



City of  
**Kalgoorlie  
Boulder**



City of Kalgoorlie-Boulder

# **Local Emergency Management Arrangements**















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|  | 3. Emerg. Risk Management   |  | 7. DC Welfare Support Plan  |  | 11. Specialty Maps  |
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# 1. ADMINISTRATION

## 1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the City of Kalgoorlie Boulder Council and have been tabled with the District Emergency Management Committee (DEMC).

\_\_\_\_\_ Date: \_\_\_\_\_  
Mayor - Cr John Bowler  
City of Kalgoorlie Boulder  
Chair Local Emergency Management Committee

\_\_\_\_\_ Date: \_\_\_\_\_  
Officer in Charge – Neville Beard  
Kalgoorlie Police  
Local Emergency Management Committee

\_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer – Andrew Brien  
City of Kalgoorlie Boulder

*Disclaimer: These arrangements have been produced by the City of Kalgoorlie Boulder in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the City of Kalgoorlie Boulder expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.*

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## 1.2 Distribution

### Full Unrestricted Version

CKB Chief Executive Officer

CKB Mayor

CKB Executive Staff members

CKB Management staff

CKB Media Coordinator Communications

LEMC Membership

WAPOL Goldfields District Office

DFES Goldfields District Office

Other committees

Goldfields–Esperance District Emergency Management Committee

### Public Access Restricted Version

City of Kalgoorlie Boulder Administration Office – Front Counter/Reception

City of Kalgoorlie Boulder Public Library

City of Kalgoorlie Boulder Website: [www.ckb.wa.gov.au](http://www.ckb.wa.gov.au)

## 1.3 Document Availability

Restricted copies of these arrangements are available free of charge and can be found at:

**Hardcopy:** City of Kalgoorlie Boulder  
577 Hannan Street, Kalgoorlie 6430  
(during normal business hours)

William Grundt Memorial Library  
13 Roberts Street, Kalgoorlie 6430  
*The City provides access to the Internet at this location*

**Online:** City of Kalgoorlie Boulder website: [www.ckb.wa.gov.au](http://www.ckb.wa.gov.au)



## 1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Initial community engagement was undertaken during workshop held and attended by City of Kalgoorlie Boulder staff, councillors, and community representatives. Comments and actions from this workshop have been added to the documents to reflect these recommendations.

Feedback can include:

- what you do and don't like about the arrangements;
- unclear or incorrect expression;
- out of date information or practices;
- errors, omissions or suggested improvements.

Forward feedback copy and relevant section/s with proposed changes marked to:

Executive Officer  
Local Emergency Management Committee  
City of Kalgoorlie Boulder  
PO Box 2042  
BOULDER WA 6432  
Alternatively email to [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au)

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Register below:

Number	Date	Amendment Summary	Author
1.	03/05/2017	LEMA Prepared	PC
2.	03/05/2017	Formatting and document changes	AM, CH & AB
3.	05/09/2017	Department of Communities name change	CH
4.	01/01/2023	LEMA – Full Review and redevelopment	L. Winter
5.			

## 1.5 Glossary of Terms and Acronyms

Refer *Appendix 1*

## 1.6 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management within the City of Kalgoorlie Boulder, these arrangements, support plans and other related documents are to be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

### 1.6.1 State Emergency Management Plans

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans (WESTPLANS) are available on the [Government of WA Website](#), including;

- State EM Plans
- State Hazard Plans (WESTPLAN)
- State Support Plans
  - State Health Response Plan
  - Emergency Welfare
  - Emergency Public Information
  - Animal Welfare in Emergencies
- National EM Plans

### 1.6.2 Local Emergency Management Plans

The following emergency management plans together form the City's complete Local Emergency Management Arrangements (LEMA) and should be read in conjunction with each other, these include;

- Recovery Support Plan
- Recovery Communications Plan
- Local Emergency Management Plan for the Provision of Welfare Support
- Animal Welfare Support Plan

### 1.6.3 Other Related Documents

- Contacts and Resource Directory
- At-Risk Persons and Groups Support Plan

## 1.7 Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the City area being bylaws or operational policies. There are no current policies within the City of Kalgoorlie Boulder relating to emergency management.

## 1.8 Agreements Understandings and Commitments

At the time of preparation and adoption no agreements & emergency management policies, understandings, arrangements and or commitments are in place.

## 1.9 Special Considerations

The City of Kalgoorlie Boulder has a number of special considerations, which may contribute to the likelihood or severity of an emergency event.

Consideration	Season
<b>Bush Fire Season</b>	November – April
<b>Storm Season</b>	May – October
<b>Public Events:</b> <ul style="list-style-type: none"> <li>○ Sunset Concert Series</li> <li>○ Kids Fest</li> <li>○ Nullabour Muster</li> <li>○ The Goldfields Cyclassic</li> </ul>	
<b>Mining:</b> <ul style="list-style-type: none"> <li>○ Large quantities of hazardous materials and fuels are transported to, stored and used in Kalgoorlie–Boulder.</li> <li>○ Population surges (2000 – 5000 plus people) in relation to mining activities.</li> </ul>	All Year Round
<b>Transport:</b> <ul style="list-style-type: none"> <li>○ Approximately 11,000 flights in and out of the City annually.</li> <li>○ 200 passenger and freight trains travel through Kalgoorlie–Boulder each week (10,000/year).</li> </ul>	All Year Round
<b>Utilities:</b> <ul style="list-style-type: none"> <li>○ Goldfields Gas Pipeline predominantly used for power generation, however in Kalgoorlie–Boulder it has commercial and residential gas uses.</li> <li>○ The City relies on the Mundaring to Kalgoorlie pipeline to supply water.</li> </ul>	All Year Round
<b>Indigenous communities:</b> <ul style="list-style-type: none"> <li>○ English is often the second or third language spoken.</li> <li>○ Kalgoorlie historically is a regional meeting point with a number of different groups temporarily residing in the City.</li> <li>○ Isolation may increase response times and reduce the ready availability of response resources.</li> </ul>	

## 2. CITY OF KALGOORLIE BOULDER OVERVIEW

### 2.1 Area covered

The City of Kalgoorlie–Boulder (The City) is located 603 kilometres east–northeast of Perth and is Australia’s largest outback city. The City comprises an area of 95,230 square kilometres and is integral in the Goldfields Esperance region.

The City includes the suburbs of Kalgoorlie, Boulder, Hannans, Karlkurla, Lamington, Piccadilly, Williamstown, South Kalgoorlie, Somerville, West Kalgoorlie, Victory Heights, Broadwood, and South Boulder.

The City is bordered by the local government authorities of the Shires of Coolgardie, Menzies and Dundas and the West Australian South Australian border to the east. Refer Maps **Appendix 10**

### 2.2 Population and Demographics

The City of Kalgoorlie Boulder population and demographics information is summarised below, more Census 2021 data for Kalgoorlie Boulder can be found [here](#)

<b>Total Population</b>	<b>30,674</b>	53% males 47% female
Aboriginal and Torres Strait Islander Peoples	2,244	7.3%
Persons 0-9 years	4,725	15.4%
Persons of working age 15-64 years	21,133	68.9%
Persons over 65 years	2,652	8.6%
Persons over 85 years	186	0.6%

<b>Total Dwelling</b>	<b>9,991</b>	
Separate house	8,110	81%
Semi Detached	1,569	16%
Flat or Apartment	125	1.25%
Other	176	1.75%

<b>Household Types</b>		
Lone households	2,725	27%
Family households	6,899	69%
Group households	369	4%

### 2.3 Climate

Kalgoorlie Boulder has a dry arid climate with hot summers and mild winters. The average annual rainfall is 260mm on an average of 68 days per year. While the average rainfall is fairly evenly distributed throughout the year, there is considerable variation from year to year.

January is the hottest month with an average maximum temperature of 33.6°C, but temperatures above 40°C occur nearly once a week when hot, dry, north to north easterly winds arrive. Such high temperatures are usually followed by a cool change from the south and occasionally with a thunderstorm.

By contrast the winters are cool with July average maximum and minimum temperatures being 16.5°C and 4.8°C respectively. Cold wet days with a maximum below 12°C occur once every winter. The lowest maximum temperature recorded is 7.2°C on 19 July 1961. Overnight temperatures fall below freezing about four times in a typical winter. Such events occur on clear nights following a day of cold southerly winds.

## 2.4 Topography

This region is characterised by rich red deserts with mineral wealth and includes the magnificent Great Western Woodlands, the largest remaining area of intact Mediterranean climate woodland left on earth.

<b>Total Land Area per hectare</b>	<b>9,550,029</b>	
Agricultural land per hectare	3,195,870	33.5%
National Parks per hectare	15,946	0.1%
Nature Reserves per hectare	273,341	2.8%
Protected land per hectare	354,727	3.7%
All other protected land areas per hectare	65,440	0.7%

## 2.5 Industrial and Economic Activities

Gold mining has been the backbone of the City since its foundation in 1893 with strong support from engineering and service industries with nickel mining becoming important in more recent times. Pastoral activities have also been evident for much of Kalgoorlie–Boulder history.

The City supports a healthy and growing tourism industry and is home to the ‘Super Pit’ which is 3.6 kilometres in length, 1.6 kilometres wide and 512 meters deep. It is anticipated that the mine will be in operation until 2029.

Kalgoorlie–Boulder is a busy commercial centre which is home to thriving industry, commerce and administration. Its relative isolation, large infrastructure, population and industry are reliant on road and rail transport.

## 2.6 Critical Infrastructure

Critical infrastructure includes those physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact on the social or economic wellbeing of the Kalgoorlie Boulder community.

### **2.6.1 Electrical Supply**

The electrical supply is provided by Western Power 440/240 AC.

### **2.6.2 Water Supply**

Natural water is scarce, and the City has always relied on the Mundaring to Kalgoorlie pipeline to supply water since 1892 for potable water supplies. The Water Corporation maintains three main reservoirs within the City and a newer addition at Binduli 10 km from the City's central business district.

### **2.6.3 Gas Supply**

The Kalgoorlie GDS is a natural gas distribution network that serves the Kalgoorlie-Boulder area and is owned and operated by ATCO Gas Australia. The Gas Distribution System is connected to the APA Group's Goldfields Gas Pipeline and has 7500 connections.

### **2.6.4 Sewerage System**

The City of Kalgoorlie-Boulder is also responsible for the operation of the City's wastewater (sewerage) scheme. The wastewater treatment facility is located in South Boulder.

### **2.6.5 Medical Facility**

Kalgoorlie Health Campus is located at 15 Piccadilly St, Kalgoorlie. The facility is one of the State's largest regional hospitals and has a 106 bed inpatient facility. The emergency department is open 24/7.

### **2.6.6 Airport Facilities**

The Kalgoorlie-Boulder airport is owned and managed by the City of Kalgoorlie-Boulder. The airport provides taxiways and parking aprons for aircrafts of most sizes (up to a B767) and two runways:

1. Runway 11/29, the main runway, is 2,000 metres x 45 metres
2. Runway 18/36 is 1,200 metres x 18 metres.

There are two terminals:

1. The main terminal is open during operational hours for all regular public transport flights.
2. The general aviation terminal is open for pilots and passengers 24 hours per day.

The fuel facility at the Kalgoorlie-Boulder Airport is operated jointly by Air BP and Mobil. It has AVTUR, AVGAS and engine oil available for sale. The Airport does not have an Air Traffic Control Tower or an Aviation Rescue and Fire Fighting Service.

### **2.6.7 Transport Routes**

The City of Kalgoorlie Boulder is located at the intersection of major multimodal corridors between the eastern states and Perth and Esperance Port and Leonora (and further North to the Pilbara). It is serviced by the Transcontinental Railway, the north-south railway between Leonora and Esperance, and the Great Eastern Highway from Perth and the Goldfields Highway. Both highways connect with the Eyre Highway at Norseman

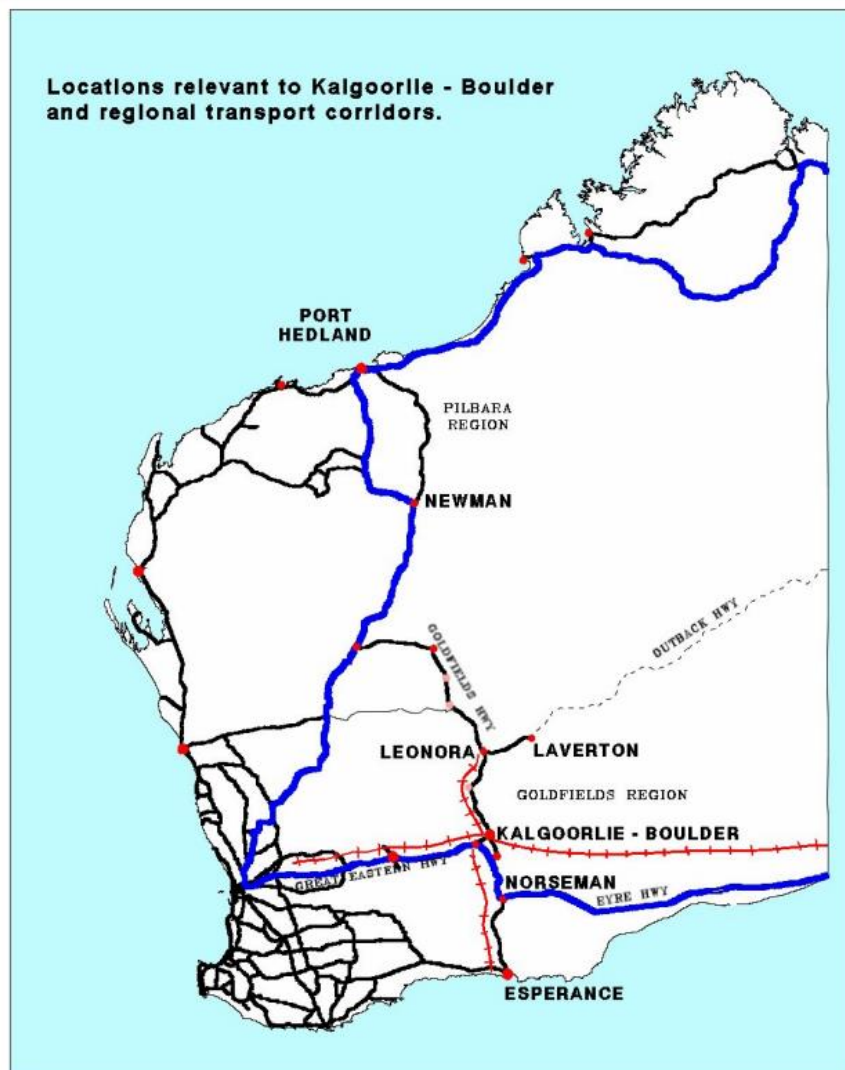


Figure 1: City of Kalgoorlie Transport Routes

## 2.6.8 Communications

For Telstra mobile coverage maps – [click here](#).

A total of 82.4% of dwellings within the City have access to the internet (Census, 2021).

## 2.6.8 Council Facilities

The City has basic social infrastructure facilities throughout its local government area to assist with the response and recovery process, including;

- City of Kalgoorlie Boulder Administration Building
- Goldfields Oasis Recreation Centre
- KCGM Sporting Pavilion
- Boulder Town Hall
- Kalgoorlie Town Hall
- CY O'Connor Hall
- Burt Street Hub
- Eastern Goldfields Community Centre
- Various Ovals and Playing Fields

Contacts and other relevant information for listed facilities can be found in City of Kalgoorlie Boulder's Contacts and Resources Directory – see **Appendix 4**.

The [National Guidelines for Protecting Critical Infrastructure](#) from Terrorism provides a framework for a national, consistent approach on the protection of critical infrastructure from terrorism for the Australian, State and Territory governments and business.

## 2.6.9 Emergency Services

The following emergency services are available and resourced to assist the City of Kalgoorlie Boulder in responding to emergency incidents.

Agency	Location	Contact
<b>Kalgoorlie Police</b>	Lot 4911 Brookman St, Kalgoorlie	9021 9777
<b>Kalgoorlie Hospital</b>	15 Piccadilly St, Kalgoorlie	9080 5888
<b>DFES Regional Office</b>	Vosper House, 31-33 Dugan Street, Kalgoorlie	9026 4100
<b>DBCA Regional Office</b>	32 Brookman Street, Kalgoorlie	9080 5555
<b>Department of Communities</b>	Cnr Boulder Rd and Cheetham St, Kalgoorlie	9022 0700
<b>Kalgoorlie Volunteer Fire &amp; Rescue</b>	Hare Street, Kalgoorlie	9021 4253
<b>Kalgoorlie Boulder State Emergency Services</b>	3G Forrest Street, Boulder	0429 902 027 0474 180 399
<b>Kalgoorlie Career Fire &amp; Rescue</b>	189 Boulder Road, Kalgoorlie	9099 9210

Note: Where the response exceeds the capacity of local resources, additional support is provided from neighbouring Shires and regions.



## Bushfire Information

The City of Kalgoorlie Boulder's Restricted and Prohibited Burning times are as follows, subject to possible variation depending on each bushfire season with the City also imposing an annual ban during the festive season:

Period	Level	Conditions
1 <sup>st</sup> May to 30 <sup>th</sup> September:	Unrestricted	No Permit Required
1 <sup>st</sup> October to 31 <sup>st</sup> October:	Restricted	Permit Required
1 <sup>st</sup> November to 31 <sup>st</sup> March:	Prohibited	No Burning
1 <sup>st</sup> April to 30 <sup>th</sup> Apri:	Restricted	Permit Required

The DFES Total Fire Ban Hotline 1800 709 355 informs residents when Harvest Bans have been applied and removed within the Region.

# 3. EMERGENCY MANAGEMENT PLANNING

## 3.1 Aim and Purpose

**Aim** of this plan is to *minimise the impacts of, ensure a coordinated response to, and provide an effective recovery from* an emergency affecting the City of Kalgoorlie Boulder.

**Purpose** of this plan is to *maximise safety and ensure sound recovery* of the Kalgoorlie communities, preserving lives, livelihoods and environment in the event of an emergency.

## 3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management in the City

Describe the provisions for coordination of emergency operations and activities relating to emergency management performed by persons/agencies within this plan

Description of emergencies likely to occur within the City

Describe strategies and priorities for emergency management within the City

Explain matters pertaining to emergency management within the City prescribed by the regulations and within (s.41(2) of the Emergency Management Act (2005)

Promote a consistent multi agency approach with community engagement in relation to emergencies within the City

## 3.3 Scope

It is not the intent of this document to detail procedures for Hazard Management Agencies (HMA's) in dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMA's, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

This plan only:

Applies to the local government district of the City of Kalgoorlie Boulder

Covers areas where the City of Kalgoorlie Boulder provides support to HMA's in event of an incident

Details the City's capacity to provide resources in support of an emergency, while still maintaining business continuity and City's responsibilities in relation to recovery management

These arrangements are to serve as a guide and be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

## 3.4 Roles and Responsibilities

For details of specific roles and responsibilities for officers - See **Appendix 2**

## 3.5 Resources

The Hazard Management Agency (HMA) or its Control Agency (CA) is responsible for the determination of resources required for their specific hazards and operations.

Refer **Appendix 4** for the City of Kalgoorlie Boulder's Contacts and Resources Directory information (confidential) for specific details of resources available.

## 3.6 Local Area Mutual Aid

Authority to release resources to assist in other Local Government districts will rest with the CEO (or delegate).

The CEO and Mayor are to be informed of commitments outside of the district as soon as possible.

## 3.7 Financial Arrangements

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for the payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Section 5.4 and 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the City is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

### 3.7.1 Authority to Incur Expense

The Chief Executive Officer, or delegate authority (e.g. Local Recovery Coordinator), should be approached immediately where an emergency event occurs that requires resourcing by the City, to ensure the desired level of support is achieved.

### 3.7.2 Response

All City resources are registered and identified in the City asset register located in the Contacts and Resource Directory (see **Appendix 4**).

Staff and resources are available for response to emergencies in accordance with section 38 and section 42 of the [Emergency Management Act 2005](#). Where possible, a single person shall be appointed to the position of Finance Officer as required during an emergency.

### 3.7.3 DRFAWA

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and states and territories (states). These arrangements identify the relief and recovery assistance to which the Commonwealth will financially contribute. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth, for the purposes of disaster relief and recovery.

See **Appendix 12** for the Local Recovery Support Plan 5.2 for further details.

#### **ACTION**

- City to appoint a single person to the position of Finance Officer to ensure that in-house accounting and documentation processes are in-line with the reporting and claim requirements of DRFAWA.
- City allocate an account number immediately as an operation is mounted to provide and record the necessary funding required.
- In a declared State of Emergency when the incident meets DRFAWA eligibility requirements the City is to seek recover funding – see Local Recovery Support Plan **Annexure 1**

# 4. LOCAL EMERGENCY MANAGEMENT COMMITTEE

## 4.1 Introduction

The City of Kalgoorlie Boulder has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the local emergency management arrangements.

LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the area. LEMC will assist in developing local emergency management arrangements and coordination of its emergency management partners/stakeholders within its district.

## 4.2 LEMC Role

The LEMC performs a vital role in assisting the City of Kalgoorlie Boulder and its community in being prepared for major emergencies by:

Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMA/CA's develop localised hazard plans

Providing a multi-agency forum to analyse and treat local risk

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

## 4.3 LEMC Procedures

The LEMC shall meet as determined by the Executive Officer quarterly throughout the year, or more frequently as required by [State Emergency Management Preparedness Procedure](#) 3.7.

Each meeting of the LEMC should consider, but not be restricted to, the following matters;

Confirmation of local emergency management contact details of key stakeholders

Review any of post-incident reports and post exercise reports generated since last meeting

Progress of emergency risk management processes

Progress of treatment strategies arising from emergency risk management process

Progress of development or review of local emergency management arrangements

Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects, and other matters as necessary.

## 4.4 LEMC Membership

LEMC membership includes the City of Kalgoorlie Boulder representatives and the Local Emergency Coordinator (OIC WAPOL Kalgoorlie). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Council in consultation with the parent organisation members determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For a details on membership roles and responsibilities - see **Appendix 2**.

All LEMC secretarial and administration support is to be provided by the City.

### 4.4.1 Core LEMC Members

Agency	Position
Delegate – Elected member Councillor	Chair
City of Kalgoorlie Boulder	Councillors  Local Recovery Coordinator Local Welfare Liaison Officer Executive Officer Chief Bush Fire Control Officer Coordinator Ranger Services Manager of Health and Community Safety Senior Emergency Manager Officer
Police	Local Emergency Coordinator
Dept. of Communities	Local Welfare Coordinator
Dept Fire Emergency Services	District Emergency Management Advisor
Mainroads WA	Agency Representative
Kalgoorlie Boulder Health Services (Hospital)	Agency Representative
St John Ambulance	Agency Representative
State Emergency Service	Agency Representative
Dept. Biodiversity Conservation & Attractions	Agency Representative

## 4.4.2 Support members

Agency	Position
Water/Gas/Electricity/Telecommunications	Agency Representatives
Arc Infrastructure	Agency Representative
Dept. of Agriculture & Food WA	Agency Representative
Dept. of Health	Agency Representative
Dept. of Education	Agency Representative
Indigenous Communities reps	Agency Representative
Mining Industry	Agency Representative

## 4.4.3 LEMC Observers

District Emergency Management Advisor	Agency Representative
Community Members – as appropriate	Representatives

*The list above is not limited, with members co-opted as and when required.*

## 4.5 LEMC Emergency Special Meeting

In the event of an approaching emergency and advice from appropriate authority/s (HMA, BoM) the Local Emergency Coordinator, LEMC Chairman, or LEMC Executive Officer may call an emergency/special meeting of LEMC members to discuss preparations and readiness for the impending danger.

An example of a special LEMC agenda can be found at Appendix 10(a)

## 4.6 LEMC Reporting

### 4.6.1 Annual Reporting

After the end of each financial year each LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the financial year (section 40(1) EM Act).

Annual reports must be completed in accordance with the templates provided in [State Emergency Management Preparedness Procedure](#) see **Appendix 3**

### 4.6.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey is submitted to the Minister for Emergency Services by the 31<sup>st</sup> of October each year. The report enables the State to gain a greater understanding of the requirements to manage large scale and/ or multiple emergency events.

The survey is sent to the City by mid-April, to be completed by the first week of June as per [State EM Procedure](#) 3.18.

## 5. MANAGING RISK

### 5.1 Emergency Risk Management

Emergency Risk Management is defined as ‘a systematic process which contributes to the well-being of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised’.

The City and its LEMC recognise the critical component of risk management to the emergency management process. A sound risk management process paves the way for the City and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The City’s Emergency Risk Management Assessments meets the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#) see **Appendix 3**

### 5.2 Risks discovered

The City has undertaken a risk analysis within its district utilising the [National Emergency Risk Assessment Guidelines](#), the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines.

The 11 greatest risks presented were:

Hazard	HMA	Controlling agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plan
Bush Fire (Local Govt Land)	DFES	DFES	DFES	LGA	Fire 2019	Response plan?
Earthquake	DFES	DFES		LGA	Earthquake 2022	SOPs
Electricity Supply Disruption	Public Utilities Office	Public Utilities Office	Western Power	Western Power	Energy Supply Disruption 2022	SOPs
Flood Inundation	DFES	DFES	DFES and regional SES	LGA staff	Flood 2016	SOPs
Human Epidemic	Dept of Health	Dept of Health	Health Services	Kalgoorlie Hospital	Human Epidemic 2016	SOPs
Road Crash	WA Police Force	WA Police Force	VFWES	Police, SJA, Hospital, LG Staff	Crash Emergency 2022	SOPs



Hazardous Materials Emergency (HAZMAT)	DFES	WAPOL	DFES	LGA	HAZMAT 2022	SOPs
Storm	DFES	DFES	LG	LGA	Severe Weather 2022	SOPs
Air Crash	WAPOL	WAPOL	LG	LGA	Crash Emergency 2022	SOPs
Structure Fire	DFES	DFES	DFES	LGA	Fire 2022	SOPs
Rail Crash	WAPOL	WAPOL	ARC Infrastructure	LGA	Crash Emergency 2022	SOPs

The HMA is responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard.

It is recognised that responsible agencies may require City resources and assistance in emergency management. Requests for assistance /support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.

Further details of the full risk register is available on request from the City of Kalgoorlie Boulder.

## **5.3 Risk Register Review**

The current Emergency Risk Management Risk Register is programmed for review and will be completed as budgetary funding will be sought to accommodate this project.

Meanwhile the city's current Emergency Risk Management Risk Register is still available at the City of Kalgoorlie Boulder administration offices.

# **6. RESPONSE & COORDINATION EMERGENCY OPERATIONS**

The Emergency Management Act 2005 allows the prescription of Hazard Management Agencies. HMA's are prescribed due to their functions under written law or because of their specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they

are prescribed (See [State Emergency Management Plan](#) - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

It is recognised that the HMA's may require Local Government resources and assistance in emergency management. The City of Kalgoorlie Boulder is committed to providing assistance/support if the required resources are available through the Incident Support Group (ISG) when it is formed.

## **6.1 Activation of Local Recovery Plan**

On becoming aware of, or on advice from the HMA, ( or support agency like Bureau of Meteorology), the City will advise local LEMC members to activate both organisational internal and external emergency arrangements in preparation.

On advice from the HMA Incident Controller (IC), the Local Recovery Coordinator (LRC) and CEO will assess the need for activating Local Recovery Plan, advising the LEMC Chairman of the need to convene the City's Local Recovery Group as necessary.

Upon deciding not to convene and activate the appropriate City's Recovery Group and City's Recovery Plan, due to statutory and/or other agencies adequately addressing the situation, the City Local Recovery Coordinator will continue to monitor the situation and keep the City Mayor and CEO briefed accordingly.

## **6.2 Incident Support Group**

Incident Support Group (ISG) provides support to the incident management team (IMT). ISG is a group of people represented by different agencies who may/are involved in the incident

ISG is convened by the Controlling Agency (CA) appointed Incident Controller (IC) to assist in overall coordination of services and information during a major incident. Coordination achieved through clear identification of priorities by agencies sharing information and resource

HMA's and combat agencies may require the City resources and assistance in emergency management. The City is committed to providing assistance/support, if required resources are available, through the ISG if and when formed.

### 6.2.1 **Triggers for Incident Support Group**

The triggers for an incident support group are defined in the [State EM Policy](#) statement 5.2.2 and State Emergency Management Plan section 5.1 being:

Where an incident is designated as a Level 2 or higher

Multiple agencies need to be coordinated

Community interests need to be represented

### 6.2.2 **Incident Support Group Membership**

The ISG is made up of agency representatives that provide support to the Controlling Agency. Emergency management agencies may be called on to provide liaison officers for the ISG.

The City's Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and efficacious transition handover to recovery.

Representation on ISG may change regularly depending upon the incident, agencies involved and consequences caused by emergency.

Agencies supplying staff for ISG must ensure that the representative(s) have authority to commit resources and/or direct tasks within their organisation/agency.

### 6.2.3 **Incident Support Group Meeting Location and Frequency**

**The IC determines the frequency** of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

**The IC is responsible for the location** of meetings and given its part in the ISG, the meetings are generally convened in close proximity to, or within the Incident Control Centre (ICC).

## 6.3 **Emergency Coordination Centre**

Identified Emergency Coordination Centres can serve as central command centre during incidents to effectively control/coordinate incident operations. The City has identified a primary and secondary emergency coordination centre and the locations detailed below have been identified as suitable;

Venue	Address	Contact	Facilities
SES District Office (Primary)	3G Forrest Street Boulder	0429902027	Internet, meeting rooms, kitchen
DFES District Office (Secondary)	Vosper House 31–33 Duggan Street, Kalgoorlie	9021 5551	Internet, meeting rooms, kitchen
Kalgoorlie Police Station (Secondary)	Brookman Street, Kalgoorlie	9021 9777	Internet, meeting rooms, kitchen

## 6.4 State of Emergency

The Minister may declare a state of emergency (section 56 (1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State of Emergency Coordination Group will be established at state level.

During a state of emergency or emergency situation, the ability of emergency management agencies to share information relating to the emergency is crucial. Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between HMOs or Authorised Officers and emergency management agencies for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality

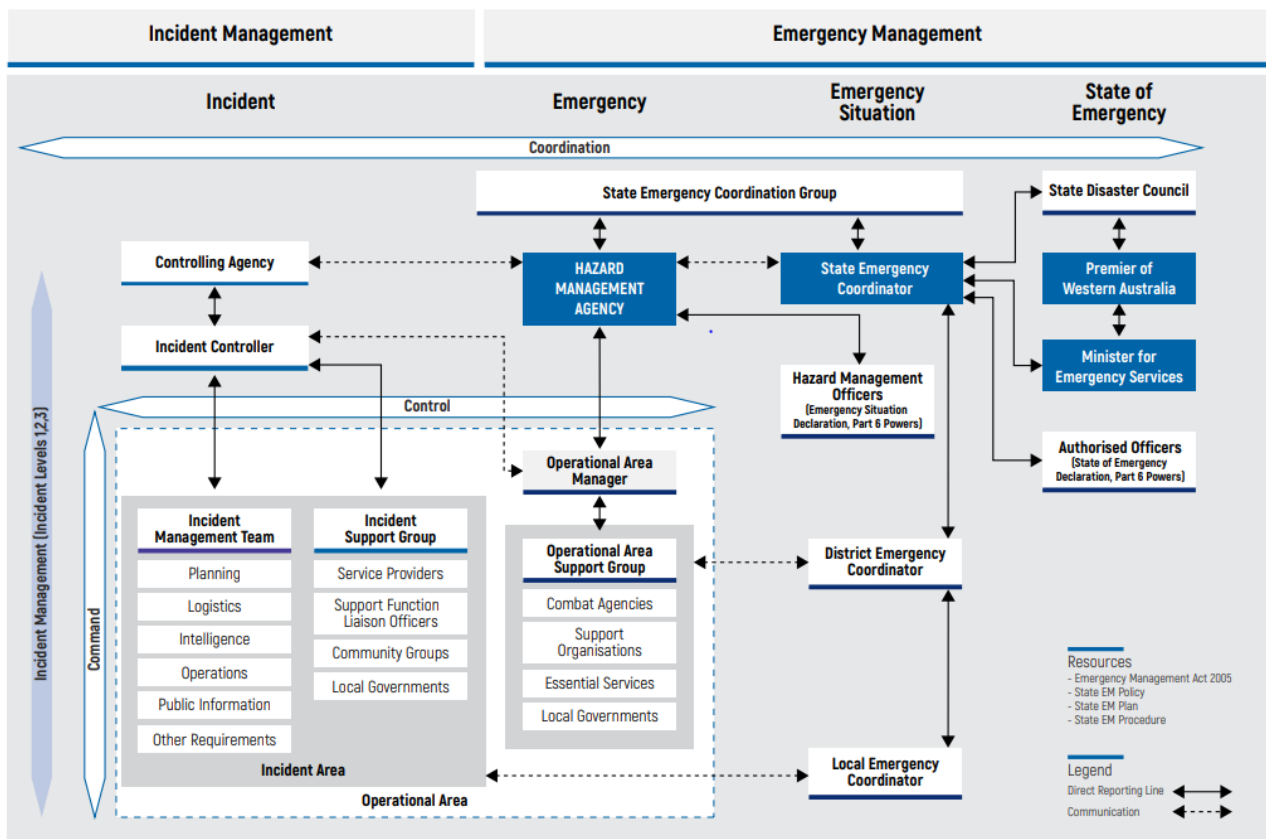


Figure 2: Emergency Coordination Framework

# 7. MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Communities require adequate, timely information and instruction in order to be aware of the emergency and take appropriate actions to safeguard life and property.

In the response phase of an incident, information dissemination is the responsibility of the HMA/CA.

**State Support Plan – Public Information**, provides that the HMA is responsible ‘for the provision and management of public information during emergencies’

Media and Public Information management is to reflect multi-agency involvement and authorised by the IC/Manager and the following principles will apply:

HMA is to manage all media releases under [State Support Plan – Public Information](#)

All media releases and public information alerts for the incident are to be authorised by Incident Controller/Manager after consultation with the Emergency Coordinator and other CA’s

All media releases are to reflect Multi- Agency Incident Management and detail all agencies’ involvement

Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

All media releases are to carry the agencies’ identification

Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release

All Media releases issued by any agency at State level will reflect multi- agency involvement

## 7.1 Public Warning Systems

### 7.1.1 Local Government Systems

The City has the ability to support official emergency messaging through local communications system including;

- City website
- City social media pages
- City SMS System
- Community Notice Boards
- Variable Message Board
- Locality Newsletters and Dispatches
- Community Radio Station

**No contact between the media and any employee is permitted unless authorised by the CEO.**

Section 2.8(1)(d) of the [Local Government Act 1995](#) stipulates that the City Mayor speaks on behalf of the Local Government however the Mayor may delegate this authority to the Chief Executive Officer under Section 5.41(f).

Any information for release to the media or public must be forwarded through the Head of Marketing and approved by the City CEO. Statements to the press on behalf of the City shall only be made by the Mayor or the CEO.

The City of Kalgoorlie Boulder CEO, or a delegated representative, will be the City's designated Media and Public Information Officer.

### **7.1.2 Standard Emergency Warning Signal**

Standard Emergency Warning Signal (or SEWS) is a warning signal that is broadcast immediately prior to major emergency announcements on the radio, television and other communication systems. SEWS is only used in emerging situations of extreme danger, when there is a need to warn people that they need to take urgent and immediate action to reduce the potential for loss to life or property from emergency events.

In Western Australia SEWS broadcasts are authorised by the DFES or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

- Possible loss of life or a major threat to a large number of properties or the large scale environment
- Impact is expected within 12 hours or is occurring at the time
- A large number of people need to be warned
- One or more incidents are classified as destructive

To listen to the SEWS sound [click here](#)

### **7.1.3 Emergency Alert System**

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with authority of HMA in emergencies.

### **7.1.4 DFES Public Information Line**

DFES recorded information line	1300 657 209
Emergency WA website	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
DFES website	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>
SES assistance	132 500

### **7.1.5 Additional Information Outlets**

Local ABC Radio	648AM Goldfields
BOM information line	1300 659 210
BOM website	<a href="http://www.bom.wa.gov.au">www.bom.wa.gov.au</a>

## **ACTIONS**

- The City acknowledges that public information and media management is critical in times of emergency.
- HMA/CA IC responsible for information/media releases in response phase of incident.
- The City's media releases are coordinated by the City's delegated Officer and approved by CEO.
- Public statements to media are to be given only by City CEO or Mayor (or delegate).
- Public warning systems shall be used when necessary under HMA/CA IC authority.
- The City will support official emergency information by reiterating the messages via City communication avenues (social media pages, website, SMS System etc).

# 8. EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

In accordance with [State EM Policy](#) s5.7, evacuation planning is covered in five stages.

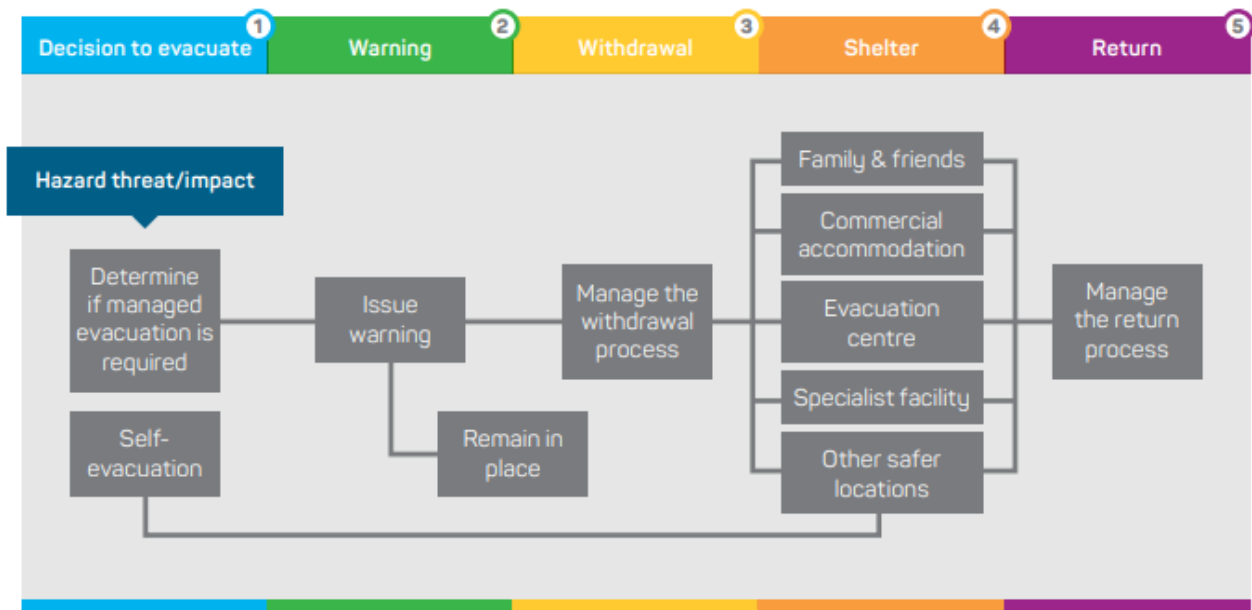


Figure 3: Stages of Evacuation

## 8.1 Evacuation Management

The evacuation of people and/or animals from an area affected by a hazard is one of the strategies that may be employed by emergency management agencies to mitigate the potential loss of, or harm to, life.

Experience has shown that evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation, i.e., shelter in place, quarantine and/or the control or restriction of movement should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies in planning for and conducting community evacuation for all hazards.

### 8.1.1 Decision

Decision to evacuate is made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

### 8.1.2 Timeliness

Alternatives as, ‘*shelter in place*’ or, “*prepare, stay and defend*”, should be considered.



Decision to evacuate or recommend evacuation made as early as is practical as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

### 8.1.3 **Combat Agency for Evacuation**

Evacuation will occur in a planned and safe manner, coordinated by the HMA. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary

### 8.1.4 **Evacuation Centres**

It is the City's responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of evacuation centres (or Welfare Centres) and applicable support functions. See **Appendix 7**

Building Name	Address	No. of Persons	Sleeping Capacity	Duration	Street Smart	Floor Plan
Goldfields Oasis Recreation Centre	Johnson Street O'Connor	320 Ovals 2000+ <b>COVID:</b> Sitting: 600	1600 <b>COVID:</b> Sleeping: 80	Short term 1 day	Yes	No
Sir Richard Moore Oval	Cnr Piccadilly and Maritana Streets Piccadilly	2000+ <b>COVID:</b> Sitting: 600	150 <b>COVID:</b> Sleeping: 50	Short term 1-2 days	Yes	Yes
Ray Finlayson Sporting Complex	Marshall Street Piccadilly	2000+ <b>COVID:</b> Sitting: 600	250 <b>COVID:</b> Sleeping: 80	Short term 1-2 days	Yes	No
Kalgoorlie-Boulder Racing Club	Meldrum Avenue Kalgoorlie	2000+ (300 Bookies Ring)	300 <b>COVID:</b> Sleeping: 100	Long Term 1-7 days	Yes	Yes

## 8.2 **At-Risk Persons and Groups**

City of Kalgoorlie Boulder relies on agencies responsible for At-Risk Persons and Groups to ensure suitable planning, and response capabilities are supporting those special needs clients.

Sections of the community with special needs such as hospitals, aged care facilities, schools, tourist facilities, CaLD community and childcare centres are considered 'At-Risk Persons'.

At-Risk Persons and Groups Support Plan (see **Appendix 6**) provides guidance around working with and actions in evacuation with these persons and groups.

## 8.3 **Evacuation Routes and Maps**

Evacuation routes are principally from evacuation assembly areas to Welfare Evacuation Centres.

Owing to the varying complexity within different emergencies, the IC HMA/CA and WAPOL will determine strategic evacuation routes at the time, particularly concerning timeliness of the

evacuation. Extensive mapping information can be sourced from the City's Intramaps, Google Maps and agencies such as Department of Biodiversity Conservation and Attractions.

## 8.4 Isolation and Quarantine

Directions in relation to isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of emergency evacuation planning to mitigate any risks and ensure evacuations can be carried out safely.

**NOTE:** Inability to comply with any isolation or quarantine requirements and/or restrictions should not prohibit the evacuation of a person. Managing the immediate threat and the protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Advice from the HMA for the hazard requiring isolation and quarantine should be sought when developing an emergency evacuation plan.

## 8.5 Return

Responsibility for decisions relating to return of evacuated residents, rests with HMA/CA. Return of evacuated residents will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and City's Environmental Health Officers.

For Department of Communities Local Emergency Management Plan for the Provision of Welfare Support – see **Appendix 9**

### ACTIONS

- Decision to evacuate made by HMA/CA IC
- LEMC and the City assist by pre-planning for evacuation
- All alternatives to be considered
- Decision to evacuate made as soon as possible
- At-Risk Persons and Groups to be a special consideration in an evacuation (see At Risk Person and Groups Support Plan - Annexure 5)
- Routes and maps sourced via City Intramaps or Google maps or from partner agencies
- Ensure Welfare Centre protocols and procedures are enacted – See Local Emergency Management Plan for the Provision of Welfare Support – Annexure 3

## 9. WELFARE

The Department of Community Services (DC) has the role of managing welfare described as, “the provision of both physical and psychological needs of a community affected by an emergency”.

This includes the functional areas of:

Personal services	Financial assistance	Personal requisites
Emergency accommodation	Registration and inquiry services	Emergency catering

The Local Emergency Management Plan for the Provision of Welfare Support has been developed for City of Kalgoorlie Boulder by DC – see **Appendix 9**

### 9.1 Department of Communities - Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DC District Director – See **Appendix 2** for description of Roles and Responsibilities – Welfare.

### 9.2 City of Kalgoorlie Boulder - Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated and appointed Local Government to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The City’s Manager of Health and Community Safety is the designated Local Welfare Liaison Officer - See **Appendix 2** for description of Roles and Responsibilities – Welfare.

### 9.3 Register Find Reunite

DC is responsible for recording displaced persons on the National Register allowing friend and relatives to locate each other. DC has reciprocal arrangements with [Australian Red Cross](#) (ARC) to undertake this process.

### 9.4 Welfare Centres

The City in conjunction with DC has identified suitable facilities within different localities. These centres have been assessed providing extensive information within the Welfare Centres Register available for activation as required by the HMA IC (see **Appendix 7** for the City’s nominated Welfare Centres).

#### 9.4.1 **Animals (Including assistance animals)**

Animals except for assistance animals are not permitted in Welfare Centres.

The owner or carer of an animal is responsible for the welfare of that animal and has the responsibility to determine, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7. The City's Animal Welfare Support Plan (see **Appendix 8**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

## **ACTIONS**

- DC responsible for managing welfare of people.
- DPIRD is responsible for managing the welfare of animals.
- DC develops and maintains and enacts the City's Local Emergency Welfare Support Plan.
- The City's Director of Sustainable Development is the Local Welfare Liaison Officer.
- Register Unite Find responsibility actioned by DC support by the Australian Red Cross.
- Identified Welfare Centres refer Emergency Welfare Centres and Facilities – **Appendix 7**.
- Ranger Services to support DPIRD in Animal Welfare – City's Animal Welfare Support Plan – **Annexure 8**.

## 10. RECOVERY

The recovery process begins during the response phase as it is important to identify community need as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Support Plan is a separate plan, yet part of the overall Local Emergency Management Arrangements, which can be viewed and read in conjunction with this plan.

The City of Kalgoorlie Boulder Local Recovery Support Plan (**Appendix 12**) guides and establishes sound recovery management, concepts, principles and values for City's staff, elected members, partnering agencies, and community following significant impact from any emergency.

# 11. EXERCISING REVIEW & REPORTING

## 11.1 Exercising

The aim of conducting an exercise is:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate community about local arrangements and programs

Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them

### 11.1.1 Exercise Frequency

In accordance with State EM Policy, Plans, and Procedures which outline arrangements for exercising. It is a requirement that for LEMC to conduct at least one exercise annually.

### 11.1.2 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the Goldfields Esperance District Emergency Management Committee as part of LEMC's annual report.

## 11.2 Review of Local Emergency Management Arrangements

The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) section 2.5 and amended or replaced whenever the local government considers it appropriate (Section 42 of EM Act).

Reviewed and amended will be:

Contact lists are reviewed and updated quarterly - Contacts and Resource Directory **Appendix 4**

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be undertaken every five (5) years, as risks may vary due to climate, environment and population changes

Circumstances or an incident may require more frequent reviews

## 12. APPENDICES

Appendix	Appendix Title
1	Glossary of Terms and Acronyms
2	Roles and Responsibilities
3	Emergency Risk Management Assessment
4	Emergency Contact & Resource Directory
5	WA Community Evacuation Emergencies Guidelines (web link)
6	At-Risk Persons and Groups Plan
7	City of Kalgoorlie Boulder Welfare Centres Faculties and Assets Directory
8	Emergency Animal Welfare Plan and Animal Welfare Resource Directory
9	Dept of Communities Local Support Plan
10	Templates and guides, SitRep, Special LEMC agenda, Comms guide, LEMC Terms of Reference
11	City of Kalgoorlie Boulder Specialty Maps: City of Kalgoorlie Boulder Suburbs and localities Map City of Kalgoorlie Boulder Major Features locations Map City of Kalgoorlie Boulder Hazardous locations Map
12	Local Recovery Support Plan

# Appendix 1: Glossary of Terms & Acronyms

## Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

Term	Meaning
<b>AIIMS</b>	Australasian Interagency Incident Management System is a command structure set up to systematically and, logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels
<b>Combat</b>	To take steps to eliminate or reduce the effects of a hazard on the community
<b>Combat Agency (CA)</b>	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies
<b>Command (Vertically Within An Organisation)</b>	Authority for command is established in legislation or in an emergency plan,
<b>Control</b>	The overall direction of emergency management activities in 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.
<b>Controlling Agency (CA)</b>	The agency nominated to control the response activities to a specified type of emergency
<b>Coordination</b>	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW 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.
<b>Disaster</b>	see EMERGENCY
<b>District</b>	Means an area of the State that is declared to be a district under Section 2.1 of the Local Government Act 1995
<b>District Emergency Coordinator (Dec)</b>	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and



	functions of respective District Emergency Management Committee are performed and assisting Hazard Management Agency in provision of a coordinated multi- agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer.
<b>District Emergency Management Committee (DEMC)</b>	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Superintendent of DFES as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by the Fire & Emergency Services Commissioner
<b>Emergency</b>	<p>An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization to manage or requires coordination of a number of significant EM activities.</p> <p>The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"</p>
<b>Emergency Management (EM)</b>	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
<b>Emergency Risk Management</b>	A systematic process that produces a range of measures, which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT).
<b>“Function” Support Coordinator</b>	That person appointed by an organisation or committee to be the coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan
<b>Hazard</b>	A situation or condition with potential for loss or harm to the community or the environment.
<b>Hazard Management Agency (HMA)</b>	That organisation which, because of its legislative responsibility or specialised 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 undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
<b>Incident</b>	An Emergency, which impacts upon a <u>localised</u> community or geographical area but not requiring the coordination and significant multi- agency emergency management activities at a district or state level.
<b>Incident Area</b>	The area, defined by the Incident Controller, incorporating the <u>localised</u> community or geographical area impacted by an Incident

<b>Incident Controller (IC)</b>	The person designated by the relevant Hazard Management Agency or Control Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation
<b>Incident Management Team (IMT)</b>	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic, Public Information, Finances
<b>Incident Support Group (ISG)</b>	The group that may be convened by an Incident Controller in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The ISG includes representation from key agencies involved in the response.
<b>Lifelines</b>	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
<b>Local Emergency Coordinator</b>	Person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Agency are performed and assisting the Hazard Management Agency in the provision of a coordinated multi- agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer. Local level - Senior Police Officer responsible for the police sub- district
<b>Local Emergency Management Committee (LEMC)</b>	Based on either local government boundaries or emergency management sub- districts. Chaired by the Shire President/Mayor (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 and the Office of Emergency Management.
<b>Municipality</b>	Means the district of the local government
<b>Operation</b>	an Incident or multiple Incidents which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area
<b>Operations Area</b>	that area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted or likely to be impacted, by an operation and incorporating a single or multiple Incident Areas
<b>Operations Area Manager</b>	that person designated by the Hazard Management Agency, responsible for the overall management of an operation and provision of strategic direction to agencies and Incident Controller(s) in accordance with the needs of the situation
<b>Operations Area Support Group (OASG)</b>	the group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to

	<u>assist</u> in the overall management of an operation. The OAMG includes representation from key agencies involved in the response
<b>Prevention</b>	Measures to eliminate or reduce the incidence or severity of emergencies, usually intrinsically entwined with Risk Management
<b>Preparedness</b>	Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects. Common vernacular - READINESS
<b>Response</b>	Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support
<b>Recovery</b>	The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing
<b>Risk</b>	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities, and the environment
<b>Risk Management</b>	The systematic application of management policies, procedures, and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 31000 (Risk Management)
<b>Risk Register</b>	A register of the risks within the local government, identified through the Community Emergency Risk Management process
<b>Risk Statement</b>	A statement identifying the hazard, element at risk and source of risk
<b>State Emergency Management Committee (SEMC)</b>	The SEMC is comprised of an executive and three Sub-Committees of Recovery and Community Engagement, Response Capability, and Risk. There are 4 reference groups being State Exercise Team, Lessons Management, Essential Services Network Operations and Public Information.
<b>Support Organisation</b>	An organisation whose response in an emergency is either to restore essential services (e.g., Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc
<b>Telecommunications</b>	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e- mail, and radio.
<b>Treatment Options</b>	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

<b>Vulnerability</b>	The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss)
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## Acronyms

Acronym	Meaning
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
BRMS	Bushfire Risk Management Statement (DFES)
CA	Control Agency
CEO	Chief Executive Officer
CKB (or the City)	City of Kalgoorlie Boulder (or the City)
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
DC	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoH	Department of Housing
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMP	Local Emergency Management Plan
LEMC	Local Emergency Management Committee
LGA	Local Government Authority

<b>LRC</b>	Local Recovery Coordinator
<b>LRG</b>	Local Recovery Group
<b>OASG</b>	Operations Area Support Group
<b>OIC</b>	Officer in Charge
<b>PTA</b>	Public Transport Authority
<b>RSPCA</b>	Royal Society for the Protection of Cruelty against Animals
<b>SEC</b>	State Emergency Coordinator
<b>SECG</b>	State Emergency Coordination Group
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SITREPS</b>	Situation Reports
<b>SOP</b>	Standard Operating Procedures
<b>SHPs</b>	State Hazard Plans
<b>VBFS</b>	Volunteer Bush Fire Service
<b>VFRS</b>	Volunteer Fire and Rescue Service
<b>WAPF</b>	Western Australian Police

## Appendix 2: Roles and Responsibilities

### Western Australian Hazard Management and Controlling Agencies

Hazard	Hazard Management Agency	Controlling Agency
<b>AIR CRASH</b>	Commissioner of Police	WA Police Force
<b>ANIMAL OR PLANT, PESTS OR DISEASES</b>	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the <b>COLLAPSE OF A STRUCTURE OR LANDFORM</b> (collapse)	Fire and Emergency Services Commissioner	DFES
<b>CYCLONE</b>	Fire and Emergency Services Commissioner	DFES
<b>EARTHQUAKE</b>	Fire and Emergency Services Commissioner	DFES
<b>LOSS OF OR INTERRUPTION TO THE SUPPLY OF ELECTRICITY</b> that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)	Coordinator of Energy	Energy Policy WA <sup>13</sup>
<b>FIRE</b>	Fire and Emergency Services Commissioner	<ul style="list-style-type: none"> <li>DFES within gazetted fire districts or where DFES brigade or unit established</li> <li>DBCA on land it manages outside gazetted fire districts</li> <li>Local government in local government districts outside of gazetted fire districts and DBCA land.</li> </ul>
<b>FLOOD</b>	Fire and Emergency Services Commissioner	DFES
<b>LOSS OF OR INTERRUPTION TO THE SUPPLY OF NATURAL GAS</b> , that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA <sup>14</sup>
Actual or impending <b>SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL, SUBSTANCE</b> that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health

Actual or impending <b>SPILLAGE, RELEASE OR ESCAPE OF A CHEMICAL, RADIOLOGICAL</b> or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
<b>HEATWAVE</b>	Chief Executive Office, Department of Health	Department of Health
<b>HOSTILE ACT</b>	Commissioner of Police	WA Police Force
<b>HUMAN EPIDEMIC</b>	Chief Executive Office, Department of Health	Department of Health
<b>LAND SEARCH</b> – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
<b>LOSS OF OR INTERRUPTION TO THE SUPPLY OF LIQUID FUEL</b> as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA15

Local role	Description of responsibilities
Local Government	<ul style="list-style-type: none"> <li>Responsibilities of City of Kalgoorlie Boulder (the City) are defined in Section 36, <a href="#">EM Act</a>:</li> <li>Ensure that effective local emergency management arrangements are prepared and maintained for its district</li> <li>Manage recovery following an emergency affecting the community in its district</li> <li>Perform other functions given to local government under the Act</li> <li>The City also accepts responsibility for management of its resources</li> <li>The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies</li> <li>Development and testing of LEMP</li> </ul>
Local Emergency Coordinator(LEC)	<ul style="list-style-type: none"> <li>Responsibilities of LEC are defined in Section 36 of the EM Act</li> <li>For ‘the City’ the position of Local Emergency Coordinator is held by the WA Police, and represented by the Kalgoorlie Police Station OIC’s having the following functions: <ul style="list-style-type: none"> <li>To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district</li> <li>To assist HMA’s in the provision of a coordinated response during an emergency in the district</li> <li>To carry out other emergency management activities in accordance with directions of State Emergency Coordinator</li> </ul> </li> </ul>

Local role	Description of responsibilities
LG Welfare Liaison Officer(LGWLO)	<ul style="list-style-type: none"> <li>During an evacuation where a local government facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility.</li> </ul>
LG Liaison Officer ( ISG/IMT)	<ul style="list-style-type: none"> <li>During a major emergency, the liaison officer attends ISG meetings to represent local government, provides local knowledge input and provides details contained in the LEMA.</li> </ul>
Local Government – Incident Management	<ul style="list-style-type: none"> <li>Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support DC.</li> <li>Ensure planning and preparation for emergencies is undertaken</li> <li>Implement procedures that assist community and emergency services deal with incidents</li> <li>Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in role</li> <li>Keep appropriate records of incidents that have occurred to ensure continual improvement of City’s emergency response capability</li> <li>Liaise with the incident controller (provide liaison officer)</li> <li>Participate in ISG and provide local support</li> </ul>
Other Local Government Officers	<p>As determined by the Incident, the following Officers are members of the committee:</p> <ul style="list-style-type: none"> <li>City Chief Executive Officer</li> <li>City Local Recovery Coordinator</li> <li>City Council Representatives</li> <li>City Manager Health</li> <li>City Senior Ranger</li> <li>City Chief Bush Fire Control Officer</li> <li>Kalgoorlie Local Unit Manager State Emergency Services</li> </ul>

## **Emergency and Support Agencies**

Agency	Description Of Responsibilities
Controlling Agency	<p>An agency nominated to control the response activities to a specified type of emergency</p> <p><b>Function:</b></p> <ul style="list-style-type: none"> <li>Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness</li> <li>Control all aspects of the response to an incident</li> <li>During Recovery ensures effective transition to Recovery to LG</li> </ul>



<p><b>Hazard Management Agency</b></p>	<p>HMA is a public authority or other person which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act]</p> <p><b>Function:</b></p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regs]</li> <li>• Appointment of Hazard Management Officers [s. 55 of the Act]</li> <li>• Declare / Revoke Emergency Situation [s. 50 &amp; 53 of the Act]</li> <li>• Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2]</li> <li>• Ensure effective transition to recovery by Local Government</li> </ul>
<p><b>Combat Agency</b></p>	<p>A Combat Agency is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency</p>
<p><b>Support Agency</b></p>	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p> <p><b>Functions:</b></p> <ul style="list-style-type: none"> <li>• Restoring essential services affected by the emergency</li> <li>• Providing "function" support as part of the tactical plan, e.g. Dept of Communities to provide welfare services</li> <li>• Managing their resources and those given to them in support of their specific function</li> <li>• Providing progress reports to the designated Incident Manager or Operations Area Manager</li> <li>• Providing progress reports to the higher levels of their organisation</li> <li>• Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA</li> <li>• Attend post incident debriefs</li> <li>• Contributing a post operation report or post incident analysis</li> </ul>

## Welfare

Agency	Description Of Responsibilities
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<b>Department of Communities (DC)</b>	<ul style="list-style-type: none"> <li>• Establish, chair and manage the activities of the Local Welfare Emergency Management Coordination Group (LWEMCG), where determined appropriate by the DC District Director</li> <li>• Prepare, circulate, test and maintain the Local Welfare Plans</li> <li>• Represent DC and the emergency welfare function on the LEMC and Local Recovery Group</li> <li>• Establish and maintain the Local Welfare Emergency Coordination Centre</li> <li>• Ensure personnel and organisations are trained and exercised in their welfare responsibilities</li> <li>• Coordinate provision of emergency welfare services during response and recovery of emergency</li> <li>• Represent DC on the Incident Support Group when required</li> </ul>
<b>City Local Welfare Liaison Officer LWLO</b>	<ul style="list-style-type: none"> <li>• Coordinate welfare response on behalf of the City</li> <li>• Coordinate initial arrangements in lieu of DC LWC attendance</li> <li>• Provide assistance to the Local Welfare Centre/s including: Opening, closing, security and maintenance of establishments</li> </ul>
<b>Australian Red Cross</b>	<ul style="list-style-type: none"> <li>• Undertake process recording displaced persons for National Register</li> <li>• In partnership with City and DC undertake Outreach in affected areas</li> </ul>
<b>City Rangers</b>	<ul style="list-style-type: none"> <li>• Assist with Animal Management in effected areas and at Welfare Centres</li> </ul>



# Local Emergency Risk Management

Appendix 3



# Appendix 3: Local Emergency Risk Management

## ADMINISTRATION

### Amendment Record

Amendments to this document should be recorded. The following table shows an example of an amendment record.

Document Control			
Document Set ID		Version	
Priority Original Date	2009	Last Review Date	2009
Current Review Date	2014	Next Review Date	
Prepared by	Paul Clifton, Environmental Health and Ranger Services Team Leader		

### Endorsement

The City's Local Emergency Management Committee (LEMC) endorsed the following ERM Recommended treatments identified for the City's priority hazards.

Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 City of Kalgoorlie Boulder LEMC  
 Cr John Bowler – City Mayor

\_\_\_\_\_ Date: \_\_\_\_\_  
 Chief Executive Officer – Andrew Brien  
 City of Kalgoorlie Boulder

## Appendix 3:

# EMERGENCY RISK MANAGEMENT

## Overview

Emergency Risk Management (ERM) is defined as ‘a systematic process which contributes to the well-being of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.’

ERM plans for the City of Kalgoorlie Boulder have been documents as a support plan to the Local Emergency Management Arrangements.

## Authority

ERM planning is undertaken in accordance with [State EM Prevention and Mitigation Procedure 2.1](#) and its attachment, Western Australian Emergency Risk Management, which is aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines.

## Risk Management Process

The risk management process is the actions which are undertaken to look at the actual risks facing a community. It involves five main phases (Figure 3).

1. **Establish the context:** this allows stakeholders to agree on the overall objectives and the scope within which they will operate. It defines the community environment and any potential issues that may affect the ERM process.
2. **Risk identification:** this identifies and describes the nature of the hazards, the vulnerabilities of the community and identifies the potential risks the community is facing.
3. **Risk analysis:** this examines the risk(s), considering their likelihood and consequence(s) and assigns levels of risk and priority.
4. **Risk evaluation:** this compares the risks with the set evaluation criteria and decides which risks require treatment.
5. **Risk treatment:** this selects and implements appropriate treatments to deal with risks.

## Toolbox

A series of tools are available to assist with the process and can be found on the [State Emergency Management Committee](#) (SEMC) website. The online Toolbox includes materials, presentations, templates, hazard videos, the Western Australian Risk Register Tool, criteria tables and more to help throughout the ERM process.

## Appendix 3:

# PRIORITY TREATMENT STRATEGIES

## *Air Transport Incident – People*

### RISK STATEMENT

There is a risk that if an aircraft from/to Kalgoorlie-Boulder airport across residential, commercial and/ or industrial areas/ people, animals and/or pets may be injured, may become ill and/or be killed from the impact and exposure to toxic fumes, fires and smoke resulting from the falling/flying plane debris.

### RISK ANALYSIS

At Risk	Source
Aircraft occupants	Pilot error/medical condition
General public living/working within impact zones	Mechanical and/or electrical aircraft failure
Animals & pets living within impact zones	Sabotage/vandalism
Motorists driving through impact zones	Terrorist attack
Sightseers	Aircraft collisions

### HAZARD MANAGEMENT AGENCY

WA Police

### EXISTING CONTROLS

Legislation, Regulations and Planning Approval for Airfields

Pilots are medically assessed, undergo strict training and are proficiency certified/registered

Aircraft access is protected by controlled right of entry and fencing

Aircraft flight paths are approved/ Aircraft are monitored when entering designated airspace

Aircraft are regularly maintained & serviced

Regular multi-agency exercise are undertaken to test response plans and recovery strategies

Integrated communication systems & network

### RECOMMENDED TREATMENTS

Objective	Agency	Action Y/N	Budget
Develop specific awareness campaigns for people living/working within impact zones	City, Aviation Authority		\$
Develop specific emergency response strategies resulting from residential aircraft emergencies	WAPol, DFES, Aviation Authority		\$
Enforcement of strict aircraft maintenance and production of completed schedules	Aviation Authority		\$
Randomly test pilots for legislative compliance and competency	Aviation Authority		\$
Develop specific exposure & resident announcement strategies including response guidelines	WA Police, DFES, Aviation Authority		\$
<a href="#">State Hazard Plan: Crash Emergency</a>	WA Police		\$

### MONITOR & REVIEW:

Date of Review

## Appendix 3:

# Air Transport Incident – Property

### RISK STATEMENT

There is a risk that if an aircraft collision/crashed occurred in or above a residential, commercial and/or industrial area, fire and/or explosion may occur and cause permanent or significant private, commercial and public property damage. Buildings directly impacted and surrounding buildings may be destroyed/damaged from flying debris and/or the impact of collision

### RISK ANALYSIS

At Risk	Source
<ul style="list-style-type: none"> <li>○ Residential, commercial and/or industrial property</li> <li>○ Heritage Buildings and Places of Worship</li> <li>○ Recreation, caravan and/or sporting sites/centres</li> <li>○ Public Transport buildings i.e. Kalgoorlie Railway Station</li> <li>○ Tourist Attractions</li> </ul>	<ul style="list-style-type: none"> <li>○ Pilot error/medical condition</li> <li>○ Mechanical and/or electrical aircraft failure</li> <li>○ Sabotage/vandalism arising from poor airport security</li> <li>○ Terrorist attack</li> <li>○ Aircraft collisions</li> </ul>

### HAZARD MANAGEMENT AGENCY

WA Police

### EXISTING CONTROLS

Legislation, Regulations and Planning Approval for Airfields

Pilots are medically assessed, undergo strict training and are proficiency certified/registered

Aircraft access is protected by controlled right of entry and fencing

Aircraft flight paths are approved/Aircraft are monitored when entering designated airspace

Aircraft are regularly maintained & serviced

Regular multi-agency exercise are undertaken to test response plans and recovery strategies

Integrated communication systems & network

### RECOMMENDED TREATMENTS

Objective	Agency	Action Y/N	Budget
Develop specific awareness campaigns for people living/working within impact zones	DFES, City		\$
Develop specific emergency response strategies resulting from property aircraft emergencies	WAPol, DFES, Aviation Authority		\$
Enforcement of strict aircraft maintenance and production of completed schedules	Aviation Authority		\$
Randomly test pilots for legislative compliance and competency	Aviation Authority		\$
Develop specific exposure & property owner announcement strategies including response guidelines	DFES, City		\$
<a href="#">State Hazard Plan: Crash Emergency</a>	WA Police		\$

### MONITOR & REVIEW:

Date of Review

## Appendix 3:

# Bushfire - People

### RISK STATEMENT

There is a risk that if a bushfire/wildfire occurred, it may cause injury or death to people. People residing in bush land areas such as Greenview, Hannans or adjacent to bushland areas may require assistance. Occurrences of smoking embers, dirt and dust may litter the CKB causing an onset of respiratory conditions and increased demand on medical services. Medication supplies could run out whilst some people may be stranded. Pets, stock may be impacted.

### RISK ANALYSIS

At Risk	Source
<ul style="list-style-type: none"> <li>○ Residents living within close proximity to bush land reserves:</li> <li>○ Close neighbours to above mentioned areas</li> <li>○ General public within the vicinity of a bushfire</li> <li>○ General public within reserves at onset of a bushfire</li> <li>○ Motorists from road accidents resulting from smoke or response activity</li> <li>○ Sightseers congregating to observe bushfire and response activity</li> </ul>	<ul style="list-style-type: none"> <li>○ Build up of fuel loadings in close proximity to residential homes</li> <li>○ Failure to heed early warnings or no early warning alarm system in place</li> <li>○ Failure to undertake adequate seasonal precautionary measures</li> <li>○ Ember, smoke and/or ash attack from nearby bush land</li> <li>○ Fire Service personnel and equipment unable to access incident properties</li> <li>○ Lack of public information on fires and/or fire exit routes</li> </ul>

### HAZARD MANAGEMENT AGENCY

Department of Fire & Emergency Services

### EXISTING CONTROLS

Reserve fuel reduction strategy to reduce hazardous burning as required

Consideration of fuel reduction buffer zones adjacent to residential areas

Strict enforcement of Bush Fires Act and Local Laws pertaining to lighting of fires and fuel reduction

Early DFES and LG Bush Fire Services response

Fire Fighting personal are well trained & regularly undergo training courses to provide local area response

Regular multi-agency exercise are undertaken to test response plans and recovery strategies

Integrated communication systems & network

Effective "All Hazards" early warning alarm system

### RECOMMENDED TREATMENTS

Objective	Agency	Action Y/N	Budget
Develop fire management mapping and implement into EM arrangement	City		\$
Develop fire prevention/suppression strategies as required	City		\$
Develop specific awareness/preparedness campaigns for residential areas adjacent to reserves and bush land	City		\$
Investigate Town Planning applications for residential areas adjacent to reserves and bush land	DFES, City		\$
Develop specific reserves Fire Response Strategy (Pre-Plans)	LEMC, DFES		\$
Develop specific bushland reserves Fire Management Plans	DFES, City		\$
<a href="#">State Hazard Plan - Fire</a>	DFES, WAPol		\$

### MONITOR & REVIEW: Date reviewed:



## Appendix 3:

# Bushfire - Property

<b>RISK STATEMENT</b>			
There is a risk that if a bushfire occurred, it could destroy homes and damage property particularly those who reside in bush land areas such. Demolition of property may be necessary. Shopping centres, industrial areas could also be affected. Supply of products, foods and services may be disrupted. Demolition of private, commercial and public properties may be necessary.			
<b>RISK ANALYSIS</b>			
<b>At Risk</b>	<b>Source</b>		
<ul style="list-style-type: none"> <li>○ Residential, commercial and industrial property situated within close proximity to bush land reserves</li> <li>○ Close neighbours to above mentioned areas</li> <li>○ Public Structures/Buildings</li> <li>○ Recreational Sites</li> <li>○ Heritage Buildings</li> <li>○ Places of Worship</li> </ul>	<ul style="list-style-type: none"> <li>○ Build up of fuel loadings in close proximity to residential, commercial and industrial property</li> <li>○ Failure to undertake adequate seasonal precautionary measures</li> <li>○ Ember attack from nearby bush land (e.g. evaporative air conditioners)</li> <li>○ Fire Service personnel and equipment unable to access properties</li> <li>○ Arson</li> </ul>		
<b>HAZARD MANAGEMENT AGENCY</b>			
Department of Fire & Emergency Services			
<b>EXISTING CONTROLS</b>			
Reserve fuel reduction strategy to reduce hazardous burning			
Fuel reduction buffer zones adjacent to residential areas			
Strict enforcement of Bush Fires Act and Local Laws pertaining to lighting of fires and fuel reduction			
Early DFES and LG Bush Fire Services response			
Fire Fighting personal are well trained and regularly undergo training courses to provide local area response			
Regular multi-agency exercise are undertaken to test response plans and recovery strategies			
Integrated communication systems & network			
<b>RECOMMENDED TREATMENTS</b>			
<b>Objective</b>	<b>Agency</b>	<b>Action Y/N</b>	<b>Budget</b>
Develop fire management mapping and implement into emergency management arrangement	DBCA, City		\$
Develop fire prevention/suppression strategies	City, DFES		\$
Develop specific awareness/preparedness campaigns for residential areas adjacent to reserves and bush land	City, DFES		\$
Develop specific reserves Fire Response Strategy (Pre-Plans) as required	DFES		\$
Develop specific bush land reserves Fire Management Strategy	City, DBCA		\$
<a href="#">State Hazard Plan - Fire</a>	DFES, DBCA		\$
<b>MONITOR &amp; REVIEW:</b>			
<b>Date Reviewed</b>			

## Appendix 3:

# Storm - Property

### RISK STATEMENT

There is a risk that a severe storm will cause substantial property damage requiring external resources to be employed for periods of 12 hours or more. Commercial and industrial property maybe damaged and forced to close.

### RISK ANALYSIS

At Risk	Source
<ul style="list-style-type: none"> <li>○ Residential, commercial and industrial property particularly those situated in close proximity to coastal areas</li> <li>○ Property owners closely situated to above mentioned areas</li> <li>○ Public Structures/Buildings</li> <li>○ Recreational/Tourist Sites</li> <li>○ Heritage Buildings</li> <li>○ Places of Worship</li> </ul>	<ul style="list-style-type: none"> <li>○ Global Warming</li> <li>○ Climate Change</li> <li>○ Southern Hemisphere Tropical Zones</li> <li>○ Very low atmospheric pressure systems</li> <li>○ El Nino/La Nina events</li> <li>○ Thunderstorm, rain bearing depression - ex cyclone</li> </ul>

### HAZARD MANAGEMENT AGENCY

Department of Fire & Emergency Services

### EXISTING CONTROLS

Public Awareness & Education Campaigns

Information website

Strict enforcement of Building Code and Australian Standards

Early DFES Storm Services response

DFES personal are well trained & regularly undergo training courses to provide local area response

Regular multi-agency exercise are undertaken to test response plans and recovery strategies

Integrated communication systems & network

Effective "All Hazards" early warning alarm system

### RECOMMENDED TREATMENTS

Objective	Agency	Action Y/N	Budget
Develop storm management mapping and implement into EM arrangement	LEMC		\$
Develop storm impact prevention/suppression strategies	DFES		\$
Develop specific awareness/preparedness campaigns for low lying or inundation areas	City		\$
<a href="#">State Hazard Plan – Severe Weather</a>	DFES		\$

### MONITOR & REVIEW:

Date Reviewed

## Appendix 3:

# Storm - Infrastructure

### RISK STATEMENT

There is a risk that if a severe storm occurred, it could damage or destroy overhead power lines and communication infrastructure, causing service and communication interruptions to homes, businesses, industry and traffic management lights. The Kalgoorlie switchyard(?) terminal may be affected. The Kalgoorlie Waste Water Treatment Plant and or sewer system maybe affected.

### RISK ANALYSIS

At Risk	Source
<ul style="list-style-type: none"> <li>○ Power/ Water/ Gas</li> <li>○ Road &amp; Rail Transport</li> <li>○ Bridges &amp; Footpaths</li> <li>○ Communications</li> <li>○ Sewerage &amp; Drainage Systems</li> <li>○ Street Lighting</li> </ul>	<ul style="list-style-type: none"> <li>○ Global Warming</li> <li>○ Climate Change</li> <li>○ Southern Hemisphere Tropical Zones</li> <li>○ Very low atmospheric pressure systems</li> <li>○ El Nino/La Nina events</li> </ul>

### HAZARD MANAGEMENT AGENCY

Department of Fire & Emergency Services

### EXISTING CONTROLS

Public Awareness & Education Campaigns

Information website

Strict enforcement of Building Code Standards

Early DFES storm Services response

DFES personal are well trained & regularly undergo training courses to provide local area response

Regular multi-agency exercise are undertaken to test response plans and recovery strategies

Integrated communication systems & network

Effective "All Hazards" early warning alarm system

### RECOMMENDED TREATMENTS

Objective	Agency	Action Y/N	Budget
Develop storm management mapping and implement into emergency management arrangement	LEMC, City		\$
Develop storm prevention/suppression strategies	City		\$
Develop specific awareness/preparedness campaigns for low lying or inundation areas	City, DFES		\$
Investigate planning applications for building code compliance in low lying development areas	City		\$
Develop specific storm Response Strategy (Pre-Plans)	DFES		\$
Develop specific Storm Management Strategy	City		\$
<a href="#">State Hazard Plan – Severe Weather</a>	DFES		\$

### MONITOR & REVIEW:

Date Reviewed

## Appendix 3:

# Flood

### RISK STATEMENT

There is a risk of a flood event to inundate the low lying parts of the city if the drainage system was unable to cope with the volume of water. This could then cause flooding to residential property, surface flooding to local roads, flooding to premises and business places as well as the damage to the existing drains and stormwater infrastructure through the city. The result would be a need for evacuation of residential property, road detours, loss of business income and effect to staff not able to attend their place of work. The event may also have potential for drownings and road vehicle accidents and vehicles becoming stranded if drivers entered flood waters. Survivors would be displaced and emergency service personnel in attendance may be at risk of injury or drowning while assisting persons in the flood waters.

### RISK ANALYSIS

At Risk	Source
<ul style="list-style-type: none"> <li>○ Persons/animals living/working in domestic/commercial and/or industrial sites</li> <li>○ Persons living/working in close proximity to incident site</li> <li>○ General public within the vicinity of flood waters</li> <li>○ Motorists from road accidents resulting from entering flood waters</li> <li>○ Vulnerable age groups i.e. senior citizens/infant children</li> <li>○ Passers-by and on lookers</li> </ul>	<ul style="list-style-type: none"> <li>○ Build up of debris in existing drain systems</li> <li>○ Erratic weather and/or cyclone event</li> <li>○ Industrial accident</li> <li>○ Failure to undertake adequate maintenance of drains and waterways</li> </ul>

### HAZARD MANAGEMENT AGENCY

Department of Fire & Emergency Services

### EXISTING CONTROLS

Fire Brigade Act 1942/ Local Government Act 1995/ Building Code/ Explosives and Dangerous Goods Act 1961/ Occupational Health and Safety Act 1984

Community Education & Flood Awareness Campaigns

Enforcement of Building Code of Australia

DFES maintain a 24/7 Communications Centre for emergency calls

Emergency Services "000" telephone number is available 24/7

DFES personnel are highly trained in Urban Search and Rescue

### RECOMMENDED TREATMENTS

Objective	Agency	Action Y/N	Budget
			\$
			\$

### MONITOR & REVIEW:

Date Reviewed

## Appendix 3:

# Electrical Supply Disruption - People

RISK STATEMENT			
There is a risk that an electrical supply disruption will threaten the health on those in the affected areas			
RISK ANALYSIS			
At Risk	Source		
<ul style="list-style-type: none"> <li>○ Elderly or infirmed unable to access food, water and health care due to disruptions to communications/power</li> <li>○ All consumers</li> <li>○ Effluent &amp; wastewater disposal systems</li> <li>○ Motorists driving within affected areas</li> <li>○ Industrial and Commercial activities</li> </ul>	<ul style="list-style-type: none"> <li>○ Terrorist attack</li> <li>○ Human error</li> <li>○ Equipment failure</li> <li>○ Sabotage/vandalism of substations</li> <li>○ Natural hazards ie fire, cyclone, storm bushfire, earthquake</li> </ul>		
HAZARD MANAGEMENT AGENCY			
Coordinator of Energy			
EXISTING CONTROLS			
Continuity of supply legislation and plans			
Public Awareness & Education Campaigns			
Information website			
RECOMMENDED TREATMENTS			
Objective	Agency	Action Y/N	Budget
<a href="#">State Hazard Plan – Energy Supply Disruption</a>	Energy Coordinator		\$
			\$
			\$
MONITOR & REVIEW:			
Date Reviewed			

## Appendix 3:

### Urban Fire

<b>RISK STATEMENT</b>			
<p>There is a risk that if urban fire occurred in Hannan or Burt Street, or buildings such as day care centres, pre-school, schools, aged care facilities, retirement villages, cinemas and shopping centres, injury or multiple deaths may occur, and many pets may be homeless or killed. Toxic fumes from the fires may cause people with respiratory issues or other health conditions to become ill in surrounding areas. Survivors would be displaced and emergency service personnel in attendance may be at risk of injury or death from fighting the fire.</p>			
<b>RISK ANALYSIS</b>			
<b>At Risk</b>		<b>Source</b>	
<ul style="list-style-type: none"> <li>○ Persons/animals living/working in domestic/commercial and/or industrial sites</li> <li>○ Persons living/working in close proximity to incident site</li> <li>○ General public within the vicinity of an urban fire</li> <li>○ Motorists from road accidents resulting from smoke or response activity</li> <li>○ Vulnerable age groups i.e. senior citizens/infant children</li> <li>○ Passers-by</li> </ul>		<ul style="list-style-type: none"> <li>○ Build up of fuel loadings in close proximity to residential homes</li> <li>○ Erratic weather and/or fire conditions</li> <li>○ Human and/or industrial accident</li> <li>○ Failure to undertake adequate seasonal precautionary measures</li> <li>○ Arson</li> <li>○ Ember, smoke and/or ash attack from nearby bush land</li> <li>○ Fire Service personnel and equipment unable to access incident properties</li> </ul>	
<b>HAZARD MANAGEMENT AGENCY</b>			
Department of Fire & Emergency Services			
<b>EXISTING CONTROLS</b>			
Fire Brigade Act 1942/ Local Government Act 1995/ Building Code/ Explosives and Dangerous Goods Act 1961/ Occupational Health and Safety Act 1984			
Community Education & Fire Awareness Campaigns			
Enforcement of Building Code of Australia			
DFES maintain a 24/7 Communications Centre for emergency calls			
Emergency Services "000" telephone number is available 24/7			
DFES personnel are highly trained in Fire Fighting Search and Rescue			
<b>RECOMMENDED TREATMENTS</b>			
<b>Objective</b>	<b>Agency</b>	<b>Action Y/N</b>	<b>Budget</b>
Develop fire management mapping and implement into EM arrangement	DFES		\$
Develop fire prevention/suppression strategies	DFES		\$
Identify suitable evacuation centres for fire affected victims	City		\$
Develop specific awareness/preparedness campaigns for residential/commercial/industrial areas	DFES, City		\$
Investigate Town Planning applications for residential/commercial/industrial areas	City		\$
Develop specific Urban Fire Management Strategy	City		\$
<a href="#">State Hazard Plan - Fire</a>	DFES		\$
<b>MONITOR &amp; REVIEW:</b>			
<b>Date Reviewed</b>			

## Appendix 3:

# Earthquake

RISK STATEMENT			
There is a risk that an earthquake will cause loss of life or serious injury.			
RISK ANALYSIS			
At Risk	Source		
<ul style="list-style-type: none"> <li>○ Power/ Water/ Gas</li> <li>○ Road &amp; Rail Transport</li> <li>○ Bridges &amp; Footpaths</li> <li>○ Communications</li> <li>○ Sewerage &amp; Drainage Systems</li> <li>○ Building occupants</li> <li>○ Sightseers/Responders/Passersby/ Pedestrians</li> <li>○ Mining employees</li> </ul>	<ul style="list-style-type: none"> <li>○ Sudden movements within the earth's crust resulting in release of</li> <li>○ energy.</li> <li>○ Susceptibility of soil or rock through which the earthquake waves</li> <li>○ move.</li> <li>○ Falling buildings, trees, awnings and other structures</li> </ul>		
HAZARD MANAGEMENT AGENCY			
Department of Fire & Emergency Services			
EXISTING CONTROLS			
Provision of earthquake advice to the community			
Public awareness and education programs			
Application and enforcement of building codes			
Informed land use planning for vulnerable areas (eg maintain records of landslip/other incidents and record on Assessment files)			
Ensure location and construction of buildings designated as Welfare Centres are suitable for use in this role.			
Maintain list of resources and expertise – eg transport, earth moving equipment, signage, generators, lighting, temporary toilets.			
Australian Earthquake Loading Standards			
Emergency service response framework			
SES Unit equipped for earthquake response			
Maintenance of large trees in public spaces			
Providing advice in relation to the design and maintenance status of critical infrastructure services and access routes in "at risk" communities.			
RECOMMENDED TREATMENTS			
Objective	Agency	Action Y/N	Budget
Research mitigation programs and disseminating information	City		\$
Earthquake risk mapping	Geo Science		\$
Identification of suitable buildings for designation as Welfare/ Evacuation Centre"s	City		\$
Providing advice in relation to the design and maintenance status of critical infrastructure services	City		\$
Facilitate local and regional earthquake planning committees	City		\$
<a href="#">State Hazard Plan - Earthquake</a>	DFES		\$
MONITOR & REVIEW:			
Date Reviewed			

## Appendix 3:

# Road Transport

### RISK STATEMENT

There is a risk that if a major transport accident occurred, people in or near to the accident may be seriously injured or killed. Other road users may be involved, with possible injuries and /or multiple deaths. Toxic fumes from chemical and hazardous material spills and/or subsequent fires etc may cause people with respiratory issues or other health conditions to become ill in surrounding areas. Emergency response personnel are also at risk of injury or death in the event of an unforeseen explosion/s whilst attending to the injured, spillages and fires. Major arterial routes include Anzac Drive, Great Eastern Highway, Coolgardie-Esperance High, Goldfields Highway. These routes dissect the City of Kalgoorlie-Boulder carrying hundreds of vehicles daily ranging from passenger vehicles and buses through to heavy haulage trucks bound to and from mine sites, interstate and regionally.

### RISK ANALYSIS

At Risk	Source
<ul style="list-style-type: none"> <li>○ Vehicle occupants</li> <li>○ Persons working on public carriageways</li> <li>○ Mining employees travelling to/from work on buses</li> <li>○ Motorists driving through incident zones</li> <li>○ Sightseers/Responders/Passers-by/Pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>○ Vehicle roadworthiness</li> <li>○ Faulty traffic management systems</li> <li>○ Equipment failure</li> <li>○ Inclement weather</li> <li>○ Speeding/dangerous driving</li> <li>○ Driver fatigue/medical condition/inexperience</li> <li>○ Driver alcohol/illegal drugs/medication abuse</li> <li>○ Pedestrians/motorists/cyclists</li> </ul>

### HAZARD MANAGEMENT AGENCY

WA Police

### EXISTING CONTROLS

Legislation - Emergency Management Act 2005, Coroners Act 1996, Main Roads Act 1930, Dangerous Goods Safety Act 2004, Electricity Corp. Act 2005, Environmental Protection ACT 1986, Motor Vehicle Act 1943, Local Govt. Act 1995, Work Health & Safety 2020

Speed control systems - multi-nova speed cameras, radar, red light cameras, limits signage

Public awareness & education programs campaigns

WAPOL Probationary periods for drivers/motor cyclists

Traffic management planning and heavy vehicle operations

Traffic infringements, penalties & convictions

Media traffic announcements

### RECOMMENDED TREATMENTS

Objective	Agency	Action Y/N	Budget
Increase penalties	WAPol		
Introduce graduated engine sized vehicles for probationary drivers	WAPol		
Review suburban speed limits in high density/risk areas	WAPol, MR		
Develop register of "Accident Hot Spots" and Risk Assess	City		
Develop Road Crash multi-agency exercise and training	LEMC		
<a href="#">State EM Plan – Crash Emergency</a>	WAPol		

### MONITOR & REVIEW: Date Reviewed:



## Appendix 4: Emergency Contact and Resource Directory

Organisation	Contact Name	Position	Postal Address	Phone	Mobile	Email
ATCO Gas		Local Supervisor	14 Broadwood Street, WEST KALGOORLIE WA 6430			
Arc Infrastructure		Regional Lead Goldfields	PO Box 342, KALGOORLIE WA 6433			
		Supervisor Services				
Bega Garnbirringu Health Service		Chief Operations Officer	PO Box 1655, KALGOORLIE WA 6430			
Goldfields Indigenous Housing Organisation		CEO	PO Box 10449, KALGOORLIE WA 6430			
BHP Billiton		Security and Emergency Management Superintendent	PO Box 448, KALGOORLIE WA 6430			
		Security and Emergency Management Supervisor				
City of Kalgoorlie-Boulder		Mayor	PO Box 2042 Boulder WA 6432			
		Deputy Mayor				
		Councillor				
		Councillor				
		Chief Executive Officer				
		Director Development & Growth				

# Appendix 4:

		Manager Health & Community Safety			
		Coordinator Ranger Services			
		Senior Emergency Management Officer			
Country Health Service		Director Population Health	Locked Bag 3, KALGOORLIE WA 6433		
		Public Health Physician			
Curtin University		24 hour control room			
		Manager Emergency Preparedness	117 Egan Street Kalgoorlie WA 6430		
Department of Communities		Business Manager	PO Box 213, BOULDER WA 6432		
		District Emergency Services Officer			
		Local Welfare Coordinator			
		Senior Project Officer - Goldfields			
Department of Human Services Kalgoorlie (Centrelink, Child Support and Medicare)		Service Centre Support Manager	See web: <a href="http://www.humanservices.gov.au/">http://www.humanservices.gov.au/</a>		
		Service Centre Manager Esperance			
		Service Centre Manager Kalgoorlie			
Department of Transport		Operations Manager	PO Box 10412, KALGOORLIE WA 6431		
Department of Fire and Emergency Services		District Emergency Management Officer	Northam		
		District Officer Kalgoorlie (acting)	31-33 Dugan Street, KALGOORLIE WA 6430		
		Superintendent Goldfields Midlands			

# Appendix 4:

		District Officer Goldfields/Esperance			
Department of Justice		Security Manager	150 Vivian Street, South Boulder WA 6432		
Department of Parks and Wildlife		Regional Manager	PO Box 10173, KALGOORLIE WA 6433		
		Fire Coordinator			
Evolution Mining			Mungari Operations, PO Box 10398, Kalgoorlie WA, 6433		
Kalgoorlie Consolidated Gold Mine		Health and Safety Supervisor	Black Street PMB 27 KALGOORLIE WA 6433		
Kalgoorlie Fire and Rescue			PO Box 274, KALGOORLIE WA 6433		
Kalgoorlie Regional Hospital		Clinical Nurse Manager Emergency Department & High Dependency Unit	68 Piccadilly Street KALGOORLIE WA 6430		
			PMB 7, KALGOORLIE WA 6433		
Main Roads Australia		Emergency	PO Box 99, KALGOORLIE WA 6433		
		Customer Service Manager			
		Maintenance Manager			
		Network Operations Manager			

# Appendix 4:

Northern Star		Health & Safety Superintendent	Kalgoorlie Operations, PO Box 1662, Kalgoorlie WA 6433			
Norton Gold Fields		OHS Manager	Menzies Highway, Po Box 1653 Kalgoorlie WA 6430			
		Emergency Coordinator				
Red Cross (Kalgoorlie)			PO Box 10444 KALGOORLIE WA 6430			
Salvation Army			PO Box 194, KALGOORLIE WA 6430			
		Corps Officer				
SES Local Unit		Local Manager	PO Box 2135, BOULDER WA 6432			
St John Ambulance		Regional Manager	562 Hannan Street Kalgoorlie, WA 6430			
		Acting Regional Manager				
		District Manager				
Water Corporation			Cnr Hannan & Throssell Street, WA Kalgoorlie 6430			
WAPOL - Kalgoorlie Police Station		Senior Sergeant Officer in Charge	67 Brookman Street, KALGOORLIE WA 6430			
Western Power			PO Box 780, KALGOORLIE WA 6433			
Royal Flying Doctor Service		Business Continuity & Emergency Management Advisor	Hart Kerspien Drive, KALGOORLIE WA 6430			
		Business Continuity & Emergency Management Advisor	3 Eagle Drive, Jandakot, WA			

# Appendix 4:

Lynas Rare Earths LTD		HSE Superintendant	70 Johns Road Yilkari WA 6430			
		HSE Advisor	71 Johns Road Yilkari WA 6430			
Saracen Gold						
		NA				
Kybo Station		Station Manager	Trans Access Road Forrest			
Gunnadorah Station		Station Manager	Trans Access Road Rawlinna			
Kanandah Station		Station Manager	Trans Access Road Rawlinna			
Kinclaven Station		Station Manager	Trans Access Road Rawlinna			
Rawlinna Station		Station Manager	Trans Access Road Rawlinna			

LEMA Agencies Master Contact list- Support Agencies/Organisations						
Organisation	Contact Name	Position	Postal Address	Phone	Mobile	Email
Department of Commerce			PO Box 10154, KALGOORLIE WA 6433			-
						-
Department of Education * have asked to be removed		Principal North Kalgoorlie Primary School	80-84 Campbell Street, KALGOORLIE WA 6430			

## Appendix 4:

Department of Indigenous Affairs			PO Box 10387 KALGOORLIE WA 6433			
Bureau of Meteorology * have asked to be removed		Severe Weather Services Manager WA	PO Box 1370, WEST PERTH WA 6872			
						-
Department of Mines and Petroleum, Mines Safety Branch			Locked Bag 405, KALGOORLIE WA 6433			-
						-
Department of Water and Environment Regulation			32 Brookman Street, Kalgoorlie			-
						-
Eastern Goldfields Regional Prison			PO Box 434, KALGOORLIE WA 6430			-
						-
Goldlines Bus Service			108 Boulder Road, KALGOORLIE WA 6430			-
						-
Golden West News			PO Box 888, KALGOORLIE WA 6430			-
						-
Kalgoorlie Boulder Volunteer Centre			PO Box 4292, KALGOORLIE WA 6433			-
						-
Kalgoorlie Indigenous Coordination Centre			PO Box 490, KALGOORLIE WA 6430			-
						-
Telstra						-
						-
Transpacific Industries Group Ltd			Yarri Road, PARKESTON WA 6434			-

Depot Heavy Plant and Equipment	
Equipment Description	Number
Grader	2

## Appendix 4:

Front End Loader	3
Back Hoe	1
Skid Steer	2
12 Tonne Tipper Truck	4
9 Tonne Tipper Truck	5

## **Appendix 5: WA Community Evacuation Emergencies Guidelines (weblink)**

[WA-Community-Evacuation-in-Emergencies-Guidelines.pdf \(www.wa.gov.au\)](#)





# At-Risk Persons & Groups Plan

Appendix 6



## Appendix 6:

# Appendix 6: At-Risk Persons & Groups Plan

## ACRONYMS

<b>ARPC</b>	At-Risk Persons Coordinator
<b>CALD</b>	Culturally and Linguistically Diverse
<b>DFES</b>	Department of Fire and Emergency Services
<b>HACC</b>	Home and Community Care
<b>IL</b>	Independent Living
<b>LEMP</b>	Local Emergency Management Plan
<b>LEMC</b>	Local Emergency Management Committee
<b>MOU</b>	Memorandum of Understanding
<b>IC</b>	Incident Controller
<b>ICC</b>	Incident Control Centre
<b>HMA</b>	Hazard Management Agency
<b>IMT</b>	Incident Management Team
<b>RAC</b>	Residential Aged Care
<b>the City</b>	The City of Kalgoorlie Boulder

## Amendment Record

Amendment		Details	Amended by
No	Date		
1	January 2023	Initial draft developed Sub plan for LEMA	L. Winter
2			
3			
4			
5			

## Appendix 6:

# DEFINING AT-RISK PERSONS & GROUPS

At-Risk persons and groups within the overall population have a higher degree of demographic or socioeconomic vulnerability, rendering them more likely to be adversely affected by disaster.

They can be defined in terms of the characteristics of a person or group that affect their capacity of to anticipate, cope with, resist, and recover from the impact of a disaster (natural or non-natural).

A definition that could be considered for “At-Risk” persons and Groups is:

*Having concerns with Communication, Medical, Independence, Supervision, and Transportation services.*

## **Influencing factors of At-Risk Persons and Groups**

### **Socioeconomic Status**

Includes employment, income, housing (e.g., homelessness), and education level. People with lower socioeconomic status are more likely to lack resources needed to follow emergency preparedness instructions. They might be unable to stockpile food, for example, or have not the ability to evacuate.

### **Age**

The old and the young are particularly vulnerable during emergencies.

Older adults are more likely to have medical problems that put them at an increased risk during a disaster. They might have limited sight, hearing, cognitive ability and physical strength.

Young children are also more at risk. They have yet to develop the resources, knowledge, or understanding to effectively cope with disaster, and they are more susceptible to injury and disease. Young children are also more vulnerable when they are separated from their parents or guardians, for example, at school or in day-care.

### **Race and ethnicity of**

Race and ethnicity of contribute to social vulnerabilities. Race and ethnicity of are tied to issues of socioeconomic status. Social and economic marginalization contributes to the vulnerability of these groups.

### **English language proficiency**

People with limited English proficiency have a limited ability to read, speak, or write in English. These groups might/may have trouble understanding public health directives if language barriers are not addressed when developing emergency readiness messages

## **Medical Issues and disability**

Persons with a disability include those with a cognitive, physical, or sensory impairment that limits a major life activity. People with physical impairments might include those with limited sight, hearing,

## Appendix 6:

or mobility or those who are dependent on electric power to operate medical equipment. For many people with medical conditions and disabilities, their ability to hear, understand, or respond to a warning is impaired. This category also includes individuals with access and functional needs.

# At-Risk Persons and Groups focus City of Kalgoorlie Boulder

## ***Residential Aged Care (RAC) and Independent Living (IL) facilities***

CKB community engage and work with these groups and their networks

See Appendix 2 for Contact and Resources

## ***Childcare facilities and schools***

CKB engage and work with early childhood groups and their networks

See Appendix 3 for Contact and Resources

## ***Culturally and Linguistically Diverse (CALD) groups***

CKB engage and work with CALD groups and their networks

See Appendix 4 for Contact and Resources

## ***Living with disabilities***

CKB engage and work with disability groups and their networks

See Appendix 5 for Contact and Resources

## Appendix 6:

# INTRODUCTION

## Aim and Objectives

### Aim

To define emergency management arrangements relating to the evacuation, welfare and care of At-Risk persons and groups and related support networks, before, during and after emergencies throughout the City of Kalgoorlie Boulder (hereby referred to as 'the City' in this plan).

### Objectives

Detail actions, roles and responsibilities for preventative, preparedness, response and recovery arrangements within the City in regard to the At-Risk community

Identify emergency management arrangements between all stakeholders and networks in response and recovery from an emergency incident within the City for At-Risk communities

Provide an interface to enable integration with other emergency plans within the City and State

Provide a reference for all At-Risk community and their networks required to respond and recover in emergency incidents within the City

## Scope

This Plan covers the City of Kalgoorlie Boulder Emergency Management Arrangements which apply to responders and At-Risk persons and groups and their networks who may become involved with management and response to emergency incidents within the City.

## Related documents

This plan forms a part of the City of Kalgoorlie Boulder Local Emergency Management Plans *and Arrangements* (LEMA's) and should be read in conjunction with these plans and their related support documents. They also interface with other hazard specific, emergency management and recovery plans at local, district and state levels

## Plan Responsibilities

The development, implementation and revision of this Plan is the responsibility of the City of Kalgoorlie Boulder in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.

# EMERGENCY MANAGEMENT FOR AT-RISK PERSONS & GROUPS

## Planning

In accordance with the Western Australian Community Evacuation in Emergencies Guideline, *Local Emergency Management Plans are to include information which will assist the Controlling Agency in the operational planning process. This includes having specific arrangements in place for At-Risk*

## Appendix 6:

*persons and groups*, such as unaccompanied children, schools, aged care facilities, caravan and holiday parks, persons with disabilities, and culturally and linguistically diverse communities (CALD).

### At-Risk

At-Risk (social vulnerability) is defined in terms of the characteristics of a person or group that affect *their capacity of to anticipate, cope with, resist, and recover from impact of a disaster and emergencies*

Commonly accepted categories include: socioeconomic status, age, race and ethnicity of, English language proficiency, medical issues and disabilities.

## At-Risk Persons and Groups in Emergency Management cycle

### Prevention

Development of specialised At-Risk Persons and Groups Plan for community members

### Preparedness

Create evacuation contingencies for At-Risk community members

Conduct outreach and engagement

Determine additional resource requirements

Consider evacuation facilities and transport and special requirements

### Response

Consider resource allocations in emergency situations

Provide target data for Incident Management Team use

Prioritise response efforts for At-Risk community

Customise communication efforts

### Recovery

Determine resource allocation

Identify At-Risk sub populations that are least resilient

Track recovery and any on-going problems

## Appendix 6:

# Organisational Roles and Responsibilities

Organisations with responsibilities identified under this Plan are listed in the following table. Participating organisations will be required to provide assistance under this Plan in the event of an emergency which will, or may impact on At-Risk persons and groups, directly or indirectly

AGENCY / AUTHORITY	ROLES / RESPONSIBILITY
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> <li>➤ Hazard Management Authority</li> <li>➤ Evacuation decisions &amp; coordination</li> <li>➤ Support Agency</li> </ul>
Department of Communities	<ul style="list-style-type: none"> <li>➤ Evacuation centres</li> <li>➤ Welfare Plan</li> <li>➤ Financial assistance to impacted persons</li> <li>➤ Displaced persons</li> </ul>
Western Australia Police (WAPOL)	<ul style="list-style-type: none"> <li>➤ Hazard Management Authority</li> <li>➤ Traffic Management</li> <li>➤ Investigation and enforcement</li> <li>➤ Alerts and evacuation execution</li> </ul>
Disability Services	<ul style="list-style-type: none"> <li>➤ Client contact data base</li> <li>➤ Identification of specialist requirements</li> </ul>
City of Kalgoorlie Boulder	<ul style="list-style-type: none"> <li>➤ Hazard Management Authority (Bushfire)</li> <li>➤ Support Agency</li> <li>➤ Information Technology</li> </ul>

## Appendix 6:

# COMMUNICATIONS

The communication plan must accommodate the needs of At-Risk persons and groups to provide concise instructions before, during, and after a disaster.

## Considerations strategies - At-Risk Persons and Groups

Use short sentences and plain language to allow for easy translation of materials. Consider using a sixth-grade reading level or lower

Provide written materials in bilingual or multi-lingual format

Include visual aids such as pictures and maps to reinforce key messages

Repeat key information

Include directions and phone numbers

Use large fonts

Identify preferred communication methods (face-to-face, phone, word-of-mouth), and develop messages accordingly

Identify preferred media through which messages are delivered. Is it the local newspaper, radio station, or local clubs and religious organisations?

Consider working with media and communications specialists

# RESPONSE

## Responsibility in Response

While the responsibility to activate this plan lies with the local Government, the responsibility to determine the extent of the response and the requirement to evacuate At-Risk persons and groups will be made by the Hazard Management Agency/Control Agency Incident Controller.

The Incident Controller will appoint an **At-Risk Persons Coordinator (ARPC)** to oversee the aspects of this Plan.

## Notification and Communications

The notification of the response and an appropriate communications plan will be determined and activated by the Incident Management Team (IMT) and the ARPC.

## Levels of Response

The level of response and the response action plan will be determined and implemented by the IMT and the ARPC.



## Appendix 6:

# EVACUATION

### Considerations

Deciding which At-Risk persons or groups may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation

A plan should detail arrangements and establish procedures for moving people to safe and secure facilities away from danger zones during a threat

If At-Risk persons and groups may not possess their own transport, they should make prior alternative arrangements with neighbours, their organisation and other network organisations

Identification is important in the case of aged and infirm or children during an evacuation. Carers and those with responsibility should ensure that they can list, account for, and identify all persons in their care

Records should be kept verifying persons and physical status. Methods may involve identification tags, photographs, and documentation

Any persons requiring specialised medical attention and mobility assistance, i.e., those most at risk, and procedure established for assisting them during emergency

## At-Risk persons and groups evacuation planning considerations

Availability of safe evacuation routes, considering:

- surrounding vegetation
- fire fuel loadings
- topography
- watercourses
- possibility of road closures

Proximity of and anticipated response times by local emergency agencies

Time required to vacate the property, including time to transport

Owners' need for backup power supply should the mains power fail, especially night evacuation

Owners' requirements for effective internal and external emergency communications

Any need for additional assistance for care and attention in an emergency

## Arrangements for Assistance

Arrangements and requests for assistance will be made to the Incident Management Team and coordinated through the At-Risk Persons Coordinator (ARPC).

### Evacuation and Relocation Readiness

Suggestions for readiness actions for At-Risk persons and groups for emergency use.

Torch, radio and spare batteries

First-aid items (discuss with your organisation)

Mobile phone and contact phone numbers

Personal medicine grab and go containers

## Appendix 6:

Mobility aids readiness	Suitable clothing and carry bag
Family and support group/organisation details	

### Assistance to evacuate

Carers and responsible organisations need to plan to notify emergency agencies early with details:

Location of At-Risk persons/groups	Contact details of At-Risk persons/groups
Understand and relay needs for physical assistance	Alternative contact information

## Incident Management Team (IMT) responsibilities

The roles and responsibilities of the IMT are to determine the need for evacuation taking into consideration:

The threats hazards and risks	Assess and determine transport routes
The predicted path of the threat	Determine the evacuation points
Determine what is at risk	Communicate the ARP&G plan and intentions at earliest possible time to persons and groups identified in this plan
Assess practicality of a large-scale evacuation during a response	Ensure accurate records are kept of persons relocated in an emergency

## Appendix 6:

### ***At Risk persons and groups responsibilities***

The responsibility of At-Risk person and their carer organisation are to:

Make the decision to stay or evacuate early, before the property is directly affected by the incident

Implement the required aspects of the personal and organisational evacuation plan

Ensure that all At-Risk persons are identifiable

### **Local Government responsibilities**

The responsibilities of the City of Kalgoorlie Boulder are to prepare, plan for and to determine and document evacuation considerations:

The threats hazards and risks

The predicted threat or hazard behaviour

Determine what is at risk

Assess the practicality of a large-scale evacuation during a response

Assess and determine transport routes

Determine and document the evacuation points

Identify and document safe havens, locations, and facilities

Identify and document required, and available resources needed to enable structured and safe evacuation of At-Risk persons and groups from areas under threat

### **Financial Arrangements for Response**

All financial arrangements will be coordinated by the Incident Management Team at the Emergency Coordination Centre. All matters relating to the financial management and arrangements relating to

At-Risk Persons and Groups are to be recorded and documented.

## Appendix 6:

# RECOVERY

## Responsibility for Recovery

Determination of the 'recovery phase' will be made by the Incident Controller and on completion of the 'response phase' and the Impact Assessment completed ready for handover to the City of Kalgoorlie Boulder CEO and Local Recovery Coordinator

Implementation of the "recovery phase" of an incident will be the responsibility of the City of Kalgoorlie Boulder Local Recovery Coordinator and the City of Kalgoorlie Boulder Recovery Group

## Transition to Recovery

Prior to approving or supporting the movement of impacted people back on to an incident affected property the area needs to be declared safe by Incident Controller

## Appendix 6:

### Annexure 1

# AT-RISK PERSONS & GROUPS CONTACTS & RESOURCES

## Schools & Pre-Schools

SCHOOLS		
KBCHS	99 Boomerang Cres Sth KAL	9092 0300
O'Conner Primary	235 Johnson Street KAL	9068 5200
Boulder Primary	200 Lane St Boulder	9092 4100
St Joseph's Primary	240 Burt St Boulder	9093 2351
South KAL Primary	Lionel St KAL	9092 5800
St Mary's Primary	12 Dugan St KAL.	9092 0900
John Paul College	44 Lionel St KAL	9021 4377
Eastern Goldfields College	Cassidy/Cheetham St's KAL	9092 3100
North KAL Primary	Campbell St KAL	9092 5850
O'Connor Educational Support	235 Johnston St KAL	9068 5250
KAL Boulder Independent Kindergarten	104 Burt St Boulder	9093 3342
Eastern Goldfields Educational Support Ct.	Boomerang Cres KAL	9092 0000
Eastern KAL Primary	4 Mafeking St Williamstown	9068 2400
Goldfields Baptist College	4 Maguire St Somerville	9022 7535
Hannans Primary	Nankiville Rd Hannans	9068 5300
EGC Hub	Cheetham St Kalgoorlie	9080 1800
Goldfields Camp School	37/23 Federal Rd KAL	9531 1177
Djidjiku Preschool Centre, Boulder Primary School	200 Lane Street Boulder	9093 2460
Busy Bees at KAL	1 Rule St Boulder	1300 851 331

## Appendix 6:

### Aged Care

Aged Care and Independent Living		
Amana Living	173 Wilson St. KAL.	1300 262 62
Victoria Park Nursing Home	1 Croesus St. KAL.	9021 1322
Right At Home	69 Hannon St. KAL	9035 0417
Silverchain	19 York St., KAL	1300 650803
Pringle Village	McKenzie/Killarney St's., Hannans	0414 334 836
Active Business Services	1A Outridge Tce., KAL	9387 0555

### Disability Services Contacts and Resources

Aged Care and Independent Living		
TLC Support WA	.	0410 969 444
EPIC KAL	160 Wilson St., Sth KAL	9185 0071
District KAL	Cnr Rhodes and Connolly St. Sth KAL	61617134
Active Business Services	1A Outridge Terrace, KAL	93870555
Mission Australia	35 Brookman St. KAL	90212988
Life Without Barriers	8/35 Brookman St. KAL	90922900
PB&J Disability Services KAL	23 Rhodes St. KAL	0424786604
GIFSA	23 Federal Rd. Sth KAL	90914356
Right at Home KAL Wheatbelt	69 Hannan St. KAL	90350417
Heartly Home and Respite Care	13 Kakarla Ave. Kakarla	0474779375
Mukayi Healthcare	47 Brookman St. KAL	90975027
Kalgoorlie YAK	10 Park St. KAL	90911016

## Hospital

Hospital		
Kalgoorlie Health Campus	15 Piccadilly St. KAL.	9080 5888

# CALD NETWORK CONTACTS & RESOURCES

Multicultural Group Name	Key Contact (Name)	Key Contact (Email)
Goldfields Community Legal Centre		
Goldfields Multicultural Community Organisation		
Indonesian Community (President)		
Black & Cute		
African Goldfields Community		
Brazilian Community		
PNG Community		
Goldfields Filipino Catholics Community		

**Appendix 6:**

# **MAPPING - AT-RISK LOCATIONS CITY OF KALGOORLIE BOULDER**

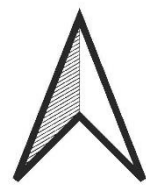
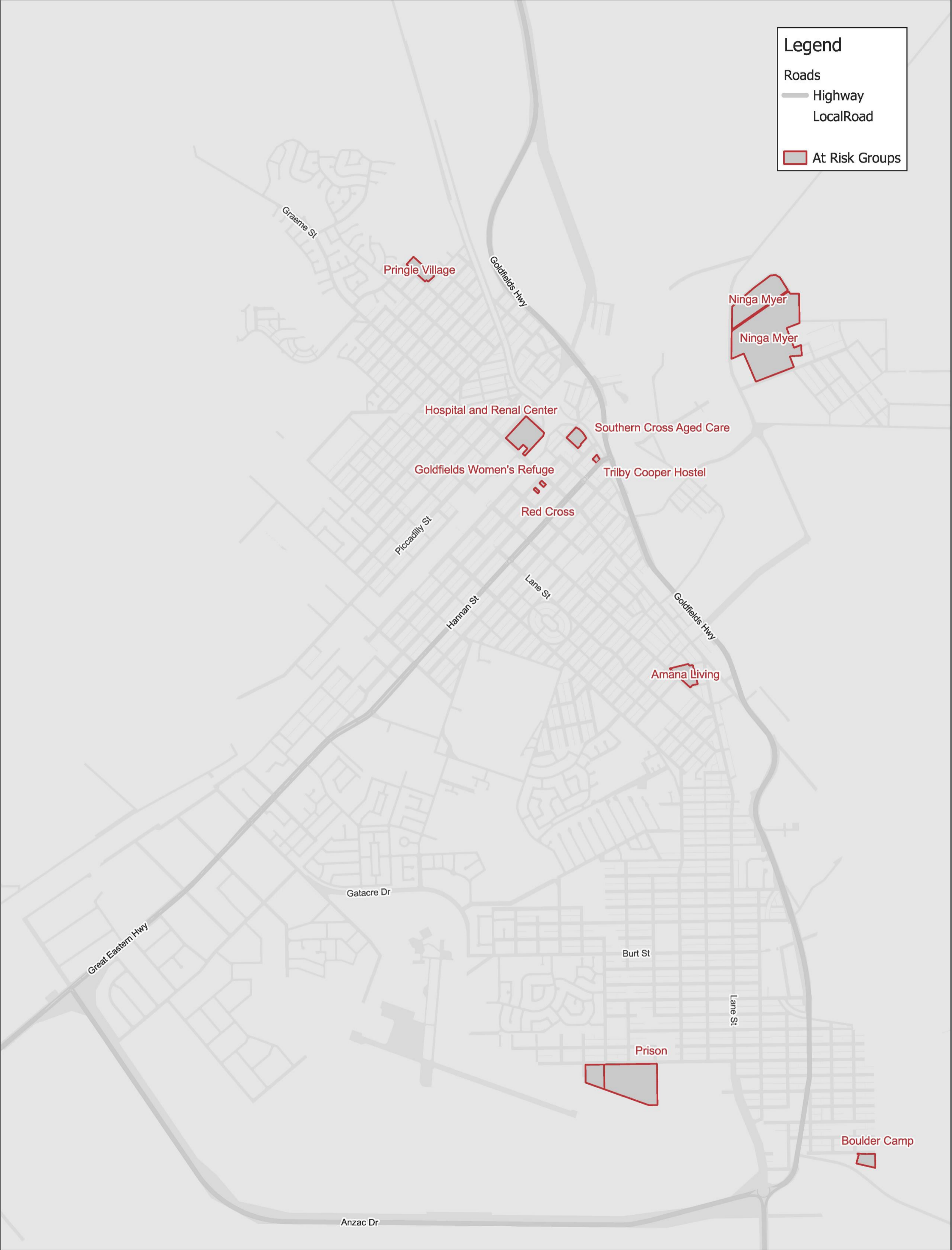


**Legend**

Roads

- Highway
- Local Road

At Risk Groups



# At Risk Groups - Overview



Horizontal Datum: Geocentric Datum of Australia (GDA94)



Project Name: LEMC At Risk Groups - Overview Created by: GIS and System Administrator Date Saved: 16-Feb-23 1:02 PM

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## **Appendix 7: DC Welfare Support Plan (weblink)**

[State Emergency Welfare Plan 2018 - Draft for internal use only 10.8.18 \(www.wa.gov.au\)](#)

[State Support Plan - Emergency Welfare \(Interim\) \(www.wa.gov.au\)](#)



# Emergency Animal Welfare Plan

Appendix 8



## Appendix 8: Emergency Animal Welfare Plan

### Abbreviations & Definitions

<b>AEC</b>	Animal Evacuation Coordinator
<b>Animal</b>	Will include all animal and bird species
<b>APS</b>	Animal Protection Society
<b>AWC</b>	Animal Welfare Coordinator
<b>AWT</b>	Animal Welfare Team
<b>CA</b>	Control Agency
<b>DPIRD</b>	Dept. of Primary Industries and Regional Development
<b>DFES</b>	Dept. of Fire & Emergency Services
<b>IC</b>	Incident Controller
<b>ICC</b>	Incident Control Centre
<b>HMA</b>	Hazard Management Agency
<b>IMT</b>	Incident Management Team
<b>Intensive Agriculture</b>	A recognized agricultural activity when a substantial number of animals are kept in a limited or confined area
<b>LAS</b>	Livestock Animal Shelter
<b>LGA</b>	The Local Government Authority, being the City of Kalgoorlie Boulder
<b>LEMC</b>	Local Emergency Management Committee of City of Kalgoorlie Boulder
<b>LEMP</b>	Local Emergency Management Plan
<b>Livestock</b>	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. Includes: horses, cattle, sheep, pigs, goats, and poultry
<b>PAS</b>	Pet Animal Shelter
<b>Pets</b>	Small domesticated animals, portable and normally accompany the family leaving property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds
<b>RSPCA (WA)</b>	Royal Society for the Prevention of Cruelty to Animals
<b>WESTPLAN</b>	WA State Hazard Plans
<b>Wildlife</b>	Will include all native species of animals and birds

# INTRODUCTION

## Aim

The aim of the City of Kalgoorlie Boulder ('the City') Animal Welfare Support Plan (the Plan) is to detail emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife before, during and after an emergency.

## Objectives

Support the City's Local Emergency Management Arrangements (LEMA) by integrating arrangements for animal welfare.

Define roles and responsibilities for government, non-government organisations and individuals in the coordination of animal welfare before, during and after an emergency.

Provide a communications framework for the coordination and collaboration between government agencies, non-government agencies and animal owners.

Provide useable tools and templates to assist in the coordination of animals in an emergency.

## Scope

The scope of this Plan is to provide a coordinated approach to the management of animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident within the municipal boundaries of the City of Kalgoorlie Boulder.

For the purposes of this plan and to align with the State Support Plan, animals have been classified into the following five categories;

**Livestock** – any buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.

**Horses** – any horse or equine hybrid.

**Domestic Pets** – any animal other than horses kept primarily for companionship, hobbies, sport or work.

**Wildlife** – an animal that is indigenous to Australia's land or waters, living without regular human intervention or support.

Note, prior to being taken into care or under control of supervision, there is no owner or carer for wildlife.

## Related Documents

- State Support Plan – Animal Welfare in Emergencies
- Kalgoorlie Boulder Local Emergency Management Arrangements
- Kalgoorlie Boulder Recovery Support Plan

## Legislation and Codes

- Animal Welfare Act 2002
- Biosecurity Conservation Act 2016
- Emergency Management Act 2005
- Department of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct

# National Planning Principles for Animals in Emergencies

1. Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes
2. Explicitly recognise that integration of animals into emergency management plans will help secure **improved human welfare and safety** during disasters
3. Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for effective implementation of animal welfare measures
4. Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted during writing or reviewing disaster plans
5. Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as 'first responders' in disasters and **acknowledge local government expertise in understanding local needs** and resource availability
6. Consider how best to ensure effective integration and implementation of the plan by, for example, extensive consultation during the planning process or **inclusion of an animal welfare** element in requirements for **disaster training** exercises
7. Include **effective communication** about plan implementation with those parties who may be involved as well as those who may be impacted by disasters
8. Be communicated in **language that is clear and accessible** to all stakeholders including the general public.

# Organisational Roles & Responsibilities

## Animal Owner/ Carer

The owner or carer of an animal is responsible for the welfare of that animal and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

*Human life will always take precedents over animal welfare.*

## State Government

### **Department of Primary Industries and Regional Development**

- Department of Primary Industries and Regional Development (DPIRD) has the role and responsibility for coordinating the provision of animal welfare services to support the animal owner in an emergency.
- DPIRD are recognised as the Hazard Management Agency (HMA) for animal pest or disease and plant pest or disease which could result in an outbreak that potentially could cause significant damage to the environment and/ or harm humans and industry.

### **Department of Biodiversity, Conservation and Attractions**

- DBCA is responsible for coordinating the provision of animal welfare services to animals in the Perth Zoo and advising the animal owner of wildlife and wildlife parks. Note, prior to being taken into care or under control of supervision there is no owner or carer for wildlife.

### **Department of Communities**

- Department of Communities (DC) is responsible for opening Emergency Welfare Centres to provide temporary shelter for persons rendered homeless by an emergency, or due to an evacuation from an emergency. For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception of guide dogs.

### **WA Police**

- A Police Officer has the powers to move direct or prohibit the movement of animals within, into, out of or around the emergency area if an emergency situation or state of emergency is declared.

## Local Government

The City of Kalgoorlie Boulder will support and manage animals in an emergency by ensuring a Animal Welfare Support Plan is in place and ready for activation to assist the Local Emergency Management Arrangements.

The City Recovery Coordinator will appoint an Animal Welfare Coordinator and Animal Welfare Assistance(s) (see **Annexure 3**) to be responsible for implementing this plan and provide Situational Reports (see **Annexure 4**) for Incident Management team (IMT) and/ or Incident Support Group (ISG) meeting and liaise with DPIRD.

## Key Stakeholders

Key Stakeholders including Non-Government Organisations and local community groups can assist with animal welfare in emergencies including;

- RSPCA – takes the lead role in domestic pet’s welfare and is supported by DPIRD.
- Veterinarians – local veterinarians can provide a wide range of medical services for sick and injured animals and have arrangements with Local Government Rangers for emergency care and shelter.
- Community Groups – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders (see **Annexure 1**)

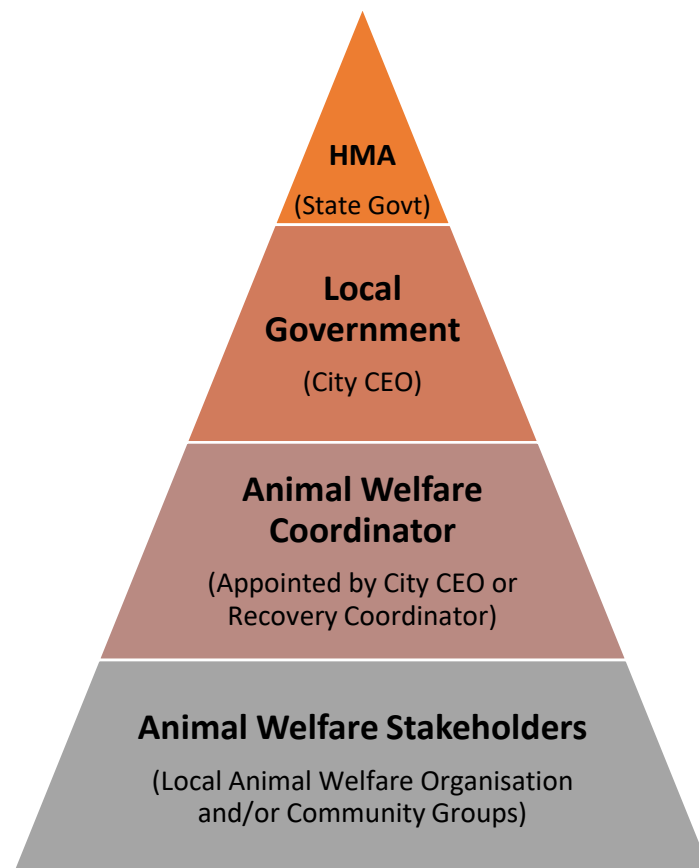


Figure 4: Animal Welfare Support Plan Structure



# PREPAREDNESS

Preparedness is defined as the preparation for response to an emergency. Preparedness includes steps that can be taken before an emergency occurs to reduce the loss of life and livelihoods via simple initiatives such as planning, training and education.

## Preparedness Responsibilities

### **Animal Owner/ Carer**

The owner or carer are responsible for ensuring they have a reasonable level of preparedness for their animals, it is suggested to have a documented plan that includes:

Determining if the animal(s) will be evacuated or remain onsite.

Visit [DPIRD website](#) for planning templates and [DFES website](#) for Factsheets and Publications.

Ensuring suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, sufficient food and water access for prolonged absence).

Ensuring transportation is adequate and available to relocate the animals early under potential logistical constraints (road closures, window of safe evacuation).

Knowing the exact location of Animal Evacuation Centre(s) or safe havens.

Making sure animals are identifiable (animal is registered/ microchipped, National Livestock Identification System).

Ensuring provisions for the animal(s) care are included on evacuation.

### **Local Government**

The City of Kalgoorlie Boulder can support emergency preparedness activities with their local communities in the event of an incident.

Planning considerations for the City of Kalgoorlie Boulder to **support owners or carers** include:

Access to information and resources for persons evacuating with animals.

Availability of transportation support and advice.

Availability of locations to house evacuated animals.

Management of displaced or stray animals.

Assessment of impacted animals.

Treatment of impacted animals.

Euthanasia.

Disposal of deceased animals.

Provision of emergency food, water, shelter.

Recovery arrangements.

Planning Considerations for the City of Kalgoorlie Boulder to **support key stakeholders** include:

Timely communication of information that is clear and concise.

Activation of plan according to the Level of the emergency.

Coordination of assistance to welfare centres with people presenting with animals.

Coordination of assistance to Animal Evacuation Centres

Situational Reports of animal welfare issues to ISG.

Include an Animal Welfare Sub Committee to manager Recovery issues.

## **Key Stakeholders**

Key Stakeholders core business will direct their precise preparedness activities.

Planning considerations for key stakeholders may include:

Developing and testing a plan well before an emergency occurs.

Prepare animal emergency kits.

Prepare your volunteers including training.

Prepare your network of carers or foster carers.

Prepare you premises for large influx of animals.

Establish a registration or contact point for information.

Prepare vehicles for transportation.

Prepare cages, collars, leads, bowls, buckets and other equipment.

Prepare treatment areas or sites.

Prepare food or feed supplies.

## **Community Information and Education**

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the [DPIRD website](#).

DFES has a wide range of educational material for community engagement activities that can be accessed via the [DFES website](#) and for volunteers via the DFES Volunteers Hub.

The City of Kalgoorlie Boulder promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and key messages.

## **RESPONSE**

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

## Plan Activation

Activation of this plan will be determined by the City of Kalgoorlie Boulder Chief Executive Officer (CEO) on advice from the HMA or Controlling Agency.

Triggers for plan activation may include;

- ***Animal welfare is beyond the capacity and capability of owners or carers.***
- ***Local Community Welfare Centre is activated.***
- ***Large scale carcass disposal requirements.***

DPIRD may support this plan prior to the State Support Plan – Animals Welfare is activated through the provision of advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

## Levels of Response

The Incident Controller has a responsibility to assess the level or severity of the incident as per [State EM Response Procedure 2](#).

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3 incidents.

## Response Responsibilities

### **Owner/ Carer**

Activate emergency plans to manage animals they are responsible for before, during and after the emergency.

Stay up to date through official emergency advice to make informed decisions.

## Local Government

Activate the Local Government Animal Welfare Support Plan in consultation with the HMA/ Controlling Agency via IMT and/ or ISG Meetings.

CEO or Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Senior Ranger).

Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a City employee or volunteer from animal welfare organisation.

Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.

Provide a location suitable for evacuation of domestic pets and horses (see Contacts and Resource Directory for suitable sites)

For livestock owners that cannot be readily located or contacted consideration should be given to the impounding of livestock at alternative locations.

Provide situational reports (**Annexure 4**) on animal welfare matters to the HMA/ Controlling Agency via IMT and/ or ISG Meetings.

## Key Stakeholders

Provide support and/ or assistance to the City and/ or DPIRD as requested.

Contact relevant staff/ volunteers to be on standby and ready to assist on request.

It is advised that key stakeholders actively and continually stay informed of the emerging incident via [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) and make appropriate preparations to become active depending on your organisation's role.

## Financial Arrangements for Response

All financial arrangements will be coordinated by the Incident Management Team at the Emergency Coordination Centre. All matters relating to the financial management and arrangements relating to Animal Welfare are to be recorded and documented using the Forms provided at **Annexure 9** of this Plan.

The owner or carer is responsible for the costs associated with the welfare of his/ her animal.

During an emergency, it may not be possible to identify or contact the owner or carer and an authorised officer may be required to undertake activities for the welfare of animal without prior consultation. Section 56 of the AW Act provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.

# Planning for Evacuation

Evacuation is a risk management strategy that involves the movement of people (and their animals) threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

## Evacuation Responsibilities

### Owner/ Carer

**The owner or carer has the responsibility to determine, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.**

Considerations for animal owners or carers include:

Availability of safe evacuation routes, considering the type of emergency situation and the possibility of road closures

Time required to vacate the property, including time to gather, identify and load animals

Handling equipment needed for moving animals and ensuring accessibility in an emergency

Limited access to own transport for animals, owners or carers should make prior alternative arrangements with neighbours and local transporters

Ensure identification as it is important in case any animals become lost or mixed with others during an evacuation.

Records should be kept to verify ownership or status as a carer.

Any problematic animals deemed difficult to manage or dangerous should be kept contained to ensure the safety of other evacuating animals.

### Local Government

The responsibilities of the City of Kalgoorlie Boulder are to prepare, plan for and to determine evacuation considerations, including:

Possible threats, hazards and risks

Assessment of the practicality of a large-scale evacuation during a response by liaising with the HMA/ Incident Controller and DPIRD

Assessment and identification of the safest transport routes, consider signage

Determination of evacuation locations and facilities suitable for animals (see **Annexure 10**)

Ensure information is included in public warnings which can be requested via IMT/ ISG meetings.

Register animals presenting at the Animal Evacuation Centre(s) using the Animal Evacuation Registration Form (see **Annexure 2**)

Maintain a central point for all enquiries and dissemination of information, including a rescue display list (see **Annexure 8**)

Ensure food and water are available and accessible at the Animal Evacuation Centres

# RECOVERY

Local Government is responsible for managing recovery following an emergency affecting the community in its district as per s36 (b) of the EM Act.

## Recovery Responsibilities

### **Hazard Management Agency/ Controlling Agency**

Ensure animal welfare is included in post emergency debriefs and reviews,

Refer and utilise the Summary Sheet of Evacuated Animals from the Animal Welfare Coordinator in all report documentation related to animal welfare (see **Annexure 7**)

### **Local Government**

Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with the management of ongoing animal welfare issues post emergency.

Liaise with DPIRD to transition the ongoing animal welfare activities back to the control of Local government and the owner or carer.

Review the effectiveness of the City Animal Welfare Support Plan with Key Stakeholders.

Ensure Local Government is represented on the CAWE, via the WALGA member, to participate in providing feedback concerning the State Animal Welfare Plan.

### **Key Stakeholders**

Assist the City and/ or DPIRD in post incident activities as requested.

Debrief with staff and/ or volunteers within organisation or community group as it is important not to underestimate the impacts on personnel involved in emergency response.

## Transition to Recovery

Prior to approving or supporting the movement of animals back on to an incident affected property the area needs to be declared safe by Incident Controller

Before animals are returned to a facility or property ensure:

- All perimeter fences are intact
- The facility or property is secure
- That the animals are returning to a safe and liveable environment
- That there is an adequate supply of clean feed and water

**Always consider: Animals may be traumatised and stressed from a significant incident or a major change in their environment.**

# Annexures

## Annexure 1 - Contact List

Organisation	Details	Contact
Kalgoorlie Vet Clinic	131 Boulder Road, KAL	90213965
The Animal Hospital	464 Hannan St. KAL	90216000
Animal Health SES	Department of Agriculture (Diseases)	1800 084 881
Animal Welfare	RSPCA	1300 278 358
Agricultural	DPIRD.	9092 2733
Euthanasia	Kalgoorlie Animal Hospital	90216000
Wildlife	Wildcare helpline	9474 9055
Parks and Wildlife	Parks and Wildlife (Wildlife Section)	9080 5555
Public Transport Authority	Rail	9220 9999
Main Roads WA	Road Hazards	1800 013 314
Main Roads WA	Road Permits (Heavy Vehicle)	9311 8450
Electrical Supply	Western Power	131 351
Rail	Emergency	9326 2111
Environmental	Environmental Protection Authority	9222 7000
Dept of Environment	Pollution Emergency	1300 784 782
Dept of Health	On call duty officer Disaster Preparedness and Management Unit (24/7)	9328 0553

## Annexure 2 – Animal Registration Form

RECEPTION INFORMATION				
<b>DATE:</b>	____ / ____ / ____	<b>PEN/HOLDING NUMBER:</b>		<b>Photo Taken?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TIME:</b>	____ : ____ HRS			
<b>HOLDING LOCATION:</b>				
<b>PICK UP LOCATION:</b>				
<b>REASON:</b>	<input type="checkbox"/> Roaming <input type="checkbox"/> Evacuated <input type="checkbox"/> Relinquished			
<b>TRANSPORTED BY:</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Carer <input type="checkbox"/> Agency <input type="checkbox"/> Member of Public			
<b>INJURIES OBSERVED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>NOTIFIED:</b>	<input type="checkbox"/> Animal Welfare Coordinator <input type="checkbox"/> DPIRD <input type="checkbox"/> HMA	
ANIMAL DESCRIPTION				
<b>LIVESTOCK:</b>	<input type="checkbox"/> Sheep <input type="checkbox"/> Cattle <input type="checkbox"/> Goats <input type="checkbox"/> Llama <input type="checkbox"/> Pigs <input type="checkbox"/> Chickens	<b>DOMESTIC PET:</b>	<input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Horse <input type="checkbox"/> Other: _____	
<b>ESTIMATED N°:</b>		<b>SEX:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	
<b>BREED:</b>		<b>STERILISED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
<b>COLOUR:</b>		<b>MICROCHIP:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown N°: _____	
<b>BRAND/MARKINGS:</b>		<b>VACCINATED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
<b>AGE:</b>	<input type="checkbox"/> > 6 mths <input type="checkbox"/> 6 mths - 3yrs <input type="checkbox"/> 3 yrs <input type="checkbox"/> Elderly	<b>REGISTERED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Registration N°: _____	
OWNER / CARER / TRANSPORTER CONTACT DETAILS				
<b>NAME:</b>				
<b>ADDRESS:</b>				
<b>CONTACT:</b>	<b>Home:</b>		<b>Mobile:</b>	
<b>EMAIL:</b>				
<b>STAYING ON GROUNDS:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
RELEASE DETAILS OF ANIMAL				
<b>FEES:</b>	\$	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Waivered		
<b>OUTCOME:</b>	<input type="checkbox"/> Collected	<b>Name:</b>		
	<input type="checkbox"/> Re-Homed	<b>Where:</b>		
	<input type="checkbox"/> Euthanasia	<b>Reason:</b>		
<b>OWNER/ CARER SIGNATURE:</b>				



# Annexure 3 – Animal Welfare Coordinator & Assistant Roles

Animal Welfare Coordinator
<b>On activation of the Animal Welfare Support Plan the Animal Welfare Coordinator will:</b>
<ul style="list-style-type: none"> <li>• Establish and maintain liaison with the CEO and/ or Recovery Coordinator concerning all animal welfare issues and management decisions.</li> <li>• Provide Situational Reports to the CEO and/ or Recovery Coordinator for IMT or ISG meetings.</li> <li>• Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support if activated.</li> <li>• Establish and maintain contact with the Welfare Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested.</li> <li>• Appoint Animal Welfare Assistant(s), if required, to assist in the administration or logistics associated within this plan.</li> <li>• Ensure Animal Welfare support equipment and consumables are maintained and available at all times.</li> <li>• Request Veterinarians support and assistance for animals requiring veterinary assessment or treatment as approved by HMA/ IC.</li> <li>• Liaise with City Media Officer and the HMA/ IC on preparation and release of public information concerning animal welfare as required.</li> <li>• Arrange a debriefing sessions during and post incident with Animal Welfare Assistants, Volunteers, City Staff and associated agency representatives.</li> <li>• Assist DPIRD and/ or DBCA with animal welfare activities as requested or directed by the Controlling agency or HMA.</li> <li>• Seek authorisation from the HMA/ IC to patrol areas affected by the emergency (in consultation with DPIRD/ DBCA) to assist impacted wildlife.</li> </ul>

Animal Welfare Assistant
<b>On activation of the Animal Welfare Support Plan the Animal Welfare Assistant(s) will:</b>
<ul style="list-style-type: none"> <li>• Provide support and assistance to the Animal Welfare Coordinator in the management of animal welfare issues as requested.</li> <li>• Maintain appropriate records for animals evacuated to the Animal Evacuation Centre or temporary animal welfare facility established.</li> <li>• Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility established.</li> <li>• Liaise with available Veterinarians for animals requiring veterinary assessment or treatment.</li> <li>• Participate in patrols of the area impacted by the emergency to assist impacted wildlife once the area is deemed safe to do so by the HMA/ IC.</li> </ul>

## Annexure 4 – Animal Welfare Situational Report

<b>Incident Name:</b>	
<b>Agency/ Organisation:</b>	
<b>Information Current to:</b>	<i>(Date/ Time)</i>

### CURRENT SITUATION:

<b>Total Number of Animals at Evacuation Centre:</b>	<b>Horses</b>	<b>Livestock</b>	<b>Other</b>

<b>Situation Summary</b>
<i>(Brief overview of the situation at the Animal Evacuation Centre)</i>
<b>Issues / Hazards Arising</b>
<i>(Brief description of issues known or expected to arise eg. capacity reached, shortage of resources)</i>
<b>Actions Taken</b>
<i>(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)</i>
<b>Actions to be Completed</b>
<i>(Brief report of schedules/ planned/ proposed actions for the period covered by Sitrep)</i>
<b>Injured Animals</b>
<i>(Are animals presenting injured, type of injuries, is vet present or required)</i>



# Annexure 5 – Animal Evacuation Centre Checklist

*This role is assigned by the Animal Welfare Coordinator*

ON ACTIVATION		
Task	Notes	Complete ✓
<p><b>1. Ensure that the facility is not at risk or likely to be impacted by the hazard</b></p> <p>Refer to the Emergency WA website <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a> and confirm location is not within a Watch &amp; Act area. Consider the surroundings and remember multiple incidents can occur simultaneously.</p> <p>Continually monitor the situation.</p>		<input type="checkbox"/>
<p><b>2. Ensure that the facility has the capacity to support a large influx of Animals and people.</b></p> <p>If an event currently underway or scheduled in the next three days, consider redirecting the request to another facility.</p>		<input type="checkbox"/>
<p><b>3. Ensure the facility is operational</b></p> <ul style="list-style-type: none"> <li>• Club rooms, kitchen and amenities to be in good working order</li> <li>• Perimeter fencing secure</li> <li>• Reliable source of power and water</li> <li>• Unrestricted road access and consider route to Department of Communities evacuation centre</li> </ul>		<input type="checkbox"/>
<p><b>4. Contact Facility members who are available to volunteers and assist in the management of the Animal Welfare Centre.</b></p> <ul style="list-style-type: none"> <li>• Report availability of volunteers to the Animal Welfare Coordinator or City Rangers</li> <li>• Draft a basic roster</li> </ul>		<input type="checkbox"/>
<p><b>5. Establish a registration point</b></p> <p>Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services:</p> <ul style="list-style-type: none"> <li>• Inform users of facility/ centre arrangements</li> <li>• Log the details of all incoming and outgoing Animals.</li> <li>• Collection of ground fees (if applicable)</li> <li>• Encourage all persons to register at <a href="https://register.redcross.org.au/">https://register.redcross.org.au/</a></li> <li>• Maintain a central point for all queries and the dissemination of information</li> </ul>		<input type="checkbox"/>

## MANAGEMENT DURING EMERGENCY

Task	Notes	Complete ✓
<p><b>6. Waiving of fees and rules</b></p> <p>In extenuating circumstances the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be:</p> <ul style="list-style-type: none"> <li>• Made in good faith</li> <li>• Documented</li> <li>• Communicated to the Facility Manager as soon as practicable</li> </ul> <p>This is most likely to involved dogs and unattended Animals at the grounds.</p>		<input type="checkbox"/>
<p><b>7. Catering arrangements</b></p> <p>The facility is under no obligation to cater for the displaced people and this stance is to be communicated with them from the outset. Any donated food should be prepared in accordance with food safety standards.</p> <ul style="list-style-type: none"> <li>• The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food.</li> <li>• Any displaced person still requiring the provision of these basic needs should be redirected to the Department of Communities evacuation centre.</li> </ul>		<input type="checkbox"/>
<p><b>8. Donations</b></p> <p>The centre is not be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are:</p> <ul style="list-style-type: none"> <li>• Animal feed</li> <li>• Animal medical supplies and services</li> <li>• Approved catering supplies and services</li> <li>• Facility consumables (i.e. toilet paper)</li> </ul>		<input type="checkbox"/>
<p><b>9. Communication - SITREP</b></p> <p>The Facility Manger is to maintain communication with the following organisations:</p> <ul style="list-style-type: none"> <li>• Animal Welfare Coordinator</li> <li>• City Ranger Services (to inform IC via ISG)</li> <li>• Department of Communities</li> <li>• Other Public Equestrian Facilities</li> </ul> <p>Subsequent SITREPS are to be provided <b>every 12hrs</b> at a minimum, or as the situation changes.</p>		<input type="checkbox"/>

<p><b>10. Animals with unknown owners</b></p> <p>It is likely that rescued Animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details are to be forwarded to the Ranger Services of the relevant Local Government. The Rangers may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.</p>		<input type="checkbox"/>
<p><b>11. Administration and finance</b></p> <p>Accurate records of all centre activities, key decisions and expenditure is to be kept.</p> <p>This information may be required for the post incident review.</p> <p>Costs may be claimable, however confirmation of this is often required prior to activation.</p>		<input type="checkbox"/>
<p><b>12. Delegation of roles</b></p> <p>Depending on the size and nature of the incident consider appointing following positions:</p> <ul style="list-style-type: none"> <li>• Front gate attendant</li> <li>• Registration / admin officer</li> <li>• Safety officer</li> </ul>		<input type="checkbox"/>
<p><b>13. Relief arrangements and shift changes</b></p> <p>Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles.</p> <p>It is advised that centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.</p>		<input type="checkbox"/>

<b>STAND DOWN</b>		
<b>Task</b>	<b>Notes</b>	<b>Completed</b> ✓
<p><b>12. Closure of centre</b></p> <p>The centre is to be closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and City.</p> <p>24hrs notice must be provided to vacate the grounds</p>		<input type="checkbox"/>

<b>13. Those requiring long term accommodation</b> Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or City for support services.		<input type="checkbox"/>
<b>14. Unclaimed animals</b> Any animals who do not have an identified owner after the closure of the centre are to be reported to the City Ranger Services.		<input type="checkbox"/>
<b>15. Clean up</b> The facility is to be left in a clean usable state so that it can quickly return to general business. It is expected that the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.		<input type="checkbox"/>

POST EMERGENCY		
Task	Notes	Completed ✓
<b>16. Debrief</b> The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as: <ul style="list-style-type: none"> <li>• Facility Manager</li> <li>• Feedback from users as they leave</li> <li>• Hosting an official debrief session</li> </ul>		<input type="checkbox"/>
<b>17. Request for information</b> It is likely that the facility will be contacted details of those involved, to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. This information is to be released following validation from the Facility Manager.		<input type="checkbox"/>
<b>18. Amendments</b> Any proposed changes to this document must be raise with and endorsed by the Facility Manager and City of Kalgoorlie Boulder, in consultation with DFES and Department of Communities.		<input type="checkbox"/>









## Annexure 9 - Animal Evacuation Centre Locations

	Name	Address	Contact	Facilities					
				Dogs	Cats	Horses	Livestock	Injured Animals	Deceased Animals
1	City of Kalgoorlie Boulder Animal Management Facility	20 Throssell Street Somerville	90219840	25	20	No	Small Animals	No	Yes
2	Sevenoaks Kennels and Cattery	6 Hunter Street West Kalgoorlie	90918773	40	20	No	Small Animals	No	No
3	Kalgoorlie Boulder Racecourse	17 Meldrum Ave Kalgoorlie	0477 889 090	No	No	100	50	No	No
4	The Animal Hospital Kalgoorlie	464 Hannan Street Kalgoorlie	90216000	20	20	No	No	Yes	Yes
5	Kalgoorlie Veterinary Clinic	131 Boulder Road Kalgoorlie	90213965	20	20	No	No	Yes	Yes
6	Cruickshanks Trotting Ground	40 YMCA Way Boulder	90211226	No	No	50	150	No	No

1	City of Kalgoorlie Boulder Animal Management Facility	20 Throssell Street Somerville
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2	Sevenoaks Kennels and Cattery	6 Hunter Street West Kalgoorlie
---	-------------------------------	---------------------------------



3	Kalgoorlie Boulder Racecourse	17 Meldrum Ave Kalgoorlie
---	-------------------------------	---------------------------



4	The Animal Hospital Kalgoorlie	464 Hannan Street Kalgoorlie
---	--------------------------------	------------------------------



5	Kalgoorlie Veterinary Clinic	131 Boulder Road Kalgoorlie
---	------------------------------	-----------------------------



6	Cruckshanks Trotting Ground	40 YMCA Way Boulder
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# Local Emergency Welfare Centre Directory

Appendix 9



# Appendix 9: Local Emergency Welfare Centre Directory

Document Control		
Document ID		Version
Original Date		Last Review Date
Current Review Date		Next Review Date
<i>Prepared by</i>		

## ADMINISTRATION

Emergency Welfare Centre’s are a facility that provide for evacuation, reception, accommodation, relief and recovery for an impacted community in an emergency. Welfare center’s may continue the extended provision of services into the recovery phase.

The Department of Communities (DC) is the support organisation responsible for the support function of providing and coordinating welfare services as listed in the Emergency Management Act 2005 (EM Act) and the Emergency Management Regulations 2006 (EM Regulations).

### Aim

The aim of this document is to assist DC by identifying available facilities within City of Kalgoorlie-Boulder that would be suitable in accommodating evacuees in the event an emergency.

### Objectives

- Provide a directory of the identified Emergency Welfare Centres
- Provide a description of each facility including its locations, onsite facilities and capacity.
- Support the Local Emergency Management Arrangements.

### Scope

This document applies to the local government district of the City of Kalgoorlie Boulder.

It is not the intent of this document to detail procedures for DC in coordinating an Emergency Welfare Center. These are detailed in the [State Emergency Welfare Plan](#).

This directory is to assist DC in understanding the available facilities within City of Kalgoorlie-Boulder (CKB) to assist with accommodating evacuees in an event of an emergency.



## Authority

Local governments are required to identify suitable Emergency Welfare Centre's within their LEMA as per [State EM Policy](#) sections 5.7.4 and 5.9.5.5).

# LOCAL EMERGENCY WELFARE CENTRE'S

## Summary

Building Name	Address	No. of Persons	Sleeping Capacity	Duration	Street Smart	Floor Plan
Goldfields Oasis Recreation Centre	Johnson Street O'Connor	320 Ovals 2000+ <b>COVID:</b> Sitting: 600	1600 <b>COVID:</b> Sleeping: 80	Short term 1 day	Yes	No
Sir Richard Moore Sports Centre	Cnr Piccadilly and Maritana Streets Piccadilly	2000+ <b>COVID:</b> Sitting: 600	150 <b>COVID:</b> Sleeping: 50	Short term 1-2 days	Yes	Yes
Ray Finlayson Sporting Complex	Marshall Street Piccadilly	2000+ <b>COVID:</b> Sitting: 600	250 <b>COVID:</b> Sleeping: 80	Short term 1-2 days	Yes	No
Kalgoorlie-Boulder Racing Club	Meldrum Avenue Kalgoorlie	2000+ (300 Bookies Ring)	300 <b>COVID:</b> Sleeping: 100	Long Term 1-7 days	Yes	Yes

# Sir Richard Moore Sports Centre

*City of Kalgoorlie Leased Facility*



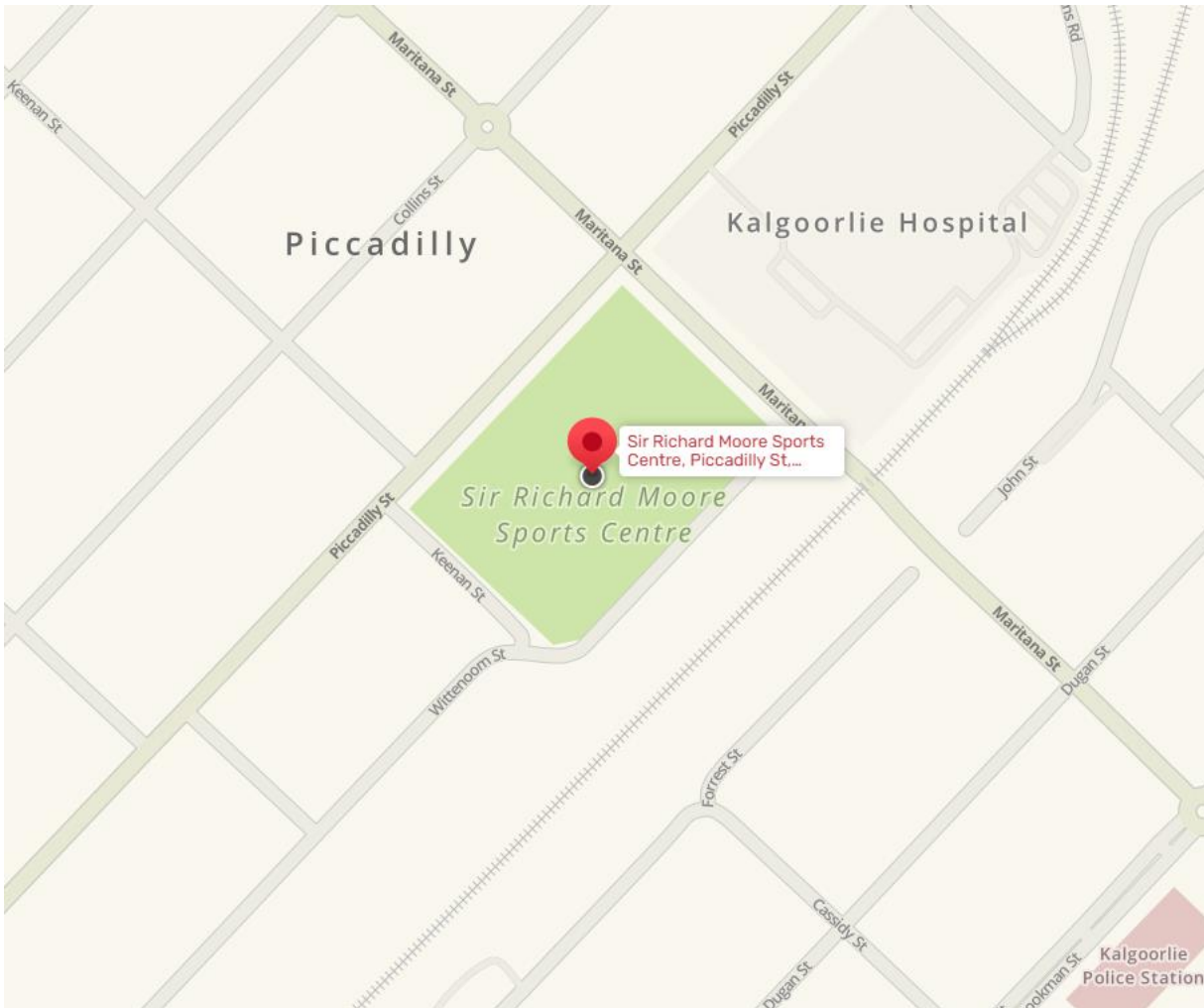
## **Management – Sir Richard Moore Oval**

<b>Access Details</b>	Access to this building can be gained by contacting the City of Kalgoorlie - Boulder Property Department
<b>Business Hours</b>	8.30am – 5.00pm
<b>After Hours</b>	Ph. (08) 9021 9600 - Press Prompt 1 or 4. CEO is to be notified as soon as possible
<b>Address</b>	Lot 395 Piccadilly Street Piccadilly (CNR Piccadilly and Maritana Streets). Access is from Piccadilly Street.
<b>Key Holders</b>	
<b>Alarm</b>	Yes
<b>Security</b>	Yes. This site is secured by a closed boundary fence. Entry is via gates
<b>Disabled Access</b>	Yes
<b>Maximum Accommodation Numbers</b>	Oval Sitting 2000 Sleeping 2000
<b>Camping Facility</b>	Self contained caravans and camping only

**Additional Requirements**

Parks and Reserves Team Leader must be contacted to turn off reticulation system if the oval area is to be used

**Location – Sir Richard Moore Oval**



**Floor Plan**

**Facilities – Sir Richard Moore Oval**

INTERNAL FACILITIES		
ITEM	YES/ NO	NOTES
Power Points	Yes	
Generator Point	No	
Lighting	Yes	
Telephone line point	Yes	
Ceiling Fans	No	
Air Conditioning	Yes	
Heating	Yes	

Hot Water System	Yes	
Showers	Yes	
Toilet male	Yes	
Toilets Female	Yes	
Toilets Unisex	Yes	
Disabled Toilets	Yes	
Baby Facilities	Yes	
Tables	Yes	
Chairs	Yes	
Cooking Facilities	Yes	
Tea/Coffee Facilities	No	
Water Supply	Yes	
Sewerage	Yes	
Rubbish Bins	Yes	
Fire Extinguishers/ Hose reels	Yes	

#### EXTERNAL FACILITIES

ITEM	YES/NO	NOTES
External Lighting	Yes	
Toilets	Yes	
Play Area for Children	No	
Rubbish Bins	Yes	
External Taps	Yes	
Parking Spaces Available	Yes	100+ Cars

# Ray Finlayson Sports Complex

*City of Kalgoorlie Operated Building*

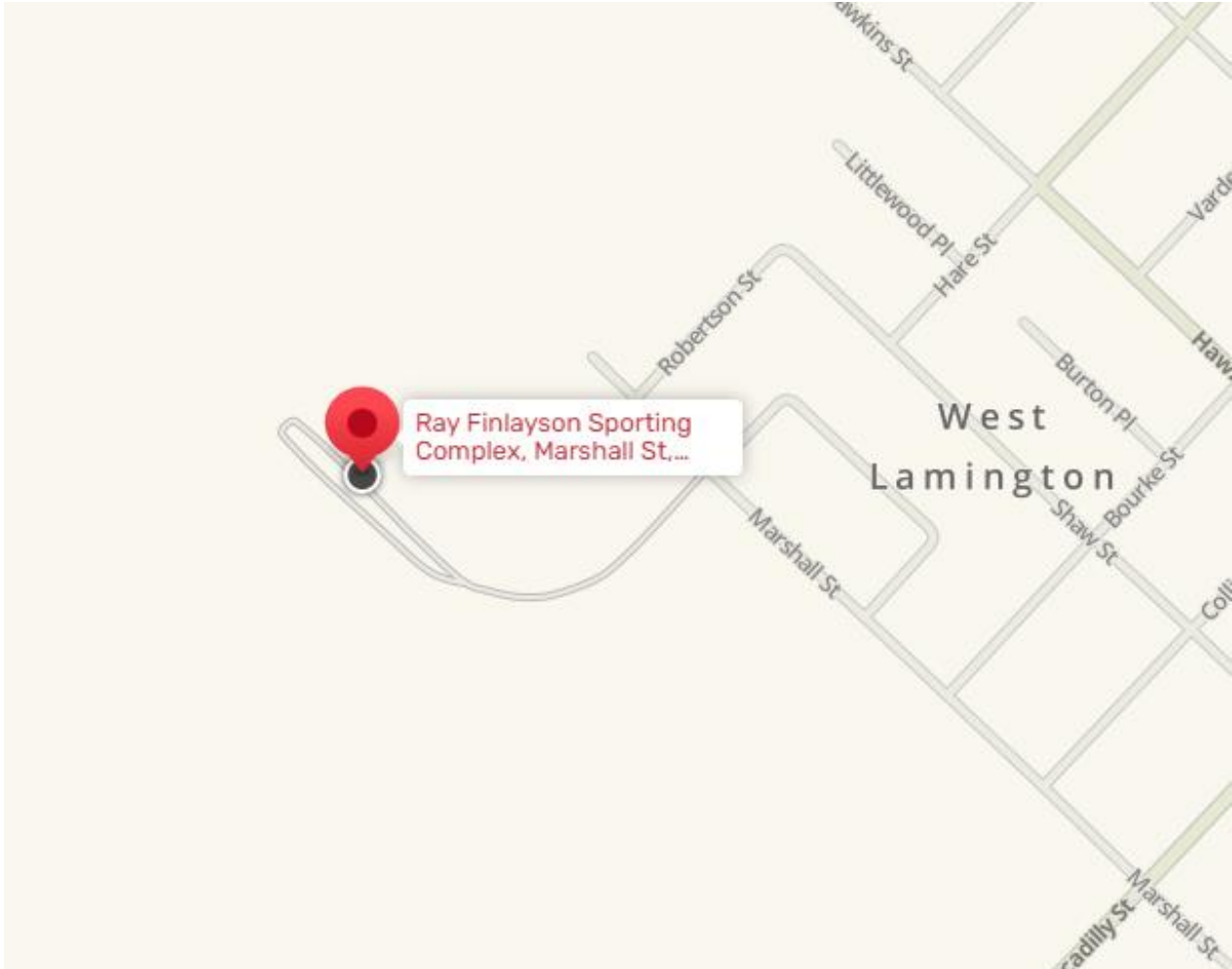


## **Management – Ray Finlayson Sports Complex**

<b>Access Details</b>	Access to this building can be gained by contacting the City of Kalgoorlie - Boulder property Department
<b>Business Hours</b>	8.30am – 5.00pm
<b>After Hours</b>	Ph. (08) 9021 9600 - Press Prompt 1 or 4. CEO is to be notified as soon as possible
<b>Address</b>	Marshall Street West Lamington
<b>Key Holders</b>	City of Kalgoorlie Boulder Property Department
<b>Alarm</b>	Yes
<b>Security</b>	Yes, this site is secured by a closed boundary fence. Entry is via gates
<b>Disabled Access</b>	Yes
<b>Maximum Accommodation Numbers</b>	

<b>Camping Facility</b>	Grassed oval space & Hard stand areas for caravans, RV's camper trailers etc.
<b>Additional Requirements</b>	Parks and Reserves Team Leader must be contacted to turn off reticulation system if the oval area is to be used

**Location – Ray Finlayson Sports Complex**



**Floor Plan – Ray Finlayson Sports Complex**

## Facilities – Ray Finlayson Sports Complex

INTERNAL FACILITIES		
ITEM	YES/ NO	NOTES
Power Points	Yes	
Generator Point	No	
Lighting	Yes	
Telephone line point	Yes	
Ceiling Fans	No	
Air Conditioning	Yes	
Heating	Yes	
Hot Water System	Yes	
Showers	Yes	
Toilet male	Yes	
Toilets Female	Yes	
Toilets Unisex	Yes	
Disabled Toilets	Yes	
Baby Facilities	Yes	
Tables	Yes	
Chairs	Yes	
Cooking Facilities	Yes	
Tea/Coffee Facilities	No	
Water Supply	Yes	
Sewerage	Yes	
Rubbish Bins	Yes	
Fire Extinguishers/ Hose reels	Yes	
EXTERNAL FACILITIES		
ITEM	YES/NO	NOTES
External Lighting	Yes	
Toilets	Yes	
Play Area for Children	Yes	No playground
Rubbish Bins	Yes	
External Taps	Yes	
Parking Spaces Available	Yes	100+ Cars

# Goldfields Oasis Recreation Centre

City of Kalgoorlie Operated Building



## Management

<b>Access Details</b>	Access to this building can be gained by contacting the City of Kalgoorlie- Boulder. The Oasis is open 7 Days a week.
<b>Business Hours</b>	5am – 9pm (Health Club) Monday – Friday, 5.45am – 8pm (Aquatics) Monday – Friday, Weekends 7am – 7pm Full Centre Ph. (08) 9021 9600
<b>After Hours</b>	Ph. (08) 9021 9600 – Press Prompt 1 or 4. CEO is to be notified as soon as possible.
<b>Address</b>	Lot 1062 (99) Johnston Street, Somerville
<b>Key Holders</b>	Manager Goldfields Oasis
<b>Alarm</b>	Buildings Only
<b>Security</b>	MCM Security (08) 9091 9555
<b>Disabled Access</b>	Yes
<b>Maximum Accommodation Numbers</b>	Sleeping 320 Sitting 1600 Camping Oasis Ovals 2000+
<b>Additional Requirements</b>	Manager Parks and Reserves must be contacted to turn off reticulation system if the oval areas are to be used. Community and sporting groups to be notified upon activation of the facility as an emergency welfare centre.





## Facilities

INTERNAL FACILITIES		
ITEM	YES/ NO	NOTES
Power Points	Yes	
Generator Point	Yes	
Lighting	Yes	
Telephone line point	Yes	
Ceiling Fans	No	
Air Conditioning	Yes	
Heating	Yes	
Hot Water System	Yes	
Showers	Yes	
Toilet male	Yes	
Toilets Female	Yes	
Toilets Unisex	No	
Disabled Toilets	Yes	
Baby Facilities	Yes	
Tables	Yes	
Chairs	Yes	
Cooking Facilities	Yes	
Tea/Coffee Facilities	Yes	
Water Supply	Yes	
Sewerage	Yes	
Rubbish Bins	Yes	
Fire Extinguishers/Hose reels	Yes	
EXTERNAL FACILITIES		
ITEM	YES/NO	NOTES
External Lighting	Yes	
Toilets	Yes	
Play Area for Children	Yes	
Rubbish Bins	Yes	
External Taps	Yes	
Parking Spaces Available	Yes	Off street parking located at the rear capacity for 1000+ vehicles

# Kalgoorlie-Boulder Racing Club



## Management

<b>Access Details</b>	Access Details: For access to this facility contact must be made with the Kalgoorlie-Boulder Racing Club through the onsite offices
<b>Business Hours</b>	Ph. (08) 9021 2303, Monday – Sunday 9am – 4pm Email: <a href="mailto:admin@kbrc.com.au">admin@kbrc.com.au</a>
<b>After Hours</b>	Manager Administration & Racing
<b>Address</b>	Lot 3417 Meldrum Avenue, Kalgoorlie
<b>Key Holders</b>	Manager Administration & Racing
<b>Alarm</b>	Buildings Only
<b>Security</b>	Fully fenced site.
<b>Disabled Access</b>	Yes
<b>Maximum Accommodation Numbers</b>	2000+ (300 undercover in the Bookies Ring plus camping on grassed areas).
<b>Additional Requirements</b>	

## Location



## Facilities

INTERNAL FACILITIES		
ITEM	YES/ NO	NOTES
Power Points	Yes	External and internal
Generator Point	Yes	Via external power points
Lighting	Yes	Area is floodlit
Telephone line point	Yes	Office areas only
Ceiling Fans	No	
Air Conditioning	Yes	Offices function rooms and undercover bookie ring
Heating	Yes	
Hot Water System	Yes	
Showers	Yes	Jockey rooms only
Toilet male	Yes	External and internal
Toilets Female	Yes	
Toilets Unisex	No	
Disabled Toilets	Yes	
Baby Facilities	Yes	
Tables	Yes	In all function rooms
Chairs	Yes	
Cooking Facilities	Yes	Two functioning kitchens
Tea/Coffee Facilities	Yes	
Water Supply	Yes	
Sewerage	Yes	
Rubbish Bins	Yes	

Fire Extinguishers/Hose reels	Yes	
EXTERNAL FACILITIES		
ITEM	YES/ NO	NOTES
External Lighting	Yes	Grounds are floodlit
Toilets	Yes	
Play Area for Children	Yes	
Rubbish Bins	Yes	
External Taps	Yes	
Parking Spaces Available	Yes	Large parking area at main entrance point

## Schools and Education Facilities

The use of these facilities can be arranged through the District Operations, Department of Education and Training

<b>Access Details</b>	District Director or Manager of Education Services
<b>Business Hours</b>	9093 5656 Goldfields District Office or <a href="mailto:GDEO@detwa.edu.au">GDEO@detwa.edu.au</a>
<b>Address</b>	Boulder Primary School Lane Street, Kalgoorlie
	East Kalgoorlie Primary School Cnr Cahill and Mafeking Streets, Kalgoorlie
	Eastern Goldfields College Cassidy Street, Kalgoorlie
	Kalgoorlie EGESC Middle School Boomerang Crescent, Kalgoorlie
	Kalgoorlie Goldfields Camp School Federal Road, Kalgoorlie
	Hannans Primary School Nankiville Road, Kalgoorlie
	Kalgoorlie-Boulder Community High School Boomerang Crescent, Kalgoorlie
	Kalgoorlie Primary School Lionel Street, Kalgoorlie
	North Kalgoorlie Primary School Campbell Street, Kalgoorlie
	O'Connor ESC Johnston Street, Kalgoorlie
	South Kalgoorlie Primary School Lionel Street, Kalgoorlie
<b>Key Holders</b>	Various
<b>Alarm</b>	Yes
<b>Security</b>	Yes
<b>Disabled Access</b>	
<b>Maximum Accommodation Numbers</b>	Various
<b>Additional Requirements</b>	

# Appendix 10(a)

## Local Emergency Management Committee

### Extraordinary Meeting Agenda

<Insert Event Name>

Date:

Time:

Venue:

Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No	ITEM	Reporting
	Welcome and apologies	Chair
1	Insert event name- Current Situation	From Sitrep or lead agency
2	Other Agency Reports	Agency leads
3	Communications employed	HMA lead, others as required
4	Priorities, further action	Chair
5	Member preparedness actions	As required
6	Contact and resources checked	Chair
9	Other business.	As required
10	Next meeting: time and date	Chair

# Appendix 10(b)

## Situation Report

### City of Kalgoorlie Boulder INCIDENT SUPPORT GROUP MEETING

Event		
Sitrep No:	Date:	Time period:
Distribution:		
<ul style="list-style-type: none"> <li>• Mayor, Deputy Mayor, Councilors</li> <li>• CEO &amp; Executive team</li> <li>• Managers</li> <li>• Local Emergency Management Committee &amp; Local Recovery Group</li> <li>• Other organisations as necessary</li> </ul> <p>Council can determine who receives the SITREPs based on relationships and need.</p>		

### Situation summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

### Actions taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

### Actions to be completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

### Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

### Approval

Prepared by:		Signature	Date:	Time:
Approved by:		Signature	Date:	Time:



## Appendix 10(c)

# Communications Planning Template

### a) Communications Planning Checklist (Recovery Comms. included)

Action	Y/N	Responsible Person
<b>Communications Governance</b>		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
<b>Messaging</b>		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
<b>Community Outreach Program</b>		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

# Community Message Talking Points

**Spokesperson** \_\_\_\_\_ **Position** \_\_\_\_\_

**Message timing**

To be delivered at: \_\_\_\_\_ AM  PM

Media channel/s: \_\_\_\_\_

**Target audience:**

Internal staff

Community group/s \_\_\_\_\_

\_\_\_\_\_

Agency/s \_\_\_\_\_

## b) Message Body

**Intro:** discuss current situation (include 'No physical donations accepted', etc)

### 1 What we Know

### 2 What we do not yet know

### 3 What we are doing

### 4 What we want you to do

**Reiterate main and salient points**

Next message will be available at: \_\_\_\_\_

## Appendix 10(d)

# CKB LEMC TERMS OF REFERENCE

### 1. Name

The name of the committee shall be the 'Kalgoorlie-Boulder Local Emergency Management Committee'.

### 2. Aim

To promote a safe, sustainable and a resilient community, through practical planning, hazard mitigation and partnership development, on behalf of the Kalgoorlie-Boulder community and stakeholder groups.

### 3. Objectives

- a) To develop emergency management arrangements, that has a practical application to all stakeholders, within the community. These arrangements will be posted to the City's Website, as updated. They will be made available to the Public and member agencies
- b) To ensure that the Local Emergency Management Arrangements remain contemporary and relevant to community, reflecting current community risks
- c) Monitor committee membership, to ensure that it is representative of community and the identified risks that are presented to community
- d) To comply with requirements of the *Emergency Management Act 2005* (specifically State Emergency Management Policy 2.5 – Emergency Management in Local Government Districts) for Local Governments and Local Emergency Management Committees, as a minimum
- e) To actively participate in formal inter-local government relations, so to further emergency management objectives and cooperation, within the Esperance Goldfields District
- f) To take an active role in the continuous improvement of local community resilience, through community safety and awareness campaigns and activities
- g) Take an active role in disaster recovery planning, through the promotion of an informed and engaged committee
- h) To advocate and encourage inter-agency exercises that test and improve the capabilities of responsible HMA's, including inter-operability
- i) To exercise the Kalgoorlie-Boulder LEMA, to test their effectiveness in practical applications, actively seeking continuous improvement (in concert with SEMP 2.5 - Emergency Management in Local Government Districts (s45-47);
- j) To comply with other emergency management activities, as directed by the State and District Emergency Management Committees, as described in the Emergency Management Act 2005 (SEMP 2.5);
- k) Prepare and submit to the DEMC on an annual basis the LEMC Business Plan;
- l) To prepare and submit to the District Emergency Management Committee, an annual report of LEMC activities each financial year (SEMP 2.5 (s22c i)); and,
- m) Provide a community emergency management interface to HMA/CA in response to an incident. May mean ensuring public information processes are effective and Risk

Evaluation Criteria is communicated to the HMA/CA for their decision-making appreciations.

## 4. Membership

Membership of the City's LEMC is open to Hazard Management Agencies, Controlling Agencies, support agencies and community members who may include but is not limited to:

<b>Community/Agency LEMC Members (Voting)</b>	
West Australian Police (Local Emergency Coordinator)	Royal Flying Doctor Service
DFES Fire and Rescue Service (career)	Department of Transport
DFES State Emergency Service (Kalgoorlie-Boulder Unit)	Department Food and Agriculture
Department of Biodiversity, Conservations and Attractions	Main Roads
St John Ambulance	Water Corporation
Department for Child Protection & Family Services	Western Power
Kalgoorlie Health Campus – WACHS	TransAlta
Salvation Army	Telstra
Alinta Gas, Atco Gas	Australian Red Cross
Department of Justice	Kalgoorlie Consolidated Gold Mine
Bega Garnbirringu Health Service	Australian Rail Group
<b>City of Kalgoorlie-Boulder LEMC Members (Voting)</b>	
Chief Executive Officer (or delegate)	Manager Health and Community Safety
Mayor/Councilor delegate	Coordinator Ranger Services
Director Development and Growth	Senior Emergency Management Officer
<b>Invited Guests (Non-Voting)</b>	
SEMC Secretariat	Chamber of Commerce
Curtin University (incl Kalgoorlie Campus)	District Emergency Management Advisor
Admin Officer (Secretariat)	

Additional members may be invited as determined by LEMC, to offer specialist advice on a range of matters pertaining to emergency management.

Each voting member is encouraged to have a proxy attend, where they are unavailable.

## 5. Management

The Committee shall consist of a City of Kalgoorlie-Boulder appointed Chairperson, Executive Officer and administrative support officer. The Local Emergency Coordinator (Police OIC) shall act as Deputy Chairperson.

The LEMC Chairperson shall direct and coordinate all meetings.

The Executive Officer shall research and manage information, for the committee and provide information and advice when required.

The Administrative Officer shall record minutes and all meeting proceedings including the transfer of information between members.

## 6. Meetings

Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. Additional meetings can be convened at the discretion of the Chairperson.

## 7. Minutes

In consultation with the LEMC Chairperson and Police OIC, the Executive Officer shall be responsible for preparing the agenda for all LEMC meetings, including the agenda for any sub-committees and working groups.

The LEMC Administrative Officer shall be responsible for keeping detailed minutes of all business tabled at any LEMC meetings. This officer shall then forward these minutes, to the LEMC Chairperson for approval, prior to distribution to LEMC members.

Minutes shall be recorded in the Council records management system.

## 8. Governance Arrangements

Meeting procedures – Standard meeting agenda.

Quorum	Quorum will consist of the Chairperson, or Deputy Chairperson and six (6) committee members.
Authority	The LEMC shall not have the authority or power to commit the Council or the City of Kalgoorlie-Boulder or any association, organisation, group or individual to expenditure without the City's endorsement. The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference.
Every Meeting	<ul style="list-style-type: none"> <li>a) Confirmation of LEMC contact list currency</li> <li>b) Review of any incidents and analysis, since last meeting</li> <li>c) Progress on any risk management processes, (City ERM plus member agency)</li> <li>d) Progress on any treatment strategies from the risk management process</li> <li>e) Progress on development or review of any LEMA</li> <li>f) Other matters, as determined by local government or the LEMC</li> </ul>
1 <sup>st</sup> Quarter August	<ul style="list-style-type: none"> <li>a) Development and approval of next financial year LEMC exercise schedule</li> <li>b) Commencement of development of LEMC Annual Business Plan</li> </ul>
2 <sup>nd</sup> Quarter November	<ul style="list-style-type: none"> <li>a) Preparation of LEMC Annual Report (to be forwarded to DEMC)</li> <li>b) Finalisation and approval of Annual Business Plan</li> </ul>
3 <sup>rd</sup> Quarter	Identify emergency management projects for possible grant funding

February	
4th Quarter	National and State funding nominations
May	

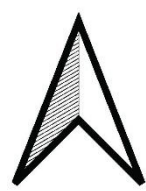
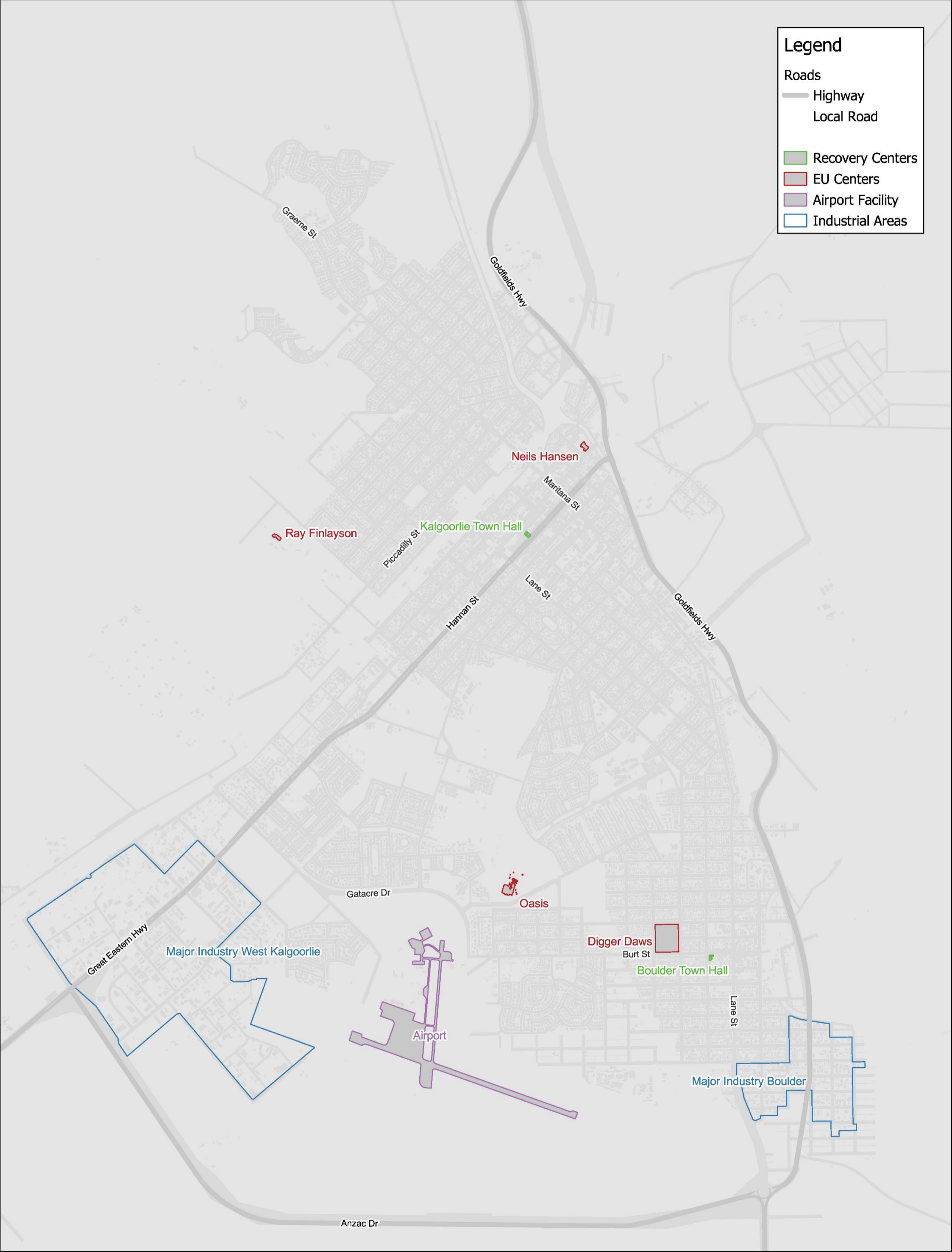
## **Appendix 11: Maps**

### Legend

**Roads**

- Highway
- Local Road

- Recovery Centers
- EU Centers
- Airport Facility
- Industrial Areas



# Major Features - Overview

Project Name: LEMC Major Features Overview Map Created by: GIS and System Administrator Date Saved: 16-Feb-23 1:02 PM

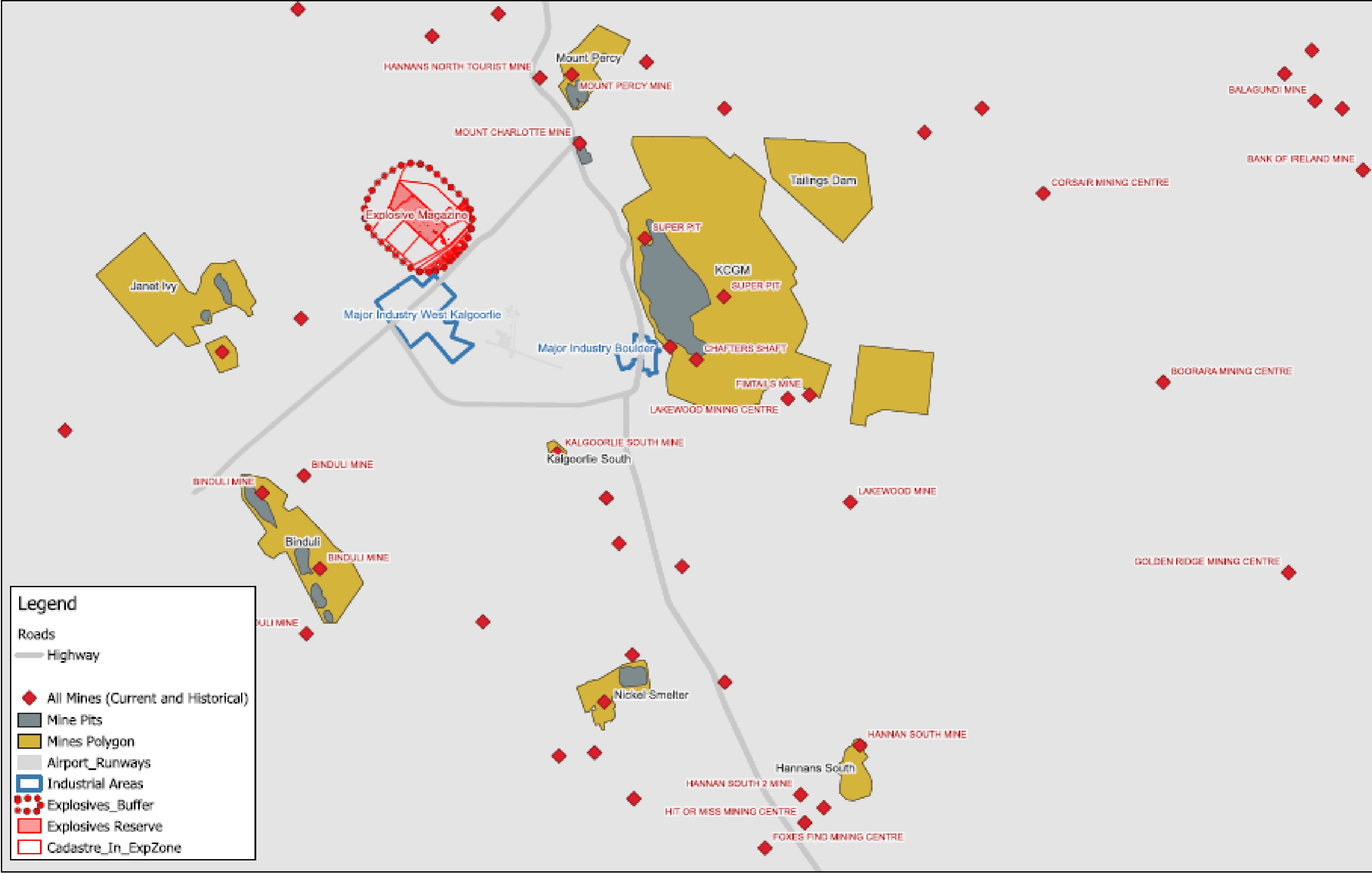
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Horizontal Datum: Geocentric Datum of Australia (GDA94)







# Hazardous Locations - Minesite Overview

Project Name: LHM Hazardous Locations - Minesite Overview. Created by GIS and Spatial Administration Unit (SAU) on 11/04/2023 10:02 AM.

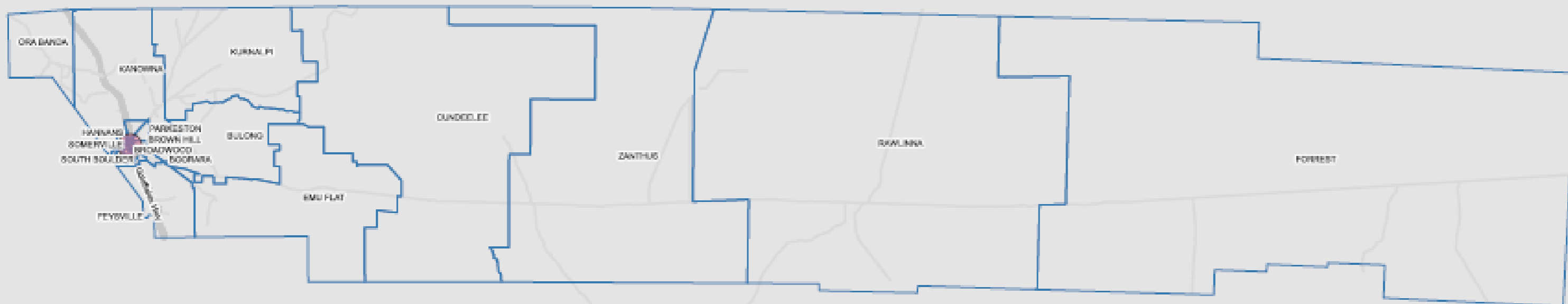
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0 2.5 5 km



Horizontal Datum: Geocentric Datum of Australia (GDA94)



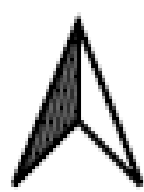


**Legend**

- CityBoundary
- Localities
- Roads**
- Highway
- Rural / Unsealed



Horizontal Datum: Geocentric Datum of Australia (GDA94)



# Suburbs and Localities - LGA Area

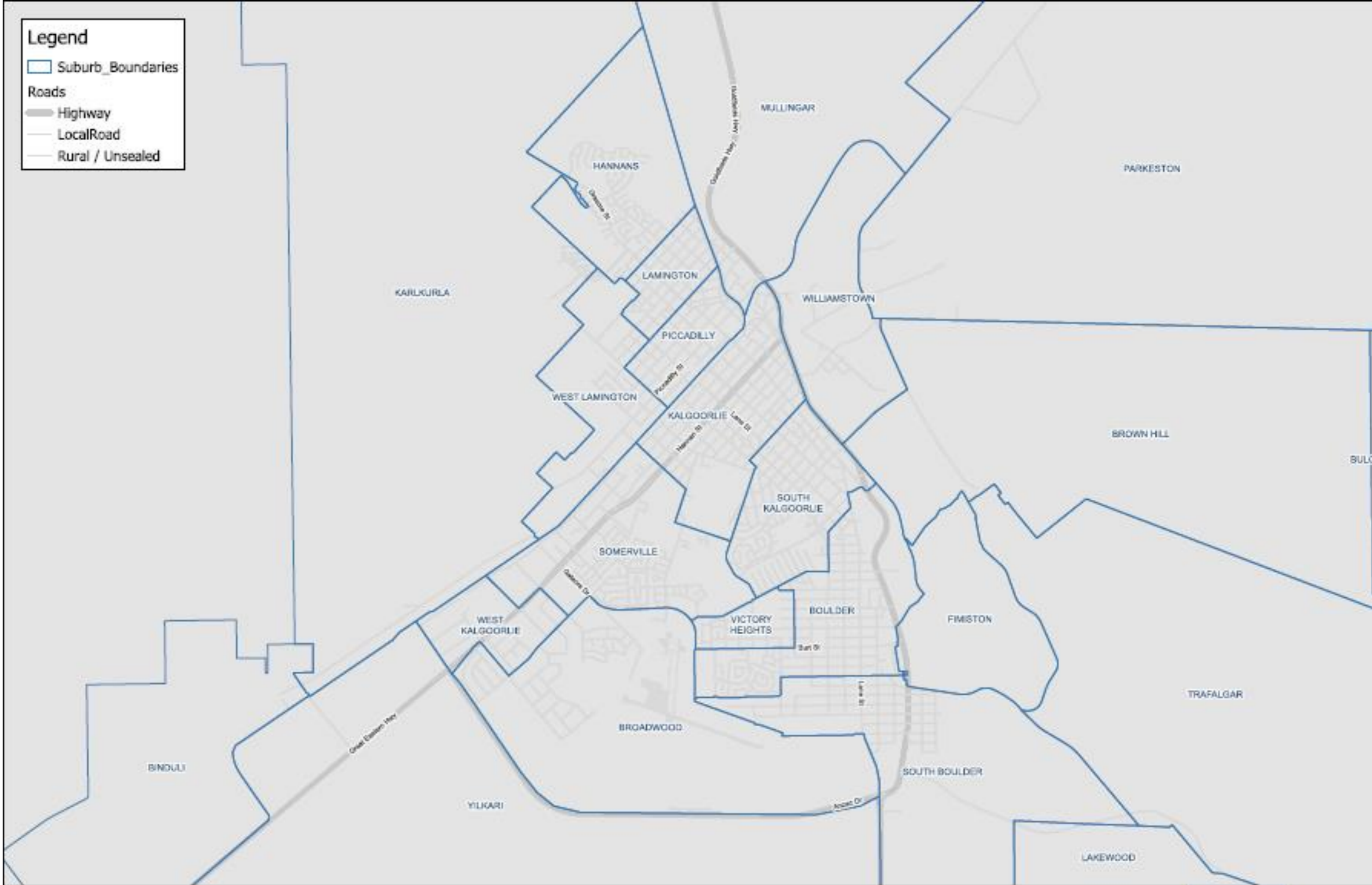
Map data: LGA Boundaries and Localities Map (LGA Area) Created by GIS and Spatial Administration (Date: 20/04/2018)

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**Legend**

- Suburb\_Boundaries
- Roads**
  - Highway
  - LocalRoad
  - Rural / Unsealed



# Suburbs and Localities - Townsite

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Horizontal Datum: Geocentric Datum of Australia (GDA94)





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This information is available in alternative formats on request.  
Please contact The City of Kalgoorlie-Boulder on (08) 9021 9600 for further details.