



# LOCAL EMERGENCY MANAGEMENT COMMITTEE

## TERMS OF REFERENCE

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## Information Locations

This information is available in alternative formats on request. Please contact The City of Kalgoorlie-Boulder for further details or visit one of our information locations:

### William Grundt Memorial Library

13 Roberts Street

KALGOORLIE WA 6430

T: (08) 9021 7112

*The City provides access to the Internet at this location.*

### History & Heritage

#### (Including War Museum)

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Document Control			
<b>Document ID</b>	2588035	<b>Version</b>	3
<b>Original Date</b>	3/05/2017	<b>Last Review Date</b>	Complete rewrite
<b>Current Review Date</b>	3/05/2017	<b>Next Review Date</b>	03/05/2021
<b>Prepared by</b>	Paul Clifton		

## Amendment List

Amendment No	Amendment Date	Details of Amendment	Amended By (Initials)	Date
1	3/05/2017	Formatting and document changes	AM, CH & AB	3/05/2017
2	05/09/2017	DCPFS, Department for Child Protection and Family Support Services	CH	5/09/2017
3				

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## Disclaimer

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The City of Kalgoorlie-Boulder Emergency Management Arrangements have been prepared and endorsed by the City of Kalgoorlie-Boulder Local Emergency Management Committee pursuant to s41(1) of the *Emergency Management Act 2005*. A copy has been submitted to the State Emergency Management Committee pursuant to s41(5) of the *Emergency Management Act 2005* and a copy has been submitted to the Eastern Goldfields District Emergency Management Committee in accordance with Item 31 of the State Emergency Management Policy Statement 2.5.

## Glossary of Terms and Acronyms

The following terms apply throughout these arrangements:

**COMBAT** – to take steps to eliminate or reduce the effects of a hazard on the community.

**COMBAT AGENCY** – 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.

**COMMAND** – the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation, policy statements, and cabinet minutes and/or by agreement within an organisation. COMMAND relates to ORGANISATIONS and operates VERTICALLY within an ORGANISATION

**CONTROL** – the overall direction of emergency management activities in a designated emergency or disaster situation. Authority for control is established in legislation, policy statements, and cabinet minutes or in an emergency management 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.

**CONTROL CENTRE** – a facility where the Incident Controller is located and from which the control and management of emergency operations is conducted. It is usually prefixed by the nature of the emergency, e.g. Fire Control Centre, Cyclone Control Centre, Forward Command Unit, etc.

**CONTROLLING AGENCY** – An agency nominated to control the response activities to a specified type of emergency

**CO-ORDINATION** – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency

**DISASTER/EMERGENCY** – an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordinator of a number of significant emergency management activities. NOTE: The terms “emergency” and “disaster” are used nationally and internationally to describe events that require special arrangements to manage the situation. “Emergencies” or “disasters” are characterised by the need to deal with the hazard and its impact on the community. The term “emergency” is used on the understanding that it also includes any meaning of the word “disaster”.

**DISTRICT EMERGENCY MANAGEMENT COMMITTEE**– is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

**EMERGENCY MANAGEMENT** – 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.

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

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

**EMERGENCY RISK MANAGEMENT** – Coordinated activities of an organisation or a government to direct and control risk. The risk management process includes the activities of:

- Communication and consultation
- Establishing the context
- Risk assessment which includes
  - Risk identification
  - Risk analysis
  - Risk evaluation
- Risk treatment
- Monitoring and review

(Ref. National Emergency Risk Assessment Guidelines AEM Manual Series Handbook 10)

**EMERGENCY OPERATION CENTRE** – a facility, where the area coordinator is located and from which coordination of all support to the Incident Manager is managed. There are four types of coordination centres State, Region, Local and Forward Coordination Centres

**EMERGENCY COORDINATOR** – the person appointed by the State Emergency Coordinator to assist the hazard management agency in the provision of a coordinated response during an emergency

**FUNCTION SUPPORT COORDINATOR** – 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.

**HAZARD** - a situation or condition with potential for loss or harm to the community or the environment.

**HEALTH** - a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

**HAZARD MANAGEMENT AGENCY** – that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all 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.

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

**INCIDENT AREA** – the area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

**INCIDENT SUPPORT GROUP** – a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to operational response to the incident.

**INCIDENT MANAGEMENT GROUP** – the group that may be convened by an Incident Manager in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The IMG includes representation from key agencies involved in the response.

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

**LOCAL EMERGENCY COORDINATOR** – that 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 Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE** - is established by the local government consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations. ONE-STOP-SHOP -An effective method of providing the affected community with access to information and assistance is through the establishment of a One Stop Shop/Recovery Information Centre.

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

**LOCAL WELFARE COORDINATOR-** is the nominated officer of the Department of Communities, located in the Local Government Authority area .The Local Welfare Coordinator will coordinate the provision of emergency welfare services during response and recovery phases of an emergency and represents the Department on the Incident Management Group when requested.

**OPERATION** – an Incident or multiple Incidents which impact, or is likely to impact, beyond a localised community or geographical

**OPERATIONS AREA** – 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.

**OPERATIONAL AREA SUPPORT GROUP** - a group of agency / organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

**OPERATIONAL AREA MANAGER** - the person designated by the relevant Controlling Agency, responsible for the overall management of an Emergency within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

**PERSONAL SUPPORT SERVICES** - The process of assisting the diverse, immediate as well as long term personal needs of people affected by an emergency, including the provision of information services, advice and counselling services to ensure that affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption.

**RECOVERY** - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economical and physical well-being.

**RISK** -a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

**RISK MANAGEMENT** – The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 3100 (Risk Management – Principles and Guidelines) and the National Emergency Risk Assessment Guidelines (2010).

**COMMUNITY EMERGENCY RISK MANAGEMENT-** a systematic process that produces a range of measures which contribute to the well-being of communities and the environment. (See also – RISK MANAGEMENT)

**STATE EMERGENCY COORDINATION GROUP** – a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. The SECG includes representation, at State level, from key agencies involved in the response and recovery for the emergency.

**SUPPORT ORGANISATION** -that organisation whose response in an emergency is either to restore essential lifeline services (e.g., Western Power, Water Corporation of W.A, Main Roads W.A. etc) or to provide such support functions such as welfare, medical and health, transport, communications, engineering etc.

**UNDEFINED HAZARD** - any occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response but is not readily identified as a hazard within the *Emergency Management Act 2005*.

**WELL-BEING** -The state of being healthy, happy, or prosperous; welfare.

#### Acronyms Used in these Arrangements

BoM	Bureau of Meteorology
CA	Controlling Agency
CEO	Chief Executive Officer
CKB	City of Kalgoorlie–Boulder
CoE	Coordinator of Energy
DA	District Advisor
DAFWA	Department of Agriculture and Food WA
DCD	Department of Community Development
DoC	Department of Communities
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee

DER	Department of Environment Regulation
DET	Department of Education and Training
DFES	Department of Fire and Emergency Services
DFES– FRS	Fire Rescue Service
DFES–BFS	Bush Fire Service
DFES–SES	State Emergency Service
DoE	Department of Education
DoH	Department of Housing
DoT	Department of Transport
DPaW:	Department of Parks and Wildlife
ECC	Emergency Coordination Centre
EM	Emergency Management
EOC	Emergency Operations Centre
ERM	Emergency Risk Management
HEAT	HAZMAT Emergency Advisory Team
HMA	Hazard Management Agency
IAP	Incident Action Plan
IC	Incident Controller
ICC	Incident Control Centre
IMT	Incident Management Team
ISG	Incident Support Group
KBERC	Kalgoorlie-Boulder Emergency Recovery Committee
KBERP	Kalgoorlie-Boulder Emergency Recovery Plan
KBERTSP	Kalgoorlie-Boulder Emergency Risk Treatment & Strategies Plans
KBRCC	Kalgoorlie-Boulder Recovery Coordination Centre
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LGA	Local Government Authority
LGWLO	Local Government Welfare Liaison Officer
LO	Liaison Officer
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
LRCG	Local Recovery Coordinating Group
MOU	Memorandum of Understanding
NDRRA	National Disaster Relief and Recovery Arrangements
OAM	Operational Area Manager
OASG:	Operations Area Support Group
OEM	Office of Emergency Management
OIC	Officer in Charge
PPRR	Prevention, Preparedness, Response and Recovery
RC	Recovery Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEMC PS	State Emergency Management Committee Policy Statement
SEMCS	State Emergency management Committee Secretariat
SEMP	State Emergency Management Policy
SJA	St John Ambulance
SRCC	State Recovery Coordinating Committee
WANDARRA	WA National Disaster Relief and Recovery Arrangements
WAPol	Western Australia Police Service

## Kalgoorlie-Boulder Local Emergency Management Committee (LEMC) – Terms of Reference

### Name

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

### 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.

### Objectives

1. 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;
2. To ensure that the Local Emergency Management Arrangements remain contemporary and relevant to community, reflecting current community risks;
3. Monitor committee membership, to ensure that it is representative of community and the identified risks that are presented to community;
4. 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;
5. To actively participate in formal inter-local government relations, so to further emergency management objectives and cooperation, within the Esperance Goldfields District;
6. To take an active role in the continuous improvement of local community resilience, through community safety and awareness campaigns and activities;
7. Take an active role in disaster recovery planning, through the promotion of an informed and engaged committee;
8. To advocate and encourage inter-agency exercises that test and improve the capabilities of responsible HMA's, including inter-operability;
9. To exercise the Kalgoorlie-Boulder Local Emergency Management Arrangements, 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));
10. 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);
11. Prepare and submit to the DEMC on an annual basis the LEMC Business Plan;
12. 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,
13. Provide a community emergency management interface to HMA/CA in response to an incident. This may mean ensuring that any public information processes are effective and also that the Risk Evaluation Criteria (determined in the community risk studies) is communicated to the HMA/CA for their decision making appreciations.

## 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:

Community/Agency LEMC Members	
West Australian Police (Local Emergency Coordinator)	Department of Parks & Wildlife
DFES Fire and Rescue Service (career)	Department of Transport
DFES State Emergency Service (Kalgoorlie-Boulder Unit)	Department Food and Agriculture
Kalgoorlie-Boulder Volunteer Bush Fire Brigade	Main Roads
Kalgoorlie-Boulder Surf Life Saving Club	Water Corporation
St John Ambulance	Western Power
Department of Communities	TransAlta
Kalgoorlie Health Campus - WACHS	Telstra
Salvation Army	Australian Red Cross
Alinta Gas	Kalgoorlie Consolidated Gold Mine
Corrective Services	

City of Kalgoorlie-Boulder LEMC Members	
Chief Executive Officer (or delegate)	Environmental Health and Ranger Services Team Leader
Mayor/Councillor delegate	Admin Officer (Secretariat)
Manager Development Planning and Regulatory Services	Manager Operations
	Community Development Officer

Invited Guests (Non-Voting)	
SEMC Secretariat	Australian Rail Group
Curtin University (incl Kalgoorlie Campus)	Chamber of Commerce
	Customs and Border Protection

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.

## 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.

## Meetings

Meetings will be held quarterly (February, May, August, November) on a day, at a time and at a location as determined by the LEMC from time to time.

## 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.

## Governance Arrangements

Meeting procedures – Standard meeting agenda.

- 1) Every meeting:
  - a) Confirmation of LEMC contact list currency;
  - b) Review of any incidents and analysis, since last meeting;
  - c) Progress on any risk management processes, (City ERM plus member agency);
  - d) Progress on any treatment strategies from the risk management process;
  - e) Progress on development or review of any LEMA;
  - f) Other matters, as determined by local government or the LEMC;
- 2) First Quarter – August:
  - a) Development and approval of next financial year LEMC exercise schedule;
  - b) Commencement of development of LEMC Annual Business Plan;
- 3) Second Quarter - November:
  - a) Preparation of LEMC Annual Report (to be forwarded to DEMC);
  - b) Finalisation and approval of Annual Business Plan;
- 4) Third Quarter – February:
  - a) Identify emergency management projects for possible grant funding;
- 5) Fourth Quarter – May:
  - a) National and State funding nominations.