

ATTACHMENT NO. 10



Budget Review

FOR THE PERIOD ENDED

30 June 2018

TOWN OF BASSENDEAN

2017/2018 BUDGET REVIEW

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**TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
2017/2018 BUDGET REVIEW**

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
			\$	\$	\$	%
Opening Funding Surplus(Deficit)	3	2,531,579	2,184,379	2,184,379	2,184,379	0.00%
Revenue from operating activities						
Governance		30,000	31,000	20,000	12,702	(36.49%)
General Purpose Funding - Rates	8	12,935,762	12,911,262	12,875,762	12,890,087	0.11%
General Purpose Funding - Other		900,491	861,888	489,231	523,153	6.93%
Law, Order and Public Safety		131,500	131,500	113,600	89,387	(21.31%)
Health		2,657,320	2,674,170	2,657,070	2,671,743	0.55%
Education and Welfare		4,653,710	4,783,364	3,000,705	3,270,250	8.98%
Community Amenities		136,500	105,000	79,713	64,580	(18.98%)
Recreation and Culture		317,650	440,650	205,760	231,669	12.59%
Transport		131,315	87,094	130,565	49,015	(62.46%)
Economic Services		131,176	100,976	75,936	41,555	(45.28%)
Other Property and Services		198,900	158,900	179,600	67,350	(62.50%)
		22,224,324	22,285,804	19,827,942	19,911,491	0.42%
Expenditure from operating activities						
Governance		(932,446)	(1,020,446)	(695,527)	(785,729)	(12.97%)
General Purpose Funding		(850,094)	(850,094)	(503,342)	(474,666)	5.70%
Law, Order and Public Safety		(693,558)	(694,128)	(416,760)	(327,813)	21.34%
Health		(3,225,954)	(3,102,554)	(2,013,128)	(1,725,822)	14.27%
Education and Welfare		(5,099,480)	(5,098,217)	(3,060,815)	(2,938,592)	3.99%
Community Amenities		(1,451,670)	(1,346,170)	(648,971)	(620,343)	4.41%
Recreation and Culture		(6,615,908)	(6,674,584)	(4,029,789)	(3,272,605)	18.79%
Transport		(5,619,401)	(5,609,853)	(3,337,094)	(3,146,437)	5.71%
Economic Services		(565,288)	(555,338)	(324,000)	(252,930)	21.94%
Other Property and Services		(108,689)	(109,021)	(91,284)	(116,229)	(27.33%)
		(25,162,489)	(25,060,406)	(15,120,711)	(13,661,165)	9.65%
Operating activities excluded from budget						
Add back Depreciation		3,266,812	3,266,812	1,905,435	1,932,551	1.42%
Adjust (Profit)/Loss on Asset Disposal	10	18,023	18,023	-	12,322	
Movement in Leave Reserve		24,000	24,000	24,000	6,279	(73.84%)
Amount attributable to operating activities		370,670	534,234	6,636,666	8,201,478	
Investing Activities						
Non-operating Grants, Subsidies and Contributions						
Proceeds from Disposal of Assets	10	1,478,462	1,470,398	999,641	275,143	(72.48%)
Land and Buildings	8	(1,198,500)	(1,084,250)	(904,336)	(292,679)	(67.64%)
Infrastructure Assets - Roads	8	(902,542)	(902,542)	(902,542)	(55,752)	(93.82%)
Infrastructure Assets - Footpaths	8	(93,500)	(87,189)	(76,834)	(48,799)	(36.49%)
Infrastructure Assets - Other	8	(1,173,500)	(1,176,741)	(936,331)	(224,365)	(76.04%)
Infrastructure Assets - Drainage	8	(1,430,700)	(1,369,274)	(1,110,944)	(21,648)	(98.05%)
Plant and Equipment	8	(118,880)	(97,045)	(118,880)	(105,741)	(11.05%)
Furniture and Equipment	8	(181,682)	(200,740)	(181,682)	(82,194)	(54.76%)
Amount attributable to investing activities		(3,015,692)	(2,842,233)	(3,231,908)	(528,647)	
Financing Activities						
Self-Supporting Loan Principal		19,779	19,779	9,726	9,726	-
Transfer from Reserves	7	1,077,343	1,251,662	-	-	
Repayment of Debentures	4	(123,994)	(123,994)	(75,861)	(75,861)	-
Transfer to Reserves	7	(821,362)	(985,504)	(25,492)	(25,492)	-
Amount attributable to financing activities		151,766	161,943	(91,628)	(91,628)	
Closing Funding Surplus(Deficit)	3	38,324	38,324	5,497,509	9,765,582	

TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
2017/2018 BUDGET REVIEW

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
Opening Funding Surplus (Deficit)	3	2,531,579	2,184,379	2,184,379	2,184,379	0.00%
Revenue from operating activities						
Rates	2	12,935,762	12,911,262	12,875,762	12,890,087	0.11%
Operating Grants, Subsidies and Contributions		2,364,274	2,532,126	1,637,711	1,848,466	12.87%
Fees and Charges		5,838,490	5,788,040	4,568,517	4,515,083	(1.17%)
Interest Earnings		452,821	452,321	249,311	265,275	6.40%
Other Revenue		632,977	602,056	496,641	388,818	(21.71%)
Profit on Disposal of Assets		-	-	-	3,764	
		22,224,324	22,285,805	19,827,941	19,911,492	0.42%
Expenditure from operating activities						
Employee Costs		(11,383,091)	(11,473,832)	(6,671,001)	(6,459,773)	3.17%
Materials and Contracts		(8,304,553)	(8,113,055)	(5,061,363)	(3,838,874)	24.15%
Utility Charges		(711,844)	(707,544)	(415,132)	(401,656)	3.25%
Depreciation on Non-Current Assets		(3,266,812)	(3,266,812)	(1,905,435)	(1,932,551)	(1.42%)
Interest Expenses		(61,115)	(61,115)	(34,528)	(28,825)	16.52%
Insurance Expenses		(462,957)	(428,331)	(395,388)	(402,546)	(1.81%)
Other Expenditure		(954,094)	(991,693)	(637,864)	(580,855)	8.94%
Loss on Disposal of Assets		(18,023)	(18,023)	-	(16,086)	
		(25,162,489)	(25,060,406)	(15,120,711)	(13,661,165)	9.65%
Operating activities excluded from budget						
Add back Depreciation		3,266,812	3,266,812	1,905,435	1,932,551	1.42%
Adjust (Profit)/Loss on Asset Disposal	8	18,023	18,023	-	12,322	
Movement in Leave Reserve		24,000	24,000	24,000	6,279	(73.84%)
Amount attributable to operating activities		370,670	534,234	6,636,666	8,201,478	
Investing activities						
Grants, Subsidies and Contributions		1,478,462	1,470,398	999,641	275,143	(72.48%)
Proceeds from Disposal of Assets	10	605,150	605,150	-	27,387	
Land and Buildings	8	(1,198,500)	(1,084,250)	(904,336)	(292,679)	(67.64%)
Infrastructure Assets - Roads	8	(902,542)	(902,542)	(902,542)	(55,752)	(93.82%)
Infrastructure Assets - Footpaths	8	(93,500)	(87,189)	(76,834)	(48,799)	(36.49%)
Infrastructure Assets - Other	8	(1,173,500)	(1,176,741)	(936,331)	(224,365)	(76.04%)
Infrastructure Assets - Drainage	8	(1,430,700)	(1,369,274)	(1,110,944)	(21,648)	(98.05%)
Plant and Equipment	8	(118,880)	(97,045)	(118,880)	(105,741)	(11.05%)
Furniture and Equipment	8	(181,682)	(200,740)	(181,682)	(82,194)	(54.76%)
Amount attributable to investing activities		(3,015,692)	(2,842,233)	(3,231,908)	(528,647)	
Financing Activities						
Self-Supporting Loan Principal		19,779	19,779	9,726	9,726	0.00%
Transfer from Reserves	7	1,077,343	1,251,662	-	-	
Repayment of Debentures	4	(123,994)	(123,994)	(75,861)	(75,861)	0.00%
Transfer to Reserves	7	(821,362)	(985,504)	(25,492)	(25,492)	0.00%
Amount attributable to financing activities		151,766	161,943	(91,628)	(91,628)	
Closing Funding Surplus (Deficit)	3	38,324	38,324	5,497,509	9,765,582	

**TOWN OF BASSENDEAN
RATING INFORMATION
2017/2018 BUDGET REVIEW**

Note 1: Rating Information	Original Budget Rate Revenue	Revised Budget Rate Revenue	YTD Actual Rate Revenue
RATE TYPE	\$	\$	\$
GRV - Residential	11,329,482	11,329,482	11,330,584
Minimum Rate	-	-	-
Interim Rates	1,484,280	1,483,180	1,483,195
Back Rates	120,000	95,000	72,708
	2,000	3,600	3,600
Total	12,935,762	12,911,262	12,890,087

**TOWN OF BASSEDEAN
RESERVE FUNDS
2017/2018 BUDGET REVIEW**

Note 2: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Revised Budget Transfers In (+)	Revised Budget Transfers Out (-)	Revised Budget Closing Balance	Actual Transfers In (+)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$				\$	\$
Plant And Equipment Reserve	379,103	8,634	-	(29,000)	358,737	-	(6,000)	381,737	2,107	381,209
Community Facilities Reserve	37,139	14,512	-	-	51,651	-	-	51,651	206	37,345
Land And Buildings Infrastructure Reserve	1,843,265	41,982	550,000	(800,000)	1,635,247	550,000	(786,903)	1,648,344	10,242	1,853,508
Waste Management Reserve	288,744	11,815	100,000	-	400,559	100,000	-	400,559	1,604	290,348
Wind In The Willows Child Care Reserve	53,361	1,215	-	(40,000)	14,576	14,142	(39,124)	29,594	297	53,657
Aged Persons Reserve	470,210	10,709	-	-	480,919	-	-	480,919	2,613	472,822
Youth Development Reserve	27,529	627	-	-	28,156	-	-	28,156	153	27,682
Cultural Events Reserve	5,162	-	-	(5,162)	-	-	(5,162)	-	27	5,192
Self Insurance Reserve	8,199	-	-	(8,199)	-	-	(8,199)	-	46	8,244
Underground Power Reserve	79,452	1,810	-	-	81,262	-	-	81,262	441	79,894
Employee Entitlements Reserve	1,007,375	-	24,000	-	1,031,375	24,000	(90,000)	941,375	6,279	1,013,654
Roads And Drainage Infrastructure Reserve	114,111	2,599	-	-	116,710	-	-	116,710	634	114,745
Hacc Asset Replacement Reserve	151,861	3,459	-	(65,000)	90,320	-	(58,182)	97,138	844	152,705
Unspent Grants Reserve	335,803	-	50,000	(129,982)	255,821	200,000	(258,092)	277,711	-	335,803
	4,801,314	97,362	724,000	(1,077,343)	4,545,333	888,142	(1,251,662)	4,535,156	25,492	4,826,808

**TOWN OF BASSENDEAN
RESERVE FUNDS
2017/2018 BUDGET REVIEW**

	2017/18 Original Budget \$	2017/18 Revised Budget \$
Note 2 a: Cash Backed Reserves		
Plant & Equipment Reserve		
Opening Balance	379,103	379,103
Amount Set Aside / Transfer to Reserve	8,634	8,634
Amount Used / Transfer from Reserve	(29,000)	(6,000)
	358,737	381,737
Community Facilities Reserve		
Opening Balance	37,139	37,139
Amount Set Aside / Transfer to Reserve	14,512	14,512
Amount Used / Transfer from Reserve	-	-
	51,651	51,651
Waste Management Reserve		
Opening Balance	438,744	288,744
Amount Set Aside / Transfer to Reserve	111,815	111,815
Amount Used / Transfer from Reserve	-	-
	550,559	400,559
Wind in the Willows Reserve		
Opening Balance	103,362	53,362
Amount Set Aside / Transfer to Reserve	1,215	15,356
Amount Used / Transfer from Reserve	(40,000)	(39,124)
	64,577	29,594
Aged Persons Housing Reserve		
Opening Balance	470,209	470,209
Amount Set Aside / Transfer to Reserve	10,709	10,709
	480,918	480,918
Youth Development Reserve		
Opening Balance	27,529	27,529
Amount Set Aside / Transfer to Reserve	627	627
	28,156	28,156
Cultural Events Reserve		
Opening Balance	5,162	5,162
Amount Used / Transfer from Reserve	(5,162)	(5,162)
	-	-
Self Insurance Reserve		
Opening Balance	8,199	8,199
Amount Used / Transfer from Reserve	(8,199)	(8,199)
	-	-
Underground Power Reserve		
Opening Balance	79,453	79,453
Amount Set Aside / Transfer to Reserve	1,810	1,810
	81,263	81,263
Land and Buildings Infrastructure Reserve		
Opening Balance	1,843,265	1,843,265
Amount Set Aside / Transfer to Reserve	591,982	591,982
Amount Used / Transfer from Reserve	(800,000)	(786,903)
	1,635,247	1,648,344
Roads and Drainage Infrastructure		
Opening Balance	114,111	114,111
Amount Set Aside / Transfer to Reserve	2,599	2,599
	116,709	116,709
Employee Entitlement Reserve		
Opening Balance	1,007,375	1,007,375
Amount Set Aside / Transfer to Reserve	24,000	24,000
Amount Used / Transfer from Reserve	-	(90,000)
	1,031,375	941,375

TOWN OF BASSENDEAN
RESERVE FUNDS
2017/2018 BUDGET REVIEW

	2017/18 Original Budget \$	2017/18 Revised Budget \$
Note 2 a: Cash Backed Reserves		
HACC Asset Replacement Reserve		
Opening Balance	151,860	151,860
Amount Set Aside / Transfer to Reserve	3,459	3,459
Amount Used / Transfer from Reserve	(65,000)	(58,182)
	<u>90,318</u>	<u>97,136</u>
Unspent Grants & Contributions		
Opening Balance	251,875	335,803
Amount Set Aside / Transfer to Reserve	50,000	200,000
Amount Used / Transfer from Reserve	(129,982)	(258,092)
	<u>171,893</u>	<u>277,711</u>
	<u>4,661,403</u>	<u>4,535,154</u>

Summary of Transfers

Transfers to Reserves

Plant & Equipment Reserve	8,634	8,634
Community Facilities Reserve	14,512	14,512
Waste Management Reserve	111,815	111,815
Wind in the Willows Reserve	1,215	15,356
Aged Persons Housing Reserve	10,709	10,709
Youth Development Reserve	627	627
Underground Power Reserve	1,810	1,810
Land and Buildings Infrastructure Reserve	591,982	591,982
Roads and Drainage Infrastructure	2,599	2,599
Employee Entitlement Reserve	24,000	24,000
HACC Asset Replacement Reserve	3,459	3,459
Unspent Grants & Contributions	50,000	200,000
Rates Setting Budget	<u>821,362</u>	<u>985,503</u>

Transfers from Reserves

Plant & Equipment Reserve	(29,000)	(6,000)
Wind in the Willows Reserve	(40,000)	(39,124)
Cultural Events Reserve	(5,162)	(5,162)
Self Insurance Reserve	(8,199)	(8,199)
Land and Buildings Infrastructure Reserve	(800,000)	(786,903)
Employee Entitlement Reserve	-	(90,000)
HACC Asset Replacement Reserve	(65,000)	(58,182)
Unspent Grants & Contributions	(129,982)	(258,092)
Rates Setting Budget	<u>(1,077,343)</u>	<u>(1,251,662)</u>

Adjustment

Total Transfer to/(from) Reserves	<u>(255,981)</u>	<u>(266,159)</u>
Opening Balance	4,917,385	4,801,313
Transfers to Reserve	821,362	985,503
Transfer from Reserve	(1,077,343)	(1,251,662)
Closing Balance (as per Budget)	<u>4,661,403</u>	<u>4,535,154</u>

TOWN OF BASSENDEAN
CAPITAL WORKS PROGRAM
2017/2018 BUDGET REVIEW

Note 4: Capital Works Program

Assets	Account	Original Budget	Revised Budget	YTD Budget	Total YTD Actual	YTD Variance	Funding Source	Funding Amount
			\$	\$	\$	\$		
Summary of Capital Acquisitions								
Land and Buildings		1,198,500	1,084,250	904,336	292,679	(611,657)		
Plant and Equipment		118,880	97,045	118,880	105,741	(13,139)		
Furniture and Equipment		181,682	200,740	181,682	82,194	(99,488)		
Roadsworks		902,542	902,542	902,542	55,752	(846,790)		
Drainage		1,430,700	1,369,274	1,110,944	21,648	(1,089,296)		
Footpaths		93,500	87,189	76,834	48,799	(28,035)		
Parks, Gardens and Reserves		1,173,500	1,176,741	936,331	224,365	(711,966)		
Totals		5,099,304	4,917,781	4,231,549	831,178	(3,400,371)		
LAND								
LAND PURCHASE 97 KENNY ST(WIND UP TPS4A)	AL1701	5,000	5,000	5,000	-	(5,000)		
LAND PURCHASE 13 HATTON(WIND UP TPS4A)	AL1702	6,000	6,000	6,000	-	(6,000)		
	Land Total	11,000	11,000	11,000	-	(11,000)		
Buildings								
11 HAMILTON STREET, BASSENDEAN - REROOFING	AB1701	80,000	66,903	80,000	66,902	(13,098)	Reserves	80,000
COMMUNITY HALL BASSENDEAN - RENEWAL TO ALUMINIUM ENTRY DOORS	AB1702	20,000	20,215	20,000	18,378	(1,622)		
STAN MOSES PAVILLION, EDEN HILL - ENTRY DOORS	AB1703	15,000	14,838	15,000	13,489	(1,511)		
COMMUNITY FACILITY - REPLACE LIGHTING WITH LED LIGHTING (MLA COMMITMENT)	AB1705	15,000	14,554	15,000	14,554	(446)	Grant	15,000
DEPOT - UPGRADE WORKSHOP SWITCHBOARD	AB1706	7,000	4,854	7,000	4,854	(2,146)		
SENIOR CITIZENS HALL - UPGRADE OF AIR CONDITIONING SYSTEM (MLA COMMITMENT)	AB1708	15,000	11,600	15,000	11,600	(3,400)	Grant	15,000
BASSENDEAN BOWLING CLUB - ELECTRICAL REWIRE & REPLACE WITH LED LIGHTING	AB1709	18,000	22,000	18,000	22,000	4,000		
DUDLEY ROBINSON CENTRE (YOUTH SERVICES) - REPLACING AIR CONDITIONING SYSTEM	AB1710	16,000	15,600	16,000	15,600	(400)		
BOWLING CLUB BASSENDEAN - RENEW ENTRY DOORS TO BOWLING CLUB	AB1711	19,500	18,276	19,500	16,614	(2,886)		
DEPOT OFFICE - UPGRADE DATA CABLE EQUIPMENT	AB1713	6,000	6,000	6,000	-	(6,000)		
COMMUNITY HALL KITCHEN - REPLACE KITCHEN ROLLER SHUTTER WITH SMALLER & PRACTICAL	AB1714	5,000	5,000	5,000	-	(5,000)		
ASHFIELD COMMUNITY CENTRE - REPLACE CARPET WITH SUITABLE FLOORING MATERIAL	AB1715	20,000	18,575	20,000	18,575	(1,425)		
INSTALLATION OF EMERGENCY EVACUATION PA/INTERCOM SYSTEM - ADMINISTRATION OFF	AB1716	10,000	9,062	10,000	-	(10,000)		
ASHFIELD COMMUNITY CENTRE - UPGRADE TO LED LIGHTING	AB1717	20,000	19,739	20,000	19,739	(261)		
BILL WALKER STAND - UPGRADE OF MAIN ELECTRICAL SWITCH BOARD, SEWER PUMPS, OVAI	AB1718	25,000	23,685	25,000	23,685	(1,315)		
35 OLD PERTH ROAD - UPGRADE	AB1719	150,000	50,000	150,000	4,439	(145,561)		
WIND IN THE WILLOWS UPGRADES - BABIES AREA, CARPETS, PAINTING	AB1720	10,000	9,985	10,000	9,985	(15)	Reserves	10,000
48 OLD PERTH ROAD - UPGRADE OF COMMITTEE ROOM KITCHEN	AB1721	20,000	16,364	20,000	16,364	(3,636)		
WIW ASHFIELD BUILDING UPGRADE	AB1722	10,000	20,000	10,000	7,551	(2,449)	Reserves	10,000
YOUTH SERVICES FLOORING AND PAINTING	AB1723	11,000	11,000	6,417	5,600	(817)		
CONSTRUCTION OF NEW MENS SHED- SCADDAN STREET	AB1724	695,000	695,000	405,419	2,750	(402,669)	Reserves, Grant	R 170,000 G 500,000
	Buildings Total	1,187,500	1,073,250	893,336	292,679	(600,657)		

TOWN OF BASSENDEAN
CAPITAL WORKS PROGRAM
2017/2018 BUDGET REVIEW

Note 4: Capital Works Program

Assets	Account	Original Budget	Revised Budget	YTD Budget	Total YTD Actual	YTD Variance	Funding Source	Funding Amount
			\$	\$	\$	\$		
Furniture and Equipment								
IT CAFE UPGRADE - BASSENDEAN YOUTH CENTRE	AE1701	20,000	20,000	20,000	18,983	(1,017)	Grant	20,000
LIBRARY - ONE STOP SELF SERVICE CIRCULATION SERVICE UNIT	AE1702	7,000	7,000	7,000	-	(7,000)		
REPLACING RAINBIRD FLOW METERS AND CONTROLLERS FOR THE AUTOMATIC RETICULATIC	AE1703	15,000	14,760	15,000	14,760	(240)		
IT INFRASTRUCTURE UPGRADE (C/O FROM 2016-1 AE11601)	AE1704	50,000	50,000	50,000	-	(50,000)		
CCTV MARY CRESCENT	AE1705	44,841	49,824	44,841	13,201	(31,640)	Reserves	44,841
CCTV JUBILEE RESERVE	AE1706	44,841	49,823	44,841	35,249	(9,592)	Reserves	44,841
HACC NON RECURRENT FUNDING EXPENDITURE	AE1707	-	9,333	-	-	-	Reserves	9,333
Furniture and Equipment Total		181,682	200,740	181,682	82,194	(99,488)		
Plant and Equipment								
P1105 - POLMAC TRAILER (REC & CUL)	AF1701	3,100	2,740	3,100	2,745	(355)	Trade-In	350
P270 - POLMAC TRAILER	AF1702	1,800	1,340	1,800	1,339	(461)	Trade-In	200
PP7195 - KUBOTA RIDE ON MOWER	AF1703	23,000	-	23,000	42,100	19,100	Reserves	23,000
RYDE PROGRAM - NEW VEHICLE (MLA COMMITMENT)	AF1704	19,980	19,980	19,980	19,309	(671)	Grant	19,980
SECURITY SYSTEM UPGRADE DEPOT FENCE LINE	AF1705	25,000	25,000	25,000	3,260	(21,740)		
P151 - POLMAC FIBERGLASS B TRAILER	AF1707	2,500	1,890	2,500	1,890	(610)	Trade-In	500
PP7170 - COX RIDE-ON MOWER	AF1708	5,000	5,000	5,000	-	(5,000)	Trade-In	1,000
2 X METRO COUNT 5600 TRAFFIC COUNTERS	AF1709	6,000	10,433	6,000	10,433	4,433	Reserves	6,000
TRAILER FOR MARKET'S TRAFFIC MANAGEMENT SIGNS	AF1711	7,500	8,616	7,500	6,483	(1,017)		
VEHICLE UTE ASHFIELD HANDY MAN (SENIORS & DISABILITY SERVICES) REPLACES PLHM114	AF1712	25,000	18,182	25,000	18,182	(6,818)	Reserves	25,000
CCTV TRAILER UPGRADE (STRONGER COMMUNITIES GRANT)	AF1713	-	3,864	-	-	-	Grant	3,864
Plant and Equipment Total		118,880	97,045	118,880	105,741	(13,139)		
Infrastructure - Roads								
COLSTOUND - GUILDFORD RD TO HAIG ST RESURFACING	AR1701	85,000	85,000	85,000	42,462	(42,538)	Grant	48,406
COLSTOUND - HAIG ST TO MARGARET ST - MILL AND REPLACE	AR1702	46,000	46,000	46,000	10,290	(35,710)		
PALMERSTON ST - HAMILTON ST TO GUILDFORD RD RESURFACING	AR1703	180,000	180,000	180,000	466	(179,535)	Grant	119,929
SHACKLETON ST - GERALDINE ST TO WEST OF KENNY ST ROUNDABOUT - RESURFACING	AR1704	111,000	111,000	111,000	1,690	(109,310)	Grant	65,032
SHACKLETON ST - GUILDFORD RD TO GERALDINE ST RESURFACING	AR1705	97,350	97,350	97,350	845	(96,505)	Grant	64,896
SHACKLETON ST - MEDIUM TRAFFIC ISLAND REPLACEMENT	AR1706	30,000	30,000	30,000	-	(30,000)		
WEST ROAD - UPGRADE TRAFFIC CALMING DEVICES & PARKING IMPROVEMENT	AR1707	90,000	90,000	90,000	-	(90,000)	Grant	90,000
WEST ROAD - OLD PERTH ROAD TO GUILDFORD ROAD - RESURFACING	AR1708	122,192	122,192	122,192	-	(122,192)	Grant	81,461
WEST RO/OLD PERTH RD ROUNDABOUT - RESURFACING	AR1709	76,000	76,000	76,000	-	(76,000)	Grant	21,738
SCADDAN STREET - PUBLIC CAR PARK RECONSTRUCTION AND RESURFACING	AR1710	65,000	65,000	65,000	-	(65,000)		
Roads Total		902,542	902,542	902,542	55,752	(846,790)		
Infrastructure - Footpaths								
CONCRETE APRON REMOVAL - POINT RESERVE LEADING TO 33 NORTH RD	AT1702	4,500	4,500	4,500	-	(4,500)		
WALTER ROAD EAST (#63) - IDA STREET TO MARION STREET - FOOTPATH UPGRADE	AT1703	21,000	20,738	21,000	17,784	(3,216)		
WALTER ROAD EAST (#419) - TO IVANHOE STREET - FOOTPATH UPGRADE	AT1704	16,000	16,835	16,000	15,729	(271)		
GUILDFORD ROAD (#276) - TO WEST ROAD - FOOTPATH UPGRADE	AT1705	22,000	15,116	22,000	15,286	(6,714)		
HATTON COURT - BRIDSON ST PAW - CONSTRUCTION OF NEW PATH THROUGH PAW AND SC	AT1711	25,000	25,000	8,334	-	(8,334)		
PAW SOLAR BOLLARD INSTALLATION	AT1712	5,000	5,000	5,000	-	(5,000)		
Infrastructure - Footpaths Total		93,500	87,189	76,834	48,799	(28,035)		

TOWN OF BASSENDEAN
CAPITAL WORKS PROGRAM
2017/2018 BUDGET REVIEW

Note 4: Capital Works Program

Assets	Account	Original Budget	Revised Budget	YTD Budget	Total YTD Actual	YTD Variance	Funding Source	Funding Amount
			\$	\$	\$	\$		
Infrastructure - Drainage								
ANZAC ROAD PIPE BETWEEN FIRST & SECOND AVE	AD1702	80,000	80,000	60,000	-	(60,000)		
17 BROADWAY - DRAINAGE PIPE REMOVAL	AD1703	25,000	-	25,000	-	(25,000)		
SHACKLETON STREET - SWALES AND UNDERGROUND STORAGE	AD1704	170,000	170,000	170,000	-	(170,000)		
OLD PERTH ROAD AND BRIGGS ST - DRAINAGE UPGRADE	AD1705	200,000	200,000	100,000	1,970	(98,030)	Grant	100,000
VILLIERS STREET WEST - RELINING	AD1706	49,700	49,700	37,275	240	(37,035)		
SUCCESS ROAD - RELINING	AD1707	84,000	84,000	63,000	-	(63,000)		
WHITFIELD STREET - RELINING	AD1708	182,000	182,000	136,500	-	(136,500)		
							Reserve/	R \$40,300
ANZAC TERRACE DRAINAGE DISCHARGE UPGRADE	AD1709	250,000	250,000	150,000	-	(150,000)	Grant	G \$44,000
VILLIERS STREET WEST - CONSTRUCTION OF NEW STORM WATER DRAINAGE STORAGE TANK	AD1710	130,000	130,000	130,000	-	(130,000)		
SUCCESS HILL - DRAINAGE OUTLET UPGRADE	AD1711	210,000	210,000	210,000	10,815	(199,185)		
WEST RD - GUILDFORD RD TO OLD PERTH ROAD - DRAINAGE UPGRADES	AD1713	50,000	13,574	29,169	8,623	(20,546)		
	Infrastructure - Drainage Total	1,430,700	1,369,274	1,110,944	21,648	(1,089,296)		
Infrastructure - Park Plant & Equipment								
DUDLEY ROBINSON CENTRE - NEW GARRISON FENCE	AP1701	7,000	6,995	7,000	6,995	(5)		
DEPOT - PERIMETER FENCE RENEWAL	AP1702	60,000	62,180	60,000	62,180	2,180		
BASSENDEAN OVAL - REFURBISHING PICKET FENCE	AP1703	85,000	85,000	85,000	-	(85,000)		
SANDY BEACH - UPGRADE OF RETICULATION	AP1704	25,000	25,000	25,000	5,625	(19,375)		
JUBILEE RESERVE - RETICULATION UPGRADE	AP1705	15,000	15,000	15,000	1,600	(13,400)		
BASSENDEAN BOWLING CLUB - CHAIN FENCE RENEWAL WITH GARRISON	AP1706	22,500	19,501	22,500	19,501	(2,999)		
48 OLD PERTH ROAD, BASSENDEAN COMMUNITY HALL - POND REPAIR AND REINSTATE GARI	AP1708	10,000	10,000	10,000	-	(10,000)		
SUCCESS HILL RESERVE UPGRADE OF SHELTERS, ABORIGINAL HISTORY SIGNAGE	AP1710	7,000	7,000	7,000	-	(7,000)		
JETTY RENEWAL AFTER FLOOD DAMAGE	AP1711	102,000	106,926	102,000	106,926	4,926	Insurance	102,000
WIW WILSON STREET PLAYGROUND UPGRADE	AP1712	20,000	19,139	20,000	19,138	(862)	Reserves	20,000
POST AND BEAM BOLLARD UPGRADE	AP1713	20,000	20,000	12,000	-	(12,000)		
SANDY BEACH NATURE BASE PLAYGROUND	AP1714	550,000	550,000	320,831	2,400	(318,431)	Reserves	550,000
STAGE 1 PLAYGROUND RENEWAL- MARY CRESEENT	AP1715	250,000	250,000	250,000	-	(250,000)	CIL	250,000
	Infrastructure - Park Plant & Equipment Total	1,173,500	1,176,741	936,331	224,365	(711,966)		
Capital Expenditure Total		5,099,304	4,917,781	4,231,549	831,178	(3,400,371)		

TOWN OF BASSENDEAN
2017/2018 BUDGET REVIEW

LIST OF PROJECTS & CONSULTANCIES FROM
2017/18 BUDGET

Note 4 Project and Consultancies		2017/18 Original Budget	2017/18 proposed Budget	Budget Change	2017/18 Actual	FUNDING SOURCE
RECREATION & CULTURE						
121562	SPORT & REC - CLUB CONNECT	7,300	7,300	-	750	COUNCIL
121563	SPORT & REC - KIDS SPORT	19,000	19,000	-	6,822	\$5,000 GRANT
121359	SPORT & REC - EVENT CONSULTANT	15,000	15,000	-	28,279	COUNCIL
121359	SPORT & REC - FACILITY NEEDS ASSESSMENT	17,000	17,000	-	28,279	COUNCIL
131390	CONSULTANT TO DESIGN NEW PLAYGROUND	25,000	25,000	-	10,950	COUNCIL
131478	EXPENSE -BUSINESS CASE- SDFC FOOTBALL FACILITIES GE	-	55,000	55,000	-	GRANT
131479	CONSULTANT PICKERING PARK BOAT RAMP	90,000	90,000	-	-	COUNCIL/GRANT
151206	DISABILITY ACCESS AND INCLUSION PLAN	20,000	20,000	-	-	COUNCIL
151359	PENSIONER GUARD COTTAGE - ARCHITECT	80,000	80,000	-	-	COUNCIL
151360	CULTURE - CULTURAL COMMUNITY PROJECTS	25,000	25,000	-	11,735	COUNCIL
151360	CULTURE - REVIEW CULTURAL PLAN	20,000	20,000	-	11,735	COUNCIL
181496	PUBLIC EVENTS - 2 MAJOR EVENTS	85,000	90,000	5,000	28,261	COUNCIL
181504	PUBLIC EVENTS - NAIDOC DAY	57,000	57,000	-	55,544	\$10,000 GRANT
181505	PUBLIC EVENTS - AUSTRALIA DAY	116,000	116,000	-	50,987	\$11,000 GRANT
181506	PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	6,000	6,000	-	185	COUNCIL
181507	PUBLIC EVENTS - CHILDREN WEEK	1,700	1,700	-	1,264	COUNCIL
181508	PUBLIC EVENTS - VISUAL ART AWARD	50,000	45,000	(5,000)	34,506	\$7,000 FEES
181509	PUBLIC EVENTS - SENIORS WEEK	6,000	6,000	-	6,784	COUNCIL
181510	PUBLIC EVENTS - AVON DECENT	4,500	4,500	-	4,845	\$4,500 GRANT
181511	PUBLIC EVENTS - ANZAC DAY	15,000	15,000	-	-	COUNCIL
181512	PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	22,000	22,000	-	13,494	COUNCIL
	TOTAL RECREATION & CULTURE	681,500	736,500	55,000	294,420	
LIBRARY						
141302	TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	35,000	35,000	-	3,163	COUNCIL
	TOTAL LIBRARY	35,000	35,000	-	3,163	COUNCIL
ASSET SERVICES						
211309	ASSET MANAGEMENT	60,000	60,000	-	23,720	COUNCIL
211309	FOOTPATH STUDY (DEPT TRANSPORT)	-	-	-	-	\$15000 GRANT
211359	GRAFFITI REMOVAL PROGRAM	20,000	25,000	5,000	8,789	COUNCIL
211272	BIKE BOULEVARD STUDY	50,000	50,000	-	-	\$30,000 DOT GRANT
211474	STREET TREE MASTER PLAN(NEW PLAN)	60,000	60,000	-	-	COUNCIL
211514	STREET/ROAD LIGHT REVIEW (THOMPSON ROAD)	10,000	10,000	-	7,880	COUNCIL
211503	STEAM WEEDING OF ROADS	170,000	85,000	(85,000)	9,955	COUNCIL
611302	COMMUNITY SURVEY -ROADS & PARKS	20,000	20,000	-	-	COUNCIL
	TOTAL TRANSPORT	390,000	310,000	(80,000)	50,344	
DEVELOPMENT SERVICES						
261359	SWAN RIVER TRUST PRECINCT PLAN REVIEW	20,000	5,000	(15,000)	-	COUNCIL/GRANT
261362	STREETScape PROTECTION AREA(EILEEN TO WILSON)	30,000	10,000	(20,000)	-	COUNCIL
261363	TPS #4A FINALISATION	10,000	10,000	-	-	COUNCIL
261365	MUNICIPAL HERITAGE INVENTORY	10,000	10,000	-	-	COUNCIL
261366	TREE ASSESSMENT	2,000	2,000	-	-	COUNCIL
261367	STRATEGIC PLANNING FRAMEWORK STAGE 1 & 2	227,500	202,500	(25,000)	15,990	COUNCIL
261368	TOD PLANS -(STRATEGIC)	70,000	35,000	(35,000)	-	COUNCIL
	TOTAL DEVELOPMENT SERVICES	369,500	274,500	(95,000)	15,990	
ECONOMIC DEVELOPMENT						
271502	ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	43,000	43,000	-	13,419	COUNCIL
271504	OLD PERTH RD INITIATIVES - PLACE ACTIVATION	59,400	59,400	-	21,349	COUNCIL
271506	BUSINESS PLAN - DIGITAL TECHNOLOGY	35,500	35,500	-	2,846	COUNCIL
271508	EMRC PROJECTS - REGIONAL EVENTS	14,000	14,000	-	-	COUNCIL
	TOTAL ECONOMIC DEVELOPMENT	151,900	151,900	-	37,614	
GOVERNANCE						
401,361	EMPLOYEE ASSISTANCE PROGRAM	35,000	35,000	-	6,366	COUNCIL
401605	RECONCILIATION ACTION PLAN CONSULTATION	40,000	40,000	-	10,294	COUNCIL
401606	ASHFIELD ACTION PLAN - ASHFIELD CAN	10,000	10,000	-	-	COUNCIL
401333	GOVERNANCE - SATISFACTION SURVEY	38,000	38,000	-	13,743	COUNCIL
311325	RATING INCENTIVE SCHEME	5,000	5,000	-	5,000	COUNCIL
391394	COUNCIL - CONFERENCES & TRAINING (NON STAFF)	14,000	24,000	10,000	12,154	COUNCIL
391401	COUNCIL ELECTIONS	51,000	44,500	(6,500)	44,385	COUNCIL
401494	OCCUPATIONAL HEALTH & SAFETY	5,000	5,000	-	1,237	COUNCIL
391361	REVIEW COMMUNITY CONSULTATION POLICY & CBP	40,000	40,000	-	-	COUNCIL
	TOTAL GOVERNANCE	238,000	241,500	3,500	93,179	

TOWN OF BASSENDEAN
2017/2018 BUDGET REVIEW

LIST OF PROJECTS & CONSULTANCIES FROM
2017/18 BUDGET

Note 4 Project and Consultancies		2017/18 Original Budget	2017/18 proposed Budget	Budget Change	2017/18 Actual	FUNDING SOURCE
HEALTH						
741465	MOSQUITO CONTROL PROGRAM	35,000	35,000	-	18	COUNCIL
741466	PEST - RAT ERADICATION PROGRAM	4,000	4,000	-	907	COUNCIL
TOTAL HEALTH		39,000	39,000	-	924	
RANGERS						
531504	CONSTABLE CARE PROGRAM	5,000	5,000	-	5,000	COUNCIL
541,504	DFES - NDFR GRANT FOR FLOOD MARKINGS	5,000	5,000	-	-	COUNCIL
TOTAL RANGERS		10,000	10,000	-	5,000	
ENVIRONMENT						
751359	CONTAMINATED SITES INVESTIGATIONS (271 Hamilton)	200,000	200,000	-	179,174	COUNCIL
751504	(ACER) CARBON EMISSION REDUCTION PROGRAM	11,600	11,600	-	15,000	COUNCIL
751506	INTEGRATED TRANSPORT STUDY	6,000	6,000	-	-	COUNCIL
751508	WATER CAMPAIGN	13,000	13,000	-	12,811	COUNCIL
751510	SCHOOLS WASTE EDUCATION PROGRAM	10,000	10,000	-	2,240	COUNCIL
751513	WATER QUALITY MONITORING & IMPROVEMENT	10,000	10,000	-	6,000	COUNCIL
751516	FUTURE PROOFING CLIMATE CHANGE	16,000	16,000	-	12,000	COUNCIL
761592	REUSABLE SHOPPING BAGS & EDUCATIONAL PROG	5,000	5,000	-	3,690	Hawaiian/Suez/Council
761,593	WASTE MANAGEMENT SURVEY FOR FUTURE NEEDS	30,000	30,000	-	15,420	
761,594	WASTE MANAGEMENT STICKERS	15,000	15,000	-	-	
TOTAL ENVIRONMENT		316,600	316,600	-	246,335	
TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITURE		2,231,500	2,115,000	(116,500)	746,969	

TOWN OF BASSENDEAN BUDGET REVIEW SUMMARY 2017/18

Ledger Code	Description	Original Budget	Proposed Budget	Budget Change	Justification/Reason for Budget Amendment
		\$	\$	\$	
INCOME					
03	General Purpose Funding	\$ 13,836,253	\$ 13,773,150	-\$ 63,103	DLG Grants received 16/17
04	Governance	\$ 30,000	\$ 31,000	\$ 1,000	Additional Income
05	Law, Order & Public Safety	\$ 131,500	\$ 131,500	\$ -	No Change
07	Health	\$ 2,657,320	\$ 2,674,170	\$ 16,850	Recycling Income
08	Education & Welfare	\$ 4,653,710	\$ 4,783,364	\$ 129,655	SDS Funding HACC & HCP
10	Community Amenities	\$ 136,500	\$ 105,000	-\$ 31,500	Additional Grants
11	Recreation & Culture	\$ 317,650	\$ 440,650	\$ 123,000	Additional Grants
12	Transport	\$ 131,315	\$ 87,094	-\$ 44,221	Reallocation of Funding
13	Economic Services	\$ 131,176	\$ 100,976	-\$ 30,200	Less Income
14	Other Property & Services	\$ 198,900	\$ 158,900	-\$ 40,000	Income received 16/17
	Non Operating Grants Subsidies and Contributions	\$ 1,478,462	\$ 1,470,398	-\$ 8,064	Less Income
	Total Income	\$ 23,702,786	\$ 23,756,202	\$ 53,417	
OPERATING EXPENDITURE					
03	General Purpose Funding	\$ 850,094	\$ 850,094	\$ -	No Change
04	Governance	\$ 932,446	\$ 1,020,446	-\$ 88,000	Additional Employee LSL
05	Law, Order & Public Safety	\$ 693,558	\$ 694,128	-\$ 570	Minor
07	Health	\$ 3,225,954	\$ 3,102,554	\$ 123,400	Saving on Waste Services
08	Education & Welfare	\$ 5,099,480	\$ 5,098,217	\$ 1,264	Minor
10	Community Amenities	\$ 1,451,670	\$ 1,346,170	\$ 105,500	Various Savings Town Planning
11	Recreation & Culture	\$ 6,615,908	\$ 6,674,584	-\$ 58,676	Bassendean Oval Review- grant funded
12	Transport	\$ 5,619,401	\$ 5,609,853	\$ 9,548	Additional Costs Roads
13	Economic Services	\$ 565,288	\$ 555,338	\$ 9,950	Savings Building Control
14	Other Property & Services	\$ 108,689	\$ 109,021	-\$ 332	Minor
	Total Operating Expenditure	\$ 25,162,489	\$ 25,060,406	\$ 102,083	
CAPITAL EXPENDITURE					
AB1701	11 HAMILTON STREET, BASSENDEAN - REROOFING	\$ 80,000	\$ 66,903	\$ 13,097	Completed under budget
AB1702	COMMUNITY HALL BASSENDEAN - RENEWAL TO ALUMINIUM	\$ 20,000	\$ 20,215	-\$ 215	Completed under budget
AB1703	STAN MOSES PAVILLION, EDEN HILL - ENTRY DOORS	\$ 15,000	\$ 14,838	\$ 162	Completed under budget
AB1705	COMMUNITY FACILITY - REPLACE LIGHTING WITH LED LIGHTI	\$ 15,000	\$ 14,554	\$ 446	Completed under budget
AB1706	DEPOT - UPGRADE WORKSHOP SWITCHBOARD	\$ 7,000	\$ 4,854	\$ 2,146	Completed under budget
AB1708	SENIOR CITIZENS HALL - UPGRADE OF AIR CONDITIONING SY	\$ 15,000	\$ 11,600	\$ 3,400	Completed under budget
AB1709	BASSENDEAN BOWLING CLUB - ELECTRICAL REWIRE & REPLA	\$ 18,000	\$ 22,000	-\$ 4,000	Completed under budget
AB1710	DUDLEY ROBINSON CENTRE (YOUTH SERVICES) - REPLACING	\$ 16,000	\$ 15,600	\$ 400	Completed under budget

AB1711	BOWLING CLUB BASSENDEAN - RENEW ENTRY DOORS TO BC	\$ 19,500	\$ 18,276	\$ 1,224	Completed under budget
AB1715	ASHFIELD COMMUNITY CENTRE - REPLACE CARPET WITH SUI	\$ 20,000	\$ 18,575	\$ 1,425	Completed under budget
AB1716	INSTALLATION OF EMERGENCY EVACUATION PA/INTERCOM	\$ 10,000	\$ 9,062	\$ 938	Completed under budget
AB1717	ASHFIELD COMMUNITY CENTRE - UPGRADE TO LED LIGHTING	\$ 20,000	\$ 19,739	\$ 261	Completed under budget
AB1718	BILL WALKER STAND - UPGRADE OF MAIN ELECTIRCAL SWITC	\$ 25,000	\$ 23,685	\$ 1,315	Completed under budget
AB1719	35 OLD PERTH ROAD - UPGRADE	\$ 150,000	\$ 50,000	\$ 100,000	Design stage - Rescheduled 18/19
AB1720	WIND IN THE WILLOWS UPGRADES -BABIES AREA, CARPETS,I	\$ 10,000	\$ 9,985	\$ 15	Completed under budget
AB1721	48 OLD PERTH ROAD - UPGRADE OF COMMITTEE ROOM KITC	\$ 20,000	\$ 16,364	\$ 3,636	Completed under budget
AB1722	WIW ASHFIELD BUILDING UPGRADE	\$ 10,000	\$ 20,000	-\$ 10,000	Reallocation of Budget
AD1703	17 BROADWAY - DRAINAGE PIPE REMOVAL	\$ 25,000	\$ -	\$ 25,000	Not Required
AD1713	WEST RD - GUILDFORD RD TO OLD PERTH ROAD - DRAINAGE	\$ 50,000	\$ 13,574	\$ 36,426	Completed under budget
AE1703	REPLACING RAINBIRD FLOW METERS AND CONTROLLERS FOI	\$ 15,000	\$ 14,760	\$ 240	Completed under budget
AE1705	CCTV MARY CRESCENT	\$ 44,841	\$ 49,824	-\$ 4,983	Grant funded expenditure
AE1706	CCTV JUBILEE RESERVE	\$ 44,841	\$ 49,823	-\$ 4,982	Grant funded expenditure
AE1707	HACC NON RECURRENT FUNDING EXPENDITURE	\$ -	\$ 9,333	-\$ 9,333	Grant funded expenditure
AF1701	P1105 - POLMAC TRAILER (REC & CUL)	\$ 3,100	\$ 2,740	\$ 360	Completed under budget
AF1702	P270 - POLMAC TRAILER	\$ 1,800	\$ 1,340	\$ 460	Completed under budget
AF1703	PP7195 - KUBOTA MOWER	\$ 23,000	\$ -	\$ 23,000	Not Required
AF1707	P151 - POLMAC FIBERGLASS B TRAILER	\$ 2,500	\$ 1,890	\$ 610	Completed under budget
AF1709	2 X METRO COUNT 5600 TRAFFIC COUNTERS	\$ 6,000	\$ 10,433	-\$ 4,433	Trade In Value
AF1711	TRAILER FOR MARKETS TRAFFIC MANAGEMENT SIGNS	\$ 7,500	\$ 8,616	-\$ 1,116	Additional funds required
AF1712	VEHICLE UTE ASHFIELD HANDY MAN (SENIORS & DISABILITY	\$ 25,000	\$ 18,182	\$ 6,818	Completed under budget
AF1713	CCTV TRAILER UPGRADE (STRONGER COMMUNITIES GRANT	\$ -	\$ 3,864	-\$ 3,864	Grant funded expenditure
AP1701	DUDLEY ROBINSON CENTRE - NEW GARRISON FENCE	\$ 7,000	\$ 6,995	\$ 5	Completed under budget
AP1702	DEPOT - PERIMETER FENCE RENEWAL	\$ 60,000	\$ 62,180	-\$ 2,180	Additional funds required
AP1706	BASSENDEAN BOWLING CLUB - CHAIN FENCE RENEWAL WITI	\$ 22,500	\$ 19,501	\$ 2,999	Completed under budget
AP1711	JETTY RENEWAL AFTER FLOOD DAMAGE	\$ 102,000	\$ 106,926	-\$ 4,926	Additional funds required
AP1712	WIW WILSON STREET PLAYGROUND UPGRADE	\$ 20,000	\$ 19,139	\$ 861	Completed under budget
AT1703	WALTER ROAD EAST (#63) - IDA STREET TO MARION STREET	\$ 21,000	\$ 20,738	\$ 262	Completed under budget
AT1704	WALTER ROAD EAST (#419) - TO IVANHOE STREET - FOOTPA1	\$ 16,000	\$ 16,835	-\$ 835	Additional funds required
AT1705	GUILDFORD ROAD (#276) - TO WEST ROAD - FOOTPATH UPG	\$ 22,000	\$ 15,116	\$ 6,884	Completed under budget
	TOTAL CAPITAL EXPENDITURE	\$ 989,582	\$ 808,059	\$ 181,523	Overall Savings on Budget -
	<u>SUMMARY</u>				
	TOTAL OPERATING AND NON OPERATING INCOME	\$ 23,702,786	\$ 23,756,202	\$ 53,417	Additional Funds Available
	CAPITAL EXPENDITURE	\$ 989,582	\$ 808,059	\$ 181,523	Overall Savings on Budget -
	TOTAL OPERATING EXPENDITURE	\$ 25,162,489	\$ 25,060,406	\$ 102,083	Overall Savings on Budget -
	Net Expenditure Change			\$ 337,023	Overall Savings on Budget = Available Funds

	Net Budget variance		\$ 337,023	Less Expenditure = Available Funds
	REPRESENTED BY:			
	Movement between opening /closing Surplus (Est \$2,531,579 - Act \$2,184,378)		-\$ 347,201	
	Adopted closing surplus		\$ 38,324	
	Movement in Transfer to Reserves		-\$ 164,141	HCP Unspent Client Funds
	Movement in Transfer from Reserve		\$ 174,319	Funding Employee Leave & Unspent Grants
	Revised Budgeted closing Surplus		\$ 38,324	

ATTACHMENT NO. 11

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22 February 2018

Cr Renee McLennon

Mayor

P.O. Box 87

Bassendean WA 6934

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My name is Eve Ness and I am 10 years old, I am in year 6 at Eden Hill Primary school, I am writing to you ~~you~~ to let you know I have been fortunate enough to be able to go to a Space Camp in America to visit NASA.

This is a really great opportunity for me and I am thoroughly looking forward to it. I love space and I want to be a scientist when I grow up. The things at this camp will be so cool like space walk training and Mars surface exploration using virtual reality.

The camp cost \$5000 dollars for one person to go and I am going with my mum. We are busily fundraising. I am doing dog walking earning about \$50 a week. We are going to do other fundraising aswell.

I am writing to ask if your'e able to donate some money to help with our fundraising, mum says every cent counts.

The camp is run by Tech Camp 4 Kids, if you wish to get more info, call Brenda on 0435 432¹²⁵ or my mum on 0413 967 343.

I really hope you can help me as this is a once in a life -
time experience.

Yours sincerely,

Eve Ness

ATTACHMENT NO. 12

POLICY NO: 4.2.12

ADVISORY GROUPS

OBJECTIVES

To provide guidance for the establishment and operation of the City's Advisory Groups.

POLICY STATEMENT

DEFINITIONS

"*Advisory Group*" means and includes Working Groups referred to in this Policy and established by a resolution of the Council.

"*Financial Interest*" has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

"*Proximity Interest*" has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

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

1. ESTABLISHMENT

1.1 The Council may establish an Advisory Group to:

- (a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- (b) to provide advice; and
- (c) support to the City, in regard to strategic, special interest and/or operational activities.

1.2 Advisory Groups established pursuant to this Policy are not, and are not intended to be, Committees established under Section 5.8 of the *Local Government Act 1995*.

2. OPERATION

Operation of an Advisory Group is to occur in accordance with the following principles:

2.1 Advisory Groups may be established either by resolution of Council or at the recommendation of the City's Administration.

2.2 Advisory Groups will operate in accordance with the adopted Terms of Reference which provide:

- (a) A clear statement of objective and the scope of activity to be undertaken.
- (b) Membership/stakeholder representation.
- (c) The operational and administrative framework by which activities are to occur.

3. TERMS OF REFERENCE AND ROLE

Advisory Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:

- 3.1 The role of an Advisory Group is to act in an advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.
- 3.2 The Advisory Group will only consider matters referred to it by the Council.
- 3.3 An Advisory Group has no decision making powers and does not have any authority to act on behalf of the City. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.
- 3.4 Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in Minutes/meeting notes and retained in the City's record keeping systems.
- 3.5 Advisory Group members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.

4. ROLE OF THE CHAIRPERSON

- 4.1 The Advisory Group Chairperson is to be appointed by the Council.
- 4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. Preferably, the Advisory Group should be chaired by a Council Member (if possible), or then by a Senior City Officer.
- 4.3 The Chairperson (in liaison with the most Senior City Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with this Policy at all times.

5. MEETING PROCEDURES

5.1 Meetings

- (a) Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year. (These dates are to be included in the City's monthly "Calendar of Events".)

5.2 Quorum

A quorum will be by simple majority plus one.

5.3 Agendas

- (a) The Chief Executive Officer will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.
- (b) All meetings shall be confined to items listed on the Agenda.

5.4 Minutes/Meeting Notes

- (a) The relevant Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.
- (b) Items considered at the meeting will not be voted upon. The Minutes/meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.
- (c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes/meeting notes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. (Minutes/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:
 - (i) Consistent with the City's established strategic and operational planning and the objective for which the Advisory Group was established.
 - (ii) Within the City's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
 - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

6. ADMINISTRATIVE ACTION AND SUPPORT

- 6.1 A City employee will be assigned to provide administrative support to the Advisory Group. This person will be responsible for the following:
- Issuing of the Agenda;
 - Recording of Apologies prior to the meeting;
 - Preparation of the Minutes/meeting notes;
 - Room booking; and
 - Catering requirements.
- 6.2 Any items which have been dealt with by the Advisory Group will not be implemented by the City's Administration until a report has been submitted to the Council for a decision.
- 6.3 The City's Administration will not action Advisory Group requests unless in accordance with Clause 5.4 – "*Minutes/Meeting Notes*" and Clause 6.2 – "*Administration Action and Support*", above.

7. CODE OF CONDUCT

- 7.1 Community Members of the City's Advisory Groups will be advised of the relevant provisions of the City's Code of Conduct and must comply with the relevant requirements.
- 7.2 The City's Code of Conduct shall apply to members of the Advisory Groups.
- 7.3 All Advisory Group members shall be required to declare any conflicts of interest in matters being considered by the Group.
- 7.4 A copy of the Council's Code of Conduct will be provided to each member upon their appointment.
- 7.5 The City's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

8. CONFLICT OF INTEREST

- 8.1 (a) Whilst the financial, proximity and impartiality interest provisions of the *Local Government Act 1995* do not apply to the City's Advisory and Working Groups (as it is not a Council appointed committee approved under section 5.8 of the *Local Government Act 1995* and does not have any legal status), all members need to be aware that any conflict of interest needs to be recognised, to ensure that probity is maintained at all times.
- (b) Generally, if a matter is being discussed by the Group and a member has an interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place.

- (c) If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:
- * Trivial or insignificant; or
 - * an interest in common to a significant number of electors or ratepayers.
- (d) The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.
- (e) The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:
- determine that the Member should not participate in that part of the meeting;
 - remain in the meeting and participate in discussion; or
 - remain in the meeting only, but not participate in discussion on the matter.
- (Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)
- (f) Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.
- (g) The Minutes/meeting notes shall record the member's disclosure of interest and the extent of the interest. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest.
- (h) If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Senior City Officer in attendance at the meeting.

8.2 Subject to 8.1 above, any person who has a financial or a proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

9. INSURANCES

The City will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

10. MEMBERSHIP

Membership of an Advisory Group is to be determined by the Council on a basis of relevancy to the purpose for which the group has been established. Membership may include; Council delegate/s (Council Members), employees and representatives of stakeholder organisations and members of the community.

- 10.1 Where Advisory Group membership includes representatives to stakeholder organisations, the City shall seek written nomination/s from the organisation/s.
- 10.2 Where Advisory Group membership includes representatives to be drawn from members of the community; the City shall publicly advertise and call for nominations to be received within a defined period. Members are to be appointed by the Council on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Advisory Group has been established.
- 10.3 The term of membership of an Advisory Group is to align with the local government elections cycle, with membership expiring at the next ordinary local government election, with the following exceptions:
 - (a) Where the Advisory Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections, the community and/or organisation representation shall continue to the planned conclusion of the Advisory Group's operations. The Council Delegate/s representation shall however, be reappointed following the ordinary local government election.
 - (b) Where the Advisory Group's Terms of Reference have been fulfilled, the Advisory Group may be concluded at the determination of either the Council or the City's Administration, whichever was the convenor of the Advisory Group.
- 10.4 In any case, in order to facilitate specific aspects of the operations of an Advisory Group, membership with required skills or knowledge may also be co-opted on an 'as required' basis, by either the Chief Executive Officer or Advisory Group Chairperson.

11. TENURE OF APPOINTMENT

- 11.1 The Council will appoint a member to the Advisory Group including the prescribed Term and any conditions.
- 11.2 The Advisory Group Membership is normally for a period of two (2) years from the period of the ratification of the advisory group by the Council. (Generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.

- 11.3 If a member fails to attend three (3) consecutive meetings of the Advisory Group, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Advisory Group. The Chief Executive Officer shall advise any member, in writing, when their membership of a Group is terminated.
- 11.4 The Council may terminate the appointment of any member prior to the expiry of his/her term, if:
- (a) the Chairperson and Chief Executive Officer are of the opinion that the member is not making a positive contribution to deliberations of the group; or
 - (b) the member is found to be in breach of the City of Vincent code of Conduct or a serious contravention of the *Local Government Act 1995*; or
 - (c) a member's conduct, action or comments brings the City of Vincent into disrepute.

12. VACANCIES

Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two (2) years duration of the convened Advisory Group, as approved by the Council.

13. COUNCIL DECISION

The City's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.

14. REVIEW

The operations of an Advisory Group shall be reviewed every two (2) years, or sooner if required.

Date Adopted:	9 February 2010
Date Amended:	14 June 2011, 11 October 2011
Date Reviewed:	11 October 2011
Date of Next Review:	October 2013

ATTACHMENT NO. 13

TOWN OF BASSENDEAN

MINUTES

RIVER PARKS COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON TUESDAY 6 FEBRUARY 2018, AT 3.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

The Director Operational Services opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

Election of Presiding Member

Under delegated authority of the Chief Executive Officer, the Director Operational Services conducted the election of the Presiding Member.

One nomination was received for Cr Melissa Mykytiuk.

The Director Operational Services declared Cr Melissa Mykytiuk elected as Presiding Member.

Election of Deputy Presiding Member

The Presiding Member conducted the election of the Deputy Presiding Member.

One nomination was received for Cr Bob Brown.

The Presiding Member declared Cr Bob Brown elected as Deputy Presiding Member.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Melissa Mykytiuk, Presiding Member
Cr Kathryn Hamilton
Glen Byleveld, DBCA (until 5.20pm)
Peter Kane, Department of Planning – Lands & Heritage (until 5.20pm)
Simon Stewert-Dawkins, Director Operational Services
Ken Cardy, Manager Asset Services
Jeremy Walker, Senior Environmental Officer
Christian Buttle, Acting Manager Development Services
Naomi Bannister, Community Representative
Nonie Jekabsons, Community Representative
Paul Bridges, Community Representative
John Wood, Community Representative
Jane Bremmer, Community Representative
Amy Holmes, Minute Secretary

Apologies

Cr Bob Brown, Deputy Presiding Member
Cr Sarah Quinton
Stephen Summerton, DFES
Tim Sparks, Department of Water
Brian Reed, Manager Development Services

4.0 DEPUTATIONS

Ashfield Flats Reserve – Land Management

- 4.1** Peter Kane, Department of Planning, Lands & Heritage, tabled a proposed works programme 2018/2023 for consideration by the Committee – see attached.. It is intended to be part of the consultative process with the key stakeholders before finalising. Once the consultative process has been completed this will need to be submitted to WAPC to seek formal sign off.
- 4.2** Glen Byleveld, Department of Biodiversity, Conservation & Attractions, tabled a grant funding opportunity for consideration by the Committee – see attached. The proposal is for National Landcare Programme Phase 2:

- Maximum \$150,000 five year
 - \$60,000 weed mapping and vegetation condition assessment pre and post
 - \$25,000 hydrological
 - \$65,000 restoration, mainly weed control
- Perth region will submit a regional proposal
- Objective addressed protect and enhance threatened ecological community

DCBA needs the Committee to provide:

- In principle support
 - Any in kind support relevant to the proposal
 - Nominate a project lead, can't be DBCA although DBCA can coordinate the hydrological assessment
- *Peter Kane indicated that the Department of Planning will consider how they can be involved.*
- *The Town can provide in kind support.*

5.0 CONFIRMATION OF MINUTES

Nil

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Mykytiuk stated that she is delighted to be elected as the Presiding Member on this Committee and looks forward to working with members with a wealth of knowledge and skills to achieve great outcomes.

7.0 DECLARATIONS OF INTEREST

Nil

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

9.0 **REPORTS**

9.1 **Committee Members**

As this is the first meeting of the River Parks Committee meeting, members were asked to introduce themselves.

9.2 **Instrument of Appointment and Delegation**

The above has been included in the Agenda so that members can familiarise themselves with the document.

9.3 **Code of Conduct**

Members of the Committee have been circulated with the Town's Code of Conduct. It is required that members read and understand the conditions of the Code of Conduct and agree to abide by the requirements of this document. Please sign and date the declaration and return to the Town of Bassendean.

9.4 **Bassendean Foreshore Precinct Plan (Ref. GOVN/CCLMEET/1 – Brian Reed, Manager Development Services)**

APPLICATION

The purpose of this report is to advise the new Committee of the development of the Bassendean Foreshore Precinct Plan.

ATTACHMENTS

The following attachment were provided in the Agenda:
Bassendean Foreshore Precinct Plan Draft - April 2014 – see below:

<http://www.bassendean.wa.gov.au/council-meetings/river-parks-committee/251>

BACKGROUND

The Town, in partnership with the Western Australian Planning Commission and the former Swan River Trust (Department of Biodiversity, Conservation and Attractions), has been attempting to develop the Bassendean Foreshore Precinct Plan.

The Precinct Plan, once finalised, is intended as a policy document and strategy identifying key activity nodes, view corridors, access points and topographical features, supported by a series of specific actions and recommendations.

It is expected that all future land use, subdivision, development and civic design proposals in the Bassendean Foreshore Precinct will take into account the recommendations of the Precinct Plan.

The project has been largely funded out of a \$20,000 grant from the former Swan River Trust which was paid to the Town in 2011.

In order to advance the project, a Steering Committee, comprising officers of the Trust, Western Australian Planning Commission was established in 2012, to oversee production of the Plan and to arrange the appointment of a suitable consulting firm to prepare a draft plan which led to the appointment of UDLA, in early 2014, which in turn led to the production of the draft Plan attached to this agenda.

A Community Reference Group was also established to oversee the community consultation phase of the Plan's production, however, the Community Reference Group has only met on two occasions. It is now envisaged that this Committee will take over the functions of the Community Reference Group.

It must be said that production of the Plan stalled for a number of reasons, including the inability of staff of the Town to commit time to the project, the then impending amalgamation of the City of Bayswater and the Town of Bassendean, and the absorption of the Trust into the Department of Biodiversity, Conservation and Attractions.

However, a program has been agreed with the Department of Biodiversity, Conservation and Attractions, to bring the Plan to finalisation as shown in the comment section below.

STRATEGIC IMPLICATIONS

The following objectives and strategies are taken from the Strategic Community Plan 2017 – 2027.

Strategic Priority 2: Natural Environment Objectives

2.1 To display leadership in environmental sustainability

Objectives

2.2 Protect our River, Bushland Reserves, and Biodiversity Strategies

2.2.1 Protect and restore our biodiversity and ecosystems

2.2.2 Sustainably manage significant natural areas

2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river

Objective

2.3 Ensure the Town's open space is attractive and inviting.

Strategies

2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection

2.3.2 Sustainably manage ground water, facilitate the conversion of drains to living streams

COMMENT

The agreed program to finalise the Plan is shown below:

- January 2018: The Town will review the April 2014 version of the Plan and provide any comments/updates to the Department of Biodiversity, Conservation and Attractions(DBCA).(Completed)
- January - February 2018: DBCA will review the April 2014 version of the Plan and update the document with the Town's and DBCA's comments.
- March 2018: The updated draft Plan will go to the Bassendean River Parks Management Committee for comment.
- Early April 2018: DBCA will update the Plan to address the River Parks Committee's comments.
- Late April 2018: The Plan will go out for broader public consultation.
- Early June 2018: DBCA will update the Plan to address the public comments.
- Late June 2018: The Plan will go to the Department of Planning, Lands and Heritage (DPLH) for preliminary comment.
- Late July 2018: DBCA will update the Plan to address the DPLH's comments.
- August 2018: The Plan will be presented to the Bassendean Council for endorsement. After which, DBCA, the Swan River Trust and DPLH can endorse the Plan.

STATUTORY REQUIREMENTS

Nil at this stage

FINANCIAL CONSIDERATIONS

The Town has budgeted \$5,000 to complete the project which included \$1,560 of the original Swan River Trust grant funding.

It was noted that the Committee may be required to meet in March 2018 to receive the updated draft Plan. Date to be advised.

COMMITTEE/OFFICER RECOMMENDATION — ITEM 9.4

RPMC – 1/02/18 MOVED Paul Bridges, Seconded Nonie Jekabsons, that the Committee notes the status report on the Bassendean Foreshore Precinct Plan.

CARRIED UNANIMOUSLY 9/0

9.5 Bindaring Park – Stage 2 Bindaring Wetland Concept Plan feedback received– Jeremy Walker Senior Environmental Officer)

APPLICATION

The purpose of the report is to provide and to present to the Committee, the Feedback received from CoTerra concept options and Bindaring Wetland Concept Development Report.

ATTACHMENTS

The following attachments were provided in the Agenda:

- Friends of Bindaring Park Bassendean, response to Town of Bassendean on the Bindaring Wetland Concept Plan.
- Department Of Biodiversity, Conservation & Attractions; Rivers & estuaries Division, Bindaring wetland Concept Design Review.
- Co Terra Bindaring Wetland Concept – Sheet 1: Rev C, Sheet 2: Rev C and Sheet 3: Rev C.
- Co Terra Bindaring Wetland Concept Plan Development Report Revision 1.

<http://www.bassendean.wa.gov.au/council-meetings/river-parks-committee/251>

BACKGROUND

At the Bassendean River Parks Management Committee meeting, in August 2017, (RPMC – 2/08/17) CoTerra Environment representatives presented three Draft Bindaring Wetland concept plans, along with an Officer report summarising each concept, with key outcomes and estimated costs associated with the designs.

The Committee resolved that:

- “1. The Committee receives the three Bindaring Park Concept Plans and Concept Development Report prepared by CoTerra Environment, and seeks comment from the Bassendean River Parks Management Committee members by Friday 6 October 2017, to enable a report to be presented to the next Committee meeting; and*
- 2. Council maintain the current Committee for the 1 November 2017 meeting.”*

The November Committee meeting was cancelled as the newly elected Council were reviewing its Committee structure for the 2017-19 term.

COMMUNITY & ENGAGEMENT

CoTerra Environment/EPCAD members presented the draft Bindaring Wetland Concept Plan at previous meeting (RPMC – 2/08/17).

Members of the River Parks Committee were asked to review the three draft Bindaring Park Concept Plans and Concept Development Plan prepared by CoTerra Environment, and Committee members are requested to provide their feedback by Friday 6 October 2017 to the Town’s Senior Environmental Officer to enable a report to be presented to the next Committee meeting.

STRATEGIC IMPLICATIONS

The Bassendean Strategic Community Plan 2017-2027 states, in part, under Natural Environment, the following:

Objectives <i>What we need to achieve</i>	Strategies <i>How we’re going to do it</i>	Measures of Success <i>How we will be judged</i>
2.3 Ensure the Town’s open space is attractive and inviting.	2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.	Community / Stakeholder Satisfaction Survey (Open Space and use of Open Space)

COMMENT

Officers received feedback from two representatives from the Committee, the Friends Of Bindaring Park Friends Group and The Department of Biodiversity, Conservation & Attractions; Rivers & Estuaries Division. Below is a table summarising feedback received.

Responder	Feedback	Officer Comment
Department Biodiversity, Conservation & Attractions	Supportive of plans to improve water quality within Bindaring wetland	
	Recommend that specifications ensure that space, access & fall to construct bio filters to the adoption Guidelines for Stormwater Bio filtration Systems is sufficient and depth below the floating wetlands is sufficient to prevent plant root growth into the base of the wetland	Officer agrees with comment and will provide feedback to Coterra to provide a response and update option 1 concept.
	Recommend option 1 be preferred as it offers greatest nutrient treatment for the least cost	Noted
	Suggested possibility of constructing additional wetland areas within public open space north of Bassendean Parade if desired in future	Noted
	Recommended that further information regarding inputs used by Coterra in the UNDO model be obtained to verify estimated treatment reduction	Officer will request further information from Coterra in regards to UNDO modelling and estimated nutrient reduction.
	Recommend Council notify potential new land owner of land swap that there is potential for a future wetland on the parkland to the west of Lot 271 Hamilton St	Noted comment, however future wetland is proposed to be adjacent lot 100 Hyland St, not Hamilton St.
Friends Of Bindaring Park	Friends Group consider that this plan by Coterra does not go far enough to address core issues and provide a plan for holistic repair of degraded wetland system	Designs are concepts not detailed specifications, next stage would be to develop detailed specifications based off the concepts.
	Friends Group would like to see an environmentally sensitive Hydraulic design that allows the available water flow to support a wetland system that can function well within its urban setting, whilst being accessible to the community	<p>Concept designs are all developed to meet the following objectives:</p> <p>1. Improve water quality within Bindaring Wetland through the improved treatment of urban stormwater runoff at stormwater discharge locations within the Park.</p>

		2. Improve ecological & Habitat value through removal of weed vegetation, retention of high value trees and rehabilitation using local native species.
		3. Improve access, path connectivity & under-utilised space within the Park for improved recreational amenity. 4. Consider modification of hydraulic controls.
	Friends Group would like a greater emphasis on the 'Living Stream' and their comments are based on that premise	Option 1 preferred option, incorporates a living stream in the northern section of the wetland between Harcourt St & Anstey Rd.
	Friends group would like to see Hydrological/ hydraulic assessments to identify best design	Section 2.5 of the Coterra report covers hydrology component of the concept design for ground water & Surface water, Section 3 is Hydraulic Modelling and Section 4 is water quality modelling, GHD undertook hydraulic modelling for northern section of wetland in 2016, Structerre undertook geotechnical investigations in 2017 both of which contributed to the designs.
	Greater priority given to habitat design	Item 2 of project objective was to Improve ecological & Habitat value, Coterra undertook level 1 fauna survey to gather better understanding of fauna found in wetland prior to developing designs. Officer notes comment on proposed pathways, feedback will be provided to Coterra to remove pathways and replace with boardwalk only as far as Watercorp sewer inspection. Officer seek clarification on which paths exactly friends group would like removed including pathway proposed off Watson St. As mentioned in the Coterra report, further Hydrological & environmental investigations are required to adequately assess the impact that closing off Hyland street and removing culvert would have on the wetland hydrology & ecosystem, the flood levels represented on the concept options are indicative of the current hydraulic controls and existing topography.

		Initial comments from both GHD & Coterra suggest that opening the culvert could impact the freshwater ecology of the upper wetland, as water data logger shows no current salt water intrusion north of Anstey/Lovelock St.
	Ongoing management Nutrient Pollution Reduction	Ongoing management is developed as part of the detailed specifications and drawings. Section 4 of Coterra report explains water quality monitoring that has been undertaken for the past 7 years in conjunction with department of water & City of Bayswater. Officers can seek more detail from Coterra on how suggested treatment options will increase conservation values and habitat capacity. Detailed design will take into consideration depth required for floating wetland to be successful and any excavation/silt removal required to achieve this.
	Request that staff consult with Friends group & Councillors before any future scopes are developed for work in Bindaring	officers presented scope for stage 2 at RPMC (RPMC – 1/11/16) prior to seeking quotes from contractors.

STATUTORY REQUIREMENTS

Local Government Act 1995
Environmental Protection Act 1986
Contaminated Sites Act 2003

FINANCIAL CONSIDERATIONS

Once Council adopts the Bindaring Park Concept Plan, funds are proposed to be listed in the 2018/2019 Long Term Financial Plan to prepare the detailed design drawings, specifications and detailed cost estimates, and to progressively implement to proposed restoration and amenity works.

Mr Glen Byleveld and Peter Kane left the Chamber at 5.20pm and did not return.

OFFICER RECOMMENDATION – ITEM 9.5

That:

1. The feedback received by Friends of Bindaring Park and the Department of Biodiversity, Conservation & Attractions, be received;
2. Officers request CoTerra to update Option One to incorporate the following feedback comments:
 - recommend that specifications ensure that space, access & fall to construct bio filters to the adoption Guidelines for Stormwater Bio filtration Systems is sufficient and depth below the floating wetlands is sufficient to prevent plant root growth into the base of the wetland;
 - further information regarding inputs used by CoTerra in the UNDO model be obtained to verify estimated treatment reduction;
 - CoTerra update pathways as per feedback and replace with boardwalk only as far as Watercorp sewer inspection. Officer seek clarification on which paths exactly friends group would like removed including pathway proposed off Watson St before sending request to CoTerra; and
 - can seek more detail from CoTerra on how suggested treatment options will increase conservation values and habitat capacity.
3. Officers present the updated Option 1 concept to the Committee at the next meeting prior to presenting to Council for endorsement.

LAPSED FOR WANT OF A MOVER

Paul Bridges moved an Alternative Motion.

COMMITTEE RECOMMENDATION – ITEM 9.5

RPMC – 2/02/18 MOVED Paul Bridges, Seconded Nonie Jekabsons, that:

1. The feedback received by Friends of Bindaring Park Bassendean and the Department of Biodiversity, Conservation & Attractions, be received;
2. Officers request CoTerra amend Option One to incorporate the following feedback comments:

- a) That specifications ensure that space, access & fall to construct bio filters satisfy the Guidelines for Stormwater Bio filtration Systems and delete the floating wetland.
 - b) Further information regarding inputs used by CoTerra in the UNDO model be obtained to verify estimated treatment reduction.
 - c) CoTerra to update pathways as per feedback and replace with a boardwalk as far as the first Watercorp sewer inspection. *Officers to seek clarification on which paths exactly the friends group would like removed including pathways proposed off Watson St before sending this request to CoTerra;*
 - d) CoTerra to detail how suggested treatment options will increase conservation values and habitat capacity;
 - e) That consideration be given to including an inspection window in the gross pollutant trap;
3. That CoTerra provide an amended Option Three plan and feedback that incorporates:
- a) Include consideration of islands to increase the wetlands habitat capacity and nutrient stripping potential;
 - b) Consideration of a settling pond for silt removal at the Harcourt St west outlet;
 - c) Incorporate as an option the reconnection of the wetland at Hyland Street and the removal of the causeway as outlined in the Option Three callout;
 - d) Provide a design with modified wetland levels enabling all portions of the freshwater wetland to be inter linked to a shaded pool of sufficient size and depth to be a year round expression of the underlying ground water capable of supporting an ongoing population of endemic mosquito predators;
 - e) Provide options for the inclusion of an adjustable weir either at the current weir site, under the first boardwalk or elsewhere to maintain the wetlands freshwater ecological character by preventing the intrusion of salt due to rising river levels associated with climate change; and

4. Officers present the updated concepts and project estimates of the time and cost to complete these hydrological and environmental assessments of these variations to the Committee.

CARRIED UNANIMOUSLY 7/0

Reason: The current option does not address rising sea levels, salt inundation, natural mosquito control and enhanced environmental habitat.

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

Nil

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

Nil

12.0 **CONFIDENTIAL BUSINESS**

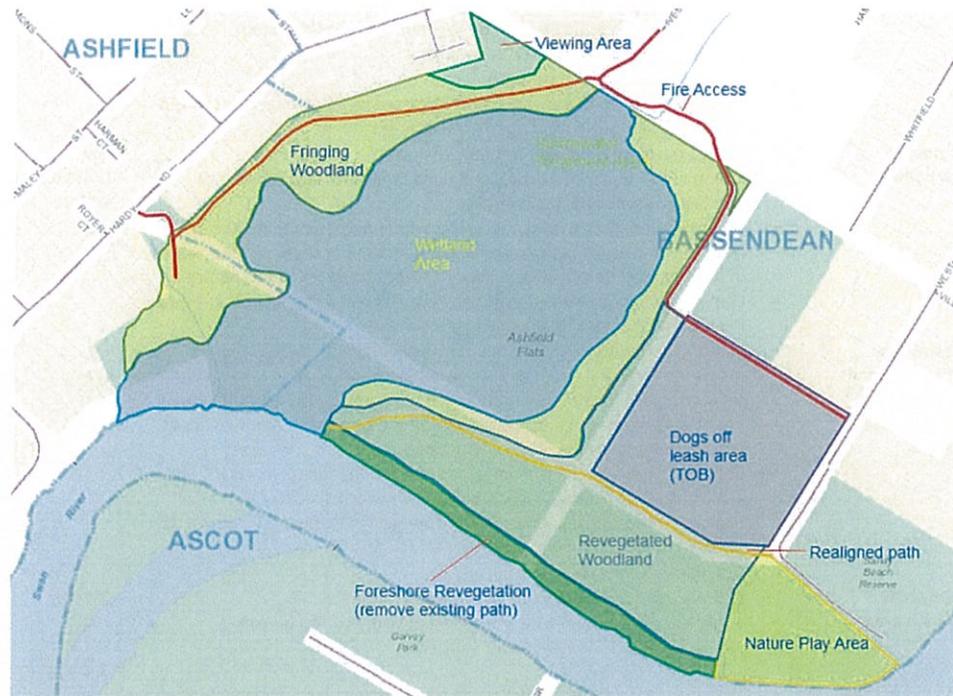
Nil

13.0 **CLOSURE**

The next meeting will be held on Tuesday 8 May 2018 commencing at 3.00pm.

There being no further business, the Presiding Member closed the meeting at 5.40pm.

Ashfield Flats Works Program: 2018-2023



Overview: Ashfield Flats - treatment of areas

Area	Details	Priority	Funding
Foreshore	<ul style="list-style-type: none"> Remediate foreshore areas near boardwalk that have been severely affected by erosion and implement erosion control measures subject to approval by DBCA. Proposed remediation techniques to include stabilisation of the foreshore using hessian bags filled with locally sourced material, brush walling, infill with local sand, brush matting, coir matting and revegetation using endemic riparian species. Research and monitoring will be undertaken to assess whether treatment is effective 	High (within 1 year)	DPLH ~\$30k
	<ul style="list-style-type: none"> Continue to maintain existing areas where foreshore stabilisation and revegetation works have been carried out including additional plantings, signage, ongoing weed management and maintenance of fencing to protect revegetated areas from dogs and pedestrian traffic Work in conjunction with SRT to develop species list, signage and staged plan of implementation (may be suitable for SRT funding) Revegetate back ~20m from the foreshore with medium density vegetation (to enable some access by pedestrians). Minimum of 5 year program, yearly plantings and ongoing maintenance will be required for this area 		~\$10k ~\$5k
	<ul style="list-style-type: none"> Remove the existing path along the foreshore Re-alignment of the pathway along the foreshore and relocation of benches above the area of tidal influence to allow for the creation of a wider strip of native riparian vegetation along the foreshore 	Low (within 3-5 yrs)	DPLH ~300k

Revegetated Woodland	<ul style="list-style-type: none"> Undertake revegetation program to create an open woodland corridor using appropriate species such as <i>Eucalyptus rudis</i> - develop a suitable species list in conjunction with Swan River Trust and Bassendean Preservation Society New sealed path to be on a lateral alignment with revegetated area. Path to double as fire access track as needed Maintain as a public open space Continue program of weed mapping, targeted weed management, weed monitoring and slashing of open grassed areas 	Medium/ High (Within 1-2 yrs)	DPLH ~\$30k
Fringing Woodland	<ul style="list-style-type: none"> Path at northern boundary further delineated Maintain and enhance existing woodland areas with supplementary planting and weed management Undertake fire hazard reduction works where necessary to reduce fuel loads in the margins of the reserve, consideration of the ecological values of the site must be considered prior to scheduling work of this nature Continue program of weed mapping, targeted weed management, weed monitoring and slashing of open grassed areas 	Low (Within 3 yrs)	DPLH ~\$30k
Samphire Wetland and Stormwater Treatment Areas	<ul style="list-style-type: none"> Investigate options to infill Water Corporation drains and redirect flows to mimic the historical hydrology of the wetlands including a revegetated area for stormwater treatment and sediment capture - hydrology study required Investigate options to include a stormwater treatment area on ToB held Lots adjacent to Iveson Place, Bassendean Consider potential environmental impacts and feasibility of providing a walking trail incorporating boardwalks and a viewing platform Planting of fringing vegetation around Samphire Wetland area to reduce invasion by weeds and provide cover for fauna Ongoing weed management 	Low (Within 3 yrs)	DPLH/ Water Corp \$TBA
Dogs Off-Leash area	<ul style="list-style-type: none"> Subdivided into separate lots and fenced Either Ceded to Crown with Management Order to ToB or leased Fire Access Track along northern border 	Medium/ High (Within 1-2 yrs)	
Viewing Area	<ul style="list-style-type: none"> Continue revegetation/ stabilisation program and weed management on the steep bank and lookout at Villiers St West Potential to subdivide out of Lot 821 and cede to Crown with Management Order to ToB subject to pending contaminated site classification 	Medium/ High (Within 1-2 yrs)	DPLH/ ToB
Fire Access Tracks And Bushfire Management	<ul style="list-style-type: none"> Construction of strategic fire access tracks for emergency response vehicles, location of limestone access tracks to be determined through consultation with relevant stakeholders Recognise the use of Helitac equipment during fire response as best Prescribed burning unlikely due to Wetland area and Bush Forever status Must work with ToB to manage vegetation on their Lots 3 and 12 at rear of Maintain fences, bollards and access gates to restrict unauthorised vehicle access 	Medium/ High (Within 1-2 yrs)	DPLH
Aboriginal Heritage	<ul style="list-style-type: none"> Undertake consultation with traditional owners with historical connections and knowledge relevant to Ashfield Flats 	Medium/ High (1-2 yrs)	N/A
Fragmented Areas	<ul style="list-style-type: none"> Consolidate fragmented land parcels and unmade roads to create well defined management areas for the appropriate land managers to maintain and improve 	Low (Within 3 yrs)	N/A
Acid Sulphate Soils	<ul style="list-style-type: none"> High probability of ASS and PASS onsite Best approach is to minimise disturbance Infill of Water Corp drain may reduce acidification processes 	Low (Within 3 yrs)	N/A



National Landcare Programme Phase 2

6 February 2018 DRAFT			Jul-Dec 2018	Jan-Jun 2019	Jun-Dec 2019	Jan-Jun 2020	Jun-Dec 2020	Jan-Jun 2021	Jun-Dec 2021	Jan-Jun 2022	Jun-Dec 2022	2023		
Site name	Proposed management activity	Priority targeted by management action (Pick one: TEC, Threatened sp. or Ramsar)	Funded by (NLP, land manager, phoned, other?)	Cost (if activity planned for period, enter cost here)	Output (i.e. hectares, km, kg)	Cost (if activity planned for period, enter cost here)	Output (i.e. hectares, km, kg)	Cost (if activity planned for period, enter cost here)	Output (i.e. hectares, km, kg)	Cost (if activity planned for period, enter cost here)	Output (i.e. hectares, km, kg)	Cost (if activity planned for period, enter cost here)	Output (i.e. hectares, km, kg)	Activity coordinator (land manager, community group)
Ashfield Flats	Vegetation condition assessment mapping and weed mapping	TEC (Subtropical and Temperate Coastal Saltmarsh)	NLP	\$20,000	Provision of assessment mapping	\$10,000	Provision of assessment mapping	\$0		\$0		\$0		
Ashfield Flats	Preliminary investigations including hydrological survey and acid sulphate soil investigations	TEC (Subtropical and Temperate Coastal Saltmarsh)	DBCA	\$30,000	Installation and monitoring of at least 10 bores	\$0		\$0		\$0		\$0		DBCA
Ashfield Flats	Hydrological Survey	TEC (Subtropical and Temperate Coastal Saltmarsh)	NLP	\$0		\$0	Commencement of detailed hydrological assessment inclusive of recommendations for protection of TEC	\$5,000		\$0		\$0		DBCA
Ashfield Flats	Hydrological Survey	TEC (Subtropical and Temperate Coastal Saltmarsh)	DBCA	\$0		\$0	Commencement of detailed hydrological assessment inclusive of recommendations for protection of TEC	\$5,000		\$0		\$0		DBCA
Ashfield Flats	Restoration activities	TEC (Subtropical and Temperate Coastal Saltmarsh)	NLP	\$0		\$0		\$0		\$5,000	5 ha	\$15,000	19 ha	
Ashfield Flats	Project management	TEC (Subtropical and Temperate Coastal Saltmarsh)	DBCA (in-kind)	\$20,000	Project management	\$10,000	Project management	\$10,000	Project management	\$0		\$0		DBCA
Ashfield Flats	Project management	TEC (Subtropical and Temperate Coastal Saltmarsh)		\$70,000	Project management	\$30,000	Project management	\$20,000	Project management	\$55,000	Project management	\$15,000	Project management	

RIVER PARKS COMMITTEE

ATTACHMENTS



TOWN *of* BASSENDEAN

RIVER PARKS COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bassendean River Parks Management Committee, (hereinafter called the "Committee").

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME

The name of the Committee shall be the Bassendean River Parks Management Committee.

3.0 OBJECTIVES, STRATEGIES AND PROJECTS

In accordance with the 2017-2027 Strategic Community Plan, the Committee shall make recommendations to Council on the following Objectives and Strategies:-

Protect our River, Bush land Reserves, and Biodiversity

- 2.2.1 Protect and restore our biodiversity and ecosystems
- 2.2.2 Sustainably manage significant natural areas
- 2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river

Ensure the Town's open space is attractive and inviting

- 2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.
- 2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams

- **Projects for the Term of the Committee include**

- Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.
- Advocate with relevant partners to collaborate on protection and rehabilitation.
- Develop a Strategy for the protection and rehabilitation of natural areas.
- Liaise with Department of Planning to prepare an Establishment Plan for Ashfield Flats Reserve and Develop Management Plans for the Town's 4 managed river parks.
- Formulate Open Space Master Plan for Rivers and Parks
- Develop and implement irrigation hydro-zoning and eco- zoning programs for Rivers, Parks and Reserves
- Water Quality monitoring
- Plan and convert drains to Living Streams
- Develop Swan River Precinct Plan.
- Continue to implement the Bushcare Volunteers program

Examples of Specific Projects could include:-

- *Ashfield Flats*
- *Bindaring Park*
- *Living Streams/ Drains*
- *Success Hill Reserve*
- *Bushcare Volunteer Program*
- *Pickering Park*
- *Point Reserve*
- *Sandy Beach Reserve*
- *Liaise with Swan River Trust*
- *Liaise with WAPC*
- *Water Quality*

4.0 MEMBERSHIP

Membership of the Committee shall consist of 12 members, comprising the following:

1. Three Councillors from the Town of Bassendean;
2. Five community representatives;
3. One representative from the Department of Planning;
4. One representative from the Department of Parks and Wildlife;
5. One representative from the Department of Water; and
6. One representative Department of Fire and Emergency Services.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders Local Law.

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Mayor.

6.0 MEETINGS

The Committee shall meet quarterly:

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.
- 6.5 The Town of Bassendean will provide technical advice and secretarial and administrative support through the Chief Executive Officer and Council staff.
- 6.6 All members are required to comply with the Town of Bassendean's Code of Conduct.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

9.1 In accordance with the Local Government Act 1995; and

9.2 At the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

BASSENDEAN FORESHORE PRECINCT PLAN

DRAFT - April 2014





Above: The panoramic view from Point Reserve's public jetty in summer (UDLA).
Cover: Point Reserve (UDLA).

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FOREWORD

The purpose of the Town of Bassendean Foreshore Precinct Plan is to provide the Swan River Trust , the Town of Bassendean and the Western Australian Planning Commission with a detailed planning tool to guide the future use and development of the Bassendean foreshore.

The plan guides the future use and management of the Bassendean foreshore and the development interface with the Parks and Recreation reserve.

VISION

Our vision for the river and its setting is that it displays its true worth as a sustaining resource to Aboriginal society over many millennia and as the foundation of European settlement in Western Australia.

We are committed to protecting and enhancing the river by respecting its environmental values, social benefits and cultural significance. We will guide adjacent land use, civic design, and development to ensure that the value of the river and its setting to the community is maintained.

- Swan and Canning Rivers Precinct Planning Project - Precinct Plan Handbook

WHAT DOES THIS ENTAIL?

It requires that development respect the benefits and reinforce the setting of the river, its tributaries, floodplains and landscape setting. Wildlife and fringing vegetation should be protected, managed, understood and enjoyed by all.

It promotes a clean and healthy river in a setting where activities, buildings and the natural environment are in harmony with one another and with the river landscape.

It ensures the design of buildings (their form, materials and colours and their settings, trees and plants) are all lasting features of the landscape and combine to set the scene, enhance the visual harmony and confirm our sense of place.

It encourages recreation and tourism opportunities compatible with the natural environment.

It emphasises community involvement and participation in future planning and management of the river and its environs.



Boating on the river (SRT)



The shared path through Ashfield Flats (SRT)

GUIDING PRINCIPLES

The underlying philosophy of the Guiding Principles for the Swan and Canning Rivers is that the river system is a complex and dynamic natural landscape that extends beyond the river channel.

A properly functioning river alters the position of its channels and foreshore, frequently spills over its banks and occasionally occupies its floodplain. The vegetation system within it (reeds), beside it (fringing vegetation) and nearby (bushland, wetlands and enclaves) are all important parts of its ecology.

The river should be understood as this larger natural system of directly related elements. Development beside or near the river should be responsive to each of these elements.

The Guiding Principles set out broad policy objectives for the conservation, management, use and development of the river setting and have been endorsed by the Swan River Trust and the Western Australian Planning Commission to guide decision making. They encompass social, environmental, cultural and natural heritage, and development and design considerations.

These principles are listed below and further explanation of these principles can be found in Appendix 3 of the *Swan and Canning Rivers Precinct Planning Project Precinct Plan Handbook* May 2002 .

SOCIAL BENEFITS

- Maintaining the river and its setting as a community resource
- Securing public access to the river
- Maintaining a sense of place
- Providing opportunities for water transport

ENVIRONMENTAL VALUES

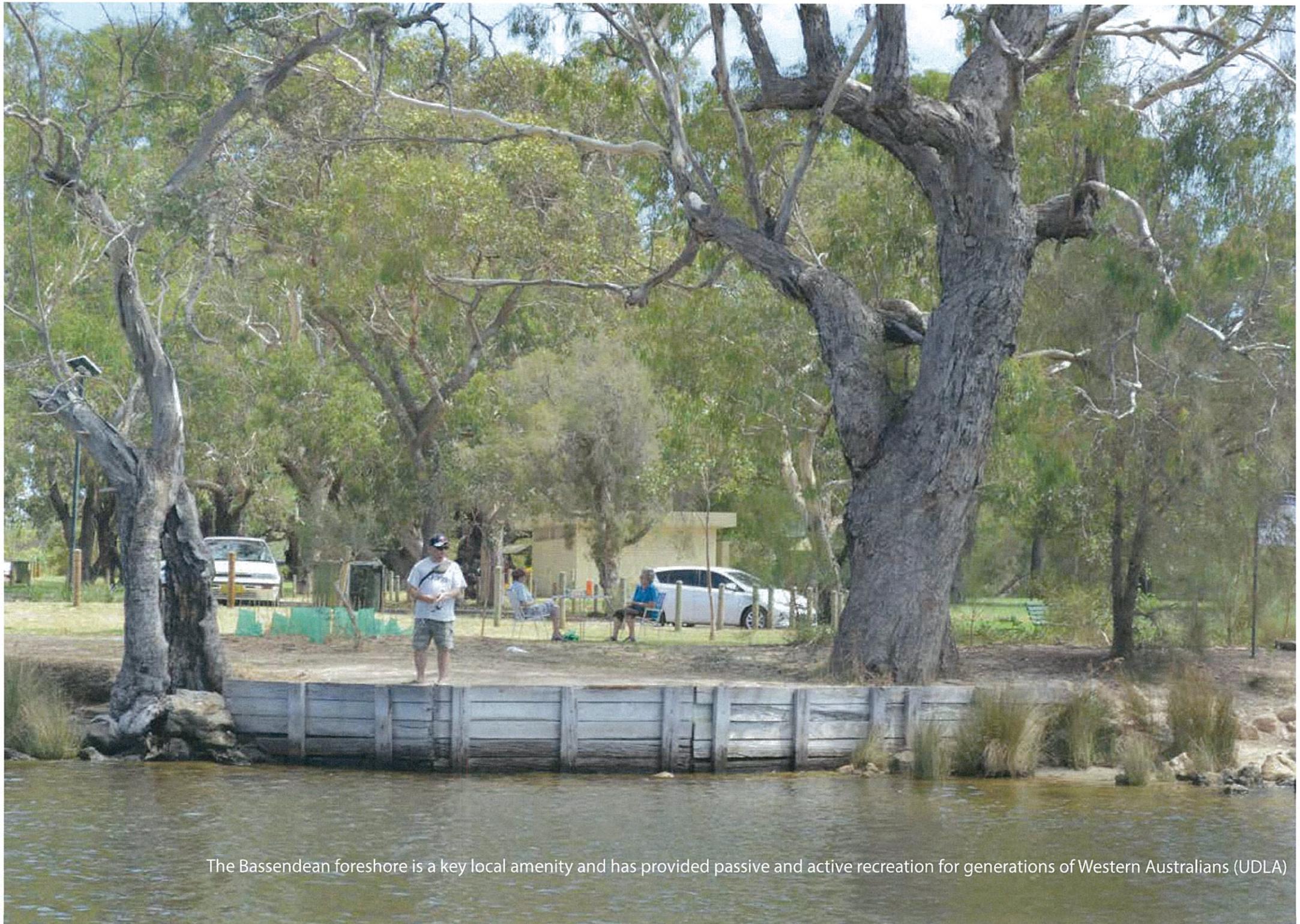
- Protecting the natural environment
- Protecting fringing vegetation
- Minimising dredging and channel disturbance
- Rehabilitating the river landscape
- Response to river function

CULTURAL AND NATURAL HERITAGE

- Conserving the cultural and natural heritage of the river and its setting

DESIGN AND DEVELOPMENT

- Promoting sensitive design and built form to complement the river landscape
- Encouraging appropriate development
- Creating linkages and greenways
- Creating and maintaining foreshore reserves



The Bassendean foreshore is a key local amenity and has provided passive and active recreation for generations of Western Australians (UDLA)

INTRODUCTION

SWAN RIVER MANAGEMENT STRATEGY

In 1988, the Swan River Management Strategy was adopted by the Western Australian Government as an overall framework for the conservation, use and development of the river. One of the principal objectives of the Strategy is to “ensure that land use and development on and adjacent to the river maintains or enhances the quality and amenity of the river environment” and to “balance the competing demands for use and development with the need to conserve and enhance the functional healthy river environment for the enjoyment of the present and future generations”.

The amenity and quality of the river environment is influenced substantially by how we use the river, treat its foreshores and develop land nearby. This, in turn, affects the landscape quality of the river and how much we appreciate and enjoy the river environment. The Management Strategy addresses this issue by recommending that an overall landscape plan (recommendation 14) and a policy statement (recommendation 26) guiding development on and adjacent to the river and foreshores be prepared.

SWAN RIVER SYSTEM LANDSCAPE DESCRIPTION

In 1997, the Swan River Trust published the Swan River System Landscape Description as the first stage in implementing recommendation 14 of the Swan River Management Strategy. The document identified 23 precincts throughout the Swan-Canning River System and recommended that plans be prepared to guide decision-making in relation to development on and adjacent to the river so as to protect the river landscape.

PRECINCT PLANS

In 2002, the Swan River Trust, in partnership with the Western Australian Planning Commission, published the Swan and Canning Rivers Precinct Planning Project Precinct Plan Handbook. This handbook outlines the methodology for preparing a Precinct Plan for each of the precincts within the Swan Canning Riverpark.

While the Swan River System Landscape Description and Precinct Plan Handbook both identify the need for 23 separate Precinct Plans, over time it has become apparent that preparing Precinct Plans based on local government authority administration boundaries is a more pragmatic approach. Hence this Precinct Plan for the Town of Bassendean represents one of the first of a number of plans to be developed around the Swan Canning Riverpark.

TOWN OF BASSENDEAN PRECINCT

The purpose of this plan is to :

- Provide the Town of Bassendean, the Swan River Trust and the Western Australian Planning Commission with a detailed planning tool to guide development and uses within the river setting; and
- Ensure that the landscape values of the river system are conserved or enhanced for present and future generations.

PRECINCT AREA

The precinct area encompasses the whole river front within the Town of Bassendean from the Moojebing Street to Bennett Brook. It includes all land within the Swan River Trust’s Development Control Area and land abutting or considered to be affecting the Development Control Area (Figure1).

RELATIONSHIP TO SWAN RIVER TRUST DEVELOPMENT CONTROL AREA

Large parts of this precinct fall within the Swan River Trust Development Control Area and include land reserved for Regional Parks and Recreation under the Metropolitan Region Scheme. The Precinct involves jurisdictions and statutory responsibilities of the Town of Bassendean, the Swan River Trust and the Western Australian Planning Commission.

METHODOLOGY

REVIEW OF RELEVANT DOCUMENTS

In preparing this Precinct Plan an overview of various documents, including relevant legislation, local government town planning schemes, State and local government planning policies and guidelines, environmental management plans and strategic planning studies, has been undertaken. These are listed in Appendix 1.

The Swan-Canning River system has been the subject of numerous studies and investigations over the years. This Precinct Plan has been prepared having due regard to the key recommendations of the most pertinent and recent of these, including:

- Swan River Management Strategy, 1988;
- Swan River Landscape Description, 1997;
- Swan and Canning Rivers Foreshore Assessment and Management Strategy, 2008;
- Land and Waterway Use Plan, 2010;
- River Protection Strategy (Draft); and,
- Swan Canning Riverpark Trails Project (Draft);

PRECINCT DESCRIPTION/VISUAL LANDSCAPE CHARACTER ASSESSMENT

The methodology used in preparing this Precinct Plan involved a comprehensive description and assessment of the landscape character of the precinct, generally following the approach used in the Swan River System Landscape Description, covering built form, land use, vegetation and topography, movement and access and water use, and subsequently refined to take into account Visual Landscape Planning in Western Australia: A manual for evaluation, assessment, siting and design prepared by the former Department for Planning and infrastructure (now Department of Planning).

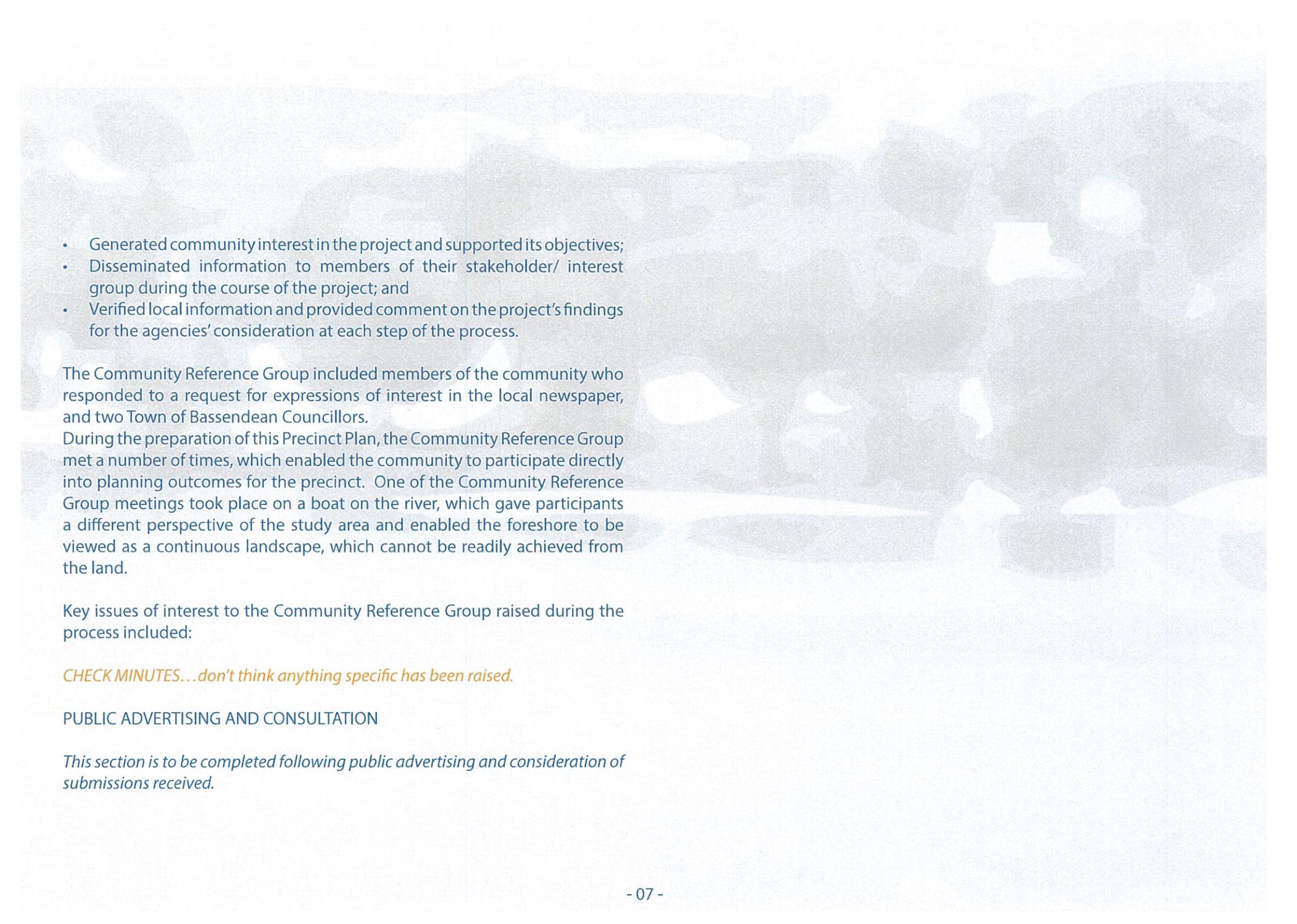
The methodology entailed understanding existing conditions, defining community objectives, identifying constraints and opportunities in association with community values and developing an agreed strategy to achieve those objectives, including recommended actions, time frames and allocation of responsibilities.

COMMUNITY AND OTHER STAKEHOLDER CONSULTATION

In preparing this plan, input from a wide range of community, business and government groups and individuals was required to ensure that all key issues were addressed and various options to resolve issues were canvassed. This was achieved through the establishment of, and engagement with, a Community Reference Group. The Community Reference Group provided an insight into local concerns and aspirations at key milestones during the project.

In particular the Community Reference Group:

- Advised the agencies on what issues were important to the community in the preparation of the plan;

- 
- Generated community interest in the project and supported its objectives;
 - Disseminated information to members of their stakeholder/ interest group during the course of the project; and
 - Verified local information and provided comment on the project's findings for the agencies' consideration at each step of the process.

The Community Reference Group included members of the community who responded to a request for expressions of interest in the local newspaper, and two Town of Bassendean Councillors.

During the preparation of this Precinct Plan, the Community Reference Group met a number of times, which enabled the community to participate directly into planning outcomes for the precinct. One of the Community Reference Group meetings took place on a boat on the river, which gave participants a different perspective of the study area and enabled the foreshore to be viewed as a continuous landscape, which cannot be readily achieved from the land.

Key issues of interest to the Community Reference Group raised during the process included:

CHECK MINUTES...don't think anything specific has been raised.

PUBLIC ADVERTISING AND CONSULTATION

This section is to be completed following public advertising and consideration of submissions received.



The dense sedges and other wetland vegetation of the Ashfield Flats is of high ecological value to the river system. (UDLA)

DEVELOPMENT CONTROL

Where development is proposed on land (i.e. on a lot) or in waters that are wholly in the Swan River Trust Development Control Area, the Swan River Trust is the primary assessing authority under Part 5 of the Swan and Canning Rivers Management Act 2006. The Swan River Trust makes a recommendation to the Minister for Environment, who makes the final determination on the application. The Swan River Trust consults the Town of Bassendean and other State Government agencies before making its recommendation to the Minister. Figure 1 represents the extent of the Swan River Trust Development Control Area.

Applications for development on land abutting waters within the Development Control Area or on land partly within the Development Control Area are assessed under Clause 30A(2)a of the Metropolitan Region Scheme. The Western Australian Planning Commission determines these applications on the advice of Town of Bassendean and the Swan River Trust.

Proposed developments located on land that abuts other land in the Development Control Area, or that are likely to affect waters in the Development Control Area, are subject to Clause 30A(2)b of the Metropolitan Region Scheme. The Swan River Trust provides advice on this type of development application to the Town of Bassendean (who act under delegated authority from the Western Australian Planning Commission).

Applications for development on other land within the Town of Bassendean Foreshore Precinct Plan area are lodged with and determined directly by the Town of Bassendean, who may consult with other State Government agencies as necessary.

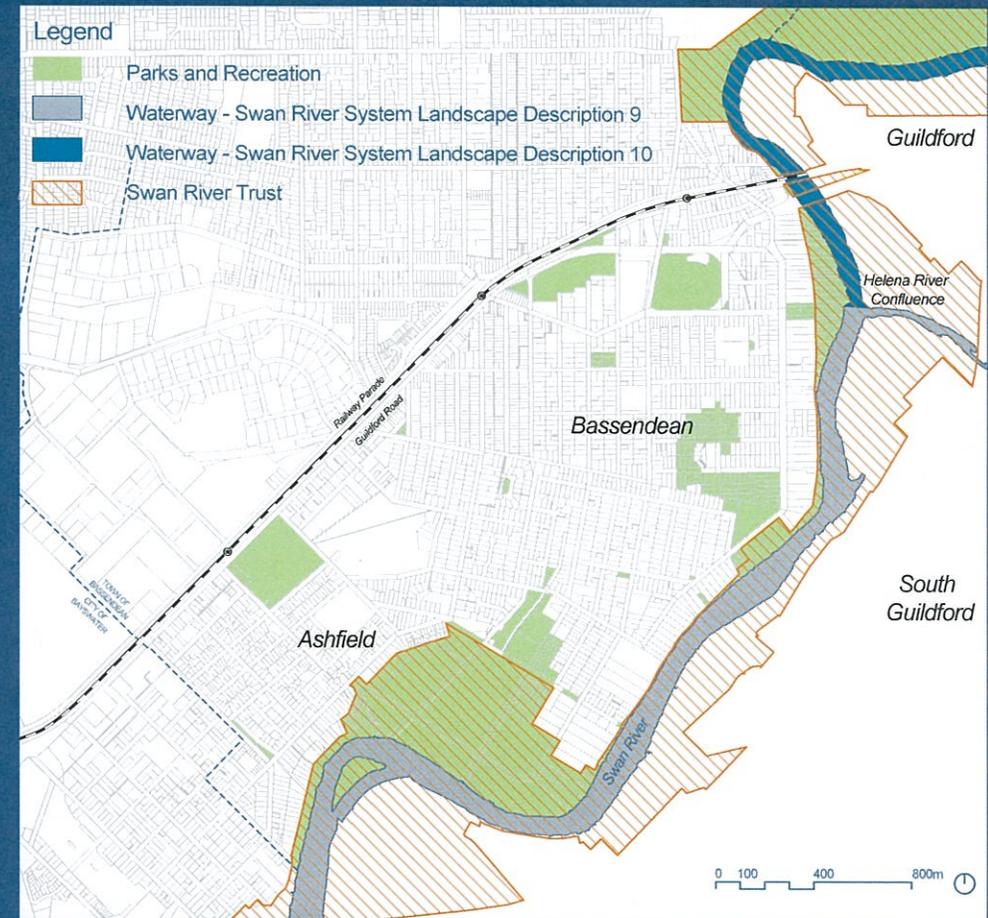


Figure 1: Swan River Trust - Development Control Area

PRECINCT DESCRIPTION

The Town of Bassendean is located within the area covered by precincts 9 and 10 of the Swan River System Landscape Description (Figure 1).

Precinct 9 covers Ascot to the Helena River Confluence and therefore relates to the majority of the Bassendean Precinct Plan.

"The Swan River takes an irregularly meandering form with sections of straight channel in this section. The Ascot Peninsula forms an attractive water body with several fingers of land extending into the river channel." Landscape Description – Precinct 9, Ascot to the Helena River Confluence (Swan River Trust, 1997)

The remaining northern portion of the Bassendean Precinct Plan is included in Precinct 10, which covers Historic Guildford – North of Helena River Confluence to Middle Swan Road. *"The Swan River takes several broad irregular meanders in this precinct. The river channel is relatively narrow and has several tributaries draining from the surrounding landforms. The riparian section is mainly lined with fringing vegetation including several shore rushes, paperbarks and sheoaks."* Landscape Description – Precinct 10, North of Helena River Confluence to Middle Swan Road (Swan River Trust, 1997)

A substantial amount of background information was collated and informed the precinct plan, relating to both the area's existing description and character, and the future strategy and direction for the Bassendean foreshore. This background information broadly related to the guiding principles that included social benefits, environmental values, cultural and natural heritage and design and development. Included in the following pages are examples of the type of background mapping that was prepared and contributed to this process.

Figure 2: Heritage and Culture

Bassendean foreshore is a place of historical and cultural significance to the local Nyoongar people, as represented by the extent of the registered heritage sites within the precinct. It is also an early colonial town site established in 1831 (then named West Guildford) and remnants of this post-colonial history remain as identified in figure 2.

Figure 3: Precinct Land use

The land use and zoning of land within and adjacent to the foreshore boundary has a strong influence on the precinct plan. The typical land use fringing the river is parks and recreation and residential. Figure 3 identifies the land uses within the precinct boundary as dictated in Local Planning Scheme number 10.

Figure 4: Precinct Path Network

High public amenity along the river relies on a strong network of dual use paths stretching the length of Bassendean's foreshore and through to its neighbouring local councils the City of Bayswater and the City of Swan. The existing network was studied to inform planning, as displayed in figure 4.

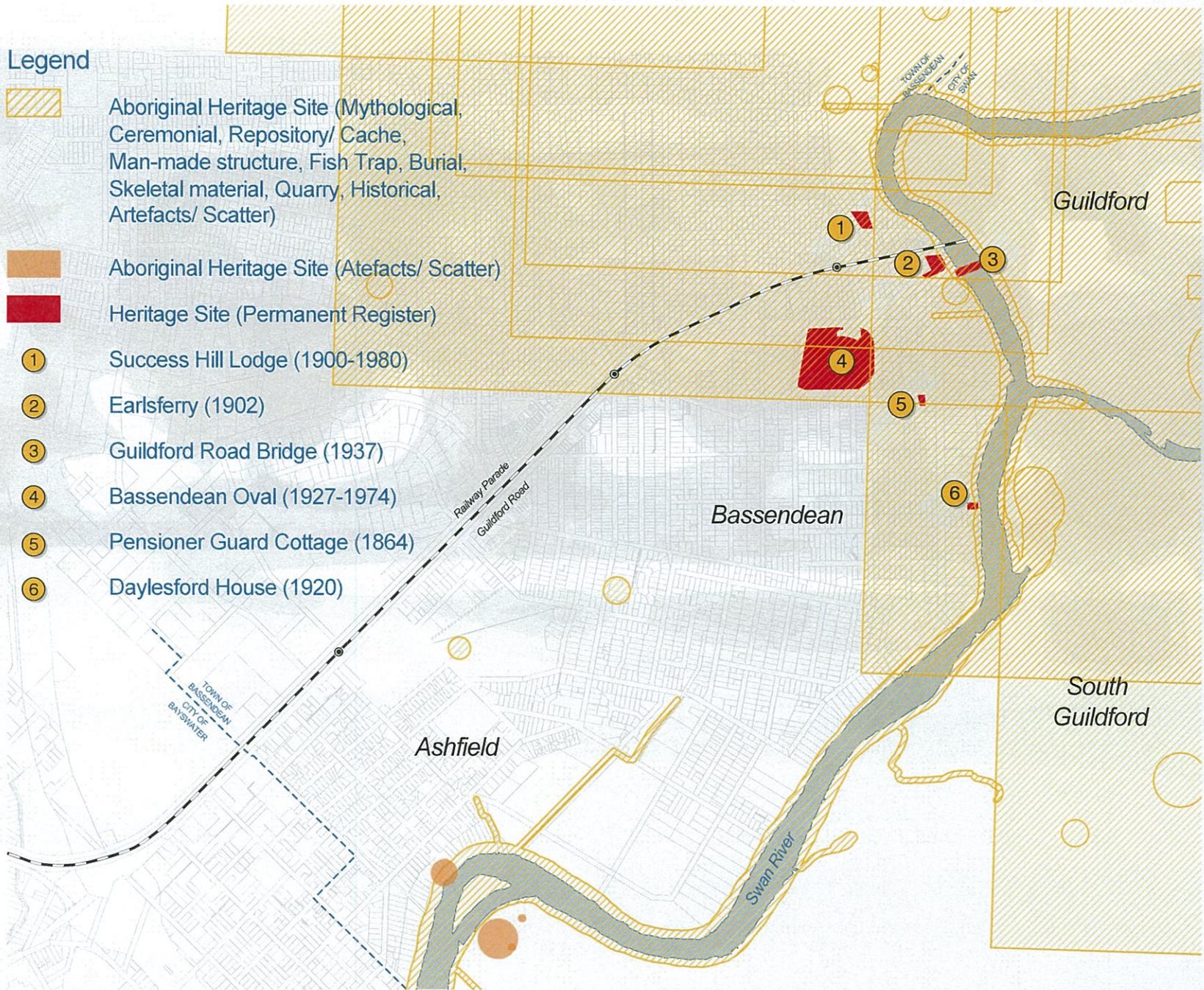


Figure 2: Heritage and Culture



Figure 3: Precinct Land Use

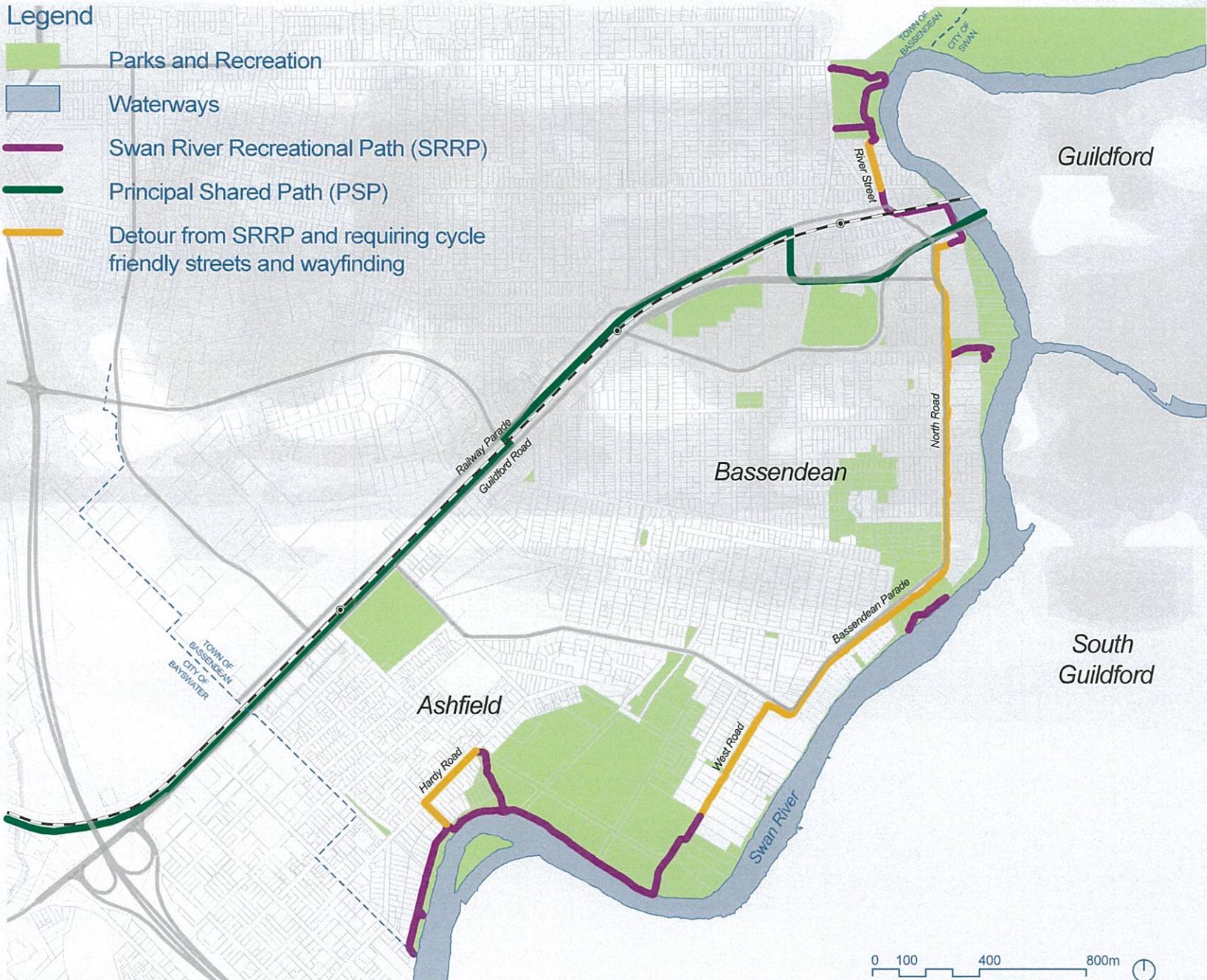


Figure 4: Precinct Path Network

LANDSCAPE CHARACTER & VISUAL LANDSCAPE ASSESSMENT

The Bassendean foreshore can be categorised into four general landscape character units (LCU) based on land use, typology, topography, functionality and visual characteristics. These landscape character units are:

LCU 1 - Steep Woodland

LCU 2 - Low-lying Wetland

LCU 3 - Open Parkland

LCU 4 - Private Residential

The following description progresses up-river from the precinct's southern to northern boundary.

In the southern area of the precinct the river bank is predominately LCU1 Steep Woodland, containing tall trees (mainly *Eucalyptus rudis*, *Corymbia calophylla* and introduced *Eucalypts* species) and a local shrub understorey. This area is well vegetated, however erosion is prominent.

The river then turns east and separates from this steep, tree lined, ridge with a large low-lying wetland (LCU2) named Ashfield Flats lying between the ridge and the river. Wetland associated vegetation such as *Melaleuca raphiophylla*, *Casuarina obesa* and multiple sedge species create a naturalistic foreshore character to the gently sloping flood plain (see landscape character unit 2 in figure 8).

This wetland borders the expansive open parkland (LCU3) of Sandy Beach Reserve with the river turning northeast, to create a low-lying broad peninsula occupied by the picturesque park.

Private residential properties (LCU4) neighbour the park on its north-eastern edge, and line the river for a stretch of approximately one kilometre. A single row of trees on the river's edge has been preserved on many of the private properties and assists in softening the visual impact of the diverse house and landscape styles and elements.

The topography of this relatively straight stretch of foreshore transitions from gently sloping floodplain to a moderately steep bank before levelling out again at the open parkland Pickering Park (LCU3) which occupies another large flood plain. The visual landscape of Pickering Park features a strong band of *Casuarina obesa* forming the interface between the open parkland and the river.

The flood plain gives way to another stretch (≈700 metres) of moderately steep, private residential foreshore (LCU4), with a visually diverse character. Again this stretch gives way to another flood plain that is the site of an open parkland reserve.

Point Reserve is a moderately sized foreshore park (LCU4) with low-key jetties and large mature trees. The view from Point Reserve is expansive and includes the confluence of the Helena and Swan Rivers, the Kings Meadow Oval (and surrounding parkland), and the well vegetated Guildford foreshore. North from Point Reserve the flood plain's open, flat, parkland aesthetic continues to the iconic Guildford Bridge.



The Steep Woodland (LCU1) constituting the foreshore at Success Hill Reserve. (UDLA)

Beyond Guildford Bridge the river bank becomes very steep Woodland (LCU1) with tall local trees (*E.rudis* and *C.Calophylla*) and an understorey of introduced weed species dramatically existing on the steep bank. This steep vegetated foreshore rising over five metres creates a sense of enclosure at river level screening the neighbouring residential land use. This steep bank has been carved by the sharp turn in the river that also contributes to the intimate enclosed nature of this portion of the river.

Success Hill Reserve consists of more open parkland (LCU3) and sits above the river bank and is a fromal access point to this portion of the river. The impressive views from Success Hill are to the well vegetated Fish Market Reserve and the confluence of Bennett Brook and the Swan River. This steep foreshore gives way to a low-lying wetland environment (LCU2) surrounding the Bennett Brook – Swan River confluence.

The location of these landscape character units are represented in figure 5.

1 LCU 1 - Steep Woodland

A steep foreshore zone dominated by tall local riparian tree species creating partial canopy cover with associated under storey species. This linear band creates a distinct “naturalistic” character to this area of the foreshore with the tall tree species the major visual contributor.



Steep Woodland: near Ashfield Parade foreshore

2 LCU 2 - Low-lying Wetland

Low-lying areas of sedges and other vegetation that experience seasonal or permanent inundation. These wetlands are prominent, natural elements and provide many vital ecological functions.



Low-lying Wetland: view south across Ashfield Flats

3 LCU 3 - Open Parkland

Expansive areas of parkland characterised by open lawns surrounding large individual trees, a thin band of sedges constitutes the majority of the interface between river and parkland. The informal arrangement of trees in open lawn creates a picturesque quality to the landscape.



Open Parkland: view north through Sandy Beach Reserve

4 LCU 4 - Private Residential

There are three main areas along the Bassendean foreshore where a row of large residential properties front directly onto the river’s edge. Some have private jetties and a large variation of foreshore edge conditions and styles exists.



Private Residential: Property mid-way between Pickering Park and Point Reserve

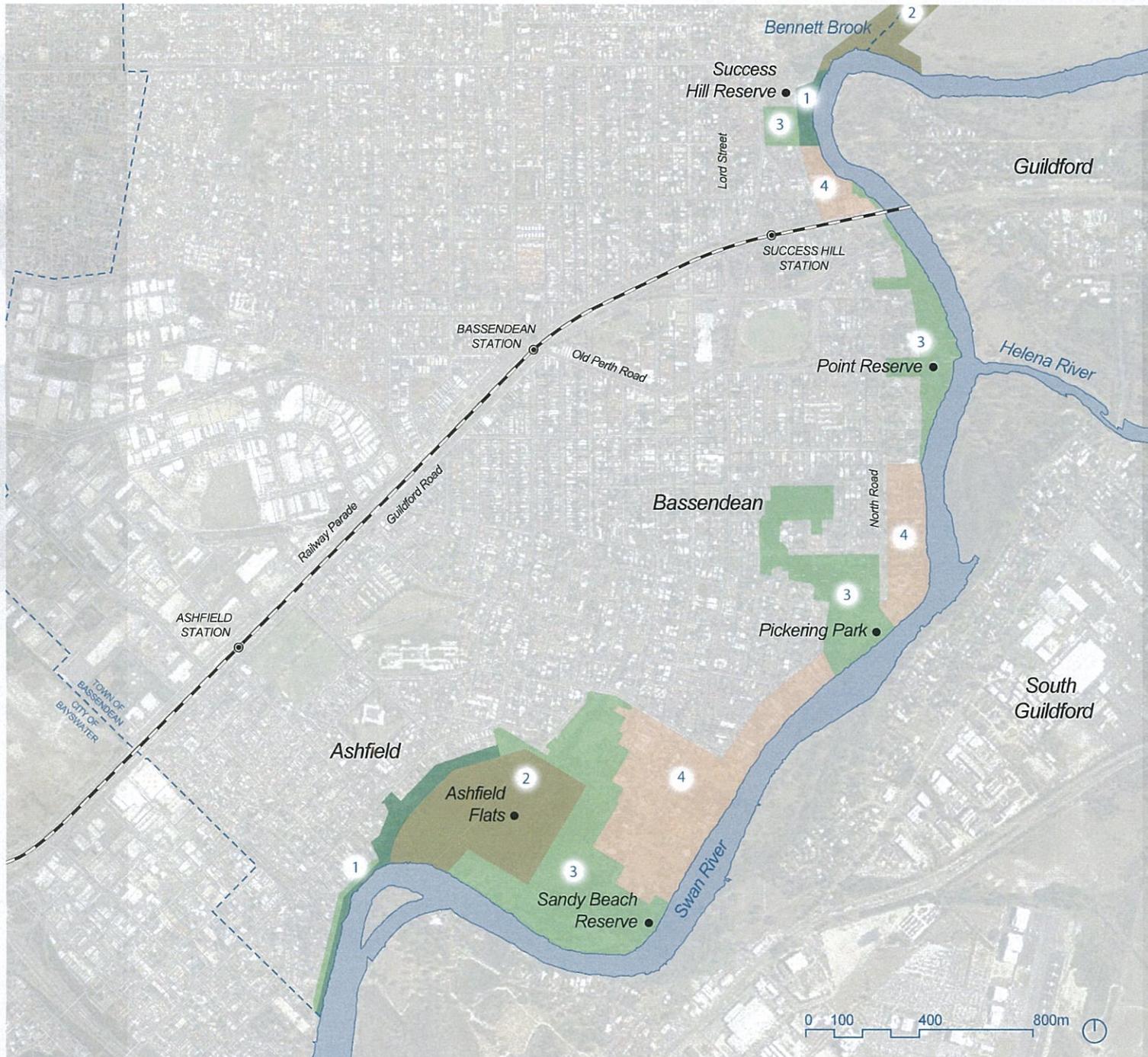


Figure 5: Landscape character units

PRECINCT OBJECTIVES

This Precinct Plan is a policy document and strategy identifying key activity nodes, view corridors, access points and topographical features, supported by a series of specific actions and recommendations. It is expected that all future land use, subdivision, development and civic design proposals in the Bassendean Foreshore Precinct will take into account the recommendations of this Precinct Plan.

The precinct objectives presented here have been formulated having regard to the Swan and Canning Rivers Vision Statement and Guiding Principles and to the specific character of the river within Precinct 10.

The elements of the Precinct Plan are not exhaustive and cannot anticipate all future development scenarios that may eventuate. The intent of the plan therefore is to provide guidance and to demonstrate how development can enhance, rather than detract from, the character, setting and public enjoyment of the river.

Land use, building form, road patterns, vegetation and topography all combine to influence how a development affects the river. The Guiding Principles should therefore be regarded as a checklist, which can be used by proponents, local government, the Swan River Trust and other agencies in the application assessment and approval process. The guidelines are not intended to replace any existing guidelines, unless specifically stated to the contrary.

The precinct objectives are presented under the headings of:

- Built Form
- Land Use;
- Vegetation and Topography;
- Movement and Access; and
- Water Use

All future land use, subdivision, development and infrastructure design proposals should be supported or undertaken only if it can be demonstrated that they are consistent with the following objectives.

BUILT FORM

OBJECTIVE - To ensure development is cognisant of its proximity to, and impact on the character, setting and public enjoyment of the river.

EXPLANATION - These guidelines apply generally throughout the Bassendean Foreshore Precinct and will be used to guide decision-making in relation to development and proposals on the water and on land within the river setting. The following design principles will assist in meeting the objective:

Building Siting and Orientation:

- Development should generally be orientated toward the river and adjacent foreshore reserves unless site conditions prevent this.
- The use of blank walls with little or no detailing should be avoided.
- Development on land immediately adjoining the foreshore reserve should be sited so as to maximise casual visual surveillance.

Design Responses:

- Design Responses that are sympathetic to the slope of the site should be used to minimise the need for excessive cut and fill or use of large retaining walls.
- On land with steep gradients, this may require greater use of timber supports, concrete or steel piles to minimise onsite earthworks, or multi-level design/construction design solutions which incorporate roof lines sympathetic to the predominant built landscape.

Earthworks and Retaining Walls:

- Excessive earthworks and use of large retaining walls should be avoided
- The height of retaining walls should be kept to a minimum. This can be achieved through flexible building setbacks and appropriate terracing of retaining walls to soften their visual impact.

Building Height:

- Building heights for new development should be appropriate to the landscape context of the locality.
- Building heights should generally reflect the prevailing building heights in the locality, especially in established residential areas.
- Building heights should not block the view to and from an important landmark or significant landscape feature such as the river escarpment.
- Important view corridors should be preserved or be created, such as to and from a landmark feature, heritage building, park, road or other public space.

Materials:

- The materials and finishes of buildings should complement the landscape character of the precinct, making reference to those predominantly used in the local context.
- Large-scale developments should comprise a range of materials and finishes to complement the diverse landscape character of the precinct.

LAND USE

OBJECTIVES

- To recognise the popularity of this section of the river for a wide range of land and water-based activities, accommodating uses, access and associated infrastructure within clearly defined nodes.
- To ensure that continued access to, use and enjoyment of, the river and foreshore by the public is not compromised by private and semi-private uses.
- To ensure that adequate foreshore reserves are set aside at rezoning and subdivision stages to allow for public use and enjoyment of the river.

EXPLANATION - It is important to ensure that the public can continue to use, access and enjoy the river and its foreshores. Commercial and other private forms of development should be contained within clearly defined activity nodes, as identified on the Precinct Strategy Plan (Figure 6).

VEGETATION AND TOPOGRAPHY

OBJECTIVE - To conserve significant landforms and vegetation and to enhance landscape values within the precinct.

EXPLANATION - The landform either side of the river in this locality contains a number of elements which have high conservation, heritage and scenic value. These include the cliffs, escarpment and cliff face. Elsewhere, the landscape is less dramatic but nonetheless constitutes an important natural setting for the river.

Development should make a positive contribution to the setting of the river and visual quality by incorporating sensitive design and appropriate materials and construction techniques.

TOPOGRAPHY

OBJECTIVE - To ensure that development complements the contours of the land as viewed from the river.

EXPLANATION - In many parts of this precinct the landform either side of the river comprises flat or gently undulating land, which is above and beyond the deep river valley. This is an important aspect that defines the landscape character of this part of the river. Development should generally be set back from the top of the slope of the river valley, so as to curtail its visual impact and cut and fill of the land should be avoided as much as possible.

VEGETATION

OBJECTIVES

- To protect and preserve existing remnant local and significant exotic vegetation.
- To retain a maximum degree of tree cover on land adjacent to the river.
- To encourage rehabilitation of fringing vegetation to protect and restore the natural ecology of the river.

EXPLANATION - Within this precinct a rich texture of vegetation exists ranging from eclectic plantings in association with urban and semirural

development and significant stands of indigenous trees along the river bank and within adjacent landholdings. These are important aspects in defining the landscape character of the precinct. Management plans should specify programs to facilitate the protection of local vegetation and appropriate action to reinstate and rehabilitate local vegetation in specified locations.

MOVEMENT AND ACCESS

PHYSICAL ACCESS

OBJECTIVES

- To provide for an appropriate form of continuous uninterrupted access along the river foreshore for pedestrians and where practical, cyclists.
- To link key activity nodes along the foreshore.
- To provide public access to the river at convenient locations.

EXPLANATION - Public access to the river is normally achieved by setting aside the foreshore as a public reserve and providing continuous linear access for pedestrians and cyclists. In some areas, physical access may be constrained by existing topographical features, such as the river terraces or other fragile landscape elements. In these areas, access for pedestrians and cyclists calls for a sensitive design approach, utilising construction techniques and materials compatible with the landform.

VISUAL ACCESS

OBJECTIVES

- To maximise views of the river from adjacent roads and other public

places.

- To allow for views from the river to significant landmarks, heritage buildings and other features which enhance the setting and character of the river.

EXPLANATION - Many factors influence the availability of views to and from the river. Land ownership and use on the immediate foreshore, the road layout, landform and vegetation all play a role. In this precinct, broad, continuous sweeping views are obtained from several public high points. These views are essential to the public enjoyment of the river. Roads and other public places provide narrow glimpses of the river at various locations throughout the precinct. These views are important to maintaining a sense of place - visual connection to the river environment. View corridors and vistas to the river should be preserved and enhanced through appropriate site layout of buildings, other structures and tree planting.

WATER USE

OBJECTIVE - To recognise the importance of the river as a scenic corridor.

EXPLANATION - The high conservation and scenic values of this section of the river could be threatened by inappropriate uses if not properly controlled. This section of the river is more suited to low-impact, passive recreation pursuits such as fishing, canoeing and rowing in defined areas, than intensive recreational or commercial uses.

PRECINCT STRATEGY

SOCIAL BENEFITS

Preserving and enhancing the existing foreshore parks and reserves that exist on the precinct's flood plains is paramount to the ability to allow the public to experience the river within Bassendean and the quality of these experiences. Connecting these parks and reserves, or activity nodes, is also highly influential on the overall quality of the foreshore experience. With the Town of Bassendean committed to the infill objectives of Directions 2031, an increased population is anticipated, as is an increased demand on the amenity provided by the river and its foreshore parks. In preparation for increased demand for public open space; Success Hill Reserve and Sandy Beach Reserve / Ashfield Flats are considered regional recreation nodes. Due to their isolated, constrained sites and smaller size; Pickering Park, Ashfield Parade Reserve and Hardy Road are considered more intimate and discrete local parks. Due to Point Reserve's proximity to the commercial centre of Bassendean; potential exists to draw visitors from the Town Centre down to the foreshore park with commercial opportunities.

CULTURAL AND NATURAL HERITAGE

Bassendean has a strong cultural heritage associated with the river. Maintenance of this natural heritage requires consideration when development is planned and actions to maintain the river's physical and biotic characteristics. Sensitive erosion control, preservation of existing vegetation, minimised dredging and channel disturbance, succession planting of large trees, weed control and re-vegetation of degraded areas are all continual considerations aimed at preserving the natural heritage of the river. Success Hill Reserve and Pyrton Reserve are sites holding particular significance to the Nyoongar community and interpretation and preservation within these areas is of critical importance. The Swan River has played a significant role in the lives of generations of residents in the Town of Bassendean; this public access to and interaction with the river should be protected and enhanced to continue this tradition.

ENVIRONMENTAL VALUES

Protecting the integrity of the Swan River environment is crucial to its ability to provide amenity and value to locals and visitors within the Town of Bassendean. Bush Forever classification covers Ashfield Flats, Sandy Beach Reserve, Success Hill foreshore and Bennett Brook. Conservation Over Water status covers the river from Point Reserve north to the precinct's extent at Bennett Brook. These areas are considered high ecological priorities and require preservation and enhancement to ensure the rivers health and longevity. The fringing vegetation has been compromised in significant sections of the Bassendean foreshore. Strategic foreshore planting is required to re-introduce shoreline and understorey vegetation and assist in the succession of mature trees. Additionally, enhancing foreshore vegetation will assist in erosion prevention and control. Erosion control requirements for different areas of foreshore have been priorities and are displayed in figure 6.

DESIGN AND DEVELOPMENT

The Ashfield Flats/Sandy Beach Reserve, Point Reserve and Success Hill Reserve, are priorities for enhancement. Potential facility upgrades and commercial opportunities may be appropriate in these locations due to their regional significance. Connecting these nodes via a foreshore shared path is a significant challenge due to privatised sections of the foreshore impeding public access. The long term goal of establishing this foreshore connection would improve the experience of the foreshore and increase the amenity it provides. It would also help to include the Bassendean foreshore and its reserves in a wider tourist network and destination. This is currently restricted by private properties that extend to the river in certain areas as shown in figure 6.

Development of the foreshore must be placed in the context of increased population within the Town of Bassendean due to increased zoning densities as prescribed by Directions 2031. The associated increased demand on the amenity provided by the foreshore requires appropriate design and development to ensure this demand is catered for and the social, environmental and heritage features of the precinct are preserved and enhanced.



Figure 6: Precinct Strategy Area A

SUB-PRECINCT PLANS

The Town of Bassendean foreshore precinct has been divided into five sub-precinct areas to allow for more specific and appropriate strategies to be proposed.

The creation of these sub-precincts is based upon landscape character, land use and key natural divisions and features.

The sub-precinct areas are shown in figure 7 and include:

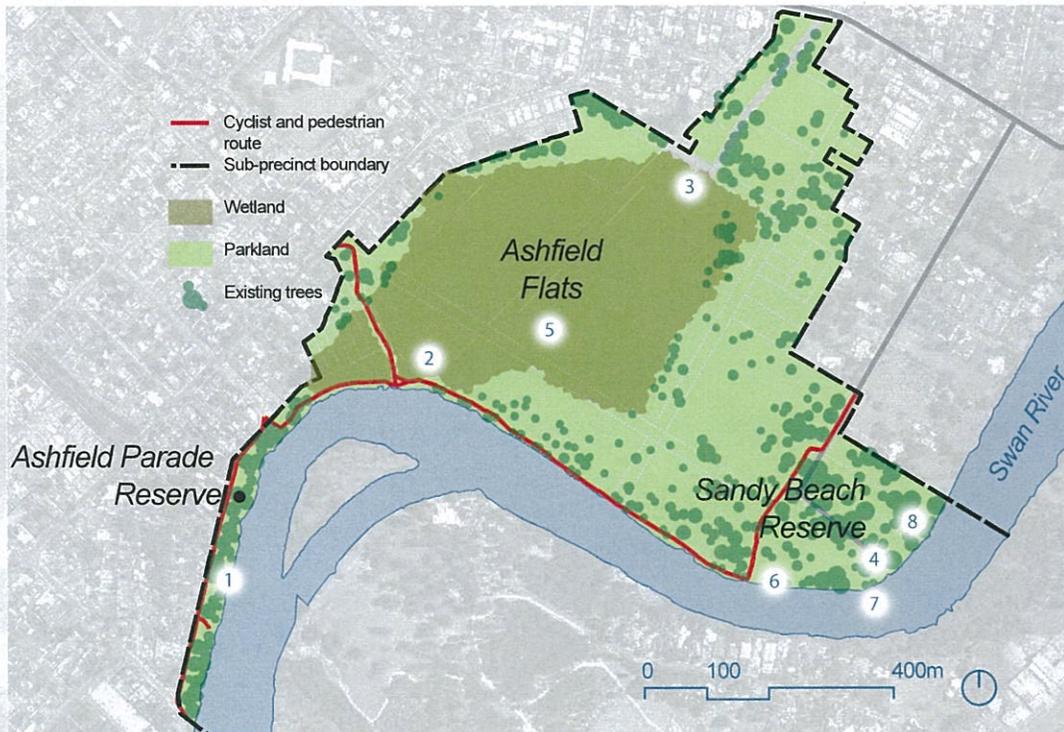
1. Ashfield and Sandy Beach Foreshore;
2. Bassendean Parade residential area;
3. Pickering Park;
4. Point Reserve; and,
5. Success Hill;

Key localised strategic recommendations have been suggested and follow the projects Guiding Principles of:

	Social Benefits		Cultural and Natural Heritage
	Environmental Values		Design and Development



Figure 7: Location of sub precincts.



SUB-PRECINCT 1: ASHFIELD FORESHORE AND SANDY BEACH RESERVE

Sub-precinct 1 has the potential to become a regionally significant recreation area and a key destination in a wider foreshore tourism route. Ashfield Parade is a quiet street that separates private residential land use from the foreshore reserve. The reserve has two distinct linear Landscape Character Units. The first, bordering the road, is a flat linear parkland with mature trees surrounded by lawn, with a shared path running its length. The second Landscape Character Unit, on the river side of the reserve, is a steep woodland river bank with an understorey of local shrubs and evidence of significant erosion. Stairs connect Ashfield Parade to a riverside path that links into the Ashfield Flats shared path. The Ashfield Flats is a large expanse of low-lying wetland with altered hydrology due to the presence of an open Water Corporation drain that forms a straight incision through the wetland system. The Ashfield Flats Reserve is the largest remaining river flat in the Perth metropolitan area covering 64 hectares. This area requires ecological rehabilitation to control weeds and reinstate ground hydrology. The access path is only on its southern side and the compelling views across this expansive wetland are currently under-utilised. The land is currently owned by Western Australian Planning Commission, and through a management arrangement maintenance is conducted by the Town of Bassendean. A boardwalk structure allows access between the flats and the river and onto a dual use path that leads into the large parkland expanse of Sandy Beach Reserve. Sandy Beach Reserve is a large well maintained park with many mature local trees. The area around Ashfield Flats and Sandy Beach Reserve is a well-used recreational area for dog walking and fishing.



Figure 8: Sub-precinct 1



1. Erosion is a significant issue along Ashfield parade foreshore reserve and remediation will require on-going efforts.



2. An opportunity exists to sensitively enhance the experience of Ashfield Flats with improved access (boardwalks) and interpretation.



3. Designated viewing areas or structures could utilise the view across Ashfield Flats and showcase this important area.



4. Sandy Beach reserve is a large regional park with a gentle bank and sufficient space to allow a designated boat launching facility and associated car park.



5. Ashfield Flats requires ecological restoration. This is unlikely under the financial constraints of the current management arrangements and may require reassignment of its long term management.



6. A suitable kayak launching area in Sandy Beach reserve would allow connection from the northern river bank to the extensive kayak facilities at Garvey Park.



7. A jetty with the capacity to facilitate ferries could provide an opportunity to attract visitors and tourists to Ashfield Flats and Sandy Beach Reserve.



8. With increased attraction and therefore visitor numbers to the area, commercial opportunities could become viable and would contribute to further increasing activation.

SUB-PRECINCT 2: BASSENDEAN PARADE RESIDENTIAL AREA

Sub-precinct 2 represents the largest stretch of privately owned foreshore in the Bassendeau Precinct. 25 Private residential lots extend to the river's edge comprising a one kilometre section of foreshore. Some remnant foreshore trees have been preserved near the river's edge on the private lots. Protection of remnant, fringing vegetation is vital in softening the visual influence of the residences on the river environment, as well as performing an ecological function and assisting in erosion prevention. The properties have a diverse approach to the treatment of the river's edge representing many differing techniques for foreshore stabilisation. The houses and surrounding gardens also represent an eclectic variation in styles, treatments and elements. The foreshore path that runs into Sandy Beach Reserve turns away from the foreshore and into West Road which runs along the front of the foreshore properties. At the end of Villiers Street East, the road reserve continues to the river's edge creating a small area of public ownership and providing access to the river. The most appropriate route to connect to the foreshore is to continue along West Road until turning right on Bassendeau Parade that continues into Pickering Park. West Road and Bassendeau Parade are separated from the river by the private properties and the route to re-connect with the foreshore is unclear. Establishing a public foreshore connection through this precinct will remain a significant challenge due to the length of foreshore involved (one kilometre), narrow width of the foreshore reserve and the erosion control measures required through much of the section.

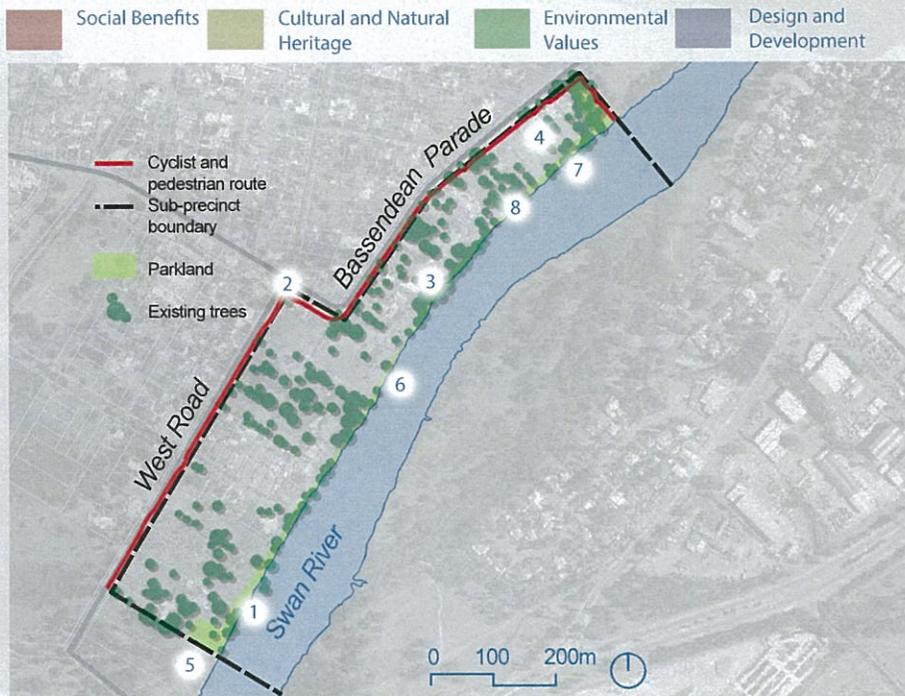


Figure 9: Sub-precinct 2



1. The long term goal of connecting Sandy Beach Reserve to Pickering Park is challenging, however it is important to include Bassendeau in the wider Swan River recreation route.



2. As a short term measure, the route along West Road and Bassendeau Parade should be enhanced including improved way-finding, path treatments, and planting of riverine vegetation.



3. Riparian trees on private land should be preserved and play a significant role in reducing the impact of private properties on the river's visual character.



4. Potential exists to increase density to compensate for the acquisition of foreshore reserves to allow public access along the foreshore.



5. Specification of visually permeable fencing and vegetative screening would reduce the influence of properties directly abutting Parks and Recreation Reserve on their side boundaries.



6. An agreed best practice approach to erosion control on private properties could be determined and then guidance provided to private property owners.



7. A strategic planting regime is required to re-introduce understorey and bolster fringing vegetation to aid erosion control, and improve river health.



8. The road reserve at the end of Deakin Street continues to the water's edge and presents an immediate opportunity for fringing vegetation and public amenity enhancement.

SUB-PRECINCT 3: PICKERING PARK

Sub-precinct 3 includes Pickering Park and a section of private residential properties that stretch north to Point Reserve.

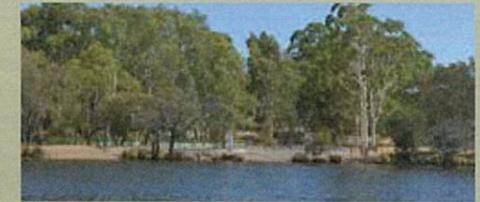
Pickering Park is open parkland with large mature trees occupying the flood plain between the river and Bindaring Wetland. The park contains a linear strip of fringing vegetation visually dominated by *Casuarina obesa*, which constitutes its interface with the river. The exception to this is a low-key boat launching area that creates a clearing in the fringing vegetation and creates a view from the river to the boat ramp car park that is in close proximity to the river's edge. Other facilities in the local park include a picnic, basketball and playground area. Recently planted trees exist within the park along with areas of re-vegetation highlighting the efforts to increase vegetation. The northern edge of the park is bound by the fence line of a private property that is only partially screened by vegetation. North of Pickering Park is a 700 metre stretch of privatised foreshore with 12 privately owned Parks and Recreation Reserve (P&R). This area restricts connection from Pickering Park to Point Reserve, and establishing a foreshore path to create this connection would greatly enhance the public amenity. Due to the location of the flood plain, houses on the southern and northern ends of this section have a sizeable setback from the river and this low, flat plain has good potential for a future public access route. The land in the central portion of this section (near the road reserve of Anstey Street) has a steep bank and the floodway remains close to the river's edge. This has created a condition where a short setback distance occurs between the built form and the P&R reserve. Short setbacks, steep land, narrow P&R reserves and erosion issues dictate that future public access along this area is likely to be in the form of a boardwalk.



Figure 10: Sub-precinct 3



1. The relocation of the Pickering Park boat launching area to Sandy Beach Reserve could be appropriate given its local, rather than regional role, however community opinion would be important in making this decision.



2. Relocation of the car park at Pickering Park further from the river's edge is recommended to reduce the visual influence of parked cars on the river's landscape character.



3. A foreshore path connecting Pickering Park and Point Reserve would greatly enhance the foreshore amenity and include the area in a wider tourist network.



4. In the short term, the route along North Road should be enhanced including improved way-finding, path treatments, planting of riverine vegetation etc.



5. An increase in zoning density could be used to compensate increased P&R reserve and the ceding of P&R reserve to the Crown.



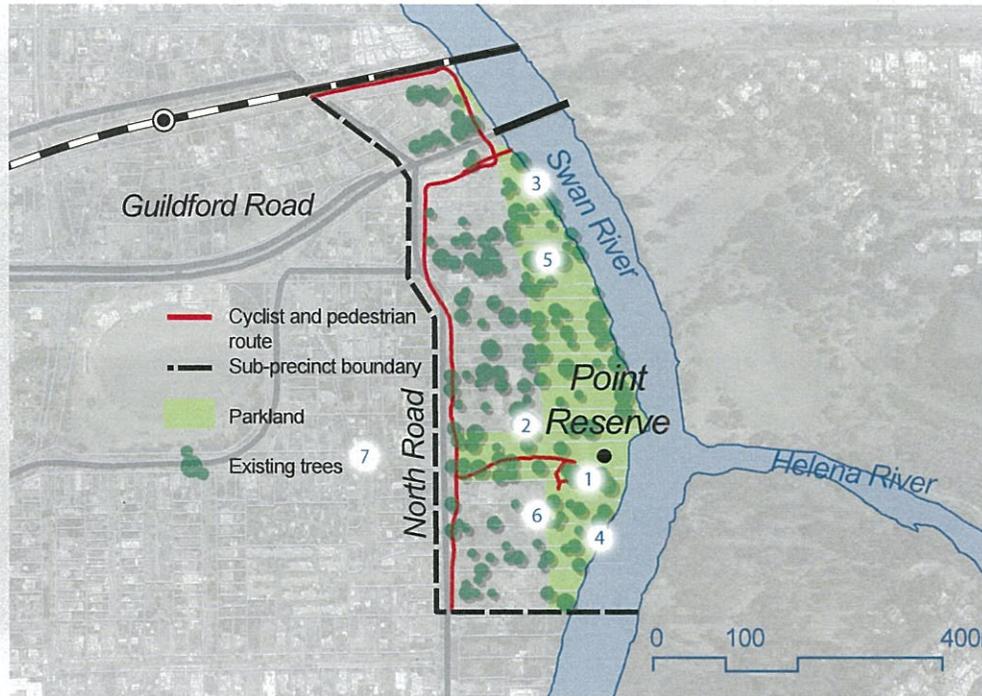
6. A strategic planting regime is required to re-introduce understorey and bolster fringing vegetation to aid erosion control and river health.



7. Specification of visually soft fencing and vegetative screening would reduce the visual influence of properties directly abutting P&R Reserve on their side boundaries.



8. An agreed best practice approach to erosion control on private properties could be determined and then guidance provided to private property owners.



SUB-PRECINCT 4: POINT RESERVE

Sub-precinct 4 includes Point Reserve and privately owned land to the north and south of the park.

Point Reserve is a moderately size foreshore park, located at the nearest point of the river to the Bassendean Town Centre. The picturesque park is populated by mature flooded gums (*Eucalyptus rudis*) scattered across the low-lying flood plain. The western side of the park rises steeply to approximately five metres above the flood plain and the residences on the private land sit above this ridge. There are low-key facilities at the park including BBQ's, toilets, picnic tables and shade structures. The car parking is spread across two areas, one above the ridge near the entrance to the park and one on the level of the flood plain. The panoramic view from Point Reserve is impressive and includes the confluence of the Helena and Swan Rivers, the Kings Meadow Oval (and surrounding parkland) and the well vegetated Guildford foreshore. Two low-lying jetties enhance the visual character and experience of Point Reserve allowing close interaction with the river and views to the north and to the south.

The northern and southern ends of the flood plain extend beyond the boundaries of the park leaving flat privatised land in these areas without any built form or structures, presenting the opportunity for the creation of a shared path along the foreshore. The northern section of this plain is cut by an open Water Corporation drain before meeting the shared use path that runs below Guildford Road and then Rail Bridge.

Figure 11: Sub-precinct 4



1. Its proximity to Bassendean Town Centre gives Point Reserve potential to be an exciting regional activity node and increasing and enhancing facilities is recommended.



2. With increased attraction and therefore visitor numbers to the area, commercial opportunities could become viable and would contribute to further increasing activation.



3. A shared path that connects Point Reserve to Guildford Bridge would enhance the experience of the park and connect it to the high use shared path network (including PSP network).



4. Establishment of a shared foreshore path through Point Reserve that extends south and connects to the proposed path in sub-precinct 3 would include Bassendean in a wider tourism and recreation network.



5. Ownership boundaries on the flood plain to the north of the park are unclear and some fences extend into the river. Clarification and demarcation of boundaries is recommended.



6. Specification of uniform visually soft fencing and vegetative screening would reduce the visual influence of properties directly abutting Parks and Recreation Reserve.



7. Enhancement of the route between the Town Centre and the foreshore park is required to connect the town and the river and highlight Bassendean's riverside location.



8. Some mature trees in point reserve are of advanced age and succession planting is require to ensure the longevity of Point Reserve's landscape character and ecology.

SUB-PRECINCT 5: SUCCESS HILL RESERVE

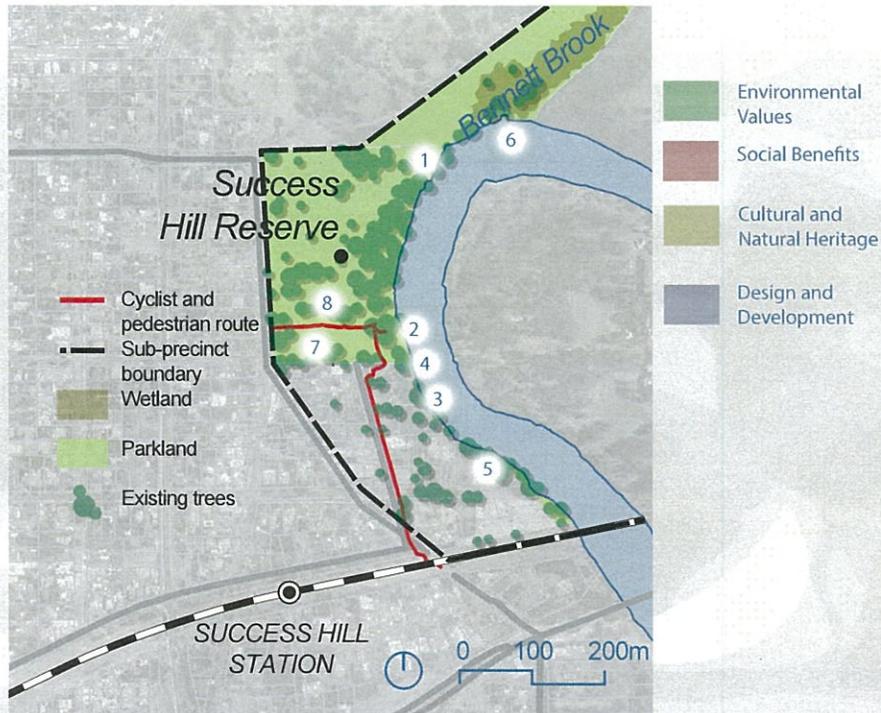


Figure 12: Sub-precinct 5

Sub-precinct 5 extends from Guildford Road and Rail Bridges to the confluence of Bennett Brook and includes Success Hill Reserve and a stretch of private properties between Success Hill and Guildford Bridge.

The river takes a sharp hairpin turn at this location and a steep bank has formed on the Bassendean foreshore that rises sharply over 10 metres in some areas. This steep bank displays dramatic signs of erosion and past erosion control efforts are evident. A recent successful erosion and rehabilitation project has shown sensitivity to the landscape character and natural heritage of the area, avoiding prominent retaining structures and including extensive planting. A recent floating jetty has been constructed and allows fishing, swimming and other forms of close interaction with the river along with enhanced river views. The course of the river, high bank and vegetation combine to create a strong sense of isolation to this corner of the river. Neighbouring suburbia and the site's 13km distance from the Perth Central Business District are concealed and seclusion from the urban environment is provided. A large water service pipe crosses the river to the south of Success Hill Reserve and the large structural elements supporting the pipeline contrasts the character of the area. Open parkland lies between the steep woodland bank and Seventh Avenue and contains shaded picnic benches, BBQ's, play equipment and a toilet and shower block. Due to the urban division of the Town of Bassendean by Guildford Road and the Midland railway line, this park is the key foreshore amenity to the local residents in northern Bassendean and Eden Hill. Interpretive signage informs visitors of the heritage significance of this area of the river to the traditional Nyoongar people. This area is of mythological significance to Nyoongar culture and is associated with dreaming stories. For many generations it has been a place of ceremony, a camp site, water source, meeting place and birth place. The north eastern boundary of both the sub-precinct and the Town of Bassendean is formed by Bennett Brook. This small, well-vegetated, water course flows down from Whiteman Park into the Swan River and the confluence of these two water bodies provides an attractive view and an ecologically important wetland area.



1. Due to the indigenous cultural heritage of the area, consultation with Nyoongar representatives is required for any development or remediation work.



2. The erosion control project conducted in 2012 should provide a strong precedent in the techniques to be continued throughout the sub-precinct (where applicable).



3. Weed eradication and rehabilitation of local vegetation is required throughout the majority of the foreshore in the sub-precinct, particularly in the section of private property.



4. A river crossing into the neighbouring Fish Market Reserve could enhance the experience of both reserves. The existing water main should be explored as a suitable crossing point.



5. Connecting Guildford Road Bridge and Success Hill Reserve via a shared path is a long-term objective that could require a boardwalk due to the steep embankment and narrow P&R reserve.



6. The key view to the Bennett Brook and Swan River confluence requires protection and enhancement due to its contribution to the landscape character.



7. Specification of visually soft fencing and vegetative screening would reduce the visual influence of properties directly abutting Parks and Recreation Reserve.



8. Success Hill Reserve as key foreshore amenity to northern Bassendean and Eden Hill residents is a priority area for the provision of quality facilities.

IMPLEMENTATION & ACTION PLAN

APPENDIX 1: RELEVANT STRATEGIC DOCUMENTS

The following is a list of current strategic documents of potential influence to development within the boundaries of the Town of Bassendean Foreshore Precinct. All documents are publicly available from the Town of Bassendean, Eastern Metropolitan Regional Council (EMRC), The Swan River Trust or the Western Australian Planning Commission (WAPC):

Swan River Trust and the Western Australian Planning Commission

- State Planning Policy 2.10 – Swan Canning River System (Western Australian Planning Commission, 2006)
- Swan Canning Riverpark Trails Project (Swan River Trust)
- DRAFT River Protection Strategy (Swan River Trust, 2012) - particularly Land and Waterway Use Plans 9 & 10
- Foreshore Assessment and Management Strategy (Swan River Trust, 2008)
- DRAFT Swan Canning Riverpark Aquatic Use Review and Management Framework (Department of Transport & Swan River Trust, 2011)
- Directions 2031 (Western Australian Planning Commission, 2010)
- DRAFT Bennett Brook Nyungar Cultural and Environmental Concept Plan and Report (Pyrton Site) (Prepared by Hassell for the WAPC & Building Housing and Works, 2011)
- Landscape Description – Precinct 9, Ascot to the Helena River Confluence (Swan River Trust, 1997)
- Landscape Description – Precinct 10, North of Helena River Confluence to Middle Swan Road (Swan River Trust, 1997)

Eastern Metropolitan Regional Council

- Swan and Helena Rivers Regional Recreational Path Development Plan (Transplan for EMRC, 2009)
- Swan and Helena River Management Framework Report (HASSELL for the Eastern Metropolitan Regional Council, 2007)
- Swan and Helena Rivers Management Framework: Heritage Audit and Statement of Significance (Eastern Metropolitan Regional Council, 2009)
- Collective Biodiversity Strategy (Eastern Metropolitan Regional Council, 2008)
- EMRC regional Bike plan (Eastern Metropolitan Regional Council, 2011)
- Regional Tourism Strategy (Eastern Metropolitan Regional Council, 2010)
- Regional Economic Development Strategy (Eastern Metropolitan Regional Council, 2010)

The Town of Bassendean

- Local Planning Scheme No 10 (Town of Bassendean, 2008)
- Bassendean Town Centre Strategy and Guidelines (Town of Bassendean, 2008)
- Success Hill Reserve Rehabilitation Concept Plan (Syrinx Environmental for the Town of Bassendean, 2008)
- Town of Bassendean Local Bike Plan 2012 (Cardno for The Town of Bassendean, September 2012)
- Strategic Plan for the Future 2009 - 2019; *Bassendean's Plan for a Sustainable Future* (Town of Bassendean, 2009)
- Town of Bassendean Cultural Plan (Town of Bassendean, 2006)
- Town of Bassendean Physical Activity Strategic Plan 2010-2013 (Town of Bassendean, 2009)
- Town of Bassendean Playspaces Implementation Plan (Town of Bassendean, 2009)



Friends of Bindaring Park Bassendean

Response to Town of Bassendean on the Bindaring Wetland Concept Plan Development report compiled by COTERRA Environment (Revision 1 July 2017).

General overview

It is encouraging that concept planning has commenced, but we consider that this plan by COTERRA Environment does not go far enough to address core issues and provide a plan for the holistic repair of our degraded wetland system. Bindaring Park Wetland once received water from a greater catchment but has lost much of this fresh water source since water was diverted into the river via the Brook Street Drain. We understand there is less water flowing through the system and that the park has been filled and silted up. Given this, we would like to see an environmentally sensitive hydraulic design that allows the available water flow to support a wetland system that can function well within its urban setting, whilst being accessible to the community that manages and enjoys it, with minimal risk from the impacts of that use.

We would like a greater emphasis on the 'Living Stream'. Our comments are based on that premise.

The Friends would like to see

- **Hydrological/hydraulic assessments to identify the best designs to**
 - enable good water flow,
 - strip nutrients, control pollution and increase water quality in general for the benefit of the local habitat and the Swan River,
 - address the effects of saltwater incursion, and
 - facilitate management of mosquito populations by linking deeper water bodies.
 - A contour plan that shows where fill and silt will be selectively removed, with an expert explanation of how the hydraulics will work, is requested as a next step in this concept plan.

- **Greater priority given to habitat design.**
 - **Northern section** mixes people with natural areas in a way that seems to give little protective advantage to wetland fauna. We think some fill and silt removal is necessary before pathways are located and constructed. We would like to see a streamlining design for how the flow is to be directed from the inlet points, through the site to the Lovelock crossing, to eliminate isolated shallow pools that breed mosquitoes and that instead create protected areas (islands) for water birds such as Swamp Hens to return.
 - **Middle section** between Lovelock crossing and Hyland St.
To maximise conservation opportunities and for the benefit of adjacent residents we recommend that neither of the proposed pathways be built.
Access through this area would be better served by the construction of a boardwalk along the centre of the reserve from Hyland St as far as the sewer inspection point, then follow the proposed Water Authority access track to the end of Anstey Road.
 - **Southern Lake**
We like the proposed boardwalk with bird hide for the access it provides to lake views and birdlife as well as creating a satisfying and functional walking circuit through this section of the park. We think this is the likely best location for a weir,



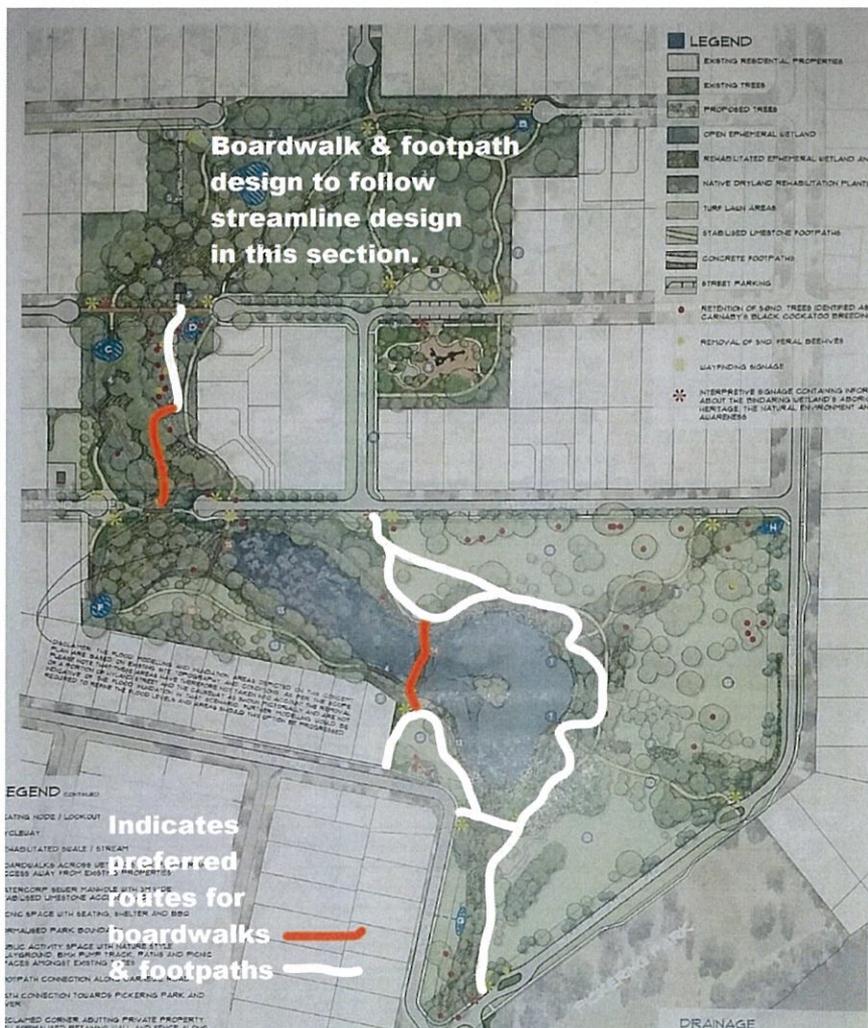
Friends of Bindaring Park Bassendean

as was proposed in our earlier design and request this to be assessed in a hydrology/hydraulic report.

The weir design needs to include an adjustable gate to allow variable control of the water level as has been installed in Bayswater at the main drain adjacent to the Eric Singleton Bird Sanctuary.

- The area behind the Watson St residences that back onto the park should be set aside for conservation rather than invite public use through pathways.
- We do not favour cul-de-sac paths to points on the waters edge and prefer paths that loop in and away as being more comfortable for people to share the park, provide clearer vista, passive surveillance and deter 'antisocial' activity.
- The limestone path under the Watson St bend needs to be back as far as practical from the waters edge to maximise conservation values.
- The streamline from the southern end of the lake to Bassendean Parade seems to propose some welcome minor amendments but we are disappointed that COTERRA is silent on the environmental value of the existing weir which functions well as a footpath but has uncertain impact on management of water quality.

This map indicates the preferred routes for pathways and footpaths described above:





Friends of Bindaring Park Bassendean

- **Ongoing management**

We would like ongoing management issues to be built into the concept plan as it is developed. Fox eradication is a first step towards the return of breeding water birds and needs to be included. Weed control is also an integral part of a revegetation plan and should not be treated as a separate issue. Ideally weed and pest management should be planned to phase out the repeat application of biocides.
- **Questions for a hydraulic study**

With respect to rising sea/river levels and the likelihood that many melaleucas are likely to have been killed by salt incursion, we were disappointed that there was no serious hydrological aspect to this report and we have questions that we think need to be answered in a subsequent study:

 - Is our existing weir in the best place and should it be higher?
 - How far up from the river should we attempt to prevent tidal inundation?
 - How can we design a way to release the salty water after tidal inundation has occurred?
 - If the melaleucas upstream of the driveway culvert are in better condition than those on the downstream side of the culvert can we improve the prospects of the downstream trees by design of a more effective and manageable weir ...
 - ...or should we let the whole lake adapt to brackish water as far as Hyland St?
 - What would the hydraulic impact of removal of a section of Hyland St and the removal of the causeway to the former private residence? These question need to be answered in tandem with questions about an effective weir design.
- **Nutrient pollution reduction**
 - Has any water monitoring been done to tell us what we are working with? The algal bloom in 2017 is the worst seen by members of the Friends group but this may have as much to do with tidal incursion of summer flooding bringing excess silt and nutrient downstream, and turf/weed management as drain inlets.
 - Design to trap and retain pollutants at the main inlet points is valuable work but we are disappointed that the report has done little to recommend how these design elements will also work to increase conservation values and habitat capacity.
 - The Floating Wetland proposal seems like a superficial gimmick as unless it is accompanied by silt removal works the structure will sit on the lake bed and the aquatic plants die off in summer.
 - Addressing behavioural education, (such as using a catcher when mowing) would be cheaper and may be more effective than the swales and floating island proposed.

We look forward to further planning and consultation that will lead to a park which is owned, embraced and protected by the community.

We request that in future staff consult with us, our Councillors and community committees before shaping future briefs for consultants and contractors to work on Bindaring Park.

Friends of Bindaring Park, Bassendean
12 January 2018



Department of **Biodiversity,
Conservation and Attractions**



Your ref:
Our ref: 2017/004690
Enquiries: Kate Bushby
Phone: 9278 0908
Email: kate.bushby@dbca.wa.gov.au

Mr Jeremy Walker
Senior Environmental Officer
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934

Dear Mr Walker

BINDARING WETLAND CONCEPT DESIGN REVIEW

Thank you for the opportunity to review the Bindaring Wetland Concept Plan Development – Revision 1 (Coterra Environment, July 2017).

The Department of Biodiversity, Conservation and Attractions offer the following comments. Please note this advice provides the requested review of the aforementioned concept plan, but does not consider any statutory planning requirements of this proposed development. This advice can be provided if requested once a concept has been decided upon.

We are supportive of the plans to improve water quality within Bindaring Wetland through the improved treatment of urban stormwater runoff at discharge locations within the Park; improved ecological and habitat value through removal of weed vegetation, retention of high value trees and rehabilitation planting using with local native species; improved access, path connectivity and underutilised space within the park for improved recreational amenity and consider modification of hydraulic controls (e.g. removal of 'the causeway' and Hyland Street).

It is recommended that providing the space, access and fall to construct biofilters to the Adoption Guidelines for Stormwater Biofiltration Systems (CRC for WSC, 2015) specifications is sufficient and the depth below the floating wetlands is sufficient to prevent plant root growth into the base of the wetland that option 1 be preferred as it offers the greatest nutrient treatment for the least cost (\$/TN and TP removal).

The possibility of constructing additional wetland areas within the public open space north of Bassendean parade if desired in future should be noted.

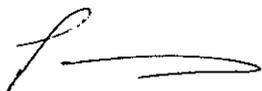
It is recommended that further information regarding the inputs used by Coterra in the UNDO model be obtained so the estimated treatment reduction can be verified.

If the land swap of Lot 271 Hamilton Street for Lot 27 (Lot 100) Hyland Street proceeds it is recommended that the Town of Bassendean notify the land owner of the potential for a future constructed wetland which may be built on the parkland to the west of Lot 271 Hamilton Street.

Parks and Wildlife Service
Locked Bag 104, Bentley Delivery Centre, Western Australia 6983
Phone: (08) 9278 0908 Email: kate.bushby@dbca.wa.gov.au
Web: pws.dbca.wa.gov.au

I trust these comments are of use. Should you require further information please contact Kate Bushby, A/Drainage and Nutrient Intervention Program Manager, on 08 9278 0908.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Peter Adkins', with a long horizontal stroke extending to the right.

Peter Adkins
A/ Manager River Systems Management

13 November 2017



LANDSCAPE CONCEPT MASTERPLAN

BINDARING WETLAND
SHEET 1 - **OPTION 1 REV C**



- ### LEGEND
- EXISTING RESIDENTIAL PROPERTIES
 - EXISTING TREES
 - PROPOSED TREES
 - OPEN EPHEMERAL WETLAND
 - REHABILITATED EPHEMERAL WETLAND AND SWALES
 - NATIVE DRYLAND REHABILITATION PLANTING
 - TURF LAWN AREAS
 - STABILISED LIMESTONE FOOTPATHS
 - CONCRETE FOOTPATHS
 - STREET PARKING
 - RETENTION OF 50NO TREES IDENTIFIED AS POTENTIAL CARNABY'S BLACK COCKATOO BREEDING HABITAT
 - REMOVAL OF 5NO FERAL BEEHIVES
 - WAYFINDING SIGNAGE
 - INTERPRETIVE SIGNAGE CONTAINING INFORMATION ABOUT THE BINDARING WETLAND'S ABORIGINAL HERITAGE, THE NATURAL ENVIRONMENT AND FLOOD AWARENESS

- ### LEGEND CONTINUED
- 1** SEATING NODE / LOOKOUT
 - 2** CYCLEWAY
 - 3** REHABILITATED SWALE / STREAM
 - 4** BOARDWALKS ACROSS WETLANDS FOR PEDESTRIAN ACCESS AWAY FROM EXISTING PROPERTIES
 - 5** WATERCORP SEWER MANHOLE WITH 3M WIDE STABILISED LIMESTONE ACCESS TRACK
 - 6** FORMALISED PARK BOUNDARY
 - 7** PUBLIC OPEN SPACE WITH NATIVE DRYLAND REHABILITATION PLANTING
 - 8** FOOTPATH CONNECTION ALONG CARNEGIE ROAD
 - 9** PATH CONNECTION TOWARDS PICKERING PARK AND RIVER
 - 10** RECLAIMED CORNER ABUTTING PRIVATE PROPERTY WITH FORMALISED RETAINING WALL AND FENCE ALONG BOUNDARY
 - 11** RETAINED OPEN TURFED PARKLAND SPACE FOR PASSIVE RECREATION
 - 12** REVEGETATION ALONG WESTERN BANKS OF THE LAKE TO PROVIDE WATERBIRD HABITAT AND REDUCE WEED DENSITY

CALLOUT: PROPOSED FUTURE SCENARIO

DISCLAIMER: THE FLOOD MODELLING AND INUNDATION AREAS DEPICTED ON THIS CONCEPT PLAN ARE BASED ON THE EXISTING SITE TOPOGRAPHY AND CONDITIONS. AS PER THE SCOPE, PLEASE NOTE THAT THESE AREAS HAVE THEREFORE NOT TAKEN INTO ACCOUNT THE REMOVAL OF THE CAUSEWAY AS SHOWN PICTORALLY AND ARE NOT INDICATIVE OF THE FLOOD INUNDATION IN THAT SCENARIO. FURTHER MODELLING WOULD BE REQUIRED TO REFINE THE FLOOD LEVELS AND AREAS SHOULD THIS OPTION BE PROGRESSED.

DRAINAGE

FLOOD LEVELS

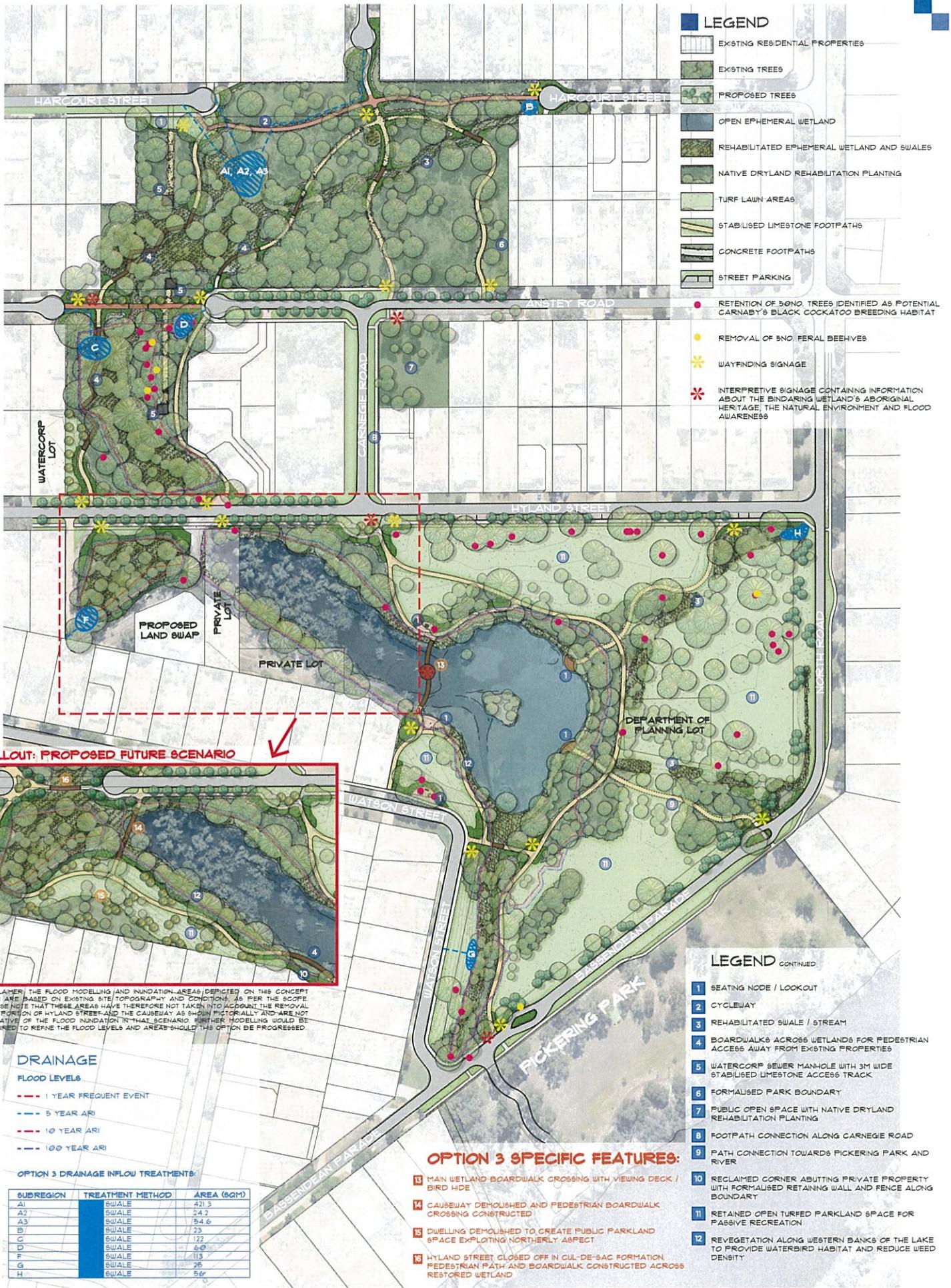
- 1 YEAR FREQUENT EVENT
- 5 YEAR ARI
- 10 YEAR ARI
- 100 YEAR ARI

OPTION 2 DRAINAGE INFLOW TREATMENTS:

SUBREGION	TREATMENT METHOD	AREA (SQM)
A1	BIOFILTER	421.3
A2	BIOFILTER	24.2
A3	BIOFILTER	34.6
B	SWALE	23
C	SWALE	122
D	SWALE	60
F	SWALE	113
G	SWALE	25
H	SWALE	56

OPTION 2 SPECIFIC FEATURES:

- 13** CAUSEWAY DEMOLISHED AND PEDESTRIAN BOARDWALK CROSSING CONSTRUCTED
- 14** DWELLING RETAINED FOR COMMUNITY USE



- ### LEGEND
- EXISTING RESIDENTIAL PROPERTIES
 - EXISTING TREES
 - PROPOSED TREES
 - OPEN EPHEMERAL WETLAND
 - REHABILITATED EPHEMERAL WETLAND AND SWALES
 - NATIVE DRYLAND REHABILITATION PLANTING
 - TURF LAWN AREAS
 - STABILISED LIMESTONE FOOTPATHS
 - CONCRETE FOOTPATHS
 - STREET PARKING
 - RETENTION OF 50 NO. TREES IDENTIFIED AS POTENTIAL CARNABY'S BLACK COCKATOO BREEDING HABITAT
 - REMOVAL OF 50 NO. FERAL BEEHIVES
 - WAYFINDING SIGNAGE
 - INTERPRETIVE SIGNAGE CONTAINING INFORMATION ABOUT THE BINDARING WETLAND'S ABORIGINAL HERITAGE, THE NATURAL ENVIRONMENT AND FLOOD AWARENESS

- ### LEGEND CONTINUED
- 1** SEATING NODE / LOOKOUT
 - 2** CYCLEWAY
 - 3** REHABILITATED SWALE / STREAM
 - 4** BOARDWALKS ACROSS WETLANDS FOR PEDESTRIAN ACCESS AWAY FROM EXISTING PROPERTIES
 - 5** WATERCORP SEWER MANHOLE WITH 3M WIDE STABILISED LIMESTONE ACCESS TRACK
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 - 12** REVEGETATION ALONG WESTERN BANKS OF THE LAKE TO PROVIDE WATERBIRD HABITAT AND REDUCE WEED DENSITY



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- ### DRAINAGE
- FLOOD LEVELS**
- 1 YEAR FREQUENT EVENT
 - 5 YEAR ARI
 - 10 YEAR ARI
 - 100 YEAR ARI

OPTION 3 DRAINAGE INFLOW TREATMENTS:

SUBREGION	TREATMENT METHOD	AREA (SQM)
A1	SWALE	421.3
A2	SWALE	24.2
A3	SWALE	94.6
B	SWALE	23
C	SWALE	122
D	SWALE	60
F	SWALE	113
G	SWALE	26
H	SWALE	56

- ### OPTION 3 SPECIFIC FEATURES:
- 13** MAIN WETLAND BOARDWALK CROSSING WITH VIEWING DECK / BIRD HIDE
 - 14** CAUSEWAY DEMOLISHED AND PEDESTRIAN BOARDWALK CROSSING CONSTRUCTED
 - 15** DWELLING DEMOLISHED TO CREATE PUBLIC PARKLAND SPACE EXPLOITING NORTHERLY ASPECT
 - 16** HYLAND STREET CLOSED OFF IN CUL-DE-SAC FORMATION. PEDESTRIAN PATH AND BOARDWALK CONSTRUCTED ACROSS RESTORED WETLAND

ATTACHMENT NO. 14

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 7 MARCH 2017, AT 3.30PM

1.0 **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Director Community Development declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 **ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER**

Election of Presiding Member

Under delegated authority of the Chief Executive Officer, the Director Community Development conducted the election of the Presiding Member. One nomination was received for Cr Bob Brown. The Director Community Development declared Cr Bob Brown elected as Presiding Member.

Election of Deputy Presiding Member

In accordance with ADP 5 Regulations, the LEMC Local Emergency Coordinator (Mark Stoneman, OIC of Kiara Police Station) was appointed as Deputy Presiding Member.

3.0 **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Present

Cr Bob Brown, Presiding Member
Mark Stoneman, IOC Kiara Police, Deputy Presiding Member
Cr Melissa Mykytiuk
Nigel Elliott, DO Swan, DFES
Gordon Munday, Bassendean Unit Manager, SES
Merveen Cross, Office of Emergency Management

Officers

Graeme Haggart, Director Community Development
Ken Cardy, Manager Asset Services
Sharna Merritt, Senior Ranger
Amy Holmes, Minute Secretary

Apologies

Ryan Hamlin, Child Protection Family Support
St John of God Midland Hospitals
Simon Stewert-Dawkins, Director Operational Services

Visitors

Sharna Sumpton, WA Police

4.0 DEPUTATIONS

Communication in Recovery

Sharna Sumpton, Strategic Project Officer, Media and Corporate Communications, WA Police, presented the new guidelines to support local government in communicating in recovery.

5.0 CONFIRMATION OF MINUTES

5.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 September 2017

COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1

MOVED Nigel Elliott, Seconded Ken Cardy, that the minutes of the BLEMC meeting held on 6 September 2017, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

7.0 DECLARATIONS OF INTEREST

Nil

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

9.0 OFFICER REPORTS

9.1 Revised Local Emergency Management Arrangements and Revised Local Recovery Plan

Following the June 2017 BLEMC meeting, the 2017 draft Town of Bassendean Local Emergency Management Arrangements (LEMA) and the 2017 draft Town of Bassendean Recovery Plan, were forwarded to Office of Emergency Management to be referred for State Emergency Management Committee (SEMC) for endorsement.

The Town received correspondence from the SEMC Executive Officer dated 11 December 2017, advising that the LEMA had been reviewed by the Office of Emergency Management for compliance with the requirements of the Emergency Management Act 2005, and that it meets the requirements under the Act.

SEMC's Executive Officer also advised that the Town of Bassendean's LEMA was tabled for noting at the last meeting of the SEMC held on 8 December 2017 (Resolution No.63/2017).

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1

BLEMC – 1/03/18 MOVED Gordon Munday, Seconded Mark Stoneman, that Council:

1. Notes that a review conducted by the Office of Emergency Management (OEM) of the 2017 Local Emergency Management Arrangements (LEMA) and Recovery Plan for compliance with the requirements of the Emergency Management Act (2005), and meet the requirements under the Act;
2. Notes that Town of Bassendean 2017 LEMA and Recovery Plan were tabled at the State Emergency Management Committee (SEMC) meeting held 8 December 2017, for noting (Resolution No 63/2017); and
3. Adopts the 2017 LEMA and Recovery Plan for use by the Town and that notes that the contacts will be updated periodically as required.

CARRIED UNANIMOUSLY 7/0

9.2 Emergency Risk Management

Having completed the State and District Level Risk Management Planning processes, the State Risk Project now focuses on Risks at a local level. Completion of Local Emergency Risk Management plans will complete the project and result in good understanding of Emergency Risks throughout the State and of treatment plans for those risks.

All Local Governments are required to undertake the Emergency Risk Management planning. The Town will be required to address four or five hazards and produce risk statements and treatment plans for each.

The City of Bayswater hosted an Office of Emergency Management (OEM) Workshop on 19 February 2018, explaining the required new Emergency Risk Management (ERM) process.

Attending local government representatives agreed that there were considerable benefits to be gained from utilising the results of the Metropolitan Emergency Management "Risk Assessment Report" and associated risk statements as the starting point for the project and basis for determining their key priority hazards.

The City of Bayswater is proposing that several Metropolitan LGAs with like risk profiles to undertake the ERM process together. In so doing, the process will be completed in a shorter period and each LGA would be responsible for arranging a single workshop.

The Town has received correspondence from John Lane, Coordinator Emergency Management Services, WALGA, regarding Risk Management Proposal.

The Town is a subscriber to WALGA Emergency Services. It is proposed that John Lane will facilitate the ERM process for the Town, commencing at the June meeting, when an hour will be set aside to consider the first hazard. WALGA will provide the risk report and mitigation/event risk plans as part of the Town's subscription.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

- BLEMC – 2/03/18** MOVED Cr Mykytiuk, Seconded Mark Stoneman, that the Town of Bassendean's Emergency Risk Management Plan be prepared by WALGA Emergency Management Services and a series of workshops be held at consecutive LEMC meetings commencing in June 2018.
CARRIED UNANIMOUSLY 7/0

9.3 Flood Mitigation Project

The EMRC has advised the Town that its contractors have had difficulty with their flood modelling. It is hoped the final phases of the project will be progressed in the near future and once the flood inundation date is finalised.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

- BLEMC – 3/03/18** MOVED Cr Mykytiuk, Seconded Ken Cardy, that the information on the Flood Mitigation Project be received.
CARRIED UNANIMOUSLY 7/0

9.4 Flood Height Markers

Flood height markers are to be installed on jetties to denote the location of the jetty and the height of water over the jetty, when inundated by flood water. This will be done to coincide with the installation of the 1% ARI flood discs on existing power poles and occur when the weather breaks.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4

- BLEMC – 4/03/18** MOVED Sharna Merritt, Seconded Mark Stoneman, that the information on the Flood Height Marker Project be received.
CARRIED UNANIMOUSLY 7/0

9.5 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

The Town of Bassendean has received correspondence from the Office of Emergency Management, Executive Director and State Recovery Coordinator, dated 25 October 2017, regarding Pre-Season Preparedness – Recovery, including Recovery Arrangements in Western Australia: Summary for Local Governments, October 2017. A copy was included with the agenda.

District Emergency Management Committee (DEMC)

The DEMC met on 23 November 2017. Minutes of the meeting were included with the agenda.

Metropolitan North & East Recovery Group

The Metropolitan North & East Recovery Group met at the City of Stirling on 14 February 2018. Draft minutes of the meeting, and draft "Partnering Agreement, Metropolitan North & East Recovery Group for the Provision of Mutual Aid for Recovery During Emergencies" were included with the agenda.

The adopted Agreement was made effective for a 4-year period and has now lapsed. At the meeting, it was agreed to enter into a new 4-year Agreement. A signing ceremony will be arranged once all 8 parties have recommitted to remaining a partner.

LEMC is requested to endorse the Town's ongoing participation in the Metropolitan North & East Recovery Group.

WALGA Local Government Emergency Management Advisory Group

Since the last meeting of the BLEMC, the Local Government Emergency Management Advisory Group met on 12 September and 12 December 2017. Minutes for the meetings were included with the agenda.

Local Welfare Committee

Local Emergency Management Plan for the Provision of Welfare Support Midland Region - updated November 2017, were included with the agenda.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.5

BLEMC – 5/03/18 MOVED Ken Cardy, Seconded Cr Mykytiuk, that:

1. The Emergency Management Agency Reports be received;
2. The draft Partnering Agreement, Metropolitan North & East Recovery Group for the Provision of Mutual Aid for Recovery During Emergencies, be endorsed; and

3. The Town's ongoing participation in the Metropolitan North & East Recovery Group be confirmed.

CARRIED UNANIMOUSLY 7/0

9.6 Post-Incident Reports and Post Exercise Reports

HAZMAT incident at Bunnings, Inglewood

- Very difficult and challenging for firefighters.
- Need for immediate evacuation. Warning areas incorporated two local government areas.
- Difficulty with incorrect contact details. Demonstrated the need for up-to-date contact details.
- Recovery commenced very early on.
- A lot of media interest. Important to make sure that all agencies are on top of things.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 9.6

BLEMC – 6/03/18 MOVED Cr Mykytiuk, Seconded Gordon Munday, that the post incident and post exercise report be received.

CARRIED UNANIMOUSLY 7/0

9.7 Contact Details and Key holders

The current contact details and key holders' details were circulated at the meeting for any update requirements.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.7

BLEMC – 7/03/18 MOVED Cr Mykytiuk, Seconded Mark Stoneman, that the Committee members' contact details be confirmed, as amended.

CARRIED UNANIMOUSLY 7/0

9.8 Preparedness, Prevention, Response and Recovery Issues

Concern was raised regarding response and recovery should there be a boating incident on the River – who is the responsible agency – Transport Marine section, Swan River Trust, Maylands Water Police, Manpower and support from SES. It was suggested that Town staff make contact with the Department of Transport about roles and responsibilities.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.8

BLEMC – 8/03/18 MOVED Mark Stoneman, Seconded Nigel Elliott, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 7/0

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

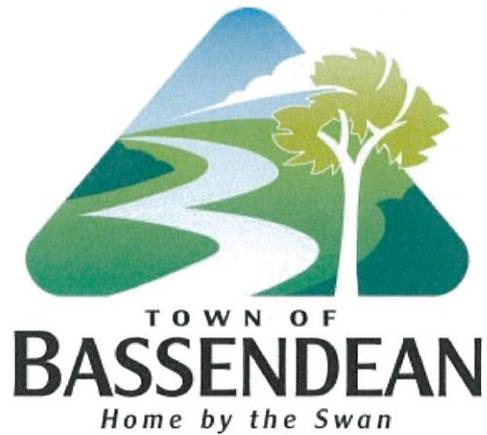
12.0 CONFIDENTIAL BUSINESS

Nil

13.0 CLOSURE

The next meeting will be held on Wednesday 6 June 2018, commencing at 3.30pm.

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



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

Town of Bassendean

PO Box 87 Bassendean WA 6934

Tel: 9377 8000

Fax: 9279 4257

Website: www.bassendean.wa.gov.au

Email: mail@bassendean.wa.gov.au

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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

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Manager Corporate Services	1
Manager recreation & Culture	1
Manager Seniors & Disability Services	1
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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	1
	WANDRRA Officer	1
Department of Human Services	Local Centre Link Manager	1
Community	Affected community representative or elected member	As required

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

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

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

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

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

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

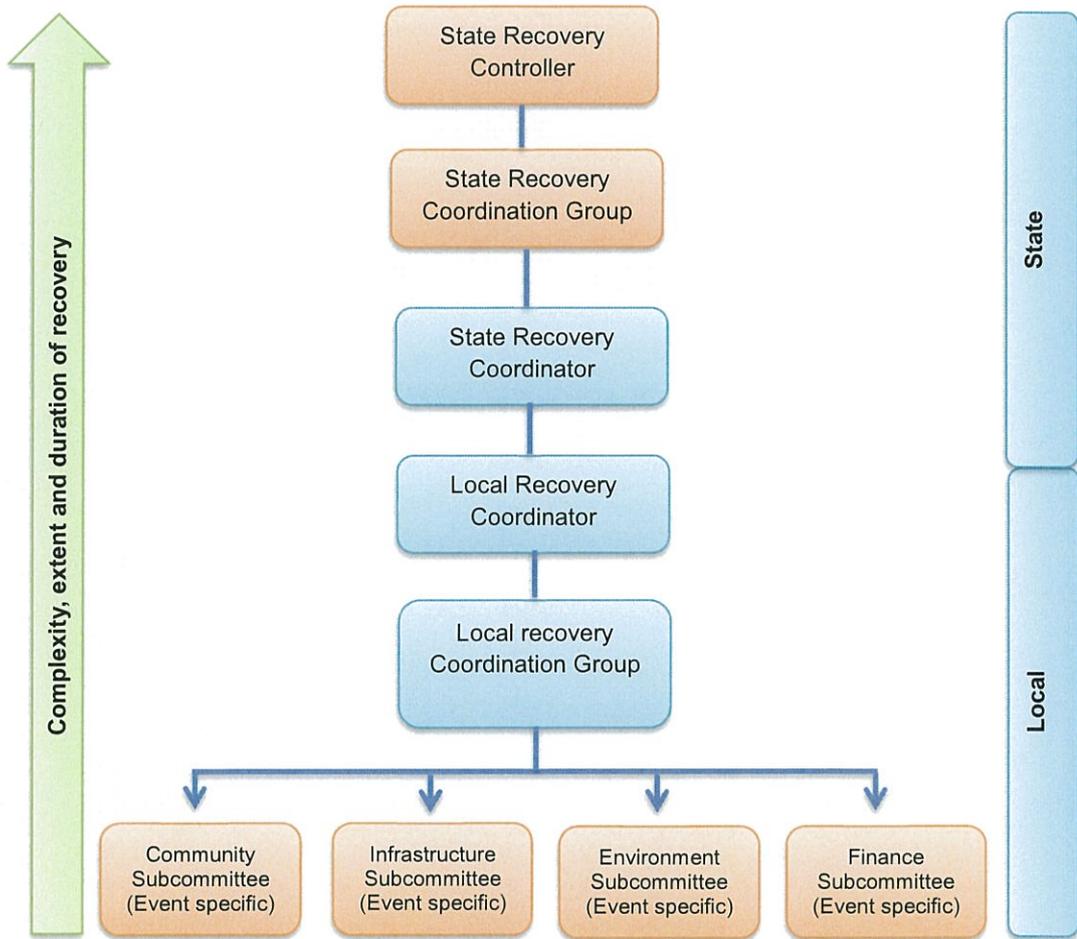
(Summarises goals, priorities and timetable of the plan).

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:

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

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

Reporting

The Town of Bassendean Local Recovery Coordination Group may, from time to time, direct the 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:

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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

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

Termination of the Community Sub Committee

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

INFRASTRUCTURE SUB COMMITTEE

Terms of Reference

Background

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

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

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

Membership

Name	Representing

Chairperson

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

Local Government Staff

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

Agency Representative

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

Community Member

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

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

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

Conduct of Meetings

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

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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.

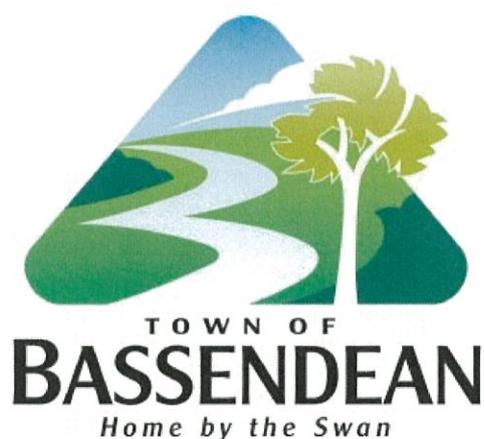
Probity

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.



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
Tel: 9377 8000
Fax: 9279 4257
Website: www.bassendean.wa.gov.au
Email: mail@bassendean.wa.gov.au

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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

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

Town of Bassendean Council

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

Version Control

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Disclaimer

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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/>

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Copies provided to	No. of copies
Town of Bassendean	
Chief Executive Officer	1
DCD LEMC Executive Officer	1
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 De[posit])	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

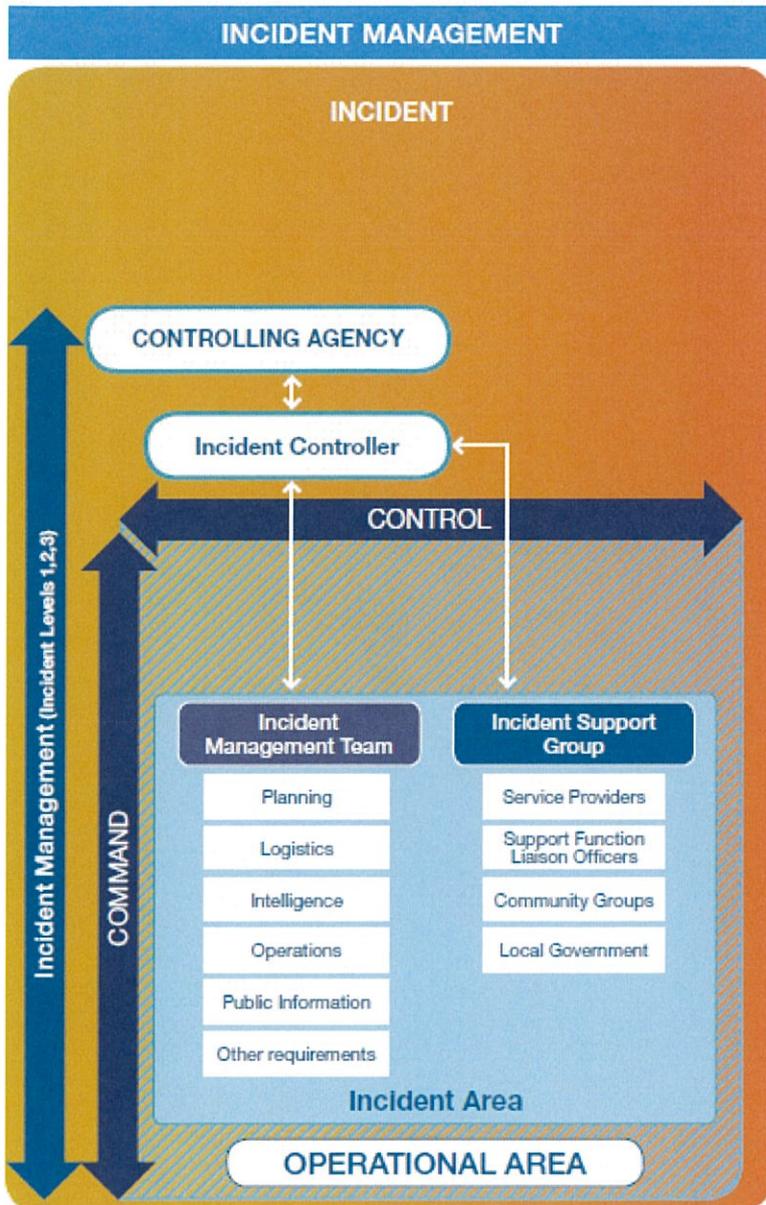
The successful resolution of any incident whether internal or external affecting the Town of Bassendean is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Town of Bassendean must take responsibility for ensuring the Town's response to an 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	WA Police initially Traffic contractors as appointed by MRWA or the Town of Bassendean

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

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

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

The 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.

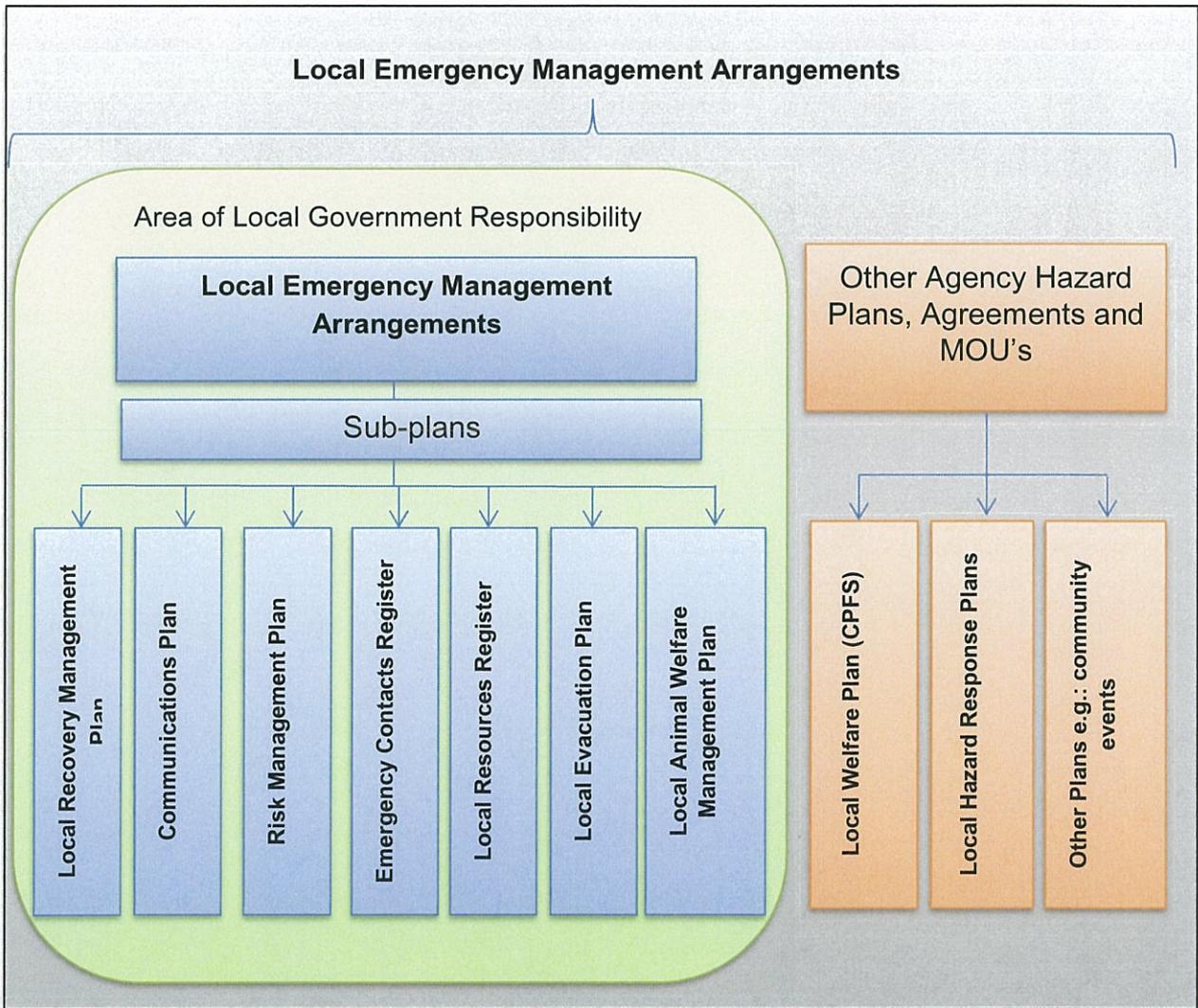
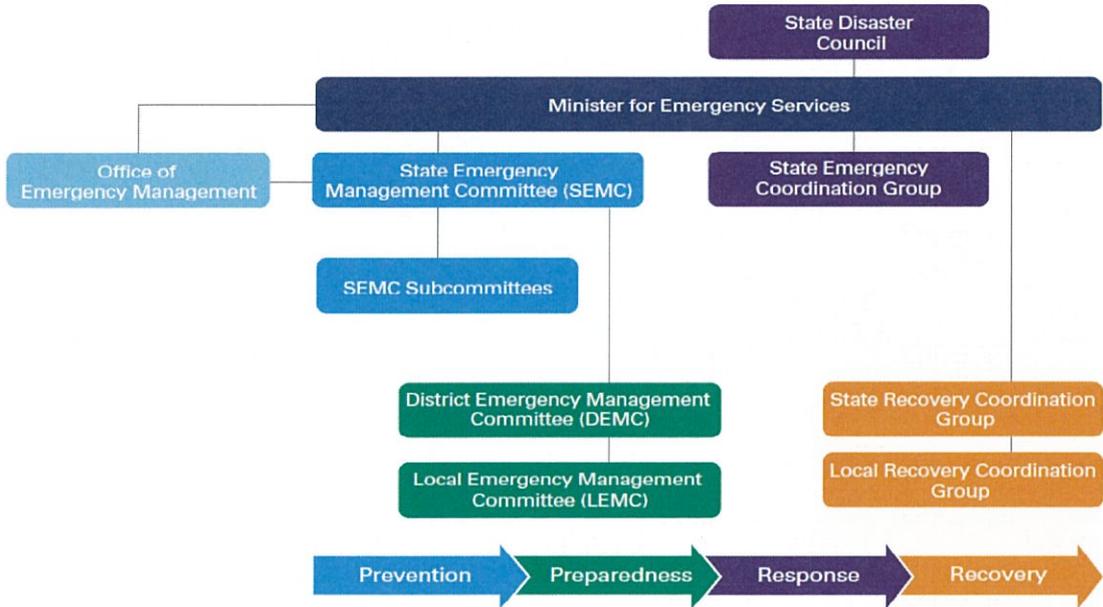
- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual 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.

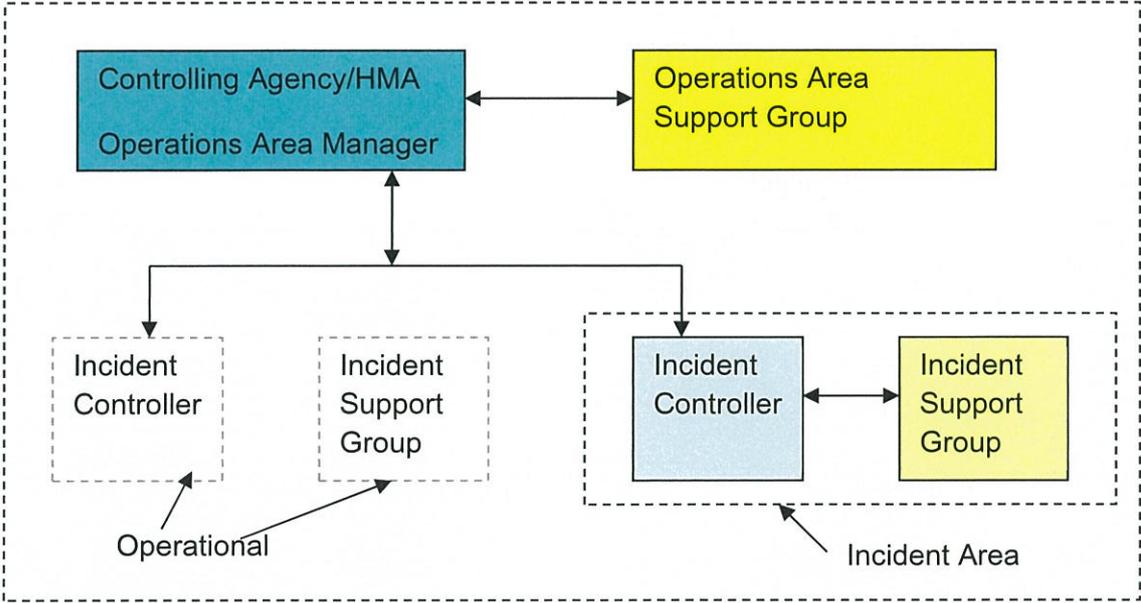


Figure 1: Multi agency support structure

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

