



LOCAL EMERGENCY MANAGEMENT COMMITTEE

ANNEXURE 3 RESPONSE PLAN

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Information Locations

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William Grundt Memorial Library

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The City provides access to the Internet at this location.

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(Including War Museum)

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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

Authority

These local emergency management arrangements are prepared under the authority of section 41 of the *Emergency Management Act 2005* (the Act).

Operational Principles

Graduated Response

The principle of a graduated response identifies the responsibility for resourcing and responding to an emergency initially rests at the local level. Where an emergency requires resources beyond the capability of the local community, support from district resources may be obtained. Further State resources may be provided should district resources be inadequate.

Operational Levels

Operational Incidents are broadly classified into three (3) levels as detailed below. It is recognised that there will be some overlap between levels and the Incident Controller will determine the incident level based on the actual and/or potential impact of the incident.

The operational level is broadly defined as including more than one of the following:-

Level 1

- Local response/resources required;
- No significant issues;
- Single or limited multi agency response (day to day business);
- Single or limited multi agency response (day to day business);
- Minimal impact on community;
- Managed by an Controlling Agency Incident Management Team (IMT) only; and
- Low risk of incident escalation.

Level 2

- Requires multi agency response;
- Protracted duration;
- Activation of an Incident Support Group (ISG);
- Resources required from outside the local area;
- Medium level of media interest;
- Medium level of complexity;
- Medium impact on the community; and,
- Potential declaration of an 'Emergency Situation'.

Level 3

- Requires significant multi agency response;
- Protracted response duration;
- Activation of an Operational Area Support Group (OASG);
- State or National resources required;
- Significant level of media interest;
- High level of complexity;
- Significant impact on the community;
- Multiple incident areas;
- Significant political interest; and,
- Potential declaration of an 'Emergency Situation' or 'State of Emergency'.

Multiple Hazards

Where an incident results in multiple hazards the hazard which initiates the incident will determine the Controlling Agency and / or Hazard Management Agency for that incident.

Where a subsequent hazard caused by the initiating hazards presents a significantly greater risk, management of the incident may be transferred to the relevant controlling agency and / or Hazard Management Agency for the subsequent hazard by agreement between the two agencies.

Undefined Hazards

Where an incident occurs and it is unclear as to which agency should be responsible for controlling the response under existing legislation or agency responsibilities, and agreement cannot be reached at the scene by responding personnel, then the senior police officer present will assume control of the incident and coordinate combat agencies on site until such time as a Controlling Agency is identified and an operational handover to the appointed incident controller is completed.

To achieve this:-

- The senior police officer shall immediately request the relevant Emergency Coordinator [Local or District depending on the level of the incident] to establish an Incident Support Group and/ or Operational Area Support Group as a matter of urgency;
- The Emergency Coordinator shall facilitate, through the Support Group, the identification of the agency most appropriate to control the response to the incident and negotiate their agreement to assume the role (this may be in person or via teleconference);
- When identifying the most appropriate agency to control an incident the following factors should be considered;
- Is there a designated “Combat Agency” for that type of emergency management activity;
- Which agency has the most relevant legislative responsibilities required to manage the incident;
- Which agency has the most relevant expertise and / or resources available to manage the incident;
- Where agreement cannot be reached the Emergency Coordinator shall immediately refer the issue to the next level of coordination [District Emergency Coordination and Operational Area Support Group or SEC and the State Emergency Coordination Group; and,
- The Emergency Coordinator should ensure the issue is clearly identified in any Post Operational Report or Post Incident Analysis.

Coordination Structure – In Response to Emergencies – WA Police

The responsibilities of a ‘Local Emergency Coordinator’ are:-

- Assist the Hazard Management Agency in the provision of a coordinated response during an emergency;
- Carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator, these activities may include:
 - Providing advice and support to the Hazard Management Agency, in support of effective coordination, Particularly in multi-agency responses;
 - The facilitation of meetings, if required;
 - The active participation in Incident Support Groups or Operational Area Support Groups; assisting in the coordination of resources and information;
 - Facilitating information exchange, at a local or district level;
 - Carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator. This may be a specific direction in relation to a particular matter or may be a general standing direction as to emergency management issues; and,
 - Maintain effective communication with all coordinators involved in the emergency.

Activation

The Controlling Agency should ensure the relevant Emergency Coordinator (or their delegate) is activated when at least one of the following occurs:

- On the establishment of an Incident Support Group or Operational Area Support Group; and,
- The emergency has the potential to escalate to a level 2/3 incident involving multi agency response; the incident is a significant threat to community; and an Emergency Situation or State of Emergency has been declared.

In these circumstances, if not advised, the Emergency Coordinator is to establish communication with the relevant Controlling Agency and offer assistance in accordance with their operational role as detailed above.

Multi Agency – Incident Support Structure

The Multi Agency support structure may consists of an Incident Support Group (ISG). An Incident Support Group consists of Liaison Officers from local organisations involved in the incident.

Function

Assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation.

Composition

- Chair – appointed by the Controlling Agency;
- Local Emergency Coordinator;
- Members – representatives [Liaison Officers] from those agencies and community organisations directly involved in the response and recovery of the event as determined by the Incident Controller.

Activation

Activated by the Controlling Agency Incident Controller, when at least one of the following occurs:

- An incident is designated as “Level 2” or higher and/or
- Multiple agencies need to be coordinated.

Reporting

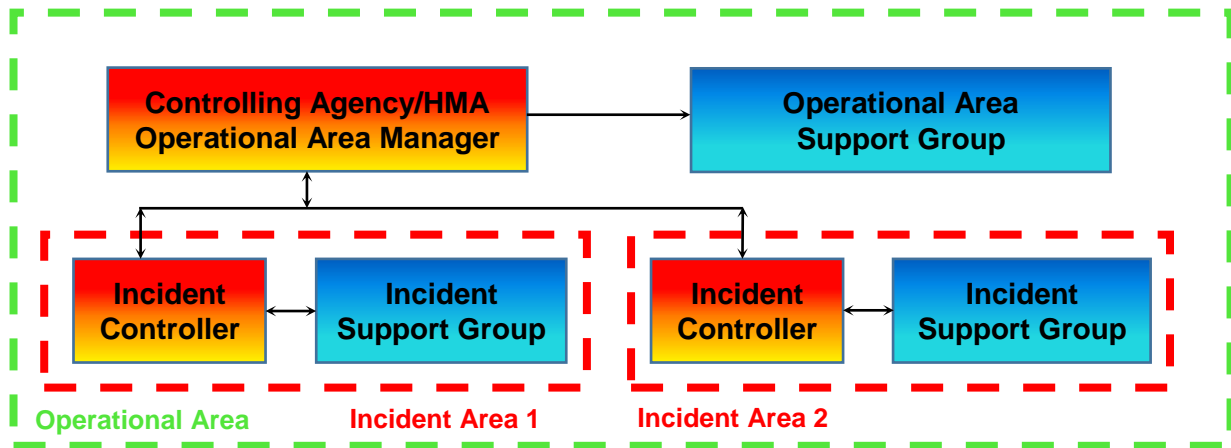
The following information will be provided at each meeting of the Incident Support Group. Agency liaison officers will provide:

- Consolidated reports on agency response activities;
- Agency specific impact assessment;
- Resource status;
- Significant issues.

The Controlling Agency will:

- Provide a current situation report;
- Update on outcome of previous meeting;
- Detail significant issues;
- Assistance required;
- Record outcomes of meeting;
- Details of next meeting (if known).

Multi Agency Support Structure (MASS) Diagram



Incident Support Group

Decision To Form An ISG

Should the emergency be beyond the capability of local resources and require extensive support agency assistance, the Controlling Agency (CA) Incident Controller (IC) and Local Emergency Coordinator (LEC) will assess the situation and if considered necessary implement this part of these Arrangements. The IC in liaison with the LEC will cause key personnel of participating agencies to be notified.

Once the decision to form an ISG has been made the LEC will instigate alert/call out procedures for the required LEMC members or request this function be done by other executive members. To ensure activation occurs and members receive all relevant information an activation flow chart is provided below. In the event of an emergency, this Part can be implemented in whole or in stages. However, some emergencies will be an impact event, in which case the stages will be condensed and activated concurrently to accelerate the emergency response.

The three stages of activation used are:

Alert	Members or Liaison Officers of key agencies are briefed on the situation. No further action is required, at this time.
Call Out	Members or Liaison Officers of key agencies are requested to attend ISG meeting.
Stand Down	Response actions have been completed and agencies are stood down. The action required for each stage of activation is detailed below.

ISG Activation Role And Triggers

Role:

To assist the CA coordinate services (physical, Human, Information) during a major multi-agency incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Triggers may be:

- Level 2 and above incident;
- Requirements for possible or actual evacuation;
- Extensive support agency assistance required;
- Need to coordinate warnings/ information to community during a multi-agency event;
- Where there is a perceived need relative to an impending hazard impact;
- Multi-agency response where there is a need for collaborative decision making and the coordination of resources/information; and,
- Where there is a need for regional support beyond a single agency (possible OASG activation).

ISG Executive Support Functions

In order to maintain functionality and ensure governance occurs it is important that once the ISG is formed executive support is provided. Initial executive support may be supplied by the CA or in consultation with the CA, the LEC and the City of Kalgoorlie - Boulder who may be enlisted to assist with this function. Where the incident becomes protracted other arrangements will be made to provide such support. In order to achieve continuity, executive support will provide the following basic functions:

1. Ensure all relevant members are contacted for ISG meeting;
2. Maintain a register of members present at ISG meeting;
3. Set agenda in consultation with IC and LEC;
4. Maintain a record (summary) of discussion point, in particular any decisions made;
5. Collect agency situation reports;
6. Disseminate information to ISG members;
7. Ensure ISG comply with City of Kalgoorlie-Boulder Local Emergency Management Arrangements;
8. Provide advice on *Emergency Management Act 2005*;
9. Establish links with City of Kalgoorlie - Boulder Emergency Recovery Committee; and,
10. Prepare ISG information for inclusion in post incident analysis

Hazard Management Agencies

(HMA LIST BY HAZARD)

The following list of hazards/emergencies identifies the HMA responsible for that hazard/emergency. The hazards/emergencies identified are by no means exhaustive and will be added to as required.

Emergency Management Regulations:2006 - s16-23B

HAZARD	ASPECT	HMA	STATUS
Fire	Response	FES COMMISSIONER	Prescribed
Collapse	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Cyclone	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Earthquake	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Flood	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Storm	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Tsunami	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Hazmat - Chemical	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Hazmat – Radiation	Prevention	FES COMMISSIONER	Prescribed
	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Hazmat – Biological	Prevention	FES COMMISSIONER	Prescribed
	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Air Crash	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Road Crash	Preparedness	FES COMMISSIONER	Prescribed
	Response	FES COMMISSIONER	Prescribed
Land Search	Preparedness	WAPol COMMISSIONER	Prescribed
	Response	WAPOL COMMISSIONER	Prescribed

HAZARD	ASPECT	HMA	STATUS
Marine Search	Preparedness	WAPOL COMMISSIONER	Prescribed
	Response	WAPOL COMMISSIONER	Prescribed
Radiation NPW	Preparedness	WAPOL COMMISSIONER	Prescribed
	Response	WAPOL COMMISSIONER	Prescribed
Space Debris Re-entry	Preparedness	WAPOL COMMISSIONER	Prescribed
	Response	WAPOL COMMISSIONER	Prescribed
Terrorism	Prevention	WAPOL COMMISSIONER	Prescribed
	Preparedness	WAPOL COMMISSIONER	Prescribed
	Response	WAPOL COMMISSIONER	Prescribed
Human Epidemic	Prevention	Department of Health	Prescribed
	Preparedness	Department of Health	Prescribed
	Response	Department of Health	Prescribed
Animal & Plant Biosecurity	Preparedness	Department of Agriculture and Food	Prescribed
	Response	Department of Agriculture and Food	Prescribed
Rail Crash - Passenger Network	All	Public Transport Authority	Prescribed
Rail Crash - Freight Network (West of Kalgoorlie)	All	Brookfield Rail	Prescribed
Rail Crash (East of Kalgoorlie)	Response	WAPOL	-
Dam Break	All	Water Corporation	Proposed
Marine Transport Emergency	All	Department of Transport	Prescribed
Marine Oil Pollution	All	Department of Transport	Prescribed
Energy Supply Disruption	All	Office of Energy	Prescribed

Organisational Roles and Responsibilities

WA Police

- To act as coordinators of emergency event as required by HMA/CA responsibilities;
- Ensure all matters concerning public safety and property security is managed;
- Act as the Control Agency for:-
 - Aircraft crash;
 - Road transport crash;
 - Sea search and rescue;
 - Land search and rescue;
 - Terrorist incident;
 - Nuclear powered warships;
 - Space debris re-entry; and,
 - Undefined hazards or where agreement cannot be reached by responding agencies;
- Provide the Local Emergency Coordinator (LEC);
- Provide a Control Centre, or field facility, to manage its HMA/CA responsibilities;
- Carryout survey and assessment of damage caused by hazards for which it is the HMA/CA provide survey and assessment teams to assist other CA's as requested;
- Manage the survey and assessment arrangements during major operations;
- Provide support to the LEC as requested; and,
- Manage all evacuation operations in consultation with the CA.

DFES - Fire And Rescue Service Of WA

Act as the Controlling Agency for:

- Fires in gazetted Fire District;
 - Hazardous materials incidents; and,
 - Industrial accidents involving fire/explosion;
- To be responsible for the following types of rescue:
 - Fire endangered rescue;
 - Vehicle accident rescue; and,
 - Hazardous materials accident rescue.
- Provide a Control Centre, or field facility, to manage its Hazard Management Agency responsibilities;
- Carryout survey and assessment of damage caused by hazards for which it is the Hazard
- provide survey and assessment teams to assist other Control Agencies;
- Provide a Liaison Officer to the Local Emergency Operation Centre(EOC) if required; and,
- Provide support to the LEC as requested.

DFES - State Emergency Service

- Act as the HMA/Controlling Agency for:
 - Flood;
 - Storm/tempest;
- To be responsible for the following types of rescue:
 - Building rescue;
 - Cliff rescue (Combat Agency top WAPol); and,
 - Cave rescue (Combat Agency to WAPol);
- Provide a Control Centre, or field facility, to manage its Control Agency responsibilities;
- Carryout survey and assessment of damage caused by hazards for which it is the Control Agency and provide survey and assessment teams to assist other CA's;
 - Provide support to the other combat agencies and LEC as requested; and,
 - Provide a Liaison Officer at the Emergency Operation Centre (EOC) if required.

DFES – Fire Services – Rural Fire

- To provide support to the Local Government during rural Fire Emergencies, in non-gazetted fire district areas;
- Provision of an on-site liaison officer to the Incident Controller, when required;
- Provide advice on rural land firefighting tactics;
- Provide a written report on the emergency and/or participate in post incident analysis, as may be required, by the Control Agency;
- Arrange government wildfire assistance scheme; and,
- Assume CA responsibilities on Level 2 and above fire, or as requested from LG (*Bush Fires Act (1954)* - section 13).

City of Kalgoorlie - Boulder

- Provide the services of a Chief and a Deputy Chief Bush Fire Control Officer, to activate and direct the Kalgoorlie Volunteer Bush Fire Brigade and administer obligations as a Controlling Agency, for fire outside gazetted district;
- Act as the Hazard Management Agency for major hydraulic structures for which the City has responsibility (Sewer);
- Ensure current and effective Local Emergency Management Arrangements are endorsed by key stakeholders;
- Maintain effective emergency partnerships through an effective LEMC;
- Actively participate in District Emergency Management Committee, to ensure united and cooperative approach to matters dealing with multi-LG emergencies;
- Provide an Environmental Health Officer to manage the Health Support Plan;
- Provide a Recovery Coordinator and manage the recovery operation;
- Make available City resources to support an CA in an emergency operation;
- Ensure the Airport is operational;
- Provide additional support to the Welfare Coordinator, as required;
- Provide an alternative Emergency Operation Centre if required;
- Provide a Liaison Officer at the Emergency Coordination Centre;
- Provide executive support to ISG, as requested; and,
- Provide administration support to Emergency Operation Centre (EOC) as requested.

St John Ambulance Australia

- To respond to a pre-hospital Medical Emergency;
- Provide Ambulances and staff to respond to the emergency site;
- Coordinate and provide triage of injured persons at the emergency site;
- Coordinate and provide acute first aid and treatment at the emergency site;
- Coordinate and provide transport of sick and injured persons;
- To provide transport of sick and injured to RFDS as directed; and,
- Provide LO to Emergency Operation Centre (EOC) as required.

Department of Parks And Wildlife (DPAW)

- Protect the environment from threats of pollution, contamination, fire and (human induced) environmental destruction;
- To be the CA for bushfire on lands under DPaW management;
- Provide resources for bushfire suppression;
- Provide an on-site Liaison Officer to the Incident Controller when required;
- Provide advice on rural fire fighting tactics;
- Collection of evidence for possible prosecution (if applicable);
- Maintain communications with Emergency Management Agencies;
- Provide support in SAR, animal disease and dam-break emergencies; and,
- Provide a Control Centre, or field facility, to manage its Controlling Agency responsibilities.

Department of Environmental Regulation

- Provides advice on environmental protection during response, clean-up and disposal as requested or required;
- The DER also has a 24 hour (environmental) emergency response line - 1800 018 800;
- To provide advice relating to potential for pollution spills to impact local water resources; and.
- Make on-site assessment of the potential impact of pollution spills on the environment.

Department of Communities

- Provide a Local Welfare Coordinator to manage the Local Welfare Emergency Management Support Plan;
- Establish welfare centres to provide temporary accommodation and/or welfare services to disaster affected persons;
- Coordinate emergency catering at welfare centres;
- Coordinate provision of essential emergency clothing and personal requisites;
- Coordinate Registration and Inquiry at welfare centres in conjunction with Australian Red Cross team;
- Provide personal services - information, advice, referral, counselling, first aid at welfare centres; and,
- Provide a Liaison Officer to the Emergency Operation Centre if required.

Department of Agriculture and Food

- The operational responsibility for the control and eradication of plant and animal diseases, whether endemic or exotic, within its borders. Commonwealth legislation includes powers under *Quarantine Act 1908*, which would be available to support the state.
- Act as a Hazard Management Agency for Exotic Animal Disease outbreak, including:-
 - Quarantine and movement controls;
 - Slaughter and disposal of infected and exposed animals;
 - Decontamination of infected premises;
 - Surveillance of susceptible animals;
 - Restriction of the activities of certain enterprises;
 - Assess live stock for damage and advise owners/Rangers if destruction is required, or other welfare issues requiring management;
 - Provide advice regarding livestock movements;
 - Liaise with ISG regarding farmer and industry contacts;
 - Assist recovery teams in determining extent of damage to rural properties;
 - Assist recovery committee in seeking agistment and sourcing feed donations; and,
 - Provide advice on matters pertaining to livestock and the agricultural industry.
- Provide a control centre, or field facility to manage its HMA responsibilities;
- Carry out survey and assessment of damage caused by hazards for which it is the HMA;
- Provide a liaison officer to Emergency Operation Centre if required;
- Provide resources to support the Local Emergency Coordinator as requested; and,
- Provide an officer to assist with recovery operations if required.

Brookfield Rail/Aurizon/Great Southern Rail Group

- Act as the Hazard Management Agency for Rail accidents on BROOKFIELD RAIL managed lines,
- Provide a Control Centre, or field facility, to manage its Hazard Management Agency responsibilities,
- Carryout survey and assessment of damage caused by hazards for which it is the Hazard Management Agency and provide survey and assessment teams to assist other CA's,
- Provide a Liaison Officer to the Emergency Operation Centre if required,
- Provide resources support to the Local Emergency Coordinator as requested.

Water Corporation

- Act as the Hazard Management Agency for dam breaks and other major hydraulic structures for which the Corporation has responsibility;
- Provide a Control Centre, or field facility, to manage its HMA/Control Agency responsibilities;
- Carryout survey and assessment of damage, following impact of an event for which it is the Hazard Management Agency and provide survey and assessment teams to assist other Control Agencies;
- Provide a Liaison Officer to the Emergency Operation Centre if required;
- Provide resources support to the CA as requested;
- Provide flood intelligence to the DFES-SES as the Hazard Management Agency and CA for flood; and,
- Provide an officer to assist with recovery operations.

Kalgoorlie Health Campus

- Provide a medical coordinator to manage the application of the Medical Support Plan;
- Provide triage and medical teams at the incident site as required;
- Provide treatment and care for casualties;
- Provide medical supplies as required;
- Provide a Medical Liaison Officer at the Emergency Coordination Centre, if required;
- Provide first aid services at welfare centres, if required;
- Ensure that all staff are informed and trained in the execution of the emergency response procedures (MIMS);
- Co-ordinate all medical elements of the emergency; and,
- Provide counselling and psychological support for patients and staff where necessary.

Horizon Power

- To coordinate the maintenance of a safe and effective public electricity supply response to an emergency;
- Provide a liaison officer from the alert phase;
- Undertake a wire down street patrol, prior to the lifting of a red alert;
- Coordinate the provision of repairs to the public electricity supply network;
- Maintain communications with the Hazard Management Agency/Controlling Agency;
- Make available Horizon Power resources to support an emergency operation;
- Provide a Liaison Officer to the Emergency Coordination Centre, if required; and,
- Provide an officer to assist with recovery operations, if required.

Telstra

- Provide a Communications Coordinator to manage the Communications;
- Make available TELSTRA resources to support an emergency operation;
- Provide a TELSTRA Liaison Officer at the Emergency Coordination Centre, if required; and,
- Provide an officer to assist with recovery operations, if required.

Department of Education and Training

- Make available school buildings and facilities to the Local Welfare Coordinator, as required;
- Provide support staff to the Local Welfare coordinator, as required; and,
- Provide an officer to assist with recovery operations, if required.

Bureau of Meteorology

- To provide meteorological information on significant weather events, to the committee ; and,
- To ensure the all available meteorological information gathered, is accurate and presented to the committee as required.

Department of Housing

- Co-ordinate emergency management arrangements, to protect the public housing; and,
- Assist relevant authorities in managing the impact of emergencies on Western Australian communities.

Main Roads Western Australia

- To coordinate road closures and appropriate signage required, for an emergency on Highways and Main Roads;
- Provide emergency contact numbers;
- Inform the travelling public of changes to road conditions.

Public Information and Warnings

Purpose	To provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings, to the public during emergencies
Element	Issue to be addressed
Authorisation of release	<ul style="list-style-type: none"> • Determination of the person/position (HMA) authorised to release emergency information to the public
Media Liaison Officer or Public Information Officer	<ul style="list-style-type: none"> • Should be appointed • Should be identified within the management structure • Should have a good working relationship with media • Should work closely with the Incident Controller/HMA • Work with 'one source/one message' philosophy • Must establish communications plan, consistent with WestPlan – Public Information
Method of release	<ul style="list-style-type: none"> • Radio – community, regional, state (contract with ABC - 837 AM) • Television – regional, state • Newspapers - local, state • Newsletter / mail drop • Community notice boards/ Community information centre/s • Emergency Service public address system • Multi-lingual releases • Telephone information service (Agency 1800 number) • Hazard Management Agency/Controlling Agency website
Information to be released	<ul style="list-style-type: none"> • Nature of the emergency • Location of the affected area, or potential area • Number of people likely to be involved • Continuing or expected hazards • Environmental impact • Economic impact • Agencies involved in response • Activities agencies are currently involved in • Extent of public and private damage • Safety instructions • How and where to get assistance • How and where to get further information

Element	Issue to be addressed
Regular Bulletins	<ul style="list-style-type: none"> • Timing for dissemination of emergency instructions to public • Timing to coincide with media agency deadlines
Rumour control	<ul style="list-style-type: none"> • Coordination of public information to avoid panic, fear and confusion resulting from rumours and hearsay • ALL releases must be authorised by Incident Controller/HMA • Media releases and information released to public should hold consistent information – one source/one message • Media talking points – people approached by media for interviews should refer to HMA ‘Talking Points’ detail
Documentation	<ul style="list-style-type: none"> • All documentation must be timed, dated and stored with other operational information
Target Recipients	<ul style="list-style-type: none"> • Members of the effected community • Schools, day care centres, hospitals, aged care homes, and other areas where vulnerable people may be found • Industry and commerce that may be effected • Relevant Government agencies • Critical infrastructure, essential services • Tourists • Local government • Special interest groups • Consult CKB LEMA (or ISG) for vulnerabilities • LEMC, ISG and/or HMA/CA
Special Needs Recipients	<ul style="list-style-type: none"> • Non–English speaking • Elderly • High dependency groups (ie sight, hearing, intellectually impaired) • Tourists, visitors
Warning Content	<ul style="list-style-type: none"> • From official source – reference quoted • Brief • Non-technical language • Nature of problem/risk • Location/extent of problem/risk (area affected) • Anticipated time to make safe • Probability of event or significant consequences occurring • Safety instructions – protective action • Time of next warning / update • In format recognized by target audience

Impact Assessment

Purpose	To assist in planning, formatting and conducting an impact assessment. This assessment gathers information on the magnitude of the event, and the extent of its impact on both population and infrastructure
	<i>Impact assessment should be conducted in consultation with HMA/CA</i>
Element	Issue to be Addressed
Area affected by the event	<ul style="list-style-type: none"> • Location and size • Local resilience level to hazard • Significant facilities e.g. critical infrastructure, hospitals, schools, day care centres within the affected area
Numbers affected by the event	<ul style="list-style-type: none"> • Dead • Injured – determine or estimate the number • Sick • Homeless as a result of event, logistical requirements • Numbers evacuated (where to) • Numbers requiring evacuation • Members of the community suffering personal hardship • Specific vulnerabilities of effected community
Emergency medical, health, nutrition, water and sanitation situation	<ul style="list-style-type: none"> • Level of service available to the community • Level of assistance required to maintain sustainability • Duration until restoration
Level of continuing or emerging threats	<ul style="list-style-type: none"> • Secondary consequences – flood, road conditions • Health issues (poor sanitation, limited electricity to power pumps, fridges and freezers) • Contamination
Damage to infrastructure and critical facilities	<ul style="list-style-type: none"> • Condition of electricity, gas, water and sewage treatment Infrastructure, including contamination, leakages etc • Time to restoration of services • Identify and evaluate possible alternative water, electricity sources • Conditions of roads - how will this affect access and egress • Will condition of road affect any critical infrastructure
Damage to homes and public buildings	<ul style="list-style-type: none"> • Approximate the number of private dwellings and public buildings damaged or destroyed • Estimate of habitability inspections to be undertaken • Identify any damage or destroyed buildings that were listed as evacuation centres
Damage to commercial premises	<ul style="list-style-type: none"> • Approximate the number of commercial buildings damaged or destroyed • Estimate the impact this will have on the community

Element	Issue to be Addressed
Damage to agriculture and food supply systems	<ul style="list-style-type: none"> • Estimate of effect on agricultural crops and production
Damage to economic and social resources	<ul style="list-style-type: none"> • Damage to industry which may result in long term social problems • Effects on community or government infrastructure
Level of response by the affected area and the internal capacity to cope with the situation	<ul style="list-style-type: none"> • Is the community capable of looking after itself with minimal assistance? • Is significant outside assistance required? • What type of assistance would be required • How urgent would the assistance be? • Number of people requiring urgent personal hardship assistance