a percentage of the total land area, measured from an aerial view. Shrub cover is typically vegetation less than 3 metres in height (excluding grass), with tree and shrub cover together making up green cover.

Mapping of vegetation cover (for different vegetation types/ heights) has been undertaken for the Perth Metropolitan region every two years since 2014, through CSIRO's Urban Monitor (DPLH, 2020).

The Urban Monitor data is published on the Department of Planning, Lands and Heritage's Tree Canopy Dashboard, providing information on the change in canopy cover for each local government area for different land use types (parks, roads and street blocks). The dashboard also provides canopy cover over each suburb and Local Planning Scheme zone.

Additional analysis has been undertaken by the Town to identify the 2020 canopy cover over each of the land use zones/ reservations under the Metropolitan Region Scheme and Local Planning Scheme No. 10.

The 2022 Urban Monitor canopy data is expected to be available in 2023.

## Our Canopy over Time

In 2014, the University of Technology Sydney completed the first ever benchmarking of urban tree canopy cover in Australia using the i-Tree methodology (Jacobs et al, 2014). In this report, Town of Bassendean was identified as having a relatively low canopy cover of 15.7% based on 2011 aerial imagery.

In the subsequent *Greener Spaces Better Places* 2020 benchmark, Bassendean ranked 16th out of 20 Australian local government areas in its category, with 22.6% green cover (trees plus shrubs).

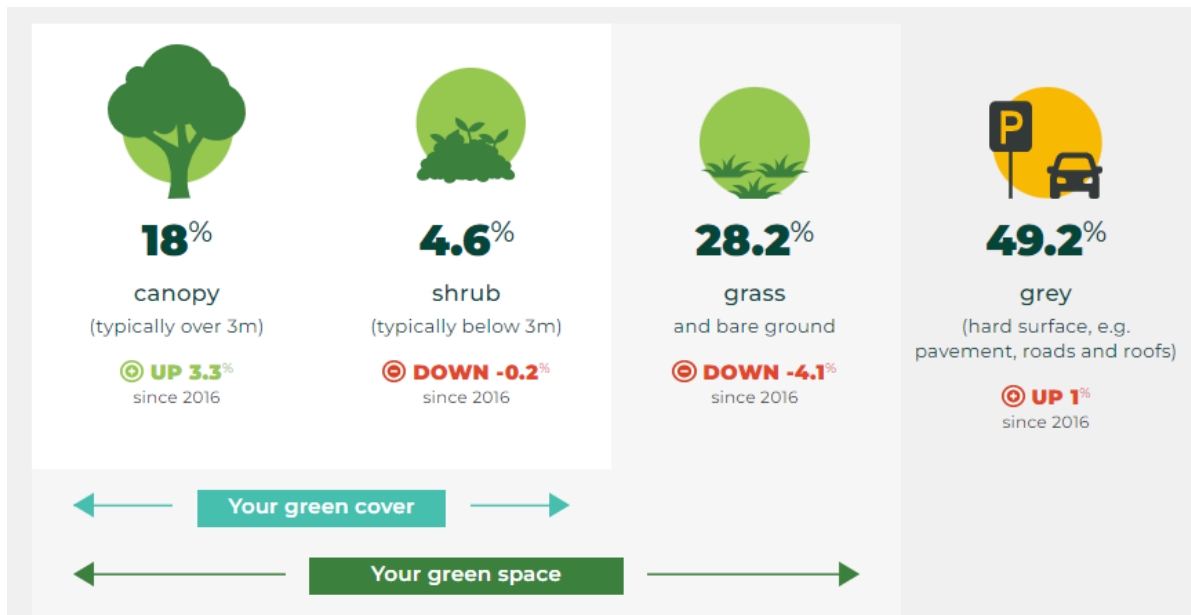


Figure 5. Town of Bassendean green space (Greener Spaces Better Places 2020)

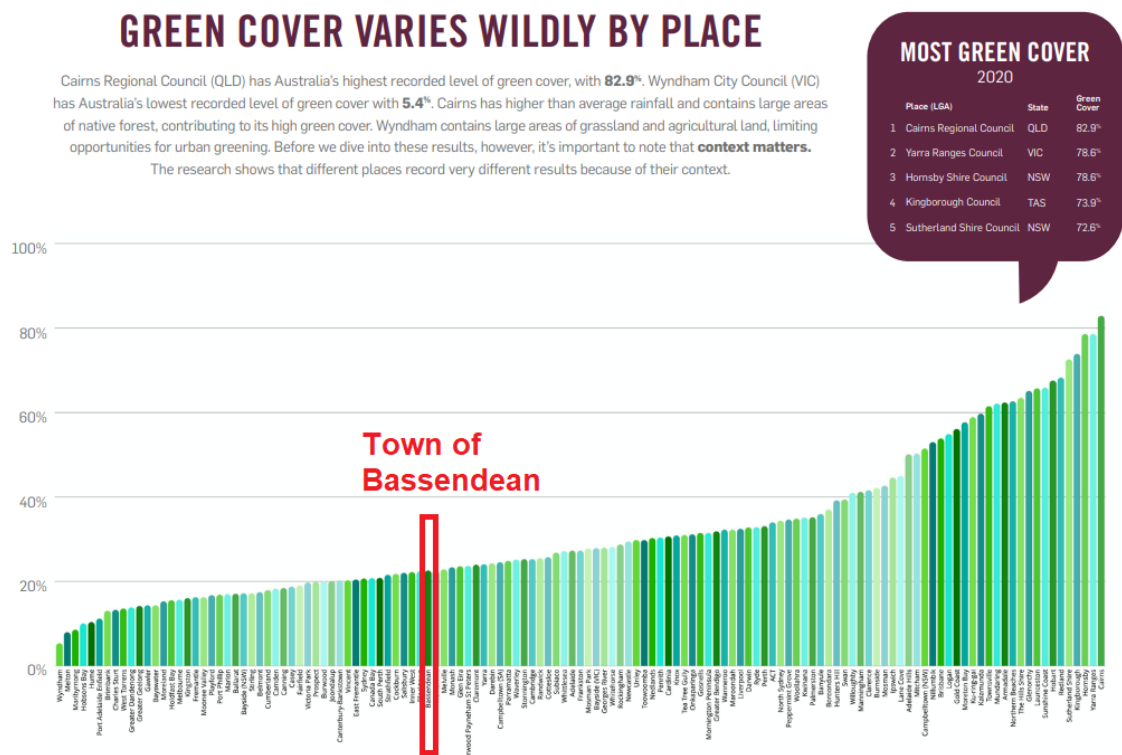


Figure 6. Town of Bassendean green cover (Greener Spaces Better Places 2020)

As mapped by CSIRO's Urban Monitor (utilising a different methodology), tree canopy cover over Bassendean increased between 2014 and 2020, from 12% to 15%. An increase was observed over all land types with street blocks increasing from 11 to 13%, roads from 11 to 15% and parks from 19 to 25% (DPLH, 2020).

2020 canopy cover over each land use zone is shown in the table below, with the highest percentage cover over land reserved for Parks & Recreation and Public Purposes. The extent of each land use zone is shown in Figure 7.

Land use	% tree canopy cover over MRS/ LPS 10 zone	Tree cover area (ha)	Total land area (ha)
LPS10 Parks and Recreation	27%	4.69	17.18
MRS Parks and Recreation	24%	4.80	20.03
Combined Parks and Recreation	26%	9.49	37.21
MRS Public Purposes	24%	2.59	10.69
LPS10 Public Purposes	24%	1.16	4.91
Combined Public Purposes	24%	3.75	15.6
LPS10 Residential	14%	9.54	67.2
Road and Rail Corridors	13%	3.85	28.73
LPS10 Town Centre and Local Shopping	7%	0.06	0.85
LPS10 Industry	2%	0.06	2.69

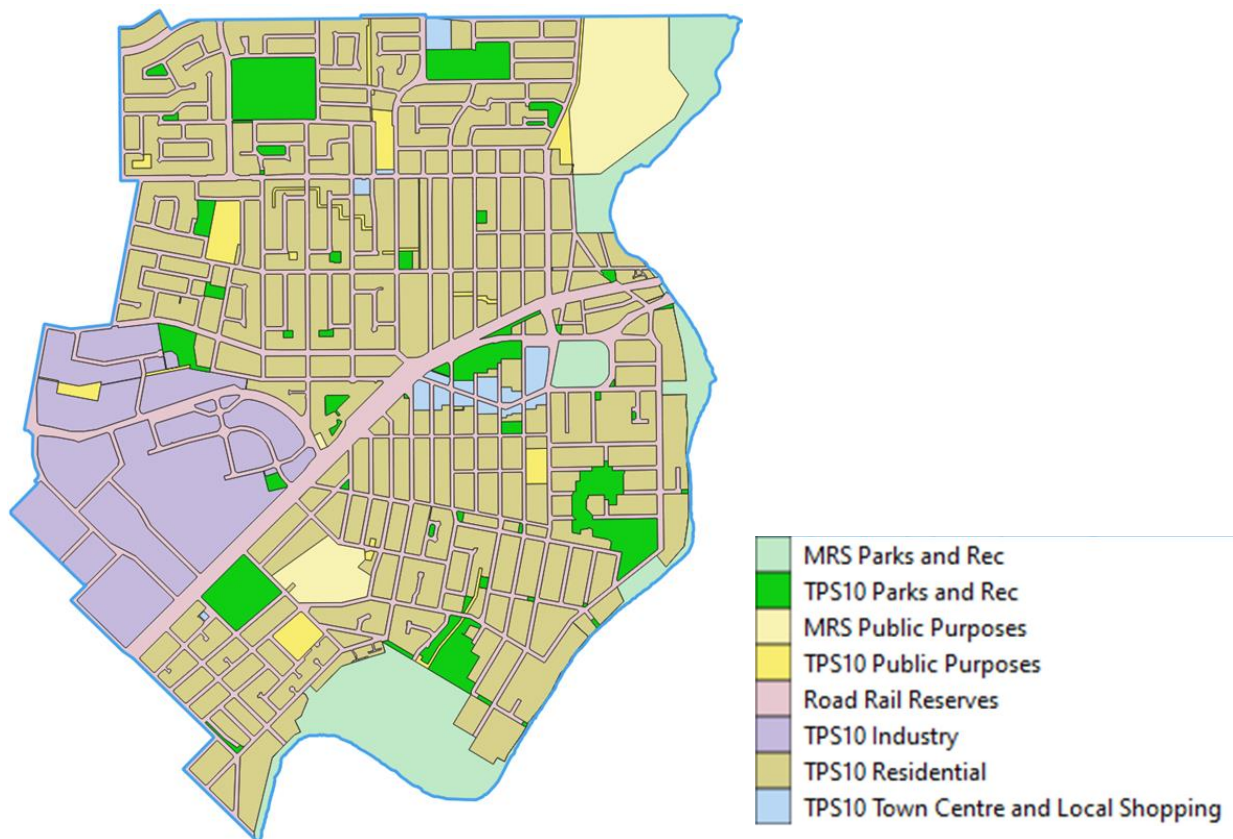


Figure 7. Land use zones (MRS and LPS)

When considering the Town’s total 2020 canopy cover (by area), the majority is located within Parks & Recreation reserves (36%) and Residential zones (36%), followed by Road and Rail Corridors (14%) and Public Purposes (14%). The Town Centre and Local Shopping and Industry Zones contain a very low proportion of the Town’s canopy (<1%). This is shown visually in Figures 9 and 10 below, for a subset of the residential zone and the industry zone respectively.

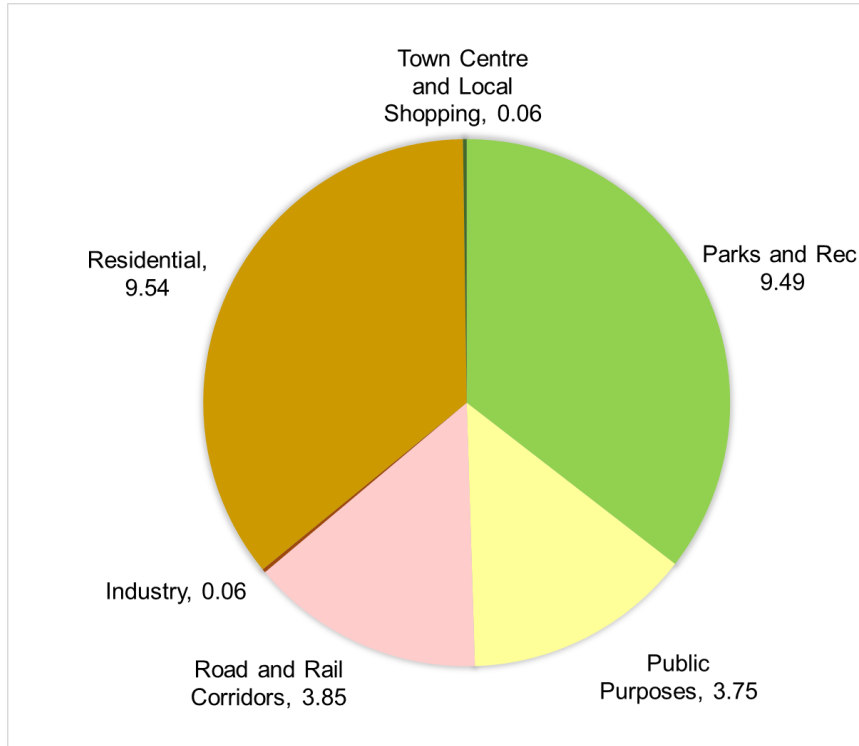


Figure 8. Total canopy area (ha) categorised by land use zone



Figure 9. 14% canopy cover (purple) over the LPS 10. Residential zone

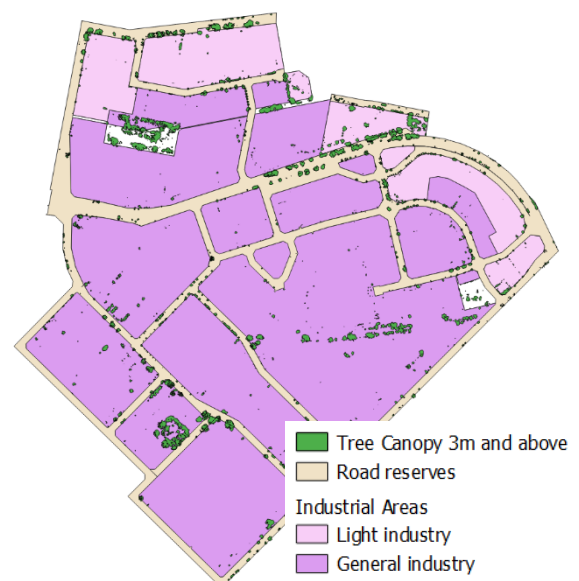


Figure 10. 2% canopy cover over the LPS 10. Industry zone and road reserves

When considering the total land area, the Residential zone is by far the largest proportion of the Town, followed by Parks and Recreation, Road and Rail Corridors and Public Purposes. There may therefore be greater benefits in targeting our efforts in the residential zone, due to the larger potential land area for canopy protection/ provision.

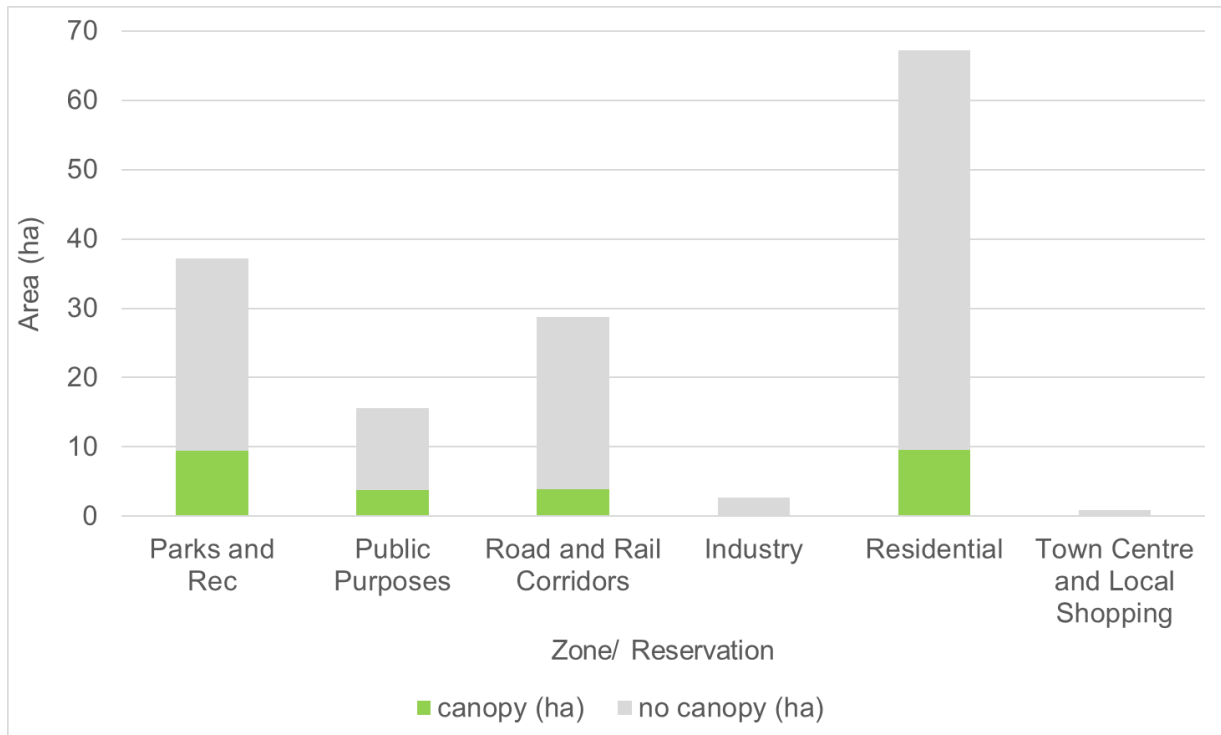


Figure 11. Total land area for each land use zone (with/ without canopy)



## Achievements to date

The Town has implemented several projects to increase canopy cover, with the availability of grant funding increasing the Town's capacity to undertake greening.

### Street Tree Inventory

In early 2020, the Town embarked on a project to update its existing street tree database. The inspection took approximately two years to complete, resulting in a database with 10,200 recorded trees with details including a photograph, spatial location; botanical name; common name; height (m); canopy width (m); trunk diameter (mm); condition; location suitability; estimated life range; and presence/absence power lines. The database also includes some trees in parks and reserves.

Approximately 233 different tree species were recorded, with the top 10 most common as follows:

Species Name	Common Name	Number (Sept 2022)	Percentage
<i>Callistemon</i> sp (71% <i>Callistemon viminalis</i> )	Bottlebrush	1,276	13%
<i>Jacaranda mimosifolia</i>	Jacaranda	730	7%
<i>Melaleuca quinquenervia</i>	Broadleaved Paperbark	671	7%
<i>Agonis flexuosa</i>	West Australian Peppermint	530	5%
<i>Lophostemon confertus</i>	Queensland Box	522	5%
<i>Corymbia ficifolia</i>	Red Flowering Gum	508	5%
<i>Eucalyptus rudis</i>	Flooded Gum	357	4%
<i>Eucalyptus leucoxylon</i>	South Australian Yellow Gum	342	3%
<i>Corymbia maculata</i>	Spotted Gum	323	3%
<i>Eucalyptus sideroxylon</i> 'rosea'	Red Flowered Ironbark	259	3%

### Verge Rebate and Street Verge Transformation Program

Launched in 2021, these programs incentivise and assist residents to transform grassed or paved/ hardstand verges to native, waterwise gardens. Verge rebates are available to residents across the Town (subject to eligibility criteria), whilst the Street Verge Transformation Program is targeted in certain areas to concentrate benefits (cooling, habitat connection) and to maximise the visual impact with the intention of promoting others to consider their own verge transformations.

In 2021 the transformation program targeted the area around Mary Crescent Reserve, to expand on the cooling benefits of the Greening Australia 'Our Parks Our Place' project and create habitat linking Pyrton and Mary Crescent Reserve (Local

Linkage 3, Figure 2). In 2022 the program targeted properties along the Whitfield Safe Active Street, to provide cooling benefits and increase the walkability/cyclability of the link between Palmerston Reserve and Sandy Beach Reserve/Ashfield Flats.

Outcomes of the programs have included:

- 17 verges participating in the 2021 Street Verge Transformation Program around Mary Crescent Reserve, including the installation of 4 street trees.
- 12 verges participating in the 2022 Street Verge Transformation Program along Whitfield Safe Active Street (all verges had existing trees)
- 10 residents receiving verge rebates in 2021, and 867 waterwise plants being installed by residents.
- 13 residents receiving verge rebates in 2022, and 389 waterwise plants being installed by residents.

## Plants to Residents Program / Foreshore Plants to Residents

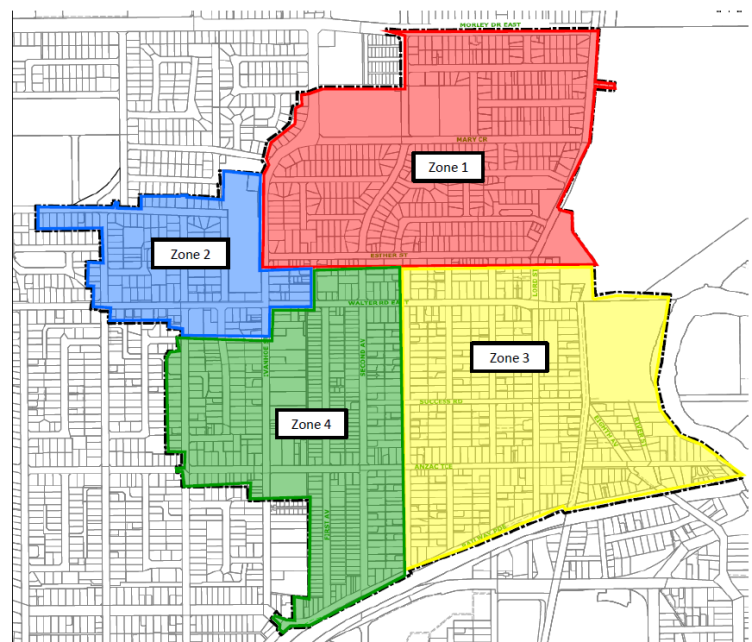
This Program has been ongoing since at least 2011, with subsidised native seedlings available to residents. Through the 2022 Plants to Residents Program, 7200 local, native seedlings were planted in residential gardens, of which 742 were trees. In 2023 funding was increased to allow the provision of 8,690 native seedlings.

In 2023, the Foreshore Plants to Residents Program was launched in partnership with the Bassendean Preservation Group GroCentre, with the aim of providing riverside properties plants to increase habitat within the Swan River Regional Linkage, and aid in reducing erosion of the shoreline.

## Underground Power Projects

The Eden Hill Underground Power Project (Zones 1 and 2) was completed in 2022 and was the priority area for street tree planting in that year. Zones 3 and 4 are the priority for planting in 2023.

Many of the remaining trees that were located under the overhead power lines have been pruned for many years to manage Western Power infrastructure vegetation clearance requirements. Unfortunately, these trees will not often reach their full canopy development and suffer from structural integrity and form issues. As such, undertaking succession planting and replacing these trees will ensure the Town continues to maximise its urban canopy.



## Tree Planting

To increase tree canopy cover, the Town has planted 2500 street and reserve trees between 2020- 2022 , generally using 35L size pots. The newly planted trees are maintained and watered twice weekly from October – April for 2 – 3 years after planting.

### Urban Canopy Grant Program

The Urban Canopy Grant Program was provided by Water Corporation and administered by WALGA with the intent of expanding the tree canopy in high urban heat risk areas in the Perth and Peel region. The Town of Bassendean successfully applied for the co-funding scheme in 2021 and used the funds to install 174 trees across areas experiencing high urban heat with low existing canopy in the 2022 planting season.

### Tree Planting for The Queen's Jubilee

In 2022 the Town was successful in an application to the *Planting Trees for the Queen's Jubilee* grant, for the planting of 46 native trees at Jubilee Reserve in winter 2023.

## Green Trail

In 2020, the State Government began construction on a principal shared pathway (PSP) next to the Success Hill Train Station, closing the final gap in the Perth to Midland PSP. As part of the project, the Department of Transport, Main Roads WA and Town of Bassendean developed the Green Trail initiative to add native landscaping to the area along the new path, and broader route. The State Government-funded initiative is the second of its kind in WA, and aimed to create a shaded and scenic route for walkers and riders alike.

On ground works for the Green Trail initiative started in 2021 with a community tree planting day, where residents assisted in the installation of 39 street trees along the PSP, from the river end of Railway Parade to the railway underpass. Planting works in the same stretch of the PSP started in June 2021, with students from La Salle College participating in planting days to work towards their Certificate II Active Volunteering Course. Over 6,000 waterwise native plants were installed along the PSP, with infill planting works to be undertaken in 2023 and 2024.

## Natural Area Restoration

Significant planting is undertaken in the Town's natural areas, as outlined in the 10 year management plans for each location. In 2022, nearly 25,000 seedlings established of which 2070 were trees.

## Future Changes

Perth is growing, and by 2050 the State Government predicts that an additional 800,000 homes will be needed to accommodate the population. To minimise urban sprawl and the negative environmental, economic and social impacts that come with it, roughly 47% of these additional homes will be built in existing suburbs.

The State Government has allocated the Town of Bassendean a target of an additional 4,150 homes by 2050. The Draft Local Planning Scheme 11 and Local Planning Strategy proposes much of this development to occur around the Town Centre.

In catering for an increased population, it is important that this infill development does not come at the detriment of the Town's urban forest and canopy.

An additional pressure on the Town's existing trees is the changing climate. Under a high emissions scenario, in 2050 the climate of Perth will be more like the current climate of Jurien Bay. The predicted impacts of climate change for the South-western Flatlands Region (which Perth is within), relevant to tree health includes:

- Drought/ reduced winter and spring rainfall
- Higher temperatures/ evaporation/ solar radiation and extreme heat events
- Increased frequency of storms/ extreme rainfall events
- Higher sea levels and more frequent sea level extremes
- Changing climate resulting in vector borne disease changes
- Increased bushfire risk

The above changes will potentially negatively impact plant species that previously were well suited to Perth's climate, and a change to climate resilient options in new tree planting may be required.

Tree pests and diseases currently impacting or with the potential to impact trees within the Town include the European House Borer, *Phytophthora* dieback and potentially Polyphagous Shot Hole Borer. A review of the Street and Reserve Trees Planting list may be required, to avoid planting species known to be susceptible reproductive hosts for the PSHB.

Construction for Western Power's Underground Power Project NRUPP T2 is planned to commence in late 2023/ early 2024 and be complete by mid 2025, with the removal of overhead wires resulting in additional spaces for new trees/ tree canopy but also requiring succession planning for existing trees under powerlines.

Several regional roads located within the Town are proposed for future widening/ upgrade, which will inevitably result in tree loss. The Town will seek design outcomes that maximise tree retention where possible.

## VISION / OBJECTIVES

A beautiful natural environment with an abundance of vegetation, trees, green open space and connection to the Swan River are highly valued by our community.

Through the Strategic Community Plan 2020-2030, we have set a Direction to support the creation of a more green and shaded Town, by creating an urban forest throughout reserves, gardens and streets and protecting existing trees and green spaces.

The Street and Reserve Trees Council Policy (June 2022) identifies the overarching aim to achieve a continuous tree canopy throughout the Town with the planting of biodiversity corridors comprising different tree species, tree sizes, food sources for wildlife and the promotion of biodiverse vegetation.

The Policy outlines that to increase the overall canopy coverage within the Town, all tree planting opportunities will be identified and planted where practicable.

The objectives of the Tree Canopy Action Plan are to increase the overall canopy coverage within the Town to meet an aspirational tree canopy cover target of 30% by 2040, by:

- **Protecting** the Town's existing trees and, through available planning mechanisms, trees on private land
- **Management** of the Town's trees to optimise resilience and canopy cover, including succession planning
- **Strategic planting** in streetscapes, parks and reserves and on private property through planning mechanisms
- **Partnership and advocacy opportunities** with WALGA and other Government land managers (e.g. schools, Department of Transport, Water Corporation)
- **Community awareness and programs** to promote tree protection and establishment of tree and shrub canopy cover on private property (residential and businesses)

# ACTION PLAN

## 1. Tree Protection

Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
1.1	Investigate incidents of tree vandalism and take action against any person who interferes with, removes, prunes or damages a tree without approval on Town-managed land	All known incidents are investigated and actioned, as a deterrent for future vandalism	E	Officer time Legal fees Signage costs	Ongoing
1.2	Requirement for verge permit as a condition of Demolition/ Building Permit approval	Tree protection requirements are imposed where works are undertaken on the verge and/or are likely to impact trees on the verge	E	Officer time	Ongoing
1.3	Apply Local Planning Policy No. 13 Tree Retention and Provision (provision for Tree Protection Orders and a reduction in number of new trees required for applicable residential subdivision and development, where a medium or large tree is retained on site).	Greater number of medium or large trees retained in perpetuity on private land through Tree Protection Orders/ notification on Title	E	Officer time	Ongoing, Policy to be reviewed following gazettal of LPS 11.
1.4	Apply standard planning conditions where development is likely to impact trees on the verge	Tree protection requirements are imposed as per Street and Reserve Trees Council Policy	E	Officer time	Ongoing
1.5	Tree retention and protection to be incorporated into all Town projects as per AS4970–2009 – Protection of trees on development sites	Consideration at early stage to ensure adequate protection of existing trees including: <ul style="list-style-type: none"> <li>- Preliminary Arboricultural Report</li> <li>- Arboricultural Impact Assessment Report (including Arboricultural Method Statement)</li> <li>- Monitoring and certification</li> </ul>	N	Arborist costs: dependent on project scope Individual tree: \$350	Ongoing

## 2. Tree Management

Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
2.1	Maintain a street and reserve tree planting list	<i>Street and Reserve Tree Planting List</i> reviewed annually with species informed by the Street and Reserve Tree Criteria within the Council Policy (avoiding planting of borer susceptible reproductive hosts)	E	Officer time	Ongoing
2.2	Develop and implement a tree management plan as per the LGIS Tree Risk Mitigation Guide	Manage liability risks associated with trees, including limb/ tree failure and damage to infrastructure through tree root encroachment	N	Officer time (AQF Level 5 Urban Forest Officer) OR  Arborist costs: \$30,000 to assess all parks, then \$15,000 per year	2023/24, then every 1 – 2 years, depending on risk
2.3	Manage and monitor tree pests and diseases, including European House Borer (EHB) and Phytophthora dieback and comply with the Polyphagous Shot Hole Borer (PSHB) Quarantine Area restrictions for movement of wood	Deadwooding of EHB susceptible species in Town managed areas  Phosphite treatment in affected natural areas (Jubilee and Success Hill Reserves)  Dieback hygiene practices followed  Reporting any signs of Polyphagous Shot Hole Borer to DPIRD	E	EHB: \$12,000 per annum  Phosphite: \$1,100 per foliar application  \$1,125 stem injection, per application	EHB: Annually as part of a rolling program  Phosphite: Foliar application in Jubilee every 2 years, stem injection at Jubilee and Success Hill Reserve every 5 years.
2.4	Undertake regular Powerline and uplift tree pruning	Provide safe clearance distances from powerlines and for pedestrian/ vehicle sight lines and access.	E	\$320,000 per annum	Ongoing
2.5	Review trees within Eden Hill Underground Power Zones 1 - 4 previously under powerlines to determine suitability for retention or strategic removal and replacement	All trees assessed to determine suitability for retention and if unsuitable schedule removal and replacement	N	Officer time (review)	2023/24

Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
2.6	Review trees under powerlines within Underground Power Project NRUPP T2 to determine suitability for retention following project completion	All trees assessed to determine suitability for retention following removal of overhead wires due to commence in late 2023/ early 2024 and be complete by mid 2025	N	Officer time (review)	2024/25
2.7	Prepare a tree management plan for Old Perth Road	Achieve maximum canopy potential of existing trees within the streetscape through improved management regime e.g. fertiliser, mulching, soil improvements	N	Arborist: \$1000	2022/23 (Plan)

### 3. Strategic Planting

Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
3.1	Review Transport Works Programme to determine potential to incorporate tree planting or water sensitive urban design features that support trees e.g. deep soil zones, underground storage cells, permeable paving, swales, planted medians etc.	New / re-constructed roads and carparks incorporate deep soil zones and tree infrastructure in design stage, maximising canopy potential	N	Officer time (review)  Design/ construction costs included in Annual Budgets	Ongoing (annually in February)
3.2	Undertake annual winter street and reserve tree planting program (May-October), with new trees to be watered 2-3 years after establishment	500 advanced trees (≥35L) planted annually within road reserves and parks, and watered twice weekly November– April (weather dependent)	E	Tree supply (including incidentals): \$37,500 per annum  Planting and watering: staff time (2 person crew)	Commenced 2020 (2,500 trees .planted between 2020-2022)
3.3	Identify areas within reserves (sporting, recreation and nature	Assess all POS for potential planting and ecozoning locations.	E	Officer time	Annually



Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
	spaces) for ecozoning and/or additional tree planting	Species selection to be in accordance with 10 Year Management Plans for natural areas/ the Town's <i>Street and Reserve Tree Planting List</i> informed by the Street and Reserve Tree Criteria within the policy.			
3.4	Identify infrastructure within POS surplus to requirements and develop a programme for conversion to canopy areas	Plan developed based on needs assessment with incorporation into Asset Management Plans/ LTFFP	N	Officer time (plan) Implementation: LTFFP	Plan: 2025/26-2026/27
3.5	Identify available verge space for future tree planting through annual audits, with priority given to completed Underground Power Zones	Assess all potential planting locations, with focus on planting in Underground Power Zones: <ul style="list-style-type: none"> <li>• Eden Hill Zones 1 – 4 (2023 &amp; 2024 planting)</li> <li>• Eden Hill NRUPP T2 (2025 &amp; 2026 planting)</li> </ul> Species selection to be in accordance with the Town's <i>Street and Reserve Tree Planting List</i> informed by the Street and Reserve Tree Criteria within the policy.	E	Officer time	Annually
3.6	Apply Local Planning Policy No. 13 Tree Retention and Provision (requiring all applicable residential development to incorporate a least one medium tree (or equivalent) for every 350m <sup>2</sup> of site area)	The provision of a greater number of trees on private land.	E	Officer time	Ongoing, Policy to be reviewed following gazettal of LPS 11.
3.7	Apply Local Planning Policies No. 6 - Industrial Development and No. 7 - Commercial and Mixed Use Development	All applicable development required to include landscaping (including shade trees) and ratio of shade trees of 1 per 4 car parking bays	E	Officer time	Ongoing, Policy to be reviewed following gazettal of LPS 11.
3.8	Undertake succession replacement planting for trees reaching the end of life and remove and replace trees in decline	Regularly assess and schedule removal and replacement of trees in decline and programme replacement planting for trees with low remaining life expectancy	E	\$21,000 tree removal costs in 21/22	Ongoing

## 4. Partnerships and Advocacy

Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
4.1	Continue to participate in the WALGA Urban Forest Working Group	Contribute to sector wide outcomes for canopy protection and provision: <ul style="list-style-type: none"> <li>• Sector-wide advocacy position on Urban Forest in WA</li> <li>• Tree stock quality framework</li> <li>• Advocacy for changes to the <i>Planning and Development Act 2005</i> so as to enable appropriate regulation of tree removal.</li> </ul>	E	Officer time	Ongoing
4.2	Identify partnership opportunities for tree provision with other Government land managers (e.g. schools, Department of Transport, DPLH, Water Corporation)	Review undertaken of potential partnership projects/ sites annually	E	Officer time Project costs considered through Annual Budget	Annually
4.3	Identify potential tree planting locations on leased premises owned by the Town	Sites reviewed and meetings held with clubs/ lessees to discuss potential tree planting opportunities	N	Officer time Project cost: utilise tree planting budget	2023/24

## 5. Community Awareness and Programs

\* \$10,000 Waterwise Greening funding received annually towards these actions

Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
5.1	Provide subsidised native, waterwise seedlings (including trees) to residents through the Plants to Residents Program	>6000 plants provided to residents at subsidised cost of \$1 per plant, through an annual Plants to Residents Program	E	*\$15,000 per year	Ongoing
5.2	Develop a Trees to Residents Program	Program for provision of free/ subsidised trees to residents developed for consideration in a future budget	N	To be considered in the 2024/25 Annual Budget	2024/25
5.3	Provide support for debris management of trees included on the Significant Tree Register	Application and approvals process developed for provision of an additional FOGO bin at no charge to residents/ businesses with a Significant Tree on their property	N	Included in Waste Services budget (\$181 per additional FOGO bin)	Ongoing
5.4	Provide rebates to assist residents to transform their verge from grass/ hardstand to a waterwise garden (Verge Rebate Program)	Residents eligible to receive a rebate of up to \$200 (subject to pre-approval/ until funding allocation is exhausted), in an annual Verge Rebate Program.	E	*\$5,000 per year	Ongoing
5.5	Provide in kind support to transform grassed/ paved verges within target area to waterwise gardens (Street Verge Transformation Program)	New target area identified annually based on biodiversity corridors or other criteria such as Urban heat or walking/cycling routes, with residents invited to submit EOI to participate: <ul style="list-style-type: none"> <li>2023: Success Hill Reserve to Railway Parade (Swan River Regional Linkage)</li> </ul>	E	\$15,000 per year	Ongoing
5.6	Participate in the WA Tree Festival	Activities/ workshops/ events with a tree related theme organised as part of the WA Tree Festival from April – May annually	E	BAU plus \$5000 per year allocated in Arts, Culture & Events Strategy from 2023/24	Ongoing

Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
5.7	Promote Adopt a Verge Tree and Request a Verge Tree to residents	Adopt a Verge Tree and Request a Verge Tree information published on the Town's website and once annually through Thrive	E	Officer time	Ongoing
5.8	Promote the Waterwise Verge Guidelines	Waterwise Verge Guidelines published on the Town's website and cross-promoted as part of Plants to Residents/ Verge Programs	E	Officer time	Ongoing
5.9	Provide Community Funding opportunities through the Environment and Sustainability Grant	Grants available to support community projects, programs, events and other initiatives that have direct and ongoing benefits to the natural environment (which may include tree/ canopy provision)	E	BAU (up to \$2000 funding per application)	Ongoing
5.10	Provide advice and incentives for tree planting within Industrial properties	Increased tree planting within industrial properties, with interest sought through EOI process e.g. Trees to Businesses	N	Officer time Project cost: utilise tree planting budget	EOI: 2023/24
5.11	Develop a Tree Planting Guideline	Guideline developed to provide information to the community on tree species planted in streetscapes and reserves.	N	Officer time	2024/25

## 6. Monitoring and Review

Direction		Action	New (N) or Existing (E)	Cost	Year of implementation
6.1	Report on canopy outcomes in Annual Report (number of trees planted, changes to canopy cover)	Community is well informed of tree/ canopy cover over different land use types over time and action taken by the Town	E	Officer time	Ongoing
6.2	Review CSIRO Urban Monitor canopy data when released and update internal Intramaps GIS	Spatial information on tree/ canopy cover available to assist with review of previous programs and future strategic planting	E	Officer time	Biannually (2023, 2025, 2027)
6.3	Maintain the street tree inventory (new and removed trees and proposed planting locations) and publish on internal Intramaps GIS	Accurate data available to assist with tree management	E	Officer time	Ongoing: new and removed trees
6.4	Re-assess condition and attributes of trees in street tree inventory (photograph, spatial location; botanical name; common name; height (m); canopy width (m); trunk diameter (mm); condition; location suitability; estimated life range; and presence/ absence power lines)	Information used to inform future strategic planting/ succession planning	N	Officer time	Within 5 years (2027)
6.5	Monitor and report survival rates of newly planted street and reserve trees (species, location etc), for 3 years after planting	Data reviewed to guide future planting programs including species lists	E	Officer time	Annually
6.6	Review number, species and size of trees removed annually and reason for removal	Data recorded and reviewed to inform future tree protection/ strategic planting/ succession planning	N	Officer time	Annually
6.7	Review 2022 Urban Monitor data and consider likely future trends to set realistic canopy targets for specific land use zones/ reservations	Canopy targets included in 2024 review of the Street and Reserve Tree Council Policy	N	Officer time	2023/24

## REFERENCES

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EMRC (2008) Collective Local Biodiversity Strategy – Town of Bassendean, City of Bayswater and City of Belmont, Accessed April 2023 [BBB-Biodiversity-Strategy.pdf \(bayswater.wa.gov.au\)](#)

Jacobs, B., Mikhailovich, N., and Delaney, C. (2014) Benchmarking Australia's Urban Tree Canopy: An i-Tree Assessment, prepared for Horticulture Australia Limited by the Institute for Sustainable Futures, University of Technology Sydney

Greener Spaces Better Places (2020), Where should all the trees go?, Accessed April 2023 [wsattg.pdf \(greenerspacesbetterplaces.com.au\)](#)

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**Schedule of Submissions  
Draft Right of Way Strategy 2021**

**ROW 8**

<b>44</b>	<b>Affected Property:</b> 10 (Lot 102) Kathleen St Bassendean	<b>Postal Address:</b> 10 Kathleen Street BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Objection to the proposal.		
44.1	I live in the Kathleen st and I use the R.O.W as my access to my garage to my house, this is inconvenient as in most cases when I try to reverse my car to manoeuvre out of my property I stand a risk of being hit by a passing car in the ROW lane. My garage is so wrongly situated and I worry constantly about how to correct it.	Noted.
44.2	Most drivers are usually speeding when driving in ROW and this is just an accident waiting to happen.	Noted. Speeding should be reported to the WA Police.
44.3	I was told when they built the house that I could not have the driveway on Kathleen st, it had to be on the ROW, which is not ideal.	Noted. The Town has prepared to draft ROW Strategy to ensure a coordinated approach to ROW management in future, including providing consistent advice on matters relating to ROWs.
44.4	I am asking the council to close the ROW and draft a new strategy for the people of Bassendean who are affected by ROW.	Whilst the Town acknowledges your concerns, ROW 8 is required to be retained as additional access points to Guildford Road would unlikely be supported by Main Roads WA. Reducing access to a primary regional road such as Guildford Road is preferable from a safety perspective and to provide for the uninterrupted flow of traffic.

## ROW 9

<b>45</b>	<b>Affected Property:</b> 169 (Lot 14) Guildford Road Bassendean	<b>Postal Address:</b> 169 Guildford Road BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Comment.		
45.1	I congratulate the Shire on this undertaking. After determining which of them need to be closed, upgraded or retained, would it be possible to go a little further and ban casual parking in them by nonresidents. It can be very aggravating to find a vehicle casually parked at your garage door and then have to find someone to remove same. Not a new problem. I have lived here since 2003 and have often encountered this problem.	Noted. Once dedicated as public roads, the Town's <i>Parking Local Law 2019</i> would be applicable to ROWs, which would enable the Town to restrict the obstruction of the carriageways.

<b>46</b>	<b>Affected Property:</b> 1 (Lot 17) Kathleen St Bassendean	<b>Postal Address:</b> 1 Kathleen Street BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Comment.		
46.1	I live at 1 Kathleen Street. I have lived there since 1985. Some time ago the council lowered the ROW next to my house by up to 30-45 cms in places. I have photos to prove this. They promised to build a retaining wall but never did. When my fence inevitably collapsed, council did nothing to help me. They even sent one of their staff to harass me. I got around the council but it cost me about \$12,000.	Noted. This matter is outside of the consideration of this Strategy.
46.2	If Council wants to claim my ROW they can pay for the costs of a retaining wall thanks.	Noted. The recommendation for ROW 9 is retention.
46.3	Also the council allowed other people on Kenny Street in my ROW to build large garages at the back of their properties even though they had no legal access on their titles. I think these people need to play to have given access. The money from which can be used to buy the ROWs in private ownership.	Noted. The Town is aware that some properties adjoining ROW 9 do not currently have lawful access. The draft ROW Strategy seeks to retain ROW 9 and dedicate it as a public road, formalising legal access to all properties.



47	<b>Affected Property:</b> 26 (Lot 7) Kenny Street Bassendean	<b>Postal Address:</b> 26 Kenny Street BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Comment.		
47.1	The Draft Strategy only presents for Councillors consideration a proposal to abolish all existing ratepayers rights (by implication at ratepayer's request) in order to better provide an avenue to protect the general public, including those same ratepayers from: <ul style="list-style-type: none"> <li>• Overgrown vegetation and fire risk</li> <li>• Vandalism and antisocial behaviour</li> <li>• Reduced amenity</li> <li>• Illegal dumping and storage of materials.</li> <li>• Overall lack of management of ROW's including fencing disputes.</li> </ul>	Noted.
47.2	The strategy proposes to use the land resumption and road closure and dedication process to have a ROW declared a public road under the management of the Town of Bassendean, and use those management powers to resolve the Ratepayers problems.	Noted.
47.3	The resumption process requires: <ul style="list-style-type: none"> <li>• Notice to all ratepayers abutting that ROW,</li> <li>• A moderate level of agreement,</li> <li>• Consideration by the TOB of what it considers reasonable objections,</li> <li>• Certification by the ToB of 10 years of continuous public use up to the time of the application,</li> <li>• Details of the section or sections of the public who have had that (public) use.</li> </ul>	The ROW closure and dedication processes are in accordance with sections 52 and 56 of the <i>Land Administration Act 1997</i> respectively.
47.4	Certification of the last two items should be made a by a staff member with a means of knowledge, only after due enquiry (and, as it is done in the name of the Council), not lightly given.	Noted.

<p>47.5 The rights created 147A of the TLA included the home owner's visitors, tradespersons, goods deliveries and any other person invited by the owner.</p>	<p>The Town is not aware that Section 147A exists. Section 147 of the <i>Transfer of Land Act 1893</i> relates to inspections of certificates of titles. The Town is also aware of the implied right easements provided to ROWs in accordance with Section 167A of the <i>Transfer of Land Act 1893</i>.</p>
<p>47.6 Persons engaging in nefarious activities do not have visitor status nor they acquire rights by prescription, and LGA staff and police are either invitees or exercising a statutory duty, or trespassing.</p>	<p>Noted.</p>
<p>47.7 The law relieves the ToB from liability to pay compensation to any person suffering from the loss of the rights resumed, including the owner of the ROW.</p>	<p>Noted.</p>
<p>47.8 The Land Administration Act also provides that the ToB may resume a ROW and so become the title holder to that land with the existing ratepayer's rights remaining intact.</p> <p>6B. Certain rights of way vested in local governments, status of etc.</p> <p>To avoid doubt, it is declared that if —</p> <p>(a) land was or is taken or resumed and vested in a local government for the purpose of a right of way or a right of way and recreation, and not a road; and</p> <p>(b) the land comprising the right of way or right of way and recreation has not been or is not dedicated as a road under a written law,</p> <p>the land —</p> <p>(c) is and since it was vested in the local government has remained a right of way; and</p> <p>(d) the common law relating to the creation of a public right of way by way of dedication and acceptance has never applied and does not apply to the land so as to dedicate the land as a public right of way.</p>	<p>Noted. The Town is not seeking to further dedicate ROWs, and is instead seeking to convert existing deceased estates or ROWs into public roads.</p>
<p>47.9 As owner the ToB will have a far better capacity to remedy the issues that the ratepayers have raised.</p>	<p>Noted.</p>

<p>47.10 The ToB could also quickly and legally formalise grants acquired by abutting owners by use and similar rights to developers of land also abutting that ROW</p>	<p>There are no such grants available.</p>
<p>47.11 Antisocial behaviour in dead end ROW's could be kerbed by the installation of electrically controlled gates at the cost of the ratepayers so benefited.</p> <p>The presentation of such a scenario by the ToB will enhance its perception of being a sharing and caring organisation, and result in more consents and support from the ratepayers.</p>	<p>Noted.</p>
<p>47.12 Using another process, which could create a model for the future, the ToB could negotiate a purchase of the 10 ROW's in one ownership by negotiation with the executors of the deceased owners.</p>	<p>Noted. The Town is proposing to following the processes in accordance with the <i>Land Administration Act 1997</i> in respect to acquisition of ROWs.</p>
<p>47.13 The ToB could offer to pay them not for the land, which would cause the executors a complex search for beneficiaries, but instead pay the executors for the time and effort spent in the negotiations and (hopefully) transfer,</p>	<p>The Town is not acquiring land. Where closure is proposed, it is the responsibility of the landowner to pay the valuation of the land as determined and agreed by the Valuer General.</p>
<p>47.14 The two processes above were identified in a letter to the former Mayor Renee McLennon in July 2019, and discussed with her, and the CEO. I included in that letter</p> <p><i>"I seek discussions with you and the CEO again to discuss changes to the ROW policy, and a form of Charter whereby each recommendation to Council for a decision includes all the available options with brief statements of time and legal restraints, finances, and any consequent reduction in ratepayer's rights or imposition of financial or other burdens.</i></p> <p><i>The changes are necessary to avoid a repeat of the process that has been used in this case.</i></p> <p><i>I again offer my assistance to the appropriate committee."</i></p>	<p>Noted. It is the responsibility of the CEO to provide recommendations to Council, in accordance with the <i>Local Government Act 1995</i>.</p>

<p>47.15 Despite that offer, I have not had any contact on the new strategy, so instead of repeating to the ToB what I think is a better way for the town to solve many if not all of its ROW issues, I ask you the elected Councillors to consider adding this process as a second priority to out right purchase when the strategy is discussed by yourself and your Councillor colleagues. I remain ready to provide more information.</p>	<p>Noted.</p>
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**ROW 14**

<p>49</p>	<p><b>Affected Property:</b> Omitted</p>	<p><b>Postal Address:</b> Omitted</p>
<p><b>Summary of Submission</b></p>		<p><b>Comment</b></p>
<p>Support to the proposal.</p>		
<p>49.1</p>	<p>Further to our conversation regarding the Town's plan for the ROW, I want the status of the ROW (back lane) to remain as is, that is too remain as currently used to enable rear access to my property.</p>	<p>Noted. The recommendation for ROW 14 as per the Strategy is retention.</p>



## MINUTES

# Bassendean Local Emergency Management Committee

**Wednesday 13 June 2023, 3.30pm**

in the Council Chamber,  
Administration Building  
48 Old Perth Road, Bassendean WA 6054

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## **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

### **Acknowledgement of Traditional Owners**

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

## **2 Announcements by the Presiding Member without Discussion**

Nil.

## **3 Attendances, Apologies and Leave of Absence**

### **Present**

#### Members

Cr Paul Poliwka, Presiding Member  
Cr Jennie Carter, Town of Bassendean  
Luke Gibson, Town of Bassendean  
Jo-Anne Bennett, Department of Communities  
Ryan Hamblion, Department of Communities  
Chris Kin-Maung, DFES, Metropolitan North East Metropolitan Operations  
Carmen Mutton, St John Ambulance  
Stephen Blackford, Bassendean State Emergency Services

#### Officers

Quinta La Rosa, District Emergency Management Advisor  
John Lane, Emergency Management Officer  
Sharna Merritt, Senior Ranger (via MS Teams)  
Jeff Somes, Environmental Health Officer

### **Apologies**

Cr Tallan Ames, Town of Bassendean  
Senior Sergeant Luke Collins, Kiara Police Station  
Phil Adams, Executive Manager Infrastructure

## **4 Declarations of Interest**

Nil.

## **5 Presentations or Deputations**

Nil.

## 6 Confirmation of Minutes

<b>6.1 Confirmation of Minutes</b>	
<b>Attachments</b>	1. BLEMC Minutes 1 March 2023

The Committee was advised that the minutes were formally received by Council at the March 2023 OCM.

## 7 Business Deferred from Previous Meeting

Nil.

## 8 Reports

<b>8.1 Draft amended Local Emergency Management Arrangements and Local Recovery Plan</b>	
<b>Attachments</b>	Draft amended Local Emergency Management Arrangements Draft amended Local Recovery Plan

The Town's [Local Emergency Management Arrangements](#) and [Local Recovery Plan](#) were last updated in 2020.

The documents have been reviewed and updated, as attached, and are put forward for adoption.

### **Officer Recommendation / Committee Resolution – Item 8.1**

MOVED Jo-Anne Bennett, Seconded Luke Gibson That the Committee endorses and recommends that Council endorses the draft amended Local Emergency Management Arrangements and draft amended Local Recovery Plan.

**CARRIED UNANIMOUSLY 8/0**

<b>8.2 Post Incident Reports and Post Exercise Reports</b>	
<b>Attachments</b>	Nil

The Committee has requested all HMA's routinely forward post incident reports to the Town for presenting to LEMC.

No post incident and post exercise reports were tabled at the meeting.



### 8.3 Contact Details and Key Holders

#### Attachments

Nil

The current Contact Details and Key Holders' details will be circulated at the meeting for any update requirements.

#### **Officer Recommendation – Item 8.3**

MOVED Luke Gibson, Seconded Cr Poliwka That the Committee members' contact details be confirmed.

CARRIED UNANIMOUSLY 8/0

### 8.4 Agency Members Reports (Round Table)

#### Attachments

Nil

Agency members conveyed information on significant incidents, developments and emergency arrangements etc that may impact Town of Bayswater Local Emergency Management Arrangements (LEMA) or be of interest to the LEMC.

- Department of Communities advised of upcoming evacuation centre training. Further advised that the Department would be seeking information from local governments regarding their evacuation centres.
- Department of Communities (Senior District Emergency Services Officer) provided the following updates:
  - As part of the department's One Communities – One Team objectives - all DC JDF's have now had "Participates in emergency or critical event response management duties as required" added (along with WHS) and it's not just the CPFS legacy agency remit.
  - The Department's Emergency Services Unit has a new identity and we are known as the Emergency Relief and Support Directorate (ERS) – funding has been approved for an increase in FTE from 14 to 36. The structure is currently being developed and change process will then be undertaken with the structure hopefully finalised by late September.
  - With the term welfare being removed (due to it not being culturally appropriate, not empowering and having negative connotations and history with some of our vulnerable groups) both the State Support Plan – Welfare and the Local Emergency Welfare Plans will be retitled to State Support Plan – Emergency Relief and Support and Local Emergency Relief and Support Plans.
  - Recovery efforts are being wound down for Wooroloo Bushfire and Cyclone Seroja (been two years) as the Kimberley Flooding recovery efforts are being increased and are now in full swing.

- Further Evac Centre Training opportunities will be offered July – October (prefer to conduct the training in nominated Evacuation Centres).
- HMA’s have asked our Department to provide a larger data set for the state register of evacuation centres within Western Australia to identify what hazards the current evacuation centres are capable of proving safe refuge from; i.e. cyclone, flood, fire, etc.
- St John Ambulance advised of recruitment efforts and challenges.
- DFES and Bassendean SES gave an update on the action required in response to the recent storm event.
- DFES (District Emergency Management Advisor) gave an update as attached.

<b>8.5 BLEMC Management Review</b>	
<b>Attachments</b>	Nil

On 28 February 2023, Council resolved to endorse a proposal for the Bassendean Local Emergency Management Committee to operate as an external Committee of Council, effective as of 24 October 2023. It further noted that draft Terms of Reference will be prepared generally in accordance with the Department of Fire and Emergency Management’s draft Local Emergency Management Committee Handbook and that a report will be presented to Bassendean Local Emergency Management Committee and Council prior to October 2023 to seek approval of the draft Terms of Reference and revocation of the Instrument of Appointment for the Bassendean Local Emergency Management Committee.

These documents will be presented to the 30 August 2023 BLEMCM meeting. To assist with planning of subsequent meetings, members are requested to provide feedback on preferred days, times and formats.

District Emergency Management Advisor supported the proposed changes and advised that it aligns with other LEMCs. It was also suggested that meetings would be better scheduled in the morning rather than afternoon.

**Officer Recommendation / Committee Resolution – Item 8.5**

MOVED Cr Poliwka, Seconded Ryan Hamblion That the Committee notes that draft Terms of Reference will be prepared, generally in accordance with the Department of Fire and Emergency Management’s draft Local Emergency Management Committee Handbook and that a report will be presented to Bassendean Local Emergency Management Committee and Council prior to October 2023 to seek approval of the draft Terms of Reference and revocation of the Instrument of Appointment for the Bassendean Local Emergency Management Committee.

**CARRIED UNANIMOUSLY 8/0**

## **9 Motions of Which Previous Notice Has Been Given**

Nil.

## **10 Announcements of Notices of Motion for the Next Meeting**

Nil.

## **11 Closure**

The next Bassendean Local Emergency Management Committee will be held on Wednesday, 30 August 2023, commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.11pm.



TOWN OF

# Bassendean

## Local Emergency Management Arrangements

LEMC endorsement date: 14/06/2023  
Full review required: 2028  
Maintained by: Executive Officer to LEMC

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

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

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

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

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

### TOWN OF BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

---

**CHAIRPERSON**

---

**DATE**

### TOWN OF BASSENDEAN COUNCIL

---

**MAYOR**

---

**DATE**



## Version Control

Document Title	Town of Bassendean Local Emergency Management Arrangements 2023
Document Status	Final approved version
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Authors	BLEMC/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.

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

## Distribution List

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

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

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

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

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

## PART 1 – Introduction

### 1.1 Authority

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

### 1.2 Endorsement Date

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

### 1.3 Area Covered

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



**Figure 1: Map of the district**

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

## 1.4 Demographic Information

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

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

## 1.5 Purpose

The purpose of these arrangements is to document:

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

## 1.6 Scope

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

Furthermore:

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

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

## 1.7 Existing Plans and supporting documents

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

## 1.8 State plans and policy

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

## 1.9 Local Arrangements

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

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

## 1.10 Local Government plans and policy

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

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

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

## 1.11 Agreements, Understandings and Commitments

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

## 1.12 Finance Arrangements

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

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

## 1.13 Other issues for consideration

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

## 1.14 Local Government Responsibilities

### Local Emergency Management Committee

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

### Local government emergency management planning

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

## 1.15 Controlling Agency Responsibilities

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

## 1.16 Public Information

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

## 1.17 Local Government Communication Process

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

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

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

## 1.18 High risk sites

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

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



## PART 2 – Planning

### 2.1 Local Emergency Coordinator (LEC)

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

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.**

### 2.2 Local Emergency Management Committee (LEMC)

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

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

### 2.3 LEMC Functions and responsibilities:

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

<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

### 2.4 Risk Register & Treatment Schedule

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

## PART 3 – Response

### 3.1 Emergency Management Structure and Response levels

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

EVENT LEVEL	LOCAL RESPONSE
<p><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 (social, built, economic and natural).</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 need to be sourced from district or State level.</li> <li>• there is a medium level of complexity.</li> <li>• there are multiple incident areas.</li> <li>• there is a medium – actual or imminent impact on critical infrastructure.</li> <li>• There is a medium impact on the community (social, built, economic and natural).</li> <li>• May require delegation of a number of IMT functions.</li> <li>• there is potential for the incident/or a requirement to be declared an ‘Emergency Situation’.</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.
- resources need to be sourced from State, National and even International level.
- there is a high level of complexity.
- there is significant – actual or imminent impact on critical infrastructure.
- there is a significant impact on the community (social, built, economic, natural) environment areas.
- evacuation and/or relocation of community is required.
- there is actual or potential loss of life or multiple, serious injuries; a declaration of an ‘emergency situation’ or ‘state of emergency’ is likely.

## 3.2 Emergency actions

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

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

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

## 3.3 Local Government Involvement in Response

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

## 3.4 Town of Bassendean Local Recovery Coordination

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

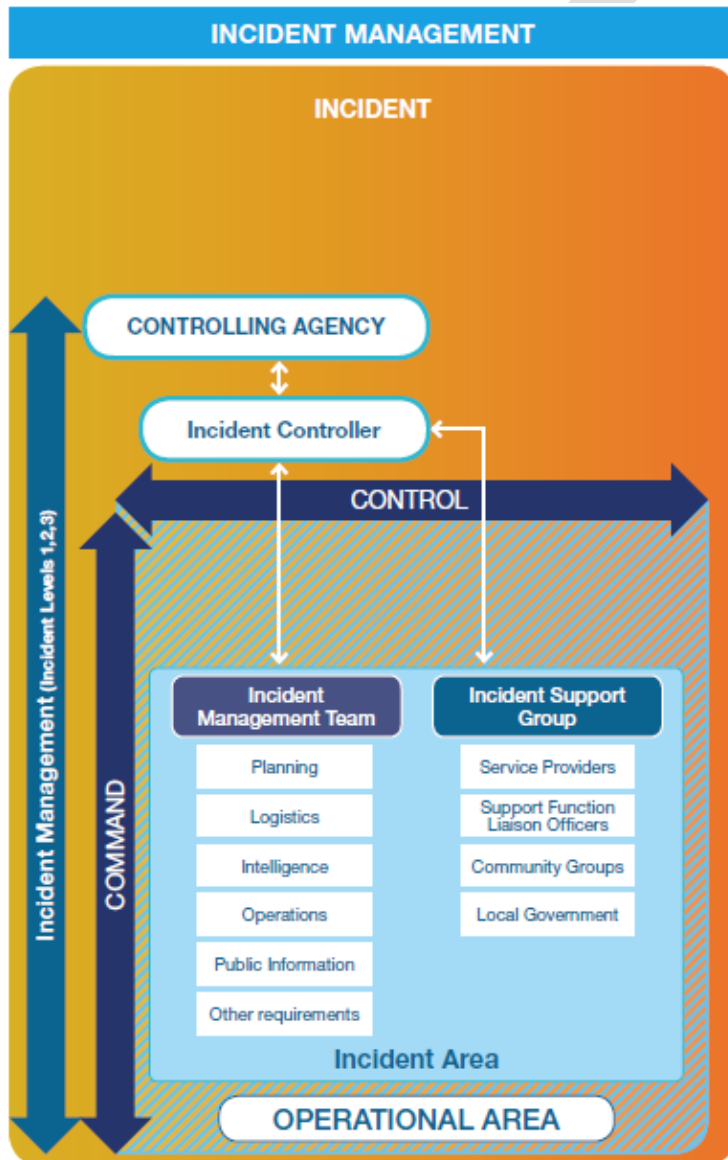
- Ensuring planning and preparation for emergencies is undertaken.
- Implementing procedures that assist the community and emergency services deal with incidents.
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their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

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

### 3.5 Incident Support Group (ISG)

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

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



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

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

### 3.6 Local Emergency Operations Centres

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

### 3.7 Primary Emergency Operations Centre

Library Meeting Room 1- 46 Old Perth Road, Bassendean

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

### 3.8 Alternative Emergency Operations Centre (Response/Recovery)

Ashfield Community Centre 2 Colstoun Road, Ashfield.

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

### 3.9 Critical Infrastructure

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

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

### 3.10 Community Evacuation

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

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

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

### 3.11 Evacuation Management

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

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

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

### 3.12 Media Management and Public Information

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

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

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

### 3.13 Emergency Public Warning Systems

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

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

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

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

### 3.14 Vulnerable Groups

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

### 3.15 Community Evacuation Organisations and Responsibilities

Agency / Task	Responsible person / position / agency
<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

### 3.16 Evacuation Centres

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

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

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

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

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

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

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

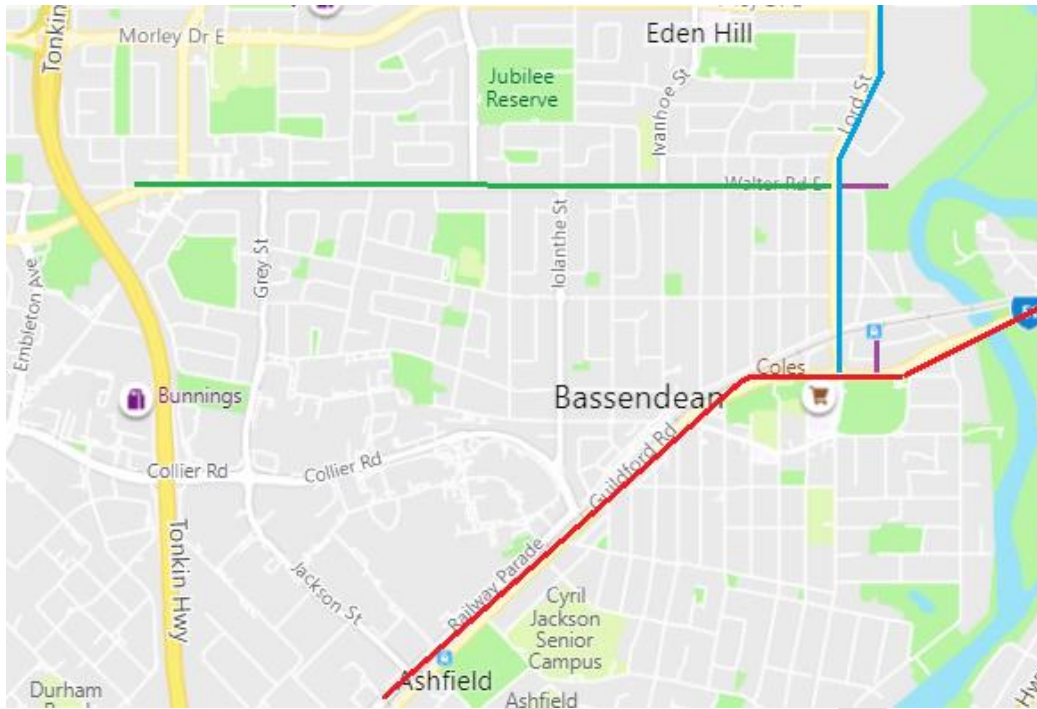
DC Local Emergency Welfare Plan contains details of all local government-controlled Welfare Centres.

### 3.17 Evacuation Routes

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

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





**Figure 3: Emergency Evacuation Routes**

### 3.18 Welfare Support

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

### 3.19 Provision of Welfare Support

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

The following State plans and supporting plans apply

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

### 3.20 Department of Communities

#### 3.21 Local Welfare Coordinator (DC):

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

#### 3.22 Local Government Welfare Liaison Officer:

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

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

## PART 4 – Recovery

### 4.1 Introduction

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

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

### 4.2 Activation of recovery

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

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

### 4.3 Local Recovery Coordinator

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

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

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

### 4.4 Commencement of Recovery Activities

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

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

### 4.5 Further information

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

## 5.1 Testing and Exercising

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

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

## 5.2 Review

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

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

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

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

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

## ANNEX A: Glossary of Terms and Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

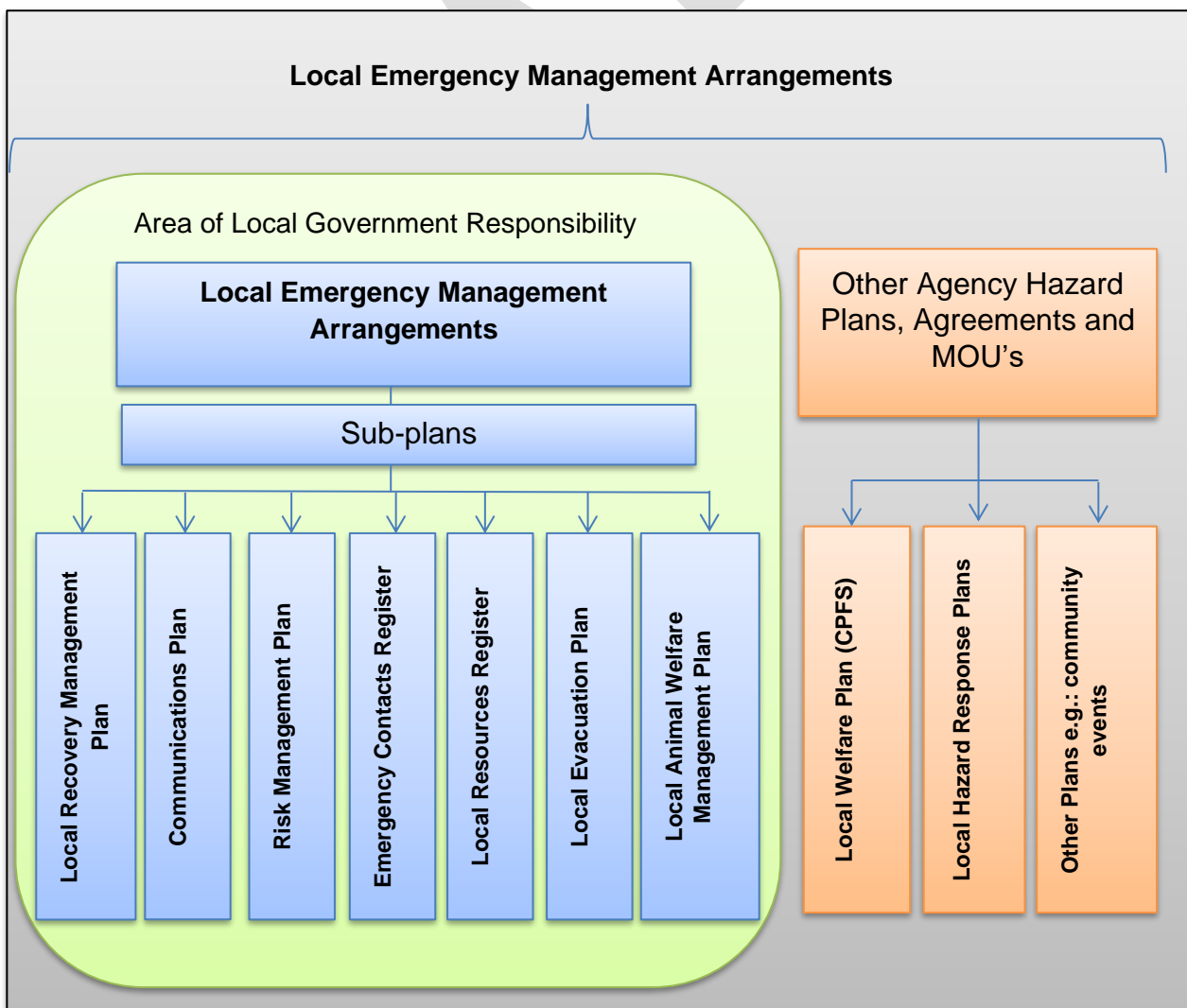
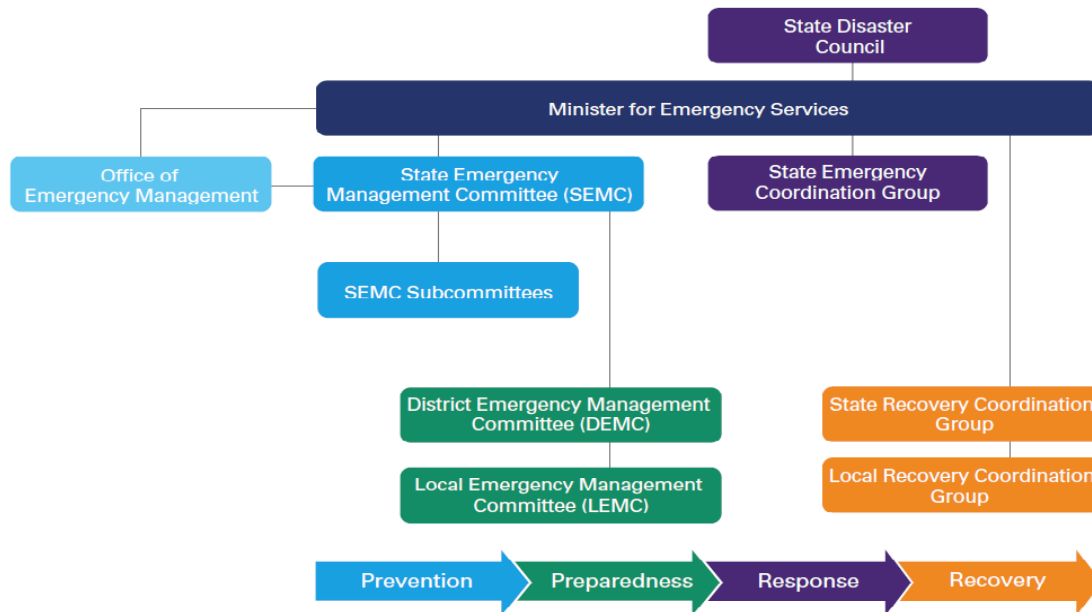
- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual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

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

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

<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 Recovery Coordinator ISG responsibilities**

### **Role and Responsibilities**

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

#### **Role**

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

#### **Key Responsibilities**

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

The key responsibilities of the LRC are to:

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

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

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

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

## Responsibilities of the IC

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

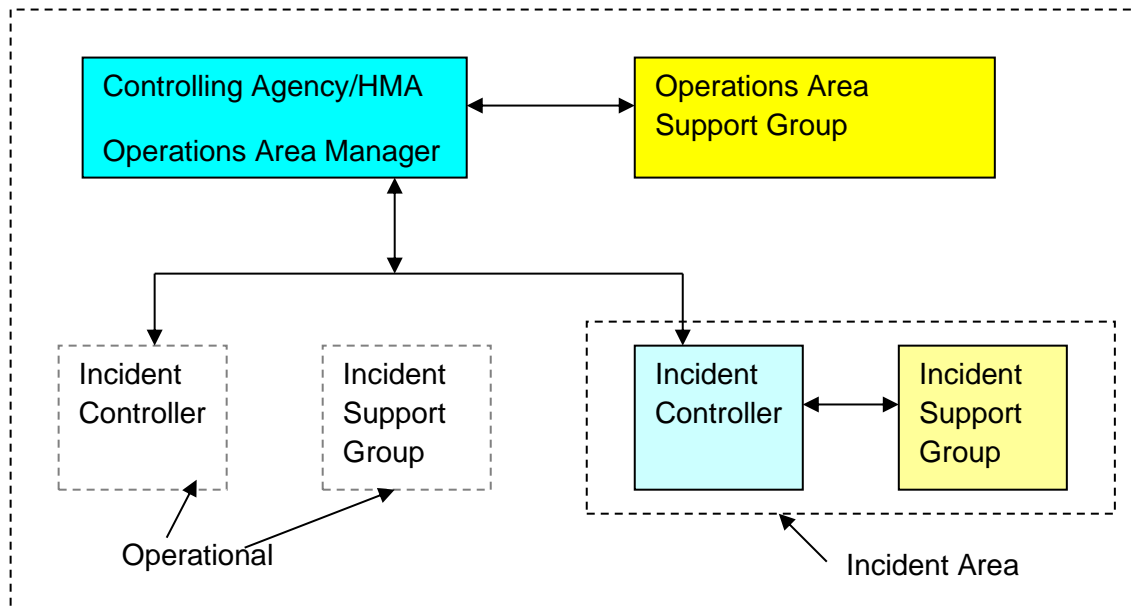


Figure 2: Multi agency support structure



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

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

### **Roles and Responsibilities**

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

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

#### **Duties of the LGWLO**

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

## ANNEX E: Hazards identified

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

## ANNEX F: Vulnerable groups

### Public and private Schools

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

### Day Care Facilities

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

## Aged care facilities

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

## Senior Citizens

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

## CaLD Community

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

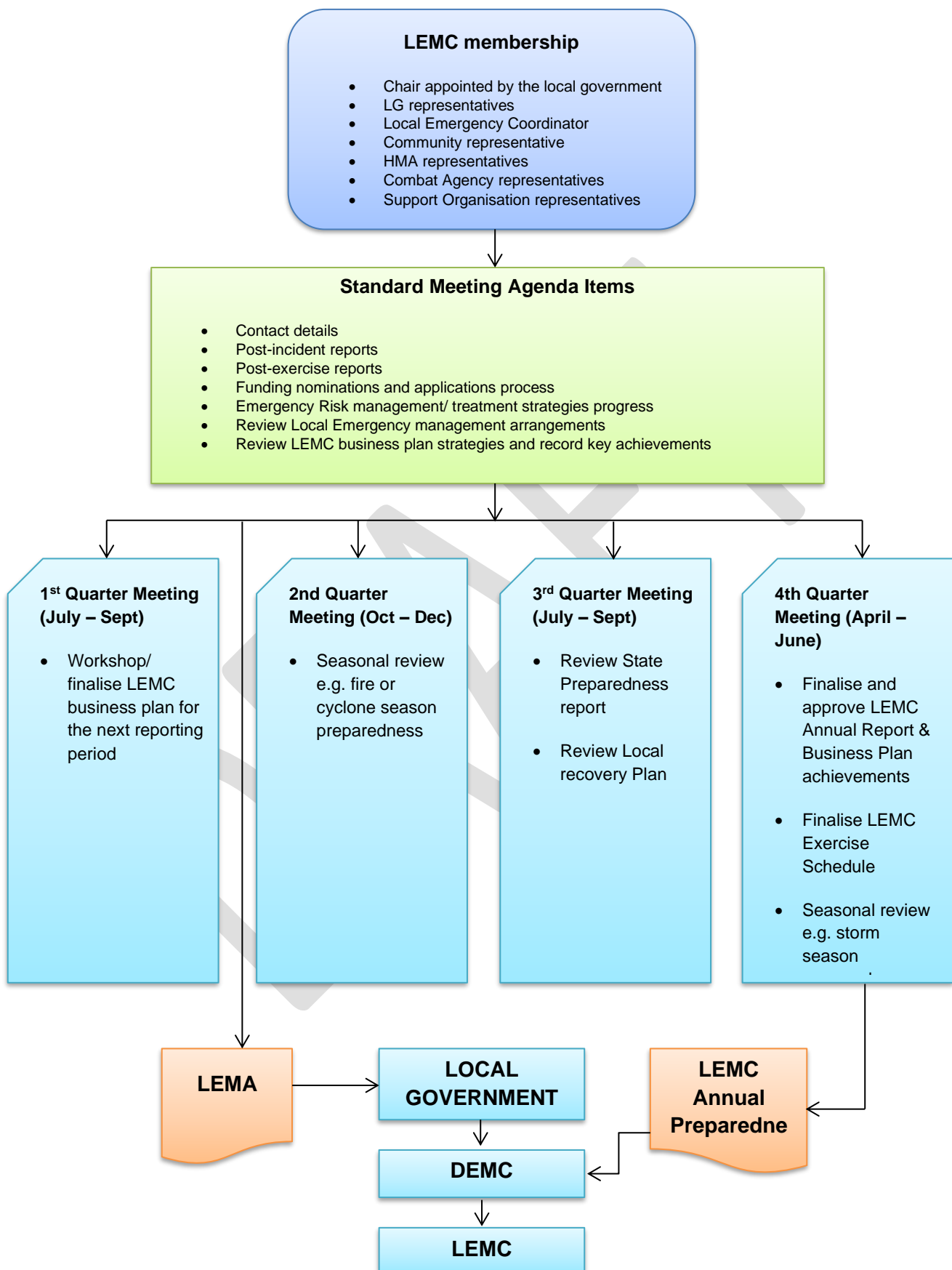
Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Maltese Community Centre	1 May Holman Drive, Bassendean	0447 004 406	Up to 120	Yes

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## ANNEX G: 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 H – Suggested LEMC meeting and business cycle





TOWN OF

# Bassendean

## Local Recovery Plan

LEMC endorsement date: 14/06/2023  
Full review required: 2028  
Maintained by: Executive Officer to LEMC

Town of Bassendean  
PO Box 87 Bassendean WA 6934  
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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 Emergency 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**

---

**CHAIRPERSON**

---

**DATE**

### **TOWN OF BASSENDEAN COUNCIL**

---

**MAYOR**

---

**DATE**

## Version Control

Document Title	Town of Bassendean Local Recovery Plan 2023
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Date of Review	2023
Authors	BLEMC/John Lane Emergency Management Services
Project Manager	Director Community Planning Town of Bassendean

## Disclaimer

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## Amendment Record

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	
1	16/06/23	New document	J. Lane	V1.0

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## Distribution List

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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.

<b>Town of Bassendean</b>	
Chief Executive Officer	1
Director Corporate Services	1
Director Community Planning	1
Executive Manager Infrastructure	1
Executive Manager Sustainability and Environment	1
Senior Ranger	1
Manager Library & Information Services	3
Manager Community Development	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 Emergency Services Officers	2
DFES DO Darling Range	1
DFES SES Manager Bassendean Unit	1
SEMC 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

## **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: 16/06/2023

### **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 Arrangements for the Provision of Welfare Support, known as the Local Emergency Welfare Plan (Department of Communities).

### **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 Arrangements for the Provision of Welfare Support, known as the Local Emergency Welfare Plan (Department of Communities).

The above documents are filed within the Town of Bassendean filing system and are accessible through the Director Community Planning.

### Local Government plans and policy

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

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

### Agreements understandings and commitments

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

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

## 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
<a href="#">Lord Mayor's Distress Relief Fund</a>	LMDRF Board

## Part 3 Financial Arrangements

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 Disaster Relief Funding Arrangements WA (DRFAWA) program the State Government provides a range of relief measures to assist communities recover from an eligible natural event. DRFAWA 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 Department of Fire and Emergency Services (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 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 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.

## Public Fundraising Appeals

Any request to initiate a public fundraising appeal for victims of an emergency should be directed to the Lord Mayors Disaster and Relief Fund (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>

## 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:

### Activation of this plan

During an emergency with direct implications for the Town of Bassendean and its community, the Chief Executive Officer in consultation with the Local Recovery Coordinator will be responsible for the activation of the Recovery Plan.

### 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](#)

## 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.

## 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).

## Impact Statement

An Impact Statement is used to collect information about all known and emerging impacts from a level 2 or level 3 incident. Where required an Impact Statement must be completed prior to the transfer of responsibility for management of recovery to the affected local

government(s). The Controlling Agency is to convene a meeting with the affected local government(s) and the State Recovery Coordinator to review and sign the Impact Statement. The information collected in an Impact Statement provides a point-in-time, concise summary of:

- known and emerging impacts, management actions currently in place,
- responsible agencies,
- future management actions required,
- changes to responsibility for impact management.
- Determination of level of state involvement.

## **Determination of State Level 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 State Emergency Coordination Group (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.

## **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 G.

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 Incident Controller (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.

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## Part 5 – Testing, Exercising and Reviewing

### 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.

### Review of this plan

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

### 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 *Emergency Management Act 2005*.

**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.

### ACRONYMS 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>LRC:</b>	Local Recovery Coordinator
<b>LRCG:</b>	Local Recovery Coordination Group
<b>OASG:</b>	Operations Area Support Group
<b>SECG:</b>	State Emergency Coordination Group

**SEMC:** State Emergency Management Committee  
**SRC:** State Recovery Coordinator/ Controller  
**SRCG:** State Recovery Coordination Group

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## 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, and
- 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, and
- 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>

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## 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 District Emergency Management Advisor.	
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 a LRCG 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.	
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>• <b>the how:</b> community meetings, printed materials, noticeboards, websites, social media, etc.</li> <li>• <b>the who:</b> wide variety of groups, including special needs groups.</li> <li>• <b>the what:</b> what has happened, what are the issues, what services/information are available</li> <li>• <b>the where:</b> provide information any place where people spontaneously/normally congregate.</li> </ul>	
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>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 from the community and what information is needed to be provided to 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> <p>the patronage, agenda, process of conducting the meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints.</p> <p>have representatives from EM disciplines to give factual information.</p> <p>psychosocial issues</p> <p>appropriate communication strategies for special needs and vulnerable people and groups.</p>	

## 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 WHS 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> <li>• Provision of children's services</li> </ul>
	Director Community Planning	<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>• Ranger services management (including fire hazard inspections)</li> <li>• Assess building and development applications</li> <li>• Member of Local Emergency Management Committee</li> </ul>

	Executive Manager Infrastructure	<ul style="list-style-type: none"> <li>• Road safety issues</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>• Reactive flooding drainage maintenance</li> <li>• Reactive footpath maintenance</li> <li>• Parks and reserves management</li> <li>• Street tree management</li> <li>• Reactive road maintenance services</li> <li>• Equipment allocation for recovery support</li> <li>• Town Liaison Officer function during emergencies</li> <li>• Response to complaints /requests/ emergencies</li> <li>•</li> <li>• Maintenance of Town plant and equipment</li> <li>• Chair recovery subcommittees as required</li> </ul>
	Executive Manager Sustainability and Environment	<ul style="list-style-type: none"> <li>• Domestic waste collection and waste functions</li> <li>• Commercial waste collection</li> <li>• Conservation area management</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 sub-divisions</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 Officer	<ul style="list-style-type: none"> <li>• DRFA-WA advice and support</li> <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 / Director Community Development	1
	Chief Executive Officer	1
	Director Corporate Services	1
	Executive Managers	2
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	District Emergency Management Advisor	1
DFES	State Recovery Coordinator	1
	DAFRA 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 –Manager Finance	1
	Minute taker	1
	Finance/Administration Officer	1
OEM	DRFA Officer	1
Department of Human Service	Local Centre Link manager	1

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

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Executive Manager	1
	Infrastructure Minute taker	1
OEM	DRFA 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 F](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Executive Manager	1
	Sustainability and Environment 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 Planning	1
	Minute taker	1
Australian Red Cross	Local or District officer	1
Affected community	Local representatives as required	As required

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

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Manager Strategic Communications	1
	Minute taker	1
Affected community	Local representatives as required	As required

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

### **Finance Subcommittee**

#### **Objectives**

- 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.
- 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.

### **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.

## **Communications Subcommittee**

### **Objectives**

- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
- Assist with the development of a recovery communications plan to assist the LRCG; and Plan for effective communication strategies to ensure community rebuilding confidence; and
- Identify priority information needs and assist in information delivery and/or activities.

## ANNEX G: Operational Recovery Plan template

### 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

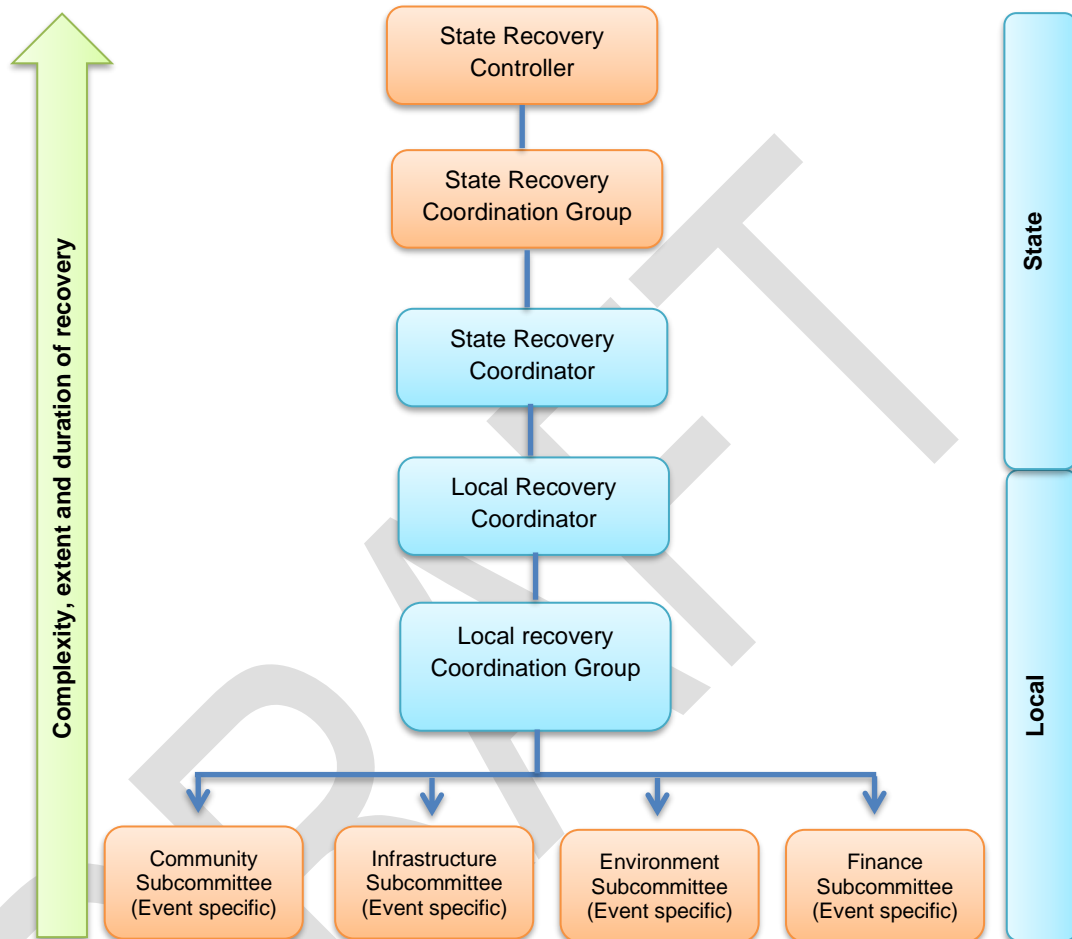
*(Summarises goals, priorities and timetable of the plan).*

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 donations 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

### 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 incident;
- 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 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 ToB 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.

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# ENVIRONMENT SUB COMMITTEE

## Terms of Reference

### 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

### 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 if 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 incident which occurred 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.

***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 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

### 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.

***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 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.

# COMMUNICATIONS SUB COMMITTEE

## Terms of Reference

### 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 Communications Subcommittee**

The primary objectives of the Communications Subcommittee will include:

- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
- Assist with the development of a recovery communications plan to assist the LRCG; and
- Plan for effective communication strategies to ensure community rebuilding confidence; and
- Identify priority information needs and assist in information delivery and/or activities.



## 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 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.

**LIST OF PAYMENTS  
FOR PERIOD  
ENDED 30 June 2023**

*Any questions relating to the List of Payments, please raise with Paul White,  
Director Corporate Services, prior to Briefing Session.*

## SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
<b>MUNICIPAL / TRUST</b>		
<b>EFT, Direct Debits Cr Card and Payroll 01-30 June 2023</b>	49863 - 50071	-\$2,004,504.07
<b>TRUST FUND</b>		
<b>Cheques Commonwealth 6100-1015-9136</b>		\$0.00
<b>MUNICIPAL BANK</b>		
<b>Cheques Commonwealth 6100-1015-9128</b>	86412 - 86423	-\$6,173.40
		<b>-\$2,010,677.47</b>
		<b>-\$2,010,677.47</b>

This list of payments, covering vouchers as above has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.

Chq/EFT	Date	Name	Description	Amount
DD21532.1	1/06/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$1,186.90
DD21532.5	5/06/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$793.10
DD21557.3	5/06/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$199.10
5550059000 086073	5/06/2023	COMMONWEALTH CREDIT CARDS	Credit Card Spend - Attachment 2 - 4/5/23 to 4/6/23	-\$13,455.06
DD21541.1	6/06/2023	AWARE SUPERANNUATION	Superannuation contributions	-\$36,429.05
DD21541.10	6/06/2023	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$206.14
DD21541.11	6/06/2023	HESTA SUPER FUND	Superannuation contributions	-\$1,154.66
DD21541.12	6/06/2023	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$890.23
DD21541.13	6/06/2023	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$9,275.39
DD21541.14	6/06/2023	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$615.35
DD21541.15	6/06/2023	REST SUPERANNUATION	Superannuation contributions	-\$1,752.33
DD21541.16	6/06/2023	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$545.54
DD21541.17	6/06/2023	NGS SUPER	Superannuation contributions	-\$346.50
DD21541.2	6/06/2023	MLC SUPER FUND	Superannuation contributions	-\$660.67
DD21541.3	6/06/2023	HOST PLUS	Superannuation contributions	-\$3,896.48
DD21541.4	6/06/2023	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$131.95
DD21541.5	6/06/2023	MARITIME SUPER	Superannuation contributions	-\$372.30
DD21541.6	6/06/2023	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$245.50
DD21541.7	6/06/2023	COLONIAL FIRST STATE	Superannuation contributions	-\$849.48
DD21541.8	6/06/2023	SLATE SUPER	Superannuation contributions	-\$301.26
DD21541.9	6/06/2023	CARE SUPER	Superannuation contributions	-\$1,052.17
EFT49863	7/06/2023	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$155.40
EFT49864	7/06/2023	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$86,010.00
EFT49865	7/06/2023	LGRCEU	Payroll deductions	-\$132.00
EFT49866	7/06/2023	PAY@BILITY PTY LTD	Payroll deductions	-\$1,590.17
EFT49867	7/06/2023	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$252.00
EFT49868	12/06/2023	A W & T CONCRETING	Provision of cream concrete kerb	-\$2,640.00
EFT49869	12/06/2023	A. M BOLTS & NUTS	Bolts and nuts supplies	-\$45.63
EFT49870	12/06/2023	ALLSPORTS LINEMARKING	Line Marking Bassendean Oval	-\$110.00
EFT49871	12/06/2023	ALSCO LINEN SERVICES PTY LTD	Hygiene Services - various sites	-\$5,015.33
EFT49872	12/06/2023	ALSCO PERTH	Weekly Linen Services - Administration	-\$53.00
EFT49873	12/06/2023	BENARA NURSERIES	Provision of plants/trees	-\$139.94
EFT49874	12/06/2023	BUNZL LTD	Office supplies	-\$153.41

Chq/EFT	Date	Name	Description	Amount
EFT49875	12/06/2023	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$160.00
EFT49876	12/06/2023	COCKBURN CEMENT LIMITED	Cement supplies	-\$452.76
EFT49877	12/06/2023	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$947.16
EFT49878	12/06/2023	COMPLETE CORPORATE HEALTH - ASCOT	Pre employment Medical check	-\$272.80
EFT49879	12/06/2023	CTI RISK MANAGEMENT	Customer Service Banking Collections	-\$272.25
EFT49880	12/06/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building services - Levy	-\$2,143.95
EFT49881	12/06/2023	DI CANDILO & SONS	Steel Supplies	-\$324.50
EFT49882	12/06/2023	DIAL A NAPPY (BUSICLEAN)	Diaper service	-\$543.40
EFT49883	12/06/2023	DS WORKWEAR & SAFETY	Safety uniforms	-\$449.70
EFT49884	12/06/2023	EMRC	General waste processing	-\$40,222.11
EFT49885	12/06/2023	ELLENBY TREE FARM PTY LTD	Provision of plants/trees	-\$537.60
EFT49886	12/06/2023	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping	-\$3,739.12
EFT49887	12/06/2023	ENVISIONWARE PTY LTD	ICT hardware supplies	-\$1,158.30
EFT49888	12/06/2023	GREENSTEAM AUSTRALIA	Road Steam Weeding treatment	-\$55,550.00
EFT49889	12/06/2023	IT VISION	Community information and bookings module upgrade	-\$550.00
EFT49890	12/06/2023	JANE PELUSEY	Library - extension activity - Literary salon with Michael Pelusey	-\$250.00
EFT49891	12/06/2023	JAYBRO PTY LTD	Depot supplies - traffic cones	-\$3,065.15
EFT49892	12/06/2023	LG BEST PRACTICES	Payroll processing assistance	-\$11,797.50
EFT49893	12/06/2023	MACKIE PLUMBING AND GAS PTY LTD	Plumbing works - Depot	-\$919.22
EFT49894	12/06/2023	MARKET CREATIONS	ICT - Single sign on	-\$2,939.20
EFT49895	12/06/2023	MT LAWLEY MILK SUPPLY	Office milk supplies	-\$76.16
EFT49896	12/06/2023	NATURAL AREA HOLDINGS PTY LTD	Provision of plants	-\$8,495.52
EFT49897	12/06/2023	PETER BIAGIO RENZULLO	Citizenship Ceremony and Community Awards 20 May 23 Musician duo	-\$200.00
EFT49898	12/06/2023	PLANTRITE	Provision of plants/trees	-\$3,399.00
EFT49899	12/06/2023	PRESTIGE PROPERTY MAINTENANCE	Mowing -of various Reserves & Ovals	-\$13,446.40
EFT49900	12/06/2023	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$522.50
EFT49901	12/06/2023	PROQUEST LLC	ProQuest Invoice Portal - review and upgrade	-\$768.93
EFT49902	12/06/2023	SOUTH BEACH ECO TRUST	Workshop - Productive food gardening	-\$742.50

Chq/EFT	Date	Name	Description	Amount
EFT49903	12/06/2023	SPORTS TURF TECHNOLOGY	Turf management assessment - Bassendean Oval, Jubilee and Ashfield Reserves	-\$6,930.00
EFT49904	12/06/2023	SUEZ RECYCLING & RECOVERY PTY LTD	Skip Bin Collections	-\$355.18
EFT49905	12/06/2023	SYNERGY	Power charges for various sites	-\$10,583.69
EFT49906	12/06/2023	TECHWORKS ELECTRICAL PTY LTD	Upgraded lighting - Ashfield Reserve	-\$7,777.00
EFT49907	12/06/2023	THE SCIENCE MUM	WIW - Extension activity	-\$299.00
EFT49908	12/06/2023	TRILLION TREES	Plant supplies	-\$3,371.11
EFT49909	12/06/2023	UMESH THAPA	Cleaning charges	-\$840.00
EFT49910	12/06/2023	UNITED PETROEUM PTY LTD	Diesel supply	-\$11,424.60
EFT49911	12/06/2023	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Greenwaste skip bin - Depot	-\$317.49
EFT49912	12/06/2023	WATER CORPORATION	Water rates & usage charges for various sites	-\$12,786.72
EFT49913	12/06/2023	WATER2WATER PTY LTD	Monthly rental - Aquanet bottle water cooler - 48 Old Perth Road	-\$198.00
EFT49914	12/06/2023	WESTBOOKS	Supply of books - Library	-\$46.17
EFT49915	12/06/2023	WALGA	WALGA Councillor Training	-\$407.68
EFT49916	12/06/2023	WESTWORKS GROUP PTY LTD	Peer review of pruning works undertaken by the Town's Tree Services Contractor	-\$550.00
DD21557.2	13/06/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$177.10
DD21553.1	15/06/2023	MAGICORP	On hold message charges	-\$138.80
EFT49917	19/06/2023	ALAN EADES	Refund - Bond	-\$100.00
EFT49918	19/06/2023	MARINA LINDA VIDOVICH	Refund - Security deposit	-\$2,805.00
EFT49919	19/06/2023	TADWA	Refund - Hall bond	-\$50.00
EFT49920	20/06/2023	ALSCO PERTH	Weekly Linen Services - Administration	-\$53.00
EFT49921	20/06/2023	BASSENDEAN TENNIS CLUB	Grass court maintenance	-\$4,582.60
EFT49922	20/06/2023	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$11,576.42
EFT49923	20/06/2023	BOLINDA DIGITAL PTY LTD	Library Stock Purchases - ebooks	-\$2,376.69
EFT49924	20/06/2023	BOLINDA PUBLISHING PTY LTD	Library Stock Purchases - ebooks	-\$121.55
EFT49925	20/06/2023	CARDSERV ID PTY LTD	Provision of 1000 Bassendean Library cards	-\$1,010.24
EFT49926	20/06/2023	CITY OF BAYSWATER	Provision of mosquito control services at Ashfield Flats	-\$22,662.43
EFT49927	20/06/2023	CITY OF SOUTH PERTH	Animal pound fees	-\$2,166.37
EFT49928	20/06/2023	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$136.52
EFT49929	20/06/2023	COMMISSIONER OF POLICE	Police Clearance Provider	-\$34.00
EFT49930	20/06/2023	CS LEGAL	Legal expenses	-\$687.40
EFT49931	20/06/2023	DEPARTMENT OF THE PREMIER AND CABINET	Gazettal of parking amendment local law 2023	-\$285.60

Chq/EFT	Date	Name	Description	Amount
EFT49932	20/06/2023	EMRC	General waste processing	-\$51,672.19
EFT49933	20/06/2023	GILBARCO AUSTRALIA LTD	Depot - equipment repair - diesel bowser	-\$591.77
EFT49934	20/06/2023	HATCHET PTY LTD	Website development for RYDE program	-\$3,201.00
EFT49935	20/06/2023	INTELIFE GROUP LIMITED	Cleaning of various locations	-\$12,291.59
EFT49936	20/06/2023	MARIA DANIELS	Provision of Relax T2 - Drumming sessions	-\$2,400.00
EFT49937	20/06/2023	MCLEODS & CO	Provision Of Relax T2 - Drumming Sessions	-\$837.88
EFT49938	20/06/2023	MODERN TEACHING AIDS PTY LTD	WIW - Stationery and consumables	-\$1,613.88
EFT49939	20/06/2023	MT LAWLEY MILK SUPPLY	Office milk supplies	-\$152.32
EFT49940	20/06/2023	NATIONAL AUSTRALIA DAY COUNCIL	Refund - return of underspent funds from Grant for Australia Day/Celebrating Birak Event	-\$2,673.00
EFT49941	20/06/2023	NATURAL AREA HOLDINGS PTY LTD	Provision of plants, maintenance and green waste disposal	-\$15,546.52
EFT49942	20/06/2023	NIGHTFIELDS	Youth engagement program	-\$5,500.00
EFT49943	20/06/2023	OFFICEWORKS SUPERSTORES PTY LTD	Office supplies	-\$1,481.41
EFT49944	20/06/2023	PAATSCH GROUP	Consultant fee for Bassendean Oval redevelopment	-\$3,300.00
EFT49945	20/06/2023	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$159.50
EFT49946	20/06/2023	SOILS AINT SOILS PTY LTD	Supply of Jarrah woodchip top up	-\$148.50
EFT49947	20/06/2023	WORK HEALTH PROFESSIONALS	Vaccinations	-\$836.00
DD21596.1	20/06/2023	AWARE SUPERANNUATION	Superannuation contributions	\$811.95
DD21569.1	20/06/2023	AWARE SUPERANNUATION	Superannuation contributions	-\$35,595.17
DD21569.10	20/06/2023	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$250.02
DD21569.11	20/06/2023	HESTA SUPER FUND	Superannuation contributions	-\$1,149.96
DD21569.12	20/06/2023	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$890.23
DD21569.13	20/06/2023	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$9,440.42
DD21569.14	20/06/2023	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$562.68
DD21569.15	20/06/2023	REST SUPERANNUATION	Superannuation contributions	-\$1,813.51
DD21569.16	20/06/2023	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$557.48
DD21569.17	20/06/2023	NGS SUPER	Superannuation contributions	-\$382.88
DD21569.2	20/06/2023	MLC SUPER FUND	Superannuation contributions	-\$442.79
DD21569.3	20/06/2023	HOST PLUS	Superannuation contributions	-\$4,100.24
DD21569.4	20/06/2023	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$143.68
DD21569.5	20/06/2023	MARITIME SUPER	Superannuation contributions	-\$372.30
DD21569.6	20/06/2023	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$245.50

Chq/EFT	Date	Name	Description	Amount
DD21569.7	20/06/2023	COLONIAL FIRST STATE	Superannuation contributions	-\$866.10
DD21569.8	20/06/2023	SLATE SUPER	Superannuation contributions	-\$301.26
DD21569.9	20/06/2023	CARE SUPER	Superannuation contributions	-\$1,052.17
EFT49948	21/06/2023	ASPHALTECH PTY LTD	Road maintenance works - Sandy Beach	-\$23,661.84
EFT49949	21/06/2023	BEAVER TREE SERVICES	Various tree pruning works	-\$4,675.00
EFT49950	21/06/2023	BUNNINGS GROUP LIMITED	Hardware items	-\$315.88
EFT49951	21/06/2023	CASA SECURITY PTY LTD	Security call-outs	-\$1,659.27
EFT49952	21/06/2023	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$927.54
EFT49953	21/06/2023	COMPLETE OFFICE SUPPLIES PTY LTD	Office supplies	-\$492.04
EFT49954	21/06/2023	CONNECT VICTORIA PARK INCORPORATED	Management Fees for HRV	-\$2,739.88
EFT49955	21/06/2023	CORSIGN WA PTY LTD	Provision of camera surveillance signs	-\$168.30
EFT49956	21/06/2023	DONUT WASTE PTY LTD	Depot supplies - hessian bags	-\$50.00
EFT49957	21/06/2023	DRAINFLOW SERVICES PTY LTD	Provision of gullie and manhole drain cleaning and educting program	-\$151.80
EFT49958	21/06/2023	DS WORKWEAR & SAFETY	Safety uniforms	-\$129.90
EFT49959	21/06/2023	ENVIROPATH PTY LTD	Extra sweep - Atkins Way, May Rd, Robinson and Chedworth	-\$627.00
EFT49960	21/06/2023	HEATLEY SALES PTY LTD	Safety uniforms	-\$1,079.71
EFT49961	21/06/2023	NATURAL AREA HOLDINGS PTY LTD	Surrey St - Drain maintenance	-\$1,530.32
EFT49962	21/06/2023	PAPERSCOUT	Graphic design and supply of posters	-\$1,551.00
EFT49963	21/06/2023	PLANTRITE	Provision of plants/trees	-\$4,278.42
EFT49964	21/06/2023	SAFETYCARE AUSTRALIA PTY LTD	Safetyhub subscription - 12 months	-\$3,245.00
EFT49965	21/06/2023	SIGNING HANDS	Signing hands classes	-\$816.75
EFT49966	21/06/2023	SUEZ RECYCLING & RECOVERY PTY LTD	Fogo collections	-\$30,662.14
EFT49967	21/06/2023	SYNERGY	Power charges for various sites and street lighting	-\$48,262.53
EFT49968	21/06/2023	WATER CORPORATION	Water rates & usage charges for various sites	-\$18,929.72
EFT49969	21/06/2023	WALGA	WALGA Day Course - Introduction of Waste Management	-\$638.00
EFT49970	21/06/2023	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Provision of dog waste bags - Rangers	-\$3,044.80
EFT49971	21/06/2023	ASPHALTECH PTY LTD	Road maintenance works - West Road	-\$51,201.56
EFT49972	21/06/2023	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Investigate fault - Library Main Aircon unit	-\$746.90
EFT49973	21/06/2023	BEAVER TREE SERVICES	Powerline clearances flat top pruning	-\$26,048.00
EFT49974	21/06/2023	BENARA NURSERIES	Provision of tree	-\$36,920.34



Chq/EFT	Date	Name	Description	Amount
EFT49975	21/06/2023	DRAINFLOW SERVICES PTY LTD	Supply educting and jet washing combination for Broadway/Iolanthe, BIC reserve draining systems	-\$9,966.00
EFT49976	21/06/2023	FARMARAMA PTY LTD	Fertiliser supplies	-\$3,960.00
EFT49977	21/06/2023	JAYLON INDUSTRIES PTY LTD	Depot supplies - UV stabilised PE sheeting	-\$404.25
EFT49978	21/06/2023	K C BINITA	Cleaning charges	-\$2,730.00
EFT49979	21/06/2023	LGC TRAFFIC MANAGEMENT	Traffic Management for draining pit educting and cleaning programme	-\$1,886.50
EFT49980	21/06/2023	NATURAL AREA HOLDINGS PTY LTD	Provision of plants	-\$3,004.65
EFT49981	21/06/2023	OMB WA	Depot -Trailer maintenance	-\$1,215.50
EFT49982	21/06/2023	PRESTIGE PROPERTY MAINTENANCE	Garden maintenance - WIW Bassendean and Ashfield	-\$9,707.83
EFT49983	21/06/2023	ROADS 2000	Blow Asphalt for road maintenance	-\$116.59
EFT49984	21/06/2023	STRATAGREEN	Consumables	-\$177.46
EFT49985	21/06/2023	TOTAL TOOLS MIDLAND	Depot - purchase of Makita wet vac	-\$1,200.00
EFT49986	21/06/2023	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Greenwaste skip bin - Depot	-\$317.49
EFT49987	21/06/2023	WATER2WATER PTY LTD	Monthly rental - Aquanet bottle water cooler - 48 Old Perth Road	-\$99.00
EFT49988	21/06/2023	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$155.40
EFT49989	21/06/2023	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$84,178.00
EFT49990	21/06/2023	LGRCEU	Payroll deductions	-\$66.00
EFT49991	21/06/2023	PAY@BILITY PTY LTD	Payroll deductions	-\$1,590.17
EFT49992	21/06/2023	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$252.00
EFT49993	22/06/2023	AMAZING BRICK PAVING	Pick up and relay paving - Bassendean Oval Toilet Block	-\$5,736.50
EFT49994	22/06/2023	BENARA NURSERIES	Provision of plants/trees	-\$3,032.97
EFT49995	22/06/2023	BUNNINGS GROUP LIMITED	Hardware items	-\$548.19
EFT49996	22/06/2023	DEPARTMENT OF TRANSPORT	Vehicle checks	-\$36.90
EFT49997	22/06/2023	DRAINFLOW SERVICES PTY LTD	Provision of gullie and manhole drain cleaning and educting program	-\$657.80
EFT49998	22/06/2023	ENVIRONMENTAL HEALTH AUSTRLIA (NSW) INC	Food safety subscription renewal 2023-24	-\$330.00
EFT49999	22/06/2023	HELEN DOBBIE	Provision of relax T2 - hatha yoga sessions	-\$945.00
EFT50000	22/06/2023	INTELFIE GROUP LIMITED	Cleaning of various locations	-\$28,119.48
EFT50001	22/06/2023	KENNARDS HIRE	Hire of diesel light towers - Jubilee Reserve	-\$1,760.00
EFT50002	22/06/2023	MACKIE PLUMBING AND GAS PTY LTD	Plumbing works - depot	-\$3,464.13

Chq/EFT	Date	Name	Description	Amount
EFT50003	22/06/2023	PARAMOUNT ELECTRICAL SERVICES	Electrical services - Upgrade switchboard to Caledonian Soccer Club and replacement of exit signs	-\$7,269.37
EFT50004	22/06/2023	PATRICIA FLETCHER	Provision of relax T2 - Zumba, metafit and train 50 sessions	-\$3,850.00
EFT50005	22/06/2023	PRESTIGE PROPERTY MAINTENANCE	Mowing in various Reserves and Oval	-\$8,104.80
EFT50006	22/06/2023	PROFOUNDER TURFMASTER PTY LTD	Lawn maintenance - Various reserves	-\$5,329.50
EFT50007	22/06/2023	RUBY 9 PTY LTD	Provision of relax T2 - Thursdays yoga sessions	-\$1,050.00
EFT50008	22/06/2023	SOLARBAN WA	Provision and installation of window tinting - Stan Moses Pavilion	-\$1,495.00
EFT50009	22/06/2023	TOTALLY WORKWEAR MIDLAND	Safety uniforms	-\$431.82
EFT50010	22/06/2023	VENUS PLUMBING	Excavator hire	-\$1,045.00
EFT50011	22/06/2023	WEST TIP WASTE CONTROL PTY LTD	Depot - Empty and replace general waste skin bin	-\$1,353.00
EFT50012	22/06/2023	WESTON ROAD SYSTEMS	Provision of line marking and spotting after resurfacing	-\$1,320.00
EFT50013	22/06/2023	WESTWORKS GROUP PTY LTD	ARB investigation to assist with insurance claim - Anzac Terrace	-\$605.00
EFT50014	22/06/2023	ANZAC TERRACE PRIMARY SCHOOL	Donation - request for Quiz night	-\$250.00
EFT50015	22/06/2023	CARLA VIDOVICH	Crossover contribution	-\$436.00
EFT50016	22/06/2023	CR RENEE MCLENNAN	Reimbursement of training course	-\$224.20
EFT50017	22/06/2023	DAVID MARTIN BLAMPEY	Photo copying - "The History of Bassendean" Book	-\$126.60
EFT50018	22/06/2023	GLORIA IRENE COLE	Rate refund	-\$500.00
EFT50019	22/06/2023	NICOLE NAMOUR	Reimbursement of expenses	-\$99.90
EFT50020	22/06/2023	NORTHCRAFT BUILDING COMPANY PTY LTD	Refund - Building application	-\$228.00
EFT50021	22/06/2023	REBECCA WILLIAMSON	Dudley Robinson youth grant	-\$250.00
EFT50022	22/06/2023	RUSSELL DAVID PUGH	Crossover contribution	-\$592.00
EFT50023	22/06/2023	TANIA MARIE FALAPPI	CCTV rebate	-\$200.00
EFT50024	22/06/2023	TROY LEONARD LAFFREY	Refund - Building plans search	-\$33.00
EFT50025	22/06/2023	YOUWEI XU	CCTV rebate	-\$114.50
DD21557.1	22/06/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$347.60
EFT50026	26/06/2023	CR EMILY WILDING	Elected Members Quarterly Payment - 1 Apr to 30 Jun 23	-\$5,069.00
EFT50027	26/06/2023	CR HILARY MACWILLIAM	Elected Members Quarterly Payment - 1 Apr to 30 Jun 23	-\$5,069.00

Chq/EFT	Date	Name	Description	Amount
EFT50028	26/06/2023	CR JENNIFER MARGARET CARTER	Elected Members Quarterly Payment - 1 Apr to 30 Jun 23	-\$5,069.00
EFT50029	26/06/2023	CR KATHRYN HAMILTON	Elected Members Quarterly Payment - 1 Apr to 30 Jun 23	-\$16,839.25
EFT50030	26/06/2023	CR PAUL NICHOLI POLIWKA	Elected Members Quarterly Payment - 1 Apr to 30 Jun 23	-\$5,069.00
EFT50031	26/06/2023	CR RENEE MCLENNAN	Elected Members Quarterly Payment - 1 Apr to 30 Jun 23	-\$7,436.50
EFT50032	26/06/2023	CR TALLAN JOHN MICHAEL AMES	Elected Members Quarterly Payment - 1 Apr to 30 Jun 23	-\$5,069.00
EFT50033	26/06/2023	AUSTRALIA POST	Postal charges	-\$153.80
EFT50034	26/06/2023	CITY OF BAYSWATER	Stormwater monitoring analysis costs	-\$4,813.86
EFT50035	26/06/2023	CS LEGAL	Legal expenses	-\$518.05
EFT50036	26/06/2023	EASTERN METROPOLITAN REGIONAL COUNCIL	General waste processing	-\$32,897.89
EFT50037	26/06/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$1,075.16
EFT50038	26/06/2023	HARBOUR SOFTWARE	DOC assembler administrator training	-\$1,925.00
EFT50039	26/06/2023	LANDGATE	Triennial Valuation charges	-\$66,265.13
EFT50040	26/06/2023	MT LAWLEY MILK SUPPLY	Office milk supplies	-\$694.13
EFT50041	26/06/2023	NATURAL AREA HOLDINGS PTY LTD	Provision of plants, maintenance and green waste disposal	-\$15,320.43
EFT50042	26/06/2023	PERTH TRAFFIC TRAINING	Staff training	-\$7,080.00
EFT50043	26/06/2023	STOTT AND HOARE	ICT - Barracuda email protection subscription	-\$30,943.03
EFT50044	26/06/2023	SUEZ RECYCLING & RECOVERY PTY LTD	Fogo collections	-\$551.14
EFT50045	26/06/2023	SUPERLOOP (OPERATIONS) PTY LTD	Internet services	-\$1,507.00
EFT50046	26/06/2023	SYNERGY	Power charges for various sites	-\$7,787.79
EFT50047	26/06/2023	TELSTRA	Telephone charges	-\$3,142.79
EFT50048	26/06/2023	TPG NETWORK PTY LTD	Telephone charges	-\$1,852.56
EFT50049	26/06/2023	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Cinema bin collection	-\$97.46
DD21590.1	26/06/2023	RICOH FINANCE AUSTRALIA PTY LTD	Lease photocopier/printer	-\$413.60

Chq/EFT	Date	Name	Description	Amount
EFT50050	28/06/2023	ASPHALTECH PTY LTD	Road works - Bridson St & West Rd	-\$103,394.39
EFT50051	28/06/2023	BEAVER TREE SERVICES	Supply and installation of root barrier	-\$1,914.00
EFT50052	28/06/2023	BUDGET PEST CONTROL	Pest control - 50 Old Perth Rd - Senior Citizens	-\$285.00
EFT50053	28/06/2023	BUNNINGS GROUP LIMITED	Hardware items	-\$244.10
EFT50054	28/06/2023	CHEF MARCO PTY LTD	Catering for Community Workshop - 20 June 2023	-\$397.50
EFT50055	28/06/2023	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$454.77
EFT50056	28/06/2023	COMMISSIONER OF POLICE	Police Clearance Provider	-\$170.00
EFT50057	28/06/2023	DAIMLER TRUCKS PERTH	Vehicle equipment	-\$1,726.98
EFT50058	28/06/2023	ELITE HIRE	Vehicle repairs	-\$1,975.36
EFT50059	28/06/2023	ENVIROPATH PTY LTD	Extra sweep - Railway Parade	-\$627.00
EFT50060	28/06/2023	ES2 PTY LTD	Cybersecurity subscriptions and testing	-\$21,120.00
EFT50061	28/06/2023	LIGHTING SPECIALISTS AUSTRALIA	Provision of additional design and tender documents - Bassendean Oval	-\$7,128.00
EFT50062	28/06/2023	MACKIE PLUMBING AND GAS PTY LTD	Plumbing works - Ashfield Soccer Club	-\$290.08
EFT50063	28/06/2023	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Happy Feet Fitness Class - WIW	-\$125.00
EFT50064	28/06/2023	PARAMOUNT ELECTRICAL SERVICES	Electrical services - Ashfield Reserve cable locating and mapping - lighting towers and controls	-\$3,649.05
EFT50065	28/06/2023	REECE'S EVENT HIRE	Citizenship and National Volunteer Week event - Equipment hire	-\$671.37
EFT50066	28/06/2023	STIHL SHOP MALAGA	Depot - Equipment repairs	-\$320.00
EFT50067	28/06/2023	SUEZ RECYCLING & RECOVERY PTY LTD	Fogo collections	-\$10.71
EFT50068	28/06/2023	TABORDA CONTRACTING	Traffic Management - Thompson Rd	-\$1,400.30
EFT50069	28/06/2023	WATER2WATER PTY LTD	Monthly rental - Aquanet bottle water cooler - 48 Old Perth Road	-\$49.50
EFT50070	28/06/2023	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	Return of unspent grant funds - Lower Swan locality	-\$11,000.00
EFT50071	28/06/2023	EASIFLEET	Payroll deductions	-\$3,901.34
DD21549.1	28/06/2023	SG FLEET AUSTRALIA PTY LTD	SG Fleet - lease rental - May 23	-\$9,013.71
DD21596.2	30/06/2023	AWARE SUPERANNUATION	Superannuation contributions	\$327.90
F305109119 418	7/06/2023	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$279,469.42
F305249941 767	21/06/2023	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$274,155.95
			<b>TOTAL MUNICIPAL &amp; TRUST EFT PAYMENTS</b>	<b>-\$2,004,504.07</b>

Chq/EFT	Date	Name	Description	Amount
86412		Cancelled	Cancelled	0.00
86413	1/06/2023	ALINTA	Gas Supplies	-\$451.55
86414	1/06/2023	DEPARTMENT OF TRANSPORT	Community Jetty Renewal fee	-\$43.70
86415	22/06/2023	ALINTA	Gas Supplies	-\$48.40
86416	28/06/2023	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty cash recoup - Youth services	-\$198.90
86417	28/06/2023	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty cash recoup - Depot	-\$127.10
86418	28/06/2023	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty cash recoup - Volunteer Centre	-\$53.60
86419	28/06/2023	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty cash recoup - Administration	-\$166.15
86420	28/06/2023	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty cash recoup - Library	-\$74.75
86421	28/06/2023	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty cash recoup - WIW Ashfield	-\$87.55
86422	28/06/2023	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty cash recoup - WIW Bassendean	-\$120.20
86423	28/06/2023	TOWN OF VICTORIA PARK	Provision of Bird Water Station	-\$4,801.50
			<b>TOTAL MUNICIPAL CHEQUES</b>	<b>-\$6,173.40</b>
			<b>GRAND TOTAL</b>	<b>-\$2,010,677.47</b>

**May Credit Card Expenditure 2023**  
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**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
4-May-23	SP CBCA MERCHANDISE SOUTH BRISBAQLD	Materials for Childrens Book Week	\$ 75.65
4-May-23	COLES 0330 MUNDARING AUS	Catering for Parent Information Night at Wind in the Willows	\$ 101.80
4-May-23	EUROPEAN FOODS OSBORNE PARKWA	Coffee Beans	\$ 66.00
5-May-23	COLES ONLINE HAWTHORN EAS	Catering for Council Dinner	\$ 153.95
5-May-23	SP MY MARKETPLACE EF OSBORNE PARKWA	Goods for Council Kitchen	\$ 48.10
5-May-23	CLEVERPATCH PTY LTD BERESFIELD	Materials for School Holiday Crafts and Activities	\$ 51.64
8-May-23	Subway Bayswater 50307 Bassendean WA	Catering for 'Our Gardens' Community Workshop	\$ 114.00
8-May-23	THE MONTHLY 1YR COLLINGWOOD VIC	Magazine Subscription - 'The Monthly' 2024	\$ 127.00
8-May-23	OFFICEWORKS BENTLEIGH EA	Stationery for Wind in the Willows	\$ 186.12
8-May-23	STOCKFEED WEST MIDVALE WA	Chicken and Bunny Supplies for Wind in the Willows	\$ 106.50
8-May-23	THE GOOD GUYS CANNINGTON WA	Coffee Machines for 35 Old Perth Road Kitchen	\$ 799.00
9-May-23	DANISH PATISSERIE BASSENDEAN	Catering for 'Our Gardens' Community Workshop	\$ 324.90
9-May-23	LAST CRUMB CAKE CO BASSENDEAN WA	Catering for Council Dinner	\$ 220.00
9-May-23	BIOPAK PTY LTD BONDI JUNCTI	Materials for Dropin Cooking Program	\$ 132.00
9-May-23	BASSENDEAN NEWSAGENCY BASSENDEAN WA	Excursion Smartrider	\$ 30.00
9-May-23	BIGW ONLINE BELLA VISTA AUS	Teaching Aids & Clothes Airer for Wind in the Willows	\$ 161.65
9-May-23	IINET BATCH PERTH GPO WA	NBN Charges for SDS	\$ 109.99
9-May-23	BIG W 0443 MIDLAND AUS	Children Books for Wind in the Willows	\$ 30.00
10-May-23	COLES 0395 BASSENDEAN AUS	Catering for 'Our Gardens' Community Workshop	\$ 12.80
10-May-23	QUALITY PICKED PRODU BASSENDEAN WA	Catering for 'Our Gardens' Community Workshop	\$ 61.60
10-May-23	QUALITY PICKED PRODU BASSENDEAN WA	Catering for Council Dinner	\$ 16.99
10-May-23	TOTAL GREEN RECYCLING 12-14 THE ESWA	E-Waste Pickup	\$ 379.43
10-May-23	TRANSMITSMS.COM 60 CARRINGTONSW	SMS Notification Topup	\$ 51.00
10-May-23	GODFREYS MIDLAND WA	Hoover Bags for Wind in the Willows	\$ 49.98
10-May-23	Subway Bayswater 50307 Bassendean WA	Catering for Depot Loader Training	\$ 58.00
11-May-23	WILSON PARKING AUSTRAL ADELAIDE SA	Wilson Parking Fee	\$ 2.00
11-May-23	AUSTRALIAN RED CROSS NORTH MELBOU	Staff Training	\$ 325.00
11-May-23	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 54.90
12-May-23	Booktopia Pty Ltd RHODES AUS	Library Stock Purchase - 7x Assorted Books	\$ 160.60

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<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
12-May-23	DR.FIX BASSENDEAN	Key Cutting for Community Development Shed	\$ 16.00
12-May-23	COLES ONLINE HAWTHORN EAS	Catering for Devon Road Historical Walk	\$ 160.25
12-May-23	OFFICEWORKS BENTLEIGH EA	Stationery for Wind in the Willows	\$ 181.80
15-May-23	COLES 0395 BASSENDEAN AUS	Catering for Local History Morning Tea	\$ 22.75
15-May-23	MAILCHIMP *MISC MAILCHIMP.COGA	Communications Subscription - Mailchimp	\$ 433.34
15-May-23	Spotify Sydney AUS	Spotify for Youth Services	\$ 18.99
15-May-23	COLES 0330 MUNDARING AUS	Groceries for Wind in the Willows	\$ 33.69
16-May-23	LTD BAKERY AND PATIS BASSENDEAN WA	Catering for Local History Morning Tea	\$ 53.40
16-May-23	ASHFIELD IGA ASHFIELD	Groceries for Wind in the Willows	\$ 10.00
17-May-23	COLES 0395 BASSENDEAN AUS	Materials for Community Awards Event	\$ 92.90
17-May-23	DOORDASH*CHOMP 68 MELBOURNE VIC	Catering for Council Dinner	\$ 185.92
17-May-23	QUALITY PICKED PRODU BASSENDEAN WA	Catering for Council Dinner	\$ 21.98
17-May-23	COLES 0395 BASSENDEAN AUS	Catering for Council Dinner	\$ 60.80
17-May-23	WANEWSDTI Osborne ParkWA	Newspaper Subscription	\$ 144.01
18-May-23	THE REJECT SHOP 6622 BASSENDEAN WA	Materials for Community Awards Event	\$ 3.50
18-May-23	COLES 0395 BASSENDEAN AUS	Groceries for Dropin Cooking Program	\$ 158.20
19-May-23	ENVIRONMENTAL SITE SER BURSWOOD WA	Analysis of Asbestos Sample	\$ 62.25
19-May-23	KMART 1052 MIDLAND AUS	Materials for Community Awards Event	\$ 43.50
19-May-23	iStock.com New York	Communications Subscription - iStock	\$ 31.90
19-May-23	OFFICEWORKS BENTLEIGH EA	Stationery for Library	\$ 229.81
19-May-23	EUSTRALIS FOOD COMPA BASSENDEAN	Catering for 'Step Into Volunteering' Event	\$ 209.86
19-May-23	BUNNINGS 458000 BAYSWATER	Native Plant Gifts for Citizenship Ceremony	\$ 59.70
19-May-23	LEARNING DISCOVERY P DANDENONG SOVIC	Children Books for Wind in the Willows	\$ 54.00
22-May-23	MISS MAUD NORTH PERTH WA	Catering for Citizenship Ceremony and Community Awards	\$ 964.05
22-May-23	TRANSMITSMS.COM 60 CARRINGTONSW	SMS Notification Topup	\$ 51.00
22-May-23	MODERN TEACHING AIDS BROOKVALE NSW	Children Cups	\$ 56.06
23-May-23	COLES 0395 BASSENDEAN AUS	Batteries and Rechargers	\$ 34.12
23-May-23	IINET BATCH PERTH GPO WA	Internet Provision for Youth Centre	\$ 79.99
23-May-23	WEX AUSTRALIA PTY LTD CAMBERWELL VIC	Fuel Cards for RYDE Vehicles	\$ 54.05

**May Credit Card Expenditure 2023**  
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**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
23-May-23	Bassendean Chemmart Bassendean WA	First Aid Supplies	\$ 64.09
24-May-23	AUSTRALIAN VENUE CO MELBOURNE VIC	Bassendean Hotel deposited for 'Bassendean Oval Launch' Event	\$ 505.50
24-May-23	THE REJECT SHOP 6622 BASSENDEAN WA	Groceries for Wind in the Willows	\$ 30.00
24-May-23	DANISH PATISSERIE BASSENDEAN	Catering for Morning Tea	\$ 55.00
24-May-23	ASHFIELD IGA ASHFIELD	Groceries for Wind in the Willows	\$ 9.30
25-May-23	SQ *BAMBINOS EATERIES Bassendean WA	Ice Cream Vouchers for Community Choir	\$ 225.00
25-May-23	SQ *OLD LIRA Bassendean WA	Catering for Council Dinner	\$ 215.00
25-May-23	12 MONTH SUBSCRIPTION: CRAWLEY WA	Magazine Subscription - 'Westerly' 2024	\$ 45.00
25-May-23	MAXO.COM.AU HARRISTOWN	BYS Phones	\$ 39.95
25-May-23	ADOBE ACROPRO SUBS 800615316 AUS	Adobe Monthly Subscription	\$ 611.86
25-May-23	OFFICEWORKS 0608 MIDLAND AUS	Refund of Faulty Item	-\$ 22.48
26-May-23	IINET BATCH PERTH GPO WA	NBN Charges for Depot	\$ 79.99
26-May-23	DEPARTMENT OF COMMUN PERTH	Annual Service Fee for Wind in the Willows	\$ 740.00
26-May-23	SPOTLIGHT 058 MIDLAND WA	Tea Towels for Wind in the Willows	\$ 38.40
26-May-23	EZY EDUCATION AUSTR OXFENFORD QLD	Children Books for Wind in the Willows	\$ 72.00
26-May-23	EZI*EZIKindy Manager Parkwood AUS	Kiosk Support for Wind in the Willows	\$ 213.74
29-May-23	COLES 0395 BASSENDEAN AUS	Catering for Council Dinner	\$ 36.56
29-May-23	KMART MULGRAVE	Materials for Lunchtime Interlude 'Needle Felting'	\$ 31.00
29-May-23	PPSR AFSA BARTON	Encumbrance check on Impounded Vehicle	\$ 2.00
29-May-23	TRANSMITSMS.COM 60 CARRINGTONSW	SMS Notification Topup	\$ 51.00
29-May-23	QUALITY PICKED PRODU BASSENDEAN WA	Groceries for Wind in the Willows	\$ 11.75
29-May-23	BIG W 0443 MIDLAND AUS	Children Teaspoons	\$ 14.00
29-May-23	COLES 0330 MUNDARING AUS	Groceries for Wind in the Willows	\$ <b>14.76</b>
30-May-23	SQ *UNICORN FIBRES Churchlands WA	Materials for Lunchtime Interlude 'Needle Felting'	\$ 13.50
30-May-23	SQ *UNICORN FIBRES Churchlands WA	Materials for Lunchtime Interlude 'Needle Felting'	\$ 191.25
30-May-23	ZOHO-MANAGEENGINE SER SYDNEY NSW	IT Helpdesk Subscription	\$ 415.80
30-May-23	PHARMACY L0295 BASSENDEAN AUS	First Aid Supplies	\$ 11.95
31-May-23	COLES 0395 BASSENDEAN AUS	Catering for Literary Salon	\$ 57.95
31-May-23	HATCHET* HATCHET 46243 PERTH WA	BYS Domain	\$ 25.00
31-May-23	COLES 0395 BASSENDEAN AUS	Groceries for Dropin Cooking Program	\$ 30.00
31-May-23	LOCAL GOVERNEMENT MANA MT HAWTHORN	Registration for Dogs and Cats Webinar	\$ 50.00
31-May-23	THE REJECT SHOP 6622 BASSENDEAN WA	Batteries	\$ 11.00
31-May-23	KMART 1004 MORLEY AUS	Materials for Interviews	\$ 56.40



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31-May-23	OFFICEWORKS 0609 MORLEY AUS	Stationery	\$ 113.74
31-May-23	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 54.90
01-Jun-23	Mad About Science 0397293125 VIC	Materials for STEAM Program for Junior Library	\$ 376.44
01-Jun-23	WWW.GAMESWORLD.COM.AU BALCATTA WA	Materials for STEAM Program for Junior Library	\$ 212.91
01-Jun-23	BITWARDEN SANTA BARBARCA ##0623 240.00 US DOLLAR	Password Management Software	\$ 369.16
01-Jun-23	INTNL TRANSACTION FEE	International Transaction Fee	\$ 9.23
01-Jun-23	FACEBK *5CV7PQT3P2 fb.me/ads IRL	Facebook Promotion for 'Nightfields'	\$ 40.00
01-Jun-23	EDUCATIONAL ART SUPP NEDLANDS	Children Art Supplies	\$ 293.02
01-Jun-23	LOCAL GOVERNEMENT MANA MT HAWTHORN	Registration for Dogs and Cats Webinar	\$ 50.00
02-Jun-23	SP CANCER COUNCIL SH MELBOURNE VIC	Materials for Health Promotion Initiates	\$ 110.00
02-Jun-23	WESTNET PERTH WA	Public Internet Access	\$ 109.99
02-Jun-23	IINET BATCH PERTH GPO WA	NBN Charges for 48 Old Perth Road	\$ 109.99
02-Jun-23	WESTNET PERTH WA	NBN Charges for Wind in the Willows	\$ 69.99
02-Jun-23	TRANSMITSMS.COM 60 CARRINGTONSW	SMS Notification Topup	\$ 51.00
<b>TOTAL:</b>			<b>\$ 13,455.06</b>