



LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS

- Part 1 Town Details and Emergency Response Procedures (ERP)**
- Part 2 Hazard Management Plans**
- Part 3 Support Plans**
- Part 4 Contact Directory**
- Part 5 Resource & Service Providers**

CONTENTS

Cover Page

Document Control.....	2
Preface.....	2
Distribution	5
Glossary of Terms.....	6

[Part 1](#) Town Details and Emergency Response Procedures (ERP)


[Part 2](#) Hazard Management Plans

[Part 3](#) Support Plans




[Part 4](#) Contact Directory

[Part 5](#) Resource & Service Providers

Document Control

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Preface

These procedures apply to all emergency incidents which require a response from the Town of Bassendean in support of the appropriate Hazard Management Agency (HMA) or for incidents where the Town has a prescribed role under the Emergency Management Act 2005.

Council Staff, particularly Line Managers, are required to be familiar with these procedures and will undertake training in the competencies require for their effective operation. In particular, Staff nominated as part of the Incident Management Team (IMT) will be required not only to train to these procedures but will be required to exercise them on a regular basis.

Town of Bassendean Councillors also have an important role during incidents and more particularly during recovery operations. A more active and public role is envisaged as experience has clearly and correctly identified that the Local Community look to their local elected representatives for Leadership and Guidance during Recovery Operations.


The Town has a well established Local Emergency Management Committee (LEMC), established under legislation and charged with the responsibility to ensure that the Town's Emergency Management arrangements are in place and to be the forum for HMA to Community communications.

The Hazard Management Plans, which these procedures complement, are submitted to the LEMC for endorsement and submission to the District Emergency Management Committee (DEMC) for approval.

These arrangements, together with the Towns Risk Management Process, constitute the measures taken for the safety of the Community in times of Emergency from the initial incident to the recovery of the Community and restoration to normality.

These arrangements are available for Public inspection through the Town's website or in hard copy through the Town Library. Residents are encouraged to acquaint themselves with these arrangements and to make appropriate comment to:

Mr. Graeme Haggart
Director Community Development



Cr John Sutherland
Chairman Town of Bassendean
LEMC



Cr Tina Klein JP
Mayor
Town of Bassendean

Distribution

Controlled copies of these Emergency Management Arrangements have been distributed as follows:

COPY No	POSITION	ORGANISATION
2	Mayor	Town of Bassendean
3	Councillor	Town of Bassendean
4	Deputy Mayor	Town of Bassendean
5	Councillor	Town of Bassendean
6	Councillor	Town of Bassendean
9	Councillor	Town of Bassendean
52	Councillor	Town of Bassendean
53	Councillor	Town of Bassendean
54	Councillor	Town of Bassendean
10	Chief Executive Officer	Town of Bassendean
11	Director Community Development	Town of Bassendean
12	Director Operational Services	Town of Bassendean
13	Director Corporate Services	Town of Bassendean
14	Coordinator Volunteers & Community Transport	Town of Bassendean
15	Manager Library & Information Services	Town of Bassendean
16	Accountant	Town of Bassendean
17	Manager Health and Ranger Services	Town of Bassendean
18	Manager Seniors & Disability Services	Town of Bassendean
19	Manager Asset Services	Town of Bassendean
20	Manager Youth Services	Town of Bassendean
21	Manager Leisure Services	Town of Bassendean
22	Manager Development Services	Town of Bassendean
23	Manager Children's Services	Town of Bassendean
24	Senior Ranger	Town of Bassendean
25	Library – Local Studies	Town of Bassendean
26	Library – Local Studies	Town of Bassendean
27	OIC Kiara Police Station	Police
28	Emergency Operations Unit	Police
29	Superintendent East Metro District	Police
30	District Manager Darling Range	FESA Fire Services
31	Metro Fire Operations	FESA Fire Services
32	Manager Bassendean Fire Service	FESA Fire Services
33	Manager Bassendean Unit	FESA SES
34	District Manager	FESA SES
35	Metro Director	FESA SES
36	Director	FESA EMS
37	FESA Library (SEMC)	FESA EMS
38	Metro Operations	St John Ambulance
39	Manager Midland Region	Depart. for Child Protection
40	District Emergency Services Officer	Depart. for Child Protection
41	Director Policy & Planning	Emergency Management Australia
42	Executive Officer	City of Bayswater LEMC
43	Executive Officer	City of Swan LEMC
44	Executive Officer	City of Belmont LEMC
45	Executive Officer	Shire of Mundaring LEMC
46	Executive Officer	Shire of Kalamunda LEMC
47	Executive Officer	City of Stirling LEMC
48	Chief Executive Officer	City of Joondalup
49	Council Support	Town of Bassendean
50	IMU, Midland Police Station	Police

Glossary of Terms

The following Glossary of Terms apply to the Procedures for the Town of Bassendean, to aid the reader's understanding. It is an extract from the Glossaries contained in the [Emergency Management Act 2005](#), the Fire and Emergency Services Authority (FESA) publication "[Local Community Emergency Management Arrangements Guide for Western Australia](#)" and the Emergency Management Australia (EMA) publication "[Australian Emergency Management Glossary](#)". The full Glossary can be obtained from the EMA website: <http://www.ema.gov.au> and follow the links under Publications.

TERM	DEFINITION
AARFA	Australian Association of Rural Fire Authorities. <i>Now known as Australasian Fire Authorities Council (AFAC)</i>
Acceptable risk	That level of risk that is sufficiently low that society is comfortable with it. Society does not generally consider expenditure in further reducing such risks justifiable.
Accident	A sudden event in which harm is caused to people, property or the built or natural environment.
ACDC	Australian Counter Disaster College. <i>Now known as Australian Emergency Management Institute.</i>
ADF	Australian Defence Force
AFFA	Australian Assembly of Fire Authorities. <i>Now known as Australian Airports Association (AAA)</i>
Agency field commander	The officer responsible for commanding the activities of an agency in the field.
Agency operations centre	A facility from which a particular agency's resources are commanded, controlled, coordinated and assigned to and incident
AIIMS	Australian Interservice Incident Management System
Ambulance casualty officer	An ambulance officer supervising the patient treatment post, until the arrival of a medical triage officer.
Ambulance loading point	The area adjacent to the patient treatment post, from which patients are loaded onto ambulances or other vehicles for transport away from the disaster site.
Assembly area	<ol style="list-style-type: none"> 1. A designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre. 2. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.
Assessment	Survey of a real or potential disaster to estimate the actual or expected damages and to make recommendations for prevention, preparedness and response.

TERM	DEFINITION
Boiling liquid expanding vapour explosion (BLEVE)	A BLEVE occurs when liquids are stored under pressure at a temperature above their boiling points. A BLEVE is a major container failure into two or more pieces at the moment in time when the contained liquids is well above its normal boiling at atmospheric temperature.
Briefing	The process of advising personnel of the details of the incident or event with which they will be dealing.
Bushfire	A fire involving grass, scrub or forest
Call-out	The executive command to deploy resources
Call sign	The name assigned to a radio user for communications purposes
Casualty	<ol style="list-style-type: none"> 1. An injured person 2. A person killed or injured as the result of the incident or emergency
Combat	To take steps to eliminate or reduce the effects of an incident upon the community
Combat agency	The agency identified as being primarily responsible for responding to a particular emergency.
Command	The direction of members and resources of an organization in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organization. Command relates to organisations and operates vertically within an organisation.
Commander	A single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within that agency and cannot command members of another agency.
Community	<ol style="list-style-type: none"> 1. A group within a commonality of association and generally defines location, shared experience or function. 2. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.
Community recovery committee	A committee which may be convened after an emergency to provide a management forum for the recovery process in respect of an affected area or a specific community.
Consequence	<ol style="list-style-type: none"> 1. The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. 2. The out come of an event or situation expressed qualitatively or quantitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the environment and the economy.

TERM	DEFINITION
Control	The overall direction of emergency management activities is an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Coordination	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates, vertically within an organisation, as a function of the authority to command and horizontally across organisations as a function of the authority to control.
Critical incident stress	An acute stress reaction caused by exposure to a traumatic event.
Cyclone	A large-scale, closed circulation system in the atmosphere with low barometric pressure and strong winds that rotate counter clockwise in the northern hemisphere and clockwise in the southern hemisphere. The system is referred to as a ‘Cyclone’ in the Indian Ocean and South Pacific, ‘Hurricane’ in the western Atlantic and eastern Pacific and ‘Typhoon’ in the western Pacific.
Debrief	A meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.
Defence Assistance to the Civil Community	Assistance to the community provided by Department of Defence personnel in the event of natural disaster or civil emergency.
Desk top exercise	An umbrella term for some types of indoor discussion exercise. They may feature a model of the area on which a prepared scenario is played out or simply using a projected map, not in real time. The model or map is used to illustrate the deployment of resources actually deployed. Additionally, responses may be prepared in syndicate, in plenary or under the guidance of a facilitator who maintains the pace and asks questions. A cost-effective and highly-efficient exercise method that should be conducted as a prelude to a field exercise as part of a graduated series.
Disaster	A serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities and which requires special mobilization and organisation of resources other than those normally available to those authorities

TERM	DEFINITION
Disaster victim identification (DVI)	Procedures used to positively identify deceased victims or a multiple casualty event.
District Emergency Management Committee(DEMC)	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, (except for the Metropolitan Emergency Management Coordination Group which is chaired by the Assistant Commissioner Metropolitan) with a Regional Director of Fire and Emergency Services Authority as Deputy Chair. Executive Officer support is provided by FESA managers nominated by FESA Chief Executive Officer.
Earthquake	The vibrations of the Earth caused by the passage of seismic waves radiating from some source of elastic energy
Earthquake Intensity	A measure of ground shaking obtained from the damage from the damage done to structures built by humans, changes in the earth's surface and felt reports.
Earthquake Magnitude	A quantity that is characteristic of the total energy released by the earthquake , in contrast to “intensity” which subjectively describes earthquake effects at a particular place. Richter in 1935 devised the logarithmic magnitude scale in current use to define local magnitude (ML) in terms of the motion that would be measured by a standard type of seismograph located 100 kilometres from the epicentre of an earthquake. Several other magnitude scales are also in use, for example body-wave magnitude (MB) and surface-wave magnitude (MS) which use body waves and surface waves respectively. The scale is open-ended the largest known earthquake magnitudes are about MS 8.5
ECC	Emergency coordination centre
Emergency	<ol style="list-style-type: none"> 1. An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. 2. Any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community in general and requires immediate response by the occupants. 3. An unplanned situation arising, through accident or error, in which people and/or property are exposed to potential danger from the hazards of dangerous goods, such emergencies will normally arise from vehicle accident, spillage or leakage of material or from a fire. 4. In terms of dam operation, any condition which develops unexpectedly, endangers the integrity of the dam or downstream property and life and requires immediate action.

TERM	DEFINITION
Emergency Co-Ordination Centre	(EEC) A facility established to coordinate and organize emergency provision of service.
Emergency Management	<ol style="list-style-type: none"> 1. A range of measures to manage risk to communities and the environment. 2. The organisation and management of resources for dealing with all aspects of emergencies. Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention response and recovery.
Emergency Operations Centre (EOC)	<ol style="list-style-type: none"> 1. A facility, either static or mobile, from which the total operation or aspects of the operation are managed. 2. A facility established to control and coordinate the response and support to an incident or emergency. Syn. Incident control centre.
Emergency Procedure	A set of directions detailing what actions should be taken, as well as how, when, by whom and why, for specific emergency events. A type of “ Standard operating procedure ”
Emergency Response Plan	A plan which sets out the roles and responsibilities of agencies in emergency response and the coordination arrangements which are to be utilized.
Emergency Risk Management (ERM)	A systematic process that produces a range of measures that, on being implemented, contribute to the safety and wellbeing of communities and the environment.
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
Fire Ground	The area declared by the senior members of the attending fire agency as the “fire ground”. As a guide, it includes the areas involved in the actual fire, the area where fire fighters, appliances, hoses and hydrants are located, and may extend to adjoining properties threatened by the fire. The fire ground is controlled by the fire agency.
Flash Flood	A flood that raise quite rapidly with little or no advance warning, usually as a result of an intense rainfall over a small area or, possibly, an ice jam, a dam failure, etc.
Flood	The overflowing by water of the normal confines of a stream or other body of water, or the accumulation of water by drainage over areas which are normally submerged.

TERM	DEFINITION
Flood Warning	<p>A statement by the bureau of meteorology including all or part of the following items for particular catchments:</p> <ul style="list-style-type: none"> ◆ A summary of the current meteorological situation and expected developments, ◆ A summary of the rainfall which has occurred or is expected, ◆ River heights at key locations, ◆ The class of flooding that is expected; and/or ◆ River heights.
Flood Warning System	<p>A system defining the level of flooding at which a warning will be initiated, the physical means by which it will be relayed, and the persons to whom it will be given. The system includes all necessary hardware such as water level actuators, and radio transmitting and receiving equipment.</p>
Forecast	<ol style="list-style-type: none"> 1. Statement of expected meteorological conditions for a specific period and for a specific area or portion of air space.” Meteorological Forecast” and weather forecast. 2. Statement or statistical estimate of the occurrence of a future event. The item is used with different meaning in different disciplines, as well as prediction.
Forward Control Centre	<p>A facility where the controller is located, at or near the scene of an emergency to facilitate better control and management of a particular emergency. In emergencies where the impact is widespread there may be the need to locate more than one forward control centre in which case the title of each forward control centre should be preceded by the place name. The forward control centre may be located in an existing building or be a self-contained mobile unit.” Field control centre”, “forward command centre”, “forward command post”, “forward control point”, and “incident control point”.</p>
Hazard	<p>A situation or condition with potential for loss or harm to the community or the environment.</p> <ol style="list-style-type: none"> 1. A source of potential harm or a situation with a potential to cause loss. 2. A potential or existing condition that may cause harm to people or damage to property or the environment. 3. An intrinsic capacity associated with an agent or process capable of causing harm.
Hazard Management Agency (HMA)	<p>That organization which, because of it’s legislative responsibility or specialized knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are under taken. Such organizations are either designated by legislation or detailed in state emergency management plans. For a full list HMAs see SEMC Policy Statement no 7 Annex F</p>

TERM	DEFINITION
Hazardous Material	A substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.
ICS	Incident control system, Australian Inter service, Incident Management System.
Incident	<ol style="list-style-type: none"> 1. An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies. 2. A sudden event which, but for mitigating circumstances, could have resulted in an accident. 3. An emergency event or series of events which requires a response from one or more of the statutory response agencies.
Incident Control System	<ol style="list-style-type: none"> 1. A command structure to systematically and logically manage suppression of emergency incidents including wildfires, from small, simple incidents to large, difficult or multiple situations. It is designed to develop in a modular fashion from the top (Incident Controller) downwards. 2. The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident.
Incident Management Team	<ol style="list-style-type: none"> 1. A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. 2. The team headed by the incident manager which is responsible for the overall control of the incident.
Inundation Map	A map delineating the area that would be flooded by a particular Flood event.
Liaison Officer	<ol style="list-style-type: none"> 1. A representative of an agency/organisation. Liaison officers should have the capability to communicate with the agency they represent. They should have the authority to commit their agencies resources. 2. A representative from an agency involved in the incident response who works with the Incident coordinator as part of the Incident Management team is in communication with the officer in charge of his or her respective agency. Liaison officers must have the authority to commit resources of the organisation they represent.

TERM	DEFINITION
Local Emergency Management Committee(LEMC)	Based on either local government boundaries or emergency management sub-district. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government
North & East Regional Recovery Group (NERRG)	A Mutual Aid arrangement between the LGAs of Bassendean, Joondalup, Wanneroo, Swan, Mundaring, Stirling and Bayswater whereby each Council agrees to provide resource support for the Recovery from emergencies.
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.
Situation Reports (Sitreps)	These are formal written communications to participation organizations to ensure they are regularly informed during an emergency. Controversial issues should be advised to the next higher level as soon as possible rather than waiting for inclusion in the next routine sitrep.
State Emergency Management Committee (SEMC)	Chaired by the Commissioner of Police, as State Emergency Coordinator, with the Chief Executive Officer of the Fire and Emergency Services (FESA) as Deputy Chair. The Executive Director, FESA Emergency Management Services, is the SEMC Executive Officer. The SEMC is comprised of an executive and four functional groups whose membership includes those organizations essential to the State's emergency management arrangements. The chair of each of the functional groups is also a member of the SEMC Executive group. The functional groups are: <ol style="list-style-type: none"> 1. Emergency Services Groups 2. Public Information Group 3. Lifelines Services Group 4. Recovery Services Group



Town Details

&

Emergency Response


Procedures




CONTENTS




Document Control.....	iii
Introduction.....	1
Town of Bassendean.....	1
General Demographics.....	1
Emergency Management Arrangements.....	1
Emergency Management Act 2005.....	2
State Emergency Management Committee (SMEC).....	2
District Emergency Management Committee (DEMC).....	2
Local Emergency Management Committee (LEMC).....	2
Hazard Management Agencies (HMA).....	2
North & East Regional Recovery Group.....	3
Hazard Risk Analysis.....	3
Identified Hazards.....	3
Concept of Operations.....	3
Widespread Emergencies.....	4
Localized Emergencies.....	6
Emergency Response Arrangements - Bassendean.....	8
Role of Council.....	8
Role of LEMC.....	8
Role of the Chief Executive Officer.....	8
Role of Incident Management Team.....	9
T o B Incident Management Team.....	9
IMT Structure.....	10
Roles and Responsibilities.....	11
IMT Leader.....	11
Scribe.....	11
Operations Officer.....	11
Planning / Intelligence Officer.....	11
Logistics.....	12
Liaison officer.....	12
Activation Arrangements.....	12
Hazards with Advanced Warning.....	12
Impact Hazards.....	12
Office Hours.....	12
After Hours.....	13
Termination Arrangements.....	13
Stand Down Procedures.....	13
Debrief Procedures.....	13
Emergency Coordination Centre (ECC).....	14
ECC Location & Layout.....	14
ECC Systems.....	14
Conclusion.....	14

Annex A – Town Map	15
Annex B – IMT Leader	16
Annex C – Scribe	17
Annex D - Planning Officer	18
Annex E - Logistics Officer	19
Annex F – Operations Officer.....	20
Annex G – Liaison Officer	21
Annex H – De-briefing Procedures.....	22
Annex I – Main ECC layout	23
Annex J – ECC Log Sheet	24

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Introduction

These Procedures have been designed to provide the framework for the Town of Bassendean to provide assistance to residents or responding services in the event of an emergency. They are specific to the Town of Bassendean and are independent of the Hazard or Support Plans.

Town of Bassendean

The Town of Bassendean lies in the eastern sector of the Perth Metropolitan Region. It is one of the oldest Local Government Authorities (LGA) in Western Australia and has historical links dating back to the colonization of the Swan River and the foundation of Perth.

General Demographics

The Town is primarily residential with only a small light industrial area contained within its boundaries. It is bordered to the south and east by the Swan River and by the Cities of Swan and Bayswater to the north and west. A major east-west road and the rail line transverse the Town. Council statistics for the years 2003 – 2004 are as follows:

- | | |
|----------------|-----------|
| • Area | 11 sq km. |
| • Sealed roads | 97.2 km. |
| • Population | 14, 175 |
| • Dwellings | 6,025 |

The Council employs 115 Staff and operates a Modern Library, Administration Centre, Community Services Centre and a Works Depot. A number of civic centres cater for a range of community interests and activities.

A map of the Town is at Annex [A](#).

Emergency Management Arrangements

Under the provisions of the Emergency Management Act 2005, Local Government Authorities are required to prepare and maintain Local Emergency Management Plans for the safety of their communities in the event of a natural or man-caused emergency. The preparation of these Plans is the responsibility of the Local Emergency Management Committee (LEMC). These Plans are identified with a particular Hazard, such as Storm, Flood, and Transport Accident etc. Additional Supporting Plans for functions such as Welfare and Evacuation are also prepared, these being general in nature and able to be activated across a range of Hazard Events.

Emergency Response Procedures (ERP) describes the framework, within which a particular agency will manage its response. They apply to all Hazard or Support Plans and are specific to the parent organization.

Emergency Management Act 2005

The Act makes provision for emergency management arrangements Statewide. In addition to the powers, which can be exercised in times of emergency, the Act establishes the structure under which Emergency Plans are produced and maintained. The principal components of this structure are the Emergency Committees at State, District and Local Level and the identification of Hazard Management Agencies with assigned responsibilities for the management of specific hazards.

State Emergency Management Committee (SMEC)

This Committee is representative of Government Departments and Emergency Services. It is Chaired by the Commissioner of Police and is the peak body for the formulation of policy on emergency management. These policies are promulgated through Policy Statements and the Regulations under the Act.

District Emergency Management Committee (DEMC)

District Committees are Chaired by the most Senior Police Officer in the District, usually a Commissioned Officer. These committees have a responsibility to prepare emergency plans for the district at a strategic level and to approve Emergency Management Plans for LGAs within their jurisdiction.

Local Emergency Management Committee (LEMC)

At the Local level, the Chairman of the LEMC is determined by the wishes of the members and is usually vested in an elected Local Government Councillor. In the event that this is not desired, the Senior Local Police Officer becomes the Chairman by default. It is at this level that emergency management planning is most important, relating directly to the area and community concerned and detailing the tactical elements, based on strategic policy provided by the State Committee, to be employed.

Hazard Management Agencies (HMA)

The Act identifies a number of Hazards which may affect the State. Each Hazard is assigned to a Hazard Management Agency, typically the Police, FESA State Emergency Services, FESA Fire Services, Health Department etc. These agencies are responsible to ensure that arrangements are in place, including planning, for the Prevention, Preparedness, Response and Recovery from the assigned hazard. During the response phase of emergency situations the HMA provides the Incident Controller at all levels and other agencies, including LGAs, operate in support of the HMA.

North & East Regional Recovery Group

The Local Government Authorities located to the North and East of the Perth Metropolitan Area have entered into a Memorandum of Understanding that they will provide mutual support for Recovery and Response Operations. The understanding applies to LGA owned and operated resources and facilities. In the event that one LGA is activated for emergency response, the resources of a member LGA can be called on for support. This vastly extends the resource support capability of the Town of Bassendean.

Hazard Risk Analysis

The Town of Bassendean has undertaken a Risk Analysis for identified Emergency Management Hazards facing the community. These have been assessed to establish their risk level (Very High, High, Medium and Low). Hazards considered to have a Risk Level of Medium or above have Hazard Plans Prepared and documented.

Identified Hazards

The Hazards facing the Town of Bassendean are listed below in order of their assessed Risk Level:

1. Riverine Flood
2. Severe Weather (incorporating “Flash Flooding”)
3. Air Transport Accident
4. Earthquake
5. Fire (including Hazardous Materials)
6. Major Transport Accident, Rail or Road (including Hazardous Materials)
7. Bushfire

The full description of these Hazards is contained in the Hazard Plans. These procedures apply to all hazards identified.

Concept of Operations

Emergency incidents can be of two types, viz. Widespread or Localized. Widespread events such as Storms or Earthquake may affect large areas of the Town, or perhaps the entire LGA. Localized incidents may be large-scale in magnitude, but are contained within an area. The rest of the LGA may be unaffected. Examples include Transport Accidents, Riverine Flood and Building Fires. These procedures must cater for both contingencies. The concept of operations for each follows.

Widespread Emergencies

Widespread emergencies may encompass the entire Metropolitan Area, including the Town of Bassendean. It is likely that the response tasks will come from a variety of sources such as a Metropolitan Control Centre or responses generated from local requests for Residents. The HMA will normally operate from its Local EOC, tasking Agencies and their own Response Teams from that location. The Town of Bassendean may be called on for **information, physical resource support** or for the activation of the Town's **Welfare or Evacuation Support Plans**. The Town's Incident Management Team (IMT) will coordinate the provision of this support from the Town's Emergency Coordination Centre (ECC). Requests for assistance may be received by Phone, E-mail or Fax or it may be considered appropriate to deploy a Liaison Officer to the HMA Local EOC to facilitate this process. The following diagram illustrates this structure.

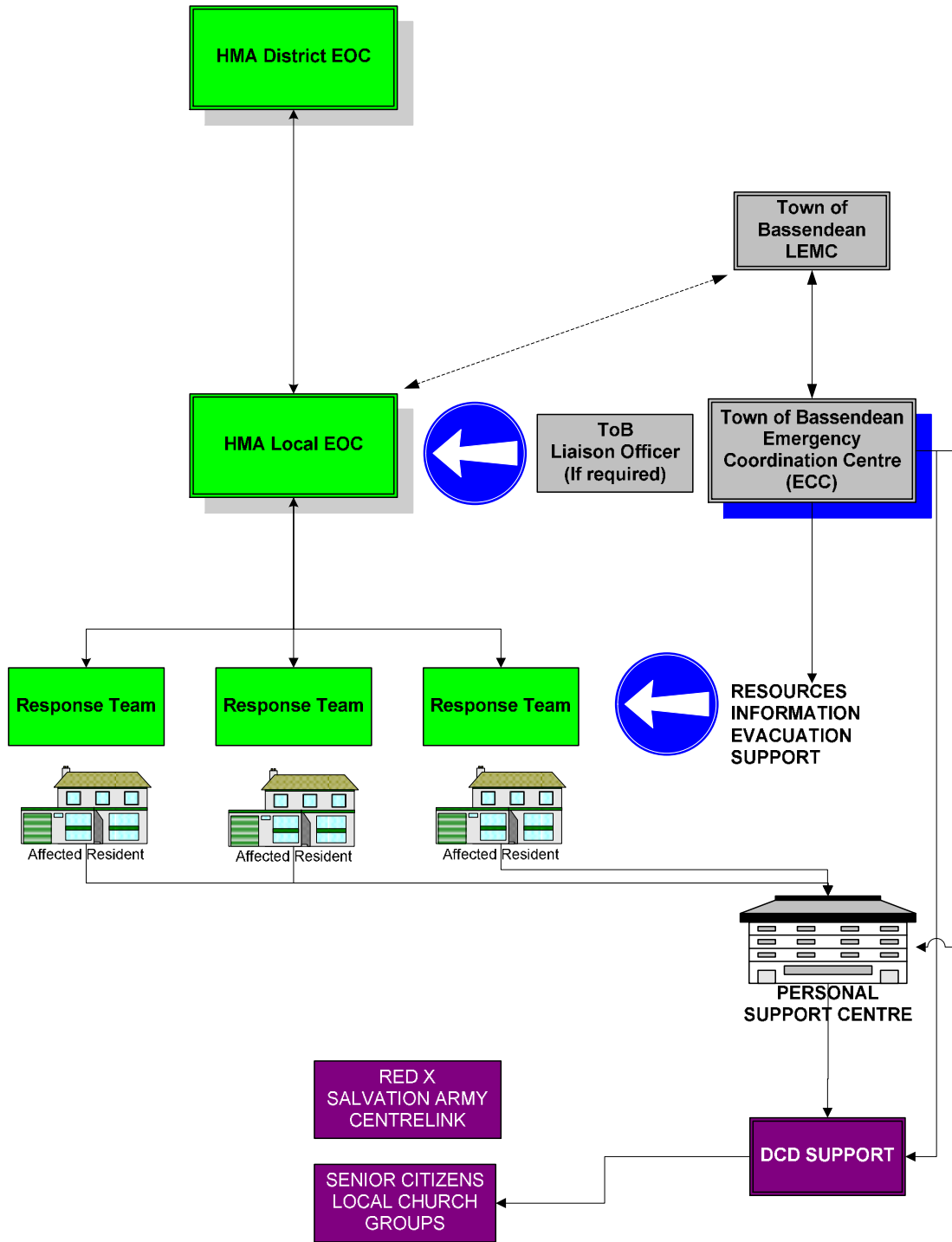


Figure 1

Localized Emergencies

Localized Emergencies operate under a similar structure but with the exception that the HMA will normally set-up a Command Post (sometimes referred to as a Forward Command Post). This may necessitate the deployment of a Liaison Officer to the scene of incident if requested by the HMA. In these cases, the HMA usually establish their Incident Management Team (IMT) at a local, district or state level EOC and have an On Scene Commander (OSC) at the site. It is the responsibility of the HMA to activate the Town's IMT and to nominate:

1. If a Liaison Officer is required to process requests for assistance from the Town, and if yes,
2. To nominate where the Liaison Officer is to report.

Figure 2 over illustrates this structure.

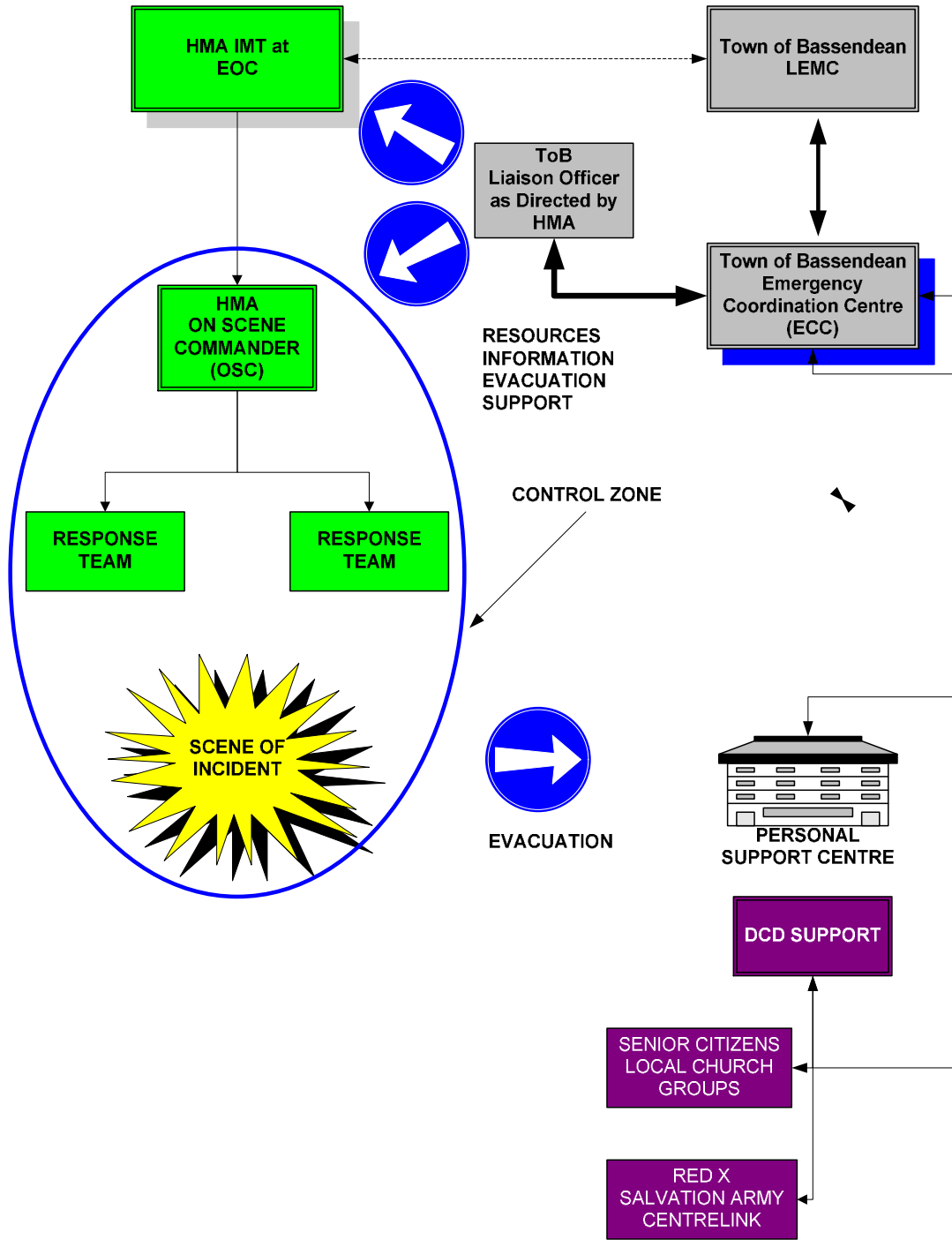


Figure 2

Emergency Response Arrangements - Bassendean

These procedures detail how the Town of Bassendean will interface with the Hazard Management Authorities during the response Phase of an emergency. Not only does this provide the responding HMA with a ready source of information and physical support, but it serves to ensure that the Council is well placed to provide local Leadership to the Community. Furthermore, as Council has direct responsibility for Disaster Recovery, the transition from response to recovery will be better managed. All elements of Council have responsibilities in this regard. These are outlined below.

Role of Council

During the response phase of any sizable emergency, the elected Council has no operational role. This is best left to the personnel trained in this area. However, it is clear from experience of past emergencies that the Community at large will look to their locally elected Government for assurance. Councillors should be prepared to view damage in their respective Wards (under escort from the HMA) and talk with their Ratepayers. The information gleaned from this process directly relates to the type of services which may be required during recovery.

Role of LEMC

LEMC likewise has no operational function during the response. However, the HMA is required to keep this Committee informed of progress, with particular emphasis on the transitional arrangements from response to recovery. It also has the very important role of establishing and convening a Recovery Committee early in the response to ensure that victims affected by the emergency receive appropriate support and the Community at large kept informed of actions to return the Town to normality.

Role of the Chief Executive Officer

Under the provisions of the Local Government Act, the Chief Executive Officer (CEO) of the Town of Bassendean has specific responsibilities. These are documented under Sections 5.41 and 5.44 of the Act and give the CEO Executive Authority over all Staff and Town Resources. He can delegate certain authority, but cannot delegate the Authority to delegate. The CEO discharges his responsibilities during emergencies through an Incident Management Team (IMT) consisting of selected Staff, trained in emergency response management.

The Leader of this Team is required to keep the CEO fully informed and to receive Executive approval before incurring any expenditure or committing Town resources.

Role of Incident Management Team

While the Council and LEMC undertake the strategic roles above, the resources of the Town must be made available to the HMA operationally and maintained for the duration of the event. This role falls to the Town's Incident Management Team (IMT) who has the direct interface with the HMA during the incident. The structure, positions and individual responsibilities of this Team and Members are detail below.

T o B Incident Management Team

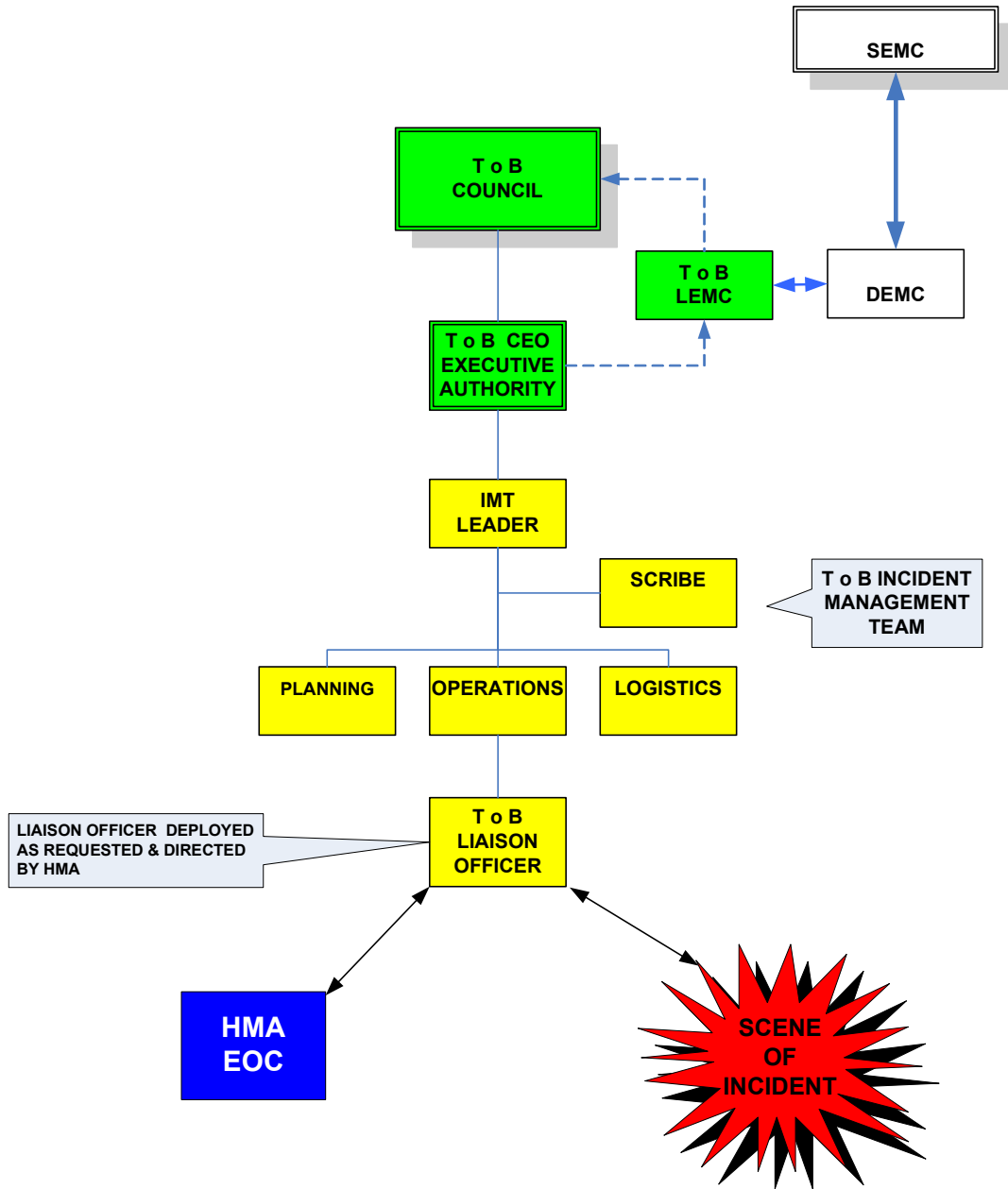
The Town of Bassendean's operational interface has adopted the Incident Control System (ICS) as its model under these procedures. The ICS System was developed in the United States in the early 1970's and has been universally adopted by emergency services (with local variations) around the world. The ICS System is based on a Team of five positions, known as the Incident Management Team (IMT). The Team is capable of operating at full size for major incidents, can effectively be downsized to two positions for low level incidents. The positions in the IMT are:

1. The IMT Leader
2. The Scribe or Secretary
3. The Planning Officer (Plans)
4. The Operations Officer (Ops)
5. The Logistics Officer (Log)

In addition, the IMT has at its disposal, a Liaison Officer (LO) who can be deployed to an HMA's EOC or to the Scene of Incident at the HMA's direction and request.

IMT Structure

The IMT Structure is shown below



Roles and Responsibilities

IMT Leader

The IMT Leader is responsible, under the Authority of the CEO, for the overall direction of the Town's response activities in an emergency situation. The Leader fulfils all management functions and responsibilities until the incident requires additional appointments. The Leader will establish an Incident Management Team (IMT) who will coordinate the operational response to an emergency impacting on the Town and carry out tactical planning in order to make Town Resources and Services available to the HMA. It will be responsible for the management and control of the Town's operational processes and resources. Major responsibilities include:

- Establishing coordination and communication with the HMA.
- Briefing the CEO.
- Controlling Town personnel and resources under authority from the CEO.
- Establishing and maintaining effective liaison with outside responders and support agencies, including the HMA EOC when activated.

As the incident grows the IC may delegate authority for performing certain operational functions to others, as required. When expansion is required, the Leader may establish the staff functions shown in the structure above. Those appointed to the roles of Planning, Operations and Logistics, together with the Leader and Scribe make up the Incident Management Team.

Scribe

The IMT Scribe is responsible for ensuring that all actions and information are recorded. The Scribe also ensures that all stationery requirements of the IMT are provided.

Operations Officer

The Operations Officer is responsible for managing the response actions in support of the HMA. The Operations Officer's Main responsibilities are to:

- Direct and coordinate all Town Staff committed to the incident, ensuring the safety of all personnel.
- Assist the IC in developing response goals and objectives for the Town's response.
- Manage the implementation of tasks assigned to the IMT.
- Request resources through the Leader.
- Keep the Leader informed of the situation.

Planning / Intelligence Officer

The function of the Planning Officer is to gather, evaluate and disseminate information about the incident. He is also responsible for the activation of Town Support Plans as directed by the Leader.

Logistics.

The Logistics officer is responsible for providing facilities, material, services and resources, including personnel, in support of the incident. He works in close conjunction with the Planning Officer

Liaison officer.

Acts as the on site contact for other agencies and contractors assigned to the incident including the emergency services.

The detailed responsibilities for these positions and their training competencies are at Annex B, C, D, E, F and G.

Activation Arrangements

Activation of the Town of Bassendean Emergency Management Arrangements, including these procedures will be effected by the relevant HMA. Once activated the IMT will assemble in the office of the Director for Community Development and commence operations (Location 1). Should the operation escalate or have the potential to escalate, the IMT Leader will make the decision to establish the Main ECC (Location 2), located in Meeting Room Two of the community library, if necessary by requiring the current occupants to vacate.

Hazards with Advanced Warning

Where the plan is activated in advance of the effects of the hazard being experienced, the IMT leader, in consultation with the HMA, will decide the time of staffing the ECC. In addition he will place the appropriate Town Staff, Resources and Facilities or stand-by, ready for immediate activation if required.

Impact Hazards

Hazards which occur with little or no warning will by their nature require a quick response. It is almost inevitable that responding emergency services will be on scene well before the Town's IMT. It is therefore essential that the IMT activate quickly and establish lines of communication with the HMA as soon as possible. The following procedures will apply for this contingency.

Office Hours

During Office Hours, emergency calls from the HMA are to be put through to the Director of Community Development in the 1st instance. In the event that this Officer is engaged or otherwise unavailable, the Manager Ranger Services is to be called in the 2nd instance, followed by any available Ranger. These Officers are to take the details of the incident, commence a log, activate the IMT, or their alternates, establish the ECC in Location 1 and commence operations. A ranger should be prepared to be deployed to the HMA's EOC or Scene of Incident as directed in order to provide a link to the IMT.

After Hours

After hours, the Town Number is transferred to the Duty Ranger. If activated, the Duty Ranger is to immediately call the Manager Ranger Services, who in turn will activate the remaining members of the IMT, or their alternates. The duty Ranger assumes the role of Liaison Officer and is to proceed immediately to either the HMA's EOC or the Scene of incident if requested to do so by the HMA. The Liaison Officer must be clearly identified as the LO from the Town of Bassendean if deployed and wear the appropriate personal protection equipment provided. Mobile phone contact to the Town's ECC is to be made once on site.

Termination Arrangements

Historically, Recovery Operations are less successful when the transition from response to recovery is abrupt or poorly coordinated. For this reason, modern best practice advocates that recovery considerations commence during the response phase. Furthermore, there is a human reaction from responders to quickly want to stand down, but although recovery strategies may be in place, there may be a requirement to obtain some resources outside of normal procedures. It is advisable to terminate response operations in stages to ensure that the normal recovery management systems are operating and can stand alone.

Stand Down Procedures

The IMT will need to ensure that all operational records, such as logs and maps, are retained for analysis, investigation or de-briefing purposes. The ECC systems must be returned to a state of readiness in case a further emergency occurs. Staff must be afforded the opportunity to rest and take a meal and to talk about the event. This mutual support often eliminates Post Traumatic Stress or obviates the need for counselling. A de-brief should not be conducted at this time.

Debrief Procedures

Debriefs are designed to capture issue(s) arising from the incident. They are not, repeat not intended to assign blame on any individual or organization. There are always lessons to be learned, however, most of these will be lost unless the de-brief is properly facilitated and is conducted within an objective structure. De-briefs should be conducted approximately one week after minor operations and up to two weeks following the conclusion of the recovery phase in the case of a major event.

Procedures for de-briefing are at Annex H.

Emergency Coordination Centre (ECC)

This is the centre from which the Town of Bassendean will coordinate support to the HMA during the response phase, and where recovery tasks assigned to the Town will be actioned. The IMT operates from this centre. There are two nominated locations:

1. The office of the Director for Community Development, used for small short term operations or, initially until the Main ECC is established.
2. The Main ECC is located in Meeting Room # 1 of the Bassendean Memorial Library. Procedures for establishment of the room are:
 - a. If occupied, request current users to vacate immediately.
 - b. Set out the room in accordance with Annex I.
 - c. Install the two PCs (o PC and Laptop)
 - d. Connect the data projector to PC # 1
 - e. Install the Phone and check connection to switchboard
 - f. Set out the stationery kits fro the IMT Positions
 - g. Set-up the ECC Sign in the Library foyer.
 - h. Arrange with Administration for refreshments to be provided for the ECC Staff.

ECC Location & Layout

The location of both ECCs are provided on the Map at Annex A (location references 1 & 2)

The Layout for the Main ECC in meeting room # 2 is at Annex I.

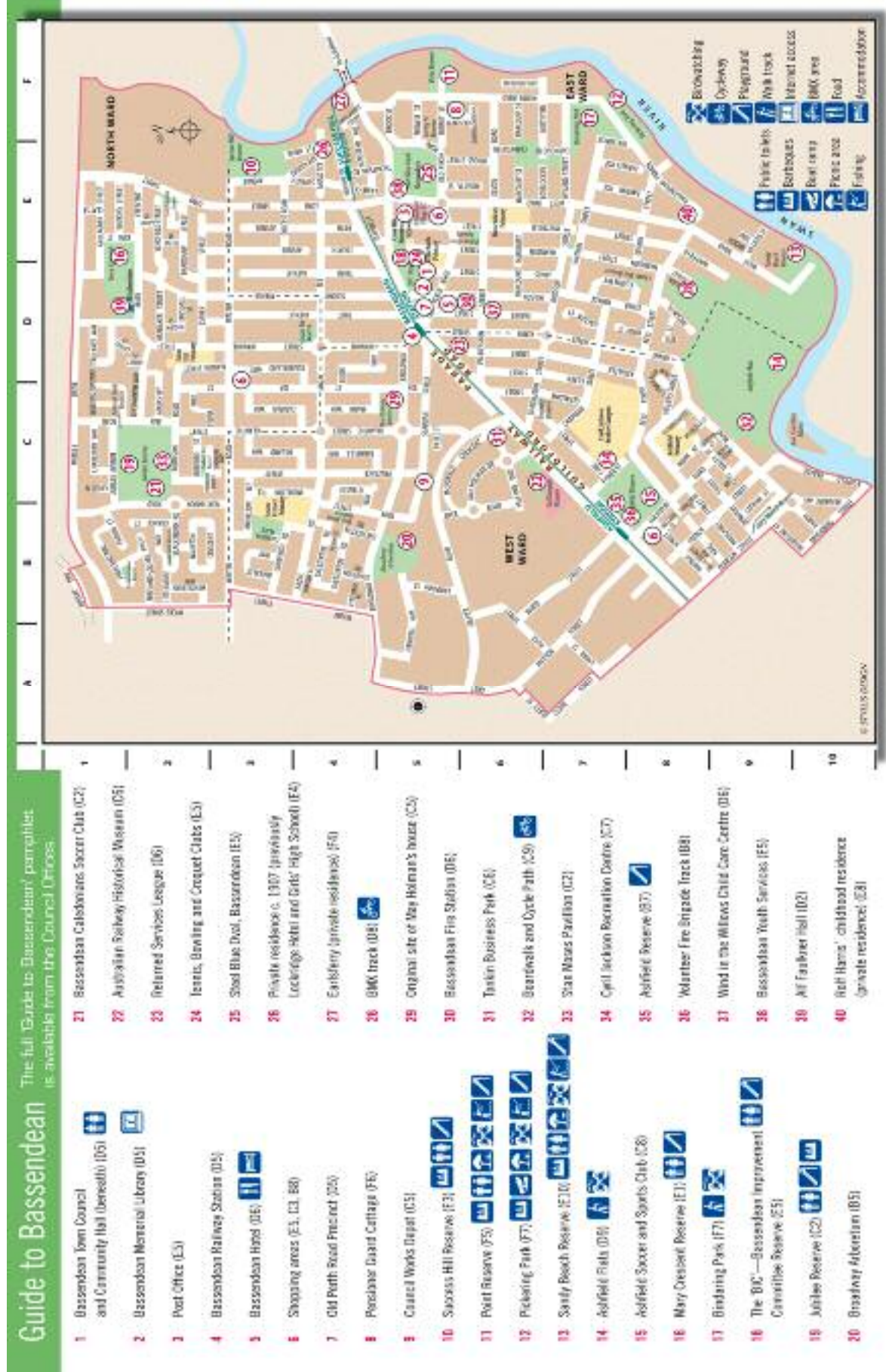
ECC Systems

The ECC will make use of the Towns computer network and will have access to all data available. This will normally be accessed and projected using PC # 1. PC # 2 (or laptop) will be used to maintain the operational log. This consists of a series of pre-formatted MS Excel Spreadsheets. Examples of the log and Situation Report forms from this application are at Annex J

Conclusion

These procedures apply to All Hazards facing the Town. They are designed for the exclusive use of the Town's IMT and constitute their main training reference.

Annex A – Town Map



Annex B – IMT Leader

Role:

Provide overall direction and leadership to the IMT, under the authority of the CEO.

Responsibilities.

The Leader shall have the following responsibilities:

- Liaise with the HMA at EOC Level.
- Gather and assimilate information.
- Regularly brief the CEO on the current situation and obtain approval in advance for any expenditure or resource commitments.
- maintain the “big picture” - overall control,
- Authorise the use of Town facilities or deployment of resources, as authorised.
- Account for personnel.
- Maintain a chronological record of the incident.

Competencies.

- Work in a team
- Operate communication systems and equipment
- Supervise response
- Conduct briefings/debriefings
- Develop incident support strategies
- Manage emergency response information

Annex C – Scribe

Role:

Provide administrative and secretarial services to the IMT.

Responsibilities.

The Scribe shall have the following responsibilities:

- Gather and assimilate information from the IMT
- Maintain a chronological record of the incident on the electronic system
- Prepare Situation Reports on the system.
- Ensure that the ECC is well supplied with appropriate stationery.
- Ensure that all printers / faxes used in the ECC have adequate stocks of toner and paper.
- Collect all records and maps at the end of the operation.
- Save all electronic documents and prepare a back-up copy.

Competencies.

- Work in a team
- Operate communication systems and equipment
- Manage emergency response information
- Have good keyboard skills.
- Operate MS Excel and other common computer applications

Annex D - Planning Officer

Role:

Gather, evaluate and disseminate information about the incident and provide Town data and mapping in support of the HMA.

Responsibilities.

The Planning Officer shall have the following responsibilities:

- Obtain briefings from IMT Leader.
- Establish reporting functions and schedules for all Town facilities.
- Define forward planning objectives.
- Activate Town Support plans as directed by the Leader.
- Liaise with the Logistics Officer for resource requirements to support plans.
- Gather all information relevant to the incident including:
Incident details, weather, damage, etc
- Liaise with technical specialists for Building and Health Inspectors.
- Identify the need for specialist resources.
- Maintain, prepare and present all relevant documentation.

Competencies.

- Communicate in the Workplace
- Design and manage activities which exercise elements of emergency management
- Manage emergency response information
- Work in an emergency operations centre
- Work in a team
- Operate communication systems and equipment
- Operate Town computer applications and data bases.
- Have good keyboard skills.

Annex E - Logistics Officer

Role:

Responsible for providing facilities, material, services and resources, including personnel, in support of the incident.

Responsibilities.

The Logistics Officer shall have the following responsibilities:

- Obtain a briefing from the IMT Leader.
- Maintain contact with the Town's Works Depot and Welfare support facilities
- Identify and define resources required for logistics section.
- Inform Leader of logistics movements including assigned personnel.
- Co-ordinate the processing of requests for additional resources.
- Advise on current and future support services required.
- Locate, acquire, track, maintain and manage all resources allocated to the incident.
- Maintain, prepare and present all relevant documentation.
- Identify and resource staging areas for logistic support.

Competencies.

- Communicate in the Workplace
- Manage emergency response information
- Work in an emergency operations centre
- Work in a team
- Operate communication systems and equipment
- Coordinate resources

Annex F – Operations Officer

Role:

Responsible for managing the response actions for the Town of Bassendean.

Responsibilities.

The Operations Officer shall have the following responsibilities:

- Obtain a briefing from the IMT Leader.
- Maintain contact with the HMA
 - Via the Town Liaison Officer if deployed.
 - Via the HMA EOC.
- Activate Town Support Teams as required.
- Co-ordinate briefings/time outs sessions with Leader on a regular basis
- Assess escalation scenarios.
- Assemble Technical Personnel as required for operations and assistance.
- Implement appropriate procedures (ERP's)

Competencies.

- Communicate in the Workplace
- Manage emergency response information
- Work in an emergency operations centre
- Work in a team
- Operate communication systems and equipment

Annex G – Liaison Officer

Role:

Acts as the on site contact for emergency services assigned to the incident.

Responsibilities.

The Liaison Officer shall have the following responsibilities:

- Obtain a briefing from the IMT Leader.
- Deploy as requested and directed by the HMA:
 - to the scene of incident appropriately identified and wearing personal protective equipment supplied, or
 - to the HMA EOC
- Obtain, by observation and briefing from the HMA, a clear picture of the incident and communicate this to the IMT at regular intervals
- Provide local information to the HMA as appropriate.
- Receive and communicate any tasks for the Town to the IMT for action.
- Monitor and report the arrival and departure of Town resources.
- Liaises with External Authorities and Agencies including. Police, Fire, SES, Government agencies, etc.
- Co-ordinates with any External Authorities Emergency Commander.

Competencies.

- Communicate in the Workplace
- Manage emergency response information
- Work in an emergency operations centre
- Work in an Emergency Control Zone
- Work in a team
- Prevent injury
- Operate communication systems and equipment
- Follow defined Health & Safety -Policies and Procedures

Annex H – De-briefing Procedures

Debrief Procedure

The main debrief should follow the procedures below:

1. Set the environment by making the team relaxed and stating the ground rules and the “no blame” policy.
2. Get all records in hard copy.
3. Use the following format,
 - a. give a chronological narrative of the incident
 - b. group the main issues
 - c. then assess the issues.
4. to conclude the debrief
 - a. thank the team
 - b. outline what action will be taken from here
 - c. agree to provide feedback for the team from the results of the report.

Debrief Issues and Assessment

The main issues are:

1. Command, control and coordination.
2. Fire fighting.
3. Casualty management.
4. Rescue.
5. Property Damage mitigation.
6. Town resource support
7. Town Personal Support Services & Centres.
8. Communications.

These issues are assessed in terms of the following:

1. Were the procedures wrong or inadequate?
2. Did the system breakdown?
3. Was training (individual and collective) appropriate or lacking?
4. Was equipment suitable, lacking or did it fail?

Annex I – Main ECC layout

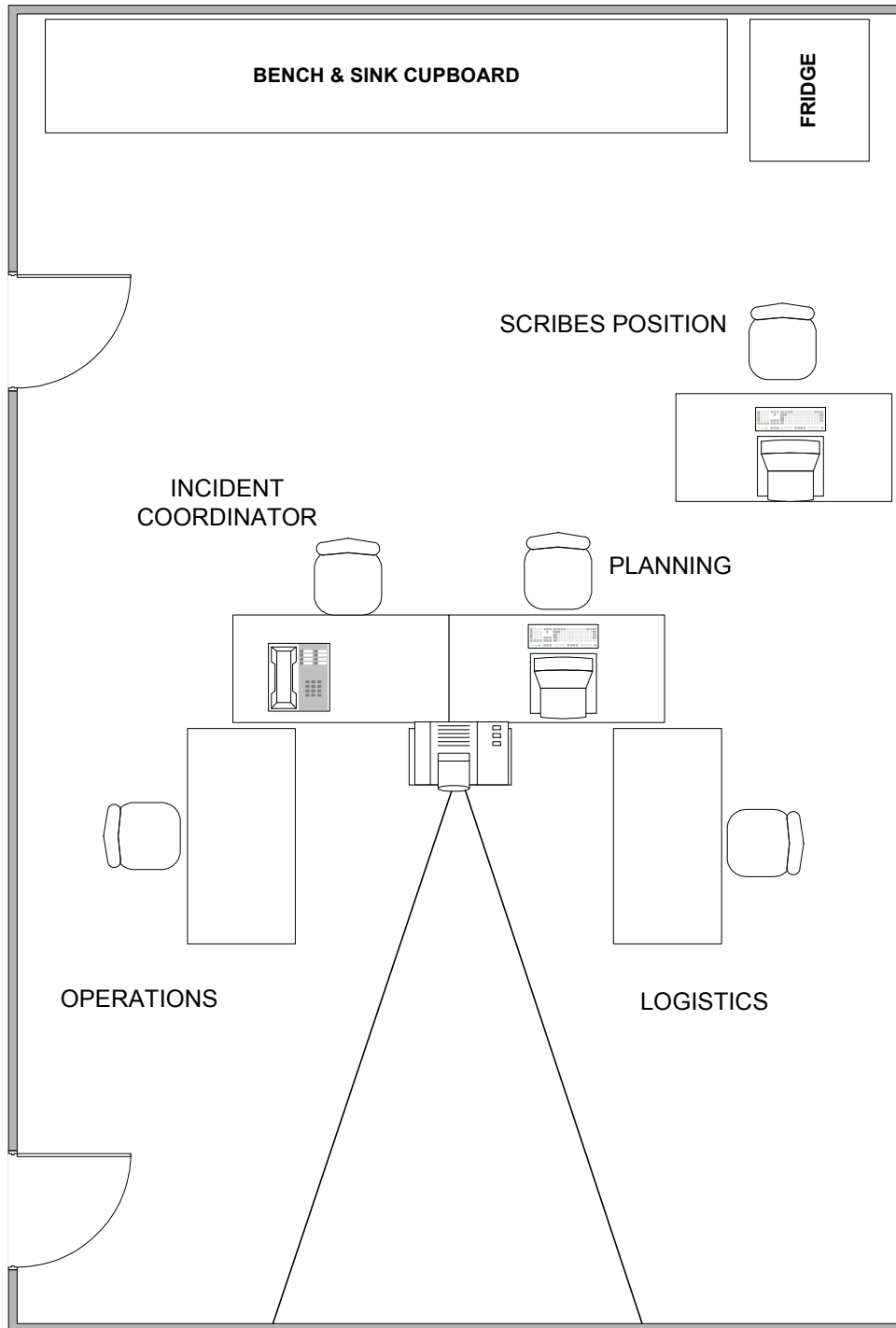


Figure 4

Annex J – ECC Log Sheet

DATE	TIME	FROM / TO	ORGANISATION	MESSAGE DETAILS	CALL BACK TIME	LOGGED BY	LOG (TIME)



PART 2.1

HAZARD MANAGEMENT PLAN

SEVERE WEATHER

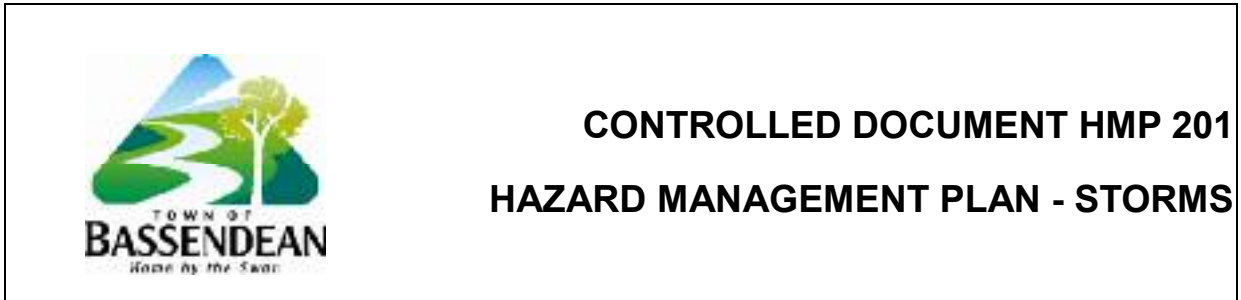
**HAZARD MANAGEMENT AGENCY
FESA SES**

HMA PLAN – SEVERE WEATHER

CONTENTS

Document Control.....	ii
Introduction.....	1
Hazard Description	1
Hazard Effects on the Community.....	1
Concept of Response.....	2
Emergency Management Positions.....	3
Likely Areas of Local Response Support	3
Resource Support	3
Personal Support Services (Welfare).....	4
Evacuation Support.....	4
Recovery Activation	4
Conclusion	4

Document Control



DOCUMENT INFORMATION		
Name	Date	Signature
Prepared by: Jim Burnett – IFAP	June 2007	
Supervised by: Graeme Haggart Town of Bassendean	June 2007	
Approved by: Cr John Sutherland Chairman LEMC	June 2007	
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Snr Sgt Mike Wells	Kiara Police	JUNE 2007	
Samantha Tarling, Manager	Ranger Services	JUNE 2007	

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Introduction

This Hazard Plan is provides the strategic approach to Severe Weather events affecting the Town of Bassendean. These are usually widespread incidents as described in the Procedures at Part One.

Hazard Description

Severe storms can be generated by several weather phenomena such as:

1. Low pressure tropical systems resulting from a decaying Tropical Cyclone.
2. Low pressure complex winter frontal systems
3. Thunderstorms, associated with unstable conditions.

Within all of these, other phenomena such as tornados, lighting strikes and destructive wind gusts can be experienced. In addition, torrential rain may result in flash flooding to localized areas.

The Bureau of Meteorology (BoM) provides education and warnings of these events. Warnings are broadcast to the community through all media outlets, but more specific detail is provided to the Hazard Management Agencies.

Hazard Effects on the Community

The following effects have been experienced by communities during severe weather events:

- Damage to domestic dwellings, ranging from minor water ingress to total roof destruction.
- Damage to adjacent buildings / dwellings from debris.
- Flash flooding of local storm water drains causing damage to property or road blocks.
- Loss of electrical power as a result of downed power lines/ poles or damage to the power network.
- Injuries as a result of debris or electricity hazards.
- Disruption to traffic.
- Loss of communications.

Concept of Response

The decision to Staff the HMA EOC, or the local ECC, will depend on the degree of threat from the weather system posing the threat. In general terms, it can be expected that where forecast wind speeds associated with the system exceed 100 km/hr, local damage is likely to occur. The Local IMT Leader should liaise with the Local HMA Manager to establish EOC Staffing intentions, and if appropriate, follow suit or at least place the IMT and Town Line Managers on stand-by, available for immediate return to work if required.

The HMA will receive calls for assistance from a variety of sources, which will be assigned to the appropriate Local HMA for action. Should the HMA require assistance, information or services from the Town, these will be communicated in the first instance by phone and secondly via a Town Liaison Officer, deployed to the HMA EOC for that purpose. The following diagram (reproduced in the procedures, illustrates this structure.

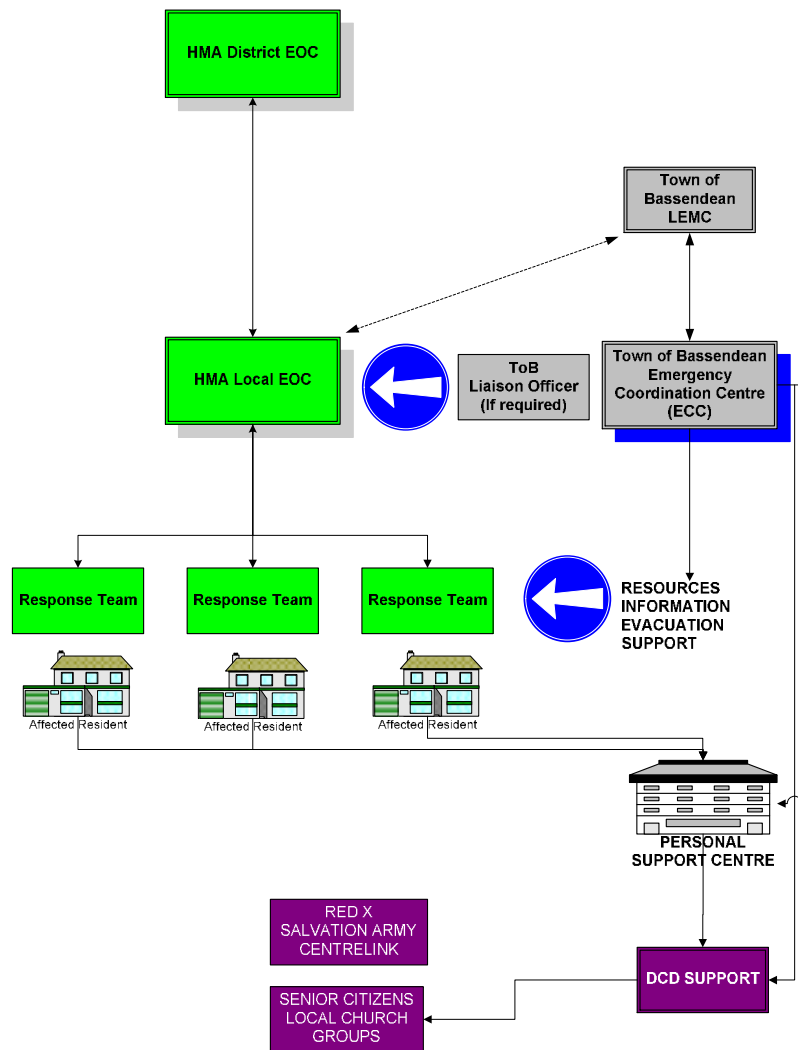


Figure 1

Emergency Management Positions

The following table indicates the various emergency management positions for this hazard:

POSITION	AGENCY	OPERATIONS CENTRE
Hazard Management Agency	FESA SES Bassendean Local Unit	Local EOC, Scadden Street Bassendean
Police Coordinator	Local Police	Kiara Police Station, 163 Morley Drive East, KIARA WA
Combat & Support Agencies	Ambulance, FESA Fire Services, Utility Departments	Various
Town Support Coordination	Bassendean IMT	Bassendean Memorial Library, Old Perth Road Bassendean.

Likely Areas of Local Response Support

The Town of Bassendean has made its resources available to support the HMA during emergency incidents. Resources are provided on a no charge basis, however, it is expected that all resources provided will be returned in good order, or will be replaced under the HMA's insurance or State funded emergency relief funding, if damaged. Similarly, minor Personal Support Services (Welfare) will be met by Council, however, if such services are estimated to be significant, funding through the Department for Child Protection will be sought and agreed prior to expense being incurred.

Resource Support

The Following major resource categories can be supplied by the Town.

1. Limited support for tree clearing
2. Assistance with drain clearance.
3. Debris Clearance.
4. Road closure / diversion signage
5. Limited bulk sand supplies for temporary bunding.
6. Limited Transport

Personal Support Services (Welfare)

This service is designated solely for people affected by the incident. It does not apply to the logistic support for the HMA Teams, which is handled internally by the HMA.

The Town has three designated Support Centres for the community. One or more of these centres can be activated and opened to provide temporary shelter to members of the public rendered homeless (or dwellings damaged beyond safe habitation). Details of the centres are in Part 3.

Evacuation Support

Situation could occur during this threat whereby a significant number of people are rendered homeless or without shelter. Where Support Centre(s) are opened, the affected public may be directed there under their own personal transport arrangements. However, in the event that some people require transport (aged or handicapped persons), The Town can arrange to make its Community Transport resources available for this purpose.

Recovery Activation

The Town LEMC and Council are to be advised by Situation Report should significant damage be sustained in the Town. Recovery strategies should be considered at this time. Some considerations include:

1. The establishment of a centralized “one stop shop” to assist with:
 - a. Resident’s insurance claims.
 - b. Temporary accommodation assistance, beyond Support Centre services.
 - c. Assistance with Building Inspections.
 - d. Assistance with Building Contractors / Sub-contractors
 - e. Fast track Building Plan approvals
 - f. Latest utilities restoration information
2. The Establishment and Management of a Recovery Committee designed to provide the services above and to make recommendations on how the Hazard can be minimized in the future.

Conclusion

Storms are a regularly occurring hazard and the HMA is well versed in response operations. It is the most likely hazard to affect the Town of Bassendean.



PART 2.2

HAZARD MANAGEMENT PLAN

RIVERINE FLOOD

HAZARD MANAGEMENT AGENCY

FESA STATE EMERGENCY SERVICE (SES)

HMA PLAN – RIVERINE FLOOD

CONTENTS

Document Control.....	ii
Introduction.....	1
Hazard Description	1
Hazard Effects on the Community.....	1
Concept of Response.....	3
Emergency Management Positions.....	4
Likely Areas of Local Response Support	4
Resource Support	4
Personal Services Support.....	5
Evacuation Support.....	5
Recovery Activation	5
Conclusion	5
Annex A – 1:100 Flood Map for Bassendean.....	6

Document Control



CONTROLLED DOCUMENT HMP 202 HAZARD MANAGEMENT PLAN – RIVER FLOOD

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1	Original Document	June 2007	Jim Burnett IFAP	Graeme Haggart

Introduction

Flood is perhaps the most predictable natural hazard facing Bassendean. Records since colonization combined with modern data collection and modelling provide a reliable source for emergency managers to plan counter-measures. This threat is also one where the Town's emergency management arrangements will be most needed.

Hazard Description

The Eastern and Southern boundary of the Town of Bassendean is defined by the Swan River. Parts of the Town fall within the river's flood plain. Historically, floods are rare but conditions have occurred where periods of sustained rain combined with strong westerly weather fronts have caused the river to break its banks. Minor flooding causes not great inconvenience, however, historical records have shown major floods occur in varying magnitude. These have been classified as 1:100, 1:50 and 1:25 year floods. These timeframes are statistical in nature and simply state that on average a flood to a particular level will be experienced.

Recent studies (the Cities Project in particular) have provided much improved modelling. In conjunction with this a more reliable Warning System is being designed (a cooperative effort between the Bureau of Met, Water Corporation and Main Roads). These two initiatives will provide:

1. 24 hour warning of a significant flood.
2. More accurate modelling of the extent of inundation for the forecast warning.

In essence this will allow the Hazard Management Agency (HMA) to put detailed Response Plans in place, and will provide more detailed guidance to the Town on the likely level of support required.

Hazard Effects on the Community

Annex A shows the predicted flood model for floods in the Bassendean locality for a 1:100 Flood. By translating this model to actual dwellings on the ground and using Town Statistics for population density, the following can be calculated:

1. Estimated number of homes affected = 402
2. Estimated population affected = 879
3. Area affected = 131.8 ha

This places Bassendean, in terms of Population and Dwellings as 3rd and 4th respectively, high flood risk in the Metropolitan Area.

HMA PLAN – RIVERINE FLOOD

The effects of such a flood include:

1. Inundation of domestic dwellings, commercial building, roads, parks and utility services.
2. Consequent to this:
 - a. Evacuation of Residents and Businesses
 - b. Protection / movement of property at risk.
 - c. Road closures and diversions.
 - d. Location and movement of persons trapped by flood waters.
 - e. Health risks from water borne disease.
 - f. Structural risks from flood water.
 - g. Water damage to electrical infrastructure.
 - h. Contamination of domestic water supplies.

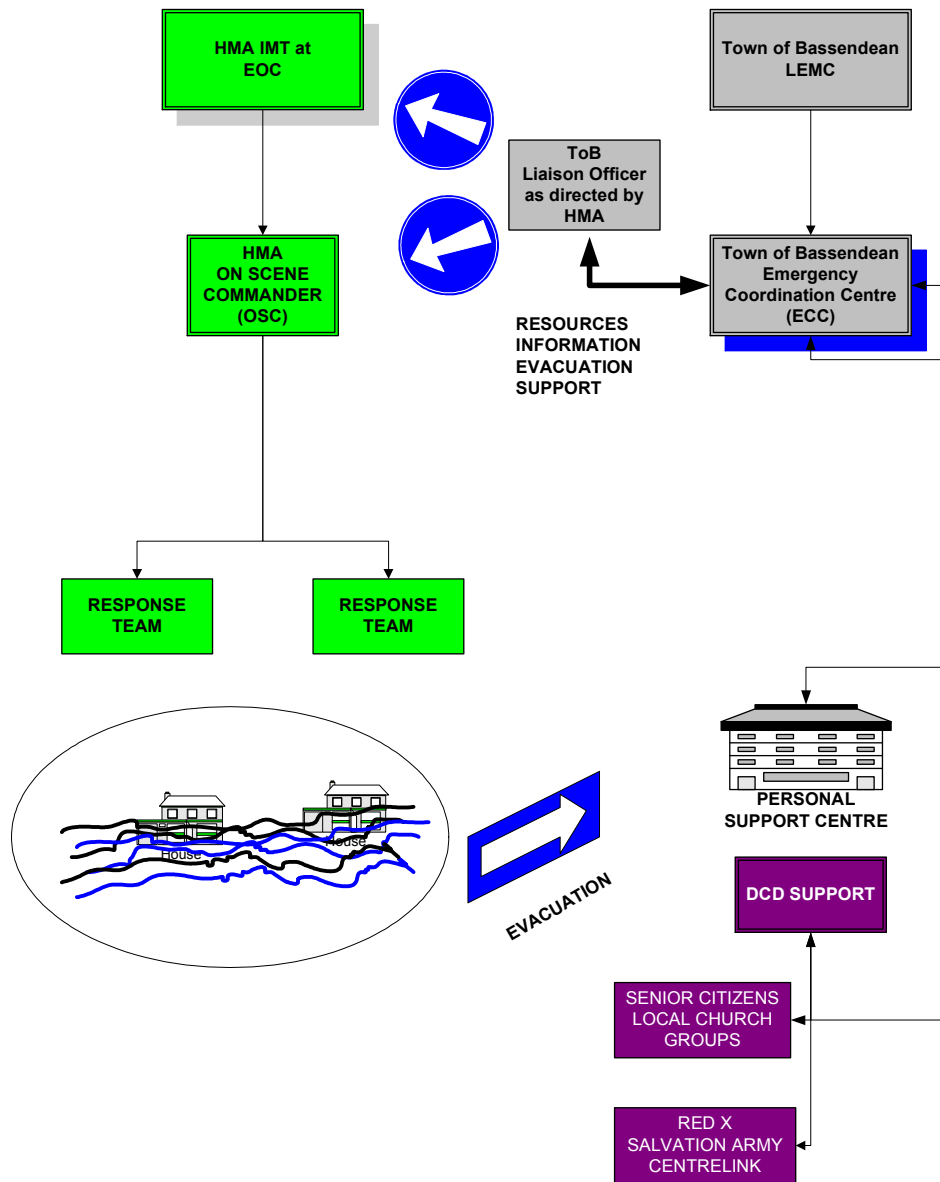
The HMA is responsible for the production of the Response Plan for this hazard. It will detail strategies and tactics for all of the above listed effects. The Town of Bassendean will support this Response Plan as provided for in this local plan. In broad terms, the HMA will:

- Warn the affected community.
- Assist with movement / re-location of furniture and stock.
- Assist with evacuation.
- Assist with flood mitigation tactics (sandbags)
- Coordinate isolation of utilities with Authorities.
- Coordinate with Police to provide a Traffic Management Plan.
- Coordinate with Police for Property Security.
- Monitor River conditions and rescue / transport personnel.

It is essential that the HMA Response Plan be read in conjunction with this local hazard plan. It should also be noted that it is likely that the HMA Response Plan will be activated for the entire Metropolitan Region.

Concept of Response

Riverine Flood can be considered a Localized Emergency (Refer ERP 101) using the structure below:



The Scene of Incident above is represented at Annex A by the area of inundation. The Control Zone, represented by the ellipse above would be bordered by the River and the Traffic Control Plan for the affected location. Movement within this Zone is restricted to the HMA, Police and emergency services.

Emergency Management Positions

The following table indicates the various emergency management positions for this hazard:

POSITION	AGENCY	OPERATIONS CENTRE
Hazard Management Agency	FESA SES Bassendean Local Unit	Local EOC, Scadden Street Bassendean
Police Coordinator	Local Police	Kiara Police Station, 163 Morley Drive East, KIARA WA
Combat & Support Agencies	Ambulance, FESA Fire Services, Dept for Child Protection, Utility Departments	Various
Town Support Coordination	Bassendean IMT	Bassendean Memorial Library, Old Perth Road Bassendean.

Likely Areas of Local Response Support

This Hazard is considered to have the most direct impact from a Bassendean Local perspective. Not only will the Town's IMT be heavily involved for a considerable period of time, but the Council and LEMC will be a focal point for leadership and guidance during the incident and take a lead role in what is traditionally a difficult Recovery Situation. The experiences of the two floods in Moora (March 1999) serve to confirm that the Community, whilst acknowledging the Response work carried out by the HMA, Police and Emergency Services, looked to their own Local Council, particularly the Shire President (in Moora's case) for leadership, information and guidance. It is essential that the Councillors be prepared to fulfil this role in the case of Flood.

Resource Support

To complement the HMA Response Plan for Flood, the Town of Bassendean is likely to be called on for the following resource support:

1. Manpower and Transport assistance to Residents and Businesses to move furniture / stock to safe areas.
2. Road signage to support the Police Traffic Plan.
3. Bulk supply and transport of sand (sand bagging).
4. Transport for Residents without own vehicles.
5. Pumps

Personal Services Support

The details of Welfare Centres under the Town's operational control are contained in Part 3. It is likely that these centres will be activated in the event of River Flood. However, once the evacuation area is defined and the affected population calculated, the following protocols should apply:

1. Evacuees, at 1st warning of evacuation should be asked if they will arrange their own accommodation or accept the support provided at Personal Support Centres.
2. The Department of Child Protection must be engaged early in order to comply with State funding arrangements.
3. Centre establishment should be commenced well before actual evacuation.
4. Pets will need to be housed at animal refuges.

Evacuation Support

The case of River Flood, with appropriate warnings and community interaction during the pre-flood period, there is no reason that an orderly evacuation cannot be planned. Evacuees, re-locating under their own arrangements should, if possible be registered for regular contact and progress reports.

Residents re-locating to Personal Support Centres should use their own transport if possible. However, Town / Community Buses will be provided as required.

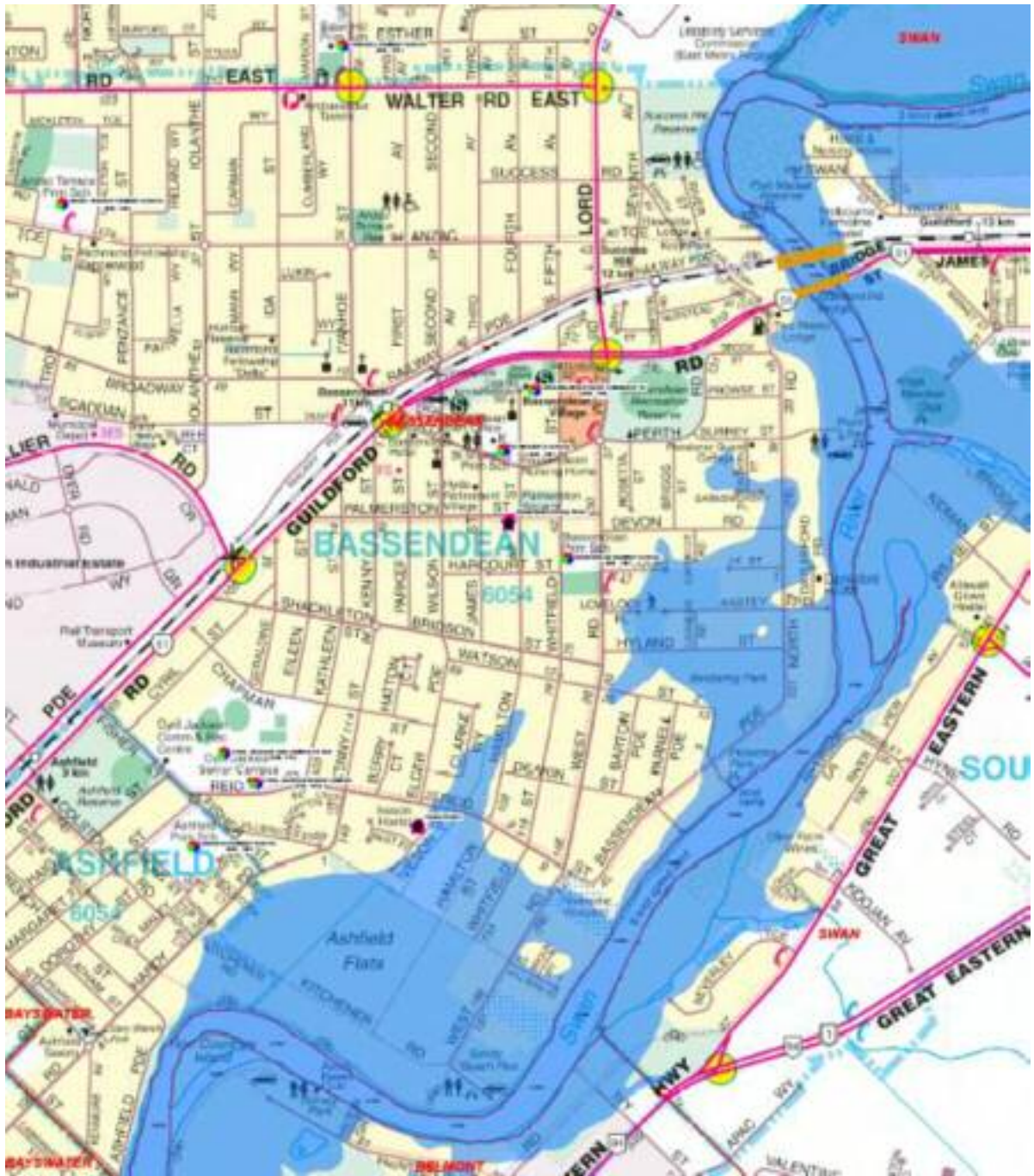
Recovery Activation

The Recovery Committee activated under the plan at Part 3 should focus on the coordination of Utility restoration and clean-up operations. Community volunteer support for the affected residents should be coordinated by the Committee. An important function during Flood incidents is the maintenance of morale. Flood damage can be minimized but there is always some damage, which in itself can affect residents who see their once clean carpets and walls stained with mud and other river refuse. The role of Council in providing Leadership and maintaining morale cannot be over-emphasized.

Conclusion

Thanks to modern technology and modelling, river flood warnings and predicted scope are now a reality. Consequently, planning for Response and Recovery operations should be more detailed and timely.

Annex A – 1:100 Flood Map for Bassendean





PART 2.3

HAZARD MANAGEMENT PLAN

AIR CRASH

**HAZARD MANAGEMENT AGENCY
WA POLICE**



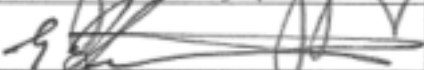
HMA PLAN – AIR CRASH




CONTENTS

Document Control.....	ii
Introduction.....	1
Hazard Description	1
Concept of Response.....	2
Hazard Effects on the Bassendean Community.....	3
Emergency Management Positions.....	3
Likely Areas of Local Response Support	3
Resource Support	4
Welfare Support	4
Evacuation Support.....	4
Recovery Activation	4
Conclusion	4

Document Control

	<p>CONTROLLED DOCUMENT HMP 203</p> <p>HAZARD MANAGEMENT PLAN – AIR CRASH</p>
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DOCUMENT INFORMATION		
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Prepared by: Jim Burnett – IFAP	June 2007	
Supervised by: Graeme Haggart Town of Bassendean	June 2007	
Approved by: Cr John Sutherland Chairman LEMC	June 2007	
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CONCURRENCE			
Name	Group	Date	Signature
Gordon Munday	SES	JUNE 07	
Snr Sgt Mike Wells	Kiara Police	JUNE 2007	
Samantha Tarling, Manager	Ranger Services	JUNE 2007	

REVISION HISTORY				
Revision	Description	Date	Prepared by	Approved by
1	Original Document	June 2007	Jim Burnett IFAP	Graeme Haggart

Introduction

The WA Police are the HMA for Air Crash Incidents and have produced a Plan Short Titled WESTPLAN – AIR CRASH. This plan focuses on the responsibilities at State and National level. Police Officers at District and Local Level have On and Off Airport Plans for Perth. However, the Off Airport Arrangements are not nearly as detailed as those for Perth Air Emergencies. With the possible exception of Earthquake, this hazard poses the most complex emergency management problems and is likely to be the most costly in terms of lives lost.

Hazard Description

Bassendean lies in proximity to Perth Airport, which caters for both Domestic and International travel. Although a remote possibility, this hazard is viewed in the context of an air crash, on take-off or landing, for whatever reason, in which the aircraft impacts on the residential areas of Bassendean. WESTPLAN – Air Crash nominates 3 levels of response, based on the number of casualties. It is likely that such an incident would immediately gravitate to Level 3, a State Response. Some of the principal tasks facing the Response Task Force are:

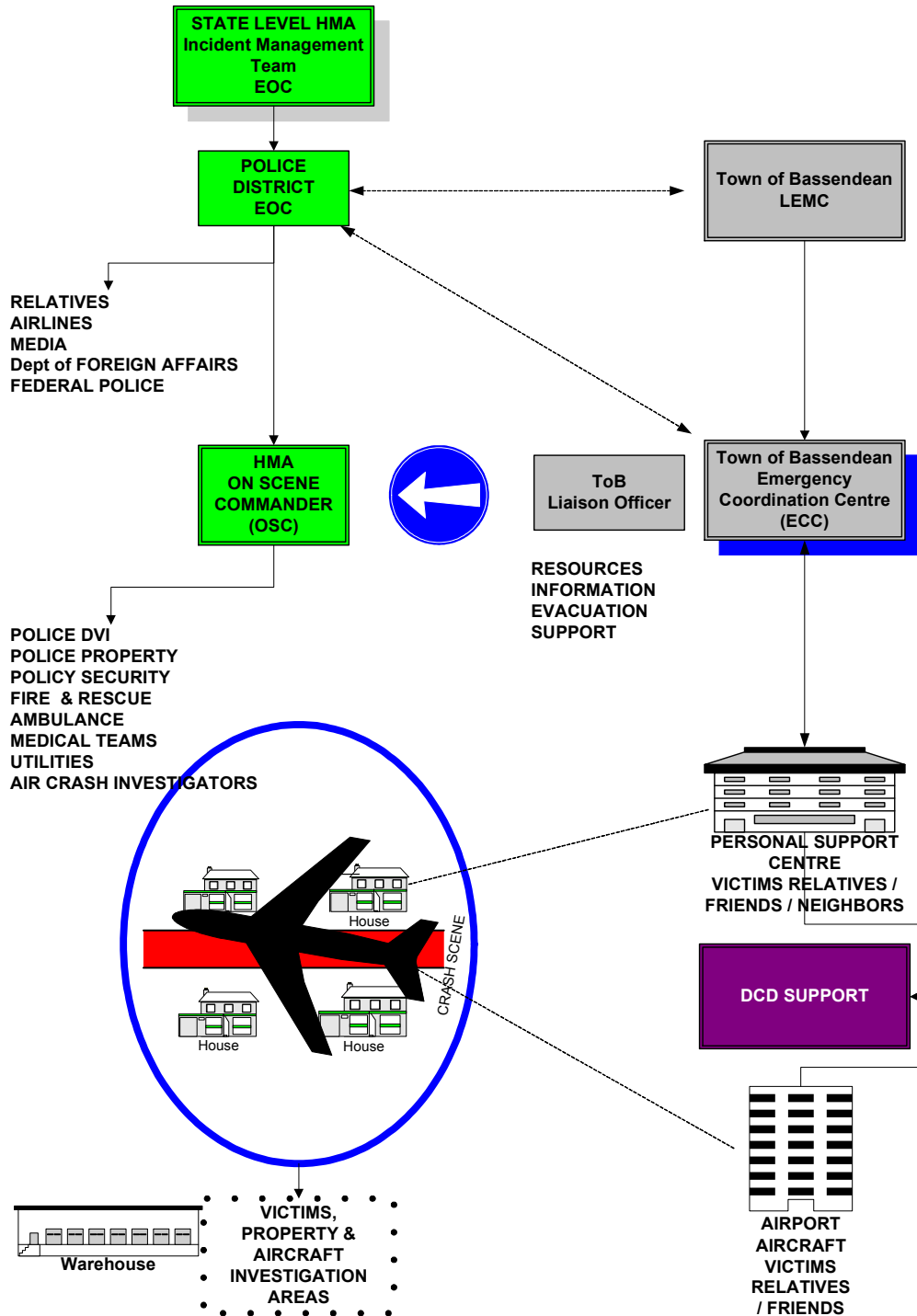
1. Extinguish fires and make safe the area.
 - a. Including Hazmat, Electricity, Gas and Water Utilities.
2. Rescue of survivors.
3. Medical Treatment of survivors.
 - a. Including medical triage on site by Medical Teams
 - b. Activation of the State Health Plan.
 - c. Transportation to designated Hospitals.
 - d. Medical Treatment, including procedures for Burns victims.
4. Recovery of the dead
 - a. Including the transportation of bodies to mortuary storage
 - b. Activation of and operations by the Police Disaster Victims Identification and Forensic Teams.
5. Recovery of Personal Belongings
 - a. Including Police Forensic investigation
6. Recovery of the aircraft wreckage.

Within all these actions the interests of Stakeholders must be met. These include:

1. The Airline Company
2. Victims Relatives
3. The Australian Air Safety Bureau
4. The Media, State, National and International.

Concept of Response

Air Crash should be envisaged as a localised response in accordance with the diagram below:



Hazard Effects on the Bassendean Community

The above provides an idea of the scope of such an operation. However, it must be borne in mind that the impact on the Town itself has not been addressed. There will undoubtedly be casualties from the local Community and houses, buildings and infrastructure destroyed. The site itself will remain a Police Controlled area for weeks.

The magnitude of the event is likely to overshadow the LEMC, Council and the IMT until the Recovery Phase is declared.

Emergency Management Positions

POSITION	AGENCY	OPERATIONS CENTRE
Hazard Management Agency	Police	Midland District & On Scene Command
Combat Agencies	Police DVI Police Forensic Division Police Traffic FESA Fire Services Ambulance WA Medial Teams DCP (Relatives Liaison) Police Media Liaison Police Airline Liaison	On Scene On Scene On Scene On Scene On Scene On Scene & Hospitals Perth Airport On Scene & Perth Airport On Scene & Perth Airport
Town Support Coordination	Bassendean IMT	Bassendean Memorial Library, Old Perth Road Bassendean.

Likely Areas of Local Response Support

The principal area of support during the Response Phase would be Resident information for the affected area. Some considerations are as follows:

1. The Aircraft Manifest would be available almost immediately.
2. To this, the HMA would need to establish resident details for the dwellings affected. This could come from the Town data base.
3. The Police would need to reconcile the number of dead found, with the manifest and then begin to develop a list of possible ID of people either living at the address or visitors to that location at that time. Sources of information from all quarters would need to be investigated to finally establish the death toll, followed by DVI. Accurate recording of all enquiries from the public which may come to the Town Administration is essential for Police follow-up action.

Resource Support

The resources of the Metropolitan Area would be available for this incident. It may well be that Bassendean resources would not be required. However, Police may well call for local knowledge and assistance with the establishment and maintenance of the Traffic Plan. This would be designed with the following criteria in mind:

1. A defined “No Entry” perimeter, unless an emergency vehicle.
2. Clear entry and exit routes for emergency services.
3. Alternate routes for Residents living in unaffected dwelling around the perimeter.

The Town may be asked to help erect semi-permanent signage and assist initially with some for of Traffic direction.

Welfare Support

It is likely that Personal Support Services for Disaster Victim Relatives would be handled at State Level in the case of those victims from the aircraft. It is possible that one or more of the Towns Centres would be established to provide similar services (information and counselling) for Relatives / Friends / Neighbours of Bassendean victims.

Evacuation Support

It is unlikely that the Town would be called to assist with this function.

Recovery Activation

The scars from such an incident will last for years. Council’s Recovery Committee prime function would focus on People rather than facilities. Memorial Services, Monuments and other Strategies, designed to support the healing process should be considered. The future use of the land, legally the property of the victim’s estates, needs careful handling.

Conclusion

We hear of air crashes every year and although tragic in themselves, most occur with little impact on an urban community. Where they do, reports tend to focus on the response, but the restoration of the Community, physically and mentally receives little attention. This plan should be used to maintain the focus on Recovery.



PART 2.4

HAZARD MANAGEMENT PLAN

FIRE & EXPLOSION

(INCLUDING HAZMAT RESPONSE)

HAZARD MANAGEMENT AGENCY


FESA FIRE & RESCUE SERVICE

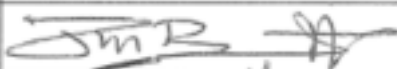
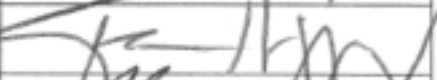

HMA PLAN – FIRE & EXPLOSION




CONTENTS

Document Control.....	ii
Introduction.....	1
Hazard Description	1
Hazard Effects on the Community.....	1
Concept of Response.....	2
Emergency Management Positions.....	3
Likely Areas of Local Response Support	3
Resource Support	3
Welfare Support	3
Evacuation Support.....	4
Recovery Activation	4
Conclusion	4

Document Control

	<p>CONTROLLED DOCUMENT HMP 204</p> <p>HAZARD MANAGEMENT PLAN – FIRE & EXPLOSION</p>
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Gordon Munday	SES	JUNE 07	
Snr Sgt Mike Wells	Kiara Police	JUNE 2007	
Samantha Tarling, Manager	Ranger Services	JUNE 2007	

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Introduction

Fire is a daily threat to any urban community. This Plan deals with Fires to Domestic Dwellings, Industrial Workshops and Commercial properties. It includes the threat of Explosion or Hazardous Material responses (HAZMAT), either caused by the primary source of the fire. HAZMAT releases not causing Fire are also addressed.

Hazard Description

Fire, Explosion and / or HAZMAT incidents can cause any of the following:

1. Destruction of live or property.
2. Damage to adjacent properties
3. Toxic atmosphere posing a threat to life.
4. Environmental damage and long term effects on land, waterways and water catchments.

The HMA must address all of these threats in its response operations. There are two WESTPLANS which may be activated, namely WESTPLAN -FIRE and WESTPLAN – HAZMAT. Both contain detailed response strategies and interagency relationships. Essentially, FESA Fire Services provides the Incident Management while other Support Agencies, including Environmental Agencies, operate through the Police.

Hazard Effects on the Community

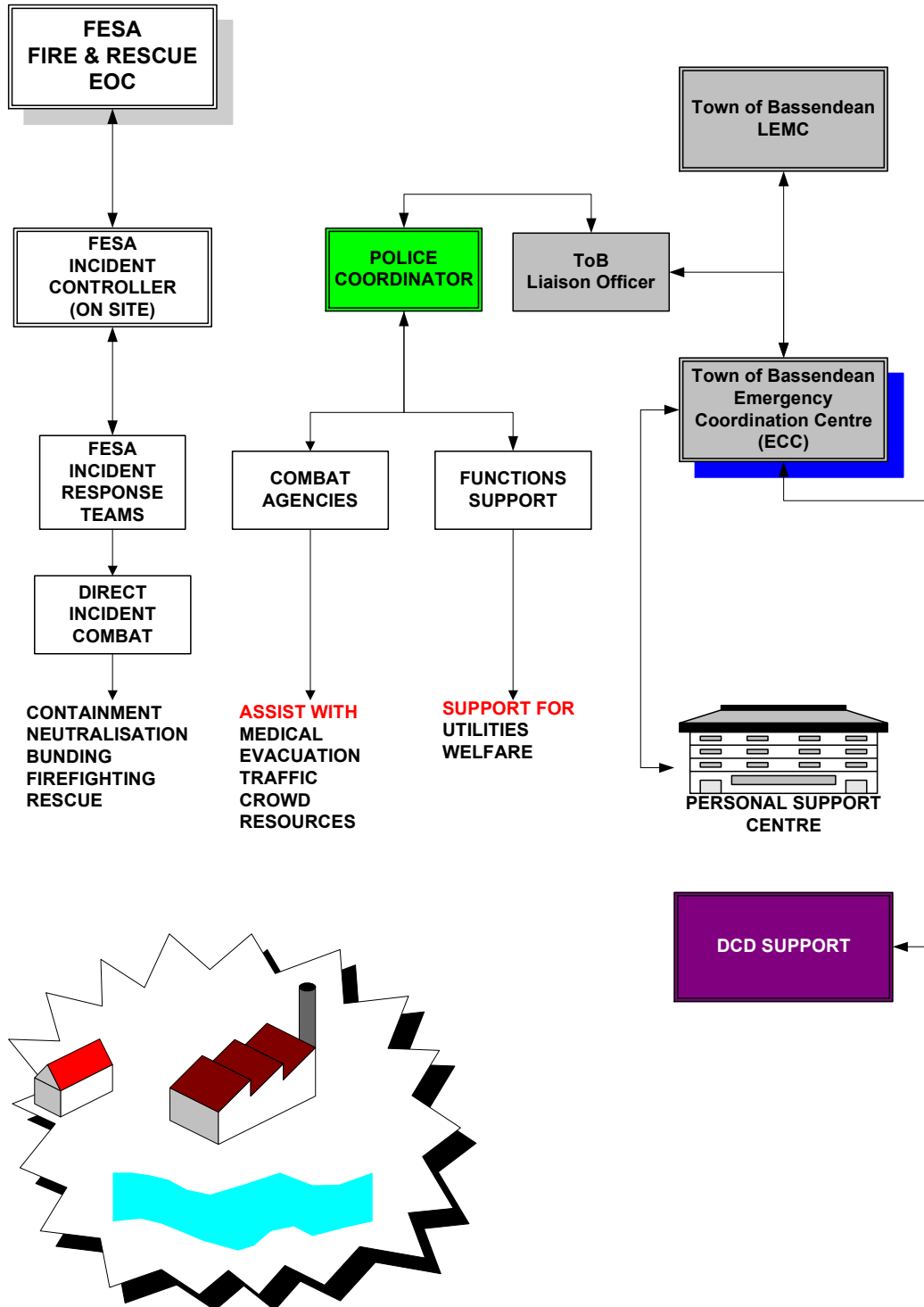
Within Bassendean the impact of such an incident could produce all or some of the following:

1. Death or Injury
2. Trapped people
3. Loss of Utility Power
4. Loss of Property / Dwelling(s)
5. Evacuation
6. Short – Medium term Personal Welfare Services
7. Short – Long Terms Environmental impact.

The Town will be required to support both the response and recovery operations of such an incident.

Concept of Response

The operational concept, in line with the WESTPLANS, is shown below.



Emergency Management Positions

POSITION	AGENCY	OPERATIONS CENTRE
Hazard Management Agency	FESA Fire & Rescue	FESA House & On Scene
Police Coordinator	Local Police	On Scene
Combat	FEDA Fire & Rescue	On Scene
Support Services	HEA Team Utilities Ambulance Police Traffic DCP	On Scene On Scene On Scene On Scene Welfare Centre
Town Support Coordination	Bassendean IMT	Bassendean Memorial Library, Old Perth Road Bassendean.

Likely Areas of Local Response Support

The Local response to this incident will vary markedly dependent upon the magnitude and nature of the incident. On most occasions, such as house fires, it is unlikely that the IMT will even be activated. However, should a large fire / explosion occur or be combined with a HAZMAT problem, a more complex response would be required, utilizing much of the Town's resources and knowledge.

Resource Support

The following resources could be requested by the HMA:

1. Bulk sand for HAZMAT bunding
2. Drainage and environmental information.
3. Assistance with signage for Road traffic control.
4. Local knowledge of the area if industry is affected.

Welfare Support

It is likely that any Personal Support Services would only be provided for short term evacuees from the scene of incident, ordered to vacate the area in response to a HAZMAT threat. Numbers could be substantial as the evacuation area could extend downwind for a considerable distance. However, the Centre selected need only provide temporary shelter (and perhaps light refreshments) for the period until the danger passes. Need less to say, the selection of the centre(s) activated will depend on evacuated numbers and the location referenced to the wind direction.

Evacuation Support

During these incidents, residents are evacuated with little or no warning. The Police, on the advice of the HMA, use all means at their disposal to prompt evacuation to some designated safe area (usually a park or other open area). From there, hopefully evacuees can return home after a short time, once the threat has been neutralized. However, should the timeframe for this be more than 2 – 3 hours, it is likely that the Town will be called on to open one or more of its Centres and to assist with evacuation. This would take the form of mustering local transport resources, such as Community buses to help ferry evacuees to the Centres and return on stand-down.

Recovery Activation

Major industrial fires around the world, which have had a prolonged effect on local communities, have raised significant recovery problems, both public and commercial. On going Health monitoring is the major public concern. Commercially, the lost of a major industrial facility causes a flow on effect to small businesses which supported the major enterprise. Such losses can have prolonged effects on Community recovery.

In the case of Bassendean, no such scenario is evident and consequently the Recovery operation is likely to be small.

Conclusion

Fire is a regularly occurring threat. This plan provides the contingency should such an occurrence produce a large scale incident.



PART 2.5

HAZARD MANAGEMENT PLAN

TRANSPORT ACCIDENT


HAZARD MANAGEMENT AGENCY
WA POLICE



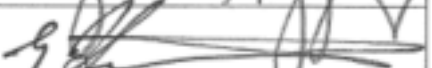
HMA PLAN – TRANSPORT ACCIDENT




CONTENTS

Document Control.....	ii
Introduction.....	1
Hazard Description	1
Hazard Effects on the Community.....	1
Concept of Response.....	2
Emergency Management Positions.....	3
Likely Areas of Local Response Support	3
Resource Support	3
Welfare Support	4
Evacuation Support.....	4
Recovery Activation	4
Conclusion	4

Document Control

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CONCURRENCE			
Name	Group	Date	Signature
Gordon Munday	SES	JUNE 07	
Snr Sgt Mike Wells	Kiara Police	JUNE 2007	
Samantha Tarling, Manager	Ranger Services	JUNE 2007	

REVISION HISTORY				
Revision	Description	Date	Prepared by	Approved by
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Introduction

This Plan is designed to provide the outline response to a major Transport Accident within the Town of Bassendean. It does not cater for:

1. Air Crash, this is covered separately.
2. Day to Day Vehicle accidents, which are handled in accordance with standard procedures by the emergency services.

This plan does cater for:

1. Rail Accidents.
2. Major Traffic Accidents with mass casualties and social disruption.
3. Traffic accidents which generate a HAZMAT response.

Hazard Description

This type of incident is focalized in nature. That is, the main response is mounted from the Scene of Incident. The HMA for Transport Accident is the Police.

Bassendean is transverse by both rail and road east to west. The rail link has three (3) Stations within the town boundaries, Ashfield, Bassendean and Success Hill. The rail line crosses the Swan River past this Station. Guildford Road follows the rail line, exiting in the west over a road bridge spanning the Swan River. Both Bridges are in close proximity to each other. There is a road / rail level crossing between Bassendean Station and Ashfield providing access to Collier Road, a major industrial transport route.

Transport Incidents could occur from:

1. Train v Train
2. Vehicle v Vehicle
3. Vehicle v Train

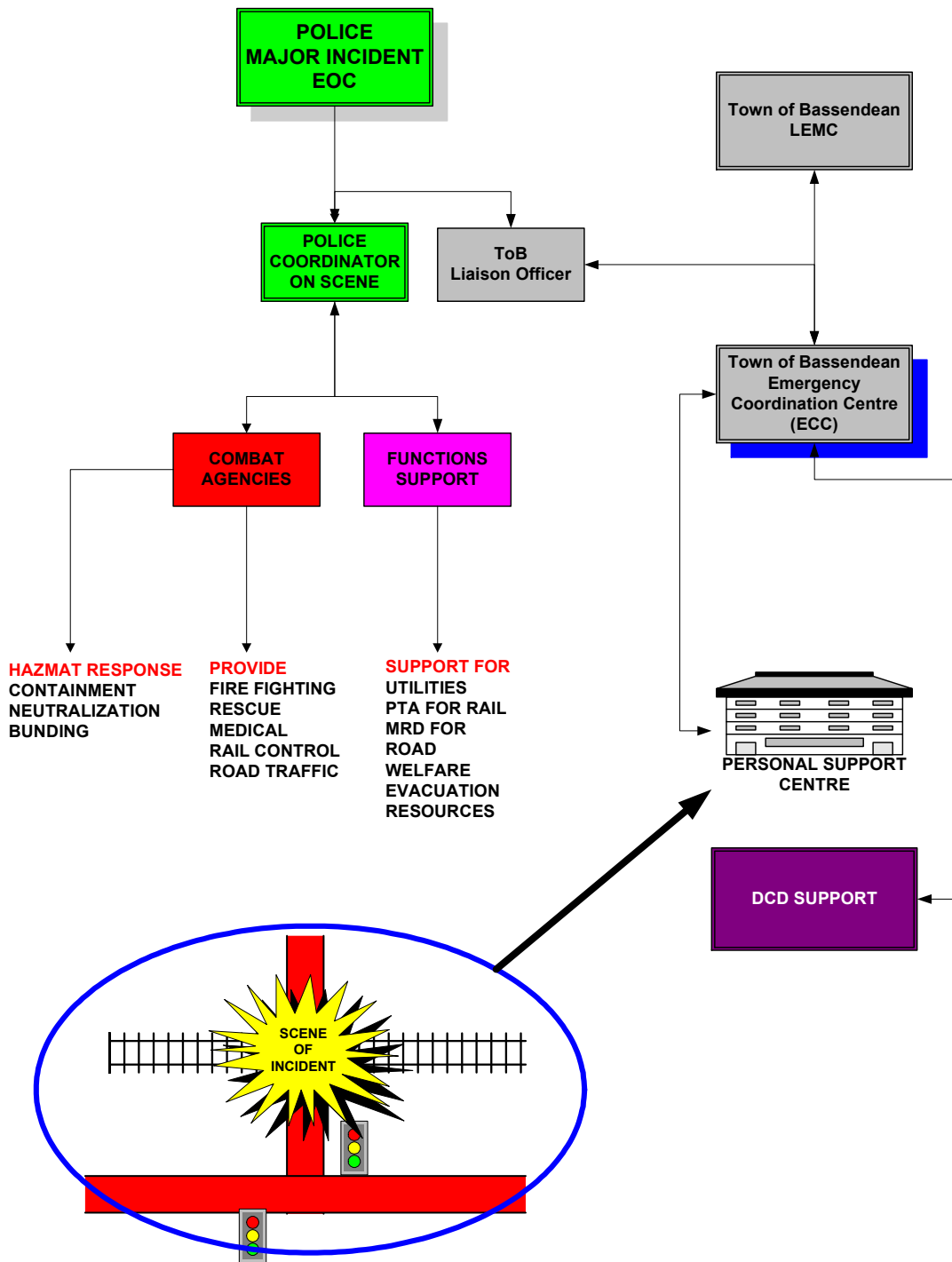
To these must be added the additional complication of HAZMAT incident.

Hazard Effects on the Community

The following effects on the Community could be encountered:

1. Mass casualties, including local residents
2. Severe road / rail disruption.
3. Evacuation, in the case of HAZMAT
4. Loss of Utilities, electricity, water.

Concept of Response



Emergency Management Positions

POSITION	AGENCY	OPERATIONS CENTRE
Hazard Management Agency	Police	District EOC
Police Coordinator	Local / District Police	On Scene
Combat	FESA Fire & Rescue	On Scene
Support Services	HEA Team PTA Utilities Ambulance Police Traffic DCP	On Scene On Scene & Control On Scene & Control On Scene On Scene Welfare Centre
Town Support Coordination	Bassendean IMT	Bassendean Memorial Library, Old Perth Road Bassendean.

Likely Areas of Local Response Support

Incidents of this nature are particularly prone to site convergence. A classic example of this occurred during the Granville Rail Disaster, January 1977. The number Public, Construction Workers, Rail Workers, Police, Ambulance, Medical, Rescue, Red Cross, Salvation Army, Media and Others created a disaster control situation, which hampered the response significantly and which the Police were unable to clear. This should be in the minds of all responders should a similar incident occur in Perth.

The following are the envisaged main areas of local response support:

1. Assistance with the establishment of a Traffic Control Plan.
2. Limited provision of physical resources.
3. Possible Personal Support Services response.
4. Possible Evacuation response

Resource Support

Resource support from the Town is considered to be negligible. Most incident of this nature would activate resource support on a Metropolitan Area basis. The following are considered possibilities:

1. Bulk supply of sand for Bunding.
2. Road signage.
3. Drainage and environmental information.

Welfare Support

Personal Support Centres may be activated to provide for:

1. Temporary Shelter in the event of HAZMAT threat.
2. For use in providing initial counselling support.
3. As a possible “Off Scene” rest & meal facility for emergency workers.

Evacuation Support

Evacuation is likely only in the event of a HAZMAT complication. As with any HAZMAT evacuation it is likely to be conducted in 2 phases, i.e. immediate movement to safety (up-wind or to the side of the threat), followed by transport to the designated Centre. The Town may be call on to assist with the latter requirement using Community Buses.

Recovery Activation

This incident could potentially have prolonged impact on commuter services in the Perth Area. Alternative transport systems such as busses, provided by the PTA would doubtless cause additional traffic flow problems, not to mention the restricted access for residents, industry and commerce during the restoration of the rail line / road.

On going support for victims and relatives in the case of mass casualties must also be considered.

Conclusion

Transport accidents are common incidents for which the emergency services are well prepared. However, it is the major event, beyond the norm, beyond recent experience, which poses the greatest threat. Such incidents in the past have tested emergency response operations and plans to the utmost.



PART 2.6

HAZARD MANAGEMENT PLAN

EARTHQUAKE


**HAZARD MANAGEMENT AGENCY
FESA SES**

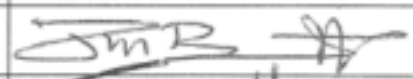


HMA PLAN – EARTHQUAKE




CONTENTS

Document Control.....	ii
Introduction.....	1
Hazard Description	1
Concept of Response.....	2
Hazard Effects on the Community.....	3
Emergency Management Positions.....	3
Likely Areas of Local Response Support	3
Resource Support	3
Welfare Support	3
Evacuation Support.....	4
Recovery Activation	4
Conclusion	4

Document Control

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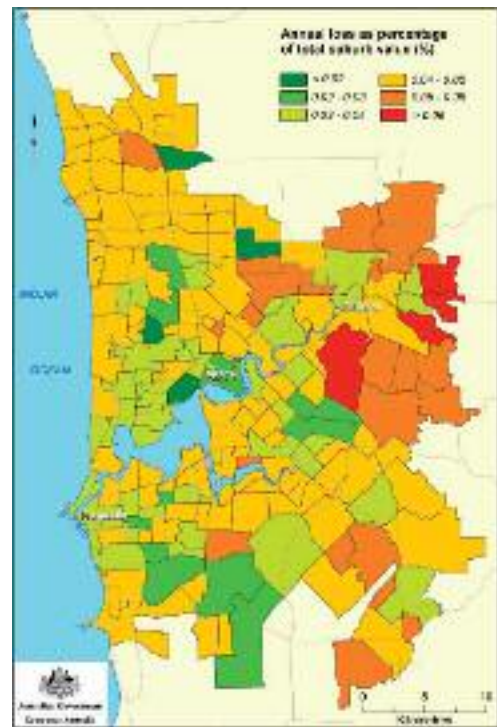
CONCURRENCE			
Name	Group	Date	Signature
Gordon Munday	SES	JUNE 07	
Snr Sgt Mike Wells	Kiara Police	JUNE 2007	
Samantha Tarling, Manager	Ranger Services	JUNE 2007	

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Introduction

Bassendean, as with other LGAs in the Metropolitan Area, is subject to Earthquakes. Catastrophic events around the world tend to create a scene of mass destruction from which Recovery is only possible with massive outside international assistance. Consequently, planning for such events tends to be based on a similar picture. However, this is based on a “worst case scenario” and modern Risk Analysis advocates planning based on a “worst *credible* scenario”. The paragraph below is an extract from *The Cities Project* the most recent and comprehensive risk analysis undertaken for Perth

Regions of WA exhibit high levels of seismic activity compared with most other regions of Australia. Several damaging wheat-belt region earthquakes have been evidence of this elevated seismic activity. These events have generated a local awareness of the need to consider earthquake hazard in the construction of infrastructure both in the wheat-belt itself and in the Perth metropolitan area. However, none of these historical events has caused significant damage in Perth.



Map Source “The Cities Project”
Geoscience Australia

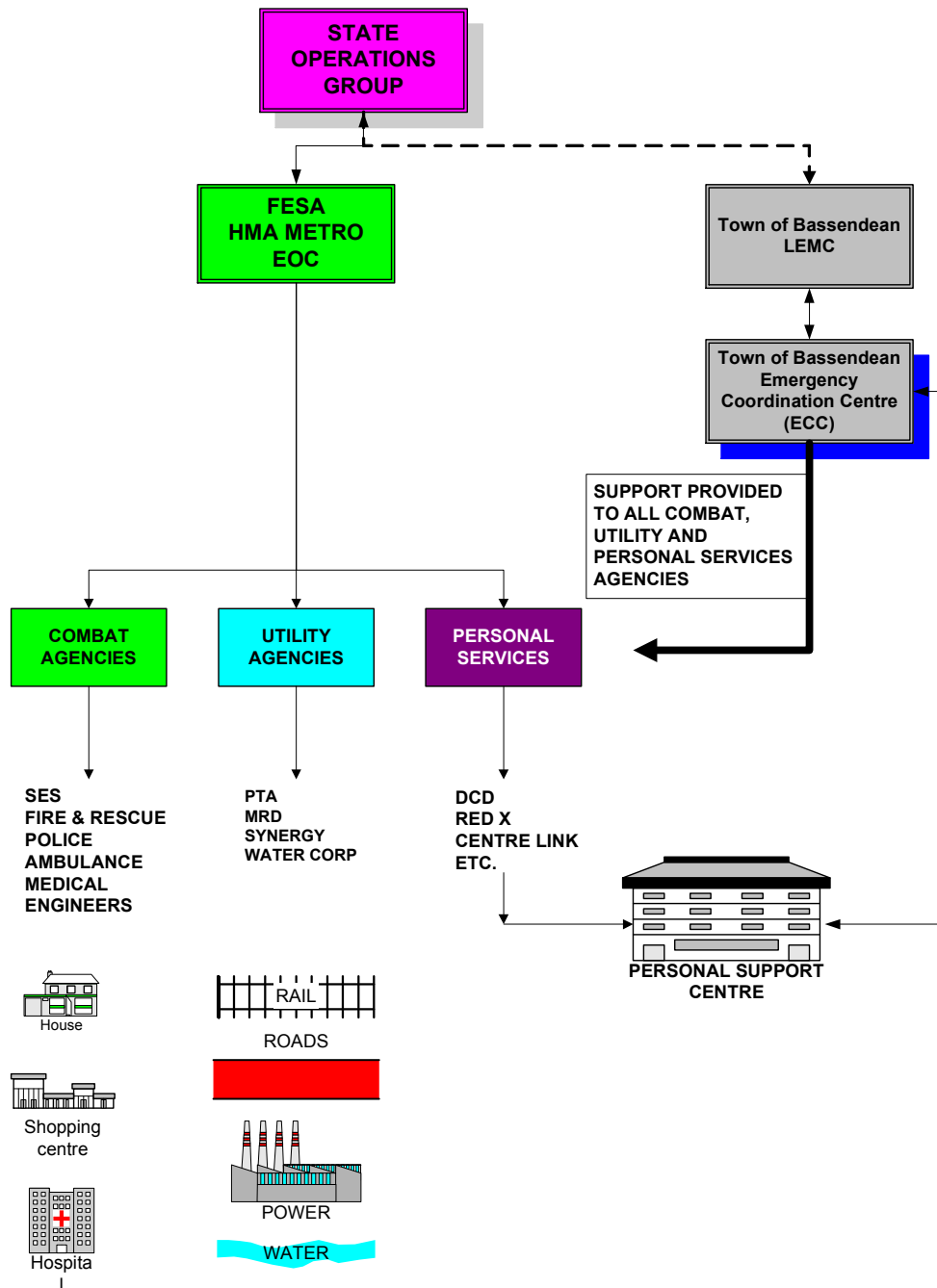
This Plan is therefore based on the most likely affects for the Town of Bassendean

Hazard Description

Earthquakes are caused when pressures build up in the Earth’s crust, usually caused through the movement of the tectonic plates. The energy or magnitude of an earthquake is measured by the Richter Scale ranging from 1 to 10, ten being the most powerful. However, distance from the earthquake’s centre, produces a lesser effect regardless of the energy released. A more descriptive scale is used to asses the direct effects on buildings. This is called the Modified Mercalli Scale and it relates to the physical effects experienced. These range from I to XII in Roman numerals, and indicate “no physical effects noticed to total destruction”. For example, minor cracks in walls and movement of objects during the quake would indicate a level of between V and VI in the Mercalli Scale, but the actual energy of the quake some distance away could be 7 or 8 on the Richter Scale.

Concept of Response

This is a wide area response as indicated by the following diagram.



Hazard Effects on the Community

Historical records and the latest Risk Analysis would indicate that Bassendean would not be subjected to the complete devastation associated with earthquakes. It is more likely that buildings and perhaps utilities would sustain relatively minor damage. There may be cases, however, where poor or old construction methods could result in more severe damage or injuries.

Emergency Management Positions

POSITION	AGENCY	OPERATIONS CENTRE
Hazard Management Agency	FESA SES	Local EOC, Scadden Street Bassendean
Police Coordinator	Local Police	Kiara Police Station, 163 Morley Drive East, KIARA WA
Combat & Support Agencies	Ambulance, FESA Fire Services, Utility Departments	Various
Town Support Coordination	Bassendean IMT	Bassendean Memorial Library, Old Perth Road Bassendean.

Likely Areas of Local Response Support

In the aftermath of a worst credible earthquake affecting Bassendean, it is envisaged that the following response tasks could be undertaken.

1. Support to Emergency Services for isolated damage control / rescue response tasks.
2. Building inspections for structural integrity.
3. Support to the elderly or disadvantaged through loss of utilities.

Resource Support

It is envisaged that the following resource support could be called on:

1. Inspections for Structural integrity of domestic and commercial buildings.
2. Additional clean-up support for debris clearance.
3. Coordination support for bottled water if required.
4. Assistance with traffic management where road access is disrupted.

Welfare Support

Personal Support Services should be restricted the provision of support to the elderly and handicapped. It is possible that loss of utility services could impact on the elderly and handicapped. The Town's Community Services may be called on to supplement DCP services in this area.

Evacuation Support

There are no evacuation support services envisaged.

Recovery Activation

The Town's Recovery Committee should, as with all other Metropolitan Committees seek to have prevention strategies adopted in the aftermath of an earthquake incident. Such projects as re-locating power lines below ground, increasing the robustness of utility services etc. should be considered.

Conclusion

Latest research would indicate that the risk from earthquake is less than once envisaged. The worst credible scenario views support operations as falling into the Recovery phase rather than the Response phase.



PART 2.7

HAZARD MANAGEMENT PLAN
BUSHFIRE

HAZARD MANAGEMENT AGENCY

FESA FIRE SERVICES

(IN GAZETTED FIRE DISTRICTS)



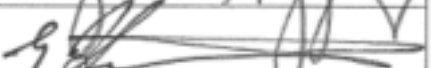
HMA PLAN – BUSHFIRE




CONTENTS

Document Control.....	ii
Introduction.....	1
Hazard Description	1
Hazard Effects on the Community.....	1
Concept of Response.....	2
Emergency Management Positions.....	3
Likely Areas of Local Response Support	3
Resource Support	3
Welfare Support	4
Evacuation Support.....	4
Recovery Activation	4
Conclusion	4

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CONCURRENCE			
Name	Group	Date	Signature
Gordon Munday	SES	JUNE 07	
Snr Sgt Mike Wells	Kiara Police	JUNE 2007	
Samantha Tarling, Manager	Ranger Services	JUNE 2007	

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Introduction

The Town of Bassendean is subject to a low risk of bushfires in that the Town does not have extensive forest or bush areas within its boundaries. Nevertheless, fires which break out can pose a threat to life and property and this plan addresses this issue. On a larger scale, however, Bassendean is a member Council of the North & East Regional Recovery Group (NERRG) and as such has an obligation to provide mutual support to adjacent LGAs which list Bushfire as a Major Hazard.

Under the provisions of the Emergency Management Act 2005, three Hazard Management Agencies are identified for this Hazard:

1. Within Gazetted Fire Districts, FESA Fire Services is the HMA.
2. Outside Gazetted Fire Districts, the Local Government Authority is the HMA.
3. In Plantations or State Forests, the Department of Conservation and Land Management (CALM) is the HMA.

Bassendean falls within a Gazetted Fire District and is therefore serviced by FESA Fire Services.

Hazard Description

During the summer months, the vegetation and undergrowth within bush land dries to a tinder. This fuel can be ignited either by natural or man-made sources and a bushfire occurs. The high oil content within native flora combined with strong winds can create a fire which is strong enough to create its own climate, turning the bushfire into a raging fire front. Without effective fire control tactics, these fires can destroy dwellings and migrate to other fire prone areas.

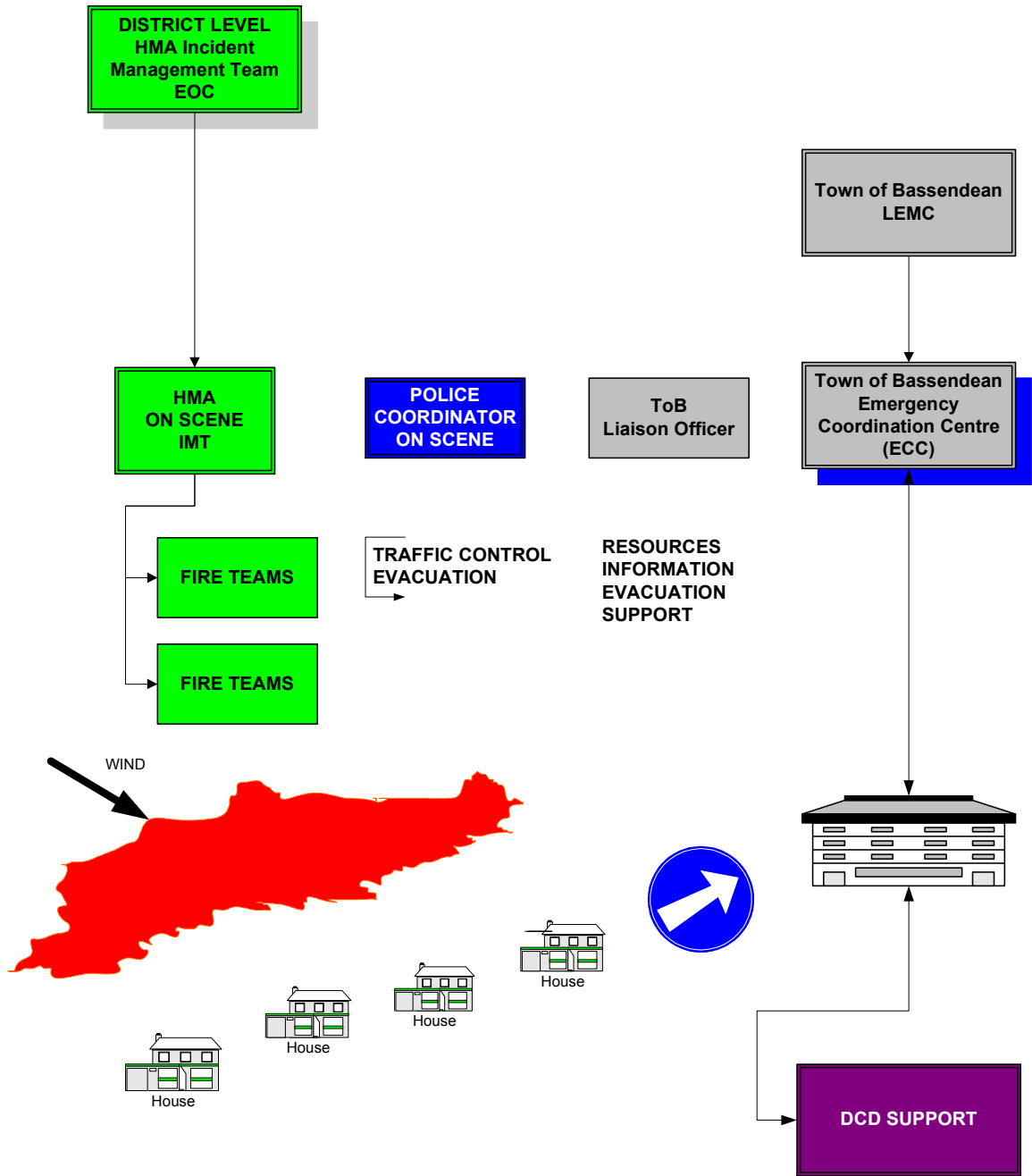
Hazard Effects on the Community

Bushfires have been shown to cause all or some of the following effects:

1. Death or injury to people.
2. Destruction of buildings and dwellings.
3. Secondary fires and / or explosions.
4. Destruction of crops and livestock
5. Disruption to the power grid network.
6. Disruption to traffic from smoke
7. Health issues from smoke

Historically, bushfires are the most destructive hazard in Australia.

Concept of Response



NOTE: Town Liaison Officer may deploy to On Scene or to the District EOC as directed.

Emergency Management Positions

POSITION	AGENCY	OPERATIONS CENTRE
Hazard Management Agency	FESA Fire Services In gazetted areas	On Scene and at FESA House Perth
Hazard Management Agency	CALM in Forests and Plantations	On Scene and at CALM HQ Bentley
Hazard Management Agency	LGA in all other areas.	On Scene and at LGA Bushfire HQ
Police Coordinator	Local Police	Kiara Police Station, 163 Morley Drive East, KIARA WA
Combat & Support Agencies	1. Other Fire Services not designated HMA. 2. Ambulance 3. DCP 4. FESA SES 5. Salvation Army	Various
Town Support Coordination	Bassendean IMT	Bassendean Memorial Library, Old Perth Road Bassendean.

Likely Areas of Local Response Support

The Town should be prepared to assist FESA Fire Services directly, for fires within the Bassendean Fire district and the other HMAs for Fires in adjacent localities under the mutual aid arrangements of the Eastern Regional Councils. The following are main areas of support envisaged.

1. Welfare Support
2. Facility Support
3. Resource Support

Resource Support

1. The provision of any Town operated facilities to be used as logistic support centres or EOCs.
2. The use (with operators) of any Town operated earthmoving plant for fire-breaks.
3. The use (with operators) of the Town's landscape Staff (Chainsaws)
4. Any other Town resources which may be requested.
5. Assistance with road closed / diversion signage.

Welfare Support

There may be a need to provide temporary shelter for people evacuated from the threat area, or who have lost dwellings. Welfare Centres may be activated in support of Town Residents or in Support of Residents from Adjacent Local Government Authorities.

Evacuation Support

Evacuation during bushfires is usually rushed and un-coordinated due to the nature of the threat. Situations once thought safe can become urgent evacuation areas within minutes. Residents, engaged in protecting their property, can suddenly find themselves at risk and will self evacuate.

Under these circumstances, there is little that the emergency services can do, other than direct people out of immediate danger or to a known Welfare Centre.

Recovery Activation

It is not envisaged that there will be a significant recovery operation required for bushfires within the Town of Bassendean. The level of threat is such that massive community damage or disruption is not considered likely.

Conclusion

Bushfires pose a low threat to the Town. However, the effect on neighbouring LGAs is high and support will be required.



PART 3.1

SUPPORT PLAN EVACUATION


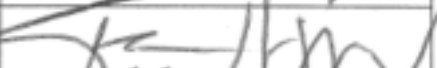

SUPPORT PLAN – EVACUATION




CONTENTS

Document Control.....	ii
Introduction.....	1
Stages of Evacuation.....	1
Types of Evacuation	1
Immediate Evacuation.....	2
Planned Evacuation	3
Emergency Management Positions.....	4
Likely Areas of Local Response Support	4
Conclusion	4

Document Control

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Approved by: Cr John Sutherland Chairman LEMC	June 2007	
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Introduction

The Emergency Management Act 2005 makes provision for Authorized Officers to evacuate people (with or without consent) from areas of danger. There are also other “Powers” under the Act which allow entry to dwellings and to second resources. Therefore:

1. **The decision to evacuate an area must come from an Authorized Officer of the HMA or Police.**
2. **The Town of Bassendean must be informed of any evacuations within the Town Boundaries.**

Evacuation is without doubt, one of the most difficult operations to coordinate. Operational factors such as such weather, time, population, threat, communications, transport and distance, have a bearing on the success of any evacuation.

For this reason, it is important to have a clear evacuation structure in place before the event. This Support Plan addresses this issue.

Stages of Evacuation

The following stages are common to most evacuations. During **Immediate Evacuations** these stages may be compressed.

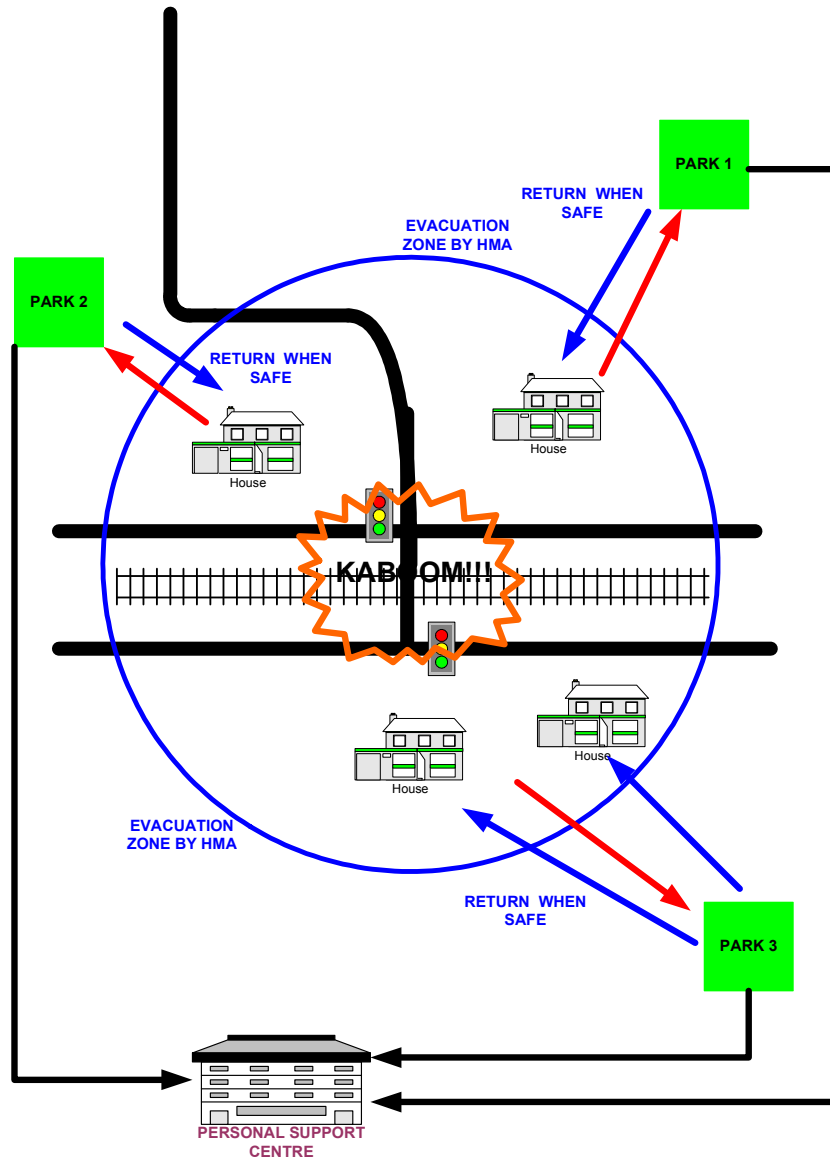
1. Stage One – Warning; notification to the Community that evacuation may be / is necessary. Usually accompanied by instructions on:
 - a. What to bring.
 - b. Where to go.
 - c. Securing utilities and property.
 - d. Pets.
 - e. Important papers
2. Stage Two – Assembly, movement to pre-determined transport point
3. Stage Three – Evacuation, movement under personal or arranged transport to Welfare Centres.
4. Stage Four – Return, movement to evacuation area and re-occupation of dwellings.

Types of Evacuation

There are two types of evacuation, **Immediate** and **Planned**. Immediate evacuations, as the name implies, are required where there is an immediate threat to life. Planned evacuations occur when the area to be evacuated is known in advance, or where a reasonable estimate of the evacuation area can be made. Both types are discussed below.

Immediate Evacuation

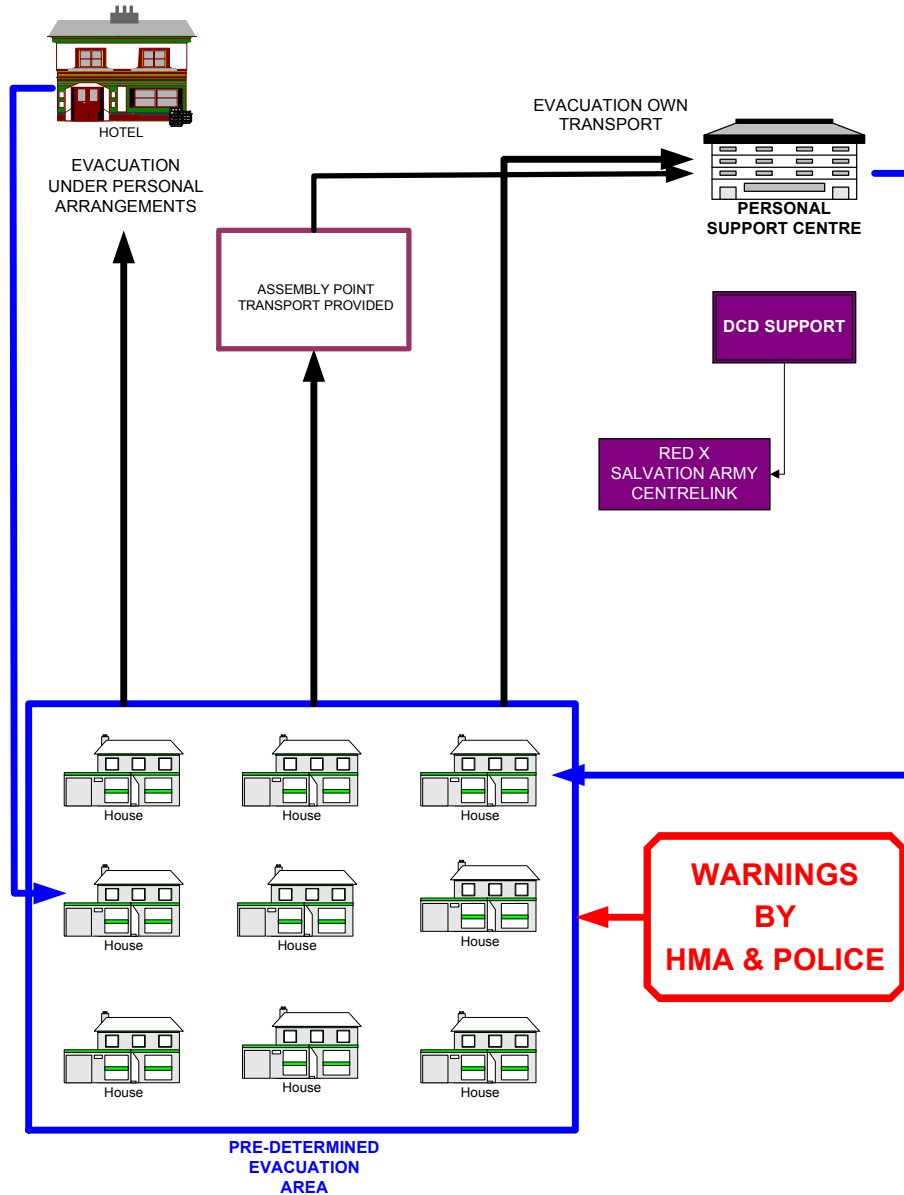
Immediate evacuation occurs when the threat to life or health occurs without warning and requires instant movement of a population from the hazard. The decision is made between the HMA and Police and will make use of the most appropriate “safe” area in the first instance. Should the threat pass or be of short duration, those evacuated may be allowed to return to their homes / business. Should inclement weather (too hot or cold or raining) or the evacuation be prolonged (more than 2-3 hours), those evacuated may be directed to seek alternative shelter under their own arrangements or to re-locate to a Welfare Centre. The following diagram illustrates this concept.



SUPPORT PLAN - EVACUATION

Planned Evacuation

Where the hazard boundaries are well known or can be reasonably forecast, a planned evacuation will be initiated by the HMA in conjunction with the Police. In such cases, the HMA will be responsible for evacuation warnings and recommended actions by those being evacuated, including all information contained in the “Stages of Evacuation” detailed above. The diagram below illustrates this concept.



Emergency Management Positions

The following table indicates the various emergency management positions for Evacuation:

POSITION	AGENCY	OPERATIONS CENTRE
Evacuation Area	HMA	On Scene or Local EOC
Evacuation Control	Police	On Scene or Kiara Station
Welfare Centres	Town of Bassendean	Town of Bassendean
Welfare Centre Management	DCP	At Designated Welfare Centre(s)

Likely Areas of Local Response Support

The Town of Bassendean is likely to be called to support evacuation operations by:

1. The provision of transport for evacuees from “holding areas” to Welfare Centres”
2. The provision of Welfare Centres either:
 - a. For short terms under the Town’s management
 - b. For longer terms under Centre Management provided by the Department for Child Protection (DCP)
3. The provision of briefings to evacuees on the progress of operation (delivered by Town Councillors if possible).

Conclusion

There will be a considerable number of actions required of the HMA and Police during evacuations. This Support Plan provides the interface between the HMA & Police and the Town’s Emergency Management Arrangements.



PART 3.2

SUPPORT PLAN **WELFARE**

SUPPORT PLAN - WELFARE

CONTENTS

Document Control.....ii

Introduction..... 1

General Policy..... 1

 Welfare Centre Management 2

Stages of Evacuation..... 2

 Activation Diagram 3

Plan Interface 4

Local Welfare Centres 4

Conclusion 4

Annex A – Bassendean Senior Centre & Community Hall..... 5

Annex B – Cyril Jackson Recreation Centre 1

Annex C – Swan Districts Football Club Rooms 2

SUPPORT PLAN - WELFARE

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SUPPORT PLAN - WELFARE

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CONCURRENCE			
Name	Group	Date	Signature
Gordon Munday	SES	JUNE 07	<i>[Signature]</i>
Snr Sgt Mike Wells	Kiara Police	JUNE 2007	<i>[Signature]</i>
Samantha Tarling, Manager	Ranger Services	JUNE 2007	<i>[Signature]</i>

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Introduction

The Emergency Management Act 2005 details the responsibilities within Western Australia for the management of emergencies. Local Governments are required to prepare plans under this statute primarily in the area of Support during Response Operations and taking a more active role in the Recovery Process.

A major area of support is through the provision of the Local Authority's community facilities for use as Welfare Centres. This Support plan details these arrangements for the Town of Bassendean.

General Policy

Whereas the Town has a responsibility under the Emergency Management Act, the legislative responsibility for the Welfare of Disaster Victims lies with the Department for Child Protection (DCP) under its establishment legislation. There is therefore a degree of mutual support required for this function. In general terms, the Town or the DCP can activate arrangements to open Welfare Centres. However, where the Town acts on its own initiative and incurs expense, then this expenditure is borne by the Town. If, however, the DCP open the Centre (or are requested to do so by the Town or HMA), any expense incurred is funded through the DCP operating budget. In order to give guidance in this matter, the table below provides a scale based on the numbers of evacuees and the duration of the evacuation as an indicator for level of involvement.

Duration	0-8 Hours	8 Hrs to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1 - 10	Local	Local/Division	Local/Region	Region	Region
10 - 100	Local/Division	Local/Region	Region	Region	Region/State
100 - 500	Local/Division	Local/Region	Region/State	State	State
500 +	Local/Region	Region	Region/State	State	State

Welfare Centre Management

Welfare Centres activated within the Town of Bassendean will be managed by the Department for Child Protection (DCP). Inherent in this policy, the following responsibilities are agreed:

1. The HMA, in conjunction with the Police, establish the need for evacuation and the designated safe areas.
2. The Town's IMT **MUST** be notified for **ANY** evacuations within the Town Boundaries.
3. The ToB **MUST** be notified by the HMA, Police or DCP if any of the Town's Welfare Centres are to be opened for incidents in adjacent locations.
4. The ToB is responsible for opening the designated facility and providing a centre Liaison Person to assist DCP with practical knowledge of the facility.
5. DCP is responsible for Staffing and Set-up of the Centre in accordance with their pre-determined Welfare Centre Layout.
6. DCP is responsible for all cost associated with services provided to the evacuees.
7. Elected Councillors from the Bassendean will provide the Town / Community interface, based on briefings provided by the HMA, Police and DCP.

Welfare Centre establishment, although actioned during the Response Phase, is to be considered as the beginning of the Recovery process.

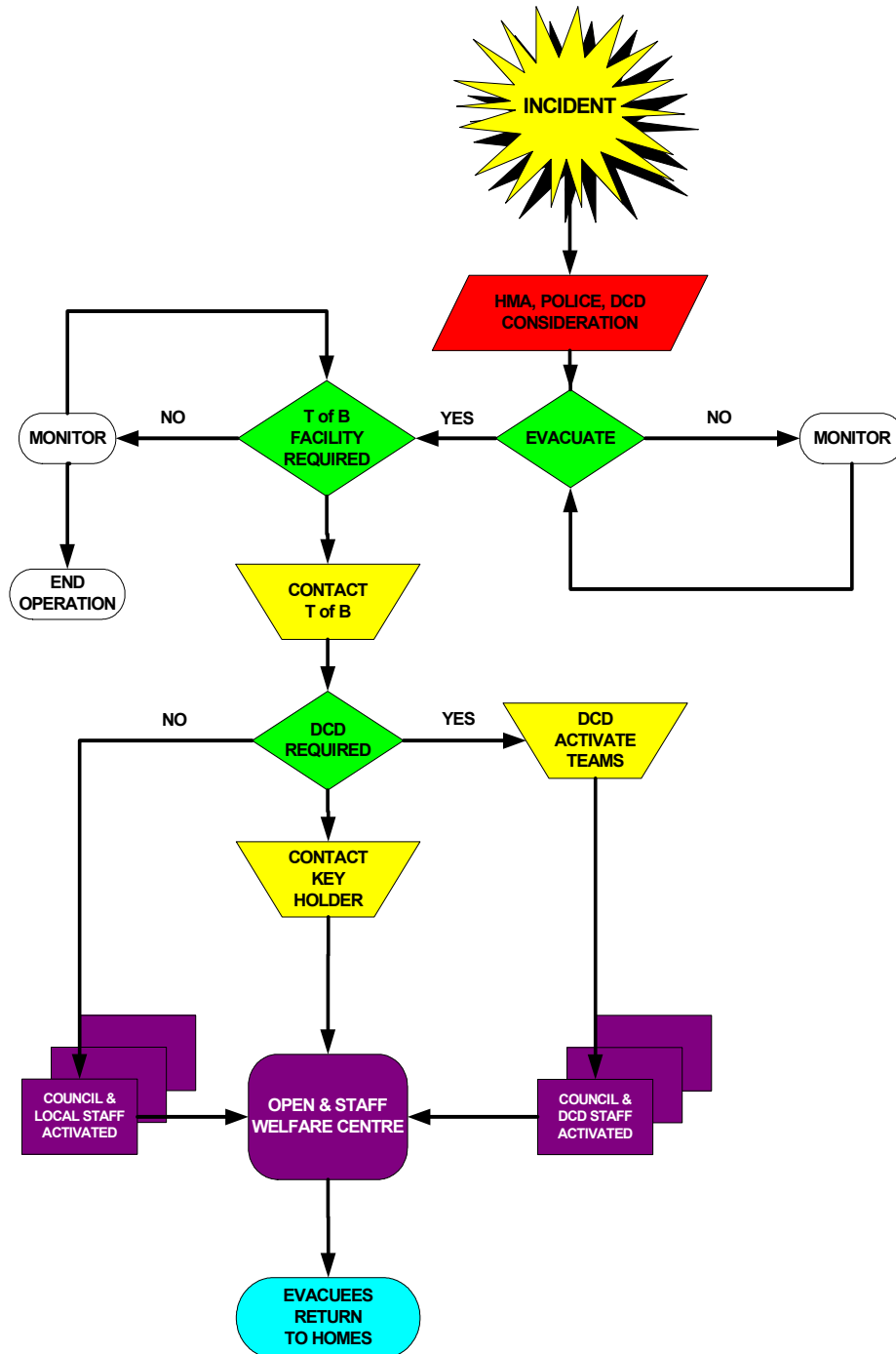
Stages of Evacuation

The following stages are common to most evacuations. During **Immediate Evacuations** these stages may be compressed.

1. Stage One – Warning; notification to the Community that evacuation may be / is necessary. Usually accompanied by instructions on:
 - a. What to bring.
 - b. Securing utilities and property.
 - c. Pets.
 - d. Important papers
2. Stage Two – Assembly, movement to pre-determined transport points
3. Stage Three – Evacuation, movement under personal or arranged transport to Welfare Centres.
4. Stage Four – Return, movement to evacuation area and re-occupation of dwellings or semi-permanent or alternate accommodation.

Welfare Centres should commence establishment during Stage 1 above. The following activation diagram illustrates the process.

Activation Diagram



Plan Interface

As mentioned above, the Department for Child Protection (DCP) will prepare the **Welfare Plan for East Metropolitan District**, which will include Welfare Centres operated by the Town of Bassendean and other adjacent Local Government Authorities. **This Plan is to be considered part of these Local Planning Arrangements.** It is the responsibility of the DCP to maintain and amend the District Welfare Plan Annexes, which are included in these Local Welfare Planning Arrangements. Plan details will include:

1. The Policy for Welfare under the Department's Legislation
2. Funding arrangements
3. Roles and Responsibilities of Participating Agencies for
 - a. Registration
 - b. First Aid
 - c. Funds
 - d. Catering
 - e. Clothing
 - f. Counselling
 - g. Pet Care
4. Location, facilities, nominal capacity and special features of nominated Welfare Centres
5. Contact details and procedures for opening Local Centres

Local Welfare Centres

There are three facilities within the Town of Bassendean, which have been identified and designated as Emergency Welfare Centres. These are:

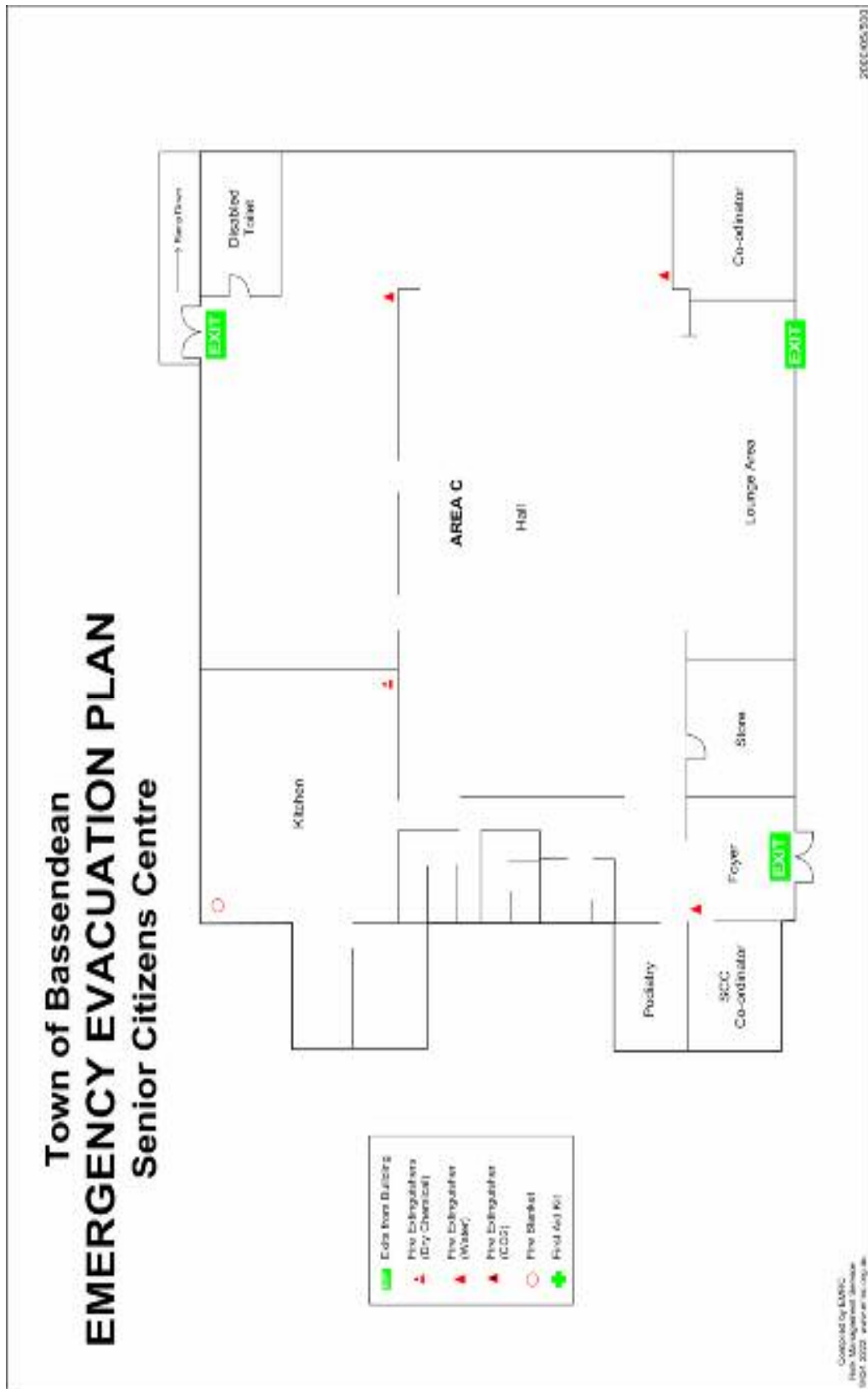
1. The Bassendean Senior Centre & Community Hall
2. The Cyril Jackson Recreation Centre
3. Swan Districts Football Club Rooms

These Centres have been assessed by the DCP, details are provided at Annexes A, B & C to this Plan.

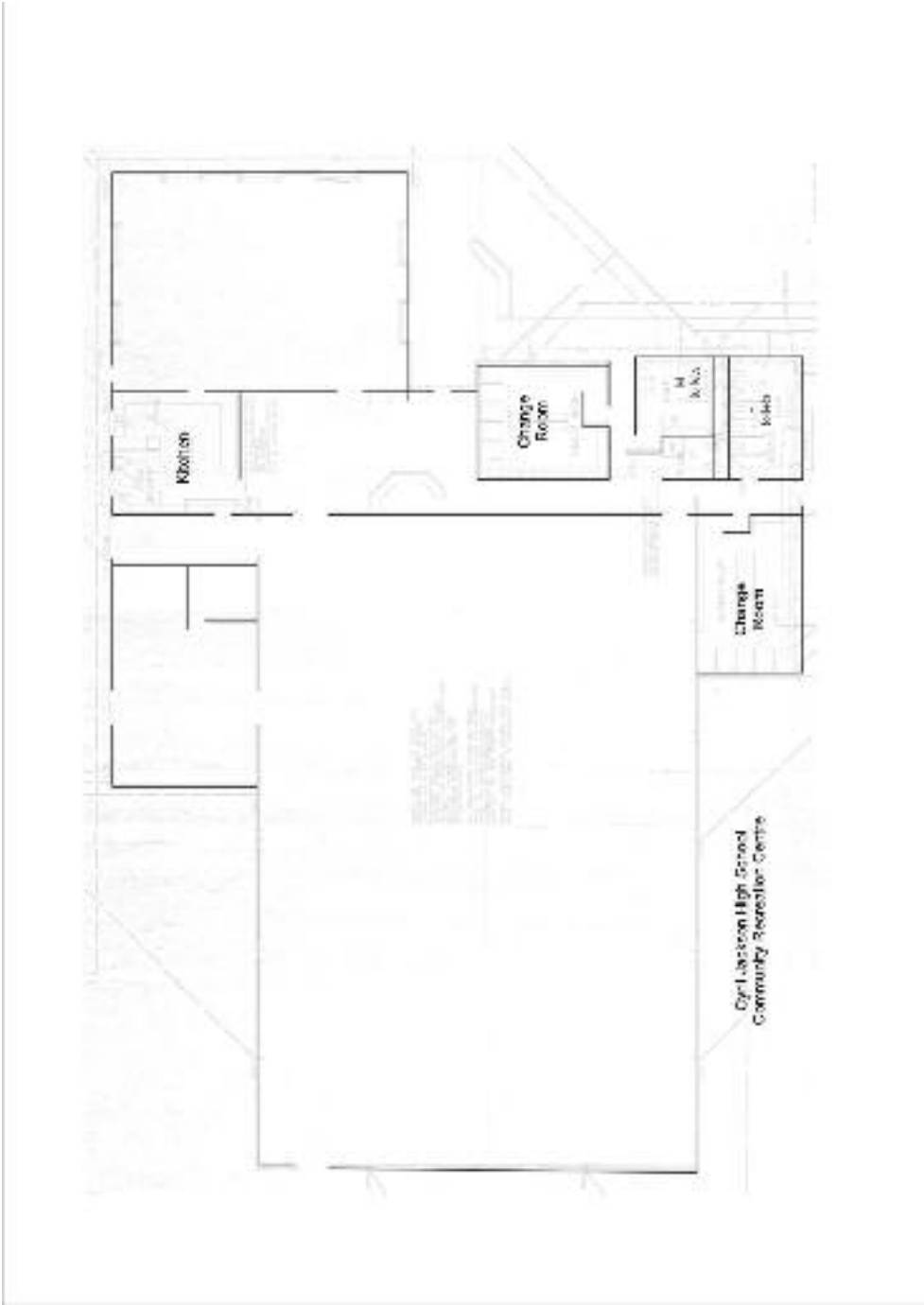
Conclusion

The provision of Welfare Services to Town Residents, or affected Residents from Adjacent Communities is a significant task. The DCP has a Legislative responsibility, which is based on the Town making its facilities available. The HMA or Police are the primary decision makers who initiate evacuation and consequently the need for short or long term Welfare. The Town retains control of its own facilities, but invites DCP to Manage the Welfare function on its behalf. The Town Council should at all time be the active conduit between Residents and the Emergency Services.

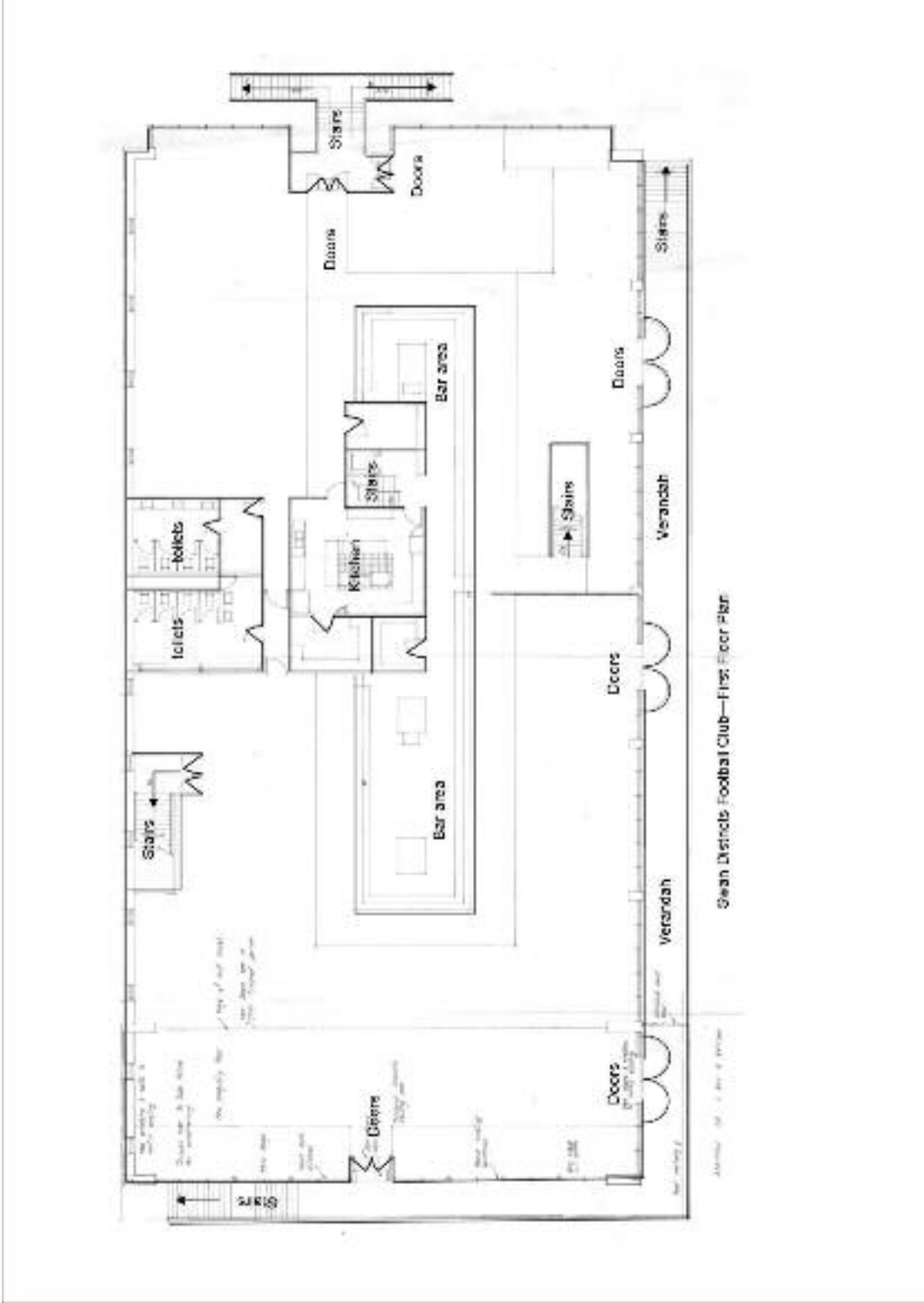
Annex A – Bassendean Senior Centre & Community Hall



Annex B – Cyril Jackson Recreation Centre



Annex C – Swan Districts Football Club Rooms





PART 3.3

SUPPORT PLAN RECOVERY

SUPPORT PLAN - RECOVERY

CONTENTS

Document Control.....	ii
Introduction.....	1
Emergency Management Positions.....	2
Local Recovery Committee	2
Location	3
Recovery Considerations	3
Community Recovery	4
One Stop Shops.....	4
Agency Reports.....	5
HMA	5
DCP.....	5
Lifelines	5
Reports to the State Recovery Committee.....	6
Conclusion	7

SUPPORT PLAN - RECOVERY

Document Control



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SUPPORT PLAN - RECOVERY

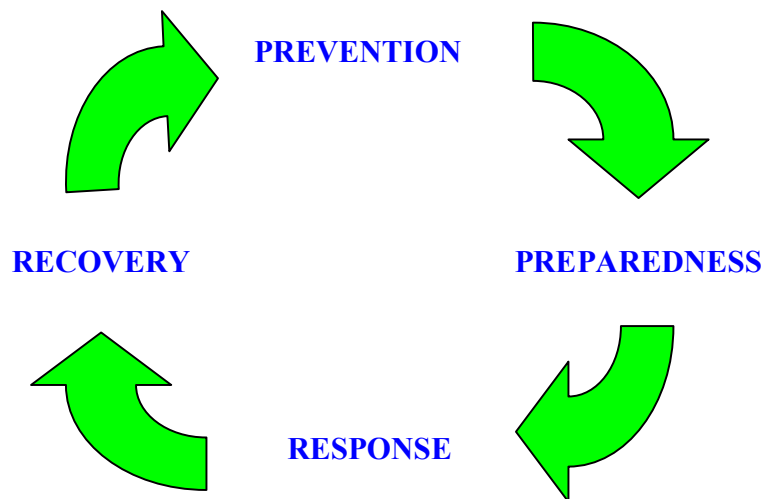
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Introduction

The principles of Emergency Management, Prevention, Preparedness, Response and Recovery (PPRR) are often viewed as a linear process. This gives the impression that once the emergency has concluded, the injured under medical care, the homeless put into alternative or semi-permanent accommodation, power restored etc. the recovery process is finished. This is not the case. It is more effective to consider PPRR as a cyclic process, with Recovery being the prime mover for Prevention, rather than the end of the event.



Recovery in Western Australia is addressed by WESTPLAN – RECOVERY, a State level Plan prepared by the designated Responsible Agency, the Department of the Premier & Cabinet. Within this plan, the important role of Local Government is emphasized and the State is prepared to assist through the provision of a State Recovery Coordinator, specifically appointed to liaise with Local Recovery Committees thus providing a link to the highest levels of Government.

This Plan for the Recovery from incidents affecting The Town of Bassendean details the local arrangements which dovetail into the arrangements contained in WESTPLAN – RECOVERY.

SUPPORT PLAN - RECOVERY

Emergency Management Positions

The following table indicates some of the various emergency management positions for Recovery:

POSITION	AGENCY	OPERATIONS CENTRE
Responsible Agency	Premier & Cabinet	Premiers Office
State Recovery Coordinator	Selected By The Premier	HMA EOC and Local Council Offices
HMA	Various	HMA EOC
Welfare Support	DCP	Various Welfare Centres
Power	Synergy	
Water	Water Corp	
Roads	Main Roads Dept	EOC East Perth
Rail	Perth Transport Authority	Rail Control East Perth
Insurance	Insurance Council of Australia	Various Offices
Personal Finance	Centerlink	Various Offices
Donated Fund Disbursement	Lord Major's Appeal Red Cross	Perth City Council Red Cross Offices
State / Federal Relief Funding	State Recovery Coordinator	Local Government Offices

Local Recovery Committee

Notification of an incident affecting the Town of Bassendean will be made to the Local Emergency Management Committee (LEMC), who will continue to monitor the response progress, maintaining regular liaison with the HMA. Once it is clear that the incident has the potential to cause a significant impact on the Community, the LEMC should recommend to Council that this Plan be activated. This initial action should be to formally establish the RECOVERY Committee.

Member details cannot be fixed, as the nature of all incidents is too varied. However, the general composition should include the following representatives:

- | | |
|-----------------------------------------------------------|---|
| 1. The Town Mayor | 1 |
| 2. Councillors from affected Wards or assisting the Mayor | 2 |
| 3. Town CEO and Secretariat | 2 |
| 4. Town Health, Building & Environment Officers | 3 |
| 5. Police Coordinator (until Response Phase is completed) | 1 |
| 6. HMA Officer | 1 |
| 7. DCP Officer | 1 |

SUPPORT PLAN - RECOVERY

- | | |
|----------------------------------------------|---|
| 8. Lifeline Utilities | |
| a. Power | 1 |
| b. Water | 1 |
| c. Road | 1 |
| d. Rail | 1 |
| e. Communications | 1 |
| 9. State Recovery Coordinator (if appointed) | 1 |

NOTE: If the incident is large scale, and is affecting several areas of the Metropolitan Region, it is likely that Recovery Committees at State and District Level will be activated. Representation by all or some of the Lifeline Agencies at local level may not be possible. However, the Local Recovery Committee should continue to meet and take forward any issues to the District Level

Location

The Town of Bassendean Recovery Committee will meet in Council Chambers at a time to be set by the Chairperson. Meetings will be conducted on a daily basis initially, extending to weekly as recovery is achieved.

Recovery Considerations

Recovery commences during the response phase. Once the Recovery Committee is established, its first task is to identify issues which need to be addressed. This is very much dependent upon the reports provided by the HMA, Welfare and Lifeline Agencies. To assist with recovery considerations the mnemonic **P U B L I C** is offered as follows:

- P** **People**, what are their immediate needs for shelter, feeding, clothing, counselling, financial assistance, etc.

- U** **Utilities**, What damage has been sustained to Power, Water, Sewerage, Gas Supply Services etc. When will they be restored to areas of the Town which can be re-occupied?, thereby reducing the burden of Welfare Centre Support. Priority to PEOPLE.

- B** **Buildings**, What buildings are destroyed, require survey or require repairs to render them habitable. How can Local Government assist with “fast track” building permits or inspections. Coordinate Local Businesses to “do the work” thereby promoting local recovery involvement directly.

- L** **Local Infrastructure**, meaning roads, rail, bridges, communications, information technology (IT). These services are essential to business recovery, which in turn drives the restoration of the community. How / when will they be restored?

SUPPORT PLAN - RECOVERY

- I Insurance**, Loss from disasters is often insured by individuals or businesses. Coordination of claim applications, through the Australian Council of Insurance Companies can fast track the process, which in turn allows claimants to self manage their own losses.
- C Commerce**, in the wake of any disaster, there may be substantial funds provided by Government Aid for recovery projects. Tender processes notwithstanding, every opportunity should be made for Local Businesses and Contractors to benefit from this work. Local Government should also be supportive of any initiatives which local business may identify to re-establish markets lost or jeopardised as a result of the emergency.

Community Recovery

It is appropriate at this point to emphasize the importance of to consider not only the personal needs of disaster victims during Recovery. The Community as a whole will need to come to terms with the event. Many residents will have been directly affected, but many more will have known friends or will feel a sense of loss of the very character of their community. The Recovery Committee should recognize this and make provision for memorial services, anniversaries and other activities designed to allow maximum participation by the Community to come to terms as a Community, with the event.

One Stop Shops

One Stop Shops (OSS) have proven to be one of the best recovery services offered to disaster victims. Essentially the Town, in conjunction with DCP, can make one or more of its facilities available as offices where victims can access a number of agencies “at one stop”. These can include:

- Utility Companies
- Insurers.
- Centerlink
- Banks
- DCP

The OSS may be located in Council Service Centres or be set-up in or adjacent to Welfare Centres. The key requirement is for Office Services and good coordination. The centralization of services of this type during emergencies greatly assists victims. Furthermore, OSS also have the additional benefit of providing source data in dollar terms of the magnitude of the event, data which is required at State level in order to provide guidelines for aid funding.

SUPPORT PLAN - RECOVERY

Agency Reports

Although the HMAs, DCP and Lifeline Agencies will be focused on the response operation, they are required to keep LEMC informed of developments during this phase. These briefings are the foundation of the Recovery Committee's considerations and the Response Briefings to LEMC should flow seamlessly into the Recovery Briefings to the Recovery Committee.

HMA

The HMA should provide at least daily briefings on the following:

1. Numbers of Dead and Injured.
2. Number of Homeless or evacuated.
3. Number of Buildings destroyed or damaged.
4. Actions in Progress.
5. Actions Planned.

DCP

DCP, as Welfare Centre Managers should report on:

1. The Number of Welfare Centres Operating.
2. The Number of People in each Centre.
3. One Stop Shops established.
4. Any support required from Local Government.

Lifelines

Lifeline Agencies should report on:

1. The Status of their Utility.
2. Temporary measures initiated.
3. Estimated time to restoration.
4. Areas where restoration is possible.
5. Priorities for restoration.

Reports to the State Recovery Committee

WESTPLAN – RECOVERY, requires Local Recovery Committees to provide a Recovery Action Plan, in the wake of a major incident. The format of this plan, taken directly from the WESTPLAN is reproduced below.

Title: (Name of community) Recovery Committee	
Recovery Plan	
Section 1	Introduction <ul style="list-style-type: none">• Background on the nature of the emergency or incident• Aim or purpose of the plan• Authority for the plan
Section 2	Assessment of Recovery Requirements <ul style="list-style-type: none">• Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)• Estimates of costs of damage• Temporary accommodation requirements (includes details of evacuation centres)• Additional personnel requirements (general and specialist)• Human services (personal and psychiatric supports) requirements• Other health issues
Section 3	Organisational Aspects <ul style="list-style-type: none">• Details the composition, structure and reporting lines of committees and sub-committees setup to manage the recovery process• Details the inter-agency relationships and responsibilities• Details the roles, key tasks and responsibilities of the various committees and those appointed to various positions including the Recovery Coordinator
Section 4	Operational Aspects <ul style="list-style-type: none">• Details resources available and required• Redevelopment plans (includes mitigation proposals)• Reconstruction restoration programme and priorities, (including estimated timeframes)• Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies• Includes the local government program for community services restoration• Financial arrangements (assistance programs (NDRA) insurance, public appeals and donations (see also section 4 below)• Public information dissemination
Section 5	Administrative Arrangements <ul style="list-style-type: none">• Administration of recovery funding and other general financial issues• Public appeals policy and administration (including policies and strategies for distribution of funds)• Office and living accommodation, furniture and equipment details for additional temporary personnel

SUPPORT PLAN - RECOVERY

Section 6	Conclusion
•	Summarises goals, priorities and timetable of plan
Signed by	Chairman, State/Local Recovery Committee State/Local Recovery Coordinator
Date:	

Conclusion

Recovery is Local Government's most difficult responsibility under the Emergency Management Act provisions. Details will vary widely depending on the magnitude of the event. The key to success is without doubt, the early establishment and driving force behind the Recovery Committee. The void in activity, which usually follows the Response Phase, must be avoided at all costs. Communities who have experienced this take longer to recover, feel "left to it" by government and are generally reluctant to participate in emergency management initiatives in the future.



PART 4.1

CONTACT DETAILS

SUPPORT PLAN - CONTACTS




CONTENTS




Document Control.....	ii
Activation Contacts – Town of Bassendean	1
Office Hours.....	1
After Hours	1
Incident Management Team (IMT)	2
Primary Team.....	2
Alternate Team.....	2
Hazard Management & Support Agencies	3
T o B Line Managers (After Hours)	4
T o B Councilors.....	4
Local Emergency Management Committee (LEMC).....	5
District Emergency Management Committee (DEMC)	6
T o B Services.....	7
Justices of the Peace.....	7

SUPPORT PLAN - CONTACTS

Document Control

	<p>CONTROLLED DOCUMENT SP 401</p> <p>CONTACT DETAILS</p>
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Supervised by: Graeme Haggart Town of Bassendean	June 2007	
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CONCURRENCE			
Name	Group	Date	Signature
Gordon Munday	SES	JUNE 07	
Snr Sgt Mike Wells	Kiara Police	JUNE 2007	
Samantha Tarling, Manager	Ranger Services	JUNE 2007	

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SUPPORT PLAN - CONTACTS

Activation Contacts – Town of Bassendean

Office Hours

These Emergency Management Arrangements can be activated during Office Hours as follows:

CALL (08) 9377 8000

Ask for the Director of Community Development in the first instance. If unavailable, second preference to the Senior Ranger. Provide your name, contact number, agency and nature of the Emergency.

After Hours

Activation after hours is effected by an automatic transfer to the Ranger Service until 9:00 pm from September to April (Summer period) and 7:00pm May to August (Winter Period).

CALL (08) 9377 8000

After 9:00 pm September to April (Summer period) and 7:00pm May to August (Winter Period), the Senior Ranger can be contacted on:

CALL 0419 955 254

SUPPORT PLAN - CONTACTS

Incident Management Team (IMT)

Activation of the Incident Management Team (IMT) must be reported to the Chief Executive Officer in the first instance.

Primary Team

IMT Role	Name & Position	Telephone	Mobile Number
Executive Authority	Bob Jarvis Chief Executive Officer	9305 6311 (H) 9377 8004 (W)	0419 953 770
IMT Leader	Graeme Haggart Director Community Devmt	6293 1212 (H) 9377 8016 (W)	0408 069 226
Scribe	Yvonne Zaffino	9377 8025 (W)	
Planning Officer	Sharna Murton	9377 8064 (W)	0419 955 254
Logistics Officer		(W)	
Operations Officer	Peter Barker	9377 8015 (W)	0417 962 870
Liaison Officer	Duty Ranger	9377 7480	

Alternate Team

IMT Role	Name & Position	Telephone	Mobile Number
Executive Authority	Chief Executive Officer	9305 6311 (H) 9377 8004 (W)	0419 953 770
IMT Leader	Simon Stewert-Dawkins	9367 2520 (H) 9377 8002 (W)	0417 996 570
Scribe	Library Staff	9279 2966 (W)	
Planning Officer	O/Duty Ranger	9377 7480 (W)	
Logistics Officer	Cris Mann	9377 9015 (W)	0419 914 930
Operations Officer	Vacant		
Liaison Officer	O/Duty Ranger	9377 7480 (W)	

SUPPORT PLAN - CONTACTS

Hazard Management & Support Agencies

HAZARD MANAGEMENT AGENCY	CONTACT NUMBER
Fire, Police, Ambulance	000
Bassendean State Emergency Service (All hours)	9279 4811
Kiara Police Station	9376 7000
Midland Police Station	9250 0333
Ambulance-booked calls (non-urgent)	13 12 33
Bassendean Fire Brigade (non-urgent)	9279 1211
Medic Alert Emergencies	9334 1234
Poisons Information	13 11 26
Council Office	9377 8000
Department for Child Protection	9222 2555
Western Power Electricity (faults only)	13 13 51
Alinta Gas (faults only)	13 13 52
Water supply and sewerage (Water Corporation)	13 13 75
Princess Margaret Hospital for Children	9340 8222
Royal Perth Hospital	9224 2244
Swan Districts Hospital	9347 5244

SUPPORT PLAN - CONTACTS

Town of Bassendean Line Managers (After Hours)

OFFICER / SERVICE	CONTACT NUMBER
Chief Executive Officer	0419 953 770
Seniors & Disability Services	0417 955 939
Operational Services (Engineering)	0417 996 570
Asset Services (Parks & Works)	0419 914 923
Health & Ranger Services	0418 954 414
Recreation & Cultural Services	0407 440 677
Rangers Department	9377 7480
Volunteers and Community Transport	0417 931 083

Town of Bassendean Councillors

COUNCILOR	TELEPHONE
Mayor, Cr John Gangell	9279 1208
Deputy Mayor Cr Gerry Pule	9279 7620
Cr Kara Collins	0409 110 276
Cr Mike Lewis	9367 8213
Cr Ann Brinkworth	9279 3211
Cr Jennie Carter	9279 8777

SUPPORT PLAN - CONTACTS

Local Emergency Management Committee (LEMC)

NAME	ORGANISATION	BUSINESS HOURS	AFTER HOURS
Cr Gerry Pule (Presiding Member)	Town of Bassendean	9377 8000	9279 7620
Mayor, Cr John Gangell (Deputy Presiding Member)	Town of Bassendean	9377 8000	9279 1208
Cr Mike Lewis (Cr Deputy to Committee)	Town of Bassendean	9377 8000	9367 8213
Gordon Munday	Bassendean SES	9279 4811	9279 4811
Terry Sillitto	DCP	24 hours: Crisis Care 9223 1111 DCP Duty Officer: 0419 943 835	
Syd Bignell District Manager Darling Range	FESA – Operations, Perth North Metropolitan	9374 2702	0427 199 381
Graeme Haggart	Director Community Development Town of Bassendean	9377 8016	0408 069 226
Simon Stewert-Dawkins	Director Operational Services Town of Bassendean	9377 8002	0417 996 570
Ken Cardy	Manager Asset Services Town of Bassendean	9377 9012	0491 914 923
Sharna Murton	Senior Ranger Town of Bassendean	9377 8064	0419 955 254
	OIC Kiara Police Station	9376 7000	0433 413 917
Kerry Sidney	Swan Kalamunda Health Service	24/7 Hospital Health Coordinator mobile 0404 824 434	

SUPPORT PLAN - CONTACTS

District Emergency Management Committee (DEMC)

NAME	ORGANISATION	BUSINESS HOURS	AFTER HOURS
To be advised Superintendent, East Metropolitan Police District (District Coordinator) (Chairperson – DEMC)	WA Police	9273 0100	
Eddy BROOKS Superintendent, Perth – North Metropolitan Fire	FESA	93742706 93742700	0419 922 853
Adrian DYSON Manager Health, Safety and Community Safety Services	Shire of Mundaring	9290 6659	0427 010 390
Jeremy EDWARDS Group Manager, City of Swan	City of Swan Operations Centre	9267 9447	0438 940 245
Gavin EVA Community Fire and Emergency Officer	Shire of Kalamunda	9257 9999	
Craig GARRETT Community Fire Manager	Shire of Mundaring	9290 6676	0429 002 033
Gary GIFFORD Assistant Chief Operations Officer D/ CHAIRPERSON	FESA – SES Metro	9323 9315	Metro Regional Duty Coordinator 9277 7619
Graeme HAGGART Director Community Development	Town of Bassendean	9377 8016	0408 069 226
Jon HOLMES Councillor	City of Swan	9347 5059 (w)	9250 3828 (h)
Cr Colin JAMES Shire of Mundaring	Shire of Mundaring	9290 6659	0419 969 233
Sean KELLY Security Manager, Bandyup Women’s Prison	Bandyup Women’s Prison	9374 8755	0404 806 745
Quinta LA ROSA Community Emergency Management Officer	FESA	9479 9375	0427 008 932
Ms Helen MCMAHON, District Director Midland	Department for Child Protection (DCP)	24 hours: Crisis Care 9223 1111 DCP Duty Officer: 0419 943 835	
Jason MOYNIHAN Manager - Emergency Services, Border Biosecurity & Emergency Response	Department of Agriculture and Food	9368 3418	0427 089 873
Jenny O’CONNELL Inspector East Metropolitan Police District	East Metro District Office WA Police	9273 0100	
FLGOFF Lee RICHARDS	RAAF Security Police - Pearce	9571 7600	0408 934 131
Kim SADLIER Sergeant Emergency Operations Unit	WA POLICE	9370 7113	0413 159 562
Terry SILLITTO District Emergency Services Officer	DCP Cannington/Midland/ Armadale	9274 9490	0427 389 375
Stephen SUMMERTON District Manager Executive Officer - DEMC	FESA SES Metropolitan	9479 9313	0428 100 461
Rob TOWERS Regional Fire Coordinator, Swan Region	Department of Environment and Conservation	9423 2900	0419 049 242

SUPPORT PLAN - CONTACTS

Town of Bassendean Services

SERVICE	CONTACT NUMBER
Building, Planning & Health	9377 8000
Catering Services	9279 2609
Child Care Services	9279 3773
Community Relations & CEO	9377 8000
Seniors & Disability Services	9279 6588
Engineering/Depot	9377 9000
Recreation & Cultural Services	9377 8000
Library	9279 2966
Out of School Care	9279 2478
Podiatry Services	9279 2609
Rangers	9377 7480
Rates	9377 8000
Volunteers & Community Transport	9377 2191 & 9377 2190
Youth Services	9279 2329

Justices of the Peace

ASHFIELD	
Mr William Bell JP	Residential Phone: 9279 2729
Mrs Marie Rayner JP	Residential Phone: 9379 1147
BASSENDEAN	
Mr John Cox OAM JP	Residential Phone: 9279 2432
Mrs Gwen Fenech OAM JP	Residential Phone: 9279 2756
Mr Ivor Knight JP	Residential Phone: 9377 0401
Mrs Joan McIver JP	Residential Phone: 9378 1353
Mr Michael Kar JP	0419 989 898
EDEN HILL	
Mr John Cooper JP	Residential Phone: 9379 2690
Mrs Tina Klein OAM JP	Residential Phone: 9279 3080



PART 5.1

KEY RESOURCE PROVIDERS

SUPPORT PLAN – KEY RESOURCES




CONTENTS




Document Control.....	ii
Introduction.....	1
Resource Matrix.....	1
Resource Agency Contacts	1
Annex A – Resource Matrix	2
Annex B – Resource Agency Contact Details	4

SUPPORT PLAN – KEY RESOURCES

Document Control

	<p>CONTROLLED DOCUMENT SP 501</p> <p>KEY RESOURCE PROVIDERS</p>
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SUPPORT PLAN – KEY RESOURCES

Introduction

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

Resource Matrix

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

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

The Matrix is shown at Annex A

Resource Agency Contacts

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

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

SUPPORT PLAN – KEY RESOURCES

Annex A – Resource Matrix

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

SUPPORT PLAN – KEY RESOURCES

RESOURCE CATEGORY		SAND, MATERIALS & EARTHMOVING	MEDICAL SERVICES	PLANT & MACHINERY	VEHICLE REPAIRS & MAINTENANCE	CATERING & FOOD SUPPLIES	ROAD SIGNS & BARRIERS	TRANSPORT & FUEL	BUILDING & ENGINEERING	ACCOMMODATION	CHAINSAWS & TREE FELLING
RESOURCE AGENCY											
13	Danish Patisserie 5 Dyer Road					X					
14	Floveyor Pty Limited 6 Alice Street								X		
15	GCS Hire 25b Jackson Street, Bassendean 6054			X							
16	Hydraulic Hoist & Winch Sales Unit 1, 12 Alice Street, Bassendean				X						
17	John Holland Propriety Ltd 317 Collier Road								X		
18	Mechanical & Automotive Service Centre Unit 2, 335 Collier Road				X						
19	Pump & Valve Engineering 29 Hanwell Way			X					X		
20	TL Engineering Pty Ltd 300 Collier Road, Bayswater			X	X						
21	Verriers Engineering Services P/L 5 Fairford Street								X		
22	Wind in the Willows Child Care Centre 28 Wilson Street									X	

SUPPORT PLAN – KEY RESOURCES

Annex B – Resource Agency Contact Details

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

SUPPORT PLAN – KEY RESOURCES

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