



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

GENERAL PLAN

2021

CITY OF KARRATHA

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S.41(1) of the *Emergency Management Act 2005*, endorsed by the Karratha Local Emergency Management Committee and the Council of the City of Karratha. The Arrangements have been tabled for noting with the Pilbara District Emergency Management Committee and State Emergency Management Committee.

Arron Minchin
Chairperson
Karratha LEMC

Date

Endorsed by Council:

Resolution Number:

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Distribution List

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	Karratha Library	1 Public version	
	Dampier Library	1 Public version	
	Roebourne Library	1 Public version	
	All Staff		Intranet Public version
	Website		Public version
Karratha LEMC	All members (Refer to Appendix 1)		1

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This plan is available on the City of Karratha website www.karratha.wa.gov.au and is available for viewing at the City facilities outlined above.

Amendment Record

Amendment		Details	Amended by
No.	Date		
1	Nov 2006	Draft issued for comment and development	MB
2	Mar 2008	Draft re-issued for comment and development	MB
3	Jun 2009	LEMC endorsed plan	MB
4	Jul 2009	Level of Risk Matrix changed to AS/NZS 4360:2004 P.43 Risk Statement Register modified to align with AS/NZS 4360:2004 pp.46-49	MB
5	Nov 2009	Updated section 3.7, 3.12 and Table 9	MB
6	Feb 2010	Updated document to reflect changes in company names	MB
7	Feb 2014	Mandatory review of LEMA commenced	MB
8	Jul 2014	Shire of Roebourne name change to City of Karratha	MB
9	Jul 2015	Rewrite to new format and review completed. Approved by LEMC and endorsed by Council. Version 2	MB
10	Oct 2020	Complete review and reissue	SE
11	Aug 2021	Endorsed by LEMC	SD
12			
13			
14			

Glossary of Terms

Refer to the current Australian Emergency Management Glossary for full list of terms.

AIIMS	Australasian Interagency Incident Management System is a command structure set up to systematically and logically manage emergency incidents, from small to large, difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels.
Combat Agency	That 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 spill, monitoring of radioactive materials, etc. 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 and is established in legislation, policy statements, cabinet minutes and/or by agreement within an organisation. COMMAND relates to ORGANISATIONS and operates VERTICALLY within an ORGANISATION.
Community Emergency Risk Management	A systematic process that produces a range of measures which contribute to the wellbeing of Communities and the environment.
Control	The overall direction of emergency management activities in a designated emergency. Authority for control is established in legislation or in an emergency management plan and carries with it the responsibility for tasking and co-ordinating 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, eg. 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.
Coordination	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency
District Emergency Management Committee	A Committee established under Section 31(1) of the <i>Emergency Management Act 2005</i> . Reference for this is the EMWA Glossary document updated in 2011, available on the SEMC website.
Emergency	<p>An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the co-ordination of a number of significant emergency management activities.</p> <p><i>Note: The terms 'emergency' and 'disaster' are used nationally and internationally to describe events which require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on</i></p>

the Community. The term 'emergency' is used on the understanding that it also includes any meaning of the word 'disaster'

Emergency Coordination Centre	A facility, where the area coordinator is located and from which coordination of all support to the Incident Controller is managed. There are four types of coordination centres: State, Regional, Local and Forward Coordination Centres.
Emergency Management	Is a range of measures to manage risks to Communities and the environment. It involves the development and maintenance of plans to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
Emergency Risk Management	A systematic process that produces a range of measures which contribute to the well-being of Communities and the environment.
"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 a potential for loss or harm to the Community or the environment.
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 event or a series of events which requires a response from one or more statutory response agencies.
Incident Area	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.
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.
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 the operational response to an incident.
Incident Management Team	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of the AIIMS structure.
Lifelines	The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the Community depends.

Local Emergency Management Committee	A Committee established under section 38 of the <i>Emergency Management Act 2005</i> .
Operation	An <i>Incident</i> or multiple <i>Incidents</i> which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area
Operations Area	That area, defined by the <i>Operations Area Manager</i> , incorporating the entire Community or geographical area impacted or likely to be impacted, by an <i>Operation</i> and incorporating a single or multiple <i>Incident Areas</i> .
Operations Area Management Group	The group that may be convened by an <i>Operations Area Manager</i> , in consultation with the relevant <i>District Emergency Coordinator(s)</i> , to <u>assist</u> in the overall management of an <i>Operation</i> . The OAMG includes representation from key agencies involved in the response.
Operations Area Manager	That person designated by the <i>Hazard Management Agency</i> , responsible for the overall management of an <i>Operation</i> and provision of strategic direction to agencies and <i>Incident Manager(s)</i> in accordance with the needs of the situation
Preparedness	Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, Communities, resources and services are capable of coping with the effects.
Prevention	Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies.
Recovery	The coordinated process of supporting emergency-affected Communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, Communities and the environment.
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 <u>assist</u> in the provision of a coordinated multi-agency response to and recovery from the emergency. It is the operational arm of the State Emergency Management Committee and includes representation, at State level, from key agencies involved in the response and recovery for the emergency.
State Emergency Management Committee	Chaired by the Commissioner of Police, as State Emergency Coordinator, with the Chief Executive Officer of the Fire and Emergency Services Authority as deputy Chair. The Executive Director, DFES Emergency Management Services, is the SEMC Executive Officer. The SEMC is Comprised of an executive and four

functional groups whose membership includes those organisations essential to the State's emergency management plans. The chair of each of the functional groups is also a member of the SEMC Executive group. The functional groups are:

- Emergency Services Group
- Public Information Group
- Lifelines Services Group
- Recovery Services Group

Support Organisation

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.

Support Services

Support Services include utilities / lifeline organisations and other which are deemed Support Services as noted in the State EM Plan Appendix E: Roles and Responsibilities.

Acronyms used in these Arrangements

AIIMS	Australasian Inter-service Incident Management System
BOM	Bureau of Meteorology
BFS	Bush Fire Service
CA	Controlling Agency
City	City of Karratha
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
DOT	Department of Transport
DOW	Department of Water
ECC	Emergency Coordination Centre
EM	Emergency Management
EMA	Emergency Management Australia
ERM	Emergency Risk Management
FES	Fire & Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Authority
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LERC	Local Emergency Recovery Coordinator
LG	Local Government
NGO	Non-Government Organisation

OAM	Operations Area Manager
OASG	Operations Area Support Group
OIC	Officer in Charge
PPRR	Prevention, Preparedness, Response, Recovery
SO	Support Organisation
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
VFRS	Volunteer Fire and Rescue Service
WA Police	Western Australian Police

Part 1

Introduction

1. Overview

1.1 Authority

The Karratha Local Emergency Management Plans have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005*. They have been endorsed by the Karratha Local Emergency Management Committee and the City of Karratha Council.

1.2 Aim

The aim of the Karratha Local Emergency Management Arrangements is to document and facilitate the management of the identified risks and hazards facing the Karratha community, encompassing all aspects of these hazards including prevention, preparedness, response and recovery activities.

1.3 Purpose

The purpose of these plans is to:

- Document the local government's policies for emergency management.
- Identify and describe the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district.
- Assist with the coordination of emergency operations and activities relating to emergency management performed by the persons outlined above.
- Identify and describe the emergencies likely to occur in the local government district.
- Outline strategies, priorities and other areas for consideration for emergency management in the Karratha district.

1.4 Scope

This document applies to the local government area of the City of Karratha (City). It covers areas where the City provides support to the HMA's in an emergency and details the City's capacity to provide resources in support of an emergency, whilst still maintaining core business continuity.

These plans are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this to document to detail the operational procedures for the HMAs in dealing with an emergency. They are to be outlined in the HMA's individual plan and operating procedures.

1.5 Related Documents & Existing Arrangements

The Karratha Local Emergency Management Arrangements is currently comprised of:

- The overarching LEMA;
- Local Recovery Plan; and
- Emergency risk management plan – risk register

They also interface with other plans, policies and legislation at local, district and state levels. These include, but are not limited to:

- *Emergency Management Act 2005*
- *Emergency Management Regulations 2006*
- All relevant State Hazard Plans (formerly Westplans)
- City of Karratha Bushfire Management Plan

- Karratha Airport Emergency Plan
- City of Karratha Local Welfare Plan

1.6 Agreements, Understandings & Commitments

- **Pilbara local government MoU**
An MoU with the five local governments of the Pilbara emergency management district; the City of Karratha, Shire of Ashburton, Shire of Exmouth, Shire of East Pilbara and the Town of Port Hedland. This MoU is currently in draft and awaiting approval and sign-off from the CEOs of all local governments which are signatories to the MoU.
- **Department of Communities**
The City of Karratha has an agreement with the Department of Communities that allows for the use of City facilities as welfare centres. This agreement is not formally recorded.
- **Department of Fire and Emergency Services**
An MoU exists between DFES and the City of Karratha. Under this agreement, DFES manages and controls all bush fire brigades and bush fire response and is responsible for all matters relating to the bush fire brigades and bush fire response within the Pilbara including the City of Karratha local government boundary.

1.7 Resources

Individual Hazard Management Agencies are responsible for determining which resources are required for their specific hazards and resourcing is managed by individual agencies. A register of non-HMA resources that may be required in response to the impact of identified hazards in the City is documented in appendix 5 of the *Local Recovery Plan*. Additional emergency management support may be available through the following parties:

- Rio Tinto
- Woodside
- Yara Pilbara

1.8 Community Consultation

Consultation has occurred with members of the City of Karratha Local Emergency Management Committee who are emergency management representatives and community members of the City of Karratha local government area or the Pilbara district more broadly.

1.9 Local Government Policies

The City of Karratha does not currently have any emergency management policies.

1.10 Local Emergency Management Priorities and Strategies

Local emergency management priorities and strategies for the City of Karratha include:

- The review and rewriting of the City of Karratha Local Emergency Management Arrangements to achieve compliance and progress through the formal approvals process.

- City of Karratha Local Emergency Management Committee to meet and function in accordance with State Emergency Management Preparedness Procedure 7 – *Local Emergency Management Committee*.

1.11 Community Profile

1.11.1 Geographic Area

The City of Karratha is situated on the Pilbara coast approximately 1,535kms north of Perth and 850kms south of Broome on the North West Coastal Highway, and bounded to the west by the Indian Ocean. It is bordered by the Town of Port Hedland to the North and Shire of Ashburton to the East and South.

The City has a total area of 1,519,700 ha (15,197 km²) consisting of agricultural and pastoral land, mining leases, Crown land, reserves and the town sites of Karratha, Dampier, Wickham, Point Samson and Roebourne with Karratha being the major centre. There is a resident population of approximately 21,473 people (2016 Census).

The City is the gateway to a number of natural attractions in the region and experiences high levels of tourists on a seasonal basis.

1.11.2 Localities

Cossack, Dampier, Karratha, Point Samson, Roebourne, Whim Creek, and Wickham.

1.11.3 Climate

Karratha's climate can be categorised as a desert, with persistently dry conditions characterised by hot, humid summers, mild winters and low and variable rainfall. The average annual temperature ranges from 20.9°C to 32.5°C, with average daily maximums exceeding 30 °C. The average annual rainfall is 292.4mm, with tropical cyclones causing most extreme rainfall events. Karratha experiences prevailing westerlies from August to March and dry easterlies over the milder months from March to August.

1.11.4 Social & Economic Environment

The City of Karratha is home to approximately 21,473 people (2016 Census), which represents an increase in population of 31 per cent over the last 10 years. Forecasts indicate continued growth and City infrastructure such as power and water have all been upgraded in preparation for this anticipated expansion.

Previously a centre known only for its resource industry, the City of Karratha is fast developing into a regional destination and home for an increasingly diverse range of visitors and residents. Major features of the City include unparalleled access to the Indian Ocean through the Dampier Archipelago and Burrup Peninsula, an extensive calendar of annual events and a growing number of modern recreational facilities and services for residents and visitors.

Home to the Ngarluma and Yindjibarndi people the City also contains the largest collection of indigenous rock art in the world; up to a million estimated individual pieces dating back over 30,000 years.

In the last decade the City of Karratha has been a powerhouse of economic growth for Western Australia and the nation, with a focus on iron ore and petroleum exports. The other main outputs are in construction, transport and logistics, professional, scientific and technical services and public administration.

The City of Karratha produces approximately 42% of Western Australia's iron ore production and also services the north-west shelf oil and gas fields, which produce approximately two thirds of Australia's oil and gas.

1.11.5 Utilities & Access

Transport

Road-based transport routes into the City are the North West Coastal Highway, which connects Perth to Karratha, and the Manuwarra Red Dog Highway, connecting Karratha with Tom Price. The fourth and final stage of the Manuwarra Red Dog Highway project is scheduled to commence construction in 2022.

Private railway lines run from Dampier to Tom Price and from Wickham to Pannawonica.

The City has four busy industrial ports and 231ha of industrial land, with 507ha planned for future use.

Karratha has one major airport, which services daily commercial flights to and from Perth and interstate and houses a range of fixed wing and rotary aircraft which primarily service the oil, gas and minerals industries in the region.

Electrical Supply

Dampier and Wickham - Electricity supplied by Rio Tinto.

Karratha, Roebourne and Point Samson – Electricity supplied by Horizon Power. Low loads 240/415AC, Large loads supply varies by agreement.

Water Supply

Water is provided by Water Corporation, drawn from various storage locations and treated underground supplies. There are areas within Karratha that utilise storage tanks for water.

Gas Supply

Reticulated natural gas is not supplied, and as such private supplies are in place.

Sewerage System

The City features areas of both deep sewerage and on-site effluent disposal. Dampier and Wickham are on deep sewerage managed by Rio Tinto.

Point Samson residences and the Karratha Industrial Estate predominantly utilise on site effluent disposal.

Karratha and Roebourne have some areas with deep sewerage and others with on site effluent disposal. Sewered areas can be seen using the City's Intramaps system.

1.11.6 Medical Facilities

The primary medical facility is the Karratha Health Campus located on Balmoral Road, Karratha. An additional hospital is located in Roebourne.

1.11.7 Council Facilities

The City of Karratha Administrative Building is located at Lot 1083 Welcome Road, Karratha. The City has various support and social infrastructure facilities throughout the LG area. Refer to Appendix 7 for further information.

1.12 Special Considerations

The following seasonal events occur annually, but may be subject to climate change:

- Cyclone season - November to April
- Potential heatwave conditions - December to February
- Bushfire season is considered to run all year

Additionally, the City of Karratha is subject to significant factors that could potentially impact the effectiveness of these local arrangements:

- Annual influx of tourists from May to October.
- Random population surges (2000 - 5000 plus people) in response to major industrial developments or expansion works.
- Significant departures of residents during peak holiday times lessening the availability of local emergency services volunteers.
- A proportion of the City's population are Fly In – Fly Out (FIFO) workers who live in large worker accommodation camps made up of single accommodation units.
- Indigenous communities have a unique culture that must be considered when planning for hazards. Thought must be given to:
 - Potential language barriers;
 - Remote communities and the threat of isolation;
 - Connections with country, lore and family that influence the decision to evacuate; and
 - The identification of community leaders that can support and encourage the mobilisation of communities during an emergency.
- Emergency Services in the City are primarily provided by volunteer personnel. The volunteer services in the City are generally well resourced and trained, however significant departures of residents during peak holiday times can lessen the availability of local emergency services volunteers.

These factors may result in the requirement for special localised arrangements in the area of prevention, preparedness, response and recovery activities.

1.13 Resources

Appendix 7 - Local Government Resource Register

1.14 Emergency Management Agency Roles and Responsibilities

Combat Agency

Who: A Combat Agency as prescribed under subsection (1) of the *Emergency Management Act 2005* 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.

Controlling Agency

Who: A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

Responsibilities: The function of a Controlling Agency is to:

- undertake all responsibilities as prescribed in Agency specific legislation for prevention and preparedness;
- control aspects of the response to an incident.

During recovery, the Controlling Agency will ensure effective transition to recovery.

Hazard Management Agency

Who: As prescribed by the *Emergency Management Regulations 2006*

Responsibilities: A hazard management agency is "a public authority or other person who or which, because of that agency's function under any written law 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." [s. 4 EM Act]

HMA's are prescribed in the *Emergency Management Regulations 2006*.

Their function is to:

- undertake responsibilities where prescribed for these aspects [EM Regulations]
- appoint Hazard Management Officers [s. 55 EM Act]
- declare / revoke emergency situation [s. 50 & 53 EM Act]
- coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5]
- ensure effective transition to recovery by local government

Support Organisation

Who: 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. (State EM Glossary)

Part 2

Planning

2. Local Emergency Management Committee

The City of Karratha has established a Local Emergency Management Committee under section 38(1) of the *Emergency Management Act 2005*. The LEMC is not an operational Committee but rather established by the local government for strategic planning purposes.

2.1 LEMC Functions

The functions of the Karratha LEMC, in accordance with section 39 of the *Emergency Management Act 2005*, are as follows:

- To advise and assist the local government in ensuring that local emergency management plans 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.

2.2 LEMC Chairperson & Deputy

The City Director of Community Services is the appointed Chairperson of the Karratha LEMC. The City Manager of Community Programs is the appointed Deputy Chairperson of the Karratha LEMC.

The function of the Chairperson is to 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.

2.3 Executive Officer

The City Engagement Officer – Industry and Emergency Services is the appointed Executive Officer of the Karratha LEMC.

The function of the Executive Officer is to provide executive support to the LEMC by:

- Providing secretariat support including:
 - Meeting agenda;
 - Minutes and action lists;
 - Correspondence;
 - Committee membership contact register.
- Coordinating the development and submission of committee documents in accordance with legislative and policy requirements including;
 - Annual Report;
 - Annual Business Plan;
 - Local Emergency Management Arrangements.
- Facilitating the provision of relevant emergency management advice to the Chair and committee as required; and
- Participating as a member of sub-committees and working groups as required.

2.4 Committee Membership

Membership list and contact details for the Karratha LEMC can be seen in Appendix 1.

2.5 Meeting Schedule

The Karratha LEMC hosts quarterly meetings in accordance with State EM Preparedness Procedure 7. Meetings are to be scheduled for the second Wednesday of the months of February, May, August and November, unless otherwise advised.

2.6 Meeting Procedures

In accordance with State EM Preparedness Policy 7, the City of Karratha shall meet quarterly.

2.7 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report the Executive Officer of the DEMC.

The information provided by LEMC annual report is collated into the SEMC Annual Report which is table din Parliament.

The SEMC issue the annual report template.

2.8 Managing Risk

2.8.1 Local Risk Profile

In 2020, the City of Karratha undertook the ERM process as part of the broader State Risk Program. This comprised of two workshops with the Local Emergency Management Committee to review risk statements and assess likelihood, consequence and confidence levels to inform which risks required treatment.

The five (5) priority risks identified for Karratha are:

Air Crash

Air crash is a significant risk to the City of Karratha, due to the location of the Karratha Airport within the local government boundary and the multidisciplinary nature of air crash response.

Cyclone

A seasonal threat principally during the months from November to April due to an increase in monsoonal weather activity, which can also be associated with the hazard of floods (including tidal surge). The City of Karratha is in a designated cyclone prone area.

Flood (including tidal surge)

A seasonal threat principally during the months of November to April, which can also be associated with the hazard of cyclones. Areas of most risk include coastal strips, islands, and low lying areas.

Human Epidemic

Human epidemic can occur at any time, with the potential to cause protracted community impact, strain on resources and services, and abrupt adjustments to mobility and travel.

Planning for human epidemic is prioritised given the vulnerability of remote aboriginal communities within the local government area, the significant reliance on a FIFO workforce for industry, and the regional location of the local government.

Structural Fire

Structural fires, both residential and commercial, pose a threat to the Karratha community throughout the year.

2.8.2 Emergency likely to occur and agency roles

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local Plan (Date)
Air Crash	WA Police Force	WA Police Commissioner	Volunteer Fire & Rescue	Department of Communities	Crash emergency	
Fire - structure	DFES	Fire and Emergency Services Commissioner	Volunteer Fire & Rescue	Department of Communities	Fire	
Flood	DFES	Fire and Emergency Services Commissioner	Karratha SES	Department of Communities	Flood	
Human Epidemic	Dept of Health	CEO Dept of Health	WACHS	Department of Communities	Human Biosecurity	
Tropical Cyclone	DFES	Fire and Emergency Services Commissioner	Karratha SES	Department of Communities	Tropical Cyclone	

2.9 Review & Exercising

2.9.1 Reviewing of Arrangements

The LEMA shall be reviewed and amended in accordance with State EM Preparedness Procedure 8:

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery coordination;
- Every five years; and
- Whenever the local government considers it appropriate.
- Contact lists are to be reviewed and amended quarterly or as changes occur.

2.9.2 Emergency Management Exercising

The State EM Preparedness Procedure 8 requires these plans be exercised/tested on an annual basis.

State EM Preparedness Policy 4.8 *Exercising* states:

EM exercising must :

- be risk and capability based;
- be linked clearly defined outcomes which will build confidence in State EM capabilities;

- evaluate WA's EM arrangements;
- involve agencies, organisations, groups and individuals with roles and responsibilities under the State EM Framework;
- identify and assess the skills, resources, infrastructure, equipment, systems and plans necessary on Western Australia; and
- contribute to continuous improvement and lessons management.

Emergency management exercising is to be conducted in accordance with State EM Preparedness Procedure 19 *Exercise Management*.

Types of exercises:

Some examples of exercise types include:

- desktop/discussion exercises;
- functional exercises; and
- field exercises.

Exercise Reporting:

1. Local governments are to inform the DEMC of their exercise planning schedule.
2. Post exercise reports are to be completed for all exercises and provided to the DEMC as soon as practicable after the exercise.

Part 3

Response

3. Incident Coordination

3.1 Emergency Coordination Centre (ECC)

The Karratha ECC is to be located at the City of Karratha Council Chambers.

The ECC shall be established to assist the coordination of multi-agency activity associated with a large scale incident, including for the purpose of ISG meetings. The facility shall contain sufficient space, administration infrastructure and communications facilities. The Primary and Secondary ECC facilities are nominated below. Additional community facilities are noted in Appendix 7 - Community Facility Register.

Primary Emergency Coordination Centre		
City of Karratha Council Chambers	Lot 1083 Welcome Road	Ph: 9186 8555
Secondary Emergency Coordination Centre		
Karratha Police Station	38 Hillview Road	Ph: 9143 7200
DFES Karratha	16 De Grey Place	Ph: 9159 1400

3.2 Incident Support Group

An ISG is formed by the HMA to assist with the overall coordination of services and information during a major incident.

3.2.1 Triggers for an ISG

Refer to State EM Response Procedures

- Level 2 or greater incident
- The need to coordinate multiple agencies

3.2.2 Membership of an ISG

The Composition of the ISG will depend greatly on the nature and magnitude of the event.

An ISG will be convened by the Controlling Agency and may include the following core members:

- LEC
- Chairperson/Deputy of Karratha LEMC
- Executive Officer of Karratha LEMC
- HMA
- LRC
- Representatives from the required Combat and support agencies.

3.2.3 Location of the ISG

The ISG may operate out of the ECC if deemed appropriate to provide the necessary support to the HMA. ISG meetings may also be carried out by teleconference, whereby the Controlling Agency is responsible for arranging teleconference facilities and communicating all relevant details to ISG members.

3.3 Hazard Management Structure

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

A combat agency or support organisation may also be prescribed because of the agency's function under a written law or because of specialised knowledge, expertise and resources in dealing with a particular type of hazard or emergency management activity. They will work alongside and at the direction of the respective HMA in response to an emergency and undertake the specific emergency management activities or support functions for which they are prescribed.

Appendix 3 - HMA Register.

3.4 Public Information

3.4.1 Public Information Management

The provision of public information is the responsibility of the HMA.

All media releases are to be coordinated through the ISG to ensure the accurate and timely release of information.

Culturally and Linguistically Diverse (CALD) or special needs groups should be considered in any release of emergency public information and educational material.

3.4.2 City of Karratha Spokesperson

The only people who can speak on behalf of the City of Karratha are the Mayor, the CEO and Directors. This is a Council policy irrespective of the channel or topic; however, the CEO may delegate someone else to be the spokesperson. The City will refer to SEMP Communicating in Recovery Guidelines.

3.4.3 Local Media Avenues

Local media avenues may be utilised to provide public information. This may include (but is not limited to):

Radio

702AM ABC North West (Official emergency broadcasting station for Pilbara region)

106.5 Hit

102.5 Triple M

Website / Internet

Department of Fire and Emergency Services- Alerts and Warnings

www.emergency.wa.gov.au

City of Karratha www.karratha.wa.gov.au

Social media (various organisations and media outlets)

3.5 Financial Arrangements

State EM Policy section 5.12, State EM Plan sections 5.4 and 6.10 and State EM Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies. While recognising this, the City of Karratha is committed to expending such necessary funds within its budgetary constraints to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the City of Karratha occurs to ensure the desired level of support is achieved.

3.6 Evacuation

3.6.1 Evacuation Management

The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. Refer to the *Western Australian Community Evacuation in Emergencies Guideline* when planning evacuation.

The Department of Communities must be consulted during the consideration or planning of evacuation as they have responsibility under State Arrangements for the provision of welfare support services to evacuees.

The information contained in this LEMA is a guide and the community should take the advice of the HMA / Controlling Agency in relation to evacuation routes and the routes to evacuation centres at the time of an incident.

3.6.2 Evacuation Routes & Considerations

Evacuating a community is the responsibility of the HMA or Controlling Agency (where authorised by the HMA)

The safest routes to the welfare centres will be selected and broadcasted by the Hazard Management Agency / Controlling Agency. The routes to be used for the areas of Karratha, Dampier, Roebourne, Wickham and Point Samson will be restricted to the main arterial roads. Evacuation of Wickham, Cossack and Point Samson area will be dependent on the flood levels on Roebourne-Point Samson Road. If this road is impassable, then evacuations will not occur.

The floodways on the incoming approach roads to Karratha have been subject to flooding previously. Flooding has been known to occur between Karratha and Roebourne on the North West Coastal Highway, and between Karratha and Carnarvon on the North West Coastal Highway. Early evacuation from Roebourne, Wickham, Cossack or Point Samson may be required, and wherever possible, people evacuating tidal affected areas should seek to stay with friends or relatives.

The possibility of road washaways on the North West Coastal Highway is also a real risk.

3.6.3 At Risk Community Groups

It is acknowledged that the local schools, aged care and child care facilities should each have separate emergency evacuation plans. These are to be taken into consideration when planning evacuation.

Appendix 8 – *At Risk Community Groups Register*.

3.7 Welfare

3.7.1 Welfare Management

In accordance with section 32 of the *Emergency Management Regulations 2006* the Department of Communities is responsible for providing welfare support services to people affected by a disaster/emergency incident. The Department works collaboratively with emergency services and Local Government to provide support to the community in times of emergency. The types of services provided by the Department of Communities may include registration and inquiry, personal support, food, clothing and personal items and financial assistance including personal hardship and distress relief payments where applicable.

3.7.2 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to

- a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b) Prepare, promulgate, test and maintain the Local Welfare Plans;
- c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g) Represent the department on the Incident Support Group when required.

DC will be responsible for approving the activation or opening of a welfare centre.

3.7.3 Welfare Centres

The primary welfare centre for the City of Karratha is:

Karratha Leisureplex

Dampier Highway, Karratha WA 6714

Capacity 1200 initially and after 4 hours, 690 people.

Further details can be found in the *Karratha Local Welfare Plan*

Additional secondary welfare centres have been identified for the main townships in the City of Karratha. Further detail of secondary welfare centres can be found in Appendix 7 - Community Facility Register and the *Karratha Local Welfare Plan*. DC remain responsible for activating primary and secondary welfare centres.

3.7.4 Register.Find.Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

3.7.5 Local Welfare Liaison Officer

In the event that an evacuation centre is opened, that City will appoint a Welfare Liaison Officer to assist with the coordination and the management of Local Government facilities and to provide to support to the welfare agencies.

3.7.6 Animals welfare in emergencies

Only assistance animals can be taken into welfare centres.

The City of Karratha does not currently have a plan for animal welfare in emergencies.

Appendices

Appendix 1 – Local Emergency Management Committee Contact List

Name	Organisation	Position Title	Email	Mobile	Office
Iain McCabe	AGIG		iain.mccabe@agig.com.au	0467 794 613	
Jack McCormick	Air Services Australia		jack.mccormick@airservicesaustralia.com		
Paul Brown	Air Services Australia		paul.brown@airservicesaustralia.com		
Chris Jeffries	ATCO		chris.jeffries@atco.com.au	0437 217 205	
Travis Graham	ATCO		travis.graham@atco.com.au	0448 598 589	
Peter Faulkner	Australian Border Force	District Commander I Dampier District Office	peter.faulkner@abf.gov.au	0455 488 525	9144 3517
Scott Owens	Australian Defence Force		scott.owens1@defence.gov.au	0400 941 367	
Shannon Brophy	BIEMC	District Officer Industry Liaison Burrup	shannon.brophy@dfes.wa.gov.au	0409 103 076	
Barry Spencer	CITIC Pacific Mining		security.emergencyservices@citicpacificmining.com	0488 700 653	
Blair McCallister	CITIC Pacific Mining		security.emergencyservices@citicpacificmining.com	0419 093 498	
Allan Wright	City of Karratha	Airport Operations Coordinator	allan.wright@karratha.wa.gov.au	0417 904 053	
Amol Virkar	City of Karratha	Manager Airport	amol.virkar@karratha.wa.gov.au	0418 761 670	
Anthony Wear	City of Karratha	Manager Community Facilities - LRC	anthony.wear@karratha.wa.gov.au		
Arron Minchin	City of Karratha	Director Community Services - LRC	arron.minchin@karratha.wa.gov.au	0447 890 415	9186 8501
Jerom Hurley	City of Karratha	Manager Approvals and Compliance - LRC	jerom.hurley@karratha.wa.gov.au	0439 923 718	9186 8557
Sheridan Dryden	City of Karratha	Engagement Officer Industry & Emergency Services	sheridan.dryden@karratha.wa.gov.au	0435 580 566	9186 8089
Steve Wachter	City of Karratha	Manager City Services - LRC	steve.wacher@karratha.wa.gov.au	0456 731 036	9186 8606
Geoffrey Passmore	DBCA	Senior Operations Officer	geoffrey.passmore@dbca.wa.gov.au	0429 041 067	
Pedro Palheiro	DBCA	Regional Leader Fire Management	pedro.palheiro@dbca.wa.gov.au	0457 560 003	
Tim Hunt	DBCA		tim.hunt@dbca.wa.gov.au	0418 946 558	
Pauline Howrie	DC	District Emergency Service Officer - Pilbara	Pauline.Howrie@communities.wa.gov.au	0427 083 498	
Teegan Shaw	DC Housing		teegan.shaw@housing.wa.gov.au	0447 105 928	
Cheryl Parkin	DE	Regional Executive Director	cheryl.parkin@education.wa.edu.au	0427 420 270	
Helen Kent	DFES	District Emergency Management Advisor	Helen.Kent@dfes.wa.gov.au		
Paul Leiper	DFES		paul.leiper@dfes.wa.gov.au	0419 937 834	
Peter McCarthy	DFES	Superintendent Pilbara	peter.mccarthy@dfes.wa.gov.au	0438 639 367	
Liam Avery	DoH	A/Operations Manager West Pilbara	liam.avery@health.wa.gov.au	0422 142 656	9144 7652
Kim Dixon	Department of Human Services		kim.dixon@humanservices.gov.au	0427 444 207	

Name	Organisation	Position Title	Email	Mobile	Office
Suzanne Collins	Department of Human Services		suzanne.collins@servicesaustralia.gov.au	0427 444 207	
Ian Gibson	DoJ		ian.gibson2@justice.wa.gov.au	0427 478 616	
Emily Henderson	DPIRD		emily.henderson@dpird.wa.gov.au	0407 771 566	
Michael Dunne	DPIRD		michael.dunne@dpird.wa.gov.au	0418 937 214	
Amy Wall	DoT		amy.wall@transport.wa.gov.au	0477 393 093	
John Drummond	DoT		John.Drummond@transport.wa.gov.au		
Jack Barnett	EDL LNG Maitland		jack.barnett@edl.com.au	0427 117 372	
Keith Sargent	EDL LNG Maitland		keith.sargent@edl.com.au	0433 769 908	
Barry Bishop	Horizon Power		barry.bishop@horizonpower.com.au	0419 534 097	
Michelle South	Horizon Power		michelle.south@horizonpower.com.au	0477 380 356	
Barry Moore	Main Roads		barry.moore@mainroads.wa.gov.au	0417 938 794	
Peter Ellis	Main Roads		peter.ellis@mainroads.wa.gov.au		9172 8824
Trent Morley	Main Roads		trent.morley@mainroads.wa.gov.au	0419 908 288	
Mike Minogue	Pilbara Ports		mike.minogue@pilbaraports.com.au	0427 485 708	
Vikas Bangia	Pilbara Ports		vikas.bangia@pilbaraports.com.au	0447 924 896	
Deborah Beeston	Rio Tinto		deborah.beeston@riotinto.com	0429 153 677	
Matt Campbell	Rio Tinto		matt.campbell@riotinto.com	0408 097 517	
Peter Berry	Rio Tinto	Emergency Services Supervisor	peter.berry3@riotinto.com	0418 197 236	
Lockie Riley	Santos		lockie.riley@santos.com		6218 7701
Phil Johnston	Santos		phillip.johnston@santos.com	0447 171 974	
Ross Elliott	Santos		ross.elliott@santos.com	0408 942 629	
Trevor Patton	SES Karratha		localmanager@karrathases.org.au	0419 968 203	
Deborah Beeston	SES Roebourne		deborah.beeston@riotinto.com	0429 153 677	
Mike Booth	SJA	Assistant Regional Manager - Northwest Region	mike.booth@stjohnambulance.com.au	0429 370 573	
Sarel De Koker	SJA		karratha.paramedics@stjohnambulance.com.au	0400 510 259	
Dave Joseph	SJA Karratha		karratha.paramedics@stjohnambulance.com.au	0419 908 073	
Paul Willett	SJA Wickham		wickhamroe.cp@stjohnambulance.com.au	0418 308 525	
Andrew Boutell	Telstra		andrew.boutell@team.telstra.com	0419 912 229	
Mark Ellison	VFRS Karratha		mark@pilbaradistributors.com.au	0400 176 094	
Josh Philpot	VFRS Roebourne		philpotj@bigpond.com	0400 534 321	
Adam Browne	VFRS Wickham		adam.browne@riotinto.com	0400 818 463	

Name	Organisation	Position Title	Email	Mobile	Office
Paul World	WAPOL Dampier	Officer in Charge Dampier Police	paul.world@police.wa.gov.au	0427 278 878	
Daniel Strachan	WAPOL Karratha	Officer in Charge Karratha Police	danial.strachan@police.wa.gov.au	0436 861 417	
Jodie Shuttleworth	WAPOL Roebourne		jodie.shuttleworth@police.wa.gov.au	0414 440 780	
Mark Barratt	WAPOL Roebourne		mark.barratt@police.wa.gov.au	0427 941 345	
Brendon Archer	Water Corporation	Operations Manager West Pilbara	brendon.archer@watercorporation.com.au	0427 986 963	
Bruce Towie	Woodside	Emergency Management Adviser Burrup	bruce.towie@woodside.com.au	0421 203 009	
Ty Hibberd	Yara Pilbara Fertilisers	Health, Environment, Safety & Quality Manager	ty.hibberd@yara.com		9183 4043
Willie Bezuidenhout	Yara Pilbara Fertilisers	Emergency Response & Security Coordinator	Willie.Bezuidenhout@yara.com	0447 88 487	

Appendix 2 - Burrup Industries Emergency Management Committee

Name	Organisation	Position Title	Email	Mobile	Office
Peter Faulkner	ABF	District Commander I Dampier District Office	peter.faulkner@abf.gov.au	0455 488 525	08 9144 3517
Peter Morgan	Chevron	North West Supply Base Supervisor	peter.morgan@chevron.com	0429 056 012	08 6224 1443
Jerom Hurley	City of Karratha	Manager Approvals and Compliance	jerom.hurley@karratha.wa.gov.au	0439 923 718	08 9186 8557
Leon Myburgh	City of Karratha	Environmental Health Coordinator	leon.myburgh@karratha.wa.gov.au	0407 829938	08 9186 8638
Matthew Verdouw	DBCA	Murujuga Joint Management Officer	matthew.verdouw@dbca.wa.gov.au	0428 628 950	08 9182 2001
Peter McCarthy	DFES	Superintendent Pilbara	peter.mccarthy@dfes.wa.gov.au	0438 609 367	08 9159 1400
Shannon Brophy	DFES	District Officer Industry Liaison Burrup	shannon.brophy@dfes.wa.gov.au	0409 103 076	08 9159 1400
Pedro Palheiro	DPAW	Regional Leader Fire Management	Pedro.Palheiro@dpaw.wa.gov.au	0457 560 003	08 9182 2000
Geoffrey Passmore	DPAW	Senior Operations Officer	geoffrey.passmore@dpaw.wa.gov.au	0429 041 067	08 9182 2000
Allisdair McDonald	DPAW	Regional Manager – Pilbara Region	Allisdair.macdonald@dpaw.wa.gov.au	0428 441 118	08 9182 2000
Tamigi, Vince	Dpt of Transport	Director Northern Region / Regional Services	Vince.Tamigi@transport.wa.gov.au		08 6551 6262
Kristy Ladewig	Oceanic Offshore	QSE Manager / Oceanic Offshore	Qse@oceanicoffshore.com.au	0417 277 750	08 9183 6777
David Thoms	Pilbara Ports	Security Supervisor	David.thoms@pilbaraports.com.au	0447 924 896	08 9159 6520
Peter Berry	Rio Tinto	Emergency Services Supervisor	Peter.Berry3@riotinto.com	0418 197 236	08 9143 5525
Mike Booth	SJA	Assistant Regional Manager - Northwest Region	Mike.Booth@stjohnambulance.com.au	0418 235 458	08 9144 1735
Clint Cork	Toll Group	Dampier Supply Base Manager	clint.cork@tollgroup.com	0400 385 631	08 9185 7021
Danial Strachan	WAPOL	Officer in Charge Karratha Police	danial.strachan@police.wa.gov.au	0436 861 417	08 9143 7218
Brendon Archer	Water Corp	Operations Manager West Pilbara	brendon.archer@watercorporation.com.au	0427 986 963	0427 986 963
Bruce Towie	Woodside	Emergency Management Adviser Burrup Security & Emergency Management	bruce.towie@woodside.com.au	0421 203 009	08 9158 8737
Willie Bezuidenhout	Yara Fertilisers	Emergency Response & Security Coordinator	willie.bezuidenhout@yara.com	0447 887 487	08 9183 4036
Ty Hibberd	Yara Fertilisers	Health, Environment, Safety & Quality Manager	ty.hibberd@yara.com	0409 808 571	08 9183 4043
Paul World	WAPOL	Officer in Charge Dampier Police	paul.world@police.wa.gov.au		08 9144 3522
Brian Howarth	Yara Fertilisers	Manager, Capital Projects	brian.howarth@yara.com	61437 782 680	08 9183 4112

Appendix 3 - HMA Register

This list has been sourced from the State Emergency Management Committee website, Hazard Management Structure.

WA Hazard Management Agency List			
	Hazard	HMA	Organisation
1	Road Crash	Commissioner of Police	WAPOL
2	Air Crash	Commissioner of Police	WAPOL
3	Terrorist Act	Commissioner of Police	WAPOL
4	Land Search And Rescue	Commissioner of Police	WAPOL
5	Marine Search And Rescue	Commissioner of Police	WAPOL
6	Radiation escape (Nuclear Powered Warships)	Commissioner of Police	WAPOL
7	Space Re-Entry Debris (SPRED)	Commissioner of Police	WAPOL
8	Collapse (Structural)	FES Commissioner	DFES
9	Cyclone	FES Commissioner	DFES
10	Earthquake	FES Commissioner	DFES
11	Flood	FES Commissioner	DFES
12	Storm	FES Commissioner	DFES
13	Tsunami	FES Commissioner	DFES
14	Fire	FES Commissioner	DFES
15	HAZMAT- Chemical	FES Commissioner	DFES
16	HAZMAT- Radiological	FES Commissioner	DFES
17	HAZMAT -Biological	State Health Coordinator	Department of Health
18	Human Epidemic	State Human Epidemic Controller	Department of Health
19	Heatwave	State Health Coordinator	Department of Health
20	Marine Transport Emergency	Marine Safety, General Manager	DoT (Marine)
21	Marine Oil Pollution	Marine Safety, General Manager	DoT (Marine)
22	Gas Supply Disruption	Coordinator of Energy	Public Utilities Office
23	Liquid Fuel Supply Disruption	Coordinator of Energy	Public Utilities Office
24	Electricity Supply Disruption	Coordinator of Energy	Public Utilities Office
25	Animal or plant pest or disease	Director General	DPIRD
26	Rail Crash (PTA network)	Public Transport Authority	DOT (Public Transport Authority)
27	Rail Crash (Brookfield rail network)	Brookfield Rail Pty Ltd	Brookfield Rail
28	Hostile Act	Commissioner of Police	WA Police

Appendix 4 - Community Facility Register

Refer to *Local Recovery Plan* and the *Karratha Local Welfare Plan* for further specific resources and contacts. The City acknowledges that there are various smaller halls, parks and reserves located throughout the district, however for the purpose of these plans only the main ones are listed below.

Primary Welfare Centre	
Name	Description / Facilities
Karratha Leisureplex Dampier Road, Karratha	<ul style="list-style-type: none"> • Capacity – 1200 people, reduced to 690 people after 4 hrs • Kitchen facility • Male, female and accessible toilets • Change rooms with showers. • Parking – • Generator details • Crèche (includes toilet) • First aid room
City of Karratha Facilities	
Contact City of Karratha for access and information	
Name	Description / Resources
Dampier Pavilion & Hampton Oval Church Road, Dampier Hampton Oval 1.432ha	<ul style="list-style-type: none"> • Pavilion capacity - 84 people • External access to male, female and accessible public toilets • Undercover outdoor patio area with electric bbqs and public playground • Outdoor and indoor 10A outlets • Kitchen facilities (fridge, microwave, urn, commercial fridge, cooktop, pie warmer and oven). Service kiosk to outdoor area. • Parking - Large unsealed carpark. Shared with Hampton Oval & Dampier Palms. 51 sealed bays. • 12 trestle tables, 30 chairs
Frank Butler Community Centre & Bulgarra Ovals Hunt Way, Bulgarra Large Oval 5.133ha Small Oval 1.847ha	<ul style="list-style-type: none"> • Function Room capacity - 150 people • Large Meeting Room capacity - 40 people (can be divided into 2 smaller meeting rooms) • Outdoor and indoor 10A outlets • Kitchen facilities (electric stove, fridges, freezer, 2 x urns, oven, 3 x pie warmers, 2 x microwaves) • Outdoor patio and bbq space, outdoor servery kiosk • Internal access to male and female toilets, public toilets in close proximity • Parking - 170 bays • Resources Inventory <ul style="list-style-type: none"> ○ Hall Way Storeroom <ul style="list-style-type: none"> ○ Whiteboard, lectern, trestle tables, chairs and wooden tables ○ Large Meeting Room <ul style="list-style-type: none"> ○ Urn, fridges, television, trestle tables, metal chairs. ○ Main Function Room <ul style="list-style-type: none"> ○ Television, trestle tables, chairs
Millars Well Pavilion & Kevin Richards Oval Teesdale Place	<ul style="list-style-type: none"> • Maximum capacity - 84 people • Undercover outdoor patio area adjacent to electric BBQ's and public playground. • Kitchen facilities (fridge, microwave, urn, kettle, cooktop, oven, cleaning equipment). Service to patio.

Kevin Richards Oval 3.527ha	<ul style="list-style-type: none"> • Outdoor and indoor 10A outlets • 11 trestle tables; 62 chairs. • External access to male, female and accessible public toilets • Parking - 32 bays
Dampier Community Hub 3 High Street, Dampier	<ul style="list-style-type: none"> • Community Hall capacity - 200 people • Multi-Purpose Room 1 capacity - 50 people • Multi-Purpose Room 2 capacity - 50 people • Carpark located off High Street, with additional bays at the rear of Main Hall. • Female, male and accessible toilets, change rooms with shower facilities. • Kitchen facilities (Electric oven/grill, fridge, urn, microwave), small shared kitchen for multipurpose rooms (oven, fridge/freezer, microwave and kettle). • Outdoor fenced undercover area with soft fall flooring and sandpit, off multi-purpose rooms. • Outdoor and indoor 10A outlets. • Chairs and trestle tables available.
Wickham Community Hub & Wickham Oval Carse Street, Wickham Wickham Oval 3.139ha	<ul style="list-style-type: none"> • Community Hall capacity - 188 people (can be divided into 3 smaller rooms) • Multi-Purpose Room 1 capacity - 50 people • Multi-Purpose Room 2 capacity - 50 people • Multi-Purpose Room 3 capacity- 100 people (Rooms 2 & 3 can be joined to create a capacity of 100 people) • The Base capacity – 50 people • 2 x office spaces capacity - 12 people each • Commercial kitchen facilities • Male, female and accessible toilets. Showers available • Indoor and outdoor 10A outlets. • Chairs and trestle tables available. • Parking – approx. 70 bays
The Youth Shed Hillview Road, Karratha	<ul style="list-style-type: none"> • Youth Centre capacity – 200 people • Multipurpose Room – 200 people • 2 x Office spaces • Commercial kitchen (fridge, microwave, urn, kettle, cooktop, oven, cleaning equipment) • Male, female and 2 accessible toilets • Indoor 10A outlets • Chairs and trestle tables available • 4 x computers with chairs, other television and recreation activities • Parking - approx. 25 parking bays
Red Earth Arts Precinct 27 Welcome Road, Karratha	<ul style="list-style-type: none"> • Theatre capacity - 438 people • Rehearsal Room A capacity - 50 people • Rehearsal Room B capacity - 50 people (Rehearsal Rooms can be joined to create a capacity of 100 people) • The Shelf capacity - 400 people • Green Room (possible meeting room/multi-agency space) • Kitchen facilities • Green room • 4 x Dressing Rooms • Female, male and accessible toilets. • Tables and chairs available • Carpark – 79 standard bays, 2 ACROD bays

Appendix 6 – At Risk Community Groups Register

Schools and Early Learning Centres				
Organisation Name	Address	Contact	Contact Details	Notes
Baynton West Primary School	Marniyarra Loop, Baynton WA 6714	Lisa Ledger, Principal	9187 6200 bayntonwest.ps@education.wa.edu.au	809 Students
Dampier Primary School	42 Church Road, Dampier WA 6713	Luke Breman, Principal	9183 4300 dampier.ps@education.wa.edu.au	201 Students
Karratha Primary School	40 Turner Way, Karratha WA 6714	Kate Lyon, Principal	9187 6300 karratha.ps@education.wa.edu.au	283 Students
Karratha Senior High School	Dampier Road, Karratha WA 6714	Mario Tufilli, Principal	9187 8000 karratha.shs@education.wa.edu.au	1213 Students
Millars Well Primary School	Gawthorne Drive, Millars Well WA 6714	Weston Jackson, Principal	9187 6900 millarswell.ps@education.wa.edu.au	315 Students
Pegs Creek Primary School	Galbraith Road, Pegs Creek WA 6714	Lisa Campbell, Principal	9187 9800 pegscreek.ps@education.wa.edu.au	227 Students
St Luke's College	Rosemary Road, Baynton WA 6714	Alanna Otway, Principal	9144 1081 admin@stlukescollege.wa.edu.au	361 Students
St Paul's College	37 Wellard Way, Bulgarra WA 6714	Gina Burns, Principal	9185 7500 admin@stpaulsk.wa.edu.au	331 Students
Tambrey Primary School	Lot 4225 Tambrey Drive, Karratha WA 6714	Shiona Hobart, Principal	9186 7400 tambrey.ps@education.wa.edu.au	631 Students
Roebourne District High School	Fraser Street, Roebourne WA 6718		9182 3300 roebourne.ps@education.wa.edu.au	143 Students
Wickham Primary School	289 Tamarind Place, Wickham WA 6720		9185 8500 wickham.ps@education.wa.edu.au	361 Students
YMCA Tambrey Early Learning Centre	Lot 502 Mantaray Loop, Nickol WA 6714		9144 2022 tambrey.elc@ymcawa.org.au	
Montessori Early Years Learning and Care Pegs Creek	18 Crane Circuit, Pegs Creek WA 6714		9144 2559 karratha@montessori-eylcc.com.au	79 children capacity
Montessori Early Years Learning and Care Dampier	3 High Street, Dampier WA 6713		9183 0574 dampier@montessori-eylcc.com.au	
One Tree Children's Service, Bulgarra	1455 Searipple Rd, Bulgarra, WA 6714		9185 4292 bulgarra@onetree.org.au	
Karratha Early Learning	51 Gardugarli Drive, Baynton West WA 6714		9131 5005 enrolments@karrathaeearlylearning.com.au	
Child Campus Karratha	Galbraith Road, Karratha WA 6714		0474 540 886 manager@childcampus.com.au	
Pilbara Preparatory	880 Bayview Road, Karratha WA 6714		0499 974 906 / 0426 880 000 manager@pilbaraprep.com.au	
One Tree Children's Service, Miller's Well	15-17 Teesdale Pl, Millars Well WA 6714		9185 1614 millarswell@onetree.org.au	
One Tree Children's Service, Wickham	176 Carse Street, Wickham WA 6720		9187 1992 wickham@onetree.org.au	

Schools and Early Learning Centres				
Gurlu Gurlu Maya Children's Service	47 Lockyer Way, Roebourne WA 6718		9182 1476 gurlugurlumaya@onetree.org.au	

Aged Care Facilities				
Organisation Name	Address	Contact	Contact Details	Notes
Yaandina Residential Aged Care	58 Hampton Street, Roebourne WA 6718		9182 1365	

Remote Aboriginal Communities		
Organisation Name	Location	Notes
Wymul Community (Cherratta Station)	20° 00' 47.17"S - 116° 48' 20.09"E – between Maitland River and Munni Munni Creek	
Cheeditha Community	20° 45' 05.2"S - 117° 07' 13.2"E - 2.5km NW from Roebourne	
Mingullatharndo Community	20° 48' 17.0"S - 117° 12' 41.0"E – 9km E of Roebourne	

Appendix 7 – Resource Register

City of Karratha Asset Register

Construction & Maintenance Assets

Type	Number	Notes
Water Cart	2	1 x works (depot) and 1 x waste services (7 mile)
Backhoe Loader	2	1 x works (depot) and 1 x waste services (Wickham Transfer Station). Soon we will have a third allocated to Parks
Loader	3	2 x waste services (7 mile) and 1 x works (depot)
Fork Lift	3	1 x diesel (depot), 1 x diesel waste service (tip shop/7 mile) and 1 x electric (depot/stores)
Hyundai iMax Turbo Diesel 8 Seater	1	Sits with Events / Community (Nancy Milligan)
Tractor	2	1 x parks & gardens (depot) and 1 x airport
RTV Utilities	3	2 x rangers and 1 x parks and gardens (all predominantly stored at depot)
Generators - Portable	20	Approx number – at various sites including SES branches
Generators - Fixed	4	2 x Karratha airport / 2 x Karratha Leisureplex
Tipping Trucks	6	1 x airport / 1 x 7 mile / 2 x works / 2 x parks and gardens
Traybed trucks	5	Various sites – predominantly depot based
Utilities	77	Total goes up and down pending utilisation and replacement programming, but this is close to correct
Vans	1	Hyundai iLoad Long Wheel Base Van (Cleaners)
Tandem Axle Trailer	20	Various sites
Single Axle Trailer	12	Approx number – includes fuel trailers, and water trailers etc
Large tag trailer 7T	2	
Grader	2	

Inventory is quite extensive including grinders, drills, brush cutters, blowers, welders, chainsaws, mowers and compressors.

Local Equipment Suppliers

Note that this is not an exhaustive list, and does not reflect the City promoting one supplier over another.

When additional resources are required, the City will attempt to use local contractors and resources first rather than seek support from external agencies. This includes requesting support from neighbouring councils. Contact details for local equipment suppliers and contractors can be seen in Appendix 5. Additional support and resources may be rendered by the following organisations, in response to an emergency event:

- Rio Tinto
- Woodside
- Yara Pilbara Fertilisers

Supplier	Service	Contact Details
Karratha Machinery Hire	Plant/Equipment Hire	M: 0408 949 865
Kennards Hire Karratha	Plant/Equipment Hire	P: 9144 6100 karratha@kennards.com.au
Coates Hire Karratha	Plant/Equipment Hire	P: 9182 2300 karratha@coateshire.com.au
Access Hire Karratha	Lifting & Access Equipment/Generators	M: 0427 759 967
Onsite Rental Group	Lighting/Generators	9182 3500
WATT Torque & Porta Power	Lifting & Access / Tools	9185 2008 hires@watorquetools.com.au
Powerlift Industries	Vehicles & Equipment	9185 3286
Brooks Hire Service		1300 276 657
Raw Hire Karratha		1800 227 444

Appendix 8 - Approved Asbestos Contractors and Disposal Sites

Contractors

Contractor	Contact Details	Services & Limitations				
		Reg. Worksafe	Service Area	Disposal	Unrestricted Licence*	Restricted Licence**
Argonaut Engineering & Construction	P: 9185 1013 E: admin@argonautengineering.com.au	Y (# WR1 916)	All	Y WSM	N	Y
Karratha Contracting	Ph: 0419 911 195 E: info@akacontractors.com.au	Y (# WR1 823)	All	Y WSM	N	Y
Trasan Contracting	P: 0404 892 462 E: quenter.becker@bigpond.com	Y (# WR1 795)	All	Y WSM PEEL	N	Y
West Coast Renos	P: 0408 886 069 E: coastaldemolition@aapt.net.au	Y (# WR1 920)	All	Y WSM	N	Y

Definitions

(Sourced from Worksafe at www.commerce.wa.gov.au/worksafe/find-asbestos-licence-holder)

* **Unrestricted License** - allows the license holder, or people employed by them, to remove all forms of asbestos (friable and non-friable).

** **Restricted License** - allows the license holder, or people employed by them, to remove amounts exceeding 10m² of bonded (non-friable) asbestos.

Friable asbestos - any material that contains asbestos and is in the form of a powder, or can be easily reduced to a powder by hand pressure when dry.

Non-friable (bonded) asbestos – any material that contains cement or rubber, which stabilises the product and gives it a non-friable structure.

Disposal Site

Disposal Site	Contact Details	Services & Limitations				
		24/7	Service Area	Pick up	Unrestricted Licence*	Restricted Licence**
7 Mile Landfill Dampier Road, KARRATHA (Permit required prior to disposal)	P: 9186 8610 E: sevenmile.tip@karratha.wa.gov.au	N Open hrs: 7 days 7:00 - 4:30 No commercial disposal Sun	All	N	N	Y

Appendix 9 –Roles & Responsibilities

Chamber of Commerce & Industry

Responsibilities: Provide a representative to the LRCG (co-opted as required);
Assist with the assessment of the impact of emergencies on small business.

Department of Communities

Responsibilities Provide a representative to the LRCG;

Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance;

Manage the provision of the Personal Hardship and Distress measures under DRFAWA, including counselling, emergency assistance and temporary accommodation;

Appoint a Local Welfare Coordinator *see Local Welfare Coordinator*.

Department of Education

Who: Department of Education representative;
Local school representative;

Responsibilities: Provide a representative to the LRCG (co-opted as required);
Advise on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.

Department of Primary Industries and Regional Development

Responsibilities: Provide a representative to the LRCG;
Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies;
Manage the provision of assistance measures to primary producers, particularly in relation to eligible financial services or reimbursements under DRFAWA (State EM Plan section 6.10 DRFAWA).

Department of Water and Environmental Regulation

Responsibilities: Provide advice on environmental protection, clean up and waste management.

Essential Services & Utilities

Who: Power - Horizon Power / Pilbara Utilities
Telecommunications - Telstra
Water – Water Corp / Pilbara Utilities

Responsibilities: Provide a representative to the LRCG (co-opted as required);
Assess and report on damage to essential services and progress of restoration of services;
Facilitate restoration of priority services as requested by the LRCG.

Karratha Recovery Coordination Group Chairperson

Who: City of Karratha CEO

Responsibilities: To communicate the decisions/outcomes from the coordination group to the broader community.

Note: Depending of the nature of the event and availability of the CEO, the KRCG may deem another officer more suitable for the role.

Karratha Recovery Coordination Group Spokesperson (KRCGS)

Who: City of Karratha Mayor

Responsibilities: To communicate the decisions/outcomes from the coordination group to the broader community;

Note: Depending of the nature of the event and availability of the Mayor, the KRCG may deem another officer more suitable for the role. All public statements are to be approved by the committee prior to their release to ensure the accurate and appropriate release of information. A variety of communication methods may be used to prevent delays.

Local Emergency Coordinator

Who: *OIC Karratha Police Station, OIC Dampier Police Station, OIC Roebourne Police Station*

Responsibilities: Provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;
To assist hazard management agencies in the provision of a coordinated response during an emergency in the district.
To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Local Government

Responsibilities: Ensure that effective local emergency management arrangements are prepared and maintained for its district;
Manage recovery following an emergency affecting the community in its district;
Ensure that a Local Recovery Plan is prepared, maintained and tested;
Appoint a Local Recovery Coordinator(s) see further responsibilities under Local Recovery Coordinator;
Chair the LRCG;
Provide secretariat and administrative support to the LRCG, as required;
Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency; and
Ensure the restoration/reconstruction of services/facilities normally provided by the local government.

Incident Management

Ensure planning and preparation for emergencies is undertaken;

Implement procedures that assist the community and emergency services deal with incidents;

Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;

Keep appropriate records of incidents that have occurred to ensure continual improvement of the City's emergency response capability;

Liaise with the incident controller (provide liaison officer)

Participate in the ISG and provide local support – see further responsibilities noted under Local Government Liaison Officer;

Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support DC – see further responsibilities noted under Local Government Welfare Liaison Officer.

Perform other functions given the local government under the EM Act 2005.

Local Recovery Coordinator

Who: Local government nominates a suitable officer/s

Responsibilities: The Local Recovery Coordinator is responsible for

- developing and implementing recovery arrangements in conjunction with local government including:
 - preparing, maintaining and testing/exercising the Local Recovery Plan;
 - raising community awareness of the recovery arrangements.
- coordinating local-level recovery activities in conjunction with the Local Recovery Coordination Group (when formed) in accordance with plans, strategies and policies that it determines
- facilitating a coordinated approach with other Local Recovery Coordinators when more than one local government is affected by an emergency.

Local Government Welfare Liaison Officer

Responsibilities: During an evacuation, where a local government facility is utilised by the Department of Communities, provide advice information and resources regarding the operation of the facility.

Local Government Liaison Officer

During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.

Local Health Services Provider

Who: WACHS representative

Responsibilities: Provide a representative to the LRCG;

Advise on health, environmental health and medical issues arising from the emergency; and

Coordinate the local health components of the recovery process.

Lord Mayor's Distress Relief Fund

- Responsibilities:
- Liaise with the LRCG to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on *Appeals and Donations during Emergencies*;
 - As required set up a local appeals committee in conjunction with the LRCG;
 - Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance.

Local Recovery Coordinator (LRC)

- Who: *The Director Community Services, Manager Approvals and Compliance, Manager Community Facilities and the Manager City Services are approved Local Recovery Coordinators for the City of Karratha.*
- Responsibilities:
- The development and implementation of the recovery management plans.
 - In conjunction with the Local Recovery Coordination Group, implement a post incident recovery action plan and manage the recovery phase of an incident.
 - Acts as Executive Officer to the Recovery Committee. *Note: The LRC is a coordination role and all tasks are to be directed to the appropriate agencies or personnel with the authority to complete them.*

Local Welfare Coordinator

- Who: Appointed by Department of Communities District Director
- Responsibilities:
- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
 - Prepare, promulgate, test and maintain the Local Welfare Plans;
 - Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
 - Establish and maintain the Local Welfare Emergency Coordination Centre;
 - Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
 - Coordinate the provision of emergency welfare services during response and recovery phases of an emergency;
 - Represent the department on the Incident Management Team when required.

Main Roads Western Australia

- Responsibilities:
- Provide a representative to the LRCG;
 - Assess and report on damage to State/Federal road infrastructure that may impact on the community;
 - Issue of advice of roads closure/alternate transport route; and

Provide advice and support to local governments involved in reopening and restoring damaged local roads.

Processing all local government road infrastructure claims under WANDRRA / DRFAWA 3. *Note:* Under the DRFAWA, DFES Disaster Recovery Funding Officers will be processing all local government road infrastructure claims directly under the DRFAWA.