



# 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 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.

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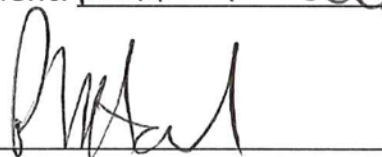
## ENDORSEMENTS

Endorsed by LEMC:      Signature:       Date: 28.7.21

Endorsed by Council:

Motion Number: 04082021      Date: 18/8/2021

Shire President: Phil Horrocks

Signature:       Date: 18/8/2021

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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 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.

## DOCUMENT CONTROL

| Number | Date             | Amendment summary   | Author        |
|--------|------------------|---|---------------|
| 1      | October 2016     | Full 5-year review of arrangements  | Toni Melia    |
| 2      | 15 November 2016 | Arrangements and Appendix endorsed by LEMC  | Toni Melia    |
| 3      | 16 November 2016 | Arrangements and Appendix endorsed by Council   | Toni Melia    |
| 4      | 29 November 2016 | Local Emergency Management Priorities and Strategies - 2016 / 17 updated after Nov 2016 LEMC, Routes and Maps updated, Routes and Maps appendix updated | Toni Melia    |
| 5      | December 2017    | Contacts Updated  | Toni Melia    |
| 6      | 15 January 2019  | Shire Logo, USB Distribution List, General Acronyms, Existing Plans and Arrangements Review Dates, LEMC List, Local Alert Systems updated               | Toni Melia    |
| 7      | June 2021        | Full 5 Year Review.<br>Update: General Acronyms, Contact List.<br>Remove ESRO, replace with CESM.<br>Update: Department name changes.                   | Kevin Bransby |



## GLOSSARY OF TERMS

For additional information regarding 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, considering 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, analyzing, 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.

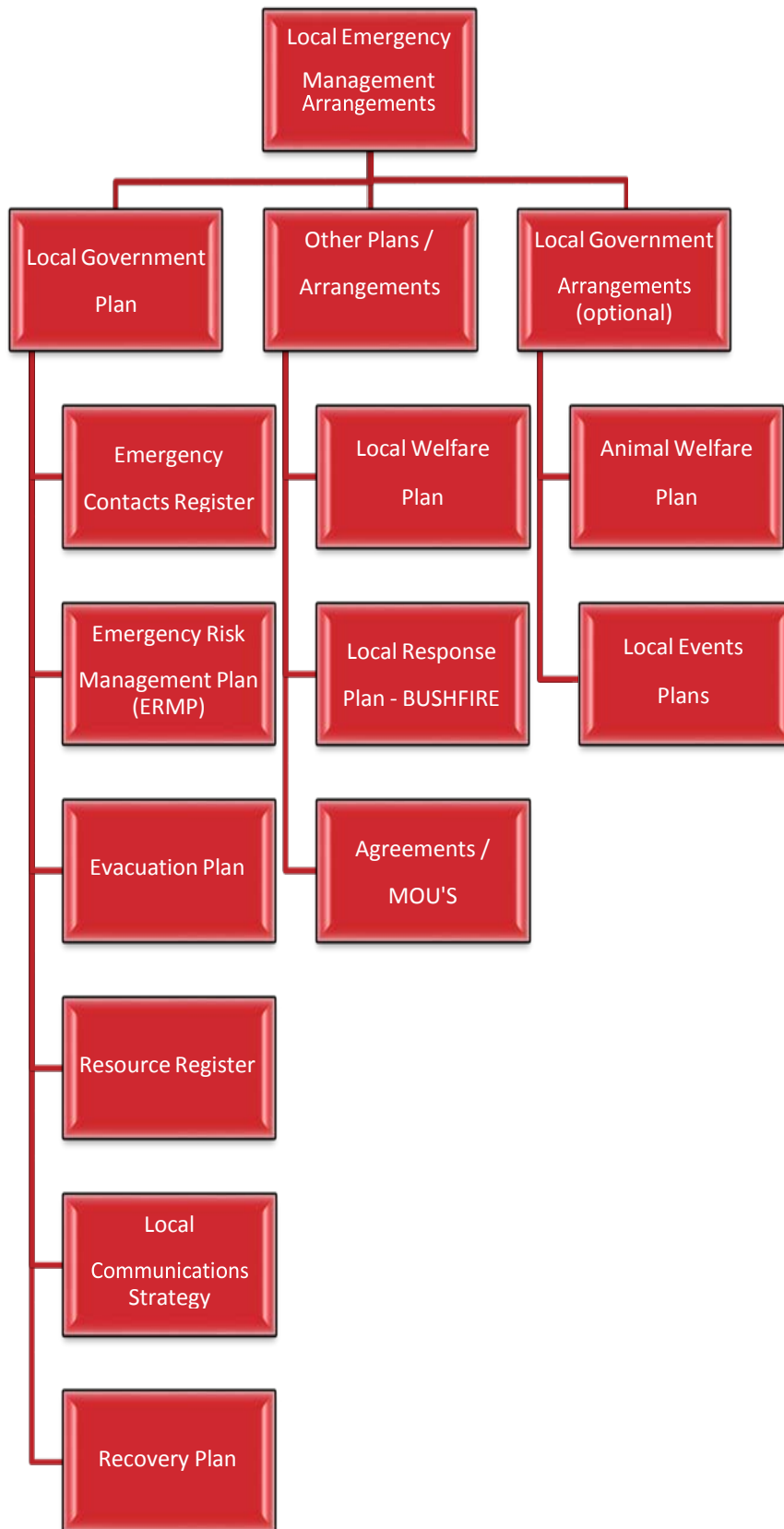
**VULNERABILITY:** The degree of susceptibility and resilience of the community and environment to hazards. \*The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total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

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

## General Acronyms Used in These Arrangements

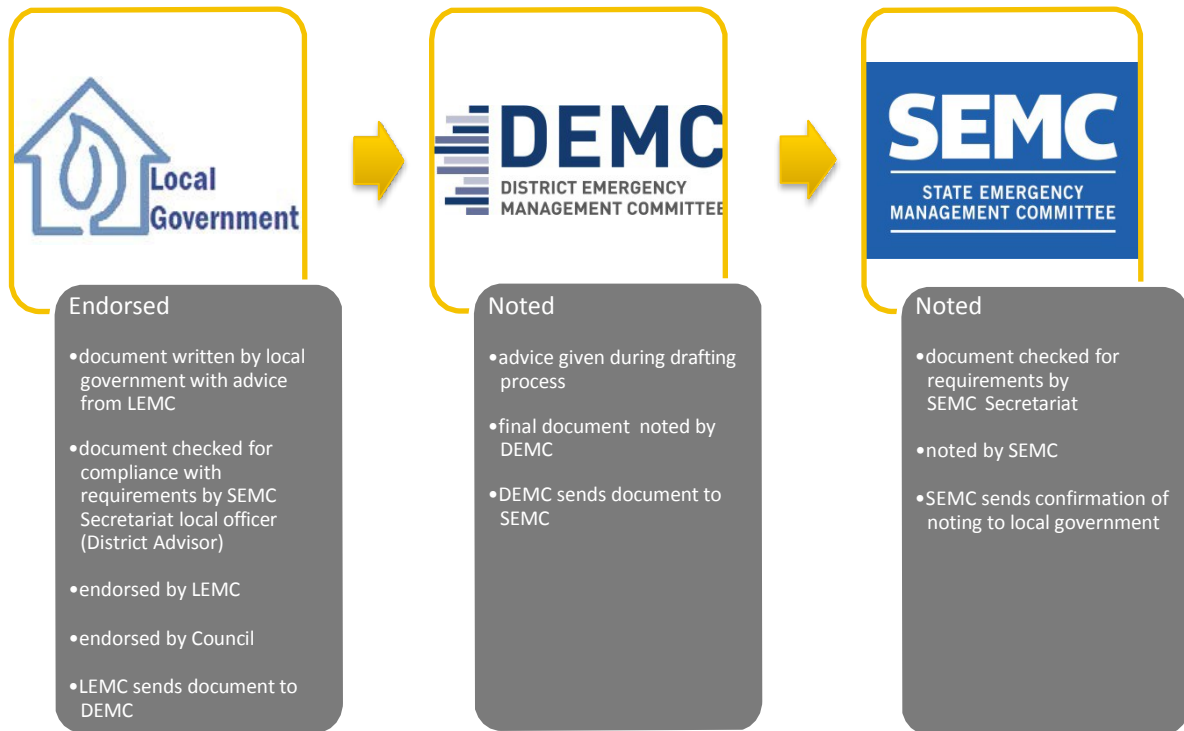
|         |   |      |  |
|---------|---|------|--|
| BFB     | Bushfire Brigade  | BFS  | Bush Fire Service  |
| CBFCO*  | Chief Bushfire Control Officer                          | CBH  | Co-operative Bulk Handling   |
| CBPS*   | Cranbrook Primary School                                | CESM | Community Emergency Services Manager                                       |
| CEO*    | Chief Executive Officer - Shire                         | CDO* | Community Development Officer  |
| CSO*    | Customer Service Officer                                | DBCA | Department of Biodiversity, Conservation and Attractions Western Australia |
| DCBFCO* | Deputy Chief Bushfire Control Officer                   | DEMC | District Emergency Management Committee                                    |
| DFES    | Department of Fire and Emergency Services               | DoC  | Department of Communities  |
| DPIRD   | Department of Primary Industries & Regional Development | ECC  | Emergency Coordination Centre  |
| EMT*    | Executive Management Team - Shire                       | FAO* | Finance Administration Officer   |
| FCO     | Fire Control Officer                                    | FO*  | Finance Officer  |
| FRS     | Fire and Rescue Service                                 | FRPS | Frankland River Primary School   |
| HAZMAT  | Hazardous Material                                      | HMA  | Hazard Management Agency   |
| ISG     | Incident Support Group                                  | LEC  | Local Emergency Coordinator  |
| LEMA    | Local Emergency Management Arrangements                 | LEMC | Local Emergency Management Committee                                       |
| LRC     | Local Recovery Coordinator                              | LRCC | Local Recovery Coordinating Committee                                      |
| MCC*    | Manager of Corporate & Community                        | MOW* | Manager of Works   |
| PA CEO* | Personal Assistant to CEO                               | SEC  | State Emergency Coordinator  |
| SECT    | State Exercise Coordination Team                        | SEMC | State Emergency Management Committee                                       |
| SES     | State Emergency Service                                 | SEWS | Standard Emergency Warning Signal  |
| SOP     | Standard Operating Procedures                           | VFRS | Volunteer Fire & Rescue Service  |
| VMR     | Volunteer Marine Rescue                                 | WTO  | Works Technical Officer  |
|         |   | *    | <b>Cranbrook Shire specific</b>  |

## LEMA Structure



## 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.

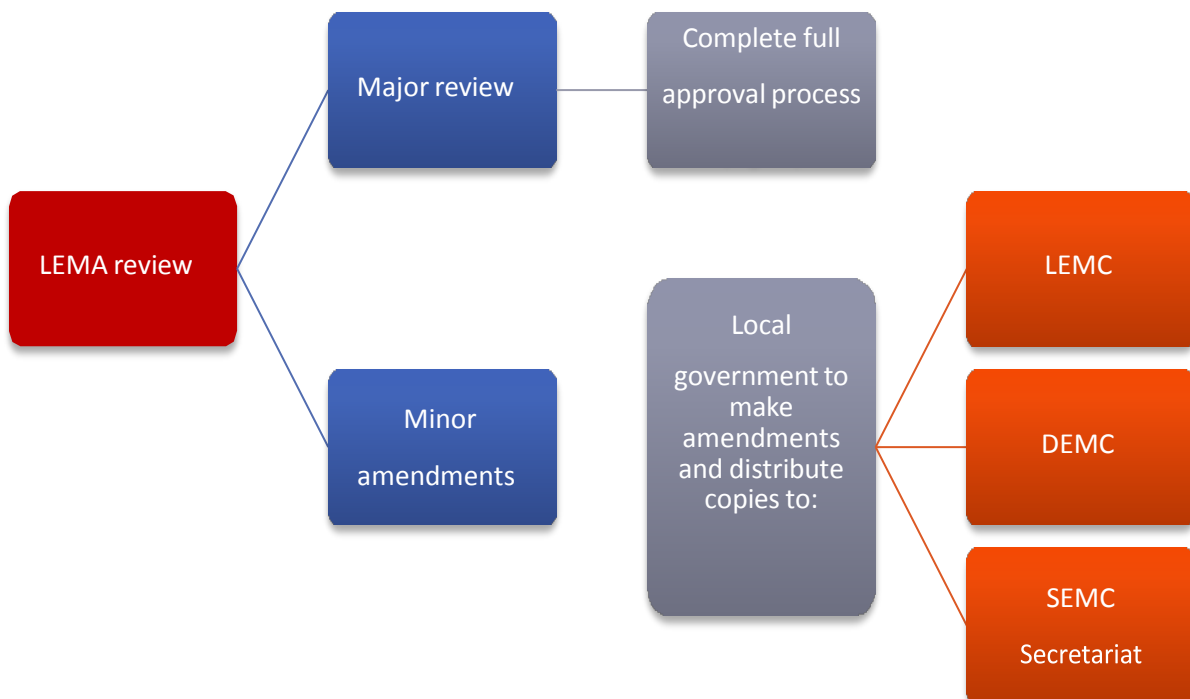


## Review Process

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.



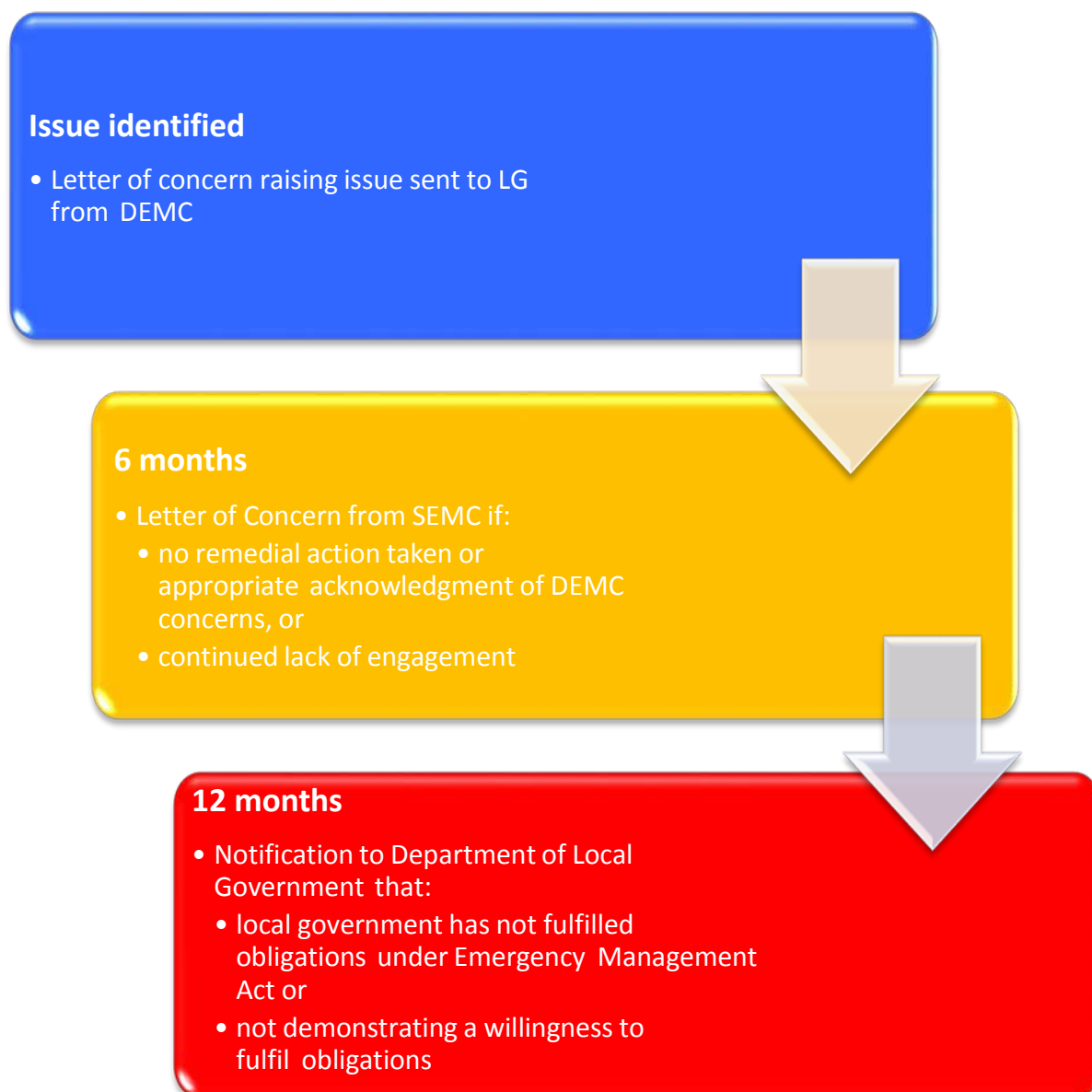


## Non-completion / Non-adherence by Local Government

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.



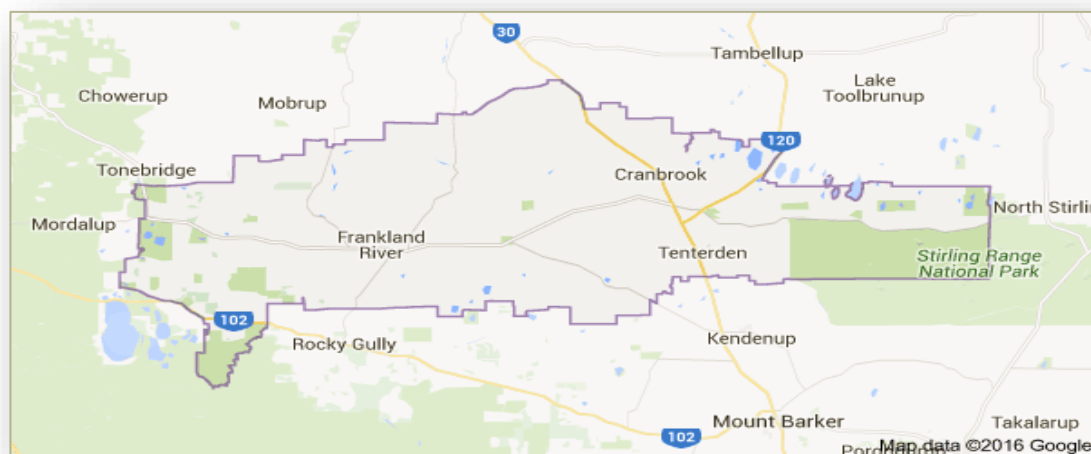
## USB Distribution List

| Organisation – LEMC Committee  | Number of copies |
|--|------------------|
| Chief Bushfire Control Officer   | 1                |
| Cranbrook Shire – CEO, CESM, MOW, MCC, Ranger  | 5                |
| Cranbrook Primary School   | 1                |
| Councilor Representative – Shire President   | 1                |
| Department of Biodiversity, Conservation and Attractions Western Australia and Wildlife - Fire Coordinator | 1                |
| Department of Biodiversity, Conservation and Attractions Western Australia - Ranger                        | 1                |
| Department of Communities  | 1                |
| Department of Primary Industries and Regional Development: Agriculture and Food – Cranbrook                | 1                |
| Frankland River Community Resource Centre - Manager  | 1                |
| Main Roads – Great Southern  | 2                |
| Plantagenet Hospital   | 1                |
| Red Cross Association – Cranbrook  | 1                |
| St John Ambulance - Cranbrook  | 1                |
| St John Ambulance – Frankland River  | 1                |
| St John Ambulance – Great Southern   | 1                |
| WA Police - Cranbrook  | 2                |
| Water Corporation  | 1                |
| Western Power  | 1                |

## PART 1 – SHIRE OF CRANBROOK SNAPSHOT

### Geography

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



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

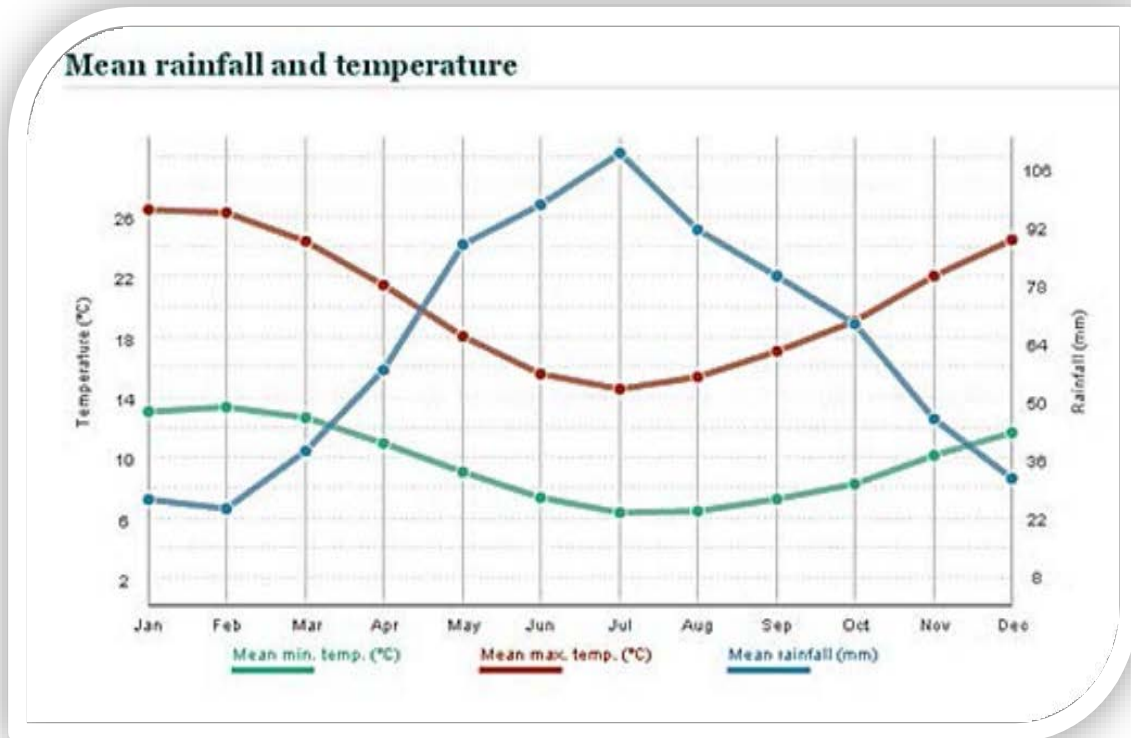
**Protected Areas – Total (Ha) 45,888**

- Protected Areas – Nation Parks (%) 9.6
- Protected Areas – Nature Reserves (%) 4.4

**Protected Areas – Total (%) 14**

## Climate

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



## Demographics

### Estimated Residential Population

| Local Government     | 2013   | 2016   | 2020   | ERP Change | Aboriginal Population 2011 Estimate |
|----------------------|--------|--------|--------|------------|-------------------------------------|
| Albany               | 36,318 | 37,285 | 38,296 | + 1,978    | 4%                                  |
| Broomehill-Tambellup | 1,194  | 1,164  | 1,088  | - 106      | 16%                                 |
| Cranbrook            | 1,129  | 1,107  | 1,144  | + 15       | 2%                                  |
| Denmark              | 5,804  | 6,018  | 6,370  | + 566      | 1%                                  |
| Gnowangerup          | 1,294  | 1,237  | 1,200  | - 94       | 12%                                 |
| Jerramungup          | 1,112  | 1,127  | 1,130  | + 18       | 2%                                  |
| Katanning            | 4,403  | 4,200  | 4,046  | - 357      | 11%                                 |
| Kojonup              | 2,044  | 2,010  | 1,912  | - 132      | 6%                                  |
| Plantagenet          | 5,172  | 5,103  | 5,276  | + 104      | 4%                                  |
| Ravensthorpe         | 2,118  | 1,764  | 1,566  | - 552      | 1%                                  |

### Cranbrook Population

| Age                      | Cranbrook (WA) | %   | Western Australia | %   | Australia | %   |
|--------------------------|----------------|-----|-------------------|-----|-----------|-----|
| <b>Median age</b>        | 46             | --  | 36                | --  | 38        | --  |
| <b>0-4 years</b>         | 33             | 6.6 | 161,727           | 6.5 | 1,464,779 | 6.3 |
| <b>5-9 years</b>         | 40             | 8   | 164,153           | 6.6 | 1,502,646 | 6.4 |
| <b>10-14 years</b>       | 29             | 5.8 | 150,806           | 6.1 | 1,397,183 | 6   |
| <b>15-19 years</b>       | 18             | 3.6 | 149,997           | 6.1 | 1,421,595 | 6.1 |
| <b>20-24 years</b>       | 11             | 2.2 | 160,332           | 6.5 | 1,566,793 | 6.7 |
| <b>25-29 years</b>       | 26             | 5.2 | 184,908           | 7.5 | 1,664,602 | 7.1 |
| <b>30-34 years</b>       | 28             | 5.6 | 194,267           | 7.9 | 1,703,847 | 7.3 |
| <b>35-39 years</b>       | 28             | 5.6 | 173,041           | 7   | 1,561,679 | 6.7 |
| <b>40-44 years</b>       | 24             | 4.8 | 171,996           | 7   | 1,583,257 | 6.8 |
| <b>45-49 years</b>       | 38             | 7.6 | 172,520           | 7   | 1,581,455 | 6.8 |
| <b>50-54 years</b>       | 26             | 5.2 | 162,438           | 6.6 | 1,523,551 | 6.5 |
| <b>55-59 years</b>       | 49             | 9.8 | 149,899           | 6.1 | 1,454,332 | 6.2 |
| <b>60-64 years</b>       | 40             | 8   | 132,145           | 5.3 | 1,299,397 | 5.6 |
| <b>65-69 years</b>       | 38             | 7.6 | 116,755           | 4.7 | 1,188,999 | 5.1 |
| <b>70-74 years</b>       | 30             | 6   | 82,911            | 3.4 | 887,716   | 3.8 |
| <b>75-79 years</b>       | 24             | 4.8 | 61,509            | 2.5 | 652,657   | 2.8 |
| <b>80-84 years</b>       | 8              | 1.6 | 42,590            | 1.7 | 460,549   | 2   |
| <b>85 years and over</b> | 10             | 2   | 42,420            | 1.7 | 486,842   | 2.1 |

## Nationalities

According to the 2016 Census:

### Overseas born population – Census

| Description  | 2011 | 2016 |
|--|------|------|
| Born in Oceania and Antarctica (excluding Australia) (%) | 3.1  | 2.7  |
| Born in North-West Europe (%)                            | 8    | 8.2  |
| Born in Southern and Eastern Europe (%)                  | 0.3  | 0.6  |
| Born in South-East Asia (%)                              | 0.5  | 1.4  |
| Born in North-East Asia (%)                              | 0.6  | ---- |
| Born in Southern and Central Asia (%)                    | 0.5  | 0.5  |
| Born in Americas (%)                                     | 0.4  | 0.3  |
| Born in Sub-Saharan Africa (%)                           | 1.2  | 1    |
| Total born overseas (%)                                  | 14.3 | 16   |

### Aboriginal and Torres Strait Islander

Community members within the Shire of Cranbrook of Aboriginal or Torres Strait 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 (%) - 3.4%.**

## 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, Bush Fire 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](http://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:

1. the Shire of Cranbrook policies for emergency management;
2. the roles and responsibilities of public authorities and other persons involved in emergency management in the Shire of Cranbrook;
3. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in dot point B);
4. a description of emergencies that are likely to occur in the Shire of Cranbrook;
5. strategies and priorities for emergency management in the Shire of Cranbrook;
6. other matters about emergency management in the Shire of Cranbrook prescribed by the regulations; and
7. 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 capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- the Shire of Cranbrook 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

### Shire

| DOCUMENT                                      | OWNER                  | RESPONSIBILITY OF:   | LOCATION   | CURRENT | REVIEW DATE  | NEXT REVIEW |
|---|------------------------|--|--|---------|--|-------------|
| Animal Welfare Plan                           | Shire of Cranbrook     | <ul style="list-style-type: none"> <li>➤ Ranger</li> <li>➤ LEMC</li> </ul>                               | <ul style="list-style-type: none"> <li>➤ Shire Office</li> <li>➤ Shire Depot</li> <li>➤ DPIRD</li> </ul> | No      | Being Developed  |             |
| Business Continuity Plan – Shire Organisation | Shire of Cranbrook     | <ul style="list-style-type: none"> <li>➤ EMT</li> <li>➤ CDO</li> <li>➤ CESM</li> </ul>                   | <ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>   | No      | 3 Year or post activation                                      | 2020        |
| Bushfire Response Plan                        | Shire of Cranbrook     | <ul style="list-style-type: none"> <li>➤ CEO</li> <li>➤ CESM</li> <li>➤ CBFCO</li> <li>➤ BFAC</li> </ul> | <ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>   | Yes     | Biannual   | 2021        |
| Local Emergency Evacuation Plan               | Shire of Cranbrook HMA | <ul style="list-style-type: none"> <li>➤ LEMC</li> <li>➤ HMA</li> </ul>                                  | <ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>   | Yes     | 5 Year or post activation                                      | 2025        |
| Local Emergency Recovery Plan                 | Shire of Cranbrook     | <ul style="list-style-type: none"> <li>➤ LEMC</li> <li>➤ Recovery Coordinator</li> </ul>                 | <ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>   | Yes     | 5 Year or post activation                                      | 2025        |
| Risk Register                                 | Shire of Cranbrook     | <ul style="list-style-type: none"> <li>➤ LEMC</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>   | Yes     | 3 year   | 2022        |
| Local Emergency Welfare Plan                  | DoC                    | <ul style="list-style-type: none"> <li>➤ District Emergency Services Officer – Great Southern</li> </ul> | <ul style="list-style-type: none"> <li>➤ DoC Great Southern</li> <li>➤ Shire Office</li> </ul>           | Yes     | Main – biannual<br>Appendices - quarterly and after activation | 2022        |

### Schools

| DOCUMENT   | OWNER                          | RESPONSIBILITY OF: | LOCATION                          | CURRENT | REVIEW DATE       | NEXT REVIEW |
|--|--------------------------------|--------------------|-----------------------------------|---------|-------------------|-------------|
| Cranbrook Primary School - Emergency Plans       | Cranbrook Primary School       | ➤ Principal        | ➤ School Office<br>➤ Shire Office | Yes     | Annual – February | 2022        |
| Frankland River Primary School - Emergency Plans | Frankland River Primary School | ➤ Principal        | ➤ School Office<br>➤ Shire Office | Yes     | Annual – February | 2022        |

### Community Facilities

| DOCUMENT  | OWNER                                     | RESPONSIBILITY OF:   | LOCATION   | CURRENT         | REVIEW DATE | NEXT REVIEW |
|---|---|----------------------|--|-----------------|-------------|-------------|
| Cranbrook Regional Community Hub – Evacuation Plan          | Shire of Cranbrook                        | ➤ MOW                | ➤ Cranbrook Regional Community Hub – Diagram                                 | Yes             | 5 Years     | 2021        |
| Cranbrook Caravan Park – Emergency Plan                     | Shire of Cranbrook                        | ➤ MOW<br>➤ Caretaker | ➤ Shire Office<br>➤ Caravan Park<br>➤ Evacuation Maps – in onsite facilities | Being Developed |             |             |
| Cranbrook Town Hall – Evacuation Plan                       | Shire of Cranbrook                        | ➤ MOW                | ➤ Cranbrook Town Hall – Diagram  | Yes             | 5 Years     | 2021        |
| Frankland River Caravan Park – Emergency Plan               | Shire of Cranbrook                        | ➤ MOW<br>➤ Caretaker | ➤ Shire Office<br>➤ Caravan Park<br>➤ Evacuation Maps – in onsite facilities | Being Developed | Annual      |             |
| Frankland River Community Resource Centre – Evacuation Plan | Frankland River Community Resource Centre | ➤ Manager            | ➤ Frankland River Community Resource Centre – Diagram                        | Yes             | Annual      | 2021        |
| Frankland River Hall – Evacuation Plan                      | Shire of Cranbrook                        | ➤ MOW                | ➤ Frankland River Hall – Diagram   | Yes             | 5 Years     | 2021        |

## 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<br>Voluntary Regional<br>Organisation of Councils | Cranbrook<br>Broomehill-Tambellup<br>Kojonup<br>Plantagenet<br>Katanning<br>Gnowangerup | Strategic Directions 2015 – 2020<br>Strategy G3: Share systems, processes and professional development between member LGAs: <ul style="list-style-type: none"> <li>➤ Action 3: Provide local staff with opportunities for career pathways between the six LGAs.</li> <li>➤ Memorandums of Understanding on at least 4 areas.</li> <li>➤ Each LGA to incorporate opportunities within their Workforce Plan and Position Descriptions regarding Resource Sharing.</li> </ul> | To be developed further -<br>Emergency Management staff from the 6 Shires to develop an MOU regarding resource sharing in an emergency event.                          |

## Special Considerations

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 and State Rounds
  - Various – more than 100 riders + support crews and spectators

Seasonal conditions

- Bush Fire Season
  - November – April
- Restricted Burning Periods
  - 1 October – 1 November
  - 28 February - 12 April
- Prohibited Burning Period
  - 1 November - 28 February
- Harvest
  - November – January
- 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 1: LEMC Committee Contacts*

*Appendix 2: Shire & Council Contacts*

*Appendix 4: Shire Resources*

### Emergency Response

*Appendix 3: Coordination of Emergency Response – Warning Systems*

### Additional Local Resources

*Appendix 5: Additional Local Resource Contacts*

### Additional External Emergency Contacts / Resources

*Appendix 6: Additional External Emergency Contacts / Resources*

### Surrounding Shire's Emergency Contacts

*Appendix 7: Surrounding Shire's Emergency Contacts / Resources*

### Critical Infrastructure

*Appendix 8: Critical Infrastructure – Cranbrook*

*Appendix 9: Critical Infrastructure – Frankland River*

*Appendix 10: Critical Infrastructure – Tenterden*

### Maps

*Appendix 11: Shire maps*

## 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/Position   | Name               |
|---|--------------------|
| Shire of Cranbrook – CEO<br><b>LEMC Chair</b>   | Linda Gray         |
| Shire of Cranbrook – CESM<br><b>LEMC Executive Officer</b>  | Kevin Bransby      |
| WA Police – Cranbrook Officer in Charge<br><b>Shire of Cranbrook Local Emergency Coordinator</b>    | Natalie Wynn       |
| Shire of Cranbrook – Shire President  | Phil Horrocks      |
| Shire of Cranbrook – Manager of Works   | Jeff Alderton      |
| Shire of Cranbrook – Manager of Corporate and Community   | Trish Standish     |
| Shire of Cranbrook – Ranger   | Joe Duina          |
| Shire of Cranbrook – CBFCO  | Graeme Marshall    |
| Department of Fire & Emergency Services – District Emergency Management Advisor – Great Southern    | Adam Smith         |
| Department of Fire & Emergency Services – Area Officer  | Wes Bailye         |
| WA Police – Cranbrook Second in Charge  |                    |
| Department of Communities – District Emergency Services Officer – Great Southern Region             | Neville Blackburn  |
| Department of Primary Industries & Regional Development   | John Barden        |
| Department of Biodiversity, Conservation & Attractions – Albany Fire Coordinator                    | Vince Hilder       |
| Department of Biodiversity, Conservation & Attractions – Park Ranger – Stirling Range National Park | Deon Grantham      |
| St John Ambulance – Community Paramedic – West Great Southern                                       | David Rae          |
| St John Ambulance – Cranbrook   | Anne Parsons       |
| St John Ambulance – Frankland River   | Julie Ettridge     |
| Frankland River Community Resource Centre   | Teresa Lawson      |
| Red Cross – Cranbrook   | Bernie Climie      |
| Mount Barker Hospital   | Julie Hollingworth |
| Cranbrook Primary School – Principal  | Robert Croft       |
| Western Power   | Kurt Weinert       |
| Western Power   | Steve Machin       |
| Main Roads WA – Great Southern  | Rhys Skipper       |
| Water Corporation – Great Southern  | Steven Childs      |
| ARC Infrastructure – Regional Lead – South West   | Cameron Beange     |
| ARC Infrastructure – Head of Operations & Customer Management                                       | Rod Smith          |

## 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            | WA Police - OIC Cranbrook             | The responsibilities of the LEC are defined in s.36 of The Act  |
| Local Recovery Coordinator             | Shire of Cranbrook – Vacant           | 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             | Shire of Cranbrook – CESM             | During an evacuation where a local government facility is utilised by DOC, provide advice, information and resources regarding the operation of the facility.   |
| LG Liaison Officer (to the ISG / IMT)  | Shire of Cranbrook – Manager of Works | 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 | Shire of Cranbrook – CEO              | <ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implementing procedures that assist the community and emergency services deal with incidents</li> <li>• Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires’ emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified Evacuation Centre is a building owned and operated by the local government, provide a liaison officer to support DoC.</li> </ul> |



## LEMC Officer Responsibilities

| Local Role             | Nominated Person          | Description of Responsibilities  |
|------------------------|---------------------------|--|
| LEMC Chair             | 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 | Shire of Cranbrook – CESM | <p>Coordinate the development and submission of committee Documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Annual Business Plan</li> <li>• Maintain Local Emergency Management Arrangements;</li> </ul> <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul> |

## 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 Role              | 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"> <li>• Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• Control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>  |
| 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]<br/>The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appointment of Hazard Management Officers [s55 Act]</li> <li>• Declare / Revoke Emergency Situation [s 50 &amp; 53 Act]</li> <li>• Coordinate the development of the State Hazard Plan for that hazard.</li> <li>• Ensure effective transition to recovery by Local Government</li> </ul> |
| 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>   |
| Support Organisation     | <p>A Public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p>   |

## PART 4 – 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 section 3.2 'Emergency Risk Management Planning'.

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

## Emergency Risk Register

*Attachment 1: Emergency Risk Register*

## Critical Infrastructure

*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                             | HMA                             | Combat Agency                                       | Local Support   | State Hazard Plan          |
|------------------------------------|---------------------------------|---|---|----------------------------|
| Biosecurity                        | Agriculture Director<br>General | DPIRD   | Gillamii Centre<br>Local Veterinarians                          | Animal & Plant Biosecurity |
| Electrical Supply<br>Disruption    | Coordinator of<br>Energy        | Network/System<br>Operators<br>(Western Power etc.) | Local Electricians  | Energy Supply Disruption   |
| Fire (DBCA)                        | FES Commissioner                | DBCA – Albany<br>-Manjimup                          | Local BFB's   | Fire                       |
| Fire (UCL/UMR)                     | FES Commissioner                | DFES  | Local BFB's<br>Land Owner/Occupier<br>Industry e.g. Plantations | Fire                       |
| Fire Structure                     | FES Commissioner                | DFES  | Career & Volunteer FRS<br>Local BFB's                           | Fire                       |
| Flood                              | FES Commissioner                | DFES  | SES – Mount Barker<br>-Gnowangerup                              | Flood                      |
| HAZMAT                             | FES Commissioner                | DFES  | Mount Barker VFRS<br>Kojonup VFRS                               | HAZMAT                     |
| Land Search &<br>Rescue            | Commissioner of<br>Police       | WA Police   | SES – Mount Barker<br>-Gnowangerup                              | Search & Recue Emergency   |
| Energy Supply<br>Disruption – Fuel | Coordinator of<br>Energy        |   |   | Energy Supply Disruption   |
| Rail Crash<br>Emergency            | Arc Infrastructure              | ARC Infrastructure<br>WA Police<br>DFES             | Local BFB's   | Crash Emergency            |
| Road Crash                         | Commissioner of<br>Police       | DFES  | Career & Volunteer FRS<br>Local BFB's                           | Crash Emergency            |
| Storm                              | FES Commissioner                | DFES  | SES – Mount Barker<br>-Gnowangerup                              | Storm                      |

## Other Hazards – Not Identified/Prioritised In Risk Register

| Hazard                        | HMA                      | Combat Agency        | Local Support   | State Hazard Plan   |
|-------------------------------|--------------------------|----------------------|---|---|
| Air Crash                     | Commissioner of Police   | DFES                 | St John Ambulance<br>Local Volunteer Brigades   | Crash Emergency   |
| Collapse                      | DFES                     | Fire and Rescue      | SES Mount Barker<br>Mount Barker VFRS<br>WA Police Cranbrook  | Collapse  |
| Earthquake                    | FES Commissioner         |                      | SES Mount Barker<br>Mount Barker VFRS<br>WA Police Cranbrook  | Earthquake  |
| Gas Supply Disruption         | Coordinator of Energy    |                      |   | Energy Supply Disruption  |
| Heatwave                      | State Health Coordinator | Department of Health | Plantagenet Health Service<br>Kojonup Health Service<br>Katanning Health Service<br>Albany Health Service<br>HACC Child Health Nurses | Heatwave  |
| Human Epidemic                | State Health Coordinator | Department of Health | Plantagenet Health Service Kojonup<br>Health Service Katanning Health<br>Service Albany Health Service                                | Human Biosecurity   |
| Space Re-Entry Debris (SPRED) | Commissioner of Police   | WA Police            | Volunteer BFB's   | Hazardous Materials<br>Emergencies – Annex B –<br>Space Re-Entry Debris |

## PART 5 – 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 be involved 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                      | Phone           | Email  |
|---|-------------------------------------|------------------------------|-----------------|--|
| Cranbrook Council Chambers                | Gathorne Street<br>Cranbrook        | Shire CEO                    | 9826 1008       | <a href="mailto:admin@cranbrook.wa.gov.au">admin@cranbrook.wa.gov.au</a> |
| Frankland River Community Resource Centre | Wingebellup Road<br>Frankland River | Manager                      | 9855 2310       | <a href="mailto:franklandriver@crc.net.au">franklandriver@crc.net.au</a> |
| Cranbrook Sporting Club                   | King Street<br>Cranbrook            | Bernie Climie<br>(Secretary) | 0407 261<br>123 | <a href="mailto:bernieclimie@bigpond.com">bernieclimie@bigpond.com</a>   |
| Cranbrook Regional Community Hub          | Climie Street<br>Cranbrook          | Shire CEO                    | 9826 1008       | <a href="mailto:admin@cranbrook.wa.gov.au">admin@cranbrook.wa.gov.au</a> |



## Local Alert Systems

| Alert System            | Information   | Benefits   | Limitations   |
|-------------------------|---|--|---|
| Shire SMS System        | 1300+ Contacts  | Community are aware of the system and utilise it             | Limited to 160 character per message.<br>Designated Shire number (not monitored)                              |
| Community Notice Boards | Cranbrook – near public toilets<br>Frankland River – near public toilets<br>-Community Centre<br>Shire Admin – front wall of building and internal board<br>The Cranbrook Hub – front door area | Easily accessible  | Boards at public toilets not maintained daily   |
| Information Phone Line  | Harvest Ban Hotline<br>9826 2222  | Can upload and change messages at any time from any location | Tele communication systems usually first to fail in an emergency  |
| Website                 | <a href="http://www.cranbrook.wa.gov.au/emergencies/current-warnings">http://www.cranbrook.wa.gov.au/emergencies/current-warnings</a>   | Able to upload a lot of information quickly and remotely.    | Not everyone in the Shire has internet or access to reliable internet   |
| Facebook                | Shire of Cranbrook<br><a href="https://www.facebook.com/ShireofCranbrook/">https://www.facebook.com/ShireofCranbrook/</a>   | Able to upload a lot of information quickly and remotely.    | Not everyone in the Shire has internet or access to reliable internet<br>- Not all residents utilise Facebook |

## 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.

## 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.

Shire of Cranbrook - Local Emergency Management Arrangements 2021 - 2026

## Finance Arrangements

*State Emergency Management Policy section 5.12* [semc.wa.gov.au/funding/other-funding-opportunities/Documents/FundinginEmergenciesCriteriaformeetingcostsassociatedwithemergencies.pdf](https://semc.wa.gov.au/funding/other-funding-opportunities/Documents/FundinginEmergenciesCriteriaformeetingcostsassociatedwithemergencies.pdf) SEMC Criteria for Meeting Costs Associated with Emergencies outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of *State Emergency Management Policy section 5.12*, 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 Corporate and Community 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.

## PART 6 – 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: Local Emergency 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.

The Shire holds a Vulnerable Persons list for those residents that needs assistance in the event of an evacuation. This list is not maintained by the Shire. It is the responsibility of the individual to request/update the Shire to be included/removed from this list. This list is confidential and only available in an emergency and on request to the Shire MCC.

## Routes & Maps

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

*Appendix 11: Shire Maps*

## Welfare

The Department of Communities (DoC) has the role of managing welfare. DoC have developed a local Welfare Emergency Management Plan in conjunction with the Shire of Cranbrook. Please see:

*Attachment 4: Local Emergency Welfare Plan*

## Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DoC 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

## 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 DOC to arrive.

## Register. Find. Reunite

When a large-scale emergency occurs, and people are evacuated or become displaced, one of the areas DoC 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, DoC 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

*Attachment 5: Local Emergency Animal Welfare Plan*

## Welfare centres

Welfare centres have been identified in the Shire of Cranbrook Local Emergency Welfare Plan by DoC.

*Attachment 4: Local Emergency Welfare Plan*

## PART 7 – RECOVERY

Managing recovery is a legislated function of local government and the Local Emergency Recovery 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.

### 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

- Local Recovery Coordinator – Shire CEO.
- Deputy Local Recovery Coordinator – Manager Corporate and Community.

See:

*Attachment 6: Local Emergency Recovery Plan*

## PART 8 – 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 an 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

Exercise schedules must be developed and submitted to the State Exercise Coordination Team (SECT) for emergency management agencies, public authorities and DEMCs or to the DEMC for local governments in accordance with the following procedure (State EM Policy section 4.10). It is recommended that exercise schedules are designed to build in complexity, allowing participants to progressively build knowledge and thoroughly practice their roles and responsibilities under the State EM Framework. To progressively build on learnings, it is recommended agencies exercise capabilities internally (single agency exercises) during the first year, exercise capabilities within a multi-agency environment in the second year and participate in a state-level exercise the third year. Every three years, the SEMC will facilitate a State Emergency Management Exercise, which will be a summative exercise designed to bring the capabilities exercised across the State together. The SECT

will develop the risk-based State Emergency Management Exercise scenario, identifying the aim and capability-based objectives to be assessed through the State Emergency Management Exercise. A summative exercise focuses on the outcomes of the previous exercises and evaluates the performance of the participants. The State Emergency Management Exercise will provide an environment where participants are challenged to demonstrate capability and capacity to respond to a state-level emergency brought about by multiple hazards. As stated in State EM Policy section 4.8.6, emergency management agencies and public authorities not required to participate in the State Emergency Management Exercise must plan an exercise demonstrating how they will operationalise their capabilities during a state-level emergency. The three year exercise schedule must also report the exercises validating significant amendments to the State EM Plan, State Hazard Plans, State Support Plans and LEMAs, as required by State EM Policy section 1.5.10.

### Review of Local Emergency Management Arrangements

The LEMA shall be reviewed in accordance with State EM Preparedness Procedure 3.8 and amended or replaced whenever the local government considers it appropriate (s.41(2) of the EM Act).

According to State EM Preparedness Procedure 3.8, 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.