2017 Annual and Preparedness Report
Capability Survey

Please answer ALL questions in 'Introduction' section BEFORE browsing through survey. A summary of the survey questions is provided at the end of the 'Introduction' section.

Please view instruction video here:
https://youtu.be/ODqDenB2RMQ

IMPORTANT: This survey will only ask the questions relevant to your organisation. As such the questions that do not apply will not be visible. This will mean that the question numbering will not follow in strict order.

Introduction

Please select your organisation type

- [x] Local Government
- [ ] Other

Introduction

Please select your EM district and Local Government Name from the list below:

Select EM District   Central Metro

Select LG Name   Bassendean

Introduction

Please enter the details of your organisation's contact person:

Name	Graeme Haggart
Position	Director Community Development
Phone	93778016
Email	ghaggart@bassendean.wa.gov.au

Local Government	

To see a full copy of the survey questions, download document here:

This survey document will allow you to see the range and type of questions asked prior to final completion. This will allow you to plan and organise input from the relevant areas within your organisation. Feel free to browse the document before you begin.

Note: Based on your responses, the online survey may not necessarily ask you all of the questions in the downloaded document.

The survey must be submitted online.

You should be considering all relevant hazards when answering survey questions.

1. To what extent does your organisation have the **skills** to conduct emergency management risk assessments (ISO 31000/NERAG/Western Australia Emergency Risk Management Guide compliant)?

Unsure	☐
No skills	☐
Very limited skills (i.e. EXTENSIVE limitations in resources, and/or capacity etc.)	☐
Limited skills (i.e. MAJOR limitations in resources, and/or capacity etc.)	☐
Some skills (i.e. MODERATE limitations in resources, and/or capacity etc.)	☑
Substantial skills (i.e. MINOR limitations in resources, and/or capacity etc.)	☐
Comprehensive skills (i.e. sufficient resources, and capacity at all levels)	☐

NOTE: As required in Section 3.2.6 of the State EM Policy

1-. Comment

No dedicated EM personnel other than being referenced in Directors PDF. This results in resource limitations.

2.1. For which hazards has your organisation **conducted and documented** emergency management risk assessments?

- [ ] Air Crash
- [ ] Animal and Plant Biosecurity
- [x] Bushfire
- [ ] Brookfield Rail Crash Emergencies
- [ ] Collapse
- [ ] Cyclone
- [ ] Earthquake
- [ ] Electricity Supply Disruption
- [x] Flood
- [ ] Gas Supply Disruption
- [ ] Hazardous Materials Emergencies [HAZMAT]
- [ ] Heatwave

- [ ] Land Search
- [ ] Liquid Fuel Supply Disruption
- [ ] Marine Oil Pollution
- [ ] Marine Transport Emergency
- [ ] Marine Search and Rescue [MARSAR]
- [ ] Nuclear Powered Warships
- [x] Rail Crash PTA
- [x] Road Crash
- [ ] Space Re-entry Debris [SPRED]
- [x] Storm
- [ ] Terrorist Act
- [ ] Tsunami

Human Epidemic	Other (please describe below)
☐	☐

2.1-. Comment

Currently reviewing risk profile using WALGA Risk Tool.

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3. To what extent are the findings of these risk assessments **used** (e.g. to improve your processes or implement treatments)?
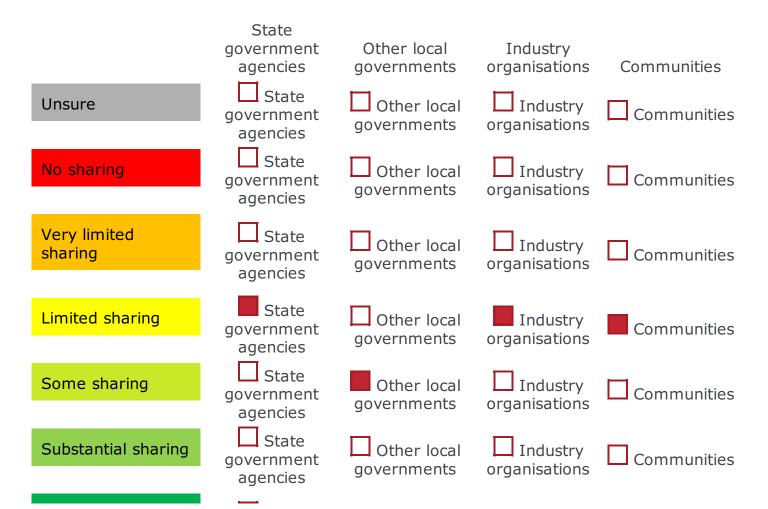
Unsure	☐
Not used	☐
Very limited use	☐
Limited use	■
Some use	☐
Substantial use	☐
Comprehensive use	☐

3-. Comment

4. What is the status of your risk register for the area covered by the LEMC?

Unbder review.

5.1.3. Does your organisation share information about the **individual risks** with these stakeholders:

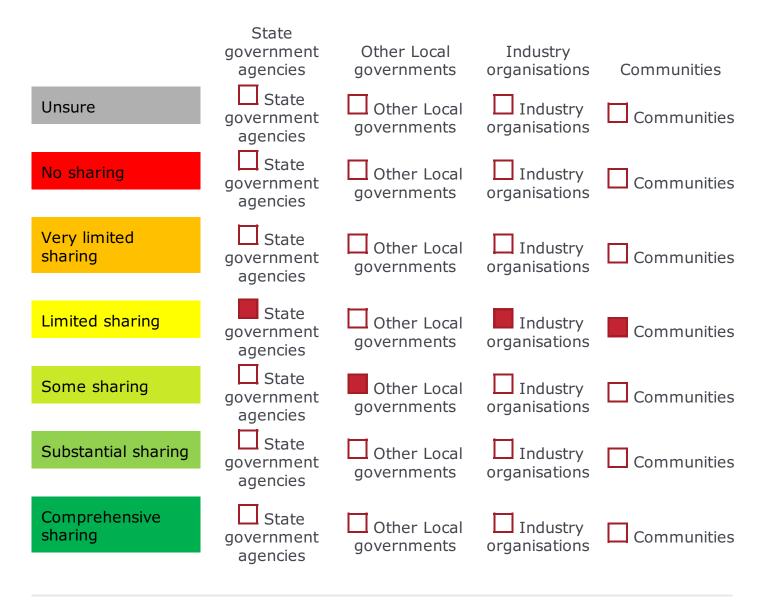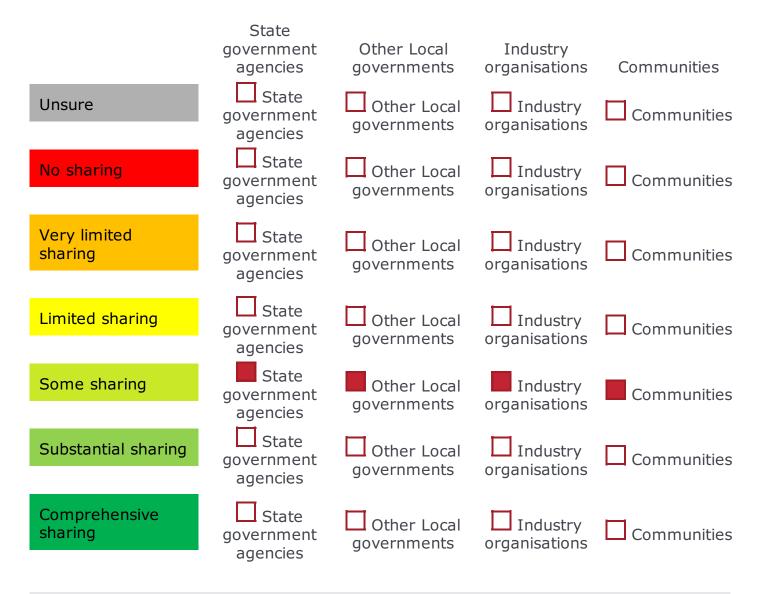|	State government agencies	Other local governments	Industry organisations	Communities
Unsure	☐ State government agencies	☐ Other local governments	☐ Industry organisations	☐ Communities
No sharing	☐ State government agencies	☐ Other local governments	☐ Industry organisations	☐ Communities
Very limited sharing	☐ State government agencies	☐ Other local governments	☐ Industry organisations	☐ Communities
Limited sharing	■ State government agencies	☐ Other local governments	■ Industry organisations	■ Communities
Some sharing	☐ State government agencies	■ Other local governments	☐ Industry organisations	☐ Communities
Substantial sharing	☐ State government agencies	☐ Other local governments	☐ Industry organisations	☐ Communities

5.1.3-. Comment

Greater resource sharing and capacity building with Bayswater and surrounding LGAs in recent years.

5.2.3. Does your organisation share information about **vulnerable elements** (e.g. social groups, infrastructure, economy, natural environment) with these stakeholders:
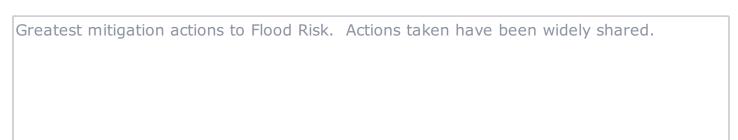
	State government agencies	Other Local governments	Industry organisations	Communities
Unsure	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
No sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
Very limited sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
Limited sharing	☒ State government agencies	☐ Other Local governments	☒ Industry organisations	☒ Communities
Some sharing	☐ State government agencies	☒ Other Local governments	☐ Industry organisations	☐ Communities
Substantial sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
Comprehensive sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities

5.2.3-. Comment

Greater resource sharing and capacity building with Bayswater and surrounding LGAs in recent years.

5.3.3. Does your organisation share information about **treatment options** with these stakeholders:

	State government agencies	Other Local governments	Industry organisations	Communities
Unsure	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
No sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
Very limited sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
Limited sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
Some sharing	☑ State government agencies	☑ Other Local governments	☑ Industry organisations	☑ Communities
Substantial sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities
Comprehensive sharing	☐ State government agencies	☐ Other Local governments	☐ Industry organisations	☐ Communities

5.3.3-. Comment

Greatest mitigation actions to Flood Risk. Actions taken have been widely shared.

6.2. To what extent does your organisation keep informed of best practice through **review** of recent hazard information (such as research, journal articles or reports) that may affect your area?

Unsure	☐
No review	☐
Very limited review	☐
Limited review	■
Some review	☐
Substantial review	☐
Comprehensive review	☐

6.2-. Comment

Limitations in personnel restricts capacity.

7. To what extent does your organisation **monitor** incidents and/or events occurring interstate or overseas that may be relevant to your organisation/region?

Unsure	☐

No monitoring	☐

Very limited monitoring	☐

Limited monitoring	☐

Some monitoring	◼

Substantial monitoring	☐

Comprehensive monitoring	☐

7-. Comment

Limitations in personnel restricts capacity.

8. Does your organisation evaluate its performance following an incident, emergency or exercise?

◼ Yes
☐ No
☐ Unsure

8-. Comment

Only required to monitor following an exercise in recent times.

9. Does your organisation assess and/or amend its plans, processes or procedures based upon the findings of the:

	Yes	No	N/A
Recent hazard information N/A	☐ Yes	☐ No	■ N/A
Incident N/A	☐ Yes	☐ No	■ N/A
Emergency N/A	☐ Yes	☐ No	■ N/A
Exercise Yes	■ Yes	☐ No	☐ N/A

NOTE: As suggested in the State EM Policy 4.12.1

9-. Please provide an example.

Local Recovery Plan amended following the recently conducted exercise where a Communications Sub-Committee was recommended.

10. Does your organisation provide emergency and/or hazard information to the public?

■ Yes
☐ No

10.a.2. How does your organisation provide EM and/or hazard information to the public
- Traditional Media

	Yes	No
Radio No	☐ Yes	■ No

Television

	Yes	No
	☐ Yes	■ No

No

Newspapers

| | ☐ Yes | ■ No |

No

SMS/ Text messaging

| | ☐ Yes | ■ No |

No

Bulk email

| | ☐ Yes | ■ No |

No

10.a.2-. Comment

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10.a.4. How does your organisation provide EM and/or hazard information to the public
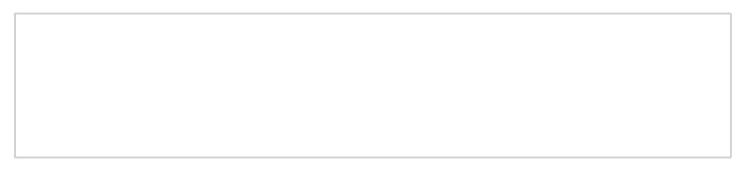## - Social Media

	Yes	No
Facebook	■ Yes	☐ No
Yes		
Twitter	☐ Yes	■ No
No		
Instagram	☐ Yes	■ No
No		
YouTube	☐ Yes	■ No
No		
RSS	☐ Yes	■ No
No		

10a.4-. Comment

10.a.5. How does your organisation provide EM and/or hazard information to the public
- Websites

	Yes	No
Websites Yes	■ Yes	☐ No

10.a.5-. Comment

10.a.6. How does your organisation provide EM and/or hazard information to the public
- Local

	Yes	No
Billboards No	☐ Yes	■ No
Roadside Indicators Yes	■ Yes	☐ No
Signage No	☐ Yes	■ No
Newsletters Yes	■ Yes	☐ No
Pamphlets/brochures	■ Yes	☐ No

Yes

Public talks/meetings

■ Yes   ☐ No

Yes

10.a.6-. Other/Comment

Just acquired x2 VMB's for roadside signage.

10a.8. How does your organisation provide EM and/or hazard information to the public

- Emergency Public Information Mechanisms

	Yes	No
Community emergency warning sirens	☐ Yes	■ No

No

10a.8-. Comment

10.b. Are procedures in place to ensure that the emergency and/or hazard information provided to the public is:

	Yes	No	Unsure
Coordinated with other agencies	☐ Yes	☐ No	■ Unsure
Unsure			
Timely	■ Yes	☐ No	☐ Unsure
Yes			

Reliable

Yes   ☐ No   ☐ Unsure

Yes

Actionable

☐ Yes   ☐ No   ☐ Unsure

Yes

10.b-. Comment

10.c. What does your organisation do to ensure this information is reliable?

Source of the information is generally from a HMA.

10.d. Is the public information provided:

	Yes	No	Unsure
Clear	■ Yes	☐ No	☐ Unsure
Yes			
Consistent	■ Yes	☐ No	☐ Unsure
Yes			
Accessible	■ Yes	☐ No	☐ Unsure
Yes			

10.d-. Comment

10.d.a. How does your organisation ensure the public information is **clear**?

Source of the information is generally from a HMA.

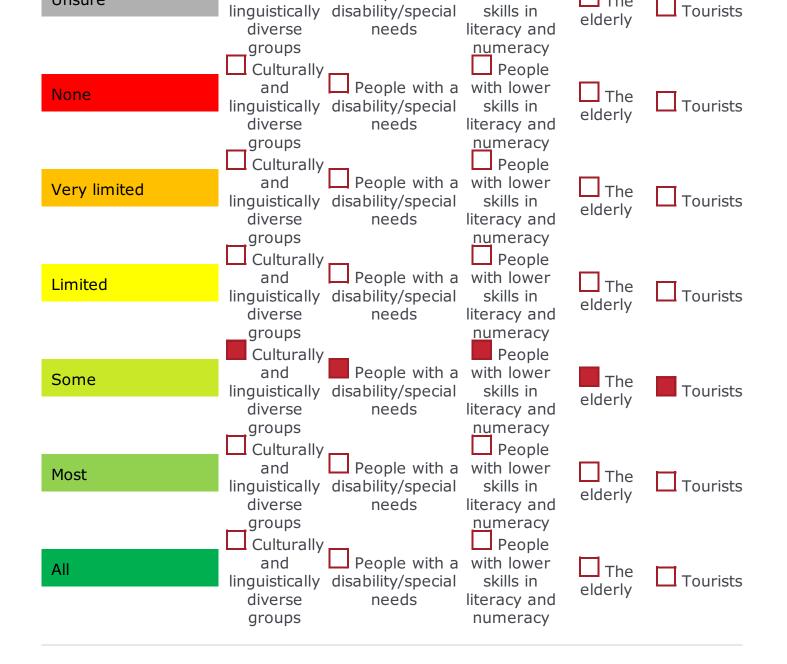**10.d.b.** How does your organisation ensure the public information is **consistent**?

Source of the information is generally from a HMA.

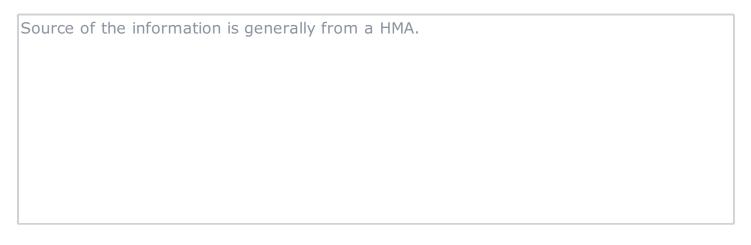**10.d.c.** How does your organisation ensure the public information is **accessible**?

Source of the information is generally from a HMA.

10.e. To what extent does the public information **cater** for:

	Culturally and linguistically diverse groups	People with a disability/special needs	People with lower skills in literacy and numeracy	The elderly	Tourists
Unsure	☐ Culturally and	☐ People with a	☐ People with lower	☐ The	☐

	Culturally and linguistically diverse groups	People with a disability/special needs	People with lower skills in literacy and numeracy	The elderly	Tourists
Unsure				☐	☐
None	☐	☐	☐	☐	☐
Very limited	☐	☐	☐	☐	☐
Limited	☐	☐	☐	☐	☐
Some	☑	☑	☑	☑	☑
Most	☐	☐	☐	☐	☐
All	☐	☐	☐	☐	☐

10.e-. Comment

Source of the information is generally from a HMA.

11.2. What **level of understanding** do you estimate community members have of:

Vulnerable elements

	Hazards that may affect them	Vulnerable elements (e.g. social groups, infrastructure, economy, natural environment)	Actions they should take in an emergency
Unsure	☐	☐	☐
None	☐	☐	☐
Very limited	☐	☐	☐
Limited	☑	☑	☑
Some	☐	☐	☐
Substantial	☐	☐	☐
Comprehensive	☐	☐	☐

11.2-. Comment

Likelihood of an individual being impacted is low and so not generally a priority.

12.2. How do you ensure that the community knows what to do during an

emergency?

13. What proportion of the community do you estimate:

	have emergency action plans	monitor emergency messaging	understand emergency messaging	respond to emergency messaging
Unsure	☐ have emergency action plans	☐ monitor emergency messaging	☐ understand emergency messaging	☐ respond to emergency messaging
0%	☐ have emergency action plans	☐ monitor emergency messaging	☐ understand emergency messaging	☐ respond to emergency messaging
1-24%	☑ have emergency action plans	☐ monitor emergency messaging	☐ understand emergency messaging	☐ respond to emergency messaging
25-49%	☐ have emergency action plans	☑ monitor emergency messaging	☑ understand emergency messaging	☑ respond to emergency messaging
50-74%	☐ have emergency action plans	☐ monitor emergency messaging	☐ understand emergency messaging	☐ respond to emergency messaging
75-99%	☐ have emergency action plans	☐ monitor emergency messaging	☐ understand emergency messaging	☐ respond to emergency messaging
100%	☐ have emergency action plans	☐ monitor emergency messaging	☐ understand emergency messaging	☐ respond to emergency messaging

13-. Comment

14. Is your organisation involved in land use planning?

■ Yes

☐ No

14-. Comment

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LGA
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14.a.2. Is land use planning used to manage and minimise the impacts from these hazards:

	Yes	No	Hazard can NOT impact local government area	Unsure
Bushfire Yes	■ Yes	☐ No	☐ Hazard can NOT impact local government area	☐ Unsure
Cyclone Hazard can NOT impact local government area	☐ Yes	☐ No	■ Hazard can NOT impact local government area	☐ Unsure
Earthquake Hazard can NOT impact local government area	☐ Yes	☐ No	■ Hazard can NOT impact local government area	☐ Unsure
Flood Yes	■ Yes	☐ No	☐ Hazard can NOT impact local government area	☐ Unsure
Heatwave Yes	■ Yes	☐ No	☐ Hazard can NOT impact local government	☐ Unsure

Landform collapse (e.g. landslide)

☐ Yes   ☐ No   ☐ Hazard can NOT impact local government area   ■ Unsure

Unsure

Storm (e.g. storm surge, coastal erosion)

■ Yes   ☐ No   ☐ Hazard can NOT impact local government area   ☐ Unsure

Yes

Tsunami

☐ Yes   ☐ No   ■ Hazard can NOT impact local government area   ☐ Unsure

Hazard can NOT impact local government area

14.a.a. What land use planning strategies does your organisation use to manage and/or minimise the risk from **bushfire?**

Bushfire Prone Region mapping
Part 10A of the deemed provisions for local planning schemes is incorporated into the LPS10

14.a.d. What land use planning strategies does your organisation use to manage and/or minimise the risk from **flood?**

The Town has adopted a local planning policy in consultation with the Department of Water that seeks to prohibit any future development in the flood way of the Swan River and to ensure that any residential development in the flood fringe is adequately protected from a 1% flood event.

14.a.e. What land use planning strategies does your organisation use to manage and/or minimise the risk from **heatwave?**

Through the adoption of various policies which require aunings to be provided over footpaths in commercial settings and the provision of shade trees in car parking areas

14.a.f. What land use planning strategies does your organisation use to manage and/or minimise the risk from **landform collapse** (e.g. landslide)?

Nil

14.a.g. What land use planning strategies does your organisation use to manage and/or minimise the risk from **storm** (e.g. storm surge, coastal erosion)?

The Town has adopted a local planning policy in consultation with the Department of Water that seeks to prohibit any future development in the flood way of the Swan River and to ensure that any residential development in the flood fringe is adequately protected from a 1% flood event.

15. Does your organisation have a role in managing the natural environment?

☑ Yes
☐ No

15-. Comment

*Note: The natural environment can provide **natural buffers** that mitigate the impacts of hazards and protect the community. Examples include:
· bushland or wetlands that mitigate flooding
· vegetation that protects against slope instability
· dune systems that mitigate coastal erosion

15.a. To what extent are natural buffers* that may aid community protection:

	Identified	Protected	Maintained and/or enhanced	Monitored
Unsure	☐ Identified	☐ Protected	☐ Maintained and/or enhanced	☐ Monitored
None	☐ Identified	☐ Protected	☐ Maintained and/or enhanced	☐ Monitored
Very limited	☐ Identified	☐ Protected	☐ Maintained and/or enhanced	☐ Monitored
Limited	☐ Identified	☐ Protected	☐ Maintained and/or enhanced	☐ Monitored
Some	☐ Identified	☐ Protected	☐ Maintained and/or enhanced	☐ Monitored
Substantial	☐ Identified	☒ Protected	☒ Maintained and/or enhanced	☒ Monitored
Comprehensive	☒ Identified	☐ Protected	☐ Maintained and/or enhanced	☐ Monitored

15.a-. Describe

Urban - industrial interface

16.2. Does your organisation identify the likely impact that hazards might have on:

	Yes	No	N/A	Unsure
Critical infrastructure	☐ Yes	☐ No	☐ N/A	☒ Unsure

Unsure

Important

community assets

☐ Yes   ☐ No   ☐ N/A   ■ Unsure

Unsure

16.2-. Describe

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17.2. Does your organisation have **plans** in place to protect:

	Critical infrastructure	Important community assets	Individual housing
Unsure	☐ Critical infrastructure	☐ Important community assets	☐ Individual housing
No plans in place	☐ Critical infrastructure	☐ Important community assets	☐ Individual housing
Plans are either old, OR in the early stages of development, OR have considerable doubts about their current viability	☐ Critical infrastructure	☐ Important community assets	■ Individual housing
Some work completed but requires further work to develop, test, verify and/or embed in the organisation	☐ Critical infrastructure	☐ Important community assets	☐ Individual housing
Informal and/or untested plans in place, but with a high degree of confidence they will be effective, OR, formal and/or tested plans but with further work identified as needed	■ Critical infrastructure	■ Important community assets	☐ Individual housing
Formalised plans, tested, mostly effective, mostly reliable, and largely embedded within the organisation	☐ Critical infrastructure	☐ Important community assets	☐ Individual housing
Formalised plans, tested, effective, reliable, and embedded within the organisation	☐ Critical infrastructure	☐ Important community assets	☐ Individual housing

17.2-. Describe

Town has Business Continuity Plans for Town infrastructure

18.2. Does your organisation ensure building protection through:

	Yes	No	N/A	Unsure
Building code standards Yes	■ Yes	☐ No	☐ N/A	☐ Unsure
Insurance Yes	■ Yes	☐ No	☐ N/A	☐ Unsure

18.2-. Other

19. Does your organisation have plans to protect the continuity of:

	Yes	No	N/A	Unsure
Power Yes	■ Yes	☐ No	☐ N/A	☐ Unsure
Telecommunications No	☐ Yes	■ No	☐ N/A	☐ Unsure
Water	☐ Yes	■ No	☐ N/A	☐ Unsure

No

Sewerage

☐ Yes   ■ No   ☐ N/A   ☐ Unsure

No

Road networks

☐ Yes   ■ No   ☐ N/A   ☐ Unsure

No

Fuel

☐ Yes   ■ No   ☐ N/A   ☐ Unsure

No

Food distribution

☐ Yes   ■ No   ☐ N/A   ☐ Unsure

No

Shelter/accommodation

☐ Yes   ■ No   ☐ N/A   ☐ Unsure

No

Local Government Services

■ Yes   ☐ No   ☐ N/A   ☐ Unsure

Yes

19-. Comment

[text box]

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*Note: **'Single points of failure'** are the parts of a system for which no backup (redundancy) exists and their failure will severely affect the entire system. This may include matters such as choke points, one-road accesses, critical systems, expertise etc.

20. Has your organisation identified potential single points of failure* in its area of operation/jurisdiction?

■ Yes
☐ No

20-. Comment

Two one-road access points

20.a. Has your organisation identified potential single points of failure* in these areas:

	Yes	No	N/A	Unsure
Power No	☐ Yes	■ No	☐ N/A	☐ Unsure
Telecommunications No	☐ Yes	■ No	☐ N/A	☐ Unsure
Water No	☐ Yes	■ No	☐ N/A	☐ Unsure
Sewerage No	☐ Yes	■ No	☐ N/A	☐ Unsure
Road Networks Yes	■ Yes	☐ No	☐ N/A	☐ Unsure
Critical assets No	☐ Yes	■ No	☐ N/A	☐ Unsure
Key personnel/expertise Yes	■ Yes	☐ No	☐ N/A	☐ Unsure
IT Yes	■ Yes	☐ No	☐ N/A	☐ Unsure
Other	☐ Yes	☐ No	☐ N/A	☐ Unsure

20.a-. Describe

20.b. Does your organisation have redundancy planning to address potential single points of failure* to restore services in these areas:

	Yes	No	N/A	Unsure
Power (e.g. generators)	☐ Yes	■ No	☐ N/A	☐ Unsure

No

Telecommunications (e.g. radio, satellite phones)	☐ Yes	■ No	☐ N/A	☐ Unsure

No

Water (e.g. water tanks)	☐ Yes	■ No	☐ N/A	☐ Unsure

No

Sewerage (e.g. portable toilets)	☐ Yes	■ No	☐ N/A	☐ Unsure

No

Road Networks	☐ Yes	■ No	☐ N/A	☐ Unsure

No

Critical assets (e.g. backup assets)	■ Yes	☐ No	☐ N/A	☐ Unsure

Yes

Key personnel/expertise (e.g. ensuring multiple people are trained)	■ Yes	☐ No	☐ N/A	☐ Unsure

Yes

IT (e.g. external backup of data)	■ Yes	☐ No	☐ N/A	☐ Unsure

Yes

Other

☐ Yes   ☑ No   ☐ N/A   ☐ Unsure

No

20.b-. Please describe how your organisation addresses these potential single points of failure.

Shared use agreement with neighbouring LGAs.

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*Note: **Remote areas** are those places that are difficult to access. They can include remote aboriginal communities, pastoral stations, offshore communities etc.

21. Are emergencies that occur in remote areas* considered when conducting your organisation's emergency planning?

☐ Yes
☑ No
☐ N/A

21-. Comment

Urban LGA

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22. Does your organisation have a business continuity plan?

☑ Yes
☐ No

22-. Comment

[text box]

22.a. Does your business continuity plan consider:

	Yes	No	N/A	Unsure
EM hazard specific risks	■ Yes	☐ No	☐ N/A	☐ Unsure
Yes				
strategies for fatigue management	■ Yes	☐ No	☐ N/A	☐ Unsure
Yes				

22.a-. Comment

[text box]

22.b. How effective is your organisation's business continuity plan:

Unsure	☐

No plans in place	☐

Plans are either old, OR in the early stages of development, OR have considerable doubts about their current viability	☐

Some work completed but requires further work to develop, test, verify and/or embed in the organisation	☐
Informal and/or untested plans in place, but with a high degree of confidence they will be effective, OR, formal and/or tested plans but with further work identified as needed	🔲
Formalised plans, tested, mostly effective, mostly reliable, and largely embedded within the organisation	☐
Formalised plans, tested, effective, reliable, and embedded within the organisation	☐

22.b-. Comment

[ ]

23. Does your organisation engage with business/industry to encourage them to have business continuity plans

☐ Yes
🔲 No
☐ Unsure

23-. Comment

24. Does your organisation have plans for the protection of cultural places (e.g. heritage sites, memorials, churches, sporting facilities, etc.)?

Unsure	☐
No plans in place	☐
Plans are either old, OR in the early stages of development, OR have considerable doubts about their current viability	☐
Some work completed but requires further work to develop, test, verify and/or embed in the organisation	☐
Informal and/or untested plans in place, but with a high degree of confidence they will be effective, OR, formal and/or tested plans but with further work identified as needed	☐
Formalised plans, tested, mostly effective, mostly reliable, and largely embedded within the organisation	☑
Formalised plans, tested, effective, reliable, and embedded within the organisation	☐

24-. Comment

25. Does your organisation have plans for the rapid re-establishment of community activities (e.g. cultural and community events, sporting activities, schools) following an emergency?

Unsure	☐
No plans in place	☐
Plans are either old, OR in the early stages of development, OR have considerable doubts about their current viability	☐
Some work completed but requires further work to develop, test, verify and/or embed in the organisation	☐
Informal and/or untested plans in place, but with a high degree of confidence they will be effective, OR, formal and/or tested plans but with further work identified as needed	☐
Formalised plans, tested, mostly effective, mostly reliable, and largely embedded within the organisation	■
Formalised plans, tested, effective, reliable, and embedded within the organisation	☐

25-. Comment

Local Recovery Plan

27.5. To what extent are the emergency management personnel in your organisation trained:

Unsure	☐
No training	☐
Very limited training (i.e. EXTENSIVE limitations in resources, skills, and/or capacity etc.)	☐
Limited training (i.e. MAJOR limitations in resources, skills, and/or capacity etc.)	☑
Some training (i.e. MODERATE limitations in resources, skills, and/or capacity etc.)	☐
Substantial training (i.e. MINOR limitations in resources, skills, and/or capacity etc.)	☐
Comprehensive training (i.e. sufficient resources, skills, and capacity at all levels)	☐

27.5-. Comment

No EM operative other than for being listed as a duty on the Directors position description.

27.6. To what extent are the emergency management personnel in your organisation capable:

Unsure	☐
No capability	☐
Very limited capability (i.e. EXTENSIVE limitations in resources, skills, and/or capacity etc.)	☐
Limited capability (i.e. MAJOR limitations in resources, skills, and/or capacity etc.)	◼
Some capability (i.e. MODERATE limitations in resources, skills, and/or capacity etc.)	☐
Substantial capability (i.e. MINOR limitations in resources, skills, and/or capacity etc.)	☐
Comprehensive capability (i.e. sufficient resources, skills, and capacity at all levels)	☐

27.6-. Comment

No actual event in recent history. Capacity through exercises and theory.

27.7. To what extent are the emergency management personnel in your organisation **supported**:

Unsure	☐
No support	☐

Very limited support (i.e. EXTENSIVE limitations in resources, skills, and/or capacity etc.)	☐
Limited support (i.e. MAJOR limitations in resources, skills, and/or capacity etc.)	■
Some support (i.e. MODERATE limitations in resources, skills, and/or capacity etc.)	☐
Substantial support (i.e. MINOR limitations in resources, skills, and/or capacity etc.)	☐
Comprehensive support (i.e. sufficient resources, skills, and capacity at all levels)	☐

27.7-. Comment

A part time EM position has been placed on the Workforce Plan - but will only be filled if funded from extrernal sources.

27.8. To what extent does your organisation have **sufficient numbers** of emergency management personnel:

Unsure	☐
No personnel	☐
Very limited personnel (i.e. EXTENSIVE limitations in capacity)	☐

Limited personnel (i.e. MAJOR limitations in capacity)	■
Some personnel (i.e. MODERATE limitations in capacity)	☐
Substantial personnel (i.e. MINOR limitations in capacity)	☐
Sufficient personnel (i.e. sufficient capacity at all levels)	☐

27.8-. Comment

Not having bush fires or other EM events on a regular basis, it is not embedded as business as usual.

29.2. Do you have MOUs with other local governments that can be called upon to assist during large-scale emergencies?

■ Yes
☐ No

29.2-. Comment

Metro North and East Recovery Group was established in 2005 and has been maintained as a mutual resource sharing Agreement since. The Agreement has to date been activated on one occassion - Parkerville fire.

30. Does your organisation use/manage volunteers?

30-. Comment

> The community of the Town has a propensity to volunteer - be it for the Town or for organisations in the Town. The Town employs a dedicated Community Development Officer responsible for volunteer management - inlcuding ooperating the Volunteer Resource Centre and the Community Transport service.

30.a. How many EM volunteers do you manage (approximately)?

100

30.a-. Comment

> Across a number of Business Units - including Aged Care, Library, Children Services, Youth Services, Events, Community Transport and Volunteer Centre. External to this, the Town partners with volunteer groups for a range of purposes including land care and other environmental projects, sporting clubs, community interest groups, leisure pursuits, church groups, service clubs and more.

30.b. Do you have a clear strategy/policy for volunteers which addresses:

	Yes	No	Unsure
Recruitment Yes	■ Yes	☐ No	☐ Unsure
Retention Yes	■ Yes	☐ No	☐ Unsure
Training Yes	■ Yes	☐ No	☐ Unsure
Motivation Yes	■ Yes	☐ No	☐ Unsure
Barriers			

■ Yes ☐ No ☐ Unsure

Yes

30.b-. Comment

Well developed and maintained. The Town mentors community groups on volunteer management best practice.

---

31. Does your organisation have a clear strategy/policy during an emergency to manage:

	Yes	No	Unsure
Spontaneous volunteers No	☐ Yes	■ No	☐ Unsure
Donated goods No	☐ Yes	■ No	☐ Unsure

31-. Comment

Capacity exists and documentation is a priority.

---

32. Does your organisation have the ability to track expenditure for particular emergencies (e.g. individual cost codes)?

■ Yes
☐ No

32-. Comment

```

```

33. Is funding for **proactive measures and mitigation:**

	Yes	No	N/A
Available Yes	☑ Yes	☐ No	☐ N/A
Sufficient No	☐ Yes	☑ No	☐ N/A
Accessible Yes	☑ Yes	☐ No	☐ N/A

33-. Comment/Barriers

```
Mitigation can be built into Asset Managmeent Plans as asset remewal.
```

34. Is funding for **response** activities for an emergency that requires a multi-agency coordinated response (moderate consequence or higher):

	Yes	No	N/A
Available Yes	☑ Yes	☐ No	☐ N/A
Sufficient No	☐ Yes	☑ No	☐ N/A
Accessible			

☐ **Yes** ☐ No ☐ N/A

Yes

34-. Comment/Barriers

The Town has limited financial resources and merely plays a support role with response. But the Town will assist the residents of the municipality if required. It has not been required to put this to the test.

---

35. Is funding for **recovery** activities for an emergency that requires a multi-agency coordinated response (moderate consequence or higher):

	Yes	No	N/A
Available	☐ Yes	☐ No	☐ N/A
Yes			
Sufficient	☐ Yes	☐ No	☐ N/A
No			
Accessible	☐ Yes	☐ No	☐ N/A
Yes			

35-. Comment/Barriers

The Town has limited financial resources and an event of this scale is likely to require significant funds.

36.3.

Can your organisation manage multiple concurrent emergencies with existing **infrastructure** (e.g. operations centre)?

☐ **Yes**

☐ No

36.3-. What are the limiting factors for **infrastructure**?

> The number of facilities that cna be deployed for operation is adequate for multiple concurrne temergencies - personnel capability provides functionality limitation.

37.3. Can your organisation manage multiple concurrent emergencies with existing **equipment**?

- ☐ Yes
- ☑ No

37.3-. What are the limiting factors for **equipment**?

> Limited equipment available from our own resources - shared resource Agreement for this purpose.

38. Are plans for equipment in place to address:

	Mobilisation	Pre-Deployment	Peak surges	Redundancies for outages
Unsure	☐ Mobilisation	☐ Pre-Deployment	☐ Peak surges	☐ Redundancies for outages
No plans in place	☐ Mobilisation	☐ Pre-Deployment	☑ Peak surges	☐ Redundancies for outages
Plans are either old, OR in the early stages of development, OR have considerable doubts about their current viability	☐ Mobilisation	☐ Pre-Deployment	☐ Peak surges	☐ Redundancies for outages

Some work completed but requires further work to develop, test, verify and/or embed in the organisation	■ Mobilisation	■ Pre-Deployment	☐ Peak surges	■ Redundancies for outages
Informal and/or untested plans in place, but with a high degree of confidence they will be effective, OR, formal and/or tested plans but with further work identified as needed	☐ Mobilisation	☐ Pre-Deployment	☐ Peak surges	☐ Redundancies for outages
Formalised plans, tested, mostly effective, mostly reliable, and largely embedded within the organisation	☐ Mobilisation	☐ Pre-Deployment	☐ Peak surges	☐ Redundancies for outages
Formalised plans, tested, effective, reliable, and embedded within the organisation	☐ Mobilisation	☐ Pre-Deployment	☐ Peak surges	☐ Redundancies for outages

38-. Comment

Operates as a support agency.

39. Do pre-established protocols and structures exist that:

	Yes	No
Define the interrelationships between stakeholders	☐ Yes	■ No

No

Facilitate effective command, control and co-ordination (C3)	☐ Yes	■ No

No

Are understood

☐ Yes   ■ No

No

39-. Comment

---

40. Does your organisation carry out situational assessments during emergencies?

☐ Yes

■ No

40-. Describe

Support agency

---

41. Is your organisation involved in evacuations?

■ Yes

☐ No

41-. Comment.

Not required to date.

41.a. Do you have the **ability** to coordinate/support:

	Yes	No	N/A
Directed evacuations (compulsory) Yes	☑ Yes	☐ No	☐ N/A
Recommended evacuations (voluntary) Yes	☑ Yes	☐ No	☐ N/A
Evacuations of animals Yes	☑ Yes	☐ No	☐ N/A

41.b. Do you have **plans** to coordinate/support:

	Yes	No	N/A
Directed evacuations (compulsory) Yes	☑ Yes	☐ No	☐ N/A
Recommended evacuations (voluntary) Yes	☑ Yes	☐ No	☐ N/A
Evacuations of animals Yes	☑ Yes	☐ No	☐ N/A

NOTE: As required in Section 5.7 of the State EM Policy

41.c. Do you have **sufficient resources** to coordinate/support:

	Yes	No	N/A
Directed evacuations (compulsory) Yes	■ Yes	☐ No	☐ N/A
Recommended evacuations (voluntary) Yes	■ Yes	☐ No	☐ N/A
Evacuations of animals Yes	■ Yes	☐ No	☐ N/A

42. Has your organisation included pre-emergency evacuation planning in your local emergency management arrangements (LEMA)?

Unsure	☐
No plans in place	☐
Plans are either old, OR in the early stages of development, OR have considerable doubts about their current viability	☐
Some work completed but requires further work to develop, test, verify and/or embed in the organisation	☐
Informal and/or untested plans in place, but with a high degree of confidence they will be effective, OR, formal and/or tested plans but with further work identified as needed	■
Formalised plans, tested, mostly effective, mostly reliable, and largely embedded within the organisation	☐
Formalised plans, tested, effective, reliable, and	

embedded within the organisation

☐

42.-. Comment

Town is a support agency but will call on resources required from within the shared resource Agreement.

---

43. Have suitable welfare centres been identified?

■ Yes
☐ No
☐ Unsure

43.a. Do these welfare centres have redundancies to maintain the provision of essential services such as:

	Yes	No	Unsure
Food Yes	■ Yes	☐ No	☐ Unsure
Potable water Yes	■ Yes	☐ No	☐ Unsure
Shelter Yes	■ Yes	☐ No	☐ Unsure
Power No	☐ Yes	■ No	☐ Unsure

43.a-. Comment

Town will support CPFS to operate the Welfare Centre. Plans exist to meet above needs.

43.b. How many welfare centres can be simultaneously managed using existing resources?

3

43.b-. Comment

Welfare Centres will be operated by CPFS and supported by the Town.

---

44. Does your organisation have measures to verify identity and control access of people seeking entry to Restricted Access Areas or Exclusion Zones?

- ☑ Yes
- ☐ No
- ☐ N/A

NOTE: As articulated in section 5.3.3 of the State EM Plan

44-. Comment

Road closures will be managed by contrators.

*NOTE: Unwanted activity may include curious observers, accessing dangerous areas, looting, unauthorised or unsafe access.

45. Does your organisation have the ability to protect against unwanted activity* within impacted areas?

- ■ Yes
- ☐ No
- ☐ N/A

45-. Comment

Rangers assist WAPOL as directed.

45.a. To what extent does your organisation have the **ability** to protect against unwanted activity* within impacted areas?

Unsure	☐
No ability	☐
Very limited ability (i.e. EXTENSIVE limitations in resources, skills and/or capacity etc.)	☐
Limited ability (i.e. MAJOR limitations in resources, skills and/or capacity etc.)	☐
Some ability (i.e. MODERATE limitations in resources, skills and/or capacity etc.)	■

Substantial ability (i.e. MINOR limitations in resources, skills and/or capacity etc.)	☐
Comprehensive ability (i.e. sufficient resources, skills and capacity at all levels.	☐

46. During an emergency are the **coordination structures** (including IMT, ISG, OASG):

	Yes	No	Unsure
Effective Unsure	☐ Yes	☐ No	🟥 Unsure
Interoperable with other agencies Unsure	☐ Yes	☐ No	🟥 Unsure
Functional Unsure	☐ Yes	☐ No	🟥 Unsure
Manageable/serviceable Unsure	☐ Yes	☐ No	🟥 Unsure

46-. Comment

Only been tested in exercises - never in live event.

47. During an emergency are the **communication systems** (radios, phones, IMS etc.) of your organisation:

	Yes	No	Unsure
Effective Unsure	☐ Yes	☐ No	🟥 Unsure
Interoperable with other agencies	☐ Yes	☐ No	🟥 Unsure

☐ Yes   ☐ No   ■ Unsure

47-. Comment

> Only been tested in exercises - never in live event.

---

48. Which (if any) relevant organisations would be challenging to maintain effective communications with during an emergency:

☐ ATCO Gas Australia

☐ Australian Defence Force

☐ Brookfield Rail

☐ Bureau of Meteorology

☐ Dampier Bunbury Pipeline

☐ Department for Child Protection and Family Support

☐ Department of Agriculture and Food Western Australia

☐ Department of Transport - Marine Safety

☐ Horizon Power

☐ Housing Authority

☐ Insurance Council of Australia

☐ Main Roads Western Australia

☐ nbn™

☐ Public Transport Authority

- [ ] Department of Education
- [ ] Australia Red Cross

- [ ] Department of Environment Regulation
- [ ] St John Ambulance

- [ ] Department of Finance, PUO
- [ ] Telstra

- [ ] Department of Fire & Emergency Services
- [ ] WA Local Government Association

- [ ] Department of Health
- [ ] Water Corporation

- [ ] Department of Parks and Wildlife
- [ ] Western Australian Police

- [ ] Department of Planning
- [ ] Western Power

- [ ] Department of the Premier and Cabinet
- [ ] Other (please describe)

  [   ]

48-. Describe

Unkown

49. Has your organisation identified any impediments to internal and/or

interagency effectiveness during an emergency?

☐ Yes

🟥 No

49-. Comment

Only been tested in exercises - never in live event.

Your organisation does not have any questions in this section. Please click 'Submit Page' to continue to the next section.

Your organisation does not have any questions in this section. Please click 'Submit Page' to continue to the next section.

52. Is your organisation involved in providing welfare and community services during or after a major emergency?

🟥 Yes

☐ No

52-. Comment

Only been executed with level 1 events.

52.a.3. Are the welfare and community services that your organisation provides:

	Yes	No
Available Yes	■ Yes	☐ No
Timely Yes	■ Yes	☐ No
Sufficient Yes	■ Yes	☐ No

52.a.3-. Comment

Not been tested for any event greater than a level 1 event.

54. Does your organisation have the ability to **contribute** to a comprehensive impact assessment?

■ Yes
☐ No

54-. Comment

As a support agency

54.a. Are the findings of a comprehensive impact assessment used to inform:

	Yes	No
Recovery coordination Yes	■ Yes	☐ No

EM planning

Yes

■ Yes   ☐ No

Prevention/Mitigation
priorities

Yes

■ Yes   ☐ No

54.a-. Comment

No comprehensive impact assessment has been provided following an emergency event in
the Town.

55. Is your organisation involved in recovery activities during and/or after an emergency?

■ Yes
☐ No

55-. Comment.

LGA

55.a. Does your organisation have the **resources** to support reconstruction/restoration in these environments:

Environments

	Built	Social	Economic	Natural
Unsure	☐ Built	☐ Social	☐ Economic	☐ Natural

	Built	Social	Economic	Natural
N/A	☐ Built	☐ Social	☐ Economic	☐ Natural
No resources	☐ Built	☐ Social	☐ Economic	☐ Natural
Very limited resources (i.e. EXTENSIVE limitations in capacity etc.)	☐ Built	☐ Social	☐ Economic	☐ Natural
Limited resources (i.e. MAJOR limitations in capacity etc.)	☐ Built	☐ Social	☐ Economic	☐ Natural
Some resources (i.e. MODERATE limitations in capacity etc.)	☐ Built	☐ Social	☑ Economic	☐ Natural
Substantial resources (i.e. MINOR limitations in capacity etc.)	☑ Built	☑ Social	☐ Economic	☑ Natural
Comprehensive resources (i.e. sufficient capacity at all levels)	☐ Built	☐ Social	☐ Economic	☐ Natural

55.a-. Comment

Only been tested for level 1 events.

55.b. Does your organisation have the **skills** to support reconstruction/restoration in these environments:

Environments

	Built	Social	Economic	Natural
Unsure	☐ Built	☐ Social	☐ Economic	☐ Natural
N/A	☐ Built	☐ Social	☐ Economic	☐ Natural
No skills	☐ Built	☐ Social	☐ Economic	☐ Natural
Very limited skills (i.e. EXTENSIVE limitations in capacity etc.)	☐ Built	☐ Social	☐ Economic	☐ Natural
Limited skills (i.e. MAJOR limitations in capacity etc.)	☐ Built	☐ Social	☐ Economic	☐ Natural
Some skills (i.e. MODERATE limitations in capacity etc.)	☐ Built	☐ Social	☒ Economic	☐ Natural
Substantial skills (i.e. MINOR limitations in capacity etc.)	☒ Built	☒ Social	☐ Economic	☒ Natural
Comprehensive skills (i.e. sufficient capacity at all levels)	☐ Built	☐ Social	☐ Economic	☐ Natural

55.b-. Comment

55.c. Does your organisation's recovery plans include input from:

	Yes	No	N/A
HMAs Yes	☑ Yes	☐ No	☐ N/A
EMAs Yes	☑ Yes	☐ No	☐ N/A
Local Government Yes	☑ Yes	☐ No	☐ N/A
NGOs Yes	☑ Yes	☐ No	☐ N/A
Industry No	☐ Yes	☑ No	☐ N/A
Communities No	☐ Yes	☑ No	☐ N/A

55.c-. Comment

[ ]

56. When was your **most recent applicable** emergency that required a multi-agency coordinated response (i.e. level 2 or level 3) for each of these hazards:

	Month (e.g. 12)	Year (e.g. 2016)
Air Crash	[ ]	[ ]
Animal and Plant Biosecurity	[ ]	[ ]
Bushfire	[ ]	[ ]
Brookfield Rail Crash Emergencies	[ ]	[ ]
Collapse	[ ]	[ ]

Cyclone		
Earthquake		
Electricity Supply Disruption		
Flood		
Gas Supply Disruption		
Hazardous Materials Emergencies [HAZMAT]		
Heatwave		
Human Epidemic		
Land Search		
Liquid Fuel Supply Disruption		
Marine Oil Pollution		
Marine Transport Emergency		
Marine Search and Rescue [MARSAR]		
Nuclear Powered Warships		
Rail Crash PTA		
Road Crash		
Space Re-entry Debris [SPRED]		
Storm		
Terrorist Act		

Tsunami

Other (please
describe)

56-. Describe

---

57. Is your LEMA available on your website? (if you have multiple LEMA are all available?)

☑ Yes

☐ No

57-. Comment

---

58. How many LEMC are in your local government area?

☑ 1

☐ 2

☐ 3

58.a.1. What is the name of your LEMC?

Bassendean Local Emergency Management Committee

58.a.2. In the *2016-2017 financial year* how many LEMC meetings were:

Held	4
Had a quorum	4
Planned	4

58.a.3. Please provide your LEMC schedule for *2017-2018 financial year*:

Note: If more than 12 meetings are planned, please use the text box below.

	Day (e.g. 30)	Month (e.g. 11)	Year (e.g. 2017)
Meeting 1	6	9	2017
Meeting 2	1	11	2017
Meeting 3	7	2	2018
Meeting 4	6	6	2018
Meeting 5			
Meeting 6			
Meeting 7			
Meeting 8			
Meeting 9			
Meeting 10			
Meeting 11			

Meeting 12

58.a.4. If you are planning more than 12 meetings, please enter the additional information here:

58.a.5. What is the status of your LEMA for the area covered by the LEMC?

Endorsed by LEMC, forwarded to OEM for circulating to DEMC members for comment.

58.a.6. What is the status of your local recovery plan for the area covered by the LEMC?

Endorsed by LEMC, forwarded to OEM for circulating to DEMC members for comment.

As required in section 41(4) of the Emergency Management Act

---

59. Please provide details of the exercises that your organisation held during *the 2016-2017 financial year:*

Note: If more than 12 exercises were held, please use the text box below.

	Month (e.g. 11)	Year (e.g. 2016)	Hazard Exercised	Exercise Type
Exercise 1	4	2016	Recovery from wi	Simulated
Exercise 2				
Exercise 3				
Exercise 4				
Exercise 5				
Exercise 6				
Exercise 7				
Exercise 8				
Exercise 9				
Exercise 10				
Exercise 11				
Exercise 12				

59.1. If more than 12 exercises were held, please enter the additional information here:

60. In *2016-2017 financial year* how many exercises was your organisation a participant:

2

61. Please provide details of the exercises that your organisation plans to hold during the *2017-2018 financial year*:

Note: If more than 12 exercises are planned, please use the text box below.

	Month (e.g. 11)	Year (e.g. 2017)	Hazard Exercised	Exercise Type
Exercise 1	4	2018	TBA	TBA
Exercise 2				
Exercise 3				
Exercise 4				
Exercise 5				
Exercise 6				
Exercise 7				
Exercise 8				
Exercise 9				
Exercise 10				
Exercise 11				
Exercise 12				

61.1. If more than 12 exercises are planned, please enter the additional information here:

62. Please list any emergencies that required the activation of an Incident Support Group during the *2016-2017 financial year:*

63. Have you identified any issues or barriers within the current EM legislation?

☐ Yes
🟥 No

63-. Describe

64. Have you identified any issues with the State EM Policy suite?

☐ Yes
🟥 No

64-. Describe

66. Is your organisation's local emergency management arrangements (LEMA) consistent with the State EM Policy?

- ■ Yes
- ☐ No
- ☐ Unsure

66-. Comment

67. Does your organisation have internal measures to monitor compliance with relevant EM legislation and policies?

- ■ Yes
- ☐ No
- ☐ Unsure

67-. Describe

71. What EM activities or achievements over the last 12 months are you most proud of?

Completion of the new LEMA and Local Recovery Plan
Version 3 of the community awareness flood mitigation project - removing bands from
Western Power poles and replacing with reflective discs.

72. If your organisation could change two things about how the EM sector currently operates what would it change?

FUNDING TO LOCAL GOVERNMENT TO MEET CORE OBLIGATIONS
FUNDING TO LOCAL GOVERNMENT TO MEET CORE OBLIGATIONS

73. Do you have any comments about this survey?

IMPORTANT PLEASE READ CAREFULLY:

You have completed but have **NOT** yet submitted the survey.

STEP 1. REVIEW ANSWERS AND MAKE SURE YOU HAVE ANSWERED EVERY QUESTION.

You can still review and edit all answers at this stage by using the back buttons or the navigation pane on the left of the screen.

STEP 2. DOWNLOAD PDF OF SURVEY FOR YOUR OWN RECORDS

The following screens will provide a menu of the entire survey then an overview of all your answers. You can save a copy of your responses by pressing the "Download PDF" button at the top right of this overview screen. The comment boxes in the PDF will only display 7 lines, full responses can be viewed by clicking back or using the navigation pane on the left of the screen.

STEP 3. SUBMIT SURVEY TO OEM

Once you are happy with all answers you must submit this to the OEM by pressing the "Submit Page" at the end of the PDF screen. At this point your answers can no longer be edited without contacting the OEM for support: capability@oem.wa.gov.au or ph: 08 6551 4011.

When you have submitted the survey it will tell you that your response has been recorded.

Thank you for taking the time to complete this survey.

Back   Submit Page