

BLEMC ATTACHMENTS

ATTACHMENT NO. 1



Town of Bassendean Local Recovery Plan 2017 DRAFT

LEMC endorsement date: [Click here to enter a date.](#)

Full review required: 2022

Maintained by: Executive Officer to LEMC

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Version Control

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Certificate of approval

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

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

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

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

Town of Bassendean Local Emergency Committee - Endorsement

Town of Bassendean Council - Endorsement

Central Metropolitan District Emergency Management Committee - Noting

State Emergency Management Committee - Noting.

Town of Bassendean Local Emergency Management Committee

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

Chairperson:

Town of Bassendean Council

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

Shire President:

Distribution List

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

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

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DOS – Alt LEMC XO	1
Manager Asset Services	1
Senior Ranger	1
Manager Library & Information Services	3
Manager Corporate Services	1
Manager recreation & Culture	1
Manager Seniors & Disability Services	1
Senior Community Development Officer (Volunteer)	1
Manager Children Services	1
Manager Youth Services	1
Senior Environmental Health Officer	1
Mayor and Councillors	6
LEMC membership	
Chair	1
WA Police OIC Kiara Police Station	1
WA Police East Metropolitan DO	1
DFES DO Darling range	1
DFES SES Manager Bassendean Unit	1
CPFS District Liaison Officer	1
St John of God Midland Emergency Preparedness Officer	1
St John Ambulance Metro Operations Director	1
Office of Emergency Management 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
Other committees	
East Metropolitan DEMC	1
State Emergency Management Committee	1

Amendment Record

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

Feedback can include:

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

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

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

Or:

Email mail@bassendean.wa.gov.au

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

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME

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

Objectives

The objectives of this plan are to:

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

Scope

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

Related documents and arrangements

The following documents are related to this plan:

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

Local government responsibility for recovery

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

Part 2 Related documents and arrangements

The following documents are related to this plan

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

Local Government plans and policy

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

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

Agreements understandings and commitments

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

Parties to the Agreement	Summary of the Agreement
City of Bayswater, City of Belmont, City of Joondalup, Shire of Kalamunda, Shire of Mundaring, City of Stirling, City of Swan, City of Wanneroo	North & East Metropolitan Regional Recovery Group 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
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	OEM
5.12 State Emergency Policy - Funding for Emergency Response	OEM
6.10 State Emergency Management Plan Financial Assistance	OEM
State EM Recovery Procedure 1 - Management of Public Fundraising and Donations	OEM
State Emergency Management Procedure 2 Emergency Management Funding	OEM

Recovery Procedure 4 - Comprehensive Impact Assessment	OEM
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	OEM
Lord Mayor's Distress Relief Fund	LMDRF Board

Part 3 Resources

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

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

Financial arrangements

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

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

WANDRRA

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. WANDRRA officers are available to support local government engaging in the WANDRRA claims process once an event has been declared eligible for WANDRRA.

More information regarding WANDRRA and downloadable forms and tracking spread sheets are available from the Office of Emergency Management web page - link - <https://www.oem.wa.gov.au/Documents/Forms/AllItems.aspx?RootFolder=%2fDocuments%2fWANDRRA&FolderCTID=0x012000C62D67DE5893FA46A76200CA9632AB73>

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

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

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

Financial preparation

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

- Understanding and treating risks to the community through an appropriate risk management process;

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

Managing Donations

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

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

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

Part 4 Roles and responsibilities

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

Local Recovery Coordinator

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

LRCG Position	Primary	Alternate
LRCG Chair	Click here to enter text.	Click here to enter text.
Local Recovery Coordinator	Graeme Haggart, Director Community Development	Click here to enter text.

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

Local Recovery Coordination Group (LRCG)

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

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

Controlling Agency/ Hazard Management Agency

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

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

Determination of level of state involvement

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Part 3 Local Recovery Guide.

<https://www.oem.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/Local%20Recovery%20Guideline%20092016.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 Controller.

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 Assessment data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordination Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Annex F](#).

Comprehensive Impact Assessment

The comprehensive Impact Assessment is to:

- Identify and quantify impacts relating to all recovery environments;
- Identify any risks arising from the emergency;
- Include a risk assessment, identify risk treatments undertaken, and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
- Inform and support the objectives of the Recovery Plan.

Procedure

This procedure is to be completed prior to the cessation of the response phase, in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator and in accordance with the following procedure:

- The Controlling Agency is responsible for coordinating the comprehensive impact assessment in consultation with the members of the Incident Support Group.
- The complete draft Comprehensive Impact Assessment is to be provided to the affected local governments and the State Recovery Coordinator for final clarification.

Note: Completion of the Comprehensive Impact Assessment is not required in circumstances in which, through the initial impact assessment and consultation with the State Recovery Coordinator, there are no significant impacts requiring recovery activity.

The Comprehensive Impact Assessment template is located at

<https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/procedure>

Part 5 – Testing, Exercising and Reviewing

Testing and Exercising

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

- Local – those that are confined to testing EMAs' plans and arrangements at the local-level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional;

- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

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

The benefits of testing these arrangements include:

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

Schedule of Exercises

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

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

Review of this plan

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

LEMA Review

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

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;

- every five years; and
- whenever the local government considers it appropriate.

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

ANNEX A: Glossary of terms and acronyms

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

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

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

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

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

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

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

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

ACCRONYMS USED IN THIS PLAN

CEO:	Chief Executive Officer
CPFS:	Department for Child Protection and Family Support
DEMC:	District Emergency Management Committee
IC:	Incident Controller
ISG:	Incident Support Group
LGLO:	Local Government Liaison Officer
LRC:	Local Recovery Coordinator

LRCG: Local Recovery Coordination Group
OASG: Operations Area Support Group
SEMC: State Emergency Management Committee
SRC: State Recovery Coordinator
SRCG: State Recovery Coordination Group
WANDRRA: Western Australian Natural Disaster Relief and Recovery Arrangements

ANNEX B: Roles and responsibilities of the Local Recovery Coordinator (LRC).

Role

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

Functions

- Ensure the Local recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

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

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

Supporting organisations

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

ANNEX E: Suggested composition Local Recovery Coordination Group and subcommittees

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

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

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

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

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

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

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

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

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

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

ANNEX F: Suggested recovery subcommittee roles

Community Subcommittee

Objectives

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

Environment Subcommittee

Objectives

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

Infrastructure Subcommittee

Objectives

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

Finance Subcommittee

Role

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

Functions

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

Sample of eligibility criteria and levels of financial assistance

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

Owners/Owner occupiers

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

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

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

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

Occupiers

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

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

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

Town of Bassendean

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage:

Residential:

Commercial:

Industrial:

Transport:

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

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

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

Other health issues:

Section 3 – Organisational Aspects

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

Details of inter-agency relationships and responsibilities:

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

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

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

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

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

Section 5 – Administrative arrangements

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

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

Section 6 – Conclusion

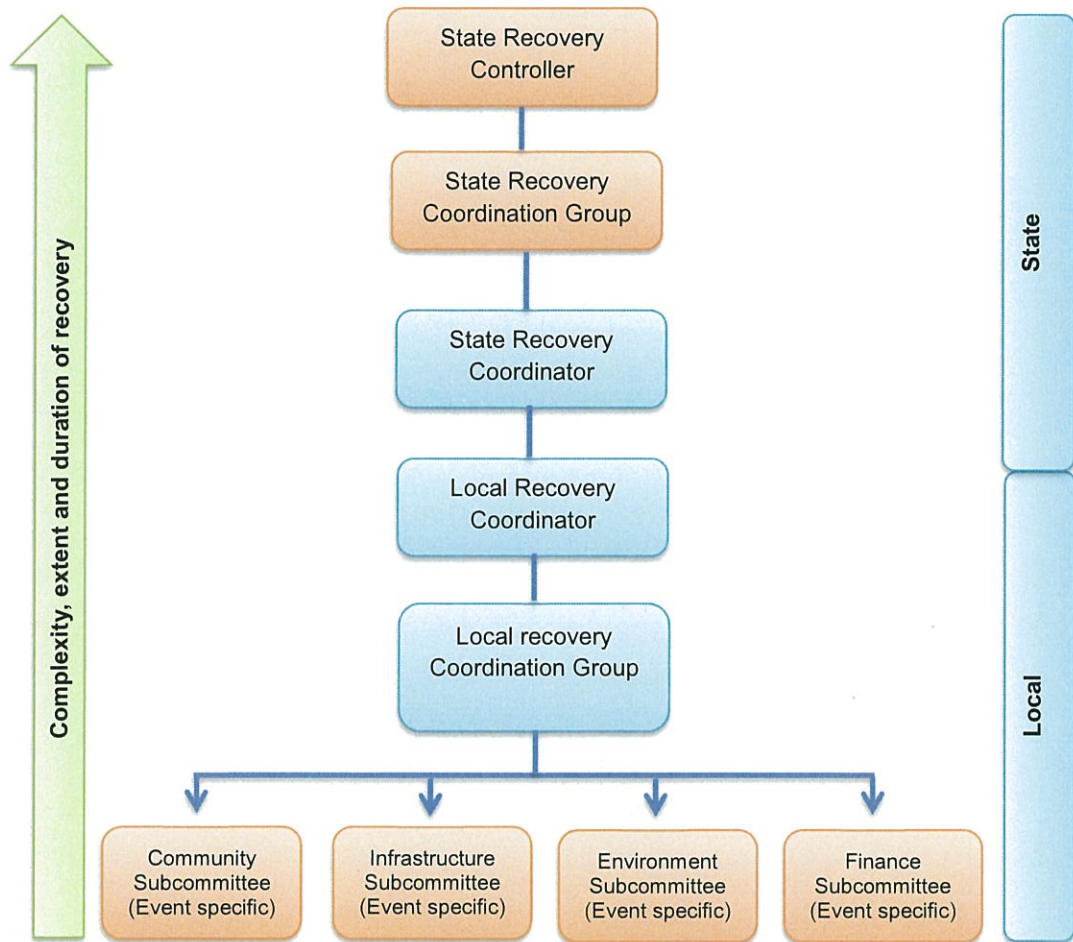
(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordination Group

Dated:

ANNEX H: Potential Recovery Governance Structures



ANNEX I: (Suggested) MEDIA RELEASE - DONATIONS

Donations in time of disaster

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

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

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

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

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

Thank you for your generous support.

Mayor

Town of Bassendean

ANNEX J: Suggested LRCG Subcommittee Terms of Reference

COMMUNITY SUBCOMMITTEE

Terms of Reference

Background

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

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

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

Membership

Name	Representing

Chairperson

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

Local Government Staff

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

Agency Representative

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

Community Member

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

Objectives of Community Sub Committee

The primary objectives of the Community Subcommittee will include:

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

Conduct of Meetings

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

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

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

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

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

Reporting

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

Probity

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

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

Termination of the Community Sub Committee

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

ENVIRONMENT SUB COMMITTEE

Terms of Reference

Background

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

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

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

Membership

Name	Representing

Chairperson

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

Local Government Staff

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

Agency Representative

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

Community Representative

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

Objectives of Environment Subcommittee

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

Conduct of Meetings

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

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

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

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

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

Reporting

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

Probity

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

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

Termination of the Environment Sub Committee

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

FINANCE SUB COMMITTEE

Terms of Reference

Background

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

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

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

Membership

Name	Representing

Chairperson

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

Local Government Staff

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

Agency Representative

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

Objectives of Finance Sub Committee

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

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

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

The primary role of the Finance Subcommittee will include:

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

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

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

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

Conduct of Meetings

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

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

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

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

***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

Background

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

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

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

Membership

Name	Representing

Chairperson

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

Local Government Staff

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

Agency Representative

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

Community Member

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

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

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

Conduct of Meetings

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

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

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

***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.

City of Bayswater and Town of Bassendean

Joint LEMC "Exercise BASSWATER" Report

1. Introduction

In compliance with legislation and SEMC Policy, Local Government annually exercises Local Emergency Management Arrangements (LEMA) and organisational capability in their district.

City of Bayswater and Town of Bassendean have a designated responsibility under the Emergency Management Act 2005 for "Recovery Management" following an emergency.

This Local Government (LG) responsibility role has in recent years been under-exercised as there has been priority awarded to other areas.

Few, if any, LG officers have participated in a functioning Local Recovery Coordinating Group (LRCG) meeting and/or Recovery Sub-Committee meetings.

2. Background

2.1 Background to the Exercise

Exercise Basswater was the result of collaboration between the Local Emergency Management Committees (LEMC) of both City of Bayswater and Town of Bassendean. A similar joint exercise was undertaken in 2015 hosted by City of Bayswater, focused on response activities. On this occasion the focus was on recovery management, and the Town of Bassendean hosted the exercise. Subsequently a joint LEMC Exercise Working Group was established to plan and develop the exercise.

The exercise was based upon a severe winter storm (tornado) impacting the City of Bayswater and Town of Bassendean necessitating the activation of local emergency management arrangements to address the many recovery issues created, necessitating the activation of the Local Recovery Plan, the Local Recovery Coordinating Group and the four Recovery Sub-Committees.

2.2 Exercise Management (Exercise Working Group)

2.2.1 Exercise Directing Staff

1. Eric Graham - Emergency Management Officer - City of Bayswater.
2. Graeme Haggart - Director Community Development - Town of Bassendean

2.2.2 Exercise Supporting Staff

1. Steve Summerton - SES District Manager - DFES
2. John Waghorn - Snr Sgt WAPOL Bayswater
3. Mark Stoneman - Snr Sgt WAPOL Kiara
4. Merveen Cross - OEM Secretariat - OEM
5. Michael Worthington - City of Bayswater Local Recovery Coordinator

2.2.3 Exercise Participants

A total of approximately 50 people attended the exercise. This included a total of 30 officers from both Local Governments who participated in a simulated Local Recovery Coordinating Group (LRCG) meeting and /or Recovery Sub-Committee meeting. Another 8 people comprising representatives from supporting emergency agencies participated in the exercise.

2.3 Exercise Aim

To test and practise **key recovery elements** of both local governments Local Emergency Management Arrangements (LEMA) via a combined Local Recovery Coordinating Group and/or be the catalyst to make amendments and improvements as identified by the exercise evaluation.

2.4 Exercise Objectives

- Practice **recovery management** planning via **combined** local government Local Recovery Coordinating Group (LRCG) meeting(s);
- Set up all four **Recovery Sub-Committees** and practise operational **recovery planning**.
- Build an awareness and understanding of the Local Recovery Coordination Group roles and responsibilities.

2.5 Exercise Scope

2.5.1 Timing and Venue

"Exercise Basswater" was conducted at the Town of Bassendean Civic Centre on **Wednesday 5 April 2017**, from 1330 -1630 hrs.

2.5.2 Exercise Format

"Exercise Basswater" was a realistic simulated **recovery planning exercise** based upon a Level 2/3 Severe Storm emergency, designed to increase awareness and understanding of emergency management roles of key local government staff and

supporting agency personnel likely to have a **recovery role** in an emergency. Refer **Appendix 1** for full exercise description.

3. Evaluation Reports

The exercise was evaluated at three levels.

1. External Evaluation - Four specialist evaluators were engaged to assess the Recovery Group and Sub-Committee meetings as follows;

- Mr Ron de Blank, A/Executive Manager - Office of Emergency Management.(OEM)
- Ms Merveen Cross , District Advisor - Office of Emergency Management.(OEM)
- Mr Adrian Dyson, Manager CS & Emergency Management - Shire of Mundaring
- Snr Sgt John Waghorn - Western Australian Police (Bayswater Station)

2. Participant Evaluation - ALL participants were offered an opportunity to complete an exercise evaluation form. Evaluation forms were distributed post course.

3. Exercise Working Group Evaluation - All Exercise Working Group members evaluated the exercise and convened post exercise to consolidate the Groups final assessment and make recommendations as appropriate.

3.1 Evaluators Reports

3.1.1 OEM - Two representatives from OEM observed and provided a written evaluation response based upon a predetermined assessment template. (Refer **Appendix No's 2 & 3**)

3.1.2 Other Agency - One WAPOL and one LG representative observed, assessed and provided individual written evaluation responses based upon a predetermined assessment template (Refer **Appendix No's 4 & 5**)

3.2 Participant Evaluations

Participants of the exercise were invited to provide responses to the following 6 questions;

1. Were the objectives of the exercise achieved?
2. What were the exercise's strengths?
3. What were the exercise's weaknesses?
4. What did you personally most get out of the exercise?
5. Can you suggest any improvements/modifications to future exercises?
6. What if any, are the actions necessary to enhance your directorates / organisations EM recovery procedures or plans?

3.2.1 Responses - A total of 4 LG and emergency agency participants completed a post exercise course evaluation form. The expressed view was that the scenario was well planned, realistic and presented a great learning opportunity for those involved in recovery management. The lack of constant active participation and time compressions was highlighted as an area for improvement. Refer **Appendix No 6** for a consolidated evaluation summary.

3.3 Working Group Evaluation

The Exercise Working Group considered all of the other formal evaluation reports and the anecdotal informal assessments received on the day and concluded that the exercise proved to be a valuable vehicle and/or opportunity to enhance the knowledge, understanding of LG personnel likely to be involved in recovery management.

3.3.1 Local Recovery Coordinating Group Meeting

Some of the participants had limited or no knowledge of recovery management and their particular role on the Local Recovery Coordinating Group. The introductory information presentation assisted them in becoming better informed of the process. The contribution of all participants and the attending agencies was excellent.

The Chair of the LRCG did an excellent job of chairing the meeting and was ably supported by the two respective Local Recovery Coordinators.

The process of assessing the priority recovery requirements proved quite challenging although was well facilitated by the two LRC's with the use of a whiteboard matrix strategy.

Whilst all members had a copy of the Local Recovery Plan, it was evident that that some were not familiar with the contents and did not appear to access or reference it appropriately.

3.3.2 Recovery Sub-Committee Meetings

Many of the local government participants had no previous experience in this role, however quickly became aware and informed of the process required. This was enabled by the selection of experienced LRCG members acting as Chairs of the respective Sub-Committees.

Notwithstanding, it was evident and recommended that tailored training of Sub-Committee members be included in future training programs. The addition of a Communications Sub-Committee was also recommended.

4. Outcomes

4.1 Objectives

It was the unanimous view of all participants and the Exercise Working Group that all of the exercise objectives were fully achieved.

4.2 Participation

The contributions by the majority of participants were positive and enthusiastic. It was disappointing that not all members of each LG's Local Recovery Coordinating Groups attended. This appears to be an area that respective LG's will need to address to ensure the attainment of adequate knowledge and skills to perform the role of a LRCG member. The attendance of representative from 8 other agencies was appreciated.

4.3 Venue

The Town of Bassendean hosted the exercise in their Community Centre which comfortably housed all participants in a main conference style table along with 4 smaller round tables for use by the Sub-Committees. This configuration worked well although the noise from one of the air conditioning units made it difficult for some observers to hear all discussions at the main table. Catering was excellent.

5. Observations

The participants appreciated and benefitted from the exercise being presented in a simulated and realistic manner, based upon a very likely and real risk (severe storm) to the local community.

It provided an excellent opportunity for participants to gain or enhance their understanding of Recovery Management in a local government context, as well as collectively highlight what could be considered as deficiencies within existing EM arrangements.

The participation of key emergency management agencies such as WAPOL, DFES, W/CORP, W/POWER, MRD, PTA, SJA, and CPFS provided realism, credibility and operational expertise.

Participants were positive in their assessment of the exercise and commented that the exercise provided a great opportunity and experience for learning, liaison, cooperation and collaboration between all key stakeholder agencies.

It also provided agencies with reinforcement of the value of networking and of working and connecting with each other to enhance operability.

6. Recommendations *(from the Exercise Working Group)*

The Exercise Working Group reviewed the post course evaluations and together with the informal feedback received, developed the following recommendations for the respective Local Emergency Management Committees (LEMC) and local governments to consider;

1. Both Local Governments Local Recovery Plans to be updated and amended to reflect the principles and intent of the "Local Recovery Guidelines" document produced by the Office of Emergency Management (OEM).
2. The respective LEMC's to consider including the establishment of a Communications Sub-Committee in their Local Recovery Plans
3. Where possible, each Local Recovery Coordinator to identify key personnel to act as Chairs for each of the respective Sub-Committees and provide the necessary training to ensure their competency and capability to undertake the role.
4. Where possible, provide "Introduction to Recovery Management" training to ALL local government personnel and additional recovery management training to personnel who have or are likely to be given a role in recovery management in an emergency.
5. City of Bayswater and Town of Bassendean to liaise and seek opportunities to jointly offer and deliver "Recovery Management" training to its employees.

7. Conclusions

The exercise was very well received by participants as demonstrated in the predominantly positive evaluation reviews. The intended focus on exercising emergency management recovery arrangements in a **"local government"** context proved correct and contributed to the successful outcomes.

Participants demonstrated a clear thirst for enhancing their knowledge, understanding and role application in Recovery Management, to the extent that they encouraged continued delivery of similar emergency management training / exercises focused on local government roles and responsibilities.

The collaboration of the three key stakeholder agencies (DFES, WAPOL and LG) in planning and exercising together was a significant factor in achieving such successful outcomes, along with the support from the joint LEMC Exercise Working Group. The Eastern Reporter newspaper ran an informative article and photo of the main stakeholder agencies. **Refer Appendix 7.**

The recommendations resulting from the exercise are intended to alert the respective Local Emergency Management Committees (LEMC) and Local Government of the key emergency management (EM) challenges identified that currently present a level of compromise to achieving appropriate levels of emergency preparedness, response and recovery capability.

Report prepared by Exercise Directors - Eric Graham & Graeme Haggart - May 2017

Report endorsed by the Joint Exercise Working Group - May 2017

EXERCISE DESCRIPTION

Appendix No 1

Exercise Basswater is a simulated emergency exercise focused on the **recovery management** elements that need to be addressed following significant community and infrastructure damage caused by a severe winter storm (Tornado) impacting two local government areas - City of Bayswater and Town of Bassendean.

Given the geographical localisation of the bulk of significant damage, the Hazard Management Agency (HMA) - DFES has decided to establish one Incident Management Team (IMT) lead by one Incident Controller (IC). The Incident Support Group (ISG) has recommended to both local governments that they consider establishing one joint Local Recovery Coordinating Group (LRCG). Both Local Recovery Coordinators agree and a joint Local Recovery Coordinating Group (LRCG) meeting is arranged at Town of Bassendean.

The exercise commences with a brief presentation reaffirming State Emergency Management Policy and arrangements in respect of "Recovery Management", followed by a briefing of the emergency exercise scenario developments and preliminary actions in the lead-up to the 1st formal joint LRCG Meeting. The exercise then runs over 4 Stages.

NB: Exercise Basswater attendees will participate as either LRCG members, LRCG Sub-Committee members, assessors and/or or observers.

Stage 1 - Plus 12 hrs- The exercise proper commences with the actual **initial meeting** of all joint LRCG members chaired by the Town of Bassendean CEO. The HMA provides a SITREP / **initial damage assessment** and each agency provides a SITREP of their respective status.

Stage 2 - Plus 36 hrs. Time lapse to a 2nd LRCG meeting. An **updated damage assessment** is tabled. The 4 key Sub-Committees are established and tasked accordingly. All other attending participants will observe the meeting from the gallery area.

Stage 3 - All 4 Sub-Committees meet separately but simultaneously chaired by a selected member of the joint LRCG. They assess the damage impacts and identify priorities, challenges and key short term / long term objectives/actions. These consist of a blend of joint LRCG members and other attending participants. Agency representatives to be available to act as advisors. (ie moving around room)

Stage 4 - Plus 60 hrs. A 3rd joint LRCG Meeting is convened to consider the findings / recommendations of the Sub-Committee (Reports from SC Chairs tabled - 5 min each) and commence building the Operational Recovery Plan. The HMA provides a more **comprehensive impact assessment** report and formal handover of recovery is addressed.

The Exercise Directors will terminate the 3rd joint LRCG meeting as time dictates at which time a de-brief of the overall exercise will take place.

Appendix No 2

EXERCISE BASSWATER EVALUATION

Assessor: Ron de Blank, A/Executive Manager Office of the Executive Director, Office of Emergency Management

Consideration Questions	Yes/No	Comments
1. Was the LRCC meeting convened in accord with the Local Recovery Arrangements?	Yes	
2. How was the Recovery Committee activated?	Yes	By the HMA.
3. Was a Local Recovery Coordinator (LRC) appointed and present?	Yes	Both LGA Local Recovery Coordinators were present.
4. Were all LRCC members present at the meeting(s)?	Yes	
5. Who was the Chairperson and was he/she appropriate?	Yes	CEO Town of Bassendean. While he did a good job in the exercise, if possible, it would be best if the Chair wasn't the CEO as that person would have many other responsibilities to focus on.
6. Was the role of the LRCC and meeting made clear?	Yes	The Chair ran through this.
7. Did the HMA and other key agencies provide a SITREP?	Yes	The Rapid Damage Assessment had not been completed until the third meeting of the LRCG. There is a need to gather as much information as quickly as possible, ready for the first meeting. This is important for the Incident Controller and the rest of the LRCG. The LGA's also

		need all relevant up to date information when control is handed to them.
8. Did all LRCC members understand the overall objective and their individual role?	Yes	The Chair outlined these.
9. Were any LRCC Sub-groups established and why?	Yes	Established by the Chair of the LRCG. They are required to provide specialist advice and to develop and implement operational plans.
10. Were Chairpersons established for each Sub-group?	Yes	I attended the Economics and Finance Sub-group. While the Chair did a good job, some training would be appropriate to improve understanding of the recovery process.
11. Did the HMA provide "Damage Assessment Reports"?	Yes	The Rapid Damage Assessment had not been completed until the third meeting of the LRCG. See point 7.
12. Did the LRCC assess the recovery requirements?	Yes	
13. Did the LRCC consider the Social, Infrastructure, Health, Environmental and Economic welfare issues?	Yes	Also, sub-groups were requested to obtain further information and provide advice about these issues which was reported back to the LRCG.
14. Did the LRCC use/refer to the Local Recovery Arrangements?	Yes	They didn't seem to be referred to at the LRCG. However, they were referred to at the Economics and Finance Sub-group which I attended.

15. Were the identified issues identified as Short Term and/or Long Term?	Yes	Priorities were set at the LRCG and by the Economics and Finance Sub-group.
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16. Was resourcing requirements a consideration by the LRCC?	Yes	Fatigue was raised in the second LRCG meeting by DCPFS. Resourcing/fatigue needs more prominence up front by the LRCG and at each meeting.
17. Did the RCCC commence preparations of an "Operational Recovery Plan"?	No	There was no specific reference to one, but the sub-groups did identify issues and priorities that can form part of operational plans.
18. Were all the Recovery issues presented attended to?	No	Many/most were mentioned, but some key ones were not eg resourcing/fatigue, communications.
19. Were all immediate welfare and health issues attended to?	Yes	
20. Was Public Information dissemination adequately addressed?	No	There were some references to communications. However, communications with residents/community needs much more focus, especially early on. Consider establishing a communications sub-group. Also, social media is really valuable when residents are displaced to disseminate information and respond to issues promptly.
21. Was the membership of the LRCC appropriate?	No	Asbestos and waste management issues arise after most incidents. Health Department and Department of Environment Regulation could have been invited to attend.

22. Were Minutes taken of the LRCC meeting(s)?	Yes	Someone was assigned this role.
<p><u>OTHER COMMENTS:</u></p> <p><u>WANDRRA</u> LGA's need to be aware of these arrangements, particularly when there is damage to the road network. OEM website is a good source.</p> <p><u>"Squeaky wheels"</u> Consult stakeholder groups (eg resident groups) and other squeaky wheels in recovery, though not as members of the LRCG.</p> <p>Overall, it was a great exercise which was well done. It is always difficult to cover everything in an exercise. Terrific to see the two LGA's work together. Thanks for the opportunity to be an assessor.</p>		

EXERCISE BASSWATER EVALUATION**Appendix No 3****Assessor: Merveen Cross, District Advisor -Office of Emergency Management**

Consideration Questions	Yes/No	Comments
1. Was the LRCC meeting convened in accord with the Local Recovery Arrangements?	Yes	
2. How was the Recovery Committee activated?	Yes	The HMA requested the activation of the committee
3. Was a Local Recovery Coordinator (LRC) appointed and present?	Yes	Both local government reps were skilled in their responsibilities
4. Were all LRCC members present at the meeting(s)?		Due to the air conditioning noise early in the exercise I am unsure but would refer to the LEMA to confirm who was present
5. Who was the Chairperson and was he/she appropriate?		CEO Bassendean (refer to notes below)
6. Was the role of the LRCC and meeting made clear?	Yes	Very clear
7. Did the HMA and other key agencies provide a SITREP?	Yes	I refer to the notes below on encouraging more information. The HMA should have provide the SITREP earlier
8. Did all LRCC members understand the overall objective and their individual role?		The Chair communicated the information (Terms of Reference). I would suggest the objectives to be placed on the whiteboard to refer back too. This will assist with keeping committee members on track
9. Were any LRCC Sub-groups established and why?		The exercise had preformed LRCC groups which the CEO activated

10. Were Chairpersons established for each Sub-group?	Yes	It is highly recommend that the chairs be provided with training opportunities. Also personnel and councillors (who are participating) be given the chance to attend DCPFS evacuation awareness
11. Did the HMA provide "Damage Assessment Reports"?		Special damage reports were issued at 36 hours
12. Did the LRCC assess the recovery requirements?	Yes	Priorities were announced at the first meeting.
13. Did the LRCC consider the Social, Infrastructure, Health, Environmental and Economic welfare issues?	Yes	There were 4 sub committees which covered these areas
14. Did the LRCC use/refer to the Local Recovery Arrangements?	Yes	The Chair mentioned them at the beginning but needed to reinforce with the sub committees.
15. Were the identified issues identified as Short Term and/or Long Term?	No	There was some confusion from the sub committees. Awareness training would be beneficial.
16. Was resourcing requirements a consideration by the LRCC?	Yes	It was mentioned at the beginning
17. Did the RCCC commence preparations of an "Operational Recovery Plan"?		Not that I was aware of
18. Were all the Recovery issues presented attended to?		Due to the timelines I don't believe they were
19. Were all immediate welfare and health issues attended to?	Yes	They were mentioned
20. Was Public Information dissemination adequately addressed?	No	It was suggested by Steve Joske that a separate subcommittee to

		be created for media and public affairs – communications.
21. Was the membership of the LRCC appropriate?	No	There are some agencies that should have been included for this specific exercise: <ul style="list-style-type: none"> • Dept Education • Dept Health • DER • Chamber of commerce for Bayswater/Bassendean
22. Were Minutes taken of the LRCC meeting(s)?	Yes	

Chair

Consider an alternative employee/councillor for the position of the chair of the LRC. The CEO would be inundated with media matters, public meetings etc and usually takes on the spokesperson for the local government (or the Mayor).

Local Recovery Committee Coordinators

Both LRCC's were prepared and across most issues. It is difficult in an exercise but, would encourage them to demand further information from HMA's and agencies. Utilising the whiteboards is ideal especially with the acoustics at the exercise and in real situations.

LEMA

Recommend that personnel from both local governments become more aware of their arrangements. During the exercise on several occasions the personnel were unaware of what other agencies were responsible for eg evacuation centres (CPFS), media role during response (DFES) stages etc.

Fatigue Management

Vital that each government is aware of the long term commitments of their personnel. A roster should be developed early in the incident to consider the impact on their:

- Workload (substantive position)
- Personal commitments eg family relatives impacted also

Evaluator

Merveen Cross

OEM District Advisor

--

Appendix No 4

EXERCISE BASSWATER EVALUATION

Assessor: John Waghorn OIC of the Bayswater Police Station

Consideration Questions	Yes/No	Comments
1. Was the LRCC meeting convened in accord with the Local Recovery Arrangements?	Yes	
2. How was the Recovery Committee activated?	Yes	LRCC was active by the HMA.
3. Was a Local Recovery Coordinator (LRC) appointed and present?	Yes	Both LGA Local Recovery Coordinators were present.
4. Were all LRCC members present at the meeting(s)?	Yes	
5. Who was the Chairperson and was he/she appropriate?	Yes	CEO Town of Bassendean.
6. Was the role of the LRCC and meeting made clear?	Yes	The Chair for this exercise explained to the participants the role of the LRCC.
7. Did the HMA and other key agencies provide a SITREP?	Yes	Yes they did but I found the information wasn't collated properly so operational objectives surrounding recover could have been prioritised and acted upon going forward
8. Did all LRCC members understand the overall objective and their individual role?	Yes	The Chair outlined these.

9. Were any LRCC Sub-groups established and why?	Yes	There were 4 dedicated LRCC sub-committee's formed by the Chair of the LRCG.
10. Were Chairpersons established for each Sub-group?	Yes	
11. Did the HMA provide "Damage Assessment Reports"?	Yes	The Rapid Damage Assessment had not been completed until the last meeting of the LRCG.
12. Did the LRCC assess the recovery requirements?	Yes	
13. Did the LRCC consider the Social, Infrastructure, Health, Environmental and Economic welfare issues?	Yes	
14. Did the LRCC use/refer to the Local Recovery Arrangements?	Yes	Not that I was aware.
15. Were the identified issues identified as Short Term and/or Long Term?	Yes	Not by the actual LRCC, they may have been discussed within the sub-committee's.
16. Was resourcing requirements a consideration by the LRCC?	Yes	
17. Did the RCCC commence preparations of an "Operational Recovery Plan"?	No	I believe this was one of the issues not addressed adequately. One of the purposes of the LRCC is to identify the operational priorities, allocate those priorities and then to be able to communicate the intent through an Operational Plan to the person's responsible for addressing those identified priorities

18. Were all the Recovery issues presented attended to?	No	
19. Were all immediate welfare and health issues attended to?	Yes	
20. Was Public Information dissemination adequately addressed?	No	There should be consideration to forming a Public Information Sub-Committee.
21. Was the membership of the LRCC appropriate?	Yes	
22. Were Minutes taken of the LRCC meeting(s)?	Yes	Someone was assigned this role.
<u>OTHER COMMENTS:</u> I think the overall aim of exposing all of the principal participants from both councils to a joint LRCC and the objectives and challenges surrounding this structure was met. Most of the participants would go through their entire careers without the need to participate in, be involved in or even turn their minds to being a member of a LRCC. This exercise if anything would prompt them thinking and preparing for this possibility and would provide a greater level of self-confidence if call upon to be part of an LRCC.		

Appendix No 5

EXERCISE BASSWATER EVALUATION

Assessor: Adrian Dyson, Manager Community Safety and Emergency Management - Shire of Mundaring

Consideration Questions	Yes/No	Comments
1. Was the LRCC meeting convened in accord with the Local Recovery Arrangements?	Yes	Chair read out relevant clauses. Note; Goal of "pre incident status" may not be realistic for everyone affected
2. How was the Recovery Committee activated?	Yes	Preamble by chair then call for agency sitreps
3. Was a Local Recovery Coordinator (LRC) appointed and present?	Yes	City and Town LRC's both in attendance.
4. Were all LRCC members present at the meeting(s)?	Yes/No	Suggest some other agencies should have been present, such as DoH, Volunteering WA, ADRA, Red Cross, OEM
5. Who was the Chairperson and was he/she appropriate?	Yes	Suggest chair should be other than CEO, say elected member. CEO will obviously be heavily involved however still needs to run the business. CEO can head up internal crisis management team ops.
6. Was the role of the LRCC and meeting made clear?	Yes	Chair explained this.
7. Did the HMA and other key agencies provide a SITREP?	Yes	I suggest at this time LRC's could have questioned HMA's more as to when Rapid Damage Assessment was to be received and when LG crews (EHO's, Build Surveyors etc.) can access affected area to conduct more

		detailed assessments to part inform recovery needs.
8. Did all LRCC members understand the overall objective and their individual role?	Yes	They appeared to.
9. Were any LRCC Sub-groups established and why?	Yes	Subcommittees established. I sat in on the Environmental Subcommittee. I felt they would have benefitted in first establishing terms of reference. They also need to keep their eye on the "recovery" ball and push response issues to the responders. I feel subcommittees would benefit from inclusion of key community reps, champions, influencers etc.
10. Were Chairpersons established for each Sub-group?	Yes	Chairpersons identified
11. Did the HMA provide "Damage Assessment Reports"?	Yes	
12. Did the LRCC assess the recovery requirements?	Yes	The 36 hr Special Damage Reports particularly the City and Town LRC reports show a number of issues and appropriate actions to commence recovery
13. Did the LRCC consider the Social, Infrastructure, Health, Environmental and Economic welfare issues?	Yes	As fed back from the subcommittees
14. Did the LRCC use/refer to the Local Recovery Arrangements?	Yes	Often the most useful part of the arrangements particularly when recovery is being initiated are checklists for the LRC and LRCG to refer to.
15. Were the identified issues identified as Short Term and/or Long Term?	Yes	LRCG and Subcomm's prioritised
16. Was resourcing requirements a consideration by the LRCC?	Yes	Fatigue was raised in the second LRCG meeting by DCPFS. Resourcing/fatigue needs more prominence up front by the LRCG and at each meeting.
17. Did the LRCC commence preparations of an "Operational Recovery Plan"?	No	There was no specific reference to one, but the sub-groups did identify issues and priorities that can form part of operational plans.

18. Were all the Recovery issues presented attended to?	No	Many/most were mentioned, but some key ones were not eg resourcing/fatigue, communications.
19. Were all immediate welfare and health issues attended to?	Yes	
20. Was Public Information dissemination adequately addressed?	No	There were references to comm's. It is vitally important that the LRC is able to to keep the CEO's, Comms Advisor and Mayor/President appropriately briefed on actions and needs
21. Was the membership of the LRCC appropriate?	No	As per 4. There could have been some more key players involved. Note, as recovery progresses some members can reduce or cease involvement.
22. Were Minutes taken of the LRCC meeting(s)?	Yes	Someone was assigned this role.
<p><u>OTHER COMMENTS:</u> Congratulations on a well prepared, resourced and run exercise which can only benefit the COB and TOB in their preparedness and should they singly or together be required activate recovery following a real life incident. I thank you for the opportunity to be involved.</p>		

Appendix No 6

AGENCIES and STAFF FEEDBACK RESPONSE SUMMARY

Exercise BASSWATER- 5 April 2017

Note: *Evaluation forms were not distributed on the day - only issued post course. Only 4 responses received as at 10 May 2017.*

All responses have been written verbatim.

Were the objectives of the exercise achieved? 4 Yes & 0 No

What were the exercise's strengths?

- *The planning and groundwork done by the group and how well the group got on together*
- *The coordination of the multi agencies and local governments. The experiencing of the process. The experiencing of the process. The opportunity to understand the roles and process. The opportunity to interact with attendees and gain from diverse experiences*
- *It brought together so many parties that would be involved in such an operation*
- *Interagency participation. Very professional main table who were able to be very effective in dealing with the actual response*

What were the exercise's weaknesses?

- *None*

- *Very compressed timeframe. Some important roles not engaged (eg IC). Clearer progression as the emergency unfolded (ie what was happening as it happened and by the various whom) a chart of this can still be prepared and distributed.*
- *The time was a little short to really bring all of the issues together*
- *Unable to hear discussions at main table due to air conditioning. Unclear on what the Community Recovery (?) group was supposed to do. Due to a lack of training and knowledge, our group did not know what was already being coordinated by the CPFS, and therefore what role Local Government Community Development staff would need to undertake. We managed to do some sort of ad hoc brainstorm, but received no feedback on whether our strategies were appropriate so may have needed a review by experts in attendance rather than everyone just saying things were 'great'. Definitely require some training or guidance to be able to perform any worthwhile function in this type of emergency. For non-critical participants such as community development personnel, it was quite draining as we passively observed for such a long time. Maybe we could have used the time better by having our own workshops while the main players were busy.*

What did you personally most get out of the exercise?

- *I met the people that would be involved if an accident happened*
- *I found the scope and range very valuable and the compression in time was very well done given that such an exercise would take in many such meetings as needed*
- *An appreciation of the complexity of the recovery process*
- *Observing the professional agencies in action, but just as a curiosity*

Can you suggest any improvements / modifications to future exercises?

- *No. I enjoyed the event*
- *As above*
- *Perhaps a detailed scenario just for the sub-committees so that they can practise working on specifics. Would require very detailed background info including a developed recovery plan with priorities*
- *As mentioned, use the time more effectively by having everyone engaged in their specific areas concurrently. Have 'experts' guide us instead of a Local Government representative with less capability. State clear outcomes rather than a simple butcher's paper brainstorm exercise with no review. There would be enough time with this methodology to do so brief training followed by the actual mock exercise. No need to pat each other on the backs too much. Provide critical review on the spot. We don't need 45 minutes of gratuitous speeches at the end. We could have used the time infinitely more effectively.*

What, if any, are the actions necessary to enhance your directorate and/or organisations emergency management operational procedures or plans?

- *Nil*
- *Nil*
- *Include the above proposed progression chart as an example with short summary of the exercise. Assess resources availability and access and show in another chart. Show chart of fatigue expectations and staffing changes and availability. Show involved resident records process and by whom. Show emergency power process. Show external resourcing options and list possible*
- *Training. Better more refined exercises with actual measurable outcomes. Separate each area and let them use the time for exercises / training rather than sitting through the whole thing watching professionals do their jobs. Tough to sit through for 2 hours passively.*

Newspaper Article - Eastern Reporter

Appendix No 7

BASSENDAN

Emergency forces in storm exercise

Kristie Lim

THE Town of Bassendean and the City of Bayswater joined forces to respond and recover from a severe storm scenario in light of recent flooding as part of 'Exercise Basswater' last week.

Local Emergency Management Committee (LEMC) members, Department of Fire and Emergency Services (DFES), Kiara police and Bayswater police officers-in-charge Mark Stoneman and John Waghorn took part in the exercise in the Town's community hall.

According to the State Emergency Management Policy, the LEMC has to hold at least one emergency exercise each year.

The exercise was



Department of Fire and Emergency Services district officer Graham Sears, Town of Bassendean community development director Graeme Haggart, Mark Stoneman from Kiara police and City of Bayswater local recovery co-ordinator Michael Worthington.

based on a severe storm that affected both authorities.

LEMC members applied recovery management and responsibilities to combat hazards, power outages and extensive damages.

DFES district officer Graham Sears

said the aim of the exercise was to test local government's recovery processes.

"The police, myself and the other agencies do this as part of our daily business, but this is more for local governments' benefit," he said.

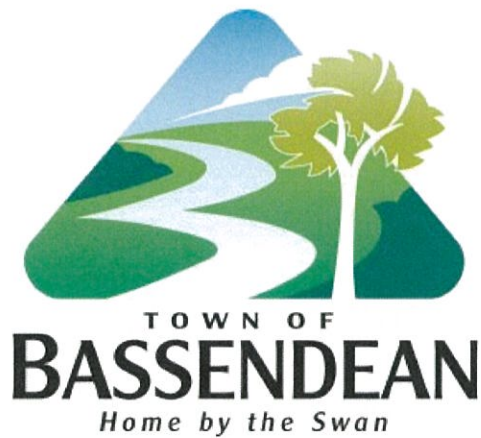
"They are going to

have a greater knowledge of the processes and what to expect should we have a real incident."

Town of Bassendean community development director Graeme Haggart said the exercise would improve post-emergency processes.

BAYSWATER

Permanent performance stage considered



Town of Bassendean

Local Emergency Management Arrangements 2017 DRAFT

LEMC endorsement date: [Click here to enter a date.](#)

Full review required: 2022

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

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

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

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

Town of Bassendean Local Emergency Committee - Endorsement

Town of Bassendean Council - Endorsement

Central Metropolitan District Emergency Management Committee - Noting

State Emergency Management Committee - Noting.

Town of Bassendean Local Emergency Management Committee

Chairperson

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

Town of Bassendean Council

Mayor

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

Version Control

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- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

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

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

Or:

Email mail@bassendean.wa.gov.au

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

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	

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Manager Corporate Services	1
Manager recreation & Culture	1
Manager Seniors & Disability Services	1
Senior Community Development Officer (Volunteer)	1
Manager Children Services	1
Manager Youth Services	1
Senior Environmental Health Officer	1
Mayor and Councillors	6
LEMC membership	
Chair	1
WA Police OIC Kiara Police Station	1
WA Police East Metropolitan DO	1
DFES DO Darling range	1
DFES SES Manager Bassendean Unit	1
CPFS District Liaison Officer	1
St John of God Midland Emergency Preparedness Officer	1
St John Ambulance Metro Operations Director	1
Office of Emergency Management 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
Other committees	
East Metropolitan DEMC	1
State Emergency Management Committee	1

PART 1 – Introduction

Authority

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

Endorsement Date

This plan was endorsed by the Town of Bassendean LEMC on: [Click here to enter a date.](#)

Area Covered

The Town of Bassendean Local Emergency management Arrangements has been prepared for the area Gazetted as the Town of Bassendean Local Government District.

Profile

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

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

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

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

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

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

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

Purpose

The purpose of these arrangements is to document:

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

Scope

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

Furthermore:

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

Existing Plans and supporting documents

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

State plans and policy

SEMC Policy Statements guiding Local Government, and WestPlans and Support Plans, can be viewed on the OEM website www.oem.wa.gov.au

Local Arrangements

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

- Local Emergency Management Arrangements;
- Local Recovery Plan;
- Emergency Contact Directory;
- Resources Register;
- Risk Register and Treatment Schedule;

- Local Emergency management Arrangements for the Provision of Welfare Support – CPFS Local Welfare Plan (Department of Child Protection and family Support);

Local Government plans and policy

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

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

Agreements Understandings and Commitments

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

Finance Arrangements

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

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

Special Considerations

Flooding

The Town of Bassendean Local Government District is flood prone in low lying areas abutting the Swan River. The Town of Bassendean has undertaken an extensive program of community education and preparedness for flood events. The Town's flood prone areas have recently been mapped and survey data relating to 100 and 50 year flood height has been marked on Western Power distribution network poles in flood prone areas.

Other issues for consideration

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

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Emergency Management Act 2005, a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in [Part 7 of State EM Preparedness Procedures](#). For a list of member agencies of the LEMC refer to [Annex H](#)

Local government emergency management planning

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

Hazard Management Agency Responsibilities

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

Controlling Agency Responsibilities

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

Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under [State Emergency Management Policy 5.6 Public Information](#). Once a formal transition from Response to Recovery has been agreed between the HMA and the Local Government, Local Government will assume responsibility for disseminating public information to the affected community in accordance to the provisions

of the [Local Government Act 1995](#) Section 2.8 and 5.4 (1)(f). **Refer to the Local Recovery Plan for guidance.**

Local Government Communication Process

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

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

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

High risk sites

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

Site name and location	Risk factor
Mt Bassendean (in the industrial area)	This site is a clay lined class 4 containment cell created to house contaminated waste generated through a clean-up of the industrial area. Asbestos contamination is evident.

PART 2 – Planning

Local Emergency Coordinator (LEC)

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

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

Local Emergency Management Committee (LEMC)

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

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

LEMC Functions and responsibilities:

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

LEMC Executive

Chair	Town of Bassendean Councillor
Deputy Chair	OIC Kiara Police Station
Executive Officer	Director Community Development

Risk Register & Treatment Schedule

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

PART 3 – Response

Emergency Management Structure and Response levels

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

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none">• Personnel• Equipment• Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none">• Personnel• Equipment• Local knowledge and advice Where an ISG is formed: <ul style="list-style-type: none">• Provide a Local Government Liaison Officer.• Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none">• Personnel• Equipment• Local knowledge and advice Where an ISG or OASG is formed: <ul style="list-style-type: none">• Provide Local Government Liaison Officers.• Make available to the HMA local facilities designated in this plan as evacuation centres.

Emergency actions

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

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

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

Local Government Involvement in Response

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

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

Town of Bassendean Incident Management

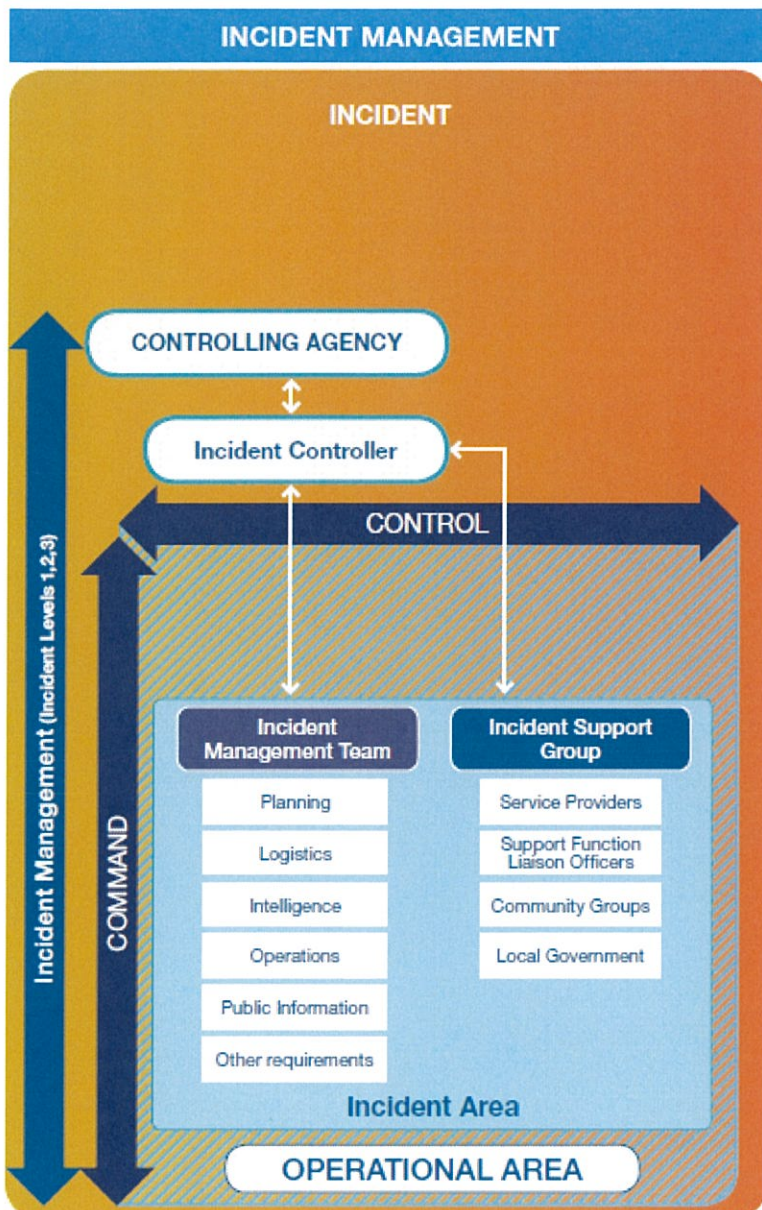
The successful resolution of any incident whether internal or external affecting the Town of Bassendean is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Town of Bassendean must take responsibility for ensuring the Town's response to an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

Responsibilities

- Ensuring planning and preparation for emergencies is undertaken;
- Implementing procedures that assist the community and emergency services deal with incidents;
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the Town's systems and resources;
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Town's emergency response capability.

Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident. The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in [State Emergency Management Plan 5](#)



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

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in [Annex C](#)

Local Emergency Operations Centres

All Emergency Operations Centres will be designated by the HMA. Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre (Response)

Library Meeting Room 1- 46 Old Perth Road, Bassendean

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

Alternative Emergency Operations Centre (Response/Recovery)

Town of Bassendean – Council Chambers (Capacity 80) 40 Old Perth Road, Bassendean

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

Critical Infrastructure

Type	Location	Description	Owner	Community Impact if lost
Bridge	Guildford Road and Lord Street	Road bridge over river and rail line	MRD	Loss of east-west (Guildford) and north-south (Lord) access for pedestrians and vehicles. Possible disruption to rail network.
Rail Bridge	Parallel to Guildford Road	Concrete rail line bridge over Swan River	PTA	Loss of commuter, freight and interstate rail link
Railway line and Stations		Commuter & freight. Interstate link	PTA	Loss of commuter, freight and interstate travel east-west
Main Gas Line	River Foreshore	Gas pipeline	Alinta Gas	Evacuation issues, risk of fire/explosion, loss of reticulated gas (heating, cooking etc.)
Water Pipeline	Parallel to Guildford Rd	Water pipe line across Swan River	Water Corp	Potential flood/inundation, loss of potable water (cooking, cleaning etc.)
Power Re-Distribution Station	Collier Road/Railway Parade	Power facility	Western Power	Potential fire/explosion/electrical hazard, loss of power (brownout/blackout)

Community Evacuation

(Refer to State EM Policy 5.7.8 and 5.7.9)

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the district of the local government.

Evacuation can be either:

Controlled –The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

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

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

Evacuation Management

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

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

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

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western

Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Public Warning Systems

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

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

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

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

Vulnerable Groups

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

Community Evacuation Organisations and Responsibilities

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

Welfare	Department of Child Protection and family Support (CPFS), and Town of Bassendean
----------------	--

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

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Bassendean Seniors & Community Centre	46-48 Old Perth Road, Bassendean			Town of Bassendean Administration 9377 8000

The above local government owned building has been identified by the [Click here to enter text.](#) 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 CPFS Local Emergency management Arrangements for the Provision of Welfare Support.

Note: CPFS 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>

CPFS Local Welfare Plan contains details of all local government controlled Welfare Centres.

Evacuation Routes

The main access routes through the Town of Bassendean are as follows:

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

Welfare Support

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

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

Provision of Welfare Support

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

The following State plans and supporting plans apply

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

Department for Child Protection and Family Support

Local Welfare Coordinator (CPFS):

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

Local Government Welfare Liaison Officer:

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

PART 4 – Recovery

Introduction

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

State Plans and Policy for Recovery

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

Document Title	Document Owner
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	Dept. of the Premier and Cabinet
Lord Mayor's Distress Relief Fund	LMDRF Board

Activation of recovery

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

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

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

Level of State involvement

In conjunction with the Town of Bassendean, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency:

- The capacity of the local governments involved to manage the recover;
- The number of local governments affected.

The complexity and duration of the recovery are likely to determine whether state support is provided through the State Recovery Coordinator and whether the State Recovery Coordination Group is established. If extraordinary arrangements are required for a specific emergency, The State Recovery Coordinator may recommend to the premier the need for the appointment of a State Recovery Controller. For further information refer to [Section 6.4 of the State EM Plan](#)

Local Recovery Coordinator

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

LRCG Position	Primary	Alternate
LRCG Chair	Mayor	Deputy Mayor
Local Recovery Coordinator	Graeme Haggart	Click here to enter text.
Support Officer	ToB officer	ToB officer

For explanation of the roles and responsibilities of the:

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

Cessation of response

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

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

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

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

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

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

Further information

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

PART 5 – Testing, Exercising and Reviewing

Testing and Exercising

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

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

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

The benefits of testing these arrangements include:

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

Schedule of Exercises

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

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

Review of this plan

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

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

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;

- every five years; and
- whenever the local government considers it appropriate.

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

ANNEX A: Glossary of Terms and Acronyms

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

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

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

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

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

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

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

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

INCIDENT – The occurrence or imminent occurrence of a hazard.

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

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

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

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

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

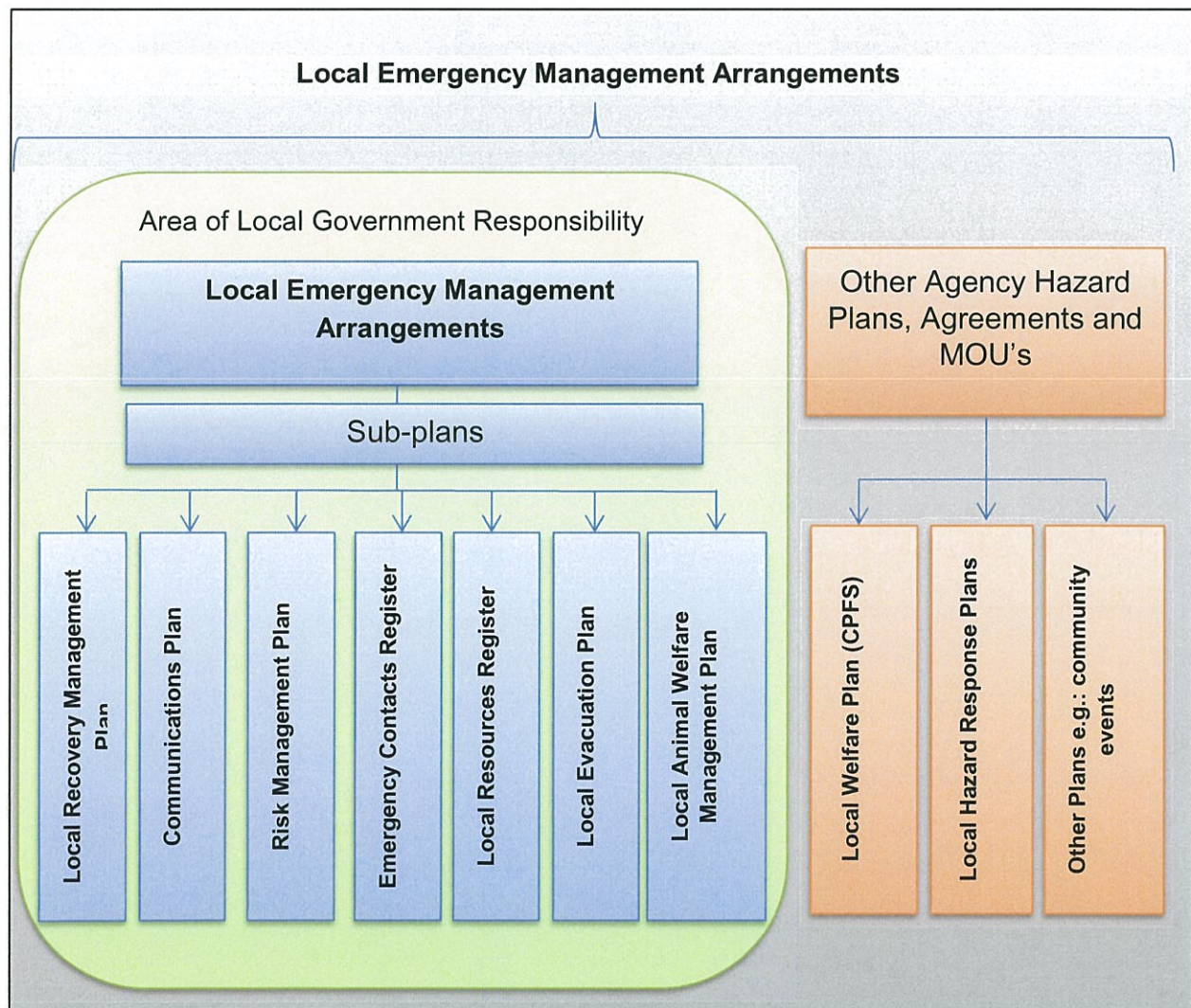
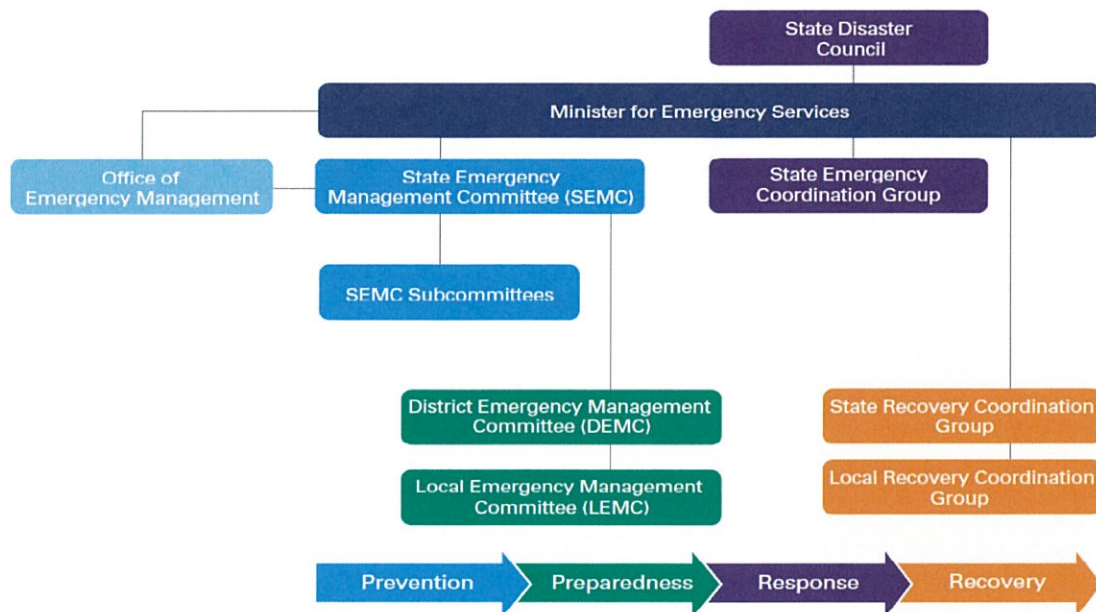
- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual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

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

ACCRONYMS USED IN THESE ARRANGEMENTS

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

ANNEX B: State and Local Emergency Management Arrangements



ANNEX C: Local Government Liaison Officer (LGLO)

Role and Responsibilities

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

Role

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

Key Responsibilities

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

The key responsibilities of the LGLO are to:

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

Reporting to the ISG (LGLO)

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

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

Responsibilities of the IC

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

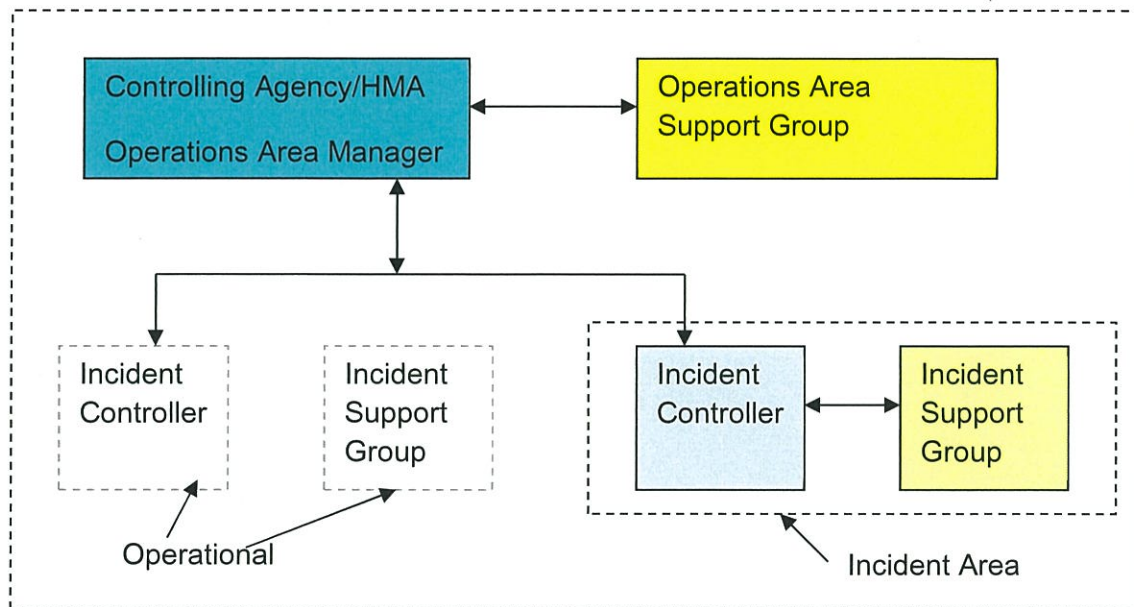


Figure 1: Multi agency support structure

ANNEX D: Local Government Welfare Officer (LGWLO)

Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the CPFS 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 CPFS Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Report to the CPFS 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 CPFS;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the Town of Bassendean ;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;
- Keep a log of activities conducted at the Welfare Centre;
- Carry out other duties as requested by the LWC.

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

Role

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

Functions

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

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

Source: [Local Recovery Guidelines](#)

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

ANNEX F: Hazards identified

Hazard	HMA	State Plans	Local Plan
Air Transport Emergencies	WA Police	Westplan Air Crash	Kiara Police response plans
Animal & Plant Biosecurity	DAFWA	Westplan Animal and Plant Biosecurity	
Earthquake	DFES	Westplan Earthquake	
Urban Fire	DFES	Westplan Fire	DFES/COMCEN Brigade alarms system
HAZMAT	DFES	Westplan HAZMAT	HEAT response capability
Human Epidemic	Dept. of Health	Westplan Human Epidemic	
Land Search	WA Police	Westplan Land Search	
Road Transport Emergency	WA Police	Westplan Road Crash	
Storm	DFES	Westplan Storm	Local SES Unit capabilit

ANNEX G: Vulnerable groups

Public and private Schools

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

Day Care Facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Wind in the Willows Bassendean Child Care	28-30 Wilson Street, Bassendean	9279 3773	36	Yes
Wind in the Willows Ashfield Child Care	2 Coulston Road, Ashfield	9279 2478	35	Yes
Sparx Child Care Centre	128 Ivanhoe Street, Eden Hill	9377 3233	60	Yes

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Organi-Kids CCC	1 James Street, Bassendean	9279 1025	36	Yes
Bassendean Child Care Centre	159 Guilford Road, Bassendean	9379 1410	55	Yes
A Step Ahead Childcare Centre	147 Water Road Bassendean	9279 7080	49	Yes

Aged care facilities

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

CaLD Community

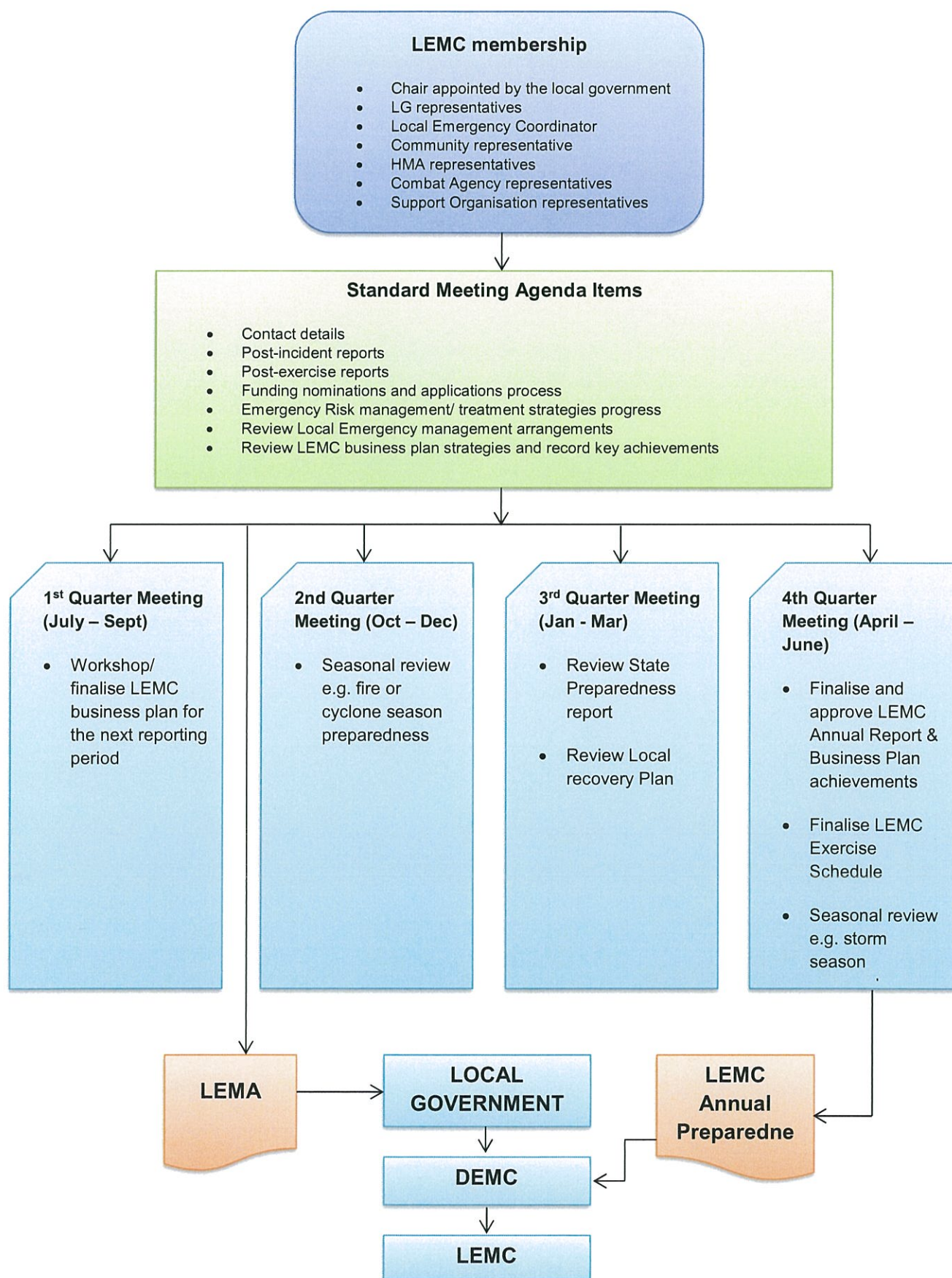
Bassendean is host a significant Maltese CaLD community. The Maltese Community Centre is located at 1 Holman Drive Bassendean. The Sri Lankan Consulate is located at 43 Old Perth Road, Bassendean.

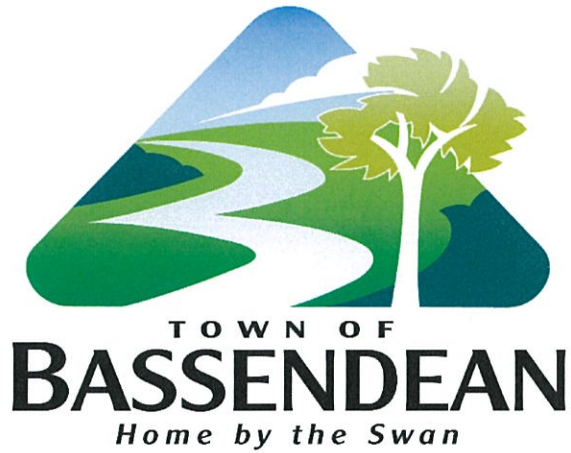
Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Maltese Community Centre	1 May Holman Drive, Bassendean	0447 004 406	Up to 120	Yes

ANNEX H: LEMC Member Agencies

Agency	Position / Title
Town of Bassendean	
Elected member	Committee Chair
Elected member	Committee Member
ToB Officer	Director Community Development (Secretariat)
ToB Officer	Director Operational Services
ToB Officer	Manager Asset Services
ToB Officer	Senior Ranger
ToB Officer	Senior Environmental Health Officer
DFES	
SES Unit Bassendean	Unit Manager
DFES Operations North Metro	District Officer Darling Range
WA Police	OIC Kiara Police Station (LEC & Deputy Chair)
Dept. Child Protection& Family Support	Senior District Emergency Services Officer
Office of Emergency Management	District Liaison Officer (South Metro)
St John of God Midland	Emergency Preparedness Officer

ANNEX I – Suggested LEMC meeting and business cycle





Contacts & Resources Register

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

This document is current as at: 27/02/2017

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Document Control



CONTROLLED DOCUMENT SP 501
CONTACTS & RESOURCES REGISTER

2	Original Document	Jan 2009	J Hein, ToB	Graeme Haggart
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Introduction

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

Resource Matrix

The resource matrix in a tabular form, identifying the Resource Agency and the Categories of Resource they manage. The Resource Categories are:

1. Sand, Materials & Earthmoving
2. Medical Services
 - a. Doctors, Chemists and Veterinarians
3. Plant & Machinery
4. Vehicle Repairs & Maintenance
5. Catering & Food Supplies
 - a. Includes Refrigeration
6. Road signs & Barriers
7. Transport and Fuel
8. Building & Engineering Services
 - a. Includes Scaffolding
9. Accommodation
 - a. Welfare Centres and Rental Accommodation
10. Chainsaws & Tree Felling

The Matrix is shown at Annex B

Resource Agency Contacts

The Resource Agency Address and Telephone Contact details are at Annex B. Additional Resource Contacts may be added and given the next Serial Number, then entered on the Matrix at Annex A, assigned to the appropriate Resource Category.

The Resource Agency Contacts are not provided in Alphabetical order. The Serial Number is the prime identifier.

Town of Bassendean

Funding for Emergencies

Simon Stewart-Dawkins	Director Operational Services	0417 996 570
Ken Cardy	Manager Asset Services	0491 914 923

Critical Contact Points

E-mail Contacts		
Details	Purpose	Recovery Option
mail@bassendean	Main Town Contact	1. Initially set up an appropriate 'out of office' – with alternative contact arrangements (if available) 2. Reinstall at Ashfield.
sds@bassendean	Main e-mail contact for Seniors & Disability Services	Forward to mail@bassendean

Landline Contacts		
Details	Purpose	Recovery Option
08 9377 8000	Main Town Contact	3. Options 4. Initially divert to message bank with an appropriate message (If outage > 4 hours). 5. Transfer to Rangers Line 08 9377 7480 6. Contact a Call Centre to take over functionality until a suitable town service can be restored.
08 9279 3773	Children's Services – Wilson St	Divert to 08 9377 8000
08 9279 2478	Children's Services – Ashfield	Divert to 08 9377 8000
08 9279 6588	Seniors & Disability Services	Divert to 08 9377 8000
08 9377 9000	Main Depot Contact	Divert to 08 9377 8000
08 9377 8005	Development Services	Divert to 08 9377 8000
08 9377 7480	Rangers Direct Line (NB: Separate Line – analogue – will still work with no power)	Divert to 08 9377 8000
08 9279 2966	Main Library Contact	7. Divert to 08 9377 8010 (Managers Direct Line) - if Building still available. 8. Divert to 08 9377 8000 if building loss

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

Annex A – LEMC Members and Contact Details

Name	Agency	Position	Telephone	After Hours	Email
Cr. Gerry Pule	Town of Bassendean	LEMC Chair	9377 8000	0438 241 717	crpule@bassendean.wa.gov.au
Cr. John Gangell	Town of Bassendean	LEMC Deputy Chair	9377 8000	0403 726 607	crgangell@bassendean.wa.gov.au
Cr. Bob Brown	Town of Bassendean	Councillor		0448 160 000	crbrown@bassendean.wa.gov.au
Graeme Haggart	Town of Bassendean	LEMC EXO	9377 8016	0408 069 226	ghaggart@bassendean.wa.gov.au
Simon Stewart-Dawkins	Town of Bassendean	Director Operational Services	9377 8002	0417 996 570	
Ken Cardy	Town of Bassendean	Manager Asset Services	9377 9012	0491 914 923	kcardy@bassendean.wa.gov.au
Mark Bettridge	Town of Bassendean	A/Senior Ranger	9377 8064	0419 955 254	mbettridge@bassendean.wa.gov.au
Maria Fatouros	Town of Bassendean	Snr Environmental Health Officer	9377 8009	0418 954 414	mfatouros@bassendean.wa.gov.au
Plus others – WAPOL; DFES + SES; CPFS; St John Hospital; OEM					
Name	Agency	Position	Telephone	After Hours	Email
Cr. Gerry Pule	Town of Bassendean	LEMC Chair	9377 8000	0438 241 717	crpule@bassendean.wa.gov.au
Cr. John Gangell	Town of Bassendean	LEMC Deputy Chair	9377 8000	0403 726 607	crgangell@bassendean.wa.gov.au
Cr. Bob Brown	Town of Bassendean	Councillor		0448 160 000	crbrown@bassendean.wa.gov.au
Graeme Haggart	Town of Bassendean	LEMC EXO	9377 8016	0408 069 226	ghaggart@bassendean.wa.gov.au

Simon Stewart-Dawkins	Town of Bassendean	Director of Operational Services	9377 8002	0417 570	996	
Ken Cardy	Town of Bassendean	Manager of Asset Services	9377 9012	0491 923	914	kcardy@bassendean.wa.gov.au
Mark Bettridge	Town of Bassendean	A/Senior Ranger	9377 8064	0419 254	955	mbettridge@bassendean.wa.gov.au
Name	Agency	Position	Telephone	After Hours	Email	
Maria Fatouros	Town of Bassendean	Snr Environmental Health Officer	9377 8009	0418 414	954	mfatouros@bassendean.wa.gov.au

Annex B – Resource Matrix – Local Government Equipment

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

RESOURCE CATEGORY	RESOURCE AGENCY		SAND, MATERIALS & EARTHMOVING	MEDICAL SERVICES	PLANT & MACHINERY	VEHICLE REPAIRS & MAINTENANCE	CATERING & FOOD SUPPLIES	ROAD SIGNS & BARRIERS	TRANSPORT & FUEL	BUILDING & ENGINEERING	ACCOMMODATION	CHAINSAWS & TREE FELLING
	SERIAL	RESOURCE AGENCY										
	1	Town of Bassendean	X	X	X			X	X		X	X
	2	N & E Region Recovery Group	X	X	X			X	X		X	X
	3	Aim Dental 1 Old Perth Road		X								
	4	Ashfield Community Centre 2 Colstoun Road									X	
	5	Ashfield IGA 3 Colstoun Road					X					
	6	Automotive Spares and Services Pty Ltd 151 - 153 Guildford Road				X						
	7	Bassendean Catering Service Bassendean Community Centre					X					
	8	Bassendean Dental Clinic 41 Old Perth Road		X								
	9	Bassendean Pharmacy 1 Old Perth Road		X								
	10	Beaumonde Catering Unit 1, 129 Broadway, Bassendean					X					
	11	Boral Formwork & Scaffolding 11 Jackson Street								X		
	12	Chappelly Autos 68 Old Perth Road							X			
	13	Danish Patisserie 5 Dyer Road					X					
	14	Floveyor Pty Limited 6 Alice Street								X		
	15	GCS Hire			X							

RESOURCE CATEGORY	RESOURCE AGENCY	SAND, MATERIALS & EARTHMOVING	MEDICAL SERVICES	PLANT & MACHINERY	VEHICLE REPAIRS & MAINTENANCE	CATERING & FOOD SUPPLIES	ROAD SIGNS & BARRIERS	TRANSPORT & FUEL	BUILDING & ENGINEERING	ACCOMMODATION	CHAINSAWS & TREE FELLING
		25b Jackson Street, Bassendean 6054									
		16 Hydraulic Hoist & Winch Sales Unit 1, 12 Alice Street, Bassendean			X						
		17 John Holland Propriety Ltd 317 Collier Road							X		
		18 Mechanical & Automotive Service Centre Unit 2, 335 Collier Road			X						
		19 Pump & Valve Engineering 29 Hanwell Way		X					X		
		20 TL Engineering Pty Ltd 300 Collier Road, Bayswater		X	X						
		21 Verriers Engineering Services P/L 5 Fairford Street							X		
		22 Wind in the Willows Child Care Centre 28 Wilson Street								X	

Annex C – Resource Agency Contact Details

Serial	RESOURCE AGENCY	Contact Times	Contact Numbers
1	Town of Bassendean	24/7	Ph: 9337 8000
2	N & E Region Recovery Group	24/7	See Contact Details
3	Aim Dental 1 Old Perth Road, Bassendean 6054 Contact: Marisa Tuffili auno@iinet.net.au	Mon-Fri 8.30am-5pm Sat 8.30am- 12.30pm	Ph: 9279 7956 Fax 9279 7253
4	Ashfield Community Centre 2 Colstoun Road, Ashfield 6054 Contact: Manager Seniors & Disability Services mail@bassendean.wa.gov.au	24/7 0417 955 939	Ph: 9279 6588
5	Ashfield IGA 3 Colstoun Road, Ashfield 6054 Contact: John Quaglia iga.ashfield@iinet.net.au	7 days 8am – 7pm	Ph: 9279 7424 Fax: 9377 3436
6	Automotive Spares and Services Pty Ltd 151-153 Guildford Road, Bassendean 6054 Contact: Terry Coleman automotivespares@yahoo.com	8am – 6pm Mon-Fri	Ph: 9378 1037 Fax: 9377 0282
7	Bassendean Catering Service Bassendean Community Centre 50 Old Perth Rd, Bassendean 6054	Mon-Fri 8.30am– 1.00pm	9279 2609
8	Bassendean Dental Clinic 41 Old Perth Road, Bassendean 6054 Contact: Alia Saint	Mon – Fri 8.30am-5pm	Ph: 9279 1250 Fax: 9279 3949
9	Bassendean Pharmacy 1 Old Perth Road, Bassendean 6054 Contact: Tracey Meumann Bassendean.pharmacy@iinet.com.au	Mon-Fri 8.30am – 6.15pm	Ph: 9279 2495 Fax: 9279 1277
10	Beaumonde Catering Unit 1, 129 Boradway, Bassendean 6054 Contact: Mark Dimmitt mdimmitt@beaumontecatering.com.au	24/7	Ph: 9377 2947 Fax: 9377 2948
11	Boral Formwork & Scaffolding 11 Jackson Street, Bassendean 6054 Contact: Jenni McAdam jennifer.mcadam@boral.com.au	Mon – Fri 7am – 3.30pm	Ph: 9373 7200 Fax: 9379 3455
12	Chappelly Autos 68 Old Perth Road, Bassendean 6054 Contact: Felix Kelly	Mon-Fri 8am-6pm Sat 8am-1pm	Ph: 9279 5566 Fax: 6278 2044
13	Danish Patisserie 5 Dyer Road, Bassendean 6054 Contact: Ben Allen ben@danpat.com.au	24/7 0419 046 226	Ph: 9376 9376 Fax: 9377 3744

14	Floveyor Pty Limited 6 Alice Street, Bassendean 6054 Contact: John Herzfeld Joh.h@floveyor.com	Mon-Fri 9am – 5pm	Ph: 9378 3333 Fax: 9378 3839
15	GCS Hire 25b Jackson Street, Bassendean 6054 Contact: Jamie Stamp Jamie.stamp@gcs-group.com.au	Mon-Fri 7am – 5pm Sat 7.30am-12noon	Ph: 9309 6177 Fax: 9309 6188
16	Hydraulic Hoist & Winch Sales Unit 1, 12 Alice Street, Bassendean 6054		9377 2211
17	John Holland Propriety Ltd 317 Collier Road, Bassendean 6054	Mon-Fri 8am – 5pm	Ph: 9379 6300 Fax: 9379 6318
18	Mechanical & Automotive Service Centre Unit 2, 335 Collier Road, Bassendean 6054 Contact: Tony Prospero mascgroup@westnet.com.au	Mon-Sun 7.30am-10pm	0403 534 924 Fax: 9379 0245
19	Pump & Valve Engineering 29 Hanwell Way, Bassendean 6054 Contact: Alan Mills	Mon – Fri 7am – 3.30pm	Ph: 9377 2077 Fax: 9377 1565
20	TL Engineering Pty Ltd 300 Collier Road, Bayswater 6053 Contact: Renato Bova rbova@tleng.com.au	Mon-Fri 8am – 5pm	Ph: 9279 5466 Fax: 9279 8161
21	Verriers Engineering Services P/L 5 Fairford Street, Bassendean 6054 Contact: Craig Verrier verrieng@iinet.net.au	Mon-Fri 7.30am- 4.30pm	Ph: 9279 9311 Fax: 9377 1895
22	Wind in the Willows Child Care Centre 28 Wilson Street, Bassendean 6054 Contact: Manager Children's Services mail@bassendean.wa.gov.au	24/7 0417 911 214	Ph: 9279 2329

Annex D - Agency Contacts

Police

Kiara Police Station	Station 9376 3000 Emergency 000 131 444 non-emergency	OIC 0414 461 726
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DFES

Perth North Metro	9478 8300	District Officer Darling Range 0427 199 381
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Main Roads WA

24hr customer service	138138	
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CPFS

Snr District Emergency Service Officer	0427 429 042	
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Water Corporation

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

Emergency Line	13 13 51	
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Dept. Agriculture & Food WA

Animal Disease Emergency	1800 675 888	
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ATTACHMENT NO. 2

Chair Executive Officer

BLEMC ATTACHMENT

Troy Cooper Merveen Cross

Superintendent OEM DEMA

Western Australia Police, 20 Southport Street | West Leederville | WA 6007

Central Metropolitan District Office, Tel | 9482 1714 | Mob | 0427 996676

2 Fitzgerald Street Perth WA 6000 Email: Merveen.cross@semc.wa.gov.au

Tel | 9422 7328 | Email kim.massam@police.wa.gov.au

MINUTES

For the meeting held on 2 December 2016

City of Bayswater, 61 Broun Avenue Morley WA

ITEM 1 Record of Attendance

Kim Massam WA Police (Chair)
Merveen Cross SEMC
Eric Graham City of Bayswater
Ryan Hamblion CPFS
Natalie Martin Goode Shire of Kalamunda
Rob Towers Department Parks & Wildlife
Stenton City of Swan
Chris Bates Dept of Defence
Carbonell WA Health
Grant Jackson Department Ag & Food WA
Peter Jones Acting Superintendent DFES

Adrian Dyson Shire of Mundaring
Brian McChesney Dept Housing Heath
Steve Hall St John Ambulance
Mark Goodlet Town of Mosman Park David
Joanne Bennett CPFS
Jane Hannaford City of Perth

Apologies

Graeme Haggart Town of Bassendean
Steve McCarthy Water Corporation
Alf Fordham Water Corporation
Jon Broomhall DFES
Rebecca Moore City of Perth
Konrad Seidl City of Perth
Darryl Trease City of Swan
Gareth Lock Western Power
Robert Beaulehole DER
Leigh Richardson Public Transport Authority

Bradley Reynolds Dept Parks & Wildlife
Matt Verney Dept Transport
Brian Ballard Main Roads
Paul O'Neill Main Roads
John Broomhall DFES
Brian Ballard Main Roads
Shane Lehmann Western Power
Greg Pickles Dept Agriculture & Food
Glenn Fuller Public Transport Authority

Visitors

Richard Pieper – SEMC

ITEM 2 MEETING OPENING AND APOLOGIES

ITEM 3 CONFIRMATION MINUTES

The minutes of the Central Metropolitan District Emergency Management committee held on 6 October 2016 confirmed as a true and accurate record.

Moved: Mark Goodlet **Seconded:** Adrian Dyson

ITEM 4 Correspondence

4.1 Inwards:

4.1.1 Bulletin – Strategic Control Priorities for the Hazard of Fire – Oct 2016

4.1.2 Change in membership Brian Ballard will be representative for Main Roads WA

4.1 Outwards:

Nil

ITEM 5 Standing items (to be considered at each meeting)

5.1 Update of DEMC Contacts

Contact list was circulated for updating

ITEM 6 DEMC Business/Presentations

6.1 Grant Jackson Manager

Quarantine Technical Support Biosecurity & Regulation

DAFWA's Roles and Responsibilities as a HMA

Plant Biosecurity Emergency Response

6.2 Richard Pieper

SEMC 2016 Preparedness Report

ITEM 7 Local Emergency Management Committee Reports

LEMC Members to advise of any issues that may have an impact on Emergency Management within the District from their agency's perspective.

7.1 City of Bayswater

No LEMC meetings conducted since last DEMC meeting.

LEMC is currently addressing the following key issues;

1. Review and update of the "Local Recovery Plan" - expected to be tabled at the next LEMC meeting. (March 2017)
2. Recommendation to update "Positions Descriptions" (PD's) of all positions that include an emergency management role and/or responsibility.
3. Review and update of the "Local Welfare & Evacuation Plan" - expected in first half of 2017.

4. Preliminary assessment of the City's 5 priority hazards in preparation of the Local Rollout of the State Risk Project.

Joint Recovery Management Exercise to be conducted (5 April 2017) between City of Bayswater and Town of Bassendean. Learning outcomes to be determined by Exercise Working Group.

7.3 Shire of Kalamunda

The shire is providing training for their executives in emergency management.

7.4 City of Perth

Local Emergency Management Arrangements are almost complete. These includes:

- EM Strategy
- EM Plan
- Local Recovery Plan

The Gap Analysis is also almost finished. This will provide a good basis for the LEMC work plan for 2017.

Welfare Centre Training was conducted with CPFS at WACA 13/12/16.

Participation by city personnel in DFES's exercise at His Majesty's Theatre.

The city is starting work on the City's hazards and risk statements and will be discussed at the January LEMC.

7.5 City of Swan

The LEMC received a briefing from St John of God Hospital on its Midland Campuses Emergency Preparedness; the hospital has now been operational for just over 12 months and has engaged strongly with the LEMC.

The Red Cross are working with the City of Swan to deliver the 'Pillow Case Program' which is targeted at 8-12 year olds; the focus is in the rural areas of the City. Red Cross are also looking at how they can deliver their RediPlan program in the City.

The City is working on a sub-plan for animal management and is also reviewing its plans related to traffic management.

The City's fire hazard reduction property inspections are well underway and will continue throughout summer. The City has also undertaken significant fuel reduction works on the land it manages, including the installation of fire breaks and slashing and pruning, to ensure its properties remain bushfire ready. Inspections across the City to date have resulted in:

- 4035 properties being deemed compliant
- 13 education letters regarding Building Protection Zones being issued.

357 caution letters (abatement notices) requesting property owners undertake hazard reduction works being issued.

The City is working with DFES and the WA Police arson squad who were involved in a volume of arson incidents already this summer a range of measures to reduce arson and identify arsonists will be continuing through the fire season.

Rural Urban Interface (RUI) Drill Exercise – 22 October 2016 involving 40-50 properties in Brigadoon. The exercise will include a fictitious IMT.

Local Recovery Planning Committee on 3 November 2016 the meeting will focus on recovery activation activities. Confirmation of local government roles and responsibility in recovery and the continuation of recovery committee activation and initial meeting scenarios.

A Desk Top Exercise will be conducted in April 2017 with all LEMC members focusing on continuation of recovery committee activation and initial meeting scenario.

A storm exercise with DFES SES, the City and member agencies in April 2017 – to be confirmed.

7.6 Western Central

Mr Goodlet CEO of Town of Mosman Park who is the current Chair of the Western Central LEMC will discuss with committee members at the next Western Central LEMC for another local government to take on the responsibility of Chair of the Western Central LEMC.

ITEM 8 Agency Reports

Agencies to advise of any issues that may have an impact on Emergency Management within the District from their agency's perspective.

8.1 Department of Fire & Emergency Services

Discussed their participation in the City of Perth.

8.2 Department for Child Protection and Family Support

Reminder to HMA's and LGA's to inform us early on when an activation of CPFS 'may' be needed. By doing this it gives our department time to plan and respond quickly and effectively when you do actually make the decision to evacuate residents. CPFS were not contacted for a recent fire at the Warwick Open space which had the potential for large scale evacuations.

Senior District Emergency Service Officers have been or will be sending out requests for updates to key stakeholders contact details; please respond in a timely fashion so the Local Welfare Plans for this region can be amended and distributed - Following recent exercises/training some of the details were found to be incorrect and with predictions for the forthcoming season expecting to be a hive of activity - members are asked to review contact details and information/contacts for services including new and or deleted services.

Ongoing - CPFS Evacuation Centre/Emergency Welfare Centre Management Training Opportunities are being planned – we generally look at the local governments to host at one of their nominated "Evacuation Centres"

CPFS Emergency Services have engaged a Project Officer to look at State Evacuation Centres List and go out set up or and renew the Agreements – Meetings have been held with Sport & Recreation (Ern Halliday); Royal Agricultural Showgrounds and Venues West who coordinate a number of large arena's/sporting grounds/facilities including the HBF Joondalup Arena. SDESO together with LGA's will progress reviewing both local and state level evacuation centres.

SDESO (Jo-Anne Bennett) completed a sample draft Letter of Agreement for City of Perth to utilise when considering private facilities as Evacuation Centres as they do not have appropriate facilities for their community – this letter of Agreement has been used as the basis of the State Level Agreement.

SDESO (Jo-Anne Bennett) has provided presentations to Hospitals/Health Social Workers on CPFS Emergency Management role QE2 26/10

Waroona/Yarloop/Harvey Recovery Response – is going well – CPFS provide one on one case management to those affected (at this stage until the end of Jan 2017), referrals and support. Some people are only just presenting to CPFS seeking assistance - residents continue to face daily challenges – the recent DPAW burn offs are causing some residents and their children angst. The anniversary date is fast approaching and this may cause some further issues. There have been 726 claims for Emergency Assistance (Cat 1/2) and 63 claims for Replacement of Essential Items (Cat 3/4).

8.3 Department of Health

Discussions on the St John of God Hospital incident in Mount Lawley raised some areas of improvement. St John Ambulance did majority of the work. Communication was very poor. There was little planning by the hospital on where to once the clients were outside – relocation/transportation etc. There was no ISG or OASG activated. Seventy seven clients were evacuated. The local government was not advised of the incident (City of Bayswater).

8.4 Department of Parks and Wildlife

Planning for the season. The department has five ms interagency preformed teams with DFES. The department represents the Swan River Trust who had nil to report.

8.5 Water Corporation

The corporation has been very busy with DFES. Working on their assets in the Mundaring area to be ready for the season. The corporation reinforced "call early" "call fast".

8.6 St John Ambulance

A debrief was conducted in relation to the St John Hospital incident in Mount Lawley. Discussion on the recent Melbourne incident and their challenges and relating them to the challenges Western Australia would need to overcome.

8.7 Department of Agriculture and Food WA

The Department of Agriculture and Food Western Australia (DAFWA) is the Hazard Management Agency for animal and plant biosecurity. Recent response activities;

Cucumber green mottle mosaic virus (CGMMV)

- A category 1 DAFWA incident was declared on 24 August 2016 following the detection of CGMMV in a commercial cucumber crop at Geraldton.
- Cucumber Green Mottle Mosaic Virus (CGMMV) has now been detected in Kununurra, Carnarvon, Geraldton and Perth.
- CGMMV infects cucurbit crops - including watermelon, cucumber, melons, zucchini, pumpkin, squash, bitter melon, and bottle gourd.
- CGMMV can cause substantial crop losses.
- There are no public health implications associated with eating infected vegetables.
- DAFWA is undertaking further surveillance and providing advice to producers to limit the spread of the virus and/or manage the impact.

Further information is available at <https://www.agric.wa.gov.au/cgmmv>

Australian Plague Locust (APL)

- A category 1 DAFWA incident was declared on 24 August 2016.
- Autumn surveys completed by DAFWA indicated moderate density hatchings, with some locust bands and loose swarms to form, in parts of Ravensthorpe, Jerramungup, Gnowangerup, Lake Grace, Kulin, Yilgarn, Westonia, Mukinbudin and Nungarin shires.
- Ongoing survey work has indicated that the number of APL are likely to be less significant than initially anticipated and this response is likely to be closed in the near future.
- Further information is available at <https://www.agric.wa.gov.au/invasive-species/biosecurity-alert-australian-plague-locust>
- DAFWA has finalised its response activities in respect of;

Russian wheat aphid (RWA) preparation following detection in the Eastern States

Further information is available at <https://www.agric.wa.gov.au/barley/biosecurity-alert-russian-wheat-aphid>

Green snails

Further information on green snail is available at <https://www.agric.wa.gov.au/plant-biosecurity/green-snail-declared-pest>

None of the above activities have warranted the establishment of incident support groups (ISGs)

TRAINING

DAFWA has an on-going training and development program for DAFWA and Department of Fisheries Staff. Officers are being trained in certified emergency management qualifications to meet the nationally agreed training framework related specifically to a biosecurity response.

ITEM 9 General Business

Nil

ITEM 10 Confirmation of Next meeting and meeting schedule.

ITEM 11 Meeting Closed: 1145Hours

ATTACHMENT NO. 3



Local Government Emergency Management Advisory Group

Minutes

Meeting No. 2 – Tuesday 4 April 2017

Venue

WALGA

Wattle meeting Room
170 Railway Parade West Leederville

12:30pm – 3:00pm (lunch provided 12.30 – 1:00)

Meeting commences at 1:00pm – 3:00pm

Attendees:

- John Lane, WALGA (Chair)
- Melissa Pexton - WALGA
- Louise Cockroft, WALGA
- Brendan Wilson City of Greater Geraldton – DIAL IN
- Chris Widmer, City of Bunbury – DIAL IN
- Tania Rose, City Of Bunbury – DIAL IN
- Adrian Dyson, Shire of Mundaring
- Bob Phipps, City of Stirling
- Konrad Seidl, City of Perth
- Michael Duckett Central Western LEMC
- Myra Giardini, City of Mandurah
- Shirley Elliott – City of Canning
- Resmie Greer, City of Wanneroo

WELCOME

John opened meeting welcoming Chris Widmer, Tania Rose from City of Bunbury and Brendan Wilson from City of Greater Geraldton who joined via GOTOMEETING.

APOLOGIES

Michael Emery, City of Cockburn
Cr Chris Mitchell, Shire of Broome
Graeme Haggart, Town of Bassendean

CONFIRMATION OF MINUTES

Michael Duckett confirmed previous minutes.



ACTION ITEMS

ITEM 3-9-15 WALGA ESL Review and Discussion Paper completed – remove item.

ITEM 1-12-16 LG Risk Vision Data will be stored on WALGA server in a Secure and Stealth environment – remove item.

ITEM 2-12-16 WALGA ESL Consultant report still to be finalised and circulated – item to stay.

ITEM 3-12-16 LGEMAG ToR will be sent in next few weeks – item to stay.

ITEM 3-12-16 LGEMAG catchment boundaries and representative review to be looked at in line with Districts and Terms of Reference – item to stay.

AGENDA Items

5. Melissa addressed the ESL Review Update

(Links for all the ESL submissions made to the ERA including WALGAs to be circulated)

Melissa thanks all for taking part in the ESL Review and Ferguson recommendations.

115 LG's responded to survey as see above attachment

Overall view is more transparency is needed within DFES for accountability and dispersion of Fund.

Community Alert Sirens

OEM has circulated a discussion paper and guide for Community Alert Sirens and is seeking feedback from Local Governments. WALGA happy to collate feedback

Melissa left meeting due to prior commitments at 1.16pm.

6. WANNDRA Day Labour Update

WALGA would like to run a trial based on Day Labour, OEM has formed a group, waiting on the Minister – Steve Joske is an advocate

4. Konrad gave an overview and presentation of Skyworks Event Planning.

7. Top Ten List Current Issues

Number 1:- Keep a watching brief.

Number 2:- DEMCs - Ongoing.

Number 3:- Insurance Issues has been stalled John put together discussion paper which is now sitting in Governance on hold.

A few councils have reserve funds. Proportional Fee setup if all contributed \$1.2 mil collected.

Number 4:- WANDRRA Council and Day Labour.

Number 5:- UCL & MR still waiting on info from DFES

Number 6:- State EM Portal

OEM Emergency Management Portal should contain all LEMA that have been approved. This will provide a one source of information for HMAs during incidents.

Chris Widmer left meeting at 1.40pm

Around the Table

Resmie – Briefed over City of Wanneroo 5yr review LEMA. Asked if Fire Protection Officers are sent? Mentioned emergency preparedness for animals.

John – If Farmer responds he/she is covered by LG insurance

Adrian – COMSEC have list

Exercise planning team – BCP May Jan

Almost non-existent fire season



Induction of firefighters:- re-engagement medicals – LG volunteers on cusp re-employment – drug test police check, these should all be allowable costs under the Capital Grants funding.

Michael Duckett– Review of EM arrangements, 8 LG's Subiaco Nedlands etc.
WESROC EM coordinator submission put together as a .5 per fortnight position EM act (assist LG's meet) Rangers instead of

Konrad – External provider terms of MOU considered
City of Perth evacuated due to suspicious package found in vents at Council House.
Attended a in Sydney regarding Public Venue and Event Safety will share notes.

Myra – EM business conference new staff – Induction – Highlighted Intranet page and hard copies given
Myra would like a copy of Adrian's Business Continuation Plan (20 page plan by Michael Sparks LGIS)
Conducted an exercise with SES in new building re: backup power

Bob – Handed around a paper with links to Vulnerable Communities – Schools, Aged Care and Childcare, see attached.
WA Schools List on the internet is updated daily re: amount of students etc.

ACTIONS

Konrad to share notes on Public Venue and Event Safety conference attended in Sydney – see attached. Konrad will email me these at end of next week along with his PowerPoint presentation

ATTACHMENTS AND LINKS

ESL Submissions Link

<https://www.erawa.com.au/inquiries/industry-and-resources-inquiries/emergency-services-levy-review/public-submissions>

SEMC Key Discussion Areas Link

<https://www.oem.wa.gov.au/Documents/Publications/Communiqu%C3%A9s/2017/SEMCCo mmuniqueMarch2017.pdf>

PDF attached with links to Schools, Aged Care & Child care from Bob Phipps

MEETING CLOSED 2.39PM

ATTACHMENT 1: Current Issues

1	Emergency Risk Management Project	Watching brief
2	District Emergency Management Committees – needs review.	Ongoing
3	Insurance issues – establishment of reserve funds	On hold pending ESL/WANDRRA
4	WANDRRA and associated problems	Ongoing
5	UCL and MR Lands for mitigation including local Government get something happening re mitigation by state agencies DPAW and DFES. Report on percentages of mitigation works done by agency under the MoU.	Ongoing
6	State EM portal WALGA to work with OEM to ensure all LEMA that have been approved and noted by SEMC are listed on the portal.	Ongoing development

ATTACHMENT 2: Consolidated Action List

Action Item	Detail	Owner/s	Due date	Outcomes
02-12-16	WALGA ESL Consultant report Melissa to circulate	M Pexton	March 2017	Ongoing still to be finalised
03-12-16	LGEMAG ToR Review	J Lane	Early 2017	Outstanding
03-12-16	LGEMAG catchment boundaries and representative review to be looked at in line with Districts and Terms of Reference	J Lane	March 2017	Outstanding