



Local Emergency Management Arrangements 2016-2021

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

LEMC Chair: Peter Northover - Shire of Cranbrook CEO

Endorsed by LEMC: Signature:

Date: 15 November 2016

Endorsed by Council: Motion number: 16112016

Date: 16 November 2016

Shire President: Twynam Cunningham

Signature:

Date: 29 November 2016

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ABOUT THE ARRANGEMENTS

These arrangements provide a summary of the actions required by the Shire of Cranbrook to comply with the *Emergency Management Act 2005*, State Emergency Management Policies and Plans, procedures and other guidelines.

The term Local Emergency Management Arrangements (LEMA) refers to the collection of all of the emergency management documentation, systems, processes, agreements and memorandums of understanding which affect the local government district. The LEMA are the overarching document and associated sub-plans which the local government with the assistance of the Local Emergency Management Committee is responsible for developing, maintaining and testing.

LEMA Structure

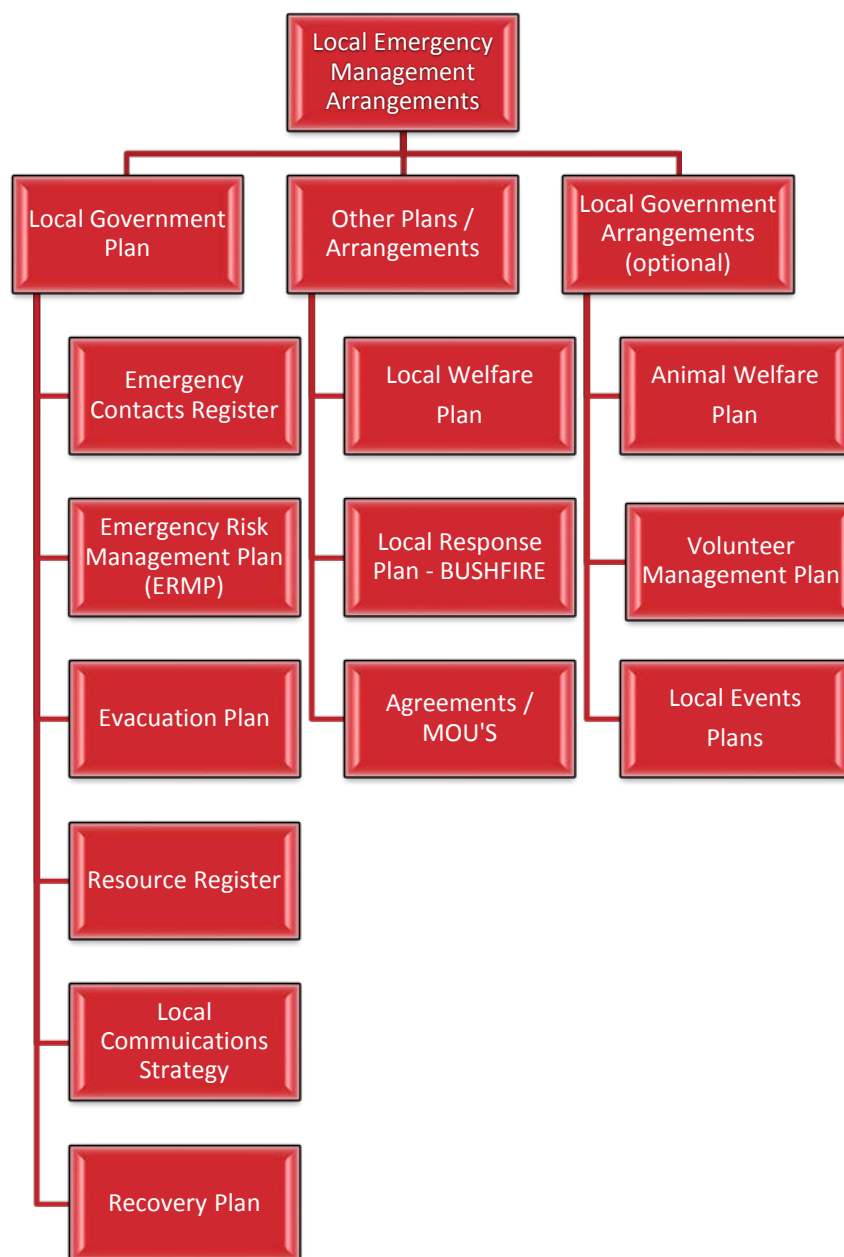


Figure 1: LEMA structure (LEMA Guidelines)

Approval Process

The LEMA should be drafted by the local government after consultation from a broad range of stakeholders, including DEMC members. The suite of documents must be endorsed by the LEMC and local government then noted by the relevant DEMC and the SEMC before the local government is deemed consistent with the requirements of the legislation and policy. Refer to figure 2 for the approval process.

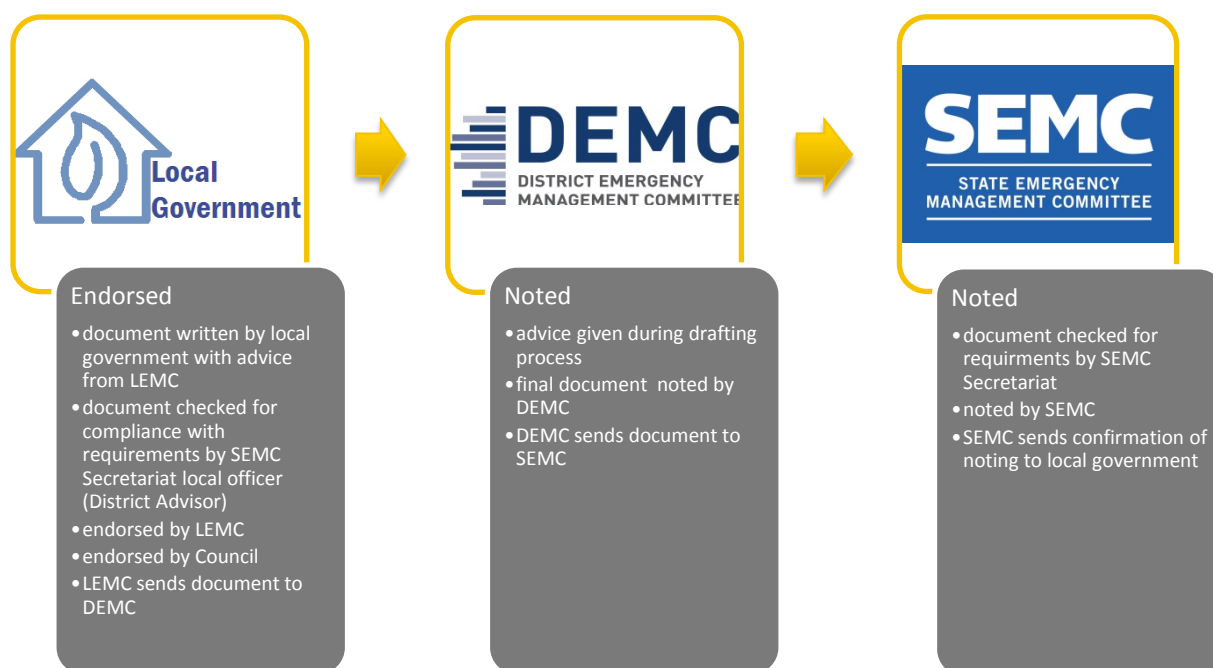


Figure 2: Approval process for LEMA (refer SEMC Emergency Management Procedure – Local Emergency Management Arrangements [ADP4])

Review Process

LEMA must be reviewed regularly. The LEMA should be reviewed:

- After an event or incident that requires the activation of an ISG or significant recovery coordination;
- After training or drills that exercise the arrangements;
- Every five (5) years; and
- Any other time the local government considers appropriate.

The review might be a 'light touch' or statement of fact change with minor amendments, or there may be major updates required. The Shire of Cranbrook conducts an annual minor review prior to the December LEMC meeting to ensure that all contacts, resources and information contained within the LEMP are correct and up to date. Refer to figure 3 for the review process.

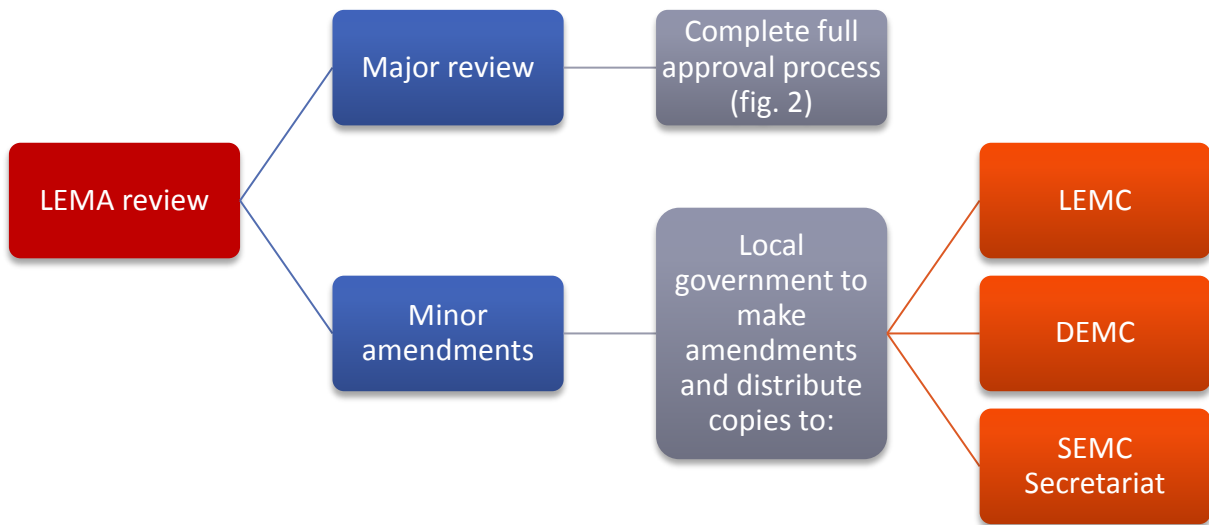


Figure 3: Review process for LEMA (refer SEMC Emergency Management Procedure – Local Emergency Management Arrangements [ADP5])

Non-completion / Non-adherence By Local Government

The State Emergency Management Committee acknowledges the legislative requirement for local government to have appropriate local emergency management arrangements established for their district.

SEMC have established a non-compliance process to address instance where a local government is not fulfilling its obligations under the EM Act. Issues which may cause the non-completion or non-adherence process (refer Figure 4) to be implemented include the following

- LEMA not been developed or reviewed in a timely fashion;
- LEMA is not consistent with policy, for example does not include a recovery plan; and
- Apparent lack of engagement by local government.

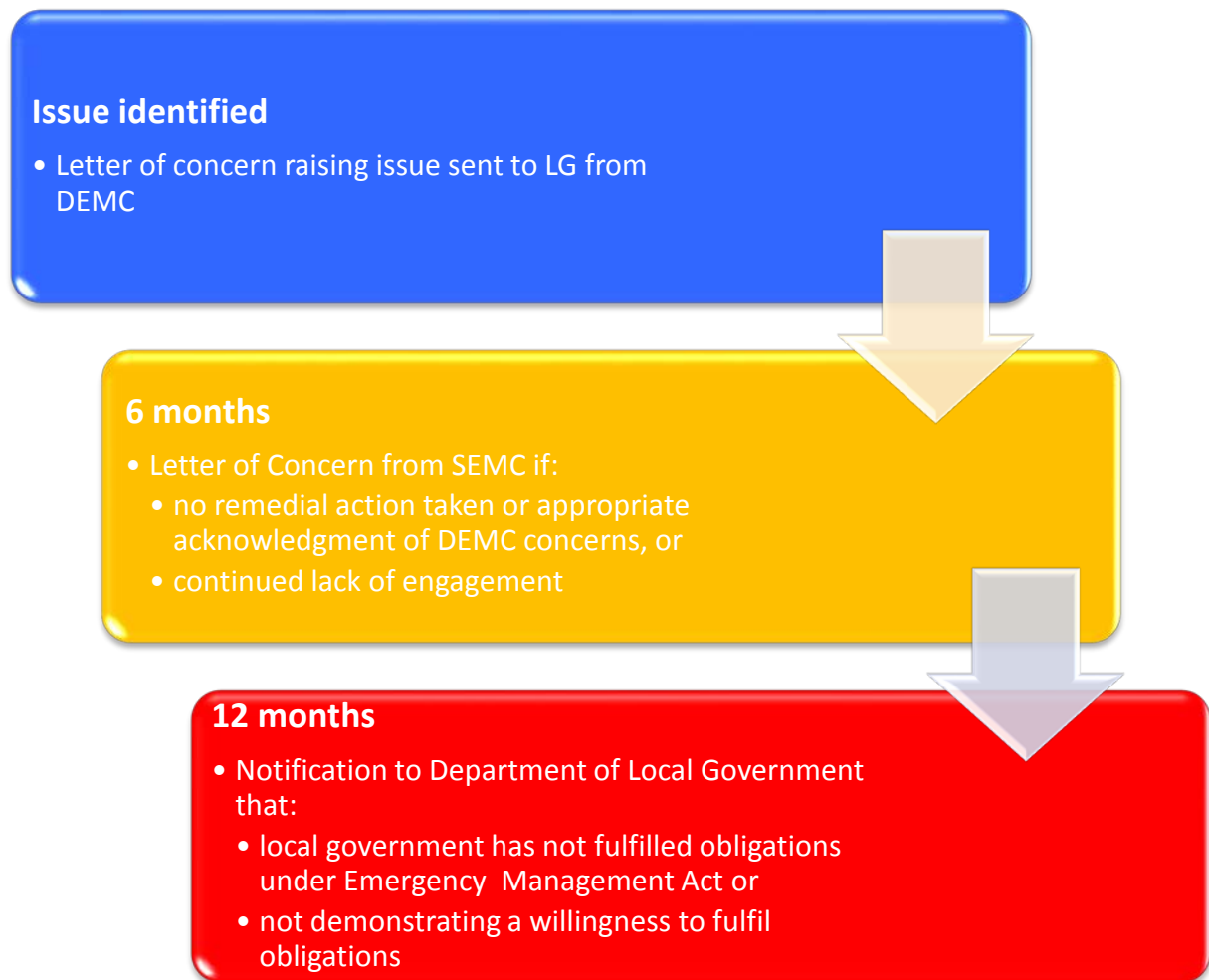


Figure 4: Non-completion or non-adherence process

Distribution List

For the full contact details of the LEMC, please see:

Appendix 1 – LEMC Contacts List

Organisation – LEMC Committee	Number of copies
Chief Bushfire Control Officer	1
Cranbrook Shire – CEO, ESRO, MOW, Ranger, & Public Copy	5
Councillor Representative – Shire President	1
Department of Agriculture & Food	1
Department for Child Protection & Family Support Great Southern	1
Frankland River Community Centre - Manager	1
Plantagenet Hospital	1
Red Cross Association – Cranbrook	1
St John Ambulance - Cranbrook	1
St John Ambulance – Frankland River	1
WAPOL Cranbrook	1
Other Organisations	
Cranbrook Primary School	
Cranbrook Public Library	
Department of Fire and Emergency Services	
Frankland River Primary School	
Frankland River Public Library	

A public copy of this document will be available of the Shire website www.cranbrook.wa.gov.au

Amendment Record

Number	Date	Amendment summary	Author
1	October 2016	Full 5 year review of arrangements	Toni Melia
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Glossary of Terms

For additional information in regards to the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS): A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE: The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT AGENCY: A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

COMMUNITY EMERGENCY RISK MANAGEMENT: See RISK MANAGEMENT.

COMPREHENSIVE APPROACH: The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

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 or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.

CONTROL: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

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. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also CONTROL and COMMAND:

DISTRICT: means an area of the State that is declared to be a district under section 2.1 Local Government Act 1995.

EMERGENCY: An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT: The management of the adverse effects of an emergency including:

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

EMERGENCY MANAGEMENT AGENCY: A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of the Emergency Management Act 2005.

EMERGENCY RISK MANAGEMENT: A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

ESSENTIAL SERVICES: 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.

HAZARD:

- Cyclone, earthquake, flood, storm, tsunami or other natural event
- Fire
- Road, rail or air crash
- Plague or an epidemic
- Terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth
- Any other event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals or;
- Destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY (HMA): A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT: An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

INCIDENT SUPPORT GROUP (ISG): A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LOCAL EMERGENCY COORDINATOR (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective 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.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC): Means a committee established under section 38 of the Emergency Management Act 2005.

MUNICIPALITY: Means the district of the local government.

OPERATIONAL AREA (OA): The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

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. See also COMPREHENSIVE APPROACH.

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. See also COMPREHENSIVE APPROACH.

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. See also COMPREHENSIVE APPROACH.

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. See also COMPREHENSIVE APPROACH.

RISK: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT: The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER: A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT: A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION: A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TREATMENT OPTIONS: A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY: The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

WELFARE CENTRE: Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

General Acronyms Used In These Arrangements

BFB	Bushfire Brigade	HMA	Hazard Management Agency
BFS	Bush Fire Service	ISG	Incident Support Group
CBFCO*	Chief Bushfire Control Officer	LEC	Local Emergency Coordinator
CBPS*	Cranbrook Primary School	LEMA	Local Emergency Management Arrangements
CEO*	Chief Executive Officer - Shire	LEMC	Local Emergency Management Committee
CESO*	Community & Executive Support Officer	LRC	Local Recovery Coordinator
CSO*	Customer Service Officer	LRCC	Local Recovery Coordinating Committee
DCP & FS*	Department for Child Protection and Family Support	MFA*	Manager of Finance & Administration
DCBFCO*	Deputy Chief Bushfire Control Officer	MOW*	Manager of Works
DEMC	District Emergency Management Committee	PA CEO*	Personal Assistant to CEO
DPAW*	Department of Parks and Wildlife	SEC	State Emergency Coordinator
ECC	Emergency Coordination Centre	SEMC	State Emergency Management Committee
EMT*	Executive Management Team - Shire	SES	State Emergency Service
ESRO*	Emergency Services & Recreation Officer	SEWS	Standard Emergency Warning Signal
DFES	Department of Fire and Emergency Services	SOP	Standard Operating Procedures
FAO*	Finance Administration Officer	VFRS	Volunteer Fire & Rescue Service
FCO	Fire Control Officer	VMA	Volunteer Marine Rescue
FO*	Finance Officer	*	Cranbrook Shire specific
FRPS	Frankland River Primary School		
FRS	Fire and Rescue Service		

PART 1 – SHIRE OF CRANBROOK SNAPSHOT

Geography

The Shire of Cranbrook covers 3,390 square kilometres in the Great Southern Region. Within the Shire there are 3 main town sites - Cranbrook, Frankland River and Tenterden.

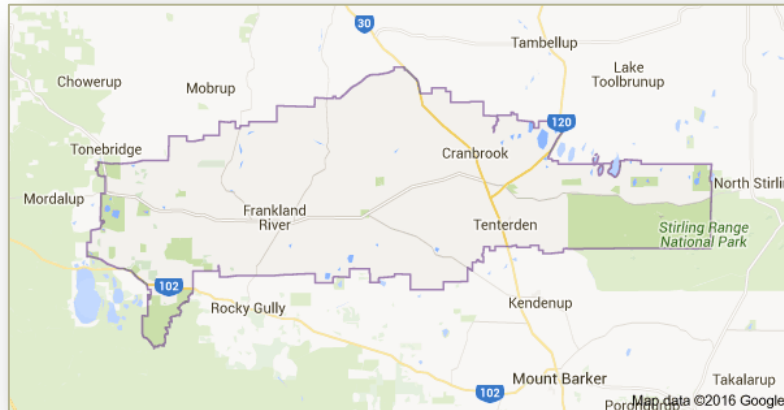


Figure 5: Map – Shire of Cranbrook (Google Maps)

The Shire covers a quarter of the Stirling Ranges National Park, however the majority of the Shire is involved in agriculture. The western end of the Shire has many vineyards, olives and tree plantations, while the eastern part of the Shire is heavily involved in cropping and livestock. Emerging industries in the Shire include intensive chicken and pig farming and bio-diesel manufacturing using canola. The Shire is also home to the one of the largest strategic grain receival points in Australia at the Cooperative Bulk Handling (CBH) site in Cranbrook.

Other areas of note throughout the Shire include:

Land Area Total (Ha)	327,747
Protected Areas	
➤ Protected Areas - National Parks (no.)	3
➤ Protected Areas - Nature Reserves (no.)	27
Protected Areas - Total (no.)	30
➤ Protected Areas - National Parks (ha)	31 528
➤ Protected Areas - Nature Reserves (ha)	14 360
Protected Areas - Total (ha)	45 888
➤ Protected Areas - National Parks (%)	9.6
➤ Protected Areas - Nature Reserves (%)	4.4
Protected Areas - Total (%)	14

Figure 6: Land Totals and Protected Areas (ABS 2013)

Climate

The Shire of Cranbrook climate is a temperate, Mediterranean style - with cool wet winters and hot dry summers.

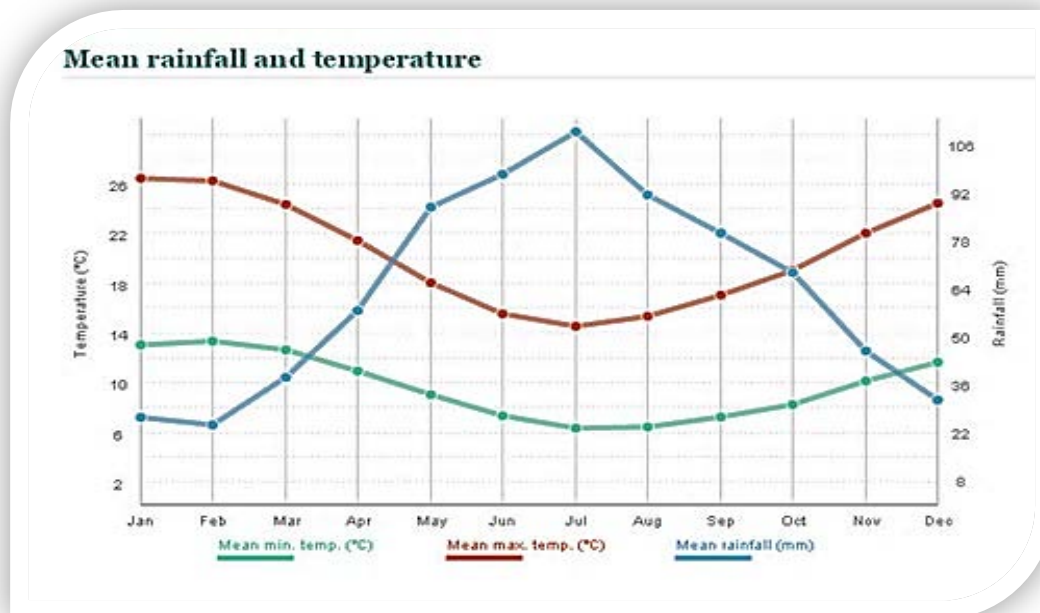


Figure 7: Mean Rainfall and Temperature (The West – Yahoo)

Demographics

Local Government Authority	2003	2013	% Share 2013	AAGR 2003-2013 %	Aboriginal ERP 2011
GREAT SOUTHERN	54,367	59,234	100%	0.9	5%
Albany (C)	32,020	36,262	61%	1.3	4%
Broomehill-Tambellup (S)	1,237	1,167	2%	-0.6	16%
Cranbrook (S)	1,102	1,101	2%	0.0	2%
Denmark (S)	4,837	5,748	10%	1.7	1%
Gnowangerup (S)	1,523	1,303	2%	-1.5	12%
Jerramungup (S)	1,237	1,085	2%	-1.3	2%
Katanning (S)	4,460	4,407	7%	-0.1	11%
Kent (S)	629	528	1%	-1.7	0%
Kojonup (S)	2,300	2,022	3%	-1.3	6%
Plantagenet (S)	4,622	5,182	9%	1.2	4%
Woodanilling (S)	400	429	1%	0.7	1%

Source: Australian Bureau of Statistics. Note: AAGR = Average Annual Growth Rate.

Figure 8: Great Southern Population (GSDC - Great Southern: a region in profile 2014)

Shire of Cranbrook - Estimated Resident Population

➤ Persons - 0-9 years (no.)	161
➤ Persons - 10-19 years (no.)	120
➤ Persons - 20-29 years (no.)	110
➤ Persons - 30-39 years (no.)	160
➤ Persons - 40-49 years (no.)	142
➤ Persons - 50-59 years (no.)	169
➤ Persons - 60-69 years (no.)	132
➤ Persons - 70-79 years (no.)	89
➤ Persons - 80-84 years (no.)	4
➤ Persons - 85 and over (no.)	14

Persons - Total (no.) **1 101**

Figure 9: Shire of Cranbrook Estimated Resident Population - ABS 2013

Nationalities

According to the 2011 Census:

Cranbrook (6321) - 75.8% of people were born in Australia. The other most common countries of birth were England 7.8%, New Zealand 6.3%, Netherlands 1.5%, Germany 1.1% and Scotland 1.1%.

Frankland River (6396) - 74.5% of people were born in Australia. The other most common countries of birth were England 4.2%, Zimbabwe 3.4%, Afghanistan 2.5%, New Zealand 2.0% and Germany 1.4%.

Tenterden (6322) - 84.4% of people were born in Australia. The only other responses for country of birth were England 6.6%, New Zealand 2.9%, Jersey 1.1% and Algeria 0.7%.

Aboriginal and Torres Straight Islander

Community members within the Shire of Aboriginal or Torres Straight Islander descent:

Percentage of total population (%) **2.0**

CALD Population

The Shire of Cranbrook population percentage that speaks a language other than English at home:

Percentage of total population (%) **3.3**

Figure 10: Nationalities of Shire Residents (ABS 2011 Census)

PART 2 – INTRODUCTION

Community Consultation

The Shire's Local Emergency Management Arrangements, as well as additional arrangements such as the evacuation plan, recovery plan, bushfire plan etc. have been developed in consultation with the Shire of Cranbrook Local Emergency Management Committee, the Shire Bushfire Advisory Committee and the broader Shire community through a variety of means, including:

- Community surveys;
- Community workshops;
- One on one engagement with community members at the Cranbrook Show 2016 by Shire staff and LEMC Executive Officer; and
- Meetings with vulnerable groups to discuss their needs and processes.

These arrangements have been prepared in accordance with the Emergency Management Act 2005, endorsed by the Shire of Cranbrook Local Emergency Management Committee, and approved by the Shire of Cranbrook Council.

Document Availability

Public copies of these arrangements shall be distributed to the following and be free of charge during office hours:

- Shire's Administration Office - 19 Gathorne Street, Cranbrook;
- Frankland River Community Centre – Wingebellup Road, Frankland River; and
- Shire Website www.cranbrook.wa.gov.au

Aim

The aim of this document is to detail the emergency management arrangements for any emergencies that may occur within the Shire of Cranbrook.

Purpose

The purpose of these emergency management arrangements is to set out:

- A. the Shire of Cranbrook's policies for emergency management;
- B. the roles and responsibilities of public authorities and other persons involved in emergency management in the Shire of Cranbrook;
- C. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in dot point B);
- D. a description of emergencies that are likely to occur in the Shire of Cranbrook;
- E. strategies and priorities for emergency management in the Shire of Cranbrook;

- F. other matters about emergency management in the Shire of Cranbrook prescribed by the regulations; and
- G. other matters about emergency management in the Shire of Cranbrook considers appropriate. (s.41(2) of the Act).

Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- this document applies to the local government district of the Shire of Cranbrook;
- this document covers areas where the Shire of Cranbrook provides support to HMAs in the event of an incident; and
- this document details the Shire of Cranbrook's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- the Shire of Cranbrook's responsibilities in relation to recovery management.

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

Existing Plans & Arrangements

DOCUMENT	OWNER	RESPONSIBILITY OF:	LOCATION	CURRENT	REVIEW DATE	NEXT REVIEW
SHIRE						
Animal Welfare Plan	Shire of Cranbrook	<ul style="list-style-type: none"> ➤ Ranger ➤ LEMC 	<ul style="list-style-type: none"> ➤ Shire Office ➤ Shire Depot ➤ Dept. of Agriculture & Food 	To be developed	5 Year or post activation	To be developed 2017 / 18
Business Continuity Plan – Shire Organisation	Shire of Cranbrook	<ul style="list-style-type: none"> ➤ Shire EMT 	<ul style="list-style-type: none"> ➤ Shire Office 	Being developed at present	3 Year or post activation	January 2020
Bushfire Response Plan	Shire of Cranbrook	<ul style="list-style-type: none"> ➤ CBFCO ➤ BFAC ➤ ESRO ➤ CEO 	<ul style="list-style-type: none"> ➤ Shire Office 	Yes	2 Year	November 2016
Evacuation Plan	Shire of Cranbrook HMA	<ul style="list-style-type: none"> ➤ LEMC ➤ HMA 	<ul style="list-style-type: none"> ➤ Shire Office 	Yes	5 Year or post activation	November 2016
Recovery Plan	Shire of Cranbrook	<ul style="list-style-type: none"> ➤ LEMC ➤ Recovery Co-ordinator 	<ul style="list-style-type: none"> ➤ Shire Office 	Yes	5 Year or post activation	2017
Risk Register	Shire of Cranbrook	<ul style="list-style-type: none"> ➤ LEMC 	<ul style="list-style-type: none"> ➤ Shire Office 	Yes	3 Year	2017
Volunteer Management Plan	Shire of Cranbrook	<ul style="list-style-type: none"> ➤ LEMC 	<ul style="list-style-type: none"> ➤ Shire Office 	To be developed		Late 2017
Welfare Plan	DCP & FS	<ul style="list-style-type: none"> ➤ District Emergency Services Officer Great Southern ➤ LEMC 	<ul style="list-style-type: none"> ➤ DCP & FS Great Southern Office ➤ Shire Office 	Yes	Main – 2 years Appendices - quarterly & after each activation	2018

SCHOOLS						
DOCUMENT	OWNER	RESPONSIBILITY OF:	LOCATION	CURRENT	REVIEW DATE	NEXT REVIEW
Cranbrook Primary School Emergency Plans	Cranbrook Primary School	➤ Principal	➤ School Office ➤ Shire Office	Yes	Yearly - February	2017
Frankland River Primary School Emergency Plans	Frankland River Primary School	➤ Principal	➤ School Office ➤ Shire Office	Yes	Yearly - February	2017
COMMUNITY FACILITIES						
DOCUMENT	OWNER	RESPONSIBILITY OF:	LOCATION	CURRENT	REVIEW DATE	NEXT REVIEW
Cranbrook Community Centre - Evacuation Plan	Shire of Cranbrook	➤ MOW	➤ Cranbrook Community Centre - Diagram	Yes	5 Years	2021
Cranbrook Caravan Park – Emergency Plans	Shire of Cranbrook	➤ MOW ➤ Caretakers	➤ Shire Office ➤ Caravan Park ➤ Evac Maps – in onsite facilities	Being developed	Yearly	2017
Cranbrook Town Hall - Evacuation Plan	Shire of Cranbrook	➤ MOW	➤ Cranbrook Town Hall - Diagram	Yes	5 Years	2021
Frankland River Caravan Park – Emergency Plans	Shire of Cranbrook	➤ MOW ➤ Caretaker	➤ Shire Office ➤ Caravan Park Caretaker ➤ Evac Maps – in onsite facilities	Being developed	Yearly	2017
Frankland River Community Centre Evacuation Plan	Frankland River Community Centre	➤ Manager	➤ Frankland River Community Centre - Diagram	Yes	Yearly	2017

Frankland River Hall Evacuation Plan	Shire of Cranbrook	➤ MOW	➤ Frankland River Hall - Diagram	Yes	5 Years	2021
Frederick Square Evacuation Plan	Cranbrook Sporting Club	➤ Sporting Club Committee	➤ Frederick Square Pavilion - Diagram	Yes – Function Room Wall	5 Years	2021
Gillamii Centre	Gillamii Committee	➤ Manager	➤ Gillamii Centre - Diagram	TBA	Yearly	2017
Nunijup Hall	Nunijup Progress Association	➤ Nunijup Progress Association Committee	➤ Nunijup Hall - Diagram	TBA	5 Years	2021
Shire Administration Building – Evacuation Plan	Shire of Cranbrook	➤ OH&S Office Representative ➤ OH&S Committee	➤ Administration Building – Diagram	Yes - Main Office area Safety Info Board	Yearly	2017
Tenterden Town Hall Evacuation Plan	Tenterden Agricultural Institute	➤ Tenterden Agricultural Institute Committee	➤ Tenterden Town Hall - Diagram	Yes	5 Years	2021
Unicup Hall		➤ Unicup Progress Association	➤ Unicup Hall - Diagram	TBA	5 Years	2021
BUSINESSES						
DOCUMENT	OWNER	RESPONSIBILITY OF:	LOCATION	CURRENT	REVIEW DATE	NEXT REVIEW
CBH Evacuation Plan	CBH	➤ Site Manager ➤ OH&S Committee	➤ CBH Office	Yes	Yearly - before harvest	2017

Figure 11: Existing Plans & Arrangements – Shire, Schools, Community Facilities, Business

Agreements, Understandings and Commitments - Regional

Parties to the Agreement		Summary of the Agreement	Special Considerations
WALGA	Great Southern Zone	To provide assistance & resources to each other in the event of an emergency.	Any support given in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the Council giving the support.
VROC - Southern Link Voluntary Regional Organisation of Councils	Cranbrook Broomehill-Tambellup Kojonup Plantagenet	<p>Strategic Directions 2015 – 2020</p> <p>Strategy 3: Build a culture of collaboration and trust:</p> <ul style="list-style-type: none"> ➤ Action 2: Formalise working agreements on areas of collaboration and advocacy. ➤ <i>Memorandums of Understanding on at least 4 areas.</i> 	To be developed further - Emergency Management staff from the 4 Shires to develop an MOU regarding resource sharing in an emergency event.

Figure 12: Agreements, Understandings and Commitments - Regional

Special Considerations

Document any specific factors that need to be identified such as:

Major influxes of tourists

- **Wildflower Season**
 - September – November

- **School holidays / Public Holidays**
 - Tourists travelling through the Shire on Albany and Great Southern Highways

- **Lake Poorrarecup / Lake Nunijup**
 - People camping and doing day visits to the Lake

Large public events

- **Shire on Show**
 - April each year – several hundred attendees minimum

- **Motocross Interclub**
 - Various – in excess of 100 riders + support crews and spectators

Seasonal conditions

- **Bush Fire Season**
 - November – April

- **Harvest**
 - November – January

- **Restricted Burning Periods**
 - 1 October – 1 November
 - 28 February - 12 April

- **Prohibited Burning Period**
 - 1 November - 28 February

Other busy times of the year

- **Seeding**
 - April – June

- **Storm Season**
 - May – November

Resources and External Emergency Contacts

When developing the list of resources consideration has been taken of documenting not only LEMC member agency resources but also community, industry and commercial resources that may be available.

Shire Resources

[Appendix 4: Shire Resources](#)

Additional Local Resources

[Appendix 5: Additional Local Resource Contacts](#)

Additional External Emergency Contacts / Resources

[Appendix 6: Additional External Emergency Contacts / Resources](#)

PART 3 - LEMC ROLES AND RESPONSIBILITIES

The Shire of Cranbrook has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more 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 learning's to ensure continuous improvement

The LEMC membership includes local government representatives and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Local Emergency Management Committee

Organisation	Name
Shire of Cranbrook - CEO LEMC Chairman & Recovery Coordinator	Peter Northover
Shire of Cranbrook - ESRO LEMC Executive Officer	Toni Melia
Shire of Cranbrook – Shire President	Twynam Cunningham
Shire of Cranbrook - Manager of Works	Jeff Alderton
Shire of Cranbrook - Ranger	Joe Duina
Shire of Cranbrook - CBFCO	David (Butch) Packard
Department for Child Protection and Family Support - District Emergency Services Officer Great Southern	Neville Blackburn
SEMC District Emergency Management Advisor Great Southern Region	Adam Smith
Department of Agriculture & Food	John Barden
Plantagenet Hospital – DON	Ruth Godden
Red Cross	Bernie Climie
St John Ambulance - Cranbrook	Anne Parsons
St. John Ambulance - Frankland River	Julie Ettridge
WA Police Service OIC Cranbrook Police & Shire LEC	Laurie Seton
WA Police Service 2IC Cranbrook Police	Jeff Osborne
Frankland River Community Centre - Manager	Laura Adams

Figure 13: Local Emergency Management Committee List - Appendix 1 LEMC Contacts

Local Roles and Responsibilities

Local role	Nominated Person	Description of responsibilities
Local Government	Shire of Cranbrook	The responsibilities of the Shire of Cranbrook are defined in s.36 of The Act
Local Emergency Coordinator	OIC Cranbrook WAPOL	The responsibilities of the LEC are defined in s.36 of The Act
Local Recovery Coordinator	Peter Northover Shire CEO	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.
LG Welfare Liaison Officer	Toni Melia Shire ESRO	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG / IMT)	Jeff Alderton Shire MOW	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.
Local Government – Incident Management	Peter Northover Shire CEO	<ul style="list-style-type: none"> ➤ Ensure planning and preparation for emergencies is undertaken ➤ Implementing procedures that assist the community and emergency services deal with incidents ➤ Ensuring that 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 Shires' emergency response capability. ➤ Liaise with the incident controller (provide liaison officer) ➤ Participate in the ISG and provide local support ➤ Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.

Figure 14: Local Roles and Responsibilities

See Appendix1: Shire of Cranbrook – Staff Emergency Role / Responsibility List

LEMC Officers Responsibilities

Local role		Description of responsibilities
LEMC Chair	Peter Northover Shire of Cranbrook - CEO	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.
LEMC Executive Officer	Toni Melia Shire of Cranbrook - ESRO	<p>Provide secretariat support including:</p> <ul style="list-style-type: none"> ➤ Meeting agenda ➤ Minutes and action lists ➤ Correspondence ➤ Maintain committee membership contact register; <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> ➤ Annual Report ➤ Annual Business Plan ➤ Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> ➤ Participate as a member of sub-committees and working groups as required;

Figure 15: LEMC Officer Responsibilities

Agency Roles and Responsibilities

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
Controlling Agency	<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"> ➤ Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. ➤ Control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency	<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]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> ➤ Undertake responsibilities where prescribed for these aspects [EM Regulations] ➤ Appointment of Hazard Management Officers [s55 Act] ➤ Declare / Revoke Emergency Situation [s 50 & 53 Act] ➤ Coordinate the development of the Westplan for that hazard [SEMP 2.2] ➤ Ensure effective transition to recovery by Local Government
Combat Agency	<p>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.</p>

Agency roles	Description of responsibilities
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. (EMWA Glossary Version:2011)

Figure16: Agency Roles and Responsibilities

PART FOUR – MANAGING RISK

Emergency Risk Management

Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State Emergency Management Policy 2.9 'Management of Emergency Risks'

Shire Emergency Risk Register Development

The Shire of Cranbrook LEMC completed the risk register assessment and development process over a 12 month period in 2014.

Milestone	Responsible Agency	Timeframe	Actions Required
Establish the Context	Shire of Cranbrook ESRO & CEMO	February & March 2014	<ul style="list-style-type: none"> • Develop draft 'Establish the Context' section of report • Consider risk evaluation criteria • Develop list of hazards for consultation • Develop 'Identify Controls' tool
Workshop 1 - 'Establish the Context' and 'Identify Risk'	Shire of Cranbrook ESRO & CEMO	April – July 2014	<ul style="list-style-type: none"> • Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region • Develop risk descriptions / statements for identified hazards • Conduct research as required
Workshop 2 - 'Analyse Risk' and Develop 'Treat Risk' Frameworks	Shire of Cranbrook ESRO & CEMO	August – October 2014	<ul style="list-style-type: none"> • Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region • Develop framework for recording risk treatments
Workshop - 3 'Treat Risk' and Consolidate Risk Report	Shire of Cranbrook ESRO & CEMO	October – November 2014	<ul style="list-style-type: none"> • Provide venue & catering as required • Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region • Consolidate all aspects of project into final report
Report, Sign Off & Endorsement	Shire of Cranbrook ESRO	November, December 2014	<ul style="list-style-type: none"> • LEMC signoff • Council endorsement

Figure 17: Emergency Risk Register Development Process

Emergency Risk Register Document

Please see:

[Attachment 1: Emergency Risk Register](#)

Critical Infrastructure

Please see the list of critical and community infrastructure for:

[Appendix 8: Cranbrook](#)

[Appendix 9: Frankland River](#)

[Appendix 10: Tenterden](#)

The Shire of Cranbrook has also established a Data License Agreement with Western Power. This allows the Shire to be able to access the location of all Western Power Infrastructure within the Shire from street lights to transformers etc. This information will be very useful in both an emergency event and recovery process, if required.

Identified Risk Register Emergencies / Hazards

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan Review (Date)
Biosecurity	DAFWA	DAFWA Director General	DAFWA Great Southern	Gillamii Local Veterinarians	ANIMAL AND PLANT BIOSECURITY	
Electricity Supply Disruption	Dept. of Finance – Public Utilities Office	Coordinator of Energy	Network/System Operators (e.g. Western Power)	Local Electricians	ELECTRICITY SUPPLY DISRUPTION	
Fire (DEC)	DEC	FES Commissioner DEC	DEC Albany Manjimup Katanning	Local Volunteer Brigades	FIRE	
Fire (UCL)	DFES	FES Commissioner	DFES	Local Volunteer Brigades	FIRE	
Fire	DFES Shire	FES Commissioner Shire	DFES Shire	Local Volunteer Brigades Owner Occupiers Industry (e.g. Plantations)	FIRE	2016 - See Attachment 2
Flood	DFES	FES Commissioner	DFES Great Southern	SES – Mount Barker	FLOOD	

HAZMAT	DFES / WAPOL	DFES / WAPOL	DFES	Mount Barker VFRS Shire Local Volunteer Brigades	HAZMAT	
Land Search	WAPOL	WAPOL	WAPOL Cranbrook	SES – Mount Barker Local Volunteers	LAND SEARCH	
Energy Supply Disruption - Fuel	Dept. of Finance – Public Utilities Office	Coordinator of Energy			LIQUID FUEL SUPPLY DISRUPTION	
Brookfield Rail Crash Emergencies	Brookfield Rail	Brookfield Manager Network Operations WAPOL DFES	Brookfield Rail Area Superintendent	DFES – Great Southern WAPOL - Cranbrook	BROOKFIELD RAIL CRASH EMERGENCIES	
Road Crash	WAPOL	WAPOL Cranbrook	WAPOL Cranbrook	Shire Dept. of Main Roads Mt Barker VFRS St John Ambulance	ROAD CRASH EMERGENCY	
Storm	DFES	DFES	DFES Great Southern Shire	SES – Mount Barker Shire	STORM	

Figure 18: Identified Risk Register Emergencies / Hazards

Other Hazards - Not Identified / Prioritised In Risk Register

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Air Crash	WAPOL	Commissioner of Police	WAPOL Cranbrook	DFES - Great Southern Local Volunteer Brigades St John Ambulance	AIR CRASH	
Collapse	DFES	DFES or other HMA if required		SES Mount Barker Mount Barker VFRS WAPOL Cranbrook	COLLAPSE	
Earthquake	DFES	Fire and Emergency Services (FES) Commissioner		SES Mount Barker Mount Barker VFRS WAPOL Cranbrook	EARTHQUAKE	
Gas Supply Disruption	Dept. of Finance – Public Utilities Office	Coordinator of Energy			GAS SUPPLY DISRUPTION	
Heatwave	Disaster Preparedness Management Unit - Western Australian Department of Health	State Health Coordinator (SHC)	Regional Population Health Unit	Plantagenet Health Service Kojonup Health Service Katanning Health Service Albany Health Service HACC Child Health Nurses Shire	HEATWAVE	

Human Epidemic	Department of Health	State Human Epidemic Controller (SHEC) WAPOL	Regional Population Health Unit	Plantagenet Health Service Kojonup Health Service Katanning Health Service Albany Health Service	HUMAN EPIDEMIC	
Space Re-Entry Debris (SPRED)	WAPOL	Commissioner of Police	WAPOL Cranbrook	Local Volunteer Brigades - fire	SPACE RE-ENTRY DEBRIS (SPRED)	

Figure19: Other Hazards - Not Identified / Prioritised In Risk Register

Local Emergency Management Priorities and Strategies - 2016 / 17

Priority	Strategy	Responsibility	Completed
Evacuation Planning	<ul style="list-style-type: none"> Establish an evacuation working group 	<ul style="list-style-type: none"> LEMC 	<ul style="list-style-type: none"> Established Feb 2016
	<ul style="list-style-type: none"> Evacuation Plan Review 	<ul style="list-style-type: none"> ESRO LEMC 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> Door knocks of Shire townsites to educate and engage the community in preparedness activities prior to 2016 / 17 fire season 	<ul style="list-style-type: none"> LEMC Volunteers 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> ESRO and LEMC volunteers to engage with the Cranbrook & Frankland River Primary Schools during Bushfire Safety Week – Term 4 2016 	<ul style="list-style-type: none"> ESRO LEMC Volunteers 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> Educating community on DFES Bushfire Alert System via local newsletters, Facebook, website. 	<ul style="list-style-type: none"> ESRO 	<ul style="list-style-type: none"> Commenced Sept 2016
	<ul style="list-style-type: none"> Developing evacuation grid reference for Cranbrook, Frankland River and Tenterden townsites and associated tasking and information sheets. Investigate use of town sirens / Green Bag evac system 	<ul style="list-style-type: none"> ESRO WAPOL - local 	<ul style="list-style-type: none"> Grid Reference – Aug 2016 Tasking Sheet – Aug 2016 Grid Information Sheet -
	<ul style="list-style-type: none"> Purchase of evacuation centre signage 	<ul style="list-style-type: none"> ESRO 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> Purchase of Shire tabards, hand held siren / megaphone for Cranbrook / Frankland River 	<ul style="list-style-type: none"> ESRO 	<ul style="list-style-type: none">
Recovery Planning	<ul style="list-style-type: none"> Recovery Coordinator and Councillor to attend Recovery Coordinating specific training through WALGA 	<ul style="list-style-type: none"> CEO & Councillor 	<ul style="list-style-type: none"> CEO, MFA & ESRO attend Recovery Workshop – Albany Oct 2016
	<ul style="list-style-type: none"> Recovery Plan review 	<ul style="list-style-type: none"> Recovery Co-ordinator ESRO LEMC 	<ul style="list-style-type: none">
Develop Shire Business Continuity Plan	<ul style="list-style-type: none"> Shire ESRO to develop Shire organisational BCP 	<ul style="list-style-type: none"> ESRO 	<ul style="list-style-type: none">

PART FIVE – COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require Shire of Cranbrook resources and assistance in emergency management. The Shire of Cranbrook is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

In accordance with Euan Ferguson Report: Recommendation 8 - the Shire and LEMC will be considering nominating representatives from the Shire of Cranbrook district to sit on the State Bushfire Level 3 - Preformed Incident Management Teams.

Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Policy 4.1 'Incident Management'. These are;

- a) where an incident is designated as "Level 2" or higher
- b) multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

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

Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the Shire.

Identify suitable locations, and provide details of contacts who may be asked to open these sites.

Venue	Address	Contact name	Phone	Email
Cranbrook Council Chambers	Gathorne Street Cranbrook	Peter Northover (Shire CEO)	9826 1008 0417 932 819	ceo@cranbrook.wa.gov.au
Frankland River Community Centre	Wingebellup Road Frankland River	Laura Adams (Manager FRCC)	9855 2310	franklandriver@crc.net.au
Cranbrook Sporting Club	King Street Cranbrook	Bernie Climie (Club Secretary)	0407 261 123	bernieclimie@bigpond.com
Cranbrook Regional Community Hub (2017/18 season)	Climie Street Cranbrook	Peter Northover (Shire CEO)	9826 1008 0417 932 819	ceo@cranbrook.wa.gov.au

Appendix 3 – Coordination of Emergency Response

Local Alert Systems

The Shire of Cranbrook has the following systems in place:

Alert System	Information	Benefits	Limitations
Shire SMS System	900+ contacts listed	Community are aware of the service and utilise it	No designated Shire number Limited to 160 characters per message
Community Notice Boards	Cranbrook – near public toilets Frankland River – near public toilets Shire Office – in front of admin building	Easily accessible	Aside from Shire admin building – other boards not maintained on a daily basis
Public Information Phone Lines	Harvest Ban Line 9826 2222	Can upload and change messages at any time from any location	Tele communication systems usually first to fail in an emergency
Website	http://www.cranbrook.wa.gov.au/emergencies/current-warnings	Able to upload a lot of information	Not everyone in the Shire has internet or

		quickly and remotely.	access to reliable internet
Facebook	Shire of Cranbrook https://www.facebook.com/ShireofCranbrook/	Able to upload a lot of information quickly and remotely.	Not everyone in the Shire has internet or access to reliable internet Not all residents utilise Facebook

Appendix 3 – Coordination of Emergency Response – Local

Media management and public information

The Shire of Cranbrook media policy allows only the Shire Chief Executive Officer (CEO) or Shire President to speak to the media – unless express permission is given to a Shire employee by the CEO.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

Please see:

Appendix 3 – Coordination of Emergency Response – External

Public warning systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

Please see:

Appendix 3 – Coordination of Emergency Response – External

Finance Arrangements

State Emergency Management Policy (SEMP 4.2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of SEMP 4.2, Shire of Cranbrook is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

The Chief Executive Officer and Manager of Finance and Administration should be approached immediately upon the declaration of an emergency event requiring resourcing by the Shire of Cranbrook to ensure the desired level of support is achieved.

The Shire utilises the Synergy Soft Software System for financial documentation. From this system in an emergency event it can produce reports on paid to, paid from, invoices received, purchase orders GL statements, GST incl. / excl. figures etc.

EVACUATION AND WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, Shire of Cranbrook with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

Please refer to:

Attachment 3: Evacuation Plan.

Special needs groups

The identified special needs groups within the Shire of Cranbrook include:

1. Cranbrook Primary School
2. Frankland River Primary School
3. Cranbrook Day Care
4. Frankland River Day Care
5. Darwinia Seniors Housing
6. Cranbrook Caravan Park
7. Frankland River Caravan Park
8. Persons with disabilities
9. Isolated Senior's
10. CaLD community

The first 7 identified groups of this section of the community mentioned above have evacuation arrangements.

The Shire is continuing to develop a table containing a list of special needs groups including their physical location, contact details etc.

Appendix 12: Vulnerable Person's List

Routes & maps

Copies of town maps for Cranbrook, Frankland River and Tenterden can be found under:

Appendix 11: Shire Maps

Bushfire Mapping & Rural Road Number Audit

The Shire of Cranbrook is currently undertaking an extensive Bushfire Mapping and Rural Road Numbering Audit of the entire local government area.

Once completed the coordinates of all critical and community infrastructure will be entered into the LEMA Appendix document, in each of the relevant facilities section to make locating these facilities

simple, quick and effective. As part of this mapping project the Shire ESRO is also updating the community and critical infrastructure locations on Google Maps to ensure access to this information easily to all in the community and emergency services.

To assist emergency services further, the Shire has also undertaken a Rural Road Number Audit to ensure that our property data is current in case of an emergency event.

Welfare

The Department for Child Protection and Family Support (DCP&FS) has the role of managing welfare. DCP&FS have developed a local Welfare Emergency Management Plan in conjunction with the Shire of Cranbrook. Please see:

Attachment 4: Welfare Plan

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DCP&FS 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 Management Group when required

(This individual will be appointed by DCP&FS)

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Shire of Cranbrook to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important that the Shire identify the initial arrangements for welfare to occur, particularly in remote areas such as Frankland River, where it may take some time for DCP&FS to arrive.

Local Welfare Liaison Officer – Shire to advise at a later date.

Register.Find.Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas DCCP & FS 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 DCP&FS have reciprocal arrangements with the Red Cross to assist with the registration process.

The Shire of Cranbrook has a Red Cross unit locally and several of the Shire staff have also been given basic training in how to establish a Welfare Centre.

Animal Welfare Plan

The Shire and LEMC with the assistance of the local Ranger will be developing an Emergency Animal Welfare Plan in mid to late 2017.

Welfare centres

Welfare centres have been identified in the Shire of Cranbrook Welfare Plan by DCP&FS. Please see: [Attachment 4: Welfare Plan](#)

Volunteer Management

The Shire of Cranbrook will be developing a Volunteer Management Plan in late 2017.

RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan the SEMC has endorsed the Local Recovery Guideline.

Please see:

Attachment 5: Shire Recovery Plan – this plan is due to be reviewed by the LEMC in mid 2017.

Local recovery coordinator (LRC)

Local governments are required to nominate a Local Recovery Coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

Shire of Cranbrook Recovery Officers

- LRC – Peter Northover
- Deputy LRC – Twynam Cunningham

EXERCISING, REVIEWING AND REPORTING

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise. Exercising the emergency management arrangements will allow the LEMC to:

- test the effectiveness of the local arrangements;
- bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities;
- help educate the community about local arrangements and programs;
- allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions; and
- test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of exercises State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

Examples of exercises types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register

Reporting of exercises Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG). Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

Review of Local Emergency Management Arrangements

The LEMA shall be reviewed in accordance with State EM Policy 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to State EM Policy Section 2.5, the LEMA including recovery plans are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;

- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- varying circumstances may require more frequent reviews.

Review of Local Emergency Management Committee Positions

The Shire of Cranbrook in consultation with the member organisations shall determine the term and composition of LEMC positions.

Review of Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis.

Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The information provided by the LEMC annual report is collated into the SEMC and SEMC Secretariat Annual Report which is tabled in Parliament. The SEMC issue the annual report template.