



# LOCAL EMERGENCY MANAGEMENT COMMITTEE

## MANAGEMENT ARRANGEMENTS 2017

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Document Control			
<b>Document ID</b>	2588081	<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>	3/05/2021
<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	5/09/2017	DCPFS, Department for Child Protection and Family Support to DoC, Department of Communities	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.

## Acknowledgment

The quality of the information in these arrangements is directly attributable to the voluntary input of a wide range of experts from a variety of organisations involved in emergency management.

## 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

## Distribution List

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<b>Manager Planning Development &amp; Regulatory</b>	<b>1</b>
<b>Environmental Health &amp; Ranger Services Team Leader</b>	<b>1</b>
<b>Coordinator Communications</b>	
<b>LEMC membership</b>	<b>1</b>
<b>WAPOL Goldfields District Office</b>	
<b>DFES Goldfields District Office</b>	
<b>Other committees</b>	
<b>Goldfields–Esperance District Emergency Management Committee</b>	<b>1</b>
<b>State Emergency Management Committee</b>	<b>1</b>

## Executive Summary

The Western Australian State Government has adopted a comprehensive and integrated approach to Emergency Management. This approach encompasses the concept of all hazards and is based upon the notion that it is impossible to create separate plans for every incident that may occur but that it is possible to have a single set of management arrangements capable of encompassing all hazards.

To achieve this, frameworks need to be flexible enough to adapt and react to the widest possible range of incidents. Dealing with the identified risks to community safety requires a range of concepts known as PPRR, that is:

- Prevention – measures to eliminate or reduce the incidence or severity of emergencies;
- Preparedness – measures to ensure that, should an emergency occur, communities resources and services are capable of coping with the effects;
- Response – measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised; and,
- Recovery – measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic, environmental and physical wellbeing.

The *Emergency Management Act 2005* contains a three tier approach to Emergency Management in Western Australia. These tiers are State (State Emergency Management Committee), districts throughout the state which are aligned to the WA Police Districts (District Emergency Management Committees) and then Local Government (Local Emergency Management Committees).

The Act allows the prescription of Hazard Management Agencies (HMA). HMA's are prescribed due to their functions under a written law or because of their specialised knowledge, expertise and resources in respect to a particular type of hazard. HMA's will nearly always be responsible for leading a Response to an emergency in relation to the type of hazard for which they are prescribed and will often be prescribed for other aspects of emergency management i.e. Prevention, Preparedness or Recovery.

## Local Government Role in Emergency Management

Local Governments are support organisations which have legislated responsibilities. Local Governments' role in the PPRR process does not involve the Response phase but does involve the Planning, Preparedness and Recovery elements.

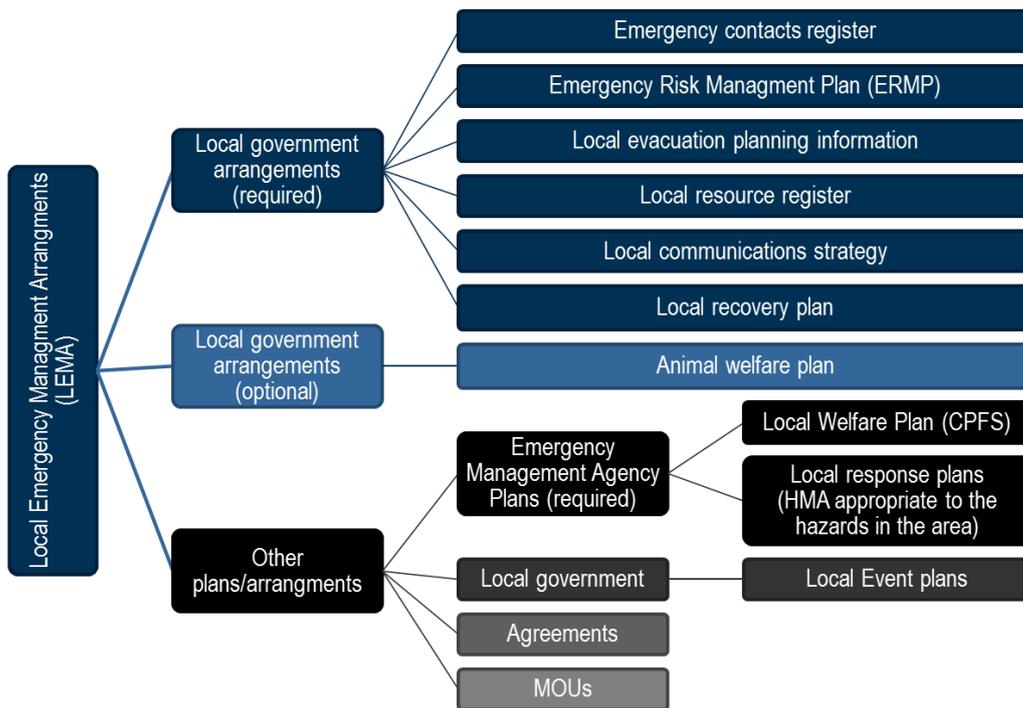
Local Government is not an appointed Hazard Management Agency. Local Government is required under The *Emergency Management Act 2005* to provide the following responsibilities and obligations (Sections 36 to 43 of the Act):

- Establish and operate a Local Emergency Management Committee;
- Conduct an Emergency Risk Management project to develop a Risk Register i.e. a list of risks identified as priorities within the particular community;
- Prepare and maintain Local Emergency Management Arrangements (LEMA) to support HMAs in time of emergency; and,
- Manage the Recovery phase of an emergency.

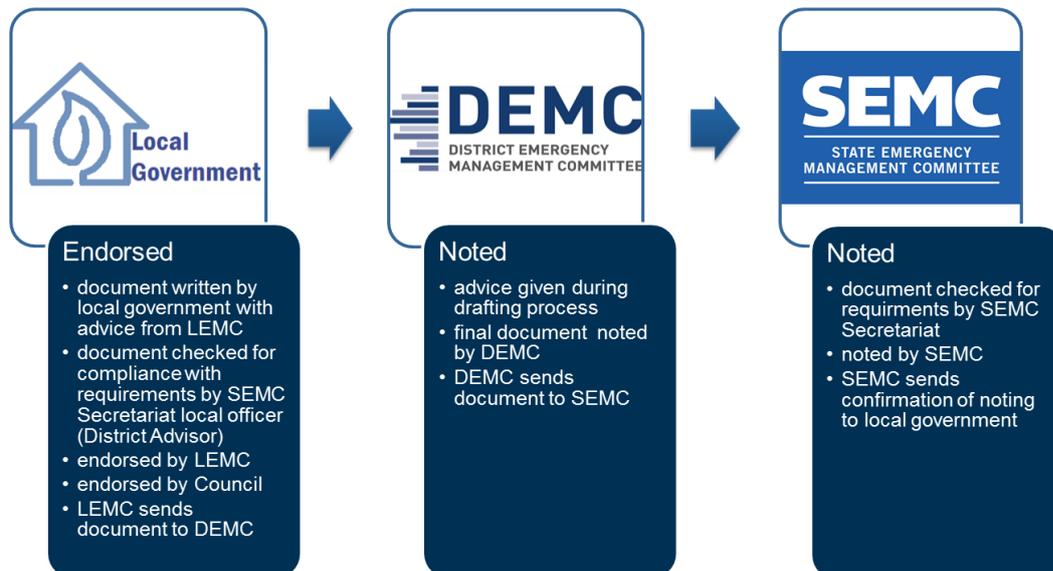
The contribution of local government in emergency management can be best illustrated in the following table.

	Prevention Preparedness	Response	Support to Response	Recovery
State	<b>State Emergency Management Committee (SEMC)</b> Chair: Independent, currently Frank Edwards	<b>State Operational Control</b> State Controller as appointed by the Hazard Management Agency	<b>State Disaster Council</b> Chair: Premier  <b>State Emergency Coordination Group (SECG)</b> Chair: Commissioner of Police	<b>State Recovery Coordinating Committee</b> Chair: Department of the Premier and Cabinet Deputy Chair: Department of Communities
District	<b>District Emergency Management Committee (DEMC)</b> Chair: District Police Officer or nominee	<b>Operational Area Management</b> Operational Area Manager as appointed by the Controlling Agency	<b>Operations Area Support Group</b> Chair: Operations Area Manager (Controlling Agency)	<b>Local Government</b> Local Recovery Committee. Chair: Mayor or Shire President (Local Government) Local Recovery Coordinator: appointed by Local Government
Local	<b>Local Emergency Management Committee (LEMC)</b> Chair: Shire President (Local Government) or nominee	<b>Incident Management Team</b> Incident Controller as appointed by the Controlling Agency	<b>Incident Support Group</b> Chair: Incident Manager (Controlling Agency)	

The City's LEMA has been drafted after consultation with a broad range of stakeholders, including the District Emergency Management Committee (DEMC). The LEMA suite of documents is endorsed by the Local Emergency Management Committees (LEMC) and local government then noted by the relevant DEMC and the SEMC. The following diagrams illustrate the comprehensive nature of emergency planning required and the approval processes.



The following diagram depicts the approval process for the local government LEMA.



## The City of Kalgoorlie Boulder Current Status

- The City of Kalgoorlie–Boulder has an established Local Emergency Management Committee and now seeks to have an elected member as its Chair.
- The Local Emergency Management Arrangements were presented to Council at the Ordinary Meeting of 27 March 2017.
- These arrangements are subject to constant review and updating as changes in staff, roles, equipment, communications networks and indeed risks to the community change over time.
- To comply with the *Emergency Management Act 2005* requirements, to manage the recovery phase of an emergency the City must have a Recovery Plan.
- The Local Recovery Coordinator and Executive Officer for City of Kalgoorlie–Boulder has been appointed by the City as the Chief Operating Officer.
- The City of Kalgoorlie–Boulder Emergency Risk Management project was completed in 2015 with the resultant report containing the identified risks (Risk Register).

## Next steps

The following concurrent activities will occur during 2016 and on–going:

- Training of key City personnel in Emergency Management;
- Completion of Business Continuity Arrangements for the City in response identified incidents; and,
- Continued monitoring and evaluation of the LEMA via the LEMC meeting process and exercises.

Compliance with this legislated requirement will, in itself, have no direct and immediate impact upon financial considerations for the City of Kalgoorlie–Boulder however; will provide some guidance and commitment relevant to the deployment of the City’s resources in times of emergency.

## Community Consultation

The City of Kalgoorlie–Boulder was successful in its application to the All West Australians Reducing Emergencies (AWARE) Program in 2014 financial year. Funding was provided to employ a facilitator and cover the costs of undertaking the emergency risk management process and training. Community consultation process was undertaken during this project providing valuable insight into the greatest threats perceived by the Community to Kalgoorlie–Boulder.

## Certificate of Approval

Local governments are required under the provisions of Section 41 of the *Emergency Management Act 2005* to ensure that local emergency management arrangements are prepared for the local government area. The document to which this certificate refers shall be referred to as the City of Kalgoorlie–Boulder (CKB) Emergency Management Arrangements (LEMA) and herein after referred to as The Plan.

The Plan has been prepared under the authority of the CKB Local Emergency Management Committee (LEMC) in consultation with local Hazard Management Agencies, Support Organisations, State and Federal Government, Non–Government Organisations and the community.

The Plan has been submitted to the CKB LEMC and the Kalgoorlie–Boulder Council for endorsement. A copy has been forwarded to the Goldfields–Esperance District Emergency Management Committee and State Emergency Management Committee for noting.

### City of Kalgoorlie–Boulder Local Emergency Management Committee

\_\_\_\_\_ Date: / /  
Chairperson

### City of Kalgoorlie–Boulder Council

\_\_\_\_\_ Date: / /  
Mayor

## Local Emergency Management Arrangements

The following documents are support plans that have been developed to assist with the response efforts to identified hazards within the City. The support plans consist of

Plan / Arrangement	Owner	Location	Dated
<b>Local Emergency Management Arrangements</b>	City of Kalgoorlie – Boulder	Available on line at <a href="http://ckb.wa.gov.au/Your-Council,-Your-City/City-and-community/Health-and-public-safety/Local-Emergency-Services.aspx">http://ckb.wa.gov.au/Your-Council,-Your-City/City-and-community/Health-and-public-safety/Local-Emergency-Services.aspx</a>	2016
<b>Community Emergency Risk Assessment</b>			2015
<b>Risk Strategies</b>			2016
<b>Risk Treatment Plans</b>			2016
<b>Threat Abatement Plan</b>			2016
<b>Evacuation Plan</b>			2016
<b>Health &amp; Well-being Sub-plan</b>			2011
<b>Finance Sub-Plan</b>			2011
<b>Local Welfare Plan</b>	Department of Communities		2016
<b>Recovery Plan</b>	City of Kalgoorlie – Boulder		2016
<b>Assets Register</b>			2016
<b>Local Emergency Management Committee Contact Directory</b>			2016
<b>Welfare Centre Directory</b>			2016

## Introduction

### Authority

These arrangements have been endorsed by the Kalgoorlie–Boulder City Council in accordance with s41 of the *Emergency Management Act 2005*. The arrangements have been presented and endorsed by the CKB Local Emergency Management Committee and tabled for information and comment at the Goldfields District Emergency Management Committee (DEMC).

### CKB Profile

#### Area Covered

The area covered by this Plan is the geographic area covered by the City of Kalgoorlie–Boulder under the *Local Government Act 1995*.

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 has played and continues to play a significant role in the development of Western Australia from not only an economic perspective but also from the founding roots of the Australian nation.

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. 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.

#### Social and Economic Profile

The Australian Bureau of Statistics (ABS) 2011 census reported the population of The City to be 32,620. There are 15,933 dwellings within the City of which One third of dwellings are rental properties. Kalgoorlie–Boulder hosts a large transient population by virtue of short to medium term employments, fly–in fly–out employment and tourism. 71.9% of the population was born in Australia, 5.3% from New Zealand, 2.9% from England, 4.1% from and the Indigenous population accounts for 7.5%. There is little gender bias within the population.

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.

#### Climate

Kalgoorlie 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.

### Purpose

The purpose of these emergency management arrangements is to document the management of identified risks and provide specific detail on planning, response and recovery activities of Local Government (LG), Hazard Management Agency (HMA's) and other support agencies.

### Objectives

The objectives of this plan are to describe the strategies and tools that will enable emergency managers to:

- Describe the organisation, responsibilities and procedures for the effective management of any emergency that may impact on the communities within the City of Kalgoorlie–Boulder;
- Establish guidelines for the coordination between all agencies that may become involved;
- Provide a plan for the coordination of resources to cope with the impact of emergencies;
- Provide a comprehensive framework for evacuation and recovery operations; and,
- Provide guidelines for the operation of the plan following activation of the plan.

### Scope

The scope of this Plan is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term.

In the case of the City, the plans and arrangements perform a multi–faceted role in protecting the health, welfare, environment and economic well–being of the community. Consequently similar plans may require differentiated levels prioritisation in the process compared with other assets.

To ensure the best possible outcomes for The City, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community is required.

### Purpose & Integration with Council Planning Process

Within the City of Kalgoorlie–Boulder Strategic Community Plan 2015–2025, Council aspires

*to provide a family friendly that is a safe place to live work and play.*

This is will be achieved by providing City services to make Kalgoorlie–Boulder a better place to live.

## Agreements, Understandings and Commitments

At the time of preparation and adoption no agreements & emergency management policies, understandings, arrangements and or commitments are in place. The City is open to the development of such agreements generated with the objectives of:

- To collate and coordinate complex risk treatment strategies which are beyond the capacity of individual Local Governments or which have a regional impact and elevate to State level for determination and resolution;
- To inform a range of partners of regional emergency management strategies;
- To promote an integrated emergency management capability within the Goldfields Voluntary Regional Organisations of Councils through networks, shared forums, planning initiatives, processes, information and resources;
- To raise issues and provide collective solutions to emergency management problems; and,
- To promote and facilitate the integration of comprehensive emergency management planning into whole-of-government agencies strategic, operational and financial planning processes.

## Special considerations

The City has a number of special considerations that may have an impact on the implementation of these emergency management arrangements in times of an emergency:

- 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.
- Bush Fire Season – November to April
- The mining industry in both open cut and shaft forms has always carried a heavy risk burden. Both mining and heavy industry uses large quantities of hazardous materials and fuels which must be transported to, stored and used in Kalgoorlie–Boulder.
- The City is a regional transportation hub for the Goldfields – Esperance region. Kalgoorlie airport is the busiest regional airport in Western Australia with approximately 11,000 flights in and out annually. Of those flights 3,000 accounts for large passenger aircraft flying between Kalgoorlie–Boulder and Perth.
- The City lies at the crossroads of rail lines running east–west connecting Perth to the eastern seaboard, as well as north to Leonora and south to Esperance. Around 200 passenger and freight trains travel through Kalgoorlie–Boulder each week (10,000/year).
- Indigenous communities have a unique culture that must be considered when planning for hazards, for example: English is often the second or third language spoken. As a result of indigenous Australians relationship with Land, Lore and Kin, communities are often located in regions considered high risk in terms of emergency. Isolation may increase response times in the event of an emergency and reduce the ready availability of response resources. Kalgoorlie–Boulder historically is a regional meeting point and continues to be so, having a population from a number of different groups temporarily residing in the City.
- Prolonged population surges (2000 – 5000 plus people) in response to mining activities.
- The Goldfields Gas Pipeline extends from Yarraloola, in the Pilbara region of Western Australia, to Kalgoorlie, in the Goldfields–Esperance region. The gas is transported is used predominantly for power generation, however in Kalgoorlie–Boulder it has commercial and residential gas uses.
- It should be noted that the business hours of the City of Kalgoorlie–Boulder, are from Monday to Friday 08:30 to 16:30 hours. In order to access the CKB's services and resources after hours, on weekends and public holidays, the utilisation of relevant emergency contact phone numbers will be required. These numbers are located and clearly outlined in the CKB Emergency Contacts Directories.
- Regional Events attracting large crowds and or pose a unique characteristics include:
  - Sunset Concert Series; Kids Fest; Nullabour Muster; and The Goldfields Cyclclassic.

## Management

The *Emergency Management Act 2005* outlines descriptions and responsibilities of key positions or groups in relation to local community emergency management. These local roles are further explained in the table below.

Local role	Description of responsibilities
<b>Local government</b>	The responsibilities of the City of Kalgoorlie–Boulder are defined in s36 of <u>The Act</u> .
<b>Local emergency coordinator (LEC)</b>	<p>The responsibilities of the LEC are defined in s36 of <u>The Act</u>. The LEC for the City of Kalgoorlie–Boulder is the Officer in Charge of Kalgoorlie Police Station.</p> <p>At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi–agency response during an emergency in the district.</p>
<b>Local recovery coordinator</b>	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
<b>Local Government (LG) welfare liaison officer</b>	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
<b>LG liaison officer (to the ISG/IMT)</b>	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
<b>Local government – Incident management</b>	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implementing procedures that assist the community and emergency services deal with incidents</li> <li>• Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires’ emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.</li> </ul>

## Local Emergency Management Committee (LEMC)

The aim of the LEMC is to promote a safe, sustainable, and resilient community, through practical planning, for hazard mitigation and partnership development on behalf of the Kalgoorlie–Boulder community.

Membership of the LEMC is representative of the agencies, community groups, non–government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events.

The LEMC is not an operational committee but rather the organisation established to assist in the development of local emergency management arrangements for the Kalgoorlie–Boulder community.

The LEMC plays a vital role in assisting our community becoming suitably 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, they provide advice to Hazard Management Agencies to develop effective 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

The table below outlines the roles of the Chair and Executive Officer to the LEMC.

Local role	Description of responsibilities
<b>LEMC Chair</b>	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
<b>LEMC Executive Officer</b>	Provide executive support to the LEMC by: <ul style="list-style-type: none"> <li>• Provide secretariat support including:               <ul style="list-style-type: none"> <li>○ Meeting agenda;</li> <li>○ Minutes and action lists;</li> <li>○ Correspondence;</li> <li>○ Maintain committee membership contact register;</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;               <ul style="list-style-type: none"> <li>○ Annual Report;</li> <li>○ Annual Business Plan;</li> <li>○ Maintain Local Emergency Management Arrangements;</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub–committees and working groups as required;</li> </ul>

A complete list of LEMC member agencies can be found within the CKB Emergency Contact List.

## Testing and Exercising

It is a LEMC goal that at least one exercise is conducted each financial year to test these arrangements and involve all agencies in the City of Kalgoorlie–Boulder operation area.

An exercise may take various forms and should be controlled by a structured exercise management group under the guidance of a trained exercise management practitioner. Where possible the community should be encouraged to participate in the exercise or be observers.

**Annually** Updates of the Plan shall occur by 31<sup>st</sup> March every year. The CKB Assets and Resources Register will be reviewed by 30<sup>th</sup> November each year and emailed/printed through to the LEMC. The transient nature of the Kalgoorlie–Boulder workforce means that the CKB LEMC Contacts Register will be updated quarterly and emailed through to the LEMC.

**Responsibility** The Executive Officer of the LEMC shall be responsible that these updates be carried out and distributed.

**Rewrite** A total review of the Plan will occur every five (5) years unless directed by the SEMC. The rewrite will be carried out by a sub–committee appointed by the LEMC with the Executive Officer as the Chairperson.

## Outstanding Documents

The following document/s will when produced become a part of the arrangements:

- CKB Animal Welfare Plan; and,
- CKB Communication Plan.

## Organisation and Responsibilities

### Emergency Management Structure

Consistent with the state emergency management framework, these arrangements are based on the premise that the Hazard Management Agency (HMA) responsible for the below hazards listed in the table below will develop, test and review appropriate emergency managements plans, including WESTPLANs.

It is recognised that HMA's, Controlling Agencies and Combat Agencies may require CKB resources and assistance and the CKB is committed to providing that assistance/support where possible.

Additional emergency events not covered include civil disturbance, land search and rescue for which the WA Police has Statutory Authority status.

HAZARDS	HMA	Local HMA	District HMA	WESTPLAN	LOCAL PLAN	
					Title	Location
Air Transport	WAPOL	WAPOL	Eastern Goldfields			
Bushfire	DFES	Kalgoorlie-Boulder FRS	DFES			<a href="http://www.ckb.wa.gov.au/Your-Council,-Your-City/City-and-community/Health-and-public-safety/Local-Emergency-Services.aspx">http://www.ckb.wa.gov.au/Your-Council,-Your-City/City-and-community/Health-and-public-safety/Local-Emergency-Services.aspx</a>
	LG	KB VBFB	DFES			
	DPAW	DPAW	Eastern Goldfields			
Earthquake	DFES					
Fire Urban	DFES	Kalgoorlie-Boulder FRS	DFES			
Hazardous Materials (incl. radioactive materials)	DFES	Kalgoorlie-Boulder FRS				
Human Epidemic	DoH	<u>WACHS</u>				
Road Transport	WAPOL			<a href="https://www.semc.wa.gov.au/resources/legislation-and-policy-framework/plan/westplans">https://www.semc.wa.gov.au/resources/legislation-and-policy-framework/plan/westplans</a>		
Rail Transport (West of Kalgoorlie)	Brookfield					
Storm	DFES	KB SES	DFES			
Rail Transport (East of Kalgoorlie)	WAPOL				Rail Crash (East of Kalgoorlie) Aviation Sub Plan  Rail Crash East Health Plan  WA Contingency Plan VO 3 – Rail Track East of Kalgoorlie  RFDS Country Airstrips Spreadsheet	
Animal and Plant Biosecurity	DAFWA				-	-
Dam Break	WC				-	-

## General

The organisation for an emergency is based on the following:

1. An HMA with overall responsibility for the development of arrangements and management of operations;
2. Controlling Agency (CA) – the agency with response role, through an associated WESTPLAN;
3. An Incident Support Group (ISG) to assist the HMA/CA with its overall responsibility; and,
4. Reference to relevant State Plans.

The process to deal with an emergency in Western Australia is based on the principle of graduated response. Responsibility for resourcing and responding to an emergency initially rests at the Local level. An emergency beyond the capability of Local resources will receive support from District resources. State assistance can be provided to supplement District resources as required.

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency roles	Description of responsibilities
<b>Controlling Agency</b>	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> <li>• Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; and,</li> <li>• Control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
<b>Hazard Management Agency</b>	<p>A hazard management agency is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4] The HMAs are prescribed in the <u><i>Emergency Management Regulations 2006</i></u>. Their function is to: Undertake responsibilities where prescribed for these aspects [EM Regulations]; Appointment of Hazard Management Officers [s55 Act]; Declare / Revoke Emergency Situation [s50 &amp; 53 Act]; Coordinate the development of the Westplan for that hazard [SEMP 2.2]; and, Ensure effective transition to the recovery phase of the incident coordinated and managed by the City.</p>
<b>Combat Agency</b>	<p>A combat agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> 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 emergency management activity prescribed by the regulations in relation to that agency.</p>
<b>Support Organisation</b>	<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>

## Hazard Management Agency (HMA)

A HMA is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that emergency management activities are undertaken.

In the event of an emergency the HMA will appoint an Incident Manager who will assume overall management of an Incident and supporting agencies in accordance with the needs of the situation. The HMA will establish an Emergency Operations/Coordination Centre to coordinate and organize emergency provision of services.

## Controlling Agency (CA)

A CA is an agency nominated to control the response activities to a specified type of emergency.

## Combat Agency And Support Organisation

Combat agencies and support organizations provide resources and expertise essential to combating the hazard.

These Arrangements are based on the assumption that each agency written into these arrangements has in place appropriate Standing Operational Procedures/Plans which detail that agency's response arrangements in accordance with this Plan.

Combat Agencies and Support Organisations are responsible for the planning, command, coordination and conduct of emergency response and initial recovery operations undertaken by their respective agency or functional area.

Each agency and organisation involved in an emergency response shall, on request from the Hazard Management Agency, provide a written situation report.

The roles and responsibilities of participating agencies are detailed in Annexure 2 series of documents.

## Incident Support Group (ISG)

If the incident requires the coordination of multiple agencies, the Controlling agency may establish an ISG and must appoint a relevant person to be the Chair.

The ISG consists of representatives (liaison officers) from organisations involved in the incident and relevant service providers. The function of the ISG is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation.

## ISG Composition

ISG is comprised of representatives from key agencies involved in the response and recovery phase of an incident or emergency situation. Members should be co-opted when necessary and stood down when services are no longer required. This principle is adopted to ensure the ISG is functional as a coordination group in support of the HMA/CA and may include:

- Chair ( appointed by the controlling agency);
- LEC;
- Members –
  - emergency service agencies;
  - Essential services ie communications, power, water, gas;
  - Welfare agencies; and,
  - Local government including the recovery coordinator.

### **ISG Activation**

The ISG is activated by the Controlling Agency Incident Controller when an incident requires the coordination of multiple agencies or a Level 2 incident is declared. The Local Emergency Coordinator must be advised.

### **Liaison Officers**

Agency representation on the ISG will take the form of Liaison Officers (LO's). The role of Liaison Officers is to arrange the provision of specified departmental physical resources and specialist skills to assist the HMA through the ISG. It is essential that each LO has sufficient level and status to commit parent agency resources and assist the LEC with the decision making process.

Liaison Officers are responsible for the following:

1. Ensuring that agency approval is obtained for the employment of resources in support of the Hazard Management Agency. It is expected that State agencies will meet costs associated with activities within their functional responsibilities as per SEMC Policy Statement No.4.2;
2. Liaising with other LO's and the LEC to achieve the most efficient use of resources in accordance with agreed priorities;
3. Keeping the LEC informed of progress by providing regular situation reports;
4. Keeping their Agency informed of current situation and intended action;
5. Maintaining accurate records of actions taken and approvals gained in response to LEC requests for justification and explanation of expenditure incurred; and,
6. Participating in committees to co-ordinate such issues as evacuation, transport, health, and welfare/accommodation. Committees will be activated as required to ensure that resources are deployed in the most economic and efficient manner.

### **Resources**

The use and acquisition of resources rests with each individual agency. Where an agency is asked by the HMA to undertake a task which requires resources not intrinsic to their core business, the HMA will be responsible for the provision/financing of such resources. In this instance all requests should be task, resource and/or personnel specific and well documented.

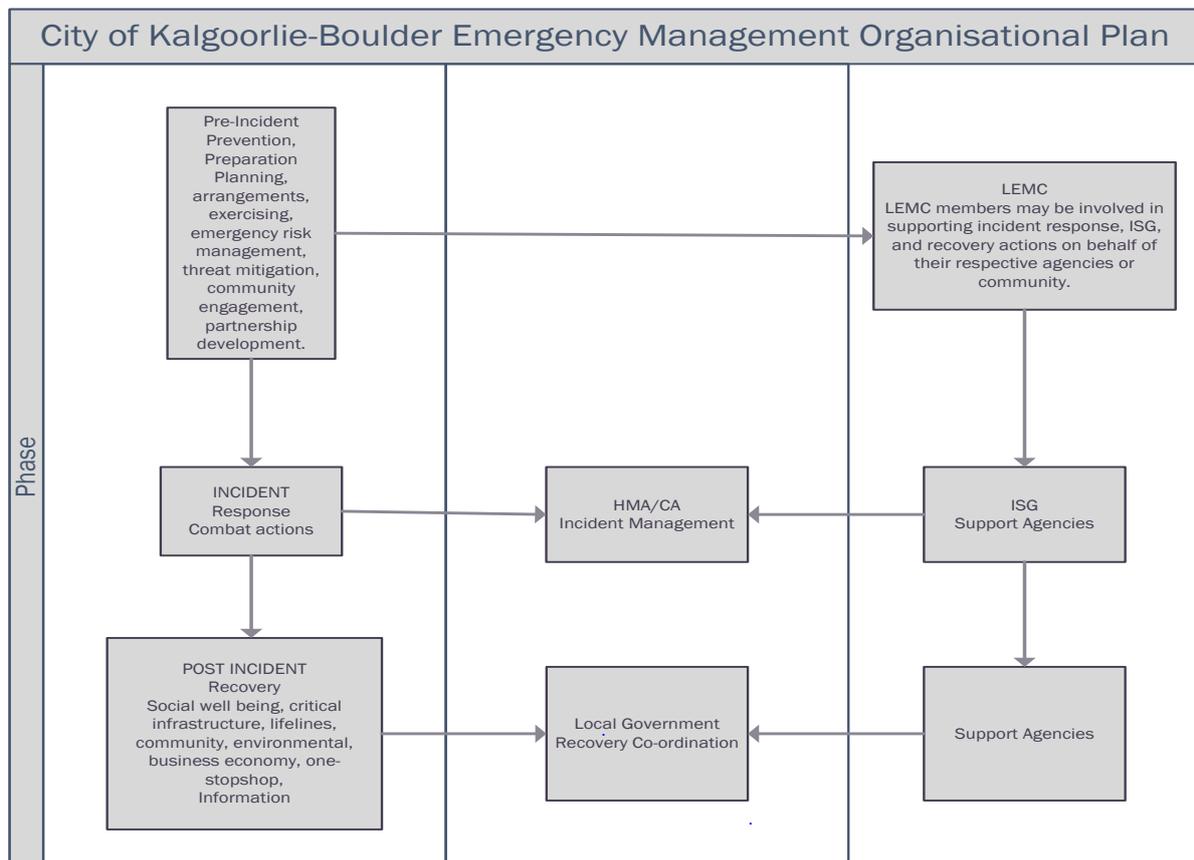
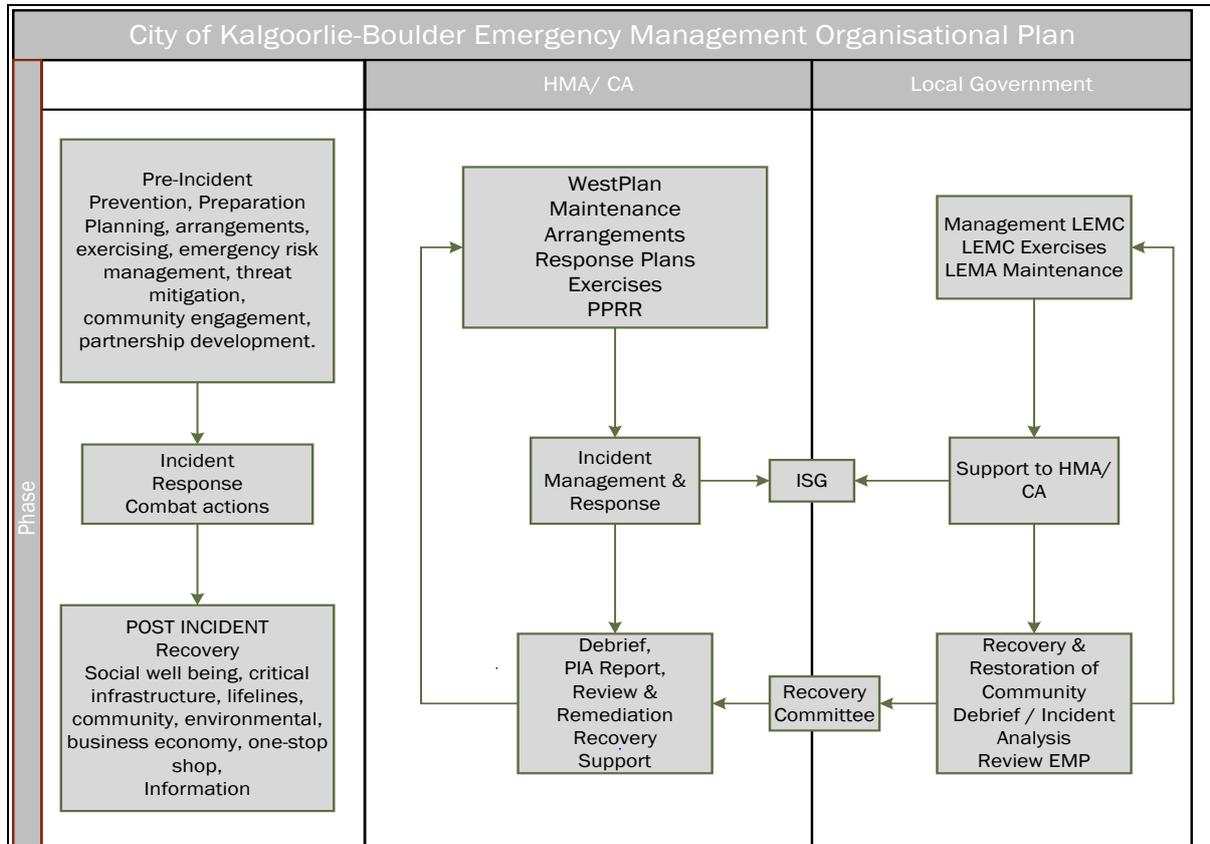
### **Financial Aspects of Emergencies**

EMAs undertaking emergency response activities, particularly multi-agency emergencies, often incur significant unforeseen costs. Some of these costs are directly related to agencies' core functions and programs while other costs may be associated with the provision of services and resources in support of Controlling Agencies. In addition, private organisations because of their expertise and resources, may be called upon to support Controlling Agencies at some cost.

Agencies that have assisted in the response to emergencies may be eligible for reimbursement of some expenses. Information relating to funding for emergencies is available on the SEMC website.

## Kalgoorlie–Boulder Emergency Management Organisational Plan

The following diagrams illustrate organisational planning for emergency management within the City in response to an incident.





## Organisation and Responsibilities

### Advice and Notification

Advice that an emergency is actual or imminent may be received through a number of sources. On being alerted to an emergency the LEC in conjunction with the HMA or Controlling Agency (CA) shall instigate the Operational Sequence Guide found at Annex 3.

Hazard / Emergency	HMA	Contact
<b>Air Transport Emergency</b>	WAPol	000 – Emergency
		13 14 44 – Enquiries
<b>Dambreak</b>	Water Corporation	13 13 75 – Emergency
		13 13 85 – Enquiries
<b>Earthquake</b>	DFES – SES	13 25 00 – Emergency Assistance
<b>Electrical Supply Disruption</b>	Public Utilities Office (Western Power)	13 13 51 – Emergency
<b>Storm / Tempest</b>	DFES – SES	13 25 00 Emergency Assistance
<b>Fire (Urban)</b>	DFES–FRS	000 – Emergency
		1300 657 209 – Hotline
<b>Fire (Rural)</b>	Gazetted Fire District DFES (FRS)	000 – Emergency
	Other – DPAW (including vacant Crown Lands)	1300 657 209 – Hotline
<b>Flood</b>	DFES – SES	(08) 9219 8000 – Fire Calls
<b>Gas Supply Disruption</b>	Public Utilities Office	13 25 00 Emergency Assistance
		13 13 52 – Emergency
<b>Hazardous Materials Incident</b>	DFES–FRS	13 13 56 – Enquiries
		000 Emergencies
<b>Mining Accident</b>	N/A	1300 657 209 Hotline
<b>Pandemic</b>	DoH	(08) 9358 8288
<b>Rail Transport Emergency</b>		(08) 9222 4222
<b>Passenger</b>	Prospector	000 – Emergency
	Indian Pacific	1300 662 205
<b>Freight</b>	PTA / GSR	1300 662 205
	Brookfield	000 (landline) or 112 (mobile) – Emergency
		(08) 9212 2871 – Enquiries
<b>Road Transport Emergency</b>	WAPol	000 – Emergency
		13 14 44 – Enquiries

### Decision To Form An Incident Support Group (ISG)

Should the emergency be beyond the capability of local resources and require extensive support agency assistance, the HMA/CA and LEC will assess the situation and if considered necessary implement the formation of an ISG. The role of the ISG is to assist the HMA/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.

For further information relating to triggers, support functions and management see Annexure 3 Response Plan.

### Local Emergency Operations Centres (EOC)

The EOC shall be established using good practise guidelines found in Emergency Management Australia emergency manual series publication. The EOC shall contain sufficient space, administration infrastructure and communications facilities to cater for ISG liaison Officers.

The EOC shall be established to assist coordination of multi-agency activity associated with a large scale incident. The ISG will operate out of the EOC providing the necessary support to the HMA/CA and combat authorities.

Pre-planning requires that the location of an EOC be clearly identified. Whilst the nature of the emergency may impact on the choice of location, identified EOC's for the City of Kalgoorlie-Boulder are:

#### **Primary Emergency Operations Centre (Response)**

DFES District Office  
Vosper House  
31-33 Duggan Street, Kalgoorlie  
Phone 9021 5551

#### **Alternative Emergency Operations Centre (Response)**

Kalgoorlie Police Station  
Brookman Street Kalgoorlie  
Phone 9021 9777