



Shire of Denmark



Local Emergency Management Arrangements



Attachment 9.5 a)

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2012 SHIRE OF DENMARK RISK REGISTER

Shire Map

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Shire of Denmark Officers	4
Local Emergency Coordinator	1
Denmark Police	1
Walpole Police	1
Denmark CBFDO	1
FESA Great Southern Regional Office	1
Department for Child Protection	1
Denmark VFRS	1
Denmark SES	1
Walpole SES	1
Shire of Denmark Reception	1
Shire of Denmark Library	1
DEC Frankland Office	1
Denmark Surf Life Saving	1
Denmark Hospital	1
Walpole Silver Chain	1
Denmark St John Ambulance	1
Walpole St John Ambulance	1
Denmark VMRS	1
Peaceful Bay VMRS	1
Walpole VMRS	1
District Emergency Management Committee	1
Emergency Management WA\SEMC	1
Shire of Plantagenet	1
City of Albany	1
Shire of Manjimup	1

Distribution Matrix

The following matrix has been developed to identify the level of access persons in the Distribution List has to each of the documents found below.

	Level 1 Access		Level 2 Access		Level 3 Access	
	Version	Maps	Version	Maps	Version	Maps
Local Emergency Management Arrangements						
Risk Statements & Risk Register						
Emergency Welfare Centres Register						
Local Recovery Management Plan						
Emergency Contacts Directory						
Resource & Asset Register						

A3	A3 Maps(colour)
A4	A4 Maps (colour)
A4a	A4 Maps (black & white)
FV	Full Version
RV	Restricted Version
NP	Not for Public Access
CD	Compiled Document (bound or filed)
CU	Uncompiled Document (not bound)

Amendment Record

No.	Date	Amendment Details	By
1	20 th Dec 2010	First Completion	L Shelley
2	31 st October 2011	Review	N Hall & L Shelley
3	26 th June 2012	Review	N Hall
4			
5			

GLOSSARY OF TERMS

ACT – refers to the Emergency Management Act 2005.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalise 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 - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency 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.

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. See *also* **COMMAND and COORDINATION**.

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. See *also* **COMMAND and COORDINATION**.

CO-ORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, 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 the municipality of the Shire of Denmark.

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 (EM) – The management of the adverse effects of an emergency including:

- a. Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- b. Preparedness – preparation for response to an emergency
- c. 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
- d. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

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

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organization.

SES – State Emergency Service

VFRS – Volunteer Fire & Rescue Service

VMRS – Volunteer Marine Rescue Service

FESA – Fire & Emergency Services Authority of WA

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

HAZARD

- a. a cyclone, earthquake, flood, storm, tsunami or other natural event
- b. a fire
- c. a road, rail or air crash
- d. a plague or an epidemic
- e. a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
- f. any other event, situation or condition that is capable or causing or resulting in;
- i. loss of life, prejudice to the safety or harm to the health of persons or animals or
- ii. destruction of or damage to property or any part of the environment and is prescribed by the regulations.

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 specialized 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.

A sudden event which, but for mitigating circumstances could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. See also **ACCIDENT, EMERGENCY and DISASTER**.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

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

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

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.

LG – Local Government meaning the Shire of Denmark & Shire of Denmark Council.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY 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) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government.

MUNICIPALITY – Means the district of the Shire of Denmark.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See **also EMERGENCY OPERATION**.

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.

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

- a. The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- b. 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.
- c. 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.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, email and radio.

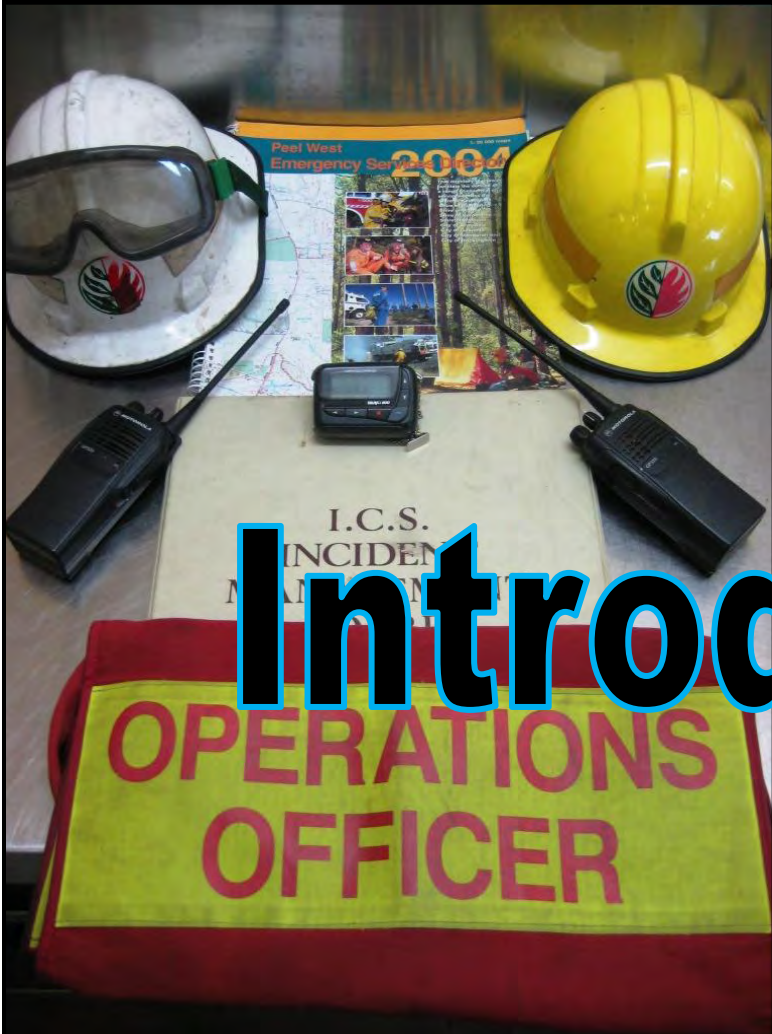
TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

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.



Part 1



Introduction



PART 1 – INTRODUCTION

Acknowledgments

The Shire of Denmark would like to acknowledge the efforts of the Local Emergency Management Committee, Bushfire Advisory Committee, FESA Great Southern Regional Headquarters and the districts local Emergency Volunteers for their support in developing these arrangements.

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Denmark Local Emergency Management Committee and approved by the Shire of Denmark.

1.2 Community Consultation

The community has been consulted via a number of means during the development of these arrangements. This has been facilitated by the formation of the Community Risk Assessment Program, public opinion survey and the representation by the community members within the Local Emergency Management Committee. Community consultation is a key value and will form a key role in the implementation and ongoing development of these arrangements.

1.3 Document Availability

This document will be made available to all organizations likely to be impacted upon by the implementation of these arrangements. This document can be viewed by members of the general public at the Shire of Denmark Administration Building or at the Denmark Library on Strickland Street Denmark. These documents will be version controlled and must not be duplicated without the permission from the Shire of Denmark.

1.4 Area Covered

The Shire of Denmark has a population of just over 5,000 people and is located on the south coast of Western Australia 400 km south of Perth and has an area of 1843 sq km. The Shire of Denmark is bordered by Albany 50 km to the west, Mount Barker 30 km to the north and Manjimup 70km to the west. This plan has effect within the boundaries of the Shire of Denmark and the 13 localities located within. Denmark is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from both natural and technological impacts and naturally occurring events. Effective emergency management arrangements enhance the community's preparedness for and resilience against, emergencies through strategies that apply prevention/mitigation preparedness, and response and recovery activities.

The core land uses in the district are livestock, tree farming, horticulture and viticulture. The subject area experiences a temperate climate with an average

temperature range of 6 C to 15 C in the winter and 12 C to 28 C in the summer however days of above 40 C are not uncommon and known to occur in January and February. Rainfall average is 900mm with most of the rain falling between the months of April to October.

The predominate winds are from the East and South East in the summer and from the North West and the South West in the winter.

Topographically Denmark is dominated by rolling hills however Mt Hallowell rises to nearly 300 meters above sea level and Mt Lindsay to 455 meters. Denmark is bordered by the Southern Ocean and the coastline varies from steep and rugged granite and limestone cliffs and outcrops to secluded bays. A dominate feature is the Wilson Inlet covering approximately 50 square km. Tributaries to the Wilson Inlet in the Shire of Denmark are the Hay River which borders the eastern boundary and the Denmark River on which the town site of Denmark sits, the Sleeman and Little Rivers, as well as Sunny Glen and Cuppup Creeks. The Franklin River is the major tributary to the Irwin inlet and the locality of Peaceful bay is subject to flooding.

1.5 Aim

The aim of the Shire of Denmark Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within and surrounding the Shire of Denmark.

The overall result of this is to facilitate a coordinated and consistent approach ensuring effective and efficient utilization of resources both physical and financial. The Local Emergency management Arrangements is the coordinating document to each HMA's management plan and standing procedures.

The LEMC for the Shire of Denmark identifies the following as the essential criteria and guiding principles for the management of emergencies:

- a. Any loss of life is unacceptable;
- b. Loss of property to be minimised;
- c. Harm to the natural environment is to be minimised;
- d. Harm to the cultural environment is to be minimised;
- e. Any damage to the biodiversity of the local government municipality is unacceptable;
- f. Access to the district hospital must not be compromised;
- g. Economic loss to be minimized within the business community;
- h. Control centre's, evacuation areas, emergency services facilities and schools must not be compromised

- i. Ensure minimal disruption to essential services including water, power and communications.

1.6 Purpose

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

- a. The Local Government's policies for emergency management;
- b. The roles and responsibilities of public authorities and other persons involved in emergency management in the Local Government district;
- c. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d. A description of emergencies that are likely to occur in the local government district;
- e. Strategies and priorities for emergency management in the local government district;
- f. Other matters about emergency management in the Local Government district prescribed by the regulations; and
- g. Other matters about emergency management in the Local Government district that the Local Government considers appropriate". (s. 41(2) of the Emergency Management Act)

1.7 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- a. This document applies to the Local Government district of the Shire of Denmark and considers councils co-operative relationship;
- b. This document covers areas where the Shire of Denmark provides support to HMA's in the event of an incident;
- c. This document details the Shire of Denmark's capacity to provide resources in support of an emergency, while still maintaining business continuity; and also recognises DEC as a major land holder
- d. The Shire Denmark's responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal levels. This will be determined by the IC in consultation with the LEMC, IMT and the Shire of

Denmark. The alignment of these arrangements with the District and the State process and protocols will ensure a seamless integration throughout an escalating incident.

1.8 Related Documents & Arrangements

1.8.1 Local Emergency Management Policies

Local Government policies for emergency management refer to any policies which are unique to that local government area.

1.8.2 Existing Plans & Arrangements

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

1.8.3 Local Plans

Table 1.1

Document	Owner	Location
Risk Register	Shire of Denmark	Shire Web
Risk Treatment Schedule	Shire of Denmark	Shire Web
Australian Blue Gum Fire Management Plan	Australian Blue Gum Plantations PTY LTD	Shire Resource Library
AMBPlan	Denmark St John Ambulance	Denmark Sub Centre

Relevant State Emergency Management Plans (Westplans)**Table 1.2**

Document	Owner	Location
Westplan Flood	FESA	FESA Web
Westplan Fire	FESA	FESA Web
Westplan Air Crash	FESA	FESA Web
Westplan Dam Break	FESA	FESA Web
Westplan Urban Fire	FESA	FESA Web
Westplan HAZMAT	FESA	FESA Web
Westplan Land Search	FESA	FESA Web
Westplan Human Epidemic	FESA	FESA Web
Westplan Animal & Plant Bio Security	FESA	FESA Web
Westplan Storm	FESA	FESA Web
Westplan Marine Transport Emergency	FESA	FESA Web
Westplan Road Crash	FESA	FESA Web
Westplan Tsunami	FESA	FESA Web

FESA Web address:

<https://extranet.fesa.wa.gov.au/sites/emwa/Pages/stateemergencymanagementplans.aspx>

1.9 Agreements, Understandings & Commitments

The Shire of Denmark currently has not entered into a Memorandum of Understanding (MOU) with neighboring Shires for reciprocal use of key equipment for use in emergencies; however the Shire will endeavor to enter into MOUs with local governments, other agencies and private enterprise for full use of facilities in the event of mass evacuation of parts of the community. The forestry Industry Federation of Western Australia has committed to providing fire fighting resources to any fire involving or threatening plantations. Support will also be provided for bushfires should it be requested.

Table 1.3

Parties to the Agreement		Summary of the Agreement	Special Considerations
DCP	Coles Supermarkets	Opening up after hours to provide food for the welfare centre	Purchase order required.
DCP	Red Cross	Opening up after hours to provide clothing for the welfare centre	Please contact the Manager. Purchase order required.
DCP	IGA X Press	Opening up after hours to provide food for the welfare centre	Please contact the Manager Mari 9848 2170 or Lez 9848 3750. Purchase order required.
DCP	IGA	Opening up after hours to provide food for the welfare centre	Please contact the Manager Bob 0417 910 489 / 9848 2904 or Karen 0401 617 292. Purchase order required.

1.10 Additional Support

Should the scale of an incident or emergency require additional support, this will be requested from neighboring Local Governments, the Western Australia Local Government Association and the FESA Great Southern Regional Office and the Department of Environment and Conservation (DEC).

Table 1.4

Organisation	Description	Phone	Contacts
Shire of Plantagenet	Evacuation, Services	9892 1111	info@plantagenet.wa.gov.au
City of Albany	Evacuation, Services	9841 9333	www.albany.wa.gov.au
Shire of Manjimup	Evacuation, Services	9771 7777	shire@manjimup.wa.gov.au
FESA Albany Regional Office	Duty Officer	9845 5000	russell.gould@fesa.wa.gov.au
DEC	Fire Duty Officer	0417 939 607	frankland.district@dec.wa.gov.au
Inter Council Arrangement	Agreements in principal to assist surrounding Shires		

1.11 Special Considerations

With the diversity of the Shire, there are several considerations that will have an impact on the implementation of these emergency management arrangements in the times of emergency:

- Bush Fire Season – December to April
- Winter Storm Season – June to September
- Flooding of low lying areas in the Shire and factors affecting the breaching of the Wilson Inlet Sand Bar
- Tourist Influx Summer- School Holidays December to February
- Tourist Influx Easter - April
- Surf Carnival – December
- Winery Concerts
- Market Days
- Extreme Adventure Race
- The South Coast Highway traverses Denmark from east to west and the Mount Barker Road North to South these are the major routes for freight and vehicular traffic.
- Limited access across the Denmark River

1.12 Resources

Refer to Shire of Denmark Asset Register

1.13 Financial Arrangements

1.13.1 ERM Process

The Emergency Risk Management process has been funded by the All West Australians Reducing Emergencies (AWARE) grant process.

1.13.2 Response

The Shire of Denmark recognises **State Emergency Management Policy 4.2 “Funding for Emergencies”** which outlines the Hazard Management Agencies that are responsible for meeting costs associated with an emergency.

1.13.3 Funding & Grants

The following grants and funding schemes are available to persons and businesses affected by an emergency:

- Western Australian Natural Disaster Relief And Recovery Arrangements (WANDRRA)
- Lord Mayors Disaster Relief Fund (LMDRF) and;
- Ministerial Assistance.

Please Contact the FESA Great Southern Community Emergency Management Officer on 9848 0500 for more details to apply for the above grants.

1.14 Roles & Responsibilities

1.14.1 Local Emergency Coordinator

The local emergency coordinator, local police OIC, for a Local Government district has the following functions [s. 37(4) of the Act]:

- a. To provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. To assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

1.14.2 Chair person Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act].

Shire President is the Shire of Denmark's LEMC Chairman as a result of their position.

1.14.3 Local Emergency Management Committee

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the Local Government in establishing local emergency management arrangements for the district;
- b. To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. To carry out other emergency management activities as directed by SEMC or prescribed by regulations;

1.14.4 Local Government

It is a function of a Local Government to;

- a. Subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- b. To manage recovery following an emergency affecting the community in its district; and
- c. To perform other functions given to the local government under this Act

1.14.5 Hazard Management Agency

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. [s.4 EM Act 2005].

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

1.14.6 Combat Agencies

A combat agency is 'the agency identified as being primarily responsible for responding to a particular emergency' AEM Glossary.

1.14.7 Support Organisation

A support organisation provides essential services, personal or material support during an emergency. This may be in the form of essential services, utilities, welfare response, medical care or providing specialized skills or assistance to the HMA. Examples of Support agencies include: Western Power, Main Roads, Country Women's Association and the Red Cross.

1.14.8 Public Authorities & Others

Public Authorities may provide support in an area of expertise; they should be utilized wherever possible. The local Public Authorities are based in Albany and therefore anticipated times especially if road closures are in place must be taken into consideration.



Part 2



Planning



PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1 LEMC Membership

Position	Organisation	Name
Shire President	Shire of Denmark	Ross Thornton
Officer in Charge	Denmark Police Service	Andrew Dunn
Officer in Charge	Walpole Police Service	Cameron Clifford
Chief Fire Control Officer	Denmark Bushfire Brigades	Graeme Thallon
Director of Nursing	Denmark District Hospital	Samuel Barron
Centre Manager	Walpole Silver Chain	Helen Rawlins
Unit Manager	Denmark State Emergency Service	Tracey Allison
Unit Manager	Walpole State Emergency Service	Peter Newton
Officer In Charge	Denmark St John Ambulance	Erica Sayer
Officer In Charge	Walpole St John Ambulance	Harold Luxton
Commander	Denmark Sea Rescue	Len MacKenzie (Proxy)
Commander	Peaceful Bay Sea Rescue	Alec Cull
Commander	Walpole Sea Rescue	Alex Williams
Captain	Denmark Fire and Rescue Service	Lee Shelley (Proxy)
District Manager	Dept of Environment & Conservation	George Doust (proxy)
District Officer	Dept Child Protection	Dave Higgs
President	Denmark Surf Life Saving	George Mumford
CESM / Secretary	Shire of Denmark / FESA	Nathan Hall

2.2 Meeting Schedule

The Denmark LEMC meets quarterly at the Shire of Denmark Administration Offices on the first Tuesday of each quarter or as determined by the Local Emergency Coordinator.

2.3 LEMC Constitution & Procedures

In accordance with SEMP 2.5

2.4 Annual Reports Annual Business Plan

In accordance with SEMP 2.6, copies of the Annual Report and Business Plan can be viewed at the Shire of Denmark Administration Office 953 South Coast High Way Denmark.

2.5 Emergency Risk Management

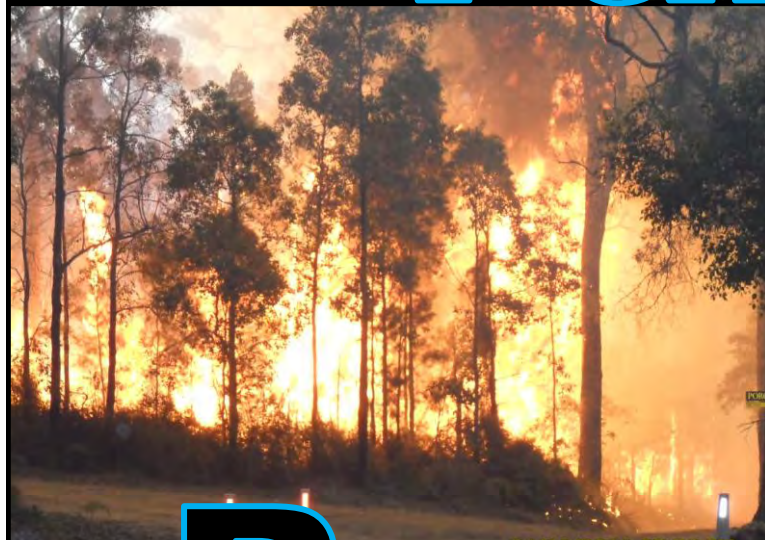
The LEMC in consultation with the community, identified the following hazards as the highest risk and most likely to occur within the Shire of Denmark representing a risk to the Denmark Community and therefore sufficient to warrant specific mitigation efforts;

- Wild Fire
- Severe Storm
- Structure Fire
- Road Transport Emergencies
- Agricultural and Animal Disease
- Flash flooding

REFER TO THE 2012 DENMARK RISK ASSESSMENT / PROFILE



Part 3



Response



PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

It is recognized that the HMA and combat agencies may require assistance in the form of resources from the Shire of Denmark in emergency situations. The Shire of Denmark is committed to providing assistance/support if the required resources are available through the Incident Management Team when and if formed.

3.2 Activation of Local Arrangements

The Hazard Management Agency or the Local Emergency Coordinator (in consultation with the Hazard Management Agency) is responsible for the implementation of the Arrangements and for activating the required organisations in accordance with these Arrangements.

3.2.1 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.

3.2.2 Role

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.

3.2.3 Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- a. For a level 2 incident
- b. Requirement for possible or actual evacuation
- c. A need to coordinate warning/information to community during a multi agency event
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge)
- e. Multi agency response where there is a need for collaborative decision making and the coordination of resources/information and
- f. Where there is a need for regional support beyond that of a single agency.

3.2.4 Membership of an ISG

The Incident Support Group is made up of agencies/representatives that provide support to the Hazard Management Agency. As a general rule, the

recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation of 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.

3.2.5 Frequency of Meetings

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 by agencies sharing information and resources.

3.2.6 Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following pages provide the contact details and locations for each site. A list of resources at each site can be found under the resources tab.

Location One

SHIRE OF DENMARK ADMINISTRATION OFFICE (Back-up power generator)

953 SOUTH COAST HIGHWAY DENMARK 6333

	Name	Phone	Phone
1st Contact	Gregg Harwood	0418 732 197	9848 3395
2nd Contact	Nathan Hall	0428 913 937	0419 957 774
3rd Contact	Dick Dimmock	0429 482 244	
4th Contact	Mark Halse	0488 909 650	



Location Two

DENMARK POLICE STATION

SOUTH COAST HIGHWAY DENMARK 6333

	Name	Phone	Phone
1st Contact	Officer in Charge	0418 901 533	9848 0500
2nd Contact	Station Mobile	0427 199 259	



Location Three

DENMARK SHIRE DEPOT

ZIMMERMAN STREET DENMARK 6333

	Name	Phone	Phone
1st Contact	Barry Moore	0427 490 012	98480312
2nd Contact	Adrian Kranendonk	9848 1340 hm	9848 3228 wk
3rd Contact	Dave Atkins	0407 448 679	



3.2.7 Media Management and Public Information.

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.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Distribution List Name:	Media Contacts
Albany Advertiser	subsdesk@albanyadvertiser.com
Countryman	countryman@countryman.com.au
Denmark Bulletin	info@denmarkbulletin.com
Elle Farcic	elle.farcic@albanyadvertiser.com
Emily Powell	Powell.Emily@abc.net.au
Farm Weekly	farmweekly@ruralpress.com
GWN News	gwn@gwn.com.au
Ken Matts	journo@albanyweekender.com.au
ABC	regional.albany@abc.net.au
Stephanie Shepherdson	stephanie.shepherdson@countryman.com.au
Walpole Weekly	weekly@walpole.org.au
West Australian	westinfo@wanews.com.au
Win News	albanynews@winwa.com.au

3.3 Public Warning Systems

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

3.3.1 Local Systems

- Bushfire Ready Groups
- Nornalup Progress Association
- Peaceful Bay Progress Association

3.3.2 Standard Emergency Warning System (SEWS)

SEWS shall be activated at the discretion of the IC and will be arranged by contacting the FESA Duty Officer. SEWS is a distinct sound broadcast over the radio or television advising that information relative to an incident is about to be broadcast. The SEWS will interrupt any normal broadcast.

3.3.3 FESA Public Info Line

FESA maintains a public information line for major incidents; this will be updated by the FESA Duty Officer in liaison with the IC for the duration of the incident. The phone number is **1300 657 209**

<http://www.fesa.wa.gov.au/>

3.3.4 ABC Radio

ABC radio communications and emergency advice should be conducted through the FESA Duty Officer failing this, communication can be made directly between the IC, the media liaison Officer and Albany ABC Local Radio via the contacts below:

ABC Local Radio	630AM
Albany Office	Ph: 9842 4011
Andrew Collins	Mob: 0447 242 011
John Cecil	Mob: 0417 403 854

emergencywa@abc.net.au

3.3.5 State Alert System

The State Alert System will be activated at the discretion of the IC by and in consultation with the FESA Duty Officer. This system will send a recorded message or a text message whichever may be the case to all registered phones (including land lines and mobile phones) within the area affected by the incident.

3.3.6 Public Information Boards

For protracted incidents, it may be possible to utilise public information bulletin boards displayed in prominent positions in town and the Shire Administration Building. The information presented is likely to be general information aimed at reducing the amount of resources expended upon providing information to the general public. The boards will also be very effective at informing tourists and the transient populations who may not be conversant with local conditions/facilities and/or arrangements.



Part 4



Evacuation



PART 4 – EVACUATION

4.1 Introduction

These instructions are recommended for use by emergency services and support personnel of the Shire of Denmark and have been specifically designed to establish procedural guidelines for dealing with any emergency.

Should an emergency occur, it is imperative that the situation is dealt with swiftly and effectively to ensure that injuries, loss of life, and damage is kept to an absolute minimum.

Safety must be considered a priority and for that reason the evacuations must be planned and organised to ensure that all personnel are moved in an orderly fashion from any danger or potentially dangerous situation to a place of safety.

As a result of an emergency, evacuation of affected people may need to be considered. This may involve a complex operation that has the potential to place evacuees at risk during the evacuation. It also has the propensity to de-stabilise a community and involve extensive welfare arrangements. Through careful planning and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimized.

The Emergency Evacuation Plan is integral for the ongoing care and reception of evacuees and is to be read in conjunction with:

- a. the Welfare Plan, and
- b. any other relevant agency plans.

The Welfare Plan has been developed by the Department for Child Protection, in conjunction with the Shire of Denmark, using local and regional facilities and organisations.

These arrangements will adopt the 5 stages of evacuation:

- 1. Decision to evacuate**
- 2. Warning**
- 3. Withdrawal**
- 4. Shelter**
- 5. Return**

4.2 Authority

The Emergency Management Act (2005) gives authority for emergency management arrangements to be developed by LEMC's in Local Government Areas (LGA). Evacuation can be effected under section 41 of the Emergency Management Act 2005.

4.3 Scope

Scope of this Emergency Evacuation Plan will take into account the guidelines and considerations for emergency evacuation at the community level. These guidelines and considerations relate to both peacetime and hostility-related emergencies. It applies to the circumstances where there may be a need to partially or totally evacuate the areas of population in the Shire of Denmark. This plan is not intended for use in site specific evacuations which are addressed under O H & S guidelines.

The plan will incorporate:

- a. activation mechanisms
- b. responsibilities and tasks
- c. recovery services
- d. resourcing arrangements and
- e. management structures and processes.

The geographical area covered by this plan shall be the Shire of Denmark municipal boundaries however regional support will be an integral part of the Plan.

4.4 Title

The title of this section of the document is the Shire of Denmark Emergency Evacuation Plan (SDEEP)

4.5 Aim

The aim of the SDEEP is to provide for the coordination of evacuation, reception and recovery of affected individuals, as expediently and safely as possible.

4.6 Purpose

The purpose of this document is not to develop plans for every evacuation scenario, but to provide assistance to HMA's and/or Incident Controller to rapidly implement an effective evacuation plan to cover a particular approaching threat. Checklists are by no means all encompassing and may be expanded depending on the particular scenario.

Effectiveness of this plan hinges on:

- a. Up to date information on the Welfare Centre Register
- b. Effective links with the media and community warning systems
- c. Community preparedness
- d. Knowledge and skills developed in conjunction with these arrangements for those responsible for implementing evacuations
- e. Up to date resource list pertinent to evacuation requirements.

4.7 Risk Assessment

Shire of Denmark Emergency Management Plan (SDEMP) identifies the two prime areas of risk requiring evacuation to be **fire and Storm**. However a range of situations could present, that may involve the need to evacuate persons from an area of impending danger. Some examples of these may be flood, hazardous materials incident, terrorist or civil disturbance.

4.8 The Evacuation Planning Committee

In the event of an emergency, the following members will be contacted to form the Evacuation Planning Sub-Committee:

- a. Officer in Charge, Denmark Police
- b. District Manager, Department of Child Protection
- c. Director of Community and Regulatory Services, Shire of Denmark

4.9 Interface with other plans

The Shire of Denmark Emergency Evacuation Plan (SDEEP) is a sub-plan of the SDEMP and as such should not be viewed in isolation. The Shire of Denmark Welfare Plan submitted by the Department for Child Protection is also integral to the success of any evacuation

4.10 Roles and Responsibilities

Organisations have accepted responsibilities under the Shire of Denmark Emergency Management Plan (SDEMP). These roles may be enacted by the Hazard Management Authority (HMA) of the event as designated in Policy Statement 7 in line with the Emergency Management Act 2005.

4.11 Activation of Emergency Evacuation

The Emergency Management Act 2005, Part 4, Division 1, dealing with Emergency Situation Declaration states:

Section 50 (2) (b) that there is a need to exercise powers under Part 6 (Emergency Powers) to prevent or minimize loss of life, prejudice to the safety, or harm to the health, of persons or animals.

The HMA IC on deeming it necessary and appropriate for the safety of persons about to be adversely affected in the emergency area will order evacuation.

4.12 The Five Stages of Evacuation

- | | |
|--------------------------------|-------------------|
| 1. Decision to Evacuate | 4. Shelter |
| 2. Warning | 5. Return |
| 3. Withdrawal | |

4.12.1 Decision to Evacuate

The IC must consider the risks associated with the conduct of any evacuation and be aware that, under some circumstances, sheltering in a location may provide greater levels of safety for the population.

Considerations towards the progression to evacuate;

- a. Assess the situation. Has it the potential to escalate?
- b. Is life at risk or the potential for life to be at risk?
- c. Potential to be remain uncontrollable

The type of evacuation and the methods, by which it is affected, is dependent on a range of factors; including the nature of the hazard, community needs and expectations and the available resources and infrastructure.

A community or any part of that community may elect to self-evacuate acting on information or advice received through the Media or other sources including relevant warning authorities e.g. Bureau of Meteorology (BOM) Flood Warning Centre or on advice from the Incident Controller (IC) of the HMA or Area Coordinator.

The HMA IC would advise residents to self-evacuate as a result of information received or as a result of consultation with informed specialists from relevant advisory authorities. This type of evacuation is not reliant upon a Emergency Situation Declaration Section 50 of the Emergency management Act 2005 but is provided as a general precautionary public warning to provide a threatened community with sufficient time to evacuate safely and thus negating the need for a compulsory evacuation at a later time, when the movement of people may be more hazardous.

When the decision to evacuate is made by the IC the following actions are to be undertaken;

- a. OIC Denmark Police, Department of Child Protection, SES, FESA are to be notified.
- b. Determine the Emergency Evacuation Centre based on the most suitable site in relation to the emergency.
- c. Information is to be made available via the media on the decision to evacuate.

Refer to Appendix 1 for Decision to Evacuate Consideration Checklist

4.12.2 Warnings

All warnings should be timed to allow ample time for residents to evacuate from the impending danger. The lead-time should include planning time, warning time, reaction time and travel time for the evacuees.

When the public are warned that they must evacuate, they should be advised:

- a. Why there is a need to evacuate
- b. How much time they have
- c. How long they can be expected to be away
- d. Which way they must travel
- e. Check points for registration
- f. Transport pick-up locations
- g. How to obtain transport if required
- h. Whether there are any restrictions on what belongings they can take
- i. That they should advise family/friends of their intended evacuation plan.

Note:

During this phase it should be determined what the requirements are to relocate injured or immobile people. The aim and objectives of the warning phase is for timely warnings, accurate warnings and evaluation of the warnings received.

Media Information:

In the event of an evacuation, media liaison will be established by the HMA Media and Public Information Officer or the Shire of Denmark Communications Officer. A sample media release is provided in Appendix 7 & 8.

Refer to Appendix 2 Warnings Considerations Checklist

4.12.3 Withdrawal

Voluntary Evacuation

By private transport or provided transport (if private not available) to safe havens (as determined by evacuees) or to suitable assembly area as determined by the HMA IC.

Police responsibility is to man strategic points on traffic routes to facilitate a safe and effective movement of traffic.

Emergency Evacuation

Persons residing within the Shire may be advised to evacuate their premises at any time for any reason on order from Authorised Officers acting in accordance with an Emergency Situation Declaration. Police responsibility is to ensure that strategic points on traffic routes are manned to facilitate a safe and effective movement of traffic.

Methods of Transport

- a. Private Vehicles
- b. Buses

See **Appendix 6** for Transport Resource Register.

Refer to Appendix 3 for Withdrawal Considerations Checklist

4.12.4 Shelter

A list of evacuation sites is attached in the welfare section of this document and are not provided to the general public to avoid people self evacuating to areas that may be at risk, or arriving at a location that may be unmanned and closed.

Move to Assembly Areas

The public should be directed to assembly areas to determine:

- a. If they require accommodation;
- b. If they require transport to be relocated;
- c. If they need to be registered at that point;
- d. If they have any special needs.

At the assembly area, registration of those who are leaving the area by their own means, and do not require accommodation, should be carried out.

To save time, registration of those people being given assistance with accommodation and/or transport can be conducted at their destination.

All assembly areas should be re-evaluated according to the direction of the emergency. Possibly contemplate evacuating to other Shires.

In case of early evacuees, notification must be given to the Incident Controller to activate a welfare centre. Contact details should be taken of persons evacuating.

Relocation

More than likely there will be a requirement to provide transport for some of the people to be relocated. This is particularly so with special needs persons. Locations of where people would be accommodated are identified in the welfare section of this document.

Security

Provided that it is safe to do so, the Police will facilitate the security of the evacuated area to ensure:

- a. Everyone had been evacuated; and

b. Protect properties from persons with criminal intent

Refer to Welfare Plan for information on evacuated persons welfare arrangements.

Refer to Appendix 4 for Shelter Considerations Checklist

4.12.5 Return

The HMA will determine when to approval will be given for people to return to their premises in consultation with the Recovery Committee, taking into account safety and habitability.

Return will take place following the threat passing without impact or once services/infrastructure is returned to a safe state.

Timings of return to premises will be determined by the HMA in consultation with the Recovery Committee and specialist advice.

Police have the responsibility to man strategic locations to facilitate a safe and effective return to premises.

Refer to Appendix 5 for Return Considerations Checklist

4.13 Special Needs Groups

Group	Location	Contact	Phone	Occupancy	Requirements
Denmark Hospital	50 Scotsdale Rd	Samuel Barron	9848 0621 9848 0600	Total 21 - 6 acute & 15 residential aged care clients	Limited mobility, medication/care dependant, requires consideration, supervision and disabled access. Day Centre clients on site Tues, Wed, Thurs – add 16 clients. May need ambulance to transport sick patients
Amaroo Village Aged Living	Harding St			40	Aged persons, medication limited mobility, some are care dependant
Amaroo Village Aged Living	Mt Shadforth rd & Millar St		9848 2463	40	Aged persons, medication some are care dependant
Denmark Primary School	Mitchell St		9848 0800	500 Students	Grades K-7. High population, additional transport required
Denmark Senior High School	South Coast Highway	Dianne Cole	9848 0100	250 Students	Grades 8-12. High population, additional transport required
Little Whalers Child Care	Bolton Cl	Michelle	9848 2515	38 Children	Infants- 6yrs
Denmark Agricultural College	South Coast Highway	Kevin Beale	9848 0200	100 Students	Grades 8 -12. High population concentration, additional transport required
Golden Hill Steiner School	Scotsdale Rd	Cardee	98481 811	83 Students	Pre primary
Spirit of Play	Hollings Rd		98482285	12 Students	Pre Primary

Each of these groups must maintain their own arrangements and are responsible for ensuring all staff is aware of their arrangements. Occupancy numbers include residents and staff, staffing rates will be suitable to support requirements of the residents.

The Denmark Health Service is aware of a number of people in the community who are registered with various community and government agencies who would be vulnerable in the event of an emergency.

In the event of such an emergency there is an understanding that a Shire Officer can call the Denmark Health Service and they will release a list of community members that are in need of assistance.

4.14 Demographics

Demographics as of 2011 (All figures are derived from the 2011 census for the Denmark Town site)

Categories	Number	Percentage %
Pre-school age 0-4	146	6.5%
Youth 5-19	448	19.7%
Adults 20-64	1156	50.8%
Adults Mature 65-84	455	19.6%
Adults Senior 85+	75	3.4%
Total	2280	100%
Male	1068	46.8%
Female	1212	53.2%
Medium age	43 yrs	

4.15 EXERCISING AND TESTING OF SDEEP

The SDEEP should be part of the annual exercising of SDEMP in conjunction with other plans and arrangements. All agencies involved in the execution of this plan must be familiar with their roles and responsibilities.

4.16 REVIEW

The SDEEP will be reviewed annually as part of the overall annual review of the SDEMP. The Evacuation Planning Sub-Committee shall sit in review of these plans.

APPENDIX 1.

Decision to Evacuate Considerations (HMA)					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Threat	What is the threat?				
Authority	Who has the authority to make the decision and have legal ramifications been considered?				
Numbers Effected	How many people may be required to evacuate and from what areas/suburbs?				
	What will the impact be to business/ tourism?				
Secondary Risks	What is the risk to the evacuees during movement?				
Staging/ Assembly	Do evacuated people require staging/assembly areas?				
Transport	What transport resources and routes are available to move the evacuees?				
Security	How will the evacuated area be secured?				

Factor	Considerations	Actions	Responsible	Completion	Complete
			Authority	By	
Community Preparedness	What is the state of readiness or preparedness in the community for an evacuation?				
	What arrangements/policy exists relating to the particular threat?				
	Is evacuation absolutely necessary or is it safer for people to shelter at home?				
Time Restraints	Is there time available to organise and safely carry out the evacuation?				
Persons with Special Needs	What are the risks to the emergency responders while carrying out the evacuation?				
Risk to responders	What are the risks to the emergency responders while carrying out the evacuation?				
Shelter	Do all evacuees require shelter?				
Resources	What resources are required and are there sufficient to carry out the evacuation in a safe and timely manner?				

APPENDIX 2

Warning Considerations Checklist (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authorisation of warning	Who authorises the issue of a warning and who authorises the content?				
Methods to inform	What media sources or other methods will be used to inform the public and do you have current contacts?				
	What resources/personnel are needed for an effective warning – door knock?				
	Who is responsible for sending the message and activating the warning system?				
Special needs	Which special needs groups will need to be warned & who is responsible for the warning?				
	Where can interpreters be found if needed?				

Factor	Considerations	Actions	Responsible	Completion	Complete
			Authority	By	
<p>Pets</p> <p>Instructions</p>	How many persons to be warned?				
	What transport is available for those without, and where can they obtain it?				
	What access/egress routes are they to use/follow?				
	What are the arrangements for pets/other animals?				
	What instructions for home and personal property? Consider: not to use phones, turn off gas/electricity, secure property. What are they to take/not take? Consider: vehicles, pets, clothing, blankets, food, medical supplies, and battery operated radio?				

APPENDIX 3

Withdrawal Considerations Checklist (HMA)

Considerations	Actions	Responsible Authority	Completion By	Complete
Who is to control/coordinate the withdrawal stage?				
What public information has/will been given on the Evacuation and the Welfare Centres				
What resources are available / required? Consider: PA Systems, transport including ambulances/ motor/trucks/buses/aircraft, interpreters.				
What access/egress routes are to be used				
Can the routes be properly controlled and are they clearly defined?				

Considerations	Actions	Responsible	Completion	Complete
		Authority	By	
Do you intend registering all those leaving?				
Can breakdowns and other blockages along the route be quickly cleared?				
Who is responsible for assisting with any special needs groups?				
What checks are to be made on premises to ensure all persons have evacuated?				
Has security for the evacuated area been arranged?				
What arrangements have been made for pets/other animals left behind?				
Can vehicle parking at Assembly Areas / Welfare Centres be controlled?				
What are the arrangements for the National Registration Inquiry System implementation?				

APPENDIX 4

Shelter Considerations Checklist (HMA)

Factor	Considerations	Actions	Responsible	Completion	Complete
			Authority	By	
Notification	Has Department of Child Protection been notified?				
Updates	Is the Welfare Centre Register up to date?				
Which Centres	Which of the Welfare Centres will be opened?				
Numbers	Can the Centres cope and if not what are the options?				
Centre Management	Who is to activate, manage and staff the Welfare Centre?				
	Are those persons likely to be available at short notice?				
Duration	How long are the evacuees likely to need to use the Centre?				
Facilities	What facilities are likely to be needed? Considerations: toilets, cooking, sleeping accommodation, facilities for the very young, aged or disabled, vehicle parking, heating/cooling, medical triage				
	Can families remain together?				

Factor	Considerations	Actions	Responsible	Completion	Complete
			Authority	By	
Welfare arrangements	What are the catering and welfare arrangements and can they cope?				
	Are foodstuffs and clothing readily available?				
Other services	What other services may be required for an effective operation? Considerations: information services, communication with relatives?				
Heads up to agencies	Have relevant welfare agencies been informed of evacuation?				
	If evacuees are to be registered at the centre, who is responsible for activating process				
Pets	What will you do with pets that are brought to the Centre?				

APPENDIX 5

Completion of Evacuation – Return of Residents to an Effected Area Considerations Checklist (HMA)					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authority	Who has the authority to order a return?				
	Who controls / co-ordinates the return?				
Staggered Return	Will the return be staggered?				
Safety	Can the people safely return?				
Transport	What transport is available to return the people?				
Utilities	Are utilities available to support the community?				
Welfare Agencies	Have relevant support / welfare agencies been notified of the order to return?				
Ongoing support	Can people return to homes to clean up / assist but then return to Welfare Centres for food and sleep?				

APPENDIX 6

Transport Register				
Agency	Emergency Contact	2nd Contact	Office Number	Bus Details

APPENDIX 7

EMERGENCY EVACUATION MEDIA INFORMATION WARNING

Media Release No

WARNING a Significant Emergency Situation Has Been Identified!

This is an official media release issued by the Hazard Management Authority through the Shire of Denmark:

Date:

Time:

Incident Controller:

On (Insert date & time)

a (State type of emergency)

was reported that affects the locality of

This is a serious emergency and the alert status for the Shire is currently (tick applicable status):

Blue - This is your first advice, please review your Action Plan!

Yellow - Implement your Action Plan, go to a place of safety or prepare to defend!

Red - It may be too late to evacuate, take necessary measures to sit out the emergency!

The following emergency services have so far responded (tick where applicable):

- | | |
|--|---|
| <input type="checkbox"/> Denmark State Emergency Service | <input type="checkbox"/> Denmark Bush Fire Brigades |
| <input type="checkbox"/> Albany State Emergency Service | <input type="checkbox"/> Albany Bush Fire Brigades |
| <input type="checkbox"/> Denmark Police | <input type="checkbox"/> Denmark St John Ambulance |
| <input type="checkbox"/> Albany Police | <input type="checkbox"/> Albany St John Ambulance |
| <input type="checkbox"/> Walpole Police | <input type="checkbox"/> Denmark Sea Rescue |
| <input type="checkbox"/> Denmark Fire & Rescue Service | <input type="checkbox"/> Peaceful Bay Sea Rescue |
| <input type="checkbox"/> Albany Fire and Rescue Service | <input type="checkbox"/> Walpole Sea Rescue |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Denmark Surf Life Savers |

The latest information that we have is that:

- Roads closed
 -
 -
- Risk type Poor visibility Toxic fumes Other
- Direction of threat
- What/who is at risk.....
- What is the rate of travel of the threat
- What is happening.....
- Other.....

For a life threatening emergency – call 000.

Residents currently outside the area who are trying to decide if they should return to their homes should first check with the Shire of Denmark on 9849 0300 that it is safe to do so.

Non-residents who are concerned about the safety of friends / family should, in the first instance, try to telephone them directly.

For information about the emergency can be obtained via (tick box):

- Shire of Denmark 9848 0300
- FESA Emergency Hotline 1300 657 209
- FESA Website www.fesa.wa.gov.au
- ABC Radio Channel 630 AM

Any residents who choose to leave their property and seek safety should notify the Shire of Denmark on 9848 0300. Staff will advise you where the nearest evacuation centre is and the safest way to get there.

Items to consider before evacuation:

- Turn off gas/electricity and close/lock all internal and external windows and doors.
- Make arrangements for pets or take them with you.
- Take at least 2 litres of drinking water and any personal medication.

- Take clothing, blankets, food, portable radio and torch.
- Do not let stock onto public road ways.
- Unlock gates to allow access by emergency vehicles.
- Confine stock to a well grazed paddock or open gates/drop fences so that stock can move within paddocks.
- Leave a notice on your gate to tell the emergency services who has evacuated, and where you have gone to.

Emergency workers are working hard to minimize the situation and Police will be monitoring security of the area.

An update of this message will be issued at (Insert time of next update).

Signed: (Incident Controller)

For more information about this media release contact the Shire of Denmark on 9848 0300.

Distribution:

- ABC Radio
- Denmark Police
- Denmark Hospital
- Denmark Post Office
- Denmark Telecentre
- FESA Duty Officer
- Denmark Bulletin
- Radio West
- WIN News
- GWN
- Albany Advertiser
- Walpole Weekly
- Other locations as required

APPENDIX 8

POST EMERGENCY EVACUATION MEDIA INFORMATION RELEASE

Media Release No

This is an official media release issued by the Hazard Management Authority through the Shire of Denmark:

Date:

Time:

Incident Controller:

On (Insert date & time)

a (State type of emergency)

was reported that affects the locality of

This was a serious emergency however we are pleased to advise that the situation is now under control and the threat has passed.

Residents are advised that (tick where applicable):

- They should stay on their property until advised it is safe to move around the roads.
- It is safe to move around the roads at low speeds.

Residents already in the area should contact the following numbers for information:

- For emergency assistance to deal with property damage – call the SES on 1300 130039
- If someone is injured or sick (non-life threatening) – call Health Direct 1800 022 222.
- For problems with electrical or scheme water supply contact:
 - Western Power 131351 or
 - Water Corporation 131375.
- The Shire of Denmark on 9848 0300:
 - For help in containing roaming stock, or replacing fences
 - To clear fallen trees across roads
 - Residents wishing to offer specialist skills or equipment to help with the clean up, or for any other queries.

Non-residents who are concerned about the safety of friends/family should, in the first instance, try to telephone them direct. If no answer, call the Shire of Denmark 9848 0300.

An update of this message will be issued at (Insert time of next update).

Signed: (Incident Controller)

For more information about this media release, contact the Shire of Denmark on 9848 0300.



Part 5



Welfare



Department for Child Protection

**LOCAL EMERGENCY
MANAGEMENT PLAN FOR THE
PROVISION OF WELFARE SUPPORT
AMENDMENT RECORD**

Proposals for amendment of, or additions to, this file should be forwarded to:

District Emergency Services Officer (Great Southern)

Department for Child Protection

25 Duke Street Albany WA 6330

Telephone: 9845 7912

Mobile: 0438 934 827

Facsimile: 9842 1356

Email: dave.higgs@dcp.wa.gov.au

Local contact responsible for the plan is: Dave Higgs

Amendment		Details	Inserted into binder
Amendment No.	Date		Name/Date

PART 5 – WELFARE

5.1 Introduction

Welfare is defined as providing immediate and ongoing supportive services to alleviate, as far as practicable, the effects on persons affected by an emergency.

The Emergency Management Act 2005 defines a Support Organisation as *‘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’*.

The Emergency Management Act 2005, the associated Regulations and State Emergency Management Committee Policy Statements place the responsibility for the State Welfare Emergency Management Support Plan with the Department for Child Protection (the department / DCP).

Emergency planning provides for a community-centered approach to emergency management. The extent of welfare support activity will, however, depend on the nature and magnitude of the emergency. This Welfare Support section outlines the arrangements that apply in local circumstances.

The plan is based on the utilisation of resources existing within a community and to supplement those resources when required at the State level.

Terminology used in this plan has the meaning prescribed by Section 3 of the Emergency Management Act 2005.

5.2 Aim and Objectives

The Plan prescribes the arrangements for the provision of welfare support services during emergencies.

The objectives of the plan are to:

- a. Prescribe the organisation, concepts, responsibilities, mechanisms and procedures for all organisations involved in the delivery of emergency welfare support services;
- b. Outline the structure for the coordination of emergency welfare support services, including resources, during emergencies; and
- c. Establish the principles for planning for the provision of welfare support at the local level.

5.2 Scope

This plan outlines the arrangements adopted to coordinate local welfare support services in an emergency. It details the local level organisational and response arrangements in support of ‘Local Emergency Management Plan for the Provision of Welfare Support’ (Local Welfare Plan).

The arrangements provide for both government and non-government agencies to operate cooperatively in a coordinated manner, in accordance with the roles and responsibilities outlined herein.

Planning and provision of emergency welfare support services at the local level needs to be consistent with, as far as is practicable, the arrangements detailed in the State Welfare Plan.

Where Local Governments elect to prepare their own arrangements and nominate their own Welfare Coordinators, or Welfare Liaison Officers, the Local Welfare Coordinators referred to in this plan will revert to a support coordination role.

5.3 Welfare Support Definition

This plan outlines the arrangements for the provision of welfare support, where required, within an ALL HAZARDS approach structure.

To assist in coordinating the provision of welfare support services they have been grouped into six functional areas:

5.3.1 Emergency Accommodation

The provision of temporary shelter for persons rendered homeless by an emergency.

- a. The provision of temporary shelter may take the form of a centre established and maintained to provide emergency welfare services to disaster affected persons. Such a centre is known as a welfare centre. Welfare centres may include: evacuation centres, relief/recovery centres (commonly referred to as a 'one stop shop') and accommodation centres.
- b. Centre locations should be identified in relevant local welfare plans together with procedures for their activation and management. Their activation is determined by the respective Welfare Coordinator in consultation with the Local Emergency Coordinator and the Hazard Management Agency (HMA). They are established and managed by designated centre managers appointed by the Welfare Coordinator.
- c. Accommodation facilities such as government owned or managed residential facilities may be utilised when available and appropriate.
- d. A resource list of facilities available for use as welfare centres should be maintained by the relevant Welfare Coordinator and is included in this document.

5.3.2 Emergency Catering

The establishment of an emergency catering service for those rendered homeless, evacuees, casualties and welfare workers.

Depending on the numbers involved and the length of time for which catering is required, this may be met through either of the following:

- a. Voluntary groups, such as the Salvation Army or Country Women's Association
- b. Fast food outlets
- c. Meals-on-Wheels; or
- d. Hospital/Hotel/Motel/Public Catering services
- e. Responsibility for provision of meals for non-welfare emergency workers is the responsibility of the HMA
- f. A resource list of catering agencies should be maintained by the relevant Welfare Coordinator and is attached in the contacts directory.

5.3.3 Emergency Clothing and Personal Requisites

The provision of essential clothing and personal requisites, such as toiletry packs, to affected persons.

- a. This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs as required.
- b. Where possible new clothing or financial assistance for the purchase of new clothing should be provided to eligible persons as soon as practicable.
- c. The use of 'recycled' clothing is a last resort.
- d. Welfare Coordinators should maintain lists of retail outlets agreeing to participate in these arrangements and ensure that acceptable procedural matters have been established.

5.3.4 Personal Services.

The provision of services including emotional support, information, advice and counseling services to ensure that affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption.

- a. The department's officers work with a number of other specialist agencies in providing this service. These include specialised counseling and psychiatric services, childcare facilities and self help groups.
- b. Information and advice services may cover such matters as relief measures, availability of grants and other forms of financial assistance,

insurance, legal advice, health and safety, rebuilding, child care and financial counseling.

- c. Welfare Coordinators should maintain and include a list of agencies, and establish procedural arrangements for their participation during emergencies.

5.3.5 Registration and Inquiry

The implementation of the National Registration and Inquiry System (NRIS) that provides for individuals to be traced, families reunited and inquiries answered.

- a. Policy governing the delivery of this function is detailed in WESTPLAN - REGISTRATION AND INQUIRY
- b. Welfare Coordinators need to be familiar with WESTPLAN - REGISTRATION AND INQUIRY to ensure that arrangements are in place to activate.

5.3.6 Financial Assistance.

The provision of financial assistance to those affected by emergencies who are eligible and in need.

- a. There are a number of financial assistance programs that may be put in place following a major emergency. The policy governing each of these programs may vary and are determined at the time.
- b. Financial assistance **may** include:
 - i. The Natural Disaster Relief and Recovery Arrangements (NDRRA) - Personal Hardship and Distress Relief Payments;
 - ii. Federal Government Grants managed through Centrelink's Disaster Relief Payments and Special Benefits categories;
 - iii. The department's Family Crisis Program; and
 - iv. Any other forms of emergency assistance available at the time.

5.4 Related Documents

Other documents related to this section include:

- Emergency Management Act 2005
- State Emergency Management Policies
- WESTPLAN - WELFARE
- WESTPLAN - RECOVERY COORDINATION

- WESTPLAN - REGISTRATION AND INQUIRY
- WESTPLAN – RECEPTION
- NDRRA 2007 Determination

5.5 Planning

5.5.1 Authority to Plan

The authority for this section of the plan is the State Welfare Emergency Management Committee.

5.5.2 Plan Responsibilities

The development and maintenance of this section of the plan is allocated to the Department for Child Protection and will be conducted in consultation with members of the Local Welfare Emergency Committee (LWEC)

5.5.3 Exercise and Review Period

The department will ensure that a complete review of this section is conducted every two years. The plan shall be exercised at least annually in accordance with the State Emergency Management Policy (SEMP 4.2). Review appendices and contact details quarterly and after activation.

5.5.4 Organisational Roles and Responsibilities

Each of the six welfare functional areas is managed by the department with the assistance of other organisations that have agreed to responsibilities under that functional area. Agreed roles and responsibilities are attached at appendix 3. Where an organisation is unable to meet its responsibilities, the DCP shall, on being advised, make alternative arrangements

5.6 Preparedness

5.6.1 Subcommittees and Advisory Groups

The Local Welfare Emergency Committee (LWEC) is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare support services. A contact list of the organisations that constitute the LWEC is provided under 5.19 of this document.

5.6.2 Responsibility for Preparedness

The responsibility for the preparedness for provision of emergency welfare services is based on the following:

- a. Welfare Coordinators, appointed by the District Director of the Department at the local level, managing this responsibility;

- b. The DCP Emergency Services Coordinator ensuring the department's capacity to respond effectively to emergencies;
- c. Welfare Emergency Committees at the local level assisting Welfare Coordinators with their responsibilities;
- d. Organisations that have designated responsibilities for each of the six welfare functional areas ensuring they have the capacity to effectively respond;
- e. Other government and non-government agencies are identified to provide further support as required; and
- f. Recognition that Local Government may appoint their own Local Welfare Coordinators or Welfare Liaison Officers to coordinate the provision of welfare services.

5.6.3 Planning and Arrangements

The operational concept for the emergency provision of welfare support is based on the following:

- a. The designation of a single specialist organisation responsible, on a local basis, for the management of the emergency welfare support functions during emergencies. This agency is the Department for Child Protection.
- b. The management of emergency welfare support services shall be based on the daily administrative structure of the department. Emergency Management Plans for the Provision of Welfare Support will be prepared at State and local levels.
- c. The grouping of emergency welfare services into six functional areas (see 1.4 Welfare Support Definition).
- d. The allocation of the responsibility for each functional area to a "functional" manager (ie. Emergency Catering Manager, Emergency Accommodation Manager). Where this allocation has been made on an organisational basis such allocation shall, as far as practicable, apply at all levels. Where this is not possible, the department shall make alternate arrangements.
- e. The provision of emergency welfare services shall be based on a two tier response - ie local response and resources first, followed by State support.

Welfare Coordinators are appointed as follows:

State Welfare Coordinator

- i. The title “State Welfare Coordinator” used throughout this plan is the department’s representative appointed by the Director General, Department for Child Protection.
- ii. The responsibilities of the State Welfare Coordinator include the following:
 - Co-ordination of all emergency welfare services at the State level, Chairing the State Welfare Emergency Committee;
 - Co-ordination of all participating agencies within the State Welfare Emergency Coordination Centre; and
 - Co-ordination of the welfare response during emergencies.

Emergency Services Coordinator, Department for Child Protection

- i. The Emergency Services Coordinator is an appointed officer of the department, whose function is to ensure the preparedness of the department to carry out its emergency management functions. The Emergency Services Coordinator is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA.
- ii. The responsibilities of the Emergency Services Coordinator include the following:
 - Act as the Director General’s representative on the following State Emergency Management Groups:
 - Emergency Services Subcommittee (ESS);
 - Recovery Services Subcommittee(RSS);
 - Health Services Subcommittee (HSS); and
 - Public Information Group (PING);
 - Maintain the State Welfare Emergency Coordination Centre and manage the operating of the centre during operations;
 - On behalf of the State Welfare Coordinator prepare and maintain the State Emergency Management Plan for the Provision of Welfare Support;
 - Activate responses to emergency situations, authorise emergency expenditure and utilisation of resources to meet those responses;
 - Assist the State Welfare Coordinator with their functions;
 - Manage emergency welfare support functions as required;

- Provide support to country staff/offices involved in emergencies; and
- Represent the department on the State Emergency Coordination Group as required.

District Welfare Representatives

- i. The department will appoint a representative to sit on District Emergency Management Committees to address emergency welfare support matters. This is usually the District Director.
- ii. During activation, co-ordination of emergency welfare services will be undertaken by the Local Welfare Coordinator. Should further welfare assistance be required this will be coordinated at the State level. The department's representatives to each of the identified District Emergency Management Committees are listed in the WESTPLAN-WELFARE.
- iii. The responsibilities of the Department's representatives at District level include the following:
 - Represent the department on District Emergency Management Committees;
 - Ensure the arrangements of this plan are clearly understood at the district level;
 - Clarify the department's policy on emergency welfare matters where required;
 - Refer matters of a contentious nature to State level for resolution; and
 - Represent the Department on Operational Area Support Groups, as required.

Local Welfare Coordinators.

- i. The Local Welfare Coordinator shall be a nominated officer of the department located in the Local Government area. Where the department is not located within a Local Government area the department, in conjunction with the Local Emergency Management Committee, will formally appoint a suitable person as the Local Welfare Coordinator. When the nominated Local Welfare Coordinator is not a department officer the nominated person will be clearly identified in the respective local emergency management arrangements.
- ii. The responsibilities of the Local Welfare Coordinator include the following:

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
 - Prepare, promulgate, test and maintain the Local Welfare Plan;
 - Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
 - Establish and maintain the Local Welfare Emergency Coordination Centre;
 - Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
 - Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
 - Represent the department on the incident support group when required.
- iii. Importantly, the department recognises and supports a community-centred approach and will coordinate the resources to support local emergency management arrangements. Accordingly, where a Local Government appoints its own 'Local Welfare Liaison Officer' the Local Welfare Coordinator referred to in this plan will act as a support to that officer and may activate the Local Welfare Support Plan or components thereof as requested by the Local Welfare Liaison Officer.

Local Welfare Liaison Officers

- i. Local Welfare Liaison Officers - the nominated representative of the Local Government with the responsibility to coordinate the welfare response during emergencies and liaise with the Local Welfare Coordinator of the department.

Local Welfare Emergency Committee

- i. The role of the Local Welfare Emergency Committee is to assist the Department for Child Protection to manage emergency welfare services during major emergencies. Depending on the size and characteristics of the local community, a Local Welfare Emergency Sub Committee may or may not be required. Where a committee is not established the Local Welfare Coordinator shall take on all the functions of the committee.
- ii. The responsibilities of the Local Welfare Emergency Committee include the following:
- Assist with the testing and maintenance of the Local Welfare Emergency Management Support Plan;

- Provide advice and support to the Local Welfare Coordinator on all aspects of emergency welfare services during emergencies;
 - Provide a forum for discussing/resolving welfare issues during emergencies;
 - Review post response/recovery and/or exercise reports of emergencies involving welfare services with a view to amending arrangements in this plan; and
 - Make appropriate recommendations to the Local Welfare Coordinator to improve the local community's preparedness to cope with welfare emergencies.
- iii. Meetings of the Local Welfare Emergency Committee shall be determined by the Chairperson ideally with a minimum of two meetings per annum and following activation.

5.7 Special Needs Groups

Special needs groups should be considered at the local level. State level plans are cognisant of all vulnerable groups and those agencies responsible for the overall support of these vulnerable groups should make every effort to make emergency plans to effectively assist those groups. The Department for Child Protection prioritises its response in line with its operational capacity and relies on those agencies responsible to ensure they have suitable plans and response capabilities in place prior to an emergency to cater for the needs of special needs clients.

5.8 Resources

Each of the six welfare functional areas shall be managed by organisations that have accepted responsibility for that function. Where an organisation is unable to meet its responsibilities the department, upon being advised, will make alternative arrangements.

Welfare Centres

Welfare centres are part of the emergency accommodation function. They are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, personal support and other welfare services can be provided until alternative arrangements can be made.

Welfare centres may provide locations for assembly, evacuation, reception, accommodation and relief and recovery (e.g. one stop shop). Welfare centres may be established individually or in any combination. This will be arranged, as required, by the relevant Welfare Coordinator.

Welfare Centre Facilities/Services.

The department is responsible for ensuring the establishment and management of welfare centres to provide the following facilities and services as required by persons affected by an emergency.

- a. Administration
- b. Emergency Catering
- c. Emergency Clothing and Personal Requisites
- d. Financial Assistance
- e. Personal Services
- f. Registration and Inquiry
- g. Basic First Aid
- h. Emergency Accommodation

These services are provided by the relevant responsible agencies and are reflected in their individual organisational plans or in the case of registration and inquiry, WESTPLAN - REGISTRATION AND INQUIRY.

Welfare Centre Locations.

Local welfare centre locations are pre-determined by Local Welfare Coordinators in consultation with the Local Government and endorsed by the Local Emergency Management Committees. The endorsed centre locations are listed in appendix 4.

During an event the department will consult with the relevant HMA and LG and then decide which centre/s will be opened.

State welfare centres have been designated within the metropolitan area. Selection has been made taking into consideration geographical location to ensure flexibility in coverage, ease of identification and known premises. The actual location of these centres is documented and the list maintained by the department.

Resource Support

The department has the primary responsibility for coordinating the provision of welfare resources. Requests for additional resource support should be made by the Welfare Coordinator to the relevant Hazard Management Agency or Emergency Coordinator.

5.9 Training

Training, both internally and inter-agency, will be advised by the member agencies of LWEC so that staff and volunteers are provided the necessary skills to ensure the provision of services under the Local Welfare Emergency Management Support Plan.

5.10 Community Welfare Information

In collaboration with LWEC members, community awareness and education strategies for dissemination into communities may be developed and may include fact sheets, brochures and community guides.

5.11 Responsibility for Preparing Local Welfare Plans

The responsibility for ensuring the development of local welfare plans lies with the District Director of the department, for the district in which the Local Government areas fall. The District Director is responsible for appointing Local Welfare Coordinators for each Local Emergency Management Committee.

5.12 Response

5.12.1 Responsibility for Response

Control and Coordination

Overall control and coordination of the emergency welfare response rests with the department through the designated State and Local Welfare Coordinators. The department prioritises its response in line with its operational capacity and relies on all government agencies and non-government agencies, if available, to provide assistance when requested.

Welfare Emergency Coordination Centres

Welfare Emergency Coordination Centres are facilities from which the welfare response to emergencies is coordinated and at which the Welfare Coordinators are located. The provision of such facilities, their staffing and operating procedures are the responsibility of the Department for Child Protection.

Local Welfare Emergency Coordination Centre

Such facilities may be located within the department's local offices. The primary and alternate facilities designated as the Local Welfare Emergency Coordination Centre are listed in appendix 8.

Support Agency Officers

During response/recovery activities, support agency officers are provided by each of the participating organisations to assist the Local Welfare Coordinator in the management of the welfare response. These officers will need to be located at the Local Welfare Coordination Centre as required.

Contact details of support agency officers and key personnel are at appendix 2.

5.12.2 Notification

General

The activation procedures detailed hereunder relate to local level arrangements.

- a. The first indication that this support plan may need to be activated will come from one of two sources as follows:
 - i. A HMA may identify the need to activate this support plan to help manage an emergency; and/or
 - ii. The Local Welfare Coordinator, based on information provided from within the organisation, may identify the need to activate this support Plan.
- b. Regardless of who first identifies the need, the HMA and the Local Welfare Coordinator shall confer and agree that the support plan should be activated. Once this decision is made the Local Welfare Coordinator shall activate and manage the plan accordingly.
- c. Contact the department's Emergency Services On-Call Duty Officer on 0418 943 835 to advise of the situation.

Alert

An alert that an emergency has or is likely to occur will be received by the Emergency Services Coordinator, who will in turn warn the appropriate key personnel of participating organisations.

5.12.3 Stages of Activation.

The plan will normally be activated in stages. In an impact event, for which there is no warning period, these stages may be condensed with stages being activated concurrently.

- a. Stage 1 - Alert
 - i. Participating organisations are alerted by the Local Welfare Coordinator on behalf of the State Welfare Coordinator;
 - ii. Participating organisations alert their own personnel;
 - iii. Additional information allowing organisations time to arrange preliminary preparations is provided;
 - iv. Key personnel are briefed on action to be taken;
 - v. The Local Welfare Emergency Coordination Centre is prepared for activation; and

- vi. Establish liaison as appropriate with the HMA and/or Emergency Coordinator.
- b. Stage 2 - Activation
 - i. The Local Welfare Emergency Coordination Centre is activated;
 - ii. Participating organisations are called out by the Local Welfare Coordinator on behalf of the State Welfare Coordinator and nominated support agency officers proceed to the Local Welfare Emergency Coordination Centre;
 - iii. Welfare Support services are provided under the coordination of the Local Welfare Coordinator;
 - iv. Links are maintained with the HMA, Emergency Coordinator, Welfare Coordinators and participating organisations; and
 - v. Welfare Support requirements, are monitored and reviewed.
- c. Stage 3 - Stand Down
 - i. Participating organisations are informed of the stand down by the Local Welfare Coordinator on behalf of the State Welfare Coordinator;
 - ii. Participating organisations stand down in accordance with relevant procedures for each organisation;
 - iii. Organisations are to advise the Local Welfare Coordinator when stand down has been completed;
 - iv. The Local Welfare Coordinator advises participating agencies of debriefing arrangements;
 - v. The Local Welfare Coordination Centre is closed down; and
 - vi. The Local Welfare Coordinator, on behalf of the State Welfare Coordinator, conducts debrief, prepares and distributes the post-emergency report and ensures review of this plan by the Local Welfare Emergency Committee.

5.12.4 Levels of Response

The activation of the Local Welfare Emergency Management Plan for the Provision of Welfare Support will be at the request of the HMA or by the Local Welfare Coordinator. The level of response will be determined by the Local Welfare Coordinator on the basis of information supplied by the HMA or the Emergency Coordinator. The Welfare Coordinator will attend and/or provide advice to the ISG where required.

5.13 Incident Management System

The department's staff and participating agencies will be familiar with the Australasian Inter-Service Incident Management System and its principles. However, current internal department and participating agency management procedures shall continue to operate.

5.14 Public Information and Media Management

The HMA is responsible for the provision and management of public information during emergencies (Refer to State Public Information Emergency Management Support Plan). The department and other participating support agencies to this plan should only provide information to the public and the media when approved by the State Welfare Coordinator on issues that are directly their responsibility. All other matters will be referred to the HMA.

5.15 Activation of other WESTPLANS in Support of this Plan

Other Plans may be activated to support this plan including, but not limited to, WESTPLAN – WELFARE, WESTPLAN – REGISTRATION AND INQUIRY and WESTPLAN – RECOVERY COORDINATION. The procedures for activating these plans are included in the respective plans.

5.16 Financial Arrangements for Response

Financial arrangements for activation of this plan will be as outlined in *State Emergency Management Policy No. 4.2 Funding for Emergencies* and *State Emergency Management Procedures OP-2 Funding for Emergencies*, unless other arrangements are negotiated and approved by the State Welfare Coordinator.

5.17 Recovery

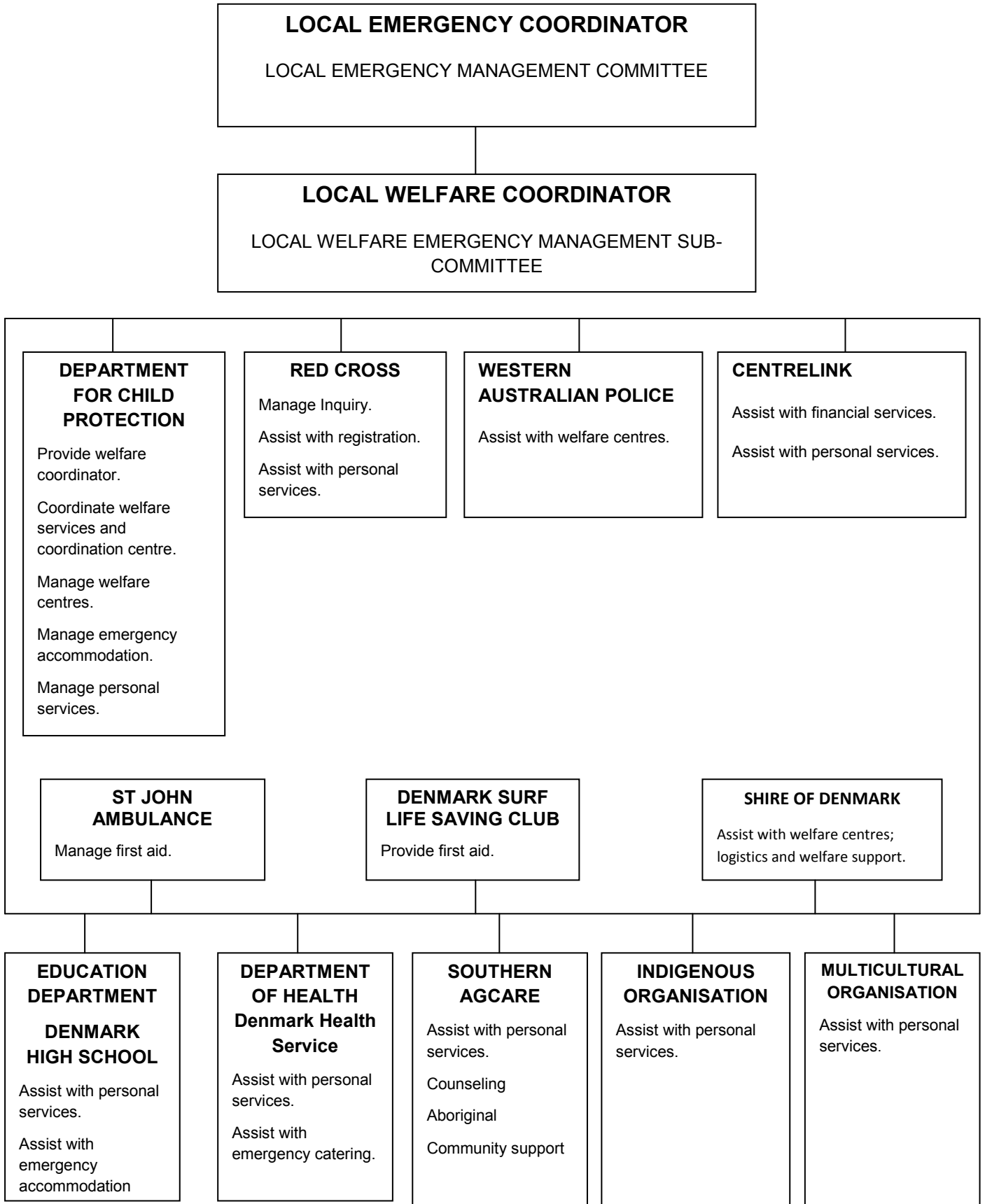
5.17.1 Stand Down and Debriefs

Stand down is to occur as per **Section 4.3 Stages of Activation**. Welfare Support Services may continue beyond this time at the discretion of the Local Welfare Coordinator. Ongoing services will be monitored by the department's Emergency Services Coordinator and participating agencies will be responsible for submitting ongoing and debrief reports to the Emergency Services Coordinator.

5.17.1 Post-incident Analysis / Major Incident Review

Agencies involved in any activation of this plan may provide a post incident analysis or major incident review to the Emergency Services Coordinator. These reviews may be used for consultative purposes and will be included on the incident file retained by the department.

5.18 Local Welfare Emergency Management Coordination



5.19 Local Welfare Committee Contact Details

Organisation	Representative	Contact Details	Postal / Email Address
DCP	Dave Higgs DESO	P: 9845 7912 F: 9842 1356 M: 0438 934 827 S: 0417 145 131	dave.higgs@dcp.wa.gov.au
Shire of Denmark	Gregg Harwood	P: 9848 0319 M: 0418 732 197	dcrs@denmark.wa.gov.au
Australian Red Cross	Wendy Freeland	M: 040 929 1205	floss@bigpond.net.au
Denmark Surf Life Saving	George Mumford	P: 9848 1202 M: 0432 955 436	mumfg@wn.com.au
Salvation Army	John & Elisabeth Barber	P: 9841 1035 M: 0457 411 035	FCA0016@westnet.com.au
Salvation Army	Niall & Michelle Gibson	P: 9841 1068 F: 98416784	corpsalbany@aus.salvationarmy.org
Centrelink	Andrea Parker	W: 9841 9082 F: 9841 9099 M: 0409 448 378 H: 9844 8378	andrea.a.parker@centrelink.gov.au
Police Service	Andrew Dunn	P: 9848 0500 F: 9848 2062 M: 0418 901 533	denmark.police@police.wa.gov.au
CWA	Trish Lowe (sec)		vinpat@westnet.com.au
Southern Agcare	Ellie Cameron	M: 0488 548 588	elliecameron@gmail.com
Denmark SJA	Erica Sayer	P: 9848 0300 M: 0400 917 116	engineer5@denmark.wa.gov.au
Education Department	Vacant		
Health Department	Vacant Mental Health		
Indigenous Organisation	Lynley Pickett DCP	P: 9841 0777 M: 0427 779 538	
Anglican Parish	Harold Luxton	H: 9840 1661	haroldws@bigpond.com PO Box 299 Walople 6398
Uniting Church	Keith Jones Ann Gray	H: 9848 1470 H: 9848 2430	
Over 50s	Peter Blades	H: 9848 2310	Pe43jan@bigpond.net.au

5.20 Organisational Roles and Responsibilities

The provision of emergency welfare services requires the support of a number of statutory, private and voluntary organisations. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective organisations and the State Welfare Emergency Committee.

The roles and responsibilities of each co-opted agency are negotiated with that agency at a local level and then endorsed by the Welfare Emergency Committee and entered into this plan.

The allocated responsibilities do not restrict one organisation from assisting another, regardless of its primary role.

Should an organisation not be able to manage its primary role, support with that role may be requested from the Local Welfare Coordinator. Ultimately, the Department for Child Protection is responsible for these functions where no Support Agency assistance is available, subject to response as outlined in paragraph 4.1 of WESTPLAN WELFARE.

Department for Child Protection

Department of Health

St John Ambulance

Department for Education and Training

WA Police

Centrelink

Local Government

Australian Red Cross

Disability Services Commission

Denmark Service Life Saving

Country Women's Association

Over 50s

Great Southern Agcare

DEPARTMENT FOR CHILD PROTECTION

a. Role

- To coordinate all functional areas in the emergency welfare response during emergencies.

b. Responsibility

- (1) Appoint a Local Welfare Coordinators to support each Local Government area;
- (2) Establish and manage the activities of the Local Welfare Emergency Committees including the provision of secretariat support;
- (3) Provide staff and operate Welfare Emergency Coordination Centres at the Local level;
- (4) Coordinate all welfare resources utilised under this plan;
- (5) Coordinate the welfare functional areas of:
 - (a) Emergency Accommodation;
 - (b) Emergency Clothing and Personal Requisites;
 - (c) Personal Services;
 - (d) Financial Assistance;
 - (e) Registration and Inquiry; and
 - (f) Emergency Catering;
- (6) Provide representatives to various emergency management committees and coordination groups as required.

DEPARTMENT OF HEALTH - Denmark Hospital

a. Role

- Assist with the welfare functional area of Personal Services;
- Assist with the welfare functional area of Emergency Catering.

b. Responsibility

- (1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;
- (2) Provide a comprehensive mental health response as a result of an emergency;
- (3) Provide health response as outlined in WESTPLAN - HEALTH;

- (4) Assist with the provision and use of catering facilities if available.

ST. JOHN AMBULANCE (FIRST AID SERVICES)

a. Role

- Assist with the welfare functional area of Personal Services.

b. Responsibility:

- (1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;
- (2) Provide qualified first aiders at Welfare Centres, where required and available.

DEPARTMENT OF EDUCATION AND TRAINING - Denmark District School

a. Role

- Assist with the welfare functional area of Emergency Accommodation;
- Assist with the welfare functional area of Personal Services;
- Assist with the welfare functional area of Emergency Catering.

b. Responsibility

- (1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;
- (2) Provide access to facilities for Emergency Accommodation where available;
- (3) Provide access to facilities for Emergency Catering where available; and
- (4) Provide access to staff to assist with Personal Services where agreed and available.

WA POLICE

a. Role

- Assist with welfare functional areas where agreed.

b. Responsibility

- (1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre; and
- (2) Maintain public order where required.

CENTRELINK

a. Role

- Assist with the welfare functional area of Financial Assistance;
- (1) Assist with the welfare functional area of Personal Services.

b. Responsibility

- (1) Provide a Support Agency Officer to Local Welfare Emergency Coordination Centre;
- (2) Provide financial assistance to people affected by the emergency in accordance with Centrelink guidelines, policies and the Social Security Act;
- (3) Provide personal services – personal support services; referral advice to appropriate agencies.

LOCAL GOVERNMENT – SHIRE OF DENMARK

a. Role

- Assist with the welfare functional area of Emergency Accommodation

b. Responsibility:

- (1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;
- (2) Assist with the welfare functional area of Emergency Accommodation by providing liaison and strategic advice regarding available facilities.

RED CROSS – Albany

a. Role

- Manage the welfare functional area of Inquiry.
- Assist with the welfare functional area of Registration;
- Assist with the welfare functional area of Personal Services.

b. Responsibility

- (1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;
- (2) Assist with registration services at Local Welfare Centres;
- (3) Provide a State Central Registry and Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends;
- (4) Manage and operate the National Registration and Inquiry System (NRIS);
- (5) Assist with the provision of Personal Support Services.

DENMARK SURF LIFE SAVING CLUB

a. Role

- Assist in the provision of first aid services at the Local Welfare Centre, in conjunction with the St John Ambulance volunteer first aiders.

b. Functions

- (1) Provide qualified first aiders at the Local Welfare Centre, if and when required.

ALBANY AND REGIONAL VOLUNTEER SERVICE

a. Role

- Manage Affiliated and Spontaneous Non- Affiliated Volunteers and donations by recording information.
- Assist with other welfare functional area of Personal Services where agreed.

b. Functions

- (1) Assist in managing Affiliated and Spontaneous Non- Affiliated Volunteers and donations by recording the name, address, phone number and type of volunteering and/or goods services; and
- (2) Assist with personal support services - practical assistance such as giving out food and drinks and providing information authorised by DCP.

DISABILITY SERVICES COMMISSION [TBC]

a. Role (TBC)

- Coordinating and sourcing of assistance with the welfare functional area of Personal Services for people with disabilities and special needs.

b. Responsibility

- Without breaching client confidentiality, provide DSC client information (names, addresses, special needs and requirements) to the Local Emergency Management personnel – Hazard Management Agency, Local Emergency Coordinator and / or the Local Welfare Coordinator.
- Coordinate and source assistance for the provision of personal support services for people with disabilities and special needs – provide information about transport, carers, medical and pharmaceutical needs,

equipment and special requirements whilst in welfare centres (evacuation centres); and

- Advocate for people with disabilities and special needs.

CHURCHES – ANGLICAN PARISH / UNITED CHURCH

a. Role:

- Assist with the welfare functional area of Personal Services.

b. Functions:

- (1) Provide emergency clothing if required; and
- (2) Assist with the provision of personal support services.
- (3) To assist with catering within the evacuation centre when requested.

SHIRE OF DENMARK RANGER SERVICES – COORDINATOR, DUTY RANGER

a. Role:

- Make arrangements for the care of domestic pets brought to an assembly or welfare centre including managing and register animals brought in and or are found during an emergency or evacuation.

b. Functions:

- (1) Provide immediate welfare for lost and distressed animals;
- (2) Ensure animals that are loose are impounded for their safety, safety of road users and rescue crews; and
- (3) Provide a refuge for animals for collection by their owners at an appropriate time.

SILVER CHAIN AND HOME AND COMMUNITY CARE (HACC)

a. Role:

- Coordinating and sourcing of assistance with the welfare functional area of Personal Services for Silver Chain and HACC clients - elderly people, people with disabilities and special needs.

b. Functions:

- (1) In the event of an emergency, provide relevant Silver Chain and HACC client information (names, addresses, special needs and requirements) to the Local Emergency Management personnel - Hazard Management Agency, Local Emergency Coordinator and/or the Local Welfare Coordinator;

- (2) Coordinate and source assistance for the provision of personal support services for Silver Chain and HACC clients to meet the care plans. These would include, if duly authorised, to assist in the provision of medical and pharmaceutical needs, equipment and special requirements. In addition, Silver Chain staff and vehicles could be deployed to transport clients to welfare centres (evacuation centres) and other specified purposes.
- (3) Advocate for Silver Chain and HACC clients - elderly people, people with disabilities and special needs.

NB - Some of the Silver Chain and HACC staff is qualified first-aiders and can be called upon to assist with first aid if necessary.

SERVICE CLUBS

a. Role:

- Assist with the welfare functional area of Emergency Catering.
- Assist with the welfare functional area of Personal Services.

b. Functions:

- (1) Assist with the provision of emergency catering at the Local Welfare Centre e.g. a barbecue meal, with the food to be cooked supplied;
- (2) Assist with the provision of personal support services such as practical assistance in setting up a local welfare centre

5.21 Local Welfare Centres

Primary Centres

Denmark Recreation Centre
(Shire of Denmark)

T: 9848 2044

F: 9848 2736

A/H: 0419 949 733

Brazier St, Denmark

General purpose capacity 80 licensed / emergency 300

Comments:

Large Gymnasium

Commercial sized kitchen, limited utensils, plates etc. Disabled access and toilets. Significant parking. Storage room for pets or additional parking on oval.

Large oval (football) small buildings (Football club house, Tha House [youth centre])



Denmark Sea Rescue / Boating and Angling Club

T : 9848 1315

M: 0428181315

David Wilson

M: 0428575806

T: 9848 1948

Ocean Beach Rd, Denmark

General purpose capacity 100 licensed / emergency 200

Comments:

Surrounded by coastal heath 8 kilometres from town.

Commercial sized kitchen, limited utensils, plates etc. Moderate parking facilities.
Disabled access and toilets.



Long Term Primary Centre

Centre for Sustainable Living

T: 9848 3310

South Coast Highway, Denmark (Opposite Shire Offices)

General purpose capacity 64 licensed / emergency 64- if sleeping

Comments:

Excellent to accommodate 64 people for short or long term. Across the road from shire office so good location for recovery / one stop shop too.

Commercial sized kitchen, however has limited utensils, plates etc.

The centre surrounded by bush / scrub. Parking is limited.



Long Term Secondary Centre (restricted use)

Denmark Agriculture School

T: 9848 0200

A/H: 9848 01185

South Coast Highway, Denmark

General purpose capacity 82 (licensed) (emergency 82 if sleeping)

Comments:

This is a residential college, a 560 hectare working farm and educational facility for Year 11 and 12 students

Fully equipped commercial sized kitchen.

Availability limited during the school year.

Large open Paddocks available for parking.



Denmark Surf Life Saving Club

George Mumford

T: 9848 1202

Ocean Beach Road, Denmark

General purpose capacity 80 licensed / emergency 80

Comments:

Fully equipped commercial sized kitchen.

The centre surrounded by coastal heathland. Parking is limited.

Located 8 kilometres from town



Alternative Welfare Centres

Centre	Address	Key Contact
Denmark Civic Centre	Strickland St	P: 9848 0300
Nornalup Nornalup Community Hall	12 McPherson Dr	Dallas Parkes P: 9840 1373
Tingledale Tingledale Hall	Hazelvale Rd Valley of the Giants Rd	Delys Ravenhill P: 9840 8051
Scotsdale Scotsdale Hall	Scotsdale Rd & Walter Rd	Reg Watson Dennis Marshall P: 9848 1200 9848 1699
Parryville Parryville Hall	South Coast Hwy	Jean Brenton P: 9840 9212
Kent River Kentdale Hall	Parker Rd	Karen Swallow Melissa Boughey P: 9840 8174 9840 8006
Peaceful Bay Peaceful Bay Progress Association Hall	First Ave	Judy Wheeler P: 9840 8260

Alternate Accommodation in Peaceful Bay

<p>Peaceful Bay Chalets 10 units (sleep 3 to 10) Peppermint Way P/F: 9840 8169</p>	<p>Peaceful Bay Caravan Park 104 bays P: 9840 8060 Fax: 9840 8282</p>
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Alternate Accommodation in Nornalup

<p>Nornalup Riverside Chalets Riverside Drive 8 chalets (sleeps 36) P/F: 9840 1107</p>	
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Alternate Accommodation in Walpole

<p>Walpole Hotel Motel Cnr. Boronia Ave & South Coast Hwy P: 9840 1023 F: 9840 1589</p>	<p>Walpole Lodge Pier St P/F: 9840 1244 M: 0428382426</p>
<p>Walpole Wilderness Resort Gardiner Road P: 9840 1481 F: 9840 1482 M: 0429808774</p>	

Alternate Accommodation in Denmark

<p>Surf Side Ocean Beach Holiday Accommodation 762 Ocean Beach Road P/F: 9484 2248</p>	<p>The Cove Payne Rd P: 98481770 F: 98482990</p>
<p>River Mouth Caravan Park (chalets) 63 Inlet Drive P 9848 1262 P: 9848 3362</p>	<p>Spring Bay Villas Lot 21 Ocean Beach Road P/F: 9848 2456</p>
<p>Gum Grove Chalets (dog friendly) Ocean Beach Road P: 9848 1378 F: 9848 1877</p>	<p>Denmark Observatory Resort Mt Shadforth Rd P: 9848 2223 F: 9848 1133</p>
<p>Demark Waterfront Motel Motel rooms 20 x 2 pers. 63 Inlet Drive P/F: 9848 1147 F: 9848 1299</p>	<p>Ocean Beach Caravan Park 16 chalet x 4 pers. 300 x camp/ caravan sites Ocean Beach Road P: 9848 1105</p>
<p>Denmark Hotel & River Motel 24 motel rooms x 2 persons 13 x 2 boarding rooms 35 Holling Rd P: 9848 2206</p>	<p>Organic Accommodation 10 rooms shared 31 Strickland St P: 9848 1700</p>

Koorabup Motel (1 & 2 bed units) Lot 20 South Coast Hwy, Denmark P: 9848 1044 F: 9848 3408	Karma Chalets 1572 South Coast Hwy P: 9848 1044
Riverbend Chalets & Caravan Park 40 Riverbend Lane P/F: 9848 1107 M: 0427 990 915	

Notes:

- **These centres will not be made public. This is done for safety reasons as people may place themselves in more danger by self evacuating to a centre that could be under threat or un-manned.**
- Evacuation/welfare centres will be designated on the day of the incident by the incident controller, evacuation will be managed by the police, assisted by the SES, and eventually staffed via the Department of Child Protection or selected welfare groups such as the Red Cross.
- In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family and friends locally (if this is safe) or in another locality.
- If a small number of people were required to evacuate the Department for Child Protection would explore alternative arrangements, depending on the situation. This may include a range of options such as commercial or private facilities.
- Depending on the risk or priority the Local Welfare Coordination Centre may alternatively be located at the welfare/evacuation centre to be opened or as directed by the Local Welfare Coordinator.
- During response and recovery activities liaison officers are provided by each of the participating organisations to assist the Local Welfare Coordinator in the management of the welfare response. These officers will need to be located at the Local Welfare Coordination Centre as required.

Aged Care and Disabled

Refer to individual aged/disabled care facilities for their specific details for the emergency evacuation and reception of residents. Due to the special needs of these groups a general evacuation/welfare centre is generally not appropriate. Local Government authorities may be able to assist with identifying any cooperative aged/disabled care emergency evacuation agreements in place within their areas.

Great Southern District Activation

The activation procedure for community emergencies has been designed to ensure a quick response to requests during emergency situations within the Great Southern district of the Department for Child Protection.

Unless contact is made directly through to the DCP LEMC representative the first call is to the District Director who will then activate and coordinate the department's local plan and ensure the department's response.

Great Southern – Albany – Denmark

Call	Name	Position	Work Number	Mobile	After Hours
1	Moray McSevich	District Director	P: 9845 7912		
2	Rosemary Perry	Team Leader DCP Albany	P: 9845 7912		
3	Duty Officer (24/7)	Emergency Services Unit	0418 943 835	0418 943 835	0418 943 835
4	Duty Officer (24/7)	Crisis Care Unit	1800 199 008	1800 199 008	1800 199 008
5	Sarah Evans	District Emergency Service Officer	P: 9845 7912	0438 934 827	

Bordering Local Government Authorities

Local Authority	Address	Contact Details
City of Albany Gary Turner CSM	102 North Rd Albany	P: 9841 9333 F: 9841 4099 M: 9841 9205
Shire of Plantagenet Andrew Buchanan CESM	Lowood Road Mt Barker	P: 9892 1111 F: 9892 1100 M:0447 091 159
Shire of Manjimup Kim Nolan CSM	37 -39 Rose Street Manjimup	P: 9771 7777 F: 9771 7771



Part 6



Recovery



PART 6 – Recovery

6.1 Introduction

Following the impact of an incident on the community within the Shire of Denmark, there may be the need to assist the community to recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in the following environments:

- i. The physical/Built environment
- ii. The social environment
- iii. The natural environment and
- iv. The economic environment,

with the purpose being to assist the community attain a proper level of functioning and achieve a level of main stream business as soon as possible.

Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

6.2 Aim

The aim of this plan is to detail the recovery management arrangements for the Shire of Denmark.

6.3 Objectives

The objectives of the plan are to:

- a. prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- b. establish a basis for coordination between agencies that may become involved in the recovery effort;
- c. identify key recovery committee personnel; and
- d. provide guidelines for the operation of the recovery management arrangements.

6.4 Authority and Planning Responsibility

- a. Authority for recovery is obtained under section 36(b) of the Emergency Management Act 2005, which requires the Local Government to manage recovery after an emergency within its district.
- b. This plan is part of the Shire of Denmark's Local Emergency Management Arrangements, the authority for which is also vested in the Emergency Management Act 2005.

- c. The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local Recovery Coordinator.

6.5 Recovery Management Principles and Concepts

The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Management Hand Book “Community Recovery”. Both of these documents are available from the Shire’s Recovery Coordinator or via the net at www.fesa.wa.gov.au and www.ema.gov.au.

As the recovery process involves individuals and communities, the following should form the basis of recovery decision making and be incorporated into the recovery management arrangements of this plan:

- a. The community should be consulted and involved in the decision making and management of all aspects of the recovery process;
- b. The community has a ‘right to know’, as information is an essential part of the recovery process;
- c. Every person has a right to effective assistance until long-term recovery is achieved;
- d. Both the affected person and the community have a responsibility to account for financial and material resources used;
- e. The community has a right to know the criteria for the determination of financial support and grants; and
- f. The community has a right to expect the maintenance of family cohesion.

6.6 Organisation and Responsibilities

The recovery management organisation for the Shire of Denmark is based on the following: Add table

- a. Local Recovery Coordinator;
- b. Local Recovery Committee; and
- c. Other participating organisations and community groups.

6.7 Appointment

The Local Recovery Coordinator is the **Chief Executive Officer or the Delegated Officer** from the Shire of Denmark

6.8 Responsibilities

Shire of Denmark

The Shire of Denmark will undertake the following

- a. Nominate a Recovery Coordinator

- b. Be responsible for ensuring a co-ordinated recovery
- c. Provide Executive support to the Recovery Committee
- d. Provide resources for the Recovery Coordination Centre as required
- e. Provide training & exercise

6.9 Local Recovery Coordinator

The Local Recovery Coordinator has two broad areas of responsibilities as follows:

- a. In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire including the following:
 - i. Prepare, maintain and test the local recovery plan
 - ii. Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements
 - iii. Co-ordinate the promotion of community awareness with respect to the recovery arrangements
 - iv. Liaise with relevant organisations in regards to preparation methods for recovery.
- b. During recovery operations to:
 - i. In liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee;
 - ii. Assess the recovery requirements for each event and ensure that an appropriate plan is formulated and communicated to the community
 - iii. Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response
 - iv. Contribute to the resolution of community and political problems which emerge during the recovery process
 - v. Ensure maximum community involvement in the recovery process
 - vi. Ensure that both the immediate and long-term individual and community needs are met in the recovery process
 - vii. Co-ordinate with the Local Recovery Committee in the implementation of local recovery activities in accordance with the plans, strategies and policies determined
 - viii. Monitor the progress of recovery and provide periodic reports to the Local Recovery Committee and
 - ix. Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report

- x. Monitor staff and Committee members and ensure their welfare is taken into account.

c. Tasks

Execution of the above responsibilities may result in the following tasks being undertaken:

- i. Organise and manage the resources, staff and systems necessary for the immediate and long term recovery;
- ii. Advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process;
- iii. Liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government departments in order to achieve the most effective and appropriate recovery;
- iv. Provide information to the government, bureaucracy, community and media;
- v. Mediate where conflicts occur during the relief and recovery process;
- vi. Develop a close and positive working relationship with the key individuals and groups in the affected community; and
- vii. Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

6.10 Local Recovery Committee

6.10.1 Composition

The Local Recovery Committee comprises of a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:

- a. Shire President / Elected member of Local Government
- b. Local Recovery Coordinator- Chief Executive Officer of the Shire of Denmark
- c. Director of Infrastructure Services of the Shire of Denmark
- d. Local Welfare Coordinator and/or Department for Child Protection representative
- e. Relevant Hazard Management Agency representative
- f. Lifeline Agencies Representatives (where appropriate)
- g. Plus other members drawn from government and non government organisations, including community groups with a role to play in the recovery process.

6.10.2 Functions

The functions of the committee include the following:

- a. Assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan
- b. Following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:
 - i. Meets the immediate and long term needs of the community;
 - ii. Takes account of local government long term planning and goals;
 - iii. Includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
 - iv. Develops a time table for completing the major functions;
 - v. Considers vulnerable community groups which may include; youth, aged, the disabled, and non English speaking people;
 - vi. Allows for the monitoring of the progress of recovery;
 - vii. Allows full community participation and access;
 - viii. Effectively uses the State and Commonwealth agencies;
 - ix. Provides for public access to information on the proposed programs and subsequent decisions and actions; and
 - x. Allows consultation with all relevant community groups.

6.10.3 Responsibilities of Participating Organisations

Shire of Denmark

- a. Chair and manage the activities of the Local Recovery Committee;
- b. Appoint the Local Recovery Coordinator;
- c. Provide secretariat and administrative support to the Local Recovery Committee;
- d. Provides the Local Recovery Management Centre;
- e. Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

Hazard Management Agency

- a. Provide a representative to the Local Recovery Committee;
- b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- c. Initiate the recovery process;

- d. Participate in the development of the recovery plan; and
- e. Advise the Recovery Coordinator when withdrawing from the recovery process.

Department for Child Protection

- a. Provide a representative to the Local Recovery Committee;
- b. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

Lifeline Agencies

- a. Provide a representative to the Local Recovery Committee;
- b. Undertake repairs and restoration of services;
- c. Assist the recovery effort with resources and expertise available from within the service.

6.11 Management Arrangements

6.11.1 Local Recovery Coordination Centre

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre located in the Shire Administration Building, 953 South Coast Highway, Denmark.

Advice - The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Committee.

6.11.2 Activation

- a. In order to facilitate the effective coordination of the recovery process, it is essential that an rapid impact assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.
- b. Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.
- c. Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the

situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

6.11.3 Method of Operations

- a. Recovery arrangements will normally be instigated by the Hazard Management Agency, in the first instance, with statutory organisations providing recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Committee advised accordingly.
- b. In major events, recovery management may be passed to the Shire of Denmark via the Local Recovery Committee working through the designated Local Recovery Coordinator.
- c. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Committee, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

6.11.4 Recovery Activities and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

a. Activities

- Short and long term accommodation
- Counseling, family assistance and community support
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

b. Strategies

- Community Involvement Strategies
- Maximise the use of local resources, groups and individuals

- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between recovery teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers where possible
- Empower the community as quickly as possible

c. Recovery Information Strategies

- Provide regular updates on –
 - current state & extent of the disaster,
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counseling
- Provide for advocacy by agencies and organisations

Information may be made available to the public using a combination of the methods such as;

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Social Media
- Community Newsletters

d. Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.

- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

e. Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

f. Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

g. Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure policies and processes support the family's ability to recover

6.12 Stand Down/Debriefs/Post Operation Reports

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities' capability to manage the services improves.

The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

6.13 Financial Arrangements

Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *natural disaster*, the State Government has established the WANDRRA, providing a range of *eligible measures* designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

Declaration of Eligible Natural Disasters

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a “*natural disaster*”, in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an *eligible disaster* are as follows:

- Must be an **eligible event**; and
- The anticipated cost to the State of **eligible measures** must exceed the **small disaster criterion**, being the amount of \$240,000. (Further information concerning the terms '*eligible event*' and '*eligible measures*' follow.)

Eligible Events

The WANDRRA **ONLY** applies for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.*'

Eligible Measures

The WANDRRA comprises a range of *eligible measures* that have been approved by the *State Government*. An *eligible measure* means an act of relief or recovery that is:

- carried out to alleviate damage or distress arising as a direct result of a *natural disaster*, and
- of a type described below as a Category A, B, C or D measure.

Category A measure

Is a form of emergency assistance that is given to individuals to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.

Category B measure

Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;

Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure

Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.

Category D measure

Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

Administration and Management of the WANDRRA

The Fire and Emergency Services Authority is responsible for the overall administration of the WANDRRA.

FESA is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection). FESA is also the contact point for the Australian Government in respect of the NDRRA.

Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Donations of Cash

The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations. (Ref SEMP OP 19).

Donations of Service and Labour

Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

Donations of Goods

The donations of goods to assist victims to recover from an emergency may be arranged by non government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

Managing Spontaneous Volunteers and Donations

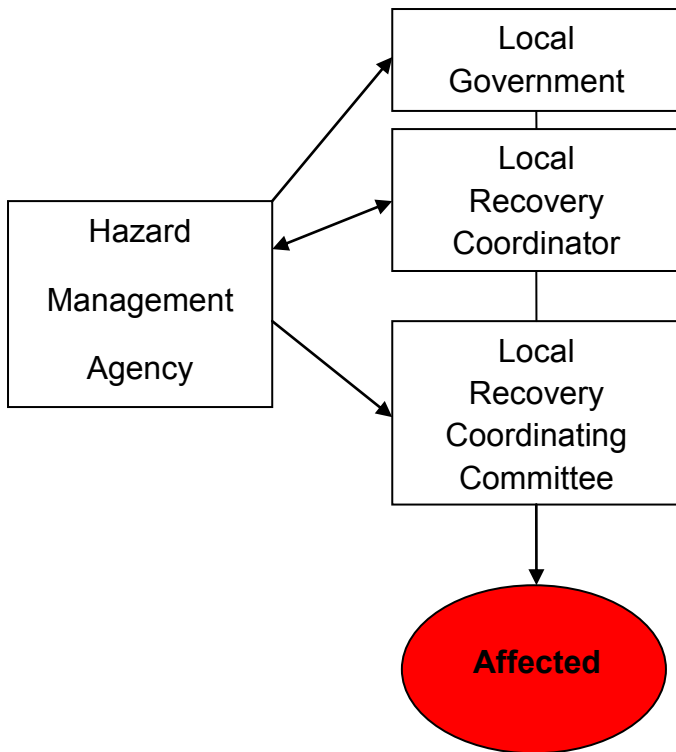
A subcommittee of the recovery committee, consisting of three councilors to head the vetting and allocation of spontaneous volunteers and spontaneous donations.

Resource: Spontaneous Volunteer Management Resource Kit (Red Cross).

Location of Spontaneous Volunteer Office

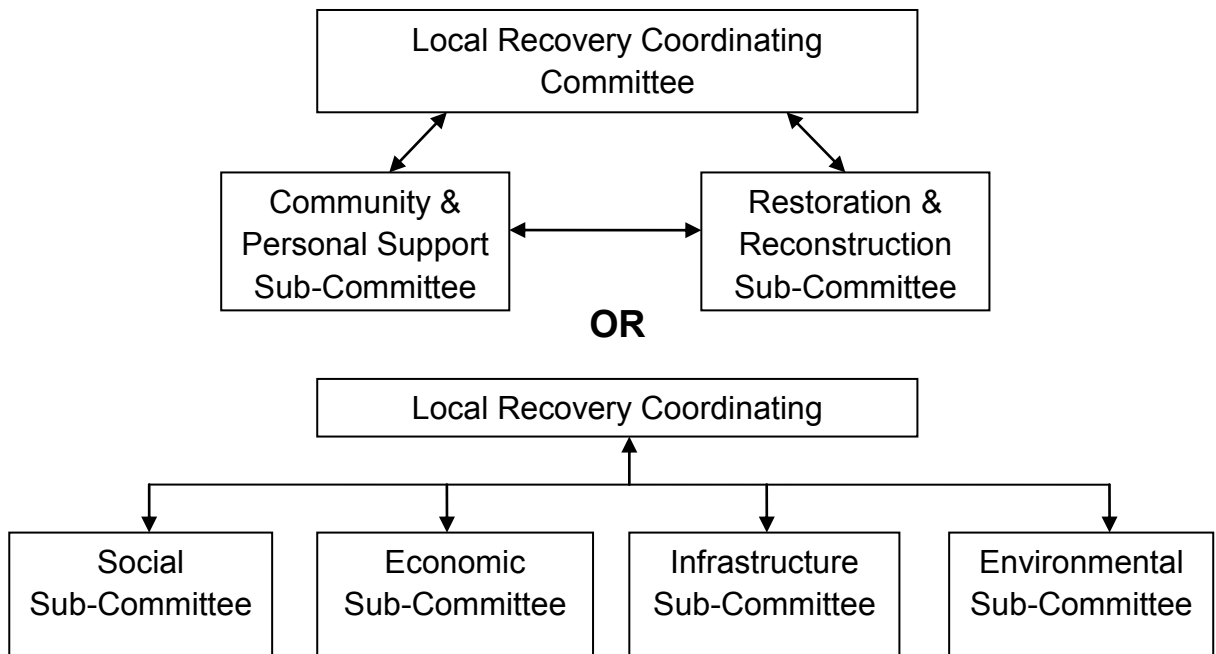
Shire of Denmark Civic Centre Strickland Street Denmark.

6.14 Local Recovery Organisational Chart



Recovery Committee Structures (following handover from HMA to LRC)

(Depending upon community impact and complexity of event)



6.15 Local Recovery Coordinator/ Recovery Coordinating Committee Checklist

Transition From Response:	OK
IC shall include the LRC in critical response briefings.	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency.	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role.	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place.	
Management Structure (the LRCC Shall):	
Ensure of the appointment of an LRC has occurred.	
Activate a recovery coordination centre if required.	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required.	
Ensure and facilitate the completion of the impact assessment.	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media.	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement (the LRCC shall):	
Work within existing community organisations.	
Recruit representatives of the affected community into recovery planning.	
Establish strategies for uniting the community behind agreed objectives.	
Provide information centres for advice, information and assistance during the recovery	

Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment -managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues.	
Link with parallel data-gathering work.	
Identify and close information gaps (establish the “big picture”).	
Assess the financial and insurance requirements of affected parties.	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain.	
Inspections and Needs Assessments - technical focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes.	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process).	
Collect and analyse data.	
Establish a method/process to determine the type of information needed for this recovery operation defining: <ul style="list-style-type: none"> • how and who will gather the information (single comprehensive survey) • how information will be shared • how information will be processed and analysed • how the data will be verified (accuracy, currency and relevance). 	
Manage the process to minimise calling back.	
Select and brief staff.	
Maintain confidentiality and privacy of assessment data.	

Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer.	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate.	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals.	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Answer requests for information from government agencies.	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media.	
Manage public information following the handover from response to recovery by the HMA.	
Identify priority information needs.	
Develop a comprehensive media/communication strategy.	
Coordinate public information through: <ul style="list-style-type: none"> • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases. 	
Develop processes for: <ul style="list-style-type: none"> • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups 	

<ul style="list-style-type: none"> • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged. 	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with businesses to re-establish and reopen.	
Restore community and cultural infrastructure (including education facilities).	
Restore basic community amenities for meetings and entertainment.	
Facilitate emergency financial assistance through the Department for Child Protection.	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures LRC shall plan to:	
<p>Take the opportunity, while doing the hazard analysis, to:</p> <ul style="list-style-type: none"> • identify essential services and facilities in high-risk areas • consider the restoration options in the event of their becoming dysfunctional 	
Identify options based on research and consultation.	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCC shall to:	
Review financial strategies.	
Communicate with financial agencies, including insurance companies.	
Keep financial processes transparent.	

Reporting LRCC Shall Plan to:	
Provide a simple, flexible and succinct reporting system.	
Provide adequate administrative support.	
Managed Withdrawal LRCC Shall Plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Identify long term recovery activities and agency responsible for management.	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events.	

6.16 Transition Forms - Response to Recovery

The purpose of this form is to document the effect the emergency has had on the community at the time of handover from Response to Recovery.

This document will assist the Local Recovery Coordination Committee (LRCC) in the commencement of the recovery process.

The document is also regarded as the official handover from Incident Management Team and the LRCC by the Incident Controller and the Local Recovery Coordinator.

Section 1: Incident details

Incident/Emergency Name:	
Incident/Emergency Number:	
Incident Controller Name & Contact	
Hazard Management Agency:	
Local Recovery Coordinator Name & Contact:	
Date and Time of Handover Meeting:	
Description of Affected Area:	
Map Attached:	Y/N
Other Local Government Areas Affected:	

Section 2: Impact Assessment

1. Has any **residential** property been damaged or destroyed?

Yes Go to question 1a

No Go to question 2

1a. Record any available information about damage or losses to residential properties.

Number of Residential Properties <u>Damaged</u>:	
Notes:	
Number of Residential Properties <u>Destroyed</u>:	
Notes:	

Include an attachment of any additional damage.

2. Has any **commercial or industrial** property been damaged or destroyed?

Yes Go to question 2a

No Go to question 3

2a. Record any available information about damage or losses to commercial or industrial properties.

Number of Commercial or Industrial Properties Damaged:	
Notes:	
Number of Commercial or Industrial Properties Destroyed:	
Notes:	

Include an attachment of any additional damage

3. Has any **rural, pastoral or primary producer** properties been damaged or destroyed?

Yes Go to question 3a

No Go to question 4

3a. Record any available information about damage or losses to rural, pastoral or primary producer properties.

Number of Rural, Pastoral or Primary Producer Properties Damaged:	
Notes:	
Number of Rural, Pastoral or Primary Producer Properties Destroyed:	
Notes:	

Include an attachment of any additional damage

4. Have any **essential services** been disrupted?

Yes Go to question 4a

No Go to question 5

4a. Record any available information about damage or losses to essential services.

Service Type	Location	Contact person	Estimated restoration time
Gas			
Phone			
Power			
Roads			
Water			
Other			

5. Are there any road blocks in place?

6. Is there any other relevant information regarding the disruption of essential services or damage/losses in general?

Section 3: Evacuation/Welfare

7. Was an **evacuation** or **relocation** undertaken?

Yes Go to question 7a

No Go to question 11

7a. Has a welfare centre(s) been established?

Yes Go to question 7b

No Go to question 8

7b. Details of welfare centre(s):

Address:

Estimated number of evacuees:

Notes:

8. How many properties were evacuated?

9. When will evacuees be allowed back into the affected area?

10. Is there any other relevant information regarding the evacuation of people within the area?

Section 4: Confirmation

11. Transition report details:

Report prepared by:

Name: _____

Date: _____

Time: _____

Signature: _____

Handed over by:

Incident Controller:

Name: _____

Date: _____

Time: _____

Signature: _____

Handed over to:

Local Recovery Coordinator

Name: _____

Date: _____

Time: _____

Signature: _____

6.17 Operational Sequence Guide/Checklist

Situation	Organisation/Action
<p>ALERT</p> <p>(Transition)</p> <p>On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p>HMA</p> <ul style="list-style-type: none"> • Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. • Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. <p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • Establish liaison with Local Recovery Coordinator/Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. • Advise and liaise with LRCC members.
<p>ACTIVATION</p> <p>Requirement for Local level coordination of recovery identified/requested</p>	<p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. <p>LRC</p> <ul style="list-style-type: none"> • Arrange for conduct of on-site assessment, if appropriate. • Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
<p>STAND DOWN</p> <p>On completion of Local coordinated recovery activities.</p>	<p>LOCAL GOVERNMENT/LRC</p> <ul style="list-style-type: none"> • Ensure handover of responsibility for ongoing recovery activities to a managing agency. • Advise LEC and LRC members of stand-down • Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group • Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

6.18 Action Recovery Plan

(Suggested composition/layout following a major emergency)

The *Shire of Denmark* has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY COORDINATION as a general recovery management plan however, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure and where significant reconstruction and restoration is required, an Operational Recovery Plan should be prepared by the LRCC.

The Operational Recovery Plan should provide a full description of the extent of the damage, both physical and human and detail plans for restoration and reconstruction of the affected community.

Each Operational Recovery Plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption however, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

Denmark Local Recovery Coordinating Committee

Action Recovery Plan

Emergency: (type and location)

.....
.....

Date of Emergency:

.....

Section 1

Introduction

Background on the nature of the emergency or incident

- Aim or purpose of the plan
- Authority for plan

Section 2

Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

Section 3

Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4

Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)
- Public information dissemination.

Section 5

Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6

Conclusion (Summarises goals, priorities and timetable of plan.)

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Signed by:
Chairperson, Local Recovery Coordinating Committee

Date:

LOCAL RECOVERY COORDINATING COMMITTEE

RECOVERY REPORT – <Emergency Situation>

Report No:

..... Local Recovery Coordinating Committee

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

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Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

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Special Assistance:

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Requirements: *Includes support from other agencies, LRCC intervention with priorities.*

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Financial Issues: *May include support from LRCC for additional funding from Treasury.*

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Recommendations:

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Name & Signature:

Title:

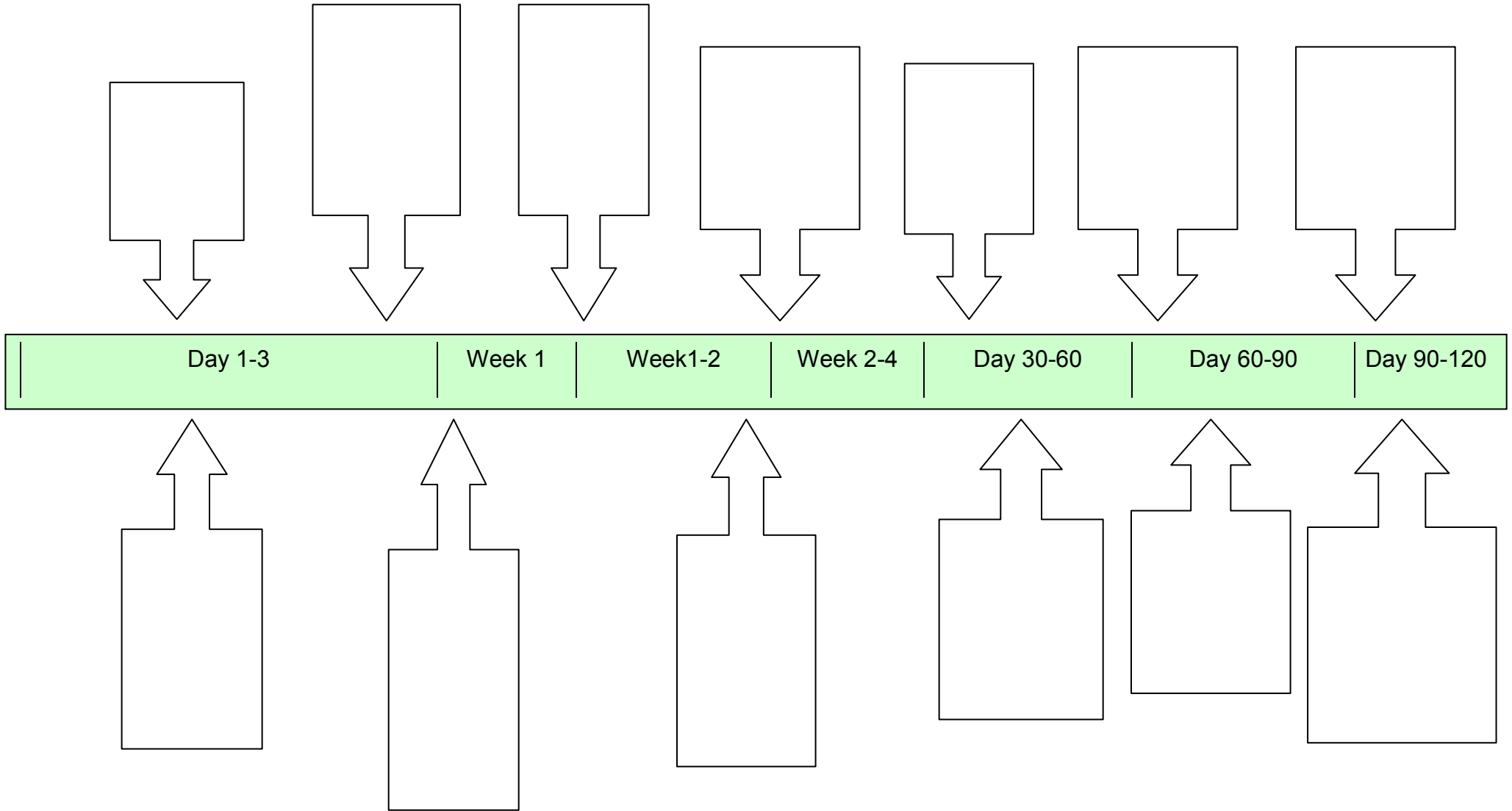
Date:

6.19 Post Incident Analysis Pro forma

ISSUE	COMMENT	RECOMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management / Administration structure effective.		
Reporting relationships clear ? <i>(Did you know who to report to?)</i>		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives / Actions clearly defined?		
Were Recovery Arrangements useful or require review / upgrade		
Inter-agency liaison Were there any issues working / liaising with other organisations?		
Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established / current?		



6.20 Planning Time Line





Part 7



Contact



Directory



Part 7 Contact Directory**7.1 Emergency Services****FIRE, POLICE & AMBULANCE – CALL 000****Police Assistance 13 14 44 SES 13 25 00**

Contact	Agency	Contact Numbers
Nathan Hall	Shire of Denmark Emergency Services Manager	M: 0248 913 937 P: 9848 0300
Andrew Dunn	Denmark Police Service	P: 9848 0500 M: 0418 901 533
Cameron Clifford	Walpole Police Service	P: 9840 1618 M: 0427 448 760
Graeme Thallon	Denmark Chief Bushfire Control Officer	P: 9840 9246 M: 0428 788 008
Sam Barron	Denmark District Hospital	P: 9848 0600 M: 0428 481 201
Helen Rawlins	Walpole Silver Chain	P: 9840 0900
Tracey Allison	Denmark SES	P: 9848 1899 M: 0429 926 715
Peter Newton	Walpole SES	M: 0427 477 413
Erica Sayer	Denmark St John Ambulance	M: 0400 917 116
Harold Luxton	Walpole St John Ambulance	P: 9840 1661
Russell Carter	Denmark Sea Rescue	P: 9848 0500 (Via Police)
Alec Cull	Peaceful Bay Sea Rescue	M: 0459 408 108
Alex Williams	Walpole Sea Rescue	P: 9840 8626
Gary Stanway	Denmark Fire and Rescue	P: 9848 1809 M: 0427481598

Fire Duty Officer	DEC Walpole	P: 9840 0400 M: 0417 939 607 (summer)
Dave Higgs	Dept Child Protection	P: 9845 7912 M: 0438 934 827
George Munford	Denmark Surf Life Saving	P: 9848 1098 M: 0432 955 436
Duty Officer	FESA Albany	P: 9845 0500
Duty Officer	Salvation Army Emergency Services	M: 0407 611 466

7.2 Community Group Catering

Name	Agency	Contact Details
John & Elisabeth Barber	Salvation Army – Albany Emergency Services Unit	P: 9841 1035 (h) M: 0457 411 035
Trish Lowe	CWA – limited cups of tea	P: 9848 1718
Harold Luxton	Anglican Parish (Walpole)	P: 9840 1661
Keith Jones	Uniting Church – limited assistance	P: 98481470
Denmark Scouts Catering	Extensive catering equipment	Beth: 9848 1585 Holly: 9848 1738
Capricorn Caterers	59 Barry Rd	P: 9840 9345 M: 0401 158 475
Reeves and Co	12 Holling Rd	P: 9848 1315 M: 0428181315

7.3 Café / Fast Food

Name	Address	Contact Details
Caltex Service Station (Mervyn Waddington)	69 South Coast Hwy	P: 9848 2333 M: 0417 093 073 F: 9848 2338
Denmark Pizza (Tim Paterson)	Cnr Strickland & Walker Sts	P: 9848 2479
Denmark Bakery	27 Strickland St	P: 9848 2143
Bow Bridge Road House	Cnr Valley of the Giants Rd / South Coast Hwy	P: 9840 8062
Strickland French Hot Bread	Unit1 82 Strickland Street	P: 9848 3232
McSweeney's Gourmet Café	5B Strickland St	P: 9848 2368 F: 9484 2362 (Lloyd & Maria Britza)
Bibbulmun Foods (Chris Barton)	2/32 Strickland St	P: 9848 1289 M: 0449 161 508 F: 9848 1289
Black Duck Cafe	8/32 Strickland Street	P:9848 3302
Cafe 8	27 Strickland Street	P:9848 2051 A/H: 98409186 98409322

7.4 Retail Outlets

Name	Address	Contact Details
Supa IGA (Bob Cybula)	Strickland Street	P: 9848 3211 F: 9848 3255
IGA Express	4 Holling Road	P/F: 9848 1242 P: 9848 1250
The Source Gourmet Deli	3 Fig Tree Square Strickland St	P: 9848 1183

7.5 Pharmacy

Name	Address	Contact Details
Denmark Pharmacy	20 Strickland St.	P: 9848 3635 / 2553 F: 9848 1711 A/Hs: 9848 2872
Walpole Pharmacy	Lot 21 Nockolds St	P/F: 9840 1127

7.6 Petrol Stations

Name	Address	Contact Details
Caltex Service Station	69 South Coast Hwy	P: 9848 2333 F: 9848 2338
BP Denmark	South Coast Hwy	P: 9848 2700
Bow Bridge Roadhouse	South Coast Hwy	P: 9840 8062 F: 9840 8062
Denmark Shire Depot	Zimmermann St	P: 9848 3228

7.7 Charity shops

Name	Address	Contact Details
Red Cross Op Shop	Mitchell St	P: 9848 1709
Mustard Seed (Ang church)	Mitchell St	P: 9848 2173
St Vinnies	(no shop in town)	Peter Boyes P: 9848 2746

7.8 Medical Treatment / Advice

Name	Address	Contact Details
Denmark Medical Centre	27 Strickland St	P: 9848 1522 F: 9848 2033
Dr Jane James	70 Strickland St	P: 9848 1410 F: 9848 1692
Denmark Hospital	Scotsdale Rd	P: 9848 0600
St John Ambulance	10 Price St	P: 98481090
Royal Flying Doctor Service		P: 1800 625 800 (24h/rs) Admin: 9417 6300
Alcohol & Drug Info Services (24 hrs)		P: 1800 198 024
Health Info		P: 1300 135 030
Health Direct		P: 1800 022 222
Poisons Information		P: 131126

7.9 Schools and Childcare

Name	Address	Contact Details
Denmark Agriculture College	South Coast Highway 100 Students (80 Boarding)	P: 98489 0200 A/H: 9848 1185
Denmark High School	South Coast Highway 250 Students	P: 9848 0100
Denmark Primary School	Mitchell Street 500 Students	P: 9848 0800
Denmark Kindergarten	Mitchell Street	P: 9848 0800
Denmark TAFE	South Coast Highway	P: 9848 3222
Golden Hill Steiner School	Scotsdale Rd	P: 98481811

	66 Students	
Spirit of Play	Hollings Road 20 Students	P: 9848 2285
Little Whalers Child Care	Bolton Close 38 Perm & after school care	P: 9848 2515
Denmark Occasional Day Care Centre	Cnr South Coast Highway & Ocean Beach Rd	P: 9848 2160 Open Tue, Thurs & Fri
Denmark Early Childhood Centre	Mitchell Street	P: 9484 0830

7.10 Dentists

Name	Address	Contact Details
Denmark Dental Centre	2/35 Strickland St	P: 9848 1143
Palm Court Dental Centre	9/69 Strickland St	P: 9848 1486

7.11 Aged Care, Nursing Homes & Retirement Communities

Name	Address	Contact Details
Frail Aged Lodge	(also Silver Chain)	P: 9848 0600
Amaroo Village	12 Hardy St A/H Phil Nelligan	Ph: 1300 653 967 M: 0416 258 689
Lionsville Village	Hardy St Will Farquharson	P: 9848 1500 P: 9848 2185

7.12 Animal Welfare

Name	Address	Contact Details
Denmark Veterinary Clinic	8 Welsh Street Denmark	P: 9848 1389 F: 9848 2389
Albany Veterinary Hospital	312 Albany Hwy Albany	P: 9841 1788

Dog Rock Veterinary Clinic	323 Middleton Rd Albany	P: 9842 2595
Mira Mar Veterinary Hospital	58 Cockburn Rd Albany	P: 9841 5422
Lockyer Avenue Veterinary Hospital	89 Lockyer Ave Albany	P: 9841 7411
Mt Barker Veterinary Hospital	69 Lowood Rd Mt Barker	P: 9851 1177
RSPCA	84 Lockyer Ave Albany	P: 9842 5256
Wildlife Care		P: 9848 1393
Animal Carers Group		P: 9848 2983
Denmark Stock Feeds	148 Mt Shadforth Rd	P: 9848 2822
Paul's Pet Food	137 Lower Denmark Rd	P/F: 9841 4078
Tacita Boarding Kennels	132 Walter Road, Denmark	P: 9840 9350
Halsey Boarding Kennels	Albany Hwy, Mt Barker	P: 9851 1307
Rainbow Coast Kennels	35906 Albany Hwy Albany	P: 9841 3664
Willows Country Cattery	413 Robinson Rd Albany	P: 9842 5956

7.13 Hardware & Hire

Name	Address	Contact Details
Denmark Co-Operative	South Coast Hwy	P: 9848 1307
Mitre 10	Ocean Beach Rd	P: 9848 1033
Denmark Hire	Lot 986 Industrial Rd	P: 9848 1101

7.14 Vehicle Towing

Name	Address	Contact Details
RAC / Talisman Towing	South Coast Hwy	P: 0427 892 789
Denmark Smash	Lot 989 Industrial Rd	P: 9848 3599

7.15 Counseling & Advocacy Services

Name	Address	Contact Details
Department for Child Protection	25 Duke Street Albany	P: 9841 0777
Salvation Army Albany Major Niall Gibson	160 North Road Albany	Church 9841 1068 Welfare – 9841 7336 Mobile 0419 130 305
Southern AgCare Ellie Cameron		P: 9827 1552 M: 0488 548 588
Great Southern Mental Health Services	Hardie Road Albany	P: 9892 2440
Fellowship House (Mental Health)	PO Box 5024 Albany	P: 9842 2204
Anglicare WA		P: 9845 6666 or 1800 050 321
Psychiatric Emergency Team (PET)		P: 1800 552 022

7.16 Translating and Interpreting Services

Name	Contact Details
Translating and Interpreting Service (24hrs)	P: 13 14 50

7.17 Special Interest Groups

Name	Address	Contact Details
Disability Services Commission (Lower Great Southern Division)	75 Albany Highway Albany	P: 9845 5700 M: 0428 185 023
Lower Great Southern Family Support Association (disabilities)	Lotteries House, North Rd	P: 9842 3381
Active Foundation Accom Services Country	Cnr Aberdeen & Grey Sts	P: 9841 3241

Silver Chain Nursing	91 Seymour St Albany	P: 9892 8901
Palmerston Community Drug Service Team	3/145 Proudlove Parade Albany	P: 9842 8008
Albany Migrant Resource Centre	Lotteries House, North Rd	P/F: 9841 1190
Great Southern Mental Health Services	Cnr Hardie Rd & Warden Ave	P: 9892 2240 F: 9842 1028

7.18 Earth Moving & Water Cartage

Name	Address	Contact Details
Palmer Earth Moving	Jarrah CL Denmark	P: 9848 1878 M: 0429 645 212
Denmark Earth Moving		P: 9848 2777 M: 0417 482 777
GSS Earth Moving	16 Anthony St Albany	P: 9842 6188 M: 0427 426 177
Denmark Mini Diggers		P: 9848 2095 M: 0407 482 095
Davies Earth Moving		P: 9848 2335 M: 0428 482 335
Denmark Civil Works	Inlet Dr Denmark	P: 9848 1480 M: 0429 481 480

7.19 Bus Operators

Name	Capacity	Contact Details
Peter Wilson	2x 51 Seat Buses	M: 0488 909 650
Paul Taylor	1x 57 Seat Bus	M: 0408 992 900
Barbara Marshall	1x 45 Seat Bus	P: 9840 9019

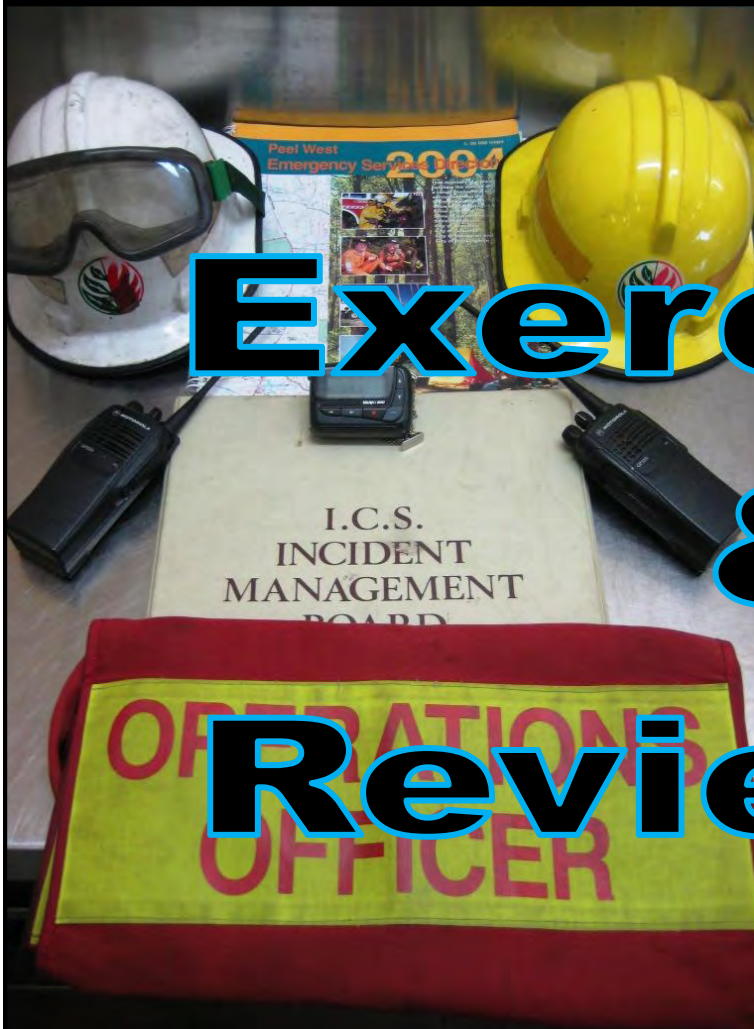
Alex Burrow Youngs	4x 57 Seat Buses	M: 0428 452 335
Mal Smeathers	1x 57, 1x 22 Seat Buses	P: 9840 1163
Shire of Denmark	1x 22 Seat Bus	P: 9848 0300
Denmark Ag College	1x 44, 1x 22 Seat Buses	P: 9849 0200
Denmark High School	1x 44, 1x 22 Seat Buses	P: 9848 0100

7.20 Tree Loppers

Name	Address	Contact Details
Rodericks		P: 9848 1280 M: 0428 481 280
Adam's Tree Services		P: 9844 9271 M: 0404 409 861
Kev's Climbing Service		M: 0407 450 262
Ecological Tree Service		P: 98409918 M: 0407 936 490



Part 8



Exercising & Reviewing



Part 8 Exercising & Reviewing

8.1 Aim

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.

8.2 Frequency

The LEMC will hold an exercise on an annual basis.

8.3 Types

Exercises may be either

- a. Discussion
- b. Field

8.4 Reporting of Exercises

Exercises should be reported to the DEMC as per SEMP 2.5.

8.5 Review

Table to include extinction dates, resources and contact lists updates etc.





Emergency Management Risk Register

Local Emergency Management Committee

2012

Register of natural and technological hazard risks as identified and analysed by the Shire of Denmark and the Local Emergency Management Committee. This register is an internal working document only for the express use of the Shire of Denmark administration and the Shire of Denmark Local Emergency Management Committee. This risk register should not be published on any publicly accessible website. The information contained in this document may be constantly changing or under review and may contain inconsistencies or errors of fact.

Attachment 9.5 b)

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Introduction

This risk register has been compiled as the key document in the risk management process undertaken by the Shire of Denmark in 2010-12 in compliance with its obligations under the Emergency Management Act 2005.

The information contained within this document is the result of an analysis workshop conducted at Denmark in 2010 using the combined subject matter knowledge of emergency management agency and supporting agency personnel along with key staff members from Environmental Health and other business areas within the Shire of Denmark. Risk management guides including the *Western Australian Emergency Risk Management Guide 2005* and the *National Emergency Risk Assessment Guide 2010* were used as reference material during the process. The process adhered to the principles for risk management outlines in the ISO 31,000:2009 Risk Management Standard.

The Emergency Risk Management Project was conducted under advice and guidance from the Shire of Denmark Local Emergency Management Committee.

Process

The risks identified through this process have been assessed using two separate processes.

1. Natural and technological hazards of
 - Severe Storm
 - Structure Fires
 - Flash Flooding
 - Agricultural and Animal Disease and
 - Road Transport emergencies

Were dealt with in the first instance through workshops conducted at Denmark.

2. Bushfire risk was the subject of separate workshops and was assessed using the Rural and Urban Bush Fire Threat Analysis (RUBTA) process. The bushfire risk was assessed during a community based workshop conducted during 2010 in Denmark and three separate community based workshops held in 2012 at Peaceful Bay, Nornalup and Kenton Estate. A report was provided to the Shire for each of these workshops which outlined the process, results and recommendations.

About the Risk Register

The risk register is a compilation of the risks identified as likely to impact on the Shire of Denmark as a result of natural and technologically driven events. The risk register is essential as it records identified risks, their severity, and outlines the agencies responsible for mitigation of the risks and the current treatment strategies in place. The risk register forms the basis for the Local Government to identify which risks are tolerable or as low as reasonably practicable and which risks are intolerable and require further actions or mitigation strategies aimed at further reducing the level of risk.

Managers should view the risk register as a management tool through a review and analysis process that identifies, assesses, and manages risks down to acceptable levels. The register provides a framework through which risks that threaten the community are captured. Actions

or mitigation measures are then instigated to reduce the probability and the potential impact of specific risks.

The risk register should be treated as a living document to be reviewed at each meeting of the Local Emergency Management Committee and discussion around mitigation of risks should take place regularly. Regular examination of the risk register should trigger the timely identification of new risks or changes in the level of risks already identified. The ongoing management of natural and technological risk is a task to be equally shared between the Local Government and the agencies represented at the Local Emergency Management Committee.

Description of Source of Risk: Severe Storm						
Responsibility:	Prevention:	FESA, Shire of Denmark,				
	Preparedness:	FESA, Shire of Denmark, Department of Health (DoH), Department for Child Protection (DCP), Bureau of Meteorology (BoM)				
	Response:	FESA, Shire of Denmark, Department of Health (DoH), Department for Child Protection (DCP)				
	Recovery:	Shire of Denmark, Department of Child Protection (DCP)				
Consequences:	<p>Severe storm events have the potential to affect the lower south west coast of Western Australia on an annual basis. Severe storms are those experienced outside the normal climatic conditions and have been known to cause severe damage to homes and local infrastructure. Wind gusts may be common up to 100 km/h and damage to homes, business and the environment may occur in most instances. People may be injured or even killed in severe events with the likelihood that deaths caused by a severe storm may affect the community. Flash flooding may be experienced and could damage Shire buildings, roads and drainage infrastructure. There is the potential for several hundred persons requiring temporary accommodation particularly where tourist accommodation venues such as caravan parks are impacted. Damage to the natural environment could take many forms such as wind and soil erosion caused by wave and wind action, damage to the natural habitats of endanger flora or fauna caused by water erosion caused by flash flooding and wind damage. Within the Shire of Denmark, there are numerous environmentally fragile environments including forests, swaps and marshes and riverine waterway and estuaries. Local ecosystems represent the lifeblood of tourism in the Shire and loss or damage to a species or habitat could result in either loss of tourism or adverse criticism of the Shire. Shire employees could be affected with a high likelihood in a severe event that they and their families would also be impacted resulting in a reduced workforce. Such an event may result in a loss or a reduction in the ability of the Shire administration to provide normal essential services to the community during the recovery phase. The Shire may receive adverse public criticism should deaths or injuries occur. The community will take longer to recover under such traumatic circumstances.</p>					
Controls						
Prevention & Preparedness Strategies:						
<p>Local Government: Local Emergency Management Arrangements in place; Emergency Management Risks evaluated; Shire buildings assessed and logged as dedicated welfare centres; Community information and education through local news articles; Shire website and educational pamphlet distribution; Regular green waste collections; Provision of tip passes for rate payers; Increased Local Government maintenance schedule including roofing on LG buildings; Building Code of Australia observance in the issue of building licenses; Town Planning Scheme in place; Local drainage infrastructure maintenance and upgrade program; Street tree lopping program.</p> <p>FESA/SES: Community Education; Storm safe program; Local SES unit and volunteers; Community education and awareness through promotion of Storm Safe program locally</p>						
Response & Recovery Strategies:						
<p>FESA: HMA District response plans; SES and volunteers respond to incidents; Formation of ISG; State support if required through State Emergency Coordination Group.</p> <p>Police: Traffic management; Evacuation management.</p> <p>Local Government: Recovery mechanisms in place; Local recovery plan; Local recovery Coordinator identified;</p> <p>DCP: District Emergency Welfare Support Plan activated; Welfare centres activated; Provision of welfare services to affected community.</p>						
Exposure:	The bridge over the Denmark River is susceptible to damage or being rendered unserviceable during such an event and is currently the only direct access between the Town, Albany and Mt Barker.			Control Effectiveness Assessment (EAI)	Adequate	Date of Last Review
						Nov 2010

Risk Register Severe Storm

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
SS1	There is a risk that a severe storm impacting on the Shire of Denmark Local Government Area will cause death or serious injury to people	Severe Storm	People	Unlikely (2)	Moderate (3)	6	High	Excellent		
SS2	There is a risk that a severe storm impacting upon the Shire of Denmark Local Government Area will cause the temporary displacement of people.	Severe Storm	People	Possible (3)	Minor (2)	6	High	Excellent		
SS3	There is a risk that a severe storm impacting upon the Shire of Denmark Local Government Area may cause irreparable damage to certain aspects of the natural environment.	Severe Storm	Environment	Almost Certain (5)	Minor (2)	10	High	Excellent		
SS4	There is a risk that a severe storm impacting on the Shire of Denmark Local Government Area will affect the economy of the community.	Severe Storm	Economy	Likely (4)	Minor (2)	8	High	Excellent		

Risk Register Severe Storm continued

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
SS5	There is a risk that a severe storm impacting on the Shire of Denmark Local Government Area will affect the Shire's ability to deliver normal services to the community.	Severe Storm	Public Admin	Almost Certain (5)	Moderate (3)	15	High	Excellent		

Description of Source of Risk: Structure Fire					
Responsibility:	Prevention:	FESA, Shire of Denmark. Local Business			
	Preparedness:	FESA, Shire of Denmark, Department of Health (DoH), Department for Child Protection (DCP).			
	Response:	FESA, Shire of Denmark, Department of Health (DoH), Department for Child Protection (DCP).			
	Recovery:	Shire of Denmark, DCP, Emergency Management WA.			
Consequences:	Structure fires occur occasionally within the Shire Denmark with varying degrees of damage incurred. The fires can involve either commercial or residential structures at any time. Structure fires can begin from a source within the structure (e.g. Arson, electrical fault, candle in a house, chemical reaction in a factory, etc.) or from an external source (e.g. Bush Fire, other structure fire, etc.). They are generally isolated incidents though they may have an impact on neighbouring structures. Structure fires can become very intense extremely quickly and could spread to forested areas in some cases. Structure fire can occur at any time of day or night and can be controlled very quickly or dependent on fuel source may still burn over a number of days in the case of industrial fires. There is no recorded evidence that any public building owned or operated by the Shire of Denmark has been either damaged or destroyed by a structure fire.				
Controls					
Prevention & Preparedness Strategies:					
<p>FESA: Volunteer Fire & Rescue Service equipped and operational; Local plans for urban fire response; Buildings are regularly inspected for fire safety; Community education programs on structure fire safety and prevention; Fire hydrants are regularly inspected and faults reported</p> <p>Local Government: All Shire buildings are FESA compliant; All Shire buildings have evacuation procedures clearly posted; Persons using Shire buildings and facilities are briefed on evacuation and fire safety procedures; All Shire owned buildings are insured for public liability; Local Emergency Management Arrangements in place; LEMC functional.</p>					
Response & Recovery Strategies:					
<p>FESA: Volunteer Fire & Rescue Services response to building fires; Additional resources and support available through Shire VBFs; Community information.</p> <p>Local Government: Recovery of community assets after structure fires; Community information</p> <p>DCP: Community support if required.</p>					
Exposure:	None identified	Control Effectiveness Assessment (EAI)	Adequate	Date of Last Review	Nov 2010

Risk Register Structure Fire

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
SF1	There is a risk that a structure fire in a building or facility either owned or under the direct control of the Shire of Denmark or privately owned will cause death or serious injury to people.	Structure Fire	People	Possible (3)	Moderate(3)	9	High	Adequate		
SF2	There is a risk that a structure fire occurring within the Shire of Denmark will cause damage to the environment.	Structure Fire	Environment	Possible (3)	Moderate(3)	9	High	Adequate		
SF3	There is a risk that a structure fire will affect the economy of the community	Structure Fire	Economy	Possible (3)	Minor (2)	6	High	Adequate		
SF4	There is a risk that a structure fire will affect the delivery of essential services to the community	Structure Fire	Public Admin	Unlikely (2)	Minor (2)	4	High	Adequate		
SF5	There is a risk that a structure fire will affect the social and cultural aspects of the community	Structure Fire	Social/Cultural	Possible (3)	Minor (2)	6	High	Adequate		
SF6	There is a risk that a structure fire will cause damage to or destroy infrastructure	Structure Fire	Infrastructure	Unlikely (2)	Minor (2)	4	High	Adequate		

Description of Source of Risk: Road Transport Emergencies					
Responsibility:	Prevention:	WA Police, Main Roads WA, Department of Transport, Department of Consumer and Employee Relation (DoCEP)			
	Preparedness:	WA Police, Main Roads WA, Department of Transport, Department of Consumer and Employee Relation (DoCEP)			
	Response:	WA Police, FESA, DEC.			
	Recovery:	WA Police, FESA, Local Government			
Consequences:	<p>Though large scale road transport emergencies are uncommon, they can occur at any time. The main arterial roads and local roads carry a large volume of traffic particularly during the summer months and periods of high tourist activity. Vehicular traffic ranging from private cars and including goods vehicles, agricultural implements and tourist coaches. A collision between a large vehicle and a tourist coach could have a detrimental impact on the community where mass casualties may result. Heavy vehicles and fuel tankers crossing the river bridge are of concern. The Shire of Denmark has only two major roads, South Coastal Highway and the Denmark-Mt Barker Road along with an extensive network of secondary roads maintained by the Shire and Main Roads Western Australia. Many roads in the area are unsealed. The roads are utilised by private ,commercial and agricultural vehicles, with the main arterial roads being the Denmark-Mt Barker Road and the South Coast Highway utilised by a large variety of heavy vehicular traffic which may carry dangerous goods, heavy machinery, livestock, etc. at all times of the day or night. The following consequences for the community may result from a significant road transport emergency: Death, permanent or serious Injury to people; Damage to certain aspects of the environment may occur through the entry to waterways of chemical runoff; Increased demand on medical services; Business disruption due to roads being closed for long periods of time.</p>				
Controls					
Prevention & Preparedness Strategies:					
<p>WA Police: WA Police are the designated HMA for road crash emergencies and are responsible to prepare Westplan Road Crash; The Office of Road Safety provide education to the general public; Police provide a response capability throughout the district and maintain district road crash emergency plans for large scale events. FESA are the HMA for HAZMAT incidents and prepare the Westplan HAZMAT for chemical biological and radiological response. FESA provide a district response through Volunteer Fire & Rescue Services. DoCEP: Responsible for maintaining regulations pertaining to placard loads. Main Roads WA: Provide road and bridge inspections and maintenance across the district. Local Govt: Maintenance of local roads network, bridges and culverts; Maintenance and mapping of local drainage networks; LEMC and Local Emergency Management Arrangements.</p>					
Response & Recovery Strategies:					
<p>WA Police: Response to incidents in the local area and surrounding district; Traffic management; Form IMT. FESA: Response to HAZMAT incidents; Response to incidents involving fires through VF&RS. Road crash rescue. Local Government: Response through Volunteer BFB for incident involving fire; Recovery services to the affected community. DGP: Welfare assistance to the affected community.</p>					
Exposure:	A heavy vehicle crash resulting in the closure of the Denmark to Albany Road bridge across the Denmark River will have an immediate impact on the community.	Control Effectiveness Assessment (EAI)	Adequate	Date of Last Review	Nov 2010

Risk Register Road Transport Emergency

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
RT1	There is a risk that a road transport emergency will cause death or serious injury to people	Road Trans	People	Almost Certain (5)	Major (4)	20	High	Adequate		
RT2	There is a risk that a road transport emergency will cause damage to elements of the environment	Road Trans	Environment	Possible (3)	Minor (2)	6	High	Adequate		
RT3	There is a risk that a road transport emergency will affect the economy of the community	Road Trans	Economy	Possible (3)	Minor (3)	6	High	Adequate		
RT4	There is a risk that a road transport emergency will impact on the social and cultural setting of the community	Road Trans	Social/Cultural	Unlikely (2)	Insignificant (1)	2	High	Adequate		
RT5	There is a risk that a road transport emergency will cause damage to or destroy infrastructure	Road Trans	Infrastructure	Unlikely (2)	Minor (3)	6	High	Adequate		

Description of Source of Risk: Agricultural and Animal Disease					
Responsibility:	Prevention:	Department of Agriculture & Food WA; Local Industry			
	Preparedness:	Department of Agriculture & Food WA; Local Industry			
	Response:	Department of Agriculture & Food WA; Local Industry			
	Recovery:	Department of Agriculture & Food WA; Local Industry; Local Government			
Consequences:	<p>The Shire of Denmark has areas of land dedicated to the production of a wide variety of fruit including grapes, avocados, cherries and Strawberries. Pests such as African Black Beetle, Garden Weevil, Black Vine Weevil (currently in Tasmania and Victoria), Grape Phylloxera (currently detected in NSW), diseases such as Botrytis rot, Agricultural disease can occur at any time of the year and can be spread by animals, human activity and a variety of other means of contamination potentially occurring. Apart from the threat to natural forests from Die Back, Animal disease can occur at any time of the year and is largely the result of an outbreak occurring in another state or district and being transported by various means to unaffected areas as was the case with Equine Influenza (Mahendra Virus). The agricultural industry is predominantly engaged in sheep and cattle with other assorted animal farming in progress. New diseases and pests can not only impact on human health, but also damage agricultural or horticultural production, forestry and tourism and affect trade in international markets. Agricultural disease has been detected within the area occasionally, though the impact is unknown. Anthrax has been detected in the Walpole area within the past ten years and may pose a risk within the next few years as it has a life span in the soil of up to twenty years. Should an outbreak of a severe animal or plant disease occur the following impacts may be experienced in the community: Deaths of significant numbers of livestock; Local farms quarantined for long periods; Restricted access to large parts of the agricultural community; Long term economic loss; Burial or disposal of large numbers of animals; Disruption to the social and cultural aspects of the community; Financial loss; Human health.</p>				
Controls					
Prevention & Preparedness Strategies:					
<p>DAFWA: Prescribed HMA; Responsibility for Westplan Plant & Animal Biosecurity and the following plans and agreements; Australian Veterinary Emergency Response Plan (AUSVETPLAN); Emergency Animal Disease Response Agreement (EADRA); Australian Emergency Plant Pest Response Plan (PLANTPLAN); Emergency Plant Pest Response Deed (EPPRD); Biosecurity and Agriculture Management Act 2007; Exotic Diseases of Animals Act, 1993; Stock Diseases (Regulations) Act, 1968; Stock (Identification and Movement) Act 1970; Agriculture and Related Resources Protection Act 1976; Beekeepers Act 1968; Enzootic Disease Regulations, 1970; Exotic Diseases (General) Regulations; Exotic Diseases (Emergency Powers) Regulations*; Plant Diseases Act 1914; Health Act 1911; Quarantine Act 1908 (Commonwealth). In addition the DAFWA provides the following mitigation strategies: Quarantine services; Animal disease surveillance controls; Livestock Identification & brands; Livestock movements; Diagnostic services; Call centre; Border control and plant quarantine. Community information; Staff training; local and district hazard response plans.</p>					
Response & Recovery Strategies:					
<p>DAFWA: Three levels of operational response from Investigation; Alert; Response; Stand down. AIIMS system for incident management. IMT & ISG coordination and involvement at the State and Federal level through SECG. Public information and media management during the response phase. Local Government: DAFWA will provide technical support to the affected community in support of the local recovery activities. Local Government recovery through Local Recovery Committee structure.</p>					
Exposure:	None identified	Control Effectiveness Assessment (EAI)	Adequate	Date of Last Review	Nov 2010

Risk Register Agricultural & Animal Disease

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
AD1	There is a risk that agricultural diseases will affect human health in the community	Ag Disease	People	Possible (3)	Insignificant (1)	3	High	Adequate		
AD2	There is a risk that agricultural diseases will cause damage to or loss of certain aspects of the environment	Ag Disease	Environment	Unlikely (2)	Minor (2)	4	High	Adequate		
AD3	There is a risk that agricultural diseases will affect the economy of the community	Ag Disease	Economy	Possible (3)	Moderate (3)	9	High	Adequate		
AD4	There is a risk that agricultural diseases will affect the social & cultural aspects of the community	Ag Disease	Social	Unlikely (2)	Minor (2)	4	High	Adequate		
AD5	There is a risk that animal diseases will cause harm to human health in the community	Animal Disease	People/Health	Unlikely (2)	Moderate (3)	6	High	Adequate		
AD6	There is a risk that animal diseases will cause damage to or destroy certain aspects of the environment	Animal Disease	Environment	Unlikely (2)	Insignificant (1)	2	High	Adequate		

Risk Register Agricultural & Animal Disease continued

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
AD7	There is a risk that animal diseases will affect the economy of the community	Animal Disease	Economy	Possible (3)	Moderate (3)	9	High	Adequate		
AD7	There is a risk that animal diseases will affect the social & cultural aspects of the community	Animal Disease	Social	Unlikely (2)	Minor (2)	4	High	Adequate		

Description of Source of Risk: Flash Flooding					
Responsibility:	Prevention:	Local Government, FESA SES			
	Preparedness:	Local Government, FESA SES			
	Response:	Local Government, FESA SES, Department of Child Protection (DCP)			
	Recovery:	Local Government, FESA, DCP			
Consequences:	<p>The Shire of Denmark area can experience heavy rain events at any time of the year but more predominantly during the winter months May through to September. Due mainly to abnormal weather patterns flash flooding results from relatively short intense bursts of rainfall, commonly from thunderstorms, and can occur in almost all parts of WA. Because of the speed with which it occurs, this type of flooding poses one of the greatest threats for loss of life and can result in significant damage to property as well as causing major social disruption. Flash flooding tends to be localised and it is difficult to provide effective warning. Flash flooding is usually associated with severe storms where torrential rain over short periods may cause debris from trees and runoff to clog drains resulting in localised flooding in some low lying areas and damage to road infrastructure. Local rivers and creeks may swell and over flow their banks inundating low lying areas. The following may be consequences for the community as a result of flash flooding caused by heavy rainfall: Serious injury to people; short term displacement of persons; Short term road closures; Property damage including Shire buildings; Financial loss cause to businesses disrupted by flash flooding; Temporary reduction of Local Government services; Minor environmental damage through wash always; damage to local government and lifeline services infrastructure of roads, footpaths, drainage systems and disruption to power water and sewerage.</p>				
Controls					
Prevention & Preparedness Strategies:					
<p>FESA: Local SES volunteers available for immediate response to flash flooding, well equipped and trained volunteers. Public information on winter storms and preparedness messages. Local Government: LEMC; Local Emergency Management Arrangements; Local plans to deal with flash flooding in identified locations. Local road traffic management; Drainage system maintenance. DCP: Provision of District Welfare Plan for Community Support</p>					
Response & Recovery Strategies:					
<p>FESA: Local SES responds to events. ISG setup if required; Provision of community safety messages. Local Government: Responds as required to local events; Community safety messages; Traffic management supported by local police. Provision of recovery services to the affected community through Local Recovery Plan supported by DCP if required.</p>					
Exposure:	None identified	Control Effectiveness Assessment (EAI)	Adequate	Date of Last Review	Nov 2010

Risk Register Flash Flooding

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
FF1	There is a risk that a flash flood will cause death or serious injury to people	Flash Flood	People	Unlikely (2)	Moderate (3)	6	High	Adequate		
FF2	There is a risk that a flash flood will cause temporary or long term displacement of people	Flash Flood	People	Unlikely (2)	Minor (2)	4	High	Adequate		
FF3	There is a risk that a flash flood will cause damage to or destroy certain aspects of the environment	Flash Flood	Environment	Unlikely (2)	Minor (2)	4	High	Adequate		
FF4	There is a risk that a flash flood will affect the economy of the community	Flash Flood	Economy	Unlikely (2)	Minor (2)	4	High	Adequate		
FF5	There is a risk that a flash flood will affect the social and cultural aspects of the community	Flash Flood	Social	Unlikely (2)	Minor (2)	4	High	Adequate		
FF6	There is a risk that a flash flood will cause damage to or destroy infrastructure	Flash Flood	Infrastructure	Possible (3)	Minor (2)	6	High	Adequate		

Source of Risk: Bushfire							
Responsibility:	Prevention:	FESA as the Hazard Management Agency, DEC in the DEC estate, Local Government on their estate					
	Preparedness:	FESA as the Hazard Management Agency, DEC in the DEC estate, Local Government on their estate					
	Response:	FESA as the HMA, DEC, Local Government					
	Recovery:	Local Government within its district assisted by the HMA and other supporting agencies					
Consequences:	<p>The Shire of Denmark has undertaken a significant community consultation program centred on the identification of areas within the Shire that pose an extreme risk to the community. The bushfire risk studies were conducted for the Denmark town in 2010 and the outlying communities of peaceful bay, Nornalup and Kenton during 2012. Should a bushfire occur and impact on the built environment in any of these locations, the following consequences may be experienced: Isolated loss of life and serious injury; Provision of welfare short term and long term; Short or long term loss of essential services of electricity, water, sewerage; Displacement of persons for short or longer periods including evacuation of schools and aged care facilities; General community health issues associated with displacement and trauma; Overloading of the local medical system; Financial impacts on the community including personal hardship and lack of personal property insurance; Damage to key infrastructure, roads and bridges; Environmental health issues; Environmental damage including loss of species and fauna; Recovery processes involving people and general community recovery both short and long term.</p>						
Controls							
Prevention & Preparedness Strategies:							
<p>FESA: HMA for fire and responsible for the maintenance of the Westplan Bushfire, State bushfire policy. Responsible for bushfire prevention and preparedness activities under agreement with Department of Regional Development & Lands for Unmanaged Reserved and Unmanaged Crown Lands. Responsible for public information and education about bushfire safety and prevention (Prepare Act & Survive Program). Provides public information during bushfires (Prepare, Act or Defend). Provides an urban response capability through the local FRS. Responsible for Total Fire Ban declarations. Partners with other agencies in the responsible management of bushfire. Provides for contractual air support.</p> <p>DEC: Responsible for prevention and preparedness activities on its estate. Responsible agency under Westplan Bushfire. Maintains a professional bushfire service across the State. Maintains its estate</p> <p>Local Government: Support and management of Volunteer Bushfire Brigades for the district. Provides Local Government Volunteer Bushfire Brigades with PPE, training and appliances under the ESL Capital Grants Program Maintains a working LEMC. Maintains Local Emergency Management Arrangements, Maintains insurance for volunteers, and brigade equipment. Contributes to public awareness and education programs. The Shire's planning strategies ensure that there is adequate separation between bush and buildings in high risk areas. The Shire undertakes a comprehensive fuel load reduction program, issues and enforces fire break notices.</p>							
Response & Recovery Strategies:							
<p>FESA, DEC and the Shire of Denmark</p> <p>Westplan Bushfire and SEMP 4.1 describe the response and escalation mechanisms for bushfire incidents. Local Government VBFBs respond as required to level 1 fires supported by FESA FRS units and DEC where appropriate. Incident Management (IMT) is formed to control the combat resources and an Incident Support Group (ISG) is formed for resourcing and support from other agencies and State. Public information is the responsibility of the HMA and FESA have sufficient mechanisms in place to ensure public safety. The Shire of Denmark is charged under the EM Act 2005 for recovery of the community and has in place Local Emergency Management Arrangements including a recovery plan. The State provides recovery support through the Recovery Services Sub-committee and the WANDRRA program. The Shire provides to the Department of Child Protection the use of Shire owned buildings for welfare centres during emergencies.</p> <p>DPC: Provision of welfare support services to the affected community.</p>							
Exposure:	Changes to bushfire legislation may add legislated responsibility for bushfire mitigation and management for the Shire of Denmark.			Control Effectiveness Assessment (EAI)	Adequate	Date of Last Review	Nov 2010

Risk Register Bushfire

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
BF1	There is a risk that an out of control bushfire occurring in the Shire of Denmark will cause isolated deaths in the community	Bushfire	People/Health	4	4	16	High	Adequate		
BF2	There is a risk that an out of control bushfire in the Shire of Denmark will cause serious injuries to people in the community	Bushfire	People/Health	4	4	16	High	Adequate		
BF3	There is a risk that an out of control bushfire in the Shire of Denmark will result in the long term displacement of people	Bushfire	People	4	3	12	High	Adequate		
BF4	There is a risk that an out of control bushfire in the Denmark Shire will result in a long term loss of lifeline services to the affected community	Bushfire	Infrastructure	5	4	20	High	Adequate		
BF5	There is a risk that an out of control bushfire in the Denmark Shire will cause damage to Local Government infrastructure	Bushfire	Infrastructure	4	3	12	High	Adequate		

Risk Register Bushfire Continued

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
BF6	There is a risk that an out of control bushfire occurring in the Shire of Denmark will result in the short term disruption to essential services to the community	Bushfire	Public Admin	3	3	9	High	Adequate		
BF7	There is a risk that an out of control bushfire occurring in the Denmark Shire will affect the ability of the Local Government to provide essential services to parts of the community	Bushfire	Public Admin	3	3	9	High	Adequate		
BF8	There is a risk that an out of control bushfire occurring in the Denmark Shire will damage the reputation of the Local Government	Bushfire	Public Admin	3	4	12	High	Adequate		

APPENDICES – RISK ASSESSMENT TOOLS

DESCRIPTIONS OF LIKELIHOOD TABLE

DESCRIPTOR	Description
Almost Certain (5)	It is expected to occur in most circumstances; and/or high level or recorded incidents and/or strong anecdotal evidence; and/or a strong likelihood the event will recur; and/or great opportunity, reason or means to occur; may occur once every year or more.
Likely (4)	Will probably occur in most circumstances; and/or regular recorded incidents and strong anecdotal evidence; and/or considerable opportunity, reason or means to occur; may occur once every five years.
Possible (3)	Might occur at some time; and/or few, infrequent, random recorded incidents or little anecdotal evidence; and/or very few incident in associated or comparable organisations, facilities or communities; and/or some opportunity, reason or means to occur; may occur once every twenty years.
Unlikely (2)	Is not expected to occur; and/or no recorded incidents or anecdotal evidence; and/or recent incidents in associated organisations, facilities or communities; and/or little opportunity, reason or means to occur; may occur once every hundred years.
Rare (1)	May occur only in exceptional circumstances; may occur once every five hundred years or more.

DESCRIPTIONS OF CONSEQUENCE TABLE

Consequence Level	Health	Environment	Economy	Public Administration	Social Setting	Infrastructure
Catastrophic (5)	Widespread multiple loss of life, health system unable to cope, displacement of people beyond ability to cope	Widespread severe impairment or loss of ecosystem functions across species and landscapes, irrecoverable environmental damage	Unrecoverable financial loss > 3% of the government sector's revenues, asset destruction across industry sectors leading to widespread business failures and loss of employment	Governing body unable to manage the event, disordered public administration without effective functioning, public unrest, media coverage beyond region or jurisdiction	Community unable to support itself, widespread loss of objects of cultural significance, impacts beyond social and psychological capacity in all parts of the community	Long term failure of significant infrastructure and service delivery affecting all parts of the community, ongoing external support at large scale required
Major (4)	Multiple loss of life (mortality >1 in 100,000), health system over-stressed, large numbers of people displaced (more than 24 hours)	Severe impairment or loss of ecosystem functions affecting many species or landscapes, progressive environmental damage	Financial loss 1-3% of the government sector's revenues requiring major changes in business strategy to (partly) cover loss, significant disruptions across industry sectors leading to multiple business failures and loss of employment	Governing body absorbed with managing the event, public administration struggles to provide merely critical services, loss of public confidence in governance, media coverage beyond region or jurisdiction	Reduced quality of life within the community, significant loss or damage to objects of cultural significance, impacts beyond emotional and psychological capacity in large parts of the community	Mid to long term failure of significant infrastructure and service delivery affecting large parts of the community, initial external support required
Moderate (3)	Isolated cases of loss of life (mortality > 1 in 1,000,000), health system operating at maximum capacity, isolated cases of displacement of people (less than 24 hours)	Isolated but significant cases of impairment or loss of ecosystem functions, intensive efforts for recovery required	Financial loss 0.3-1% of the government sector's revenues requiring adjustments to business strategy to cover loss. Disruptions to selected industry sectors leading to isolated cases of business failure and multiple loss of employment	Governing body manages the event under emergency regime, public administration functions with some disturbances, isolated expression of public concern, media coverage within the region or jurisdiction	Ongoing reduced services within the community, permanent damage to objects of cultural significance, impacts beyond social and psychological capacity in some parts of the community	Mid-term failure of (significant) infrastructure and service delivery, affecting some parts of the community, widespread inconveniences
Minor (2)	Isolated cases of serious injuries, health system operating within normal parameters	Isolated cases of environmental damage, one off recovery efforts required	Financial loss 0.1 – 0.3% of the government sector's revenues requiring activation of reserves to cover loss, disruptions at business level leading to isolated cases of loss of employment	Governing body manages the event under emergency regime, public administration functions with some disturbances, isolated expression of public concern, media coverage within region or jurisdiction	Isolated and temporary cases of reduced services within community, repairable damage to objects of cultural significance, impacts with emotional and psychological capacity of the community	Isolated cases of short-to mid-term failure of infrastructure and service delivery, localised inconveniences
Insignificant (1)	Near misses or minor injuries, no reliance on health system	Near misses or incidents without environmental damage, no recovery efforts required	Financial loss < 0.1% of the government sector's revenues, to be managed within standard financial provisions, inconsequential disruptions at business level	Governing body manages the event within normal parameters, public administration functions without disturbances, public confidence in governance, no media attention	Inconsequential short term reduction of services, no damages to objects of cultural significance, no adverse emotional and psychological impacts	Inconsequential short term failure of infrastructure and service delivery, no disruption to the public services

Qualitative Risk Analysis Matrix - Level of Risk*

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Possible	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Rare	1	1	2	3	4	5

RISK ACCEPTANCE CRITERIA

LEVEL OF RISK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
1-4	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
5-9	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
10-16	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management/executive and subject to monthly monitoring	Director/CEO
17-25	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO/Council

EXISTING CONTROLS RATING

LEVEL	DESCRIPTOR	FORESEEABLE	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances	Controls are fully in place, are being well addressed/complied with, are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
A	Adequate	Doing what is reasonable under the circumstances	Controls are in place, are being addressed/complied with and are subject to periodic review and testing.
I	Inadequate	Not doing some or all things reasonable under the circumstances	Controls do not exist, or are not being addressed/complied with, or have not been reviewed or tested for some time.

CONFIDENCE LEVELS

Confidence Criteria	Low Confidence	Moderate Confidence	High Confidence
Data/Information	Neither community nor hazard specific, anecdotal only.	Community or hazard specific; validated historically or based on scientific evidence or studies.	Community and hazard specific; validated historically and scientifically. Hazard and process specific.
Team knowledge	Neither hazard nor process (risk assessment) specific.	Hazard or process specific	Hazard and process specific
Agreement	Neither on interpretations nor on ratings	On interpretations or ratings	On interpretations and ratings

The ratings for each of the above confidence criteria will help rate confidence in the overall risk assessment process. The confidence rating will be conducted for each risk recorded in the risk register. The level of confidence in the assessment process will determine whether further analysis is required.

Existing Controls

Treatment:

An existing process, policy, device, practice or other action that acts to minimise negative risk or enhance positive opportunities.

The Comprehensive Approach:

This approach to emergency management provides for a comprehensive and systematic way of managing each hazard (source of risk). It separates the managing aspects of each hazard into the elements of:

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

Each element represents a dynamic set of actions following into the next. Together they make up the full scope of a legitimate and valid system of emergency management.

Consider:

- Land use management
- Building use regulations
- Emergency plans
- Training
- Mutual agreements
- Published literature
- Community education and awareness
- Research
- Experiments/prototypes
- Specialist and experts judgements
- Building codes
- legislation
- emergency plan testing
- past records
- practice and relevant experience
- engineering and other models
- warning systems
- public consultation
- economic

Risk Criteria

Priority	Scope	Criteria
1	People: Loss of life or serious injury including near misses	Any reasonably preventable accident or incident that causes or is likely to cause death, serious injury or affects the health and wellbeing of people is unacceptable
2	Infrastructure: Including local government infrastructure, public amenities and lifelines	Any reasonably preventable accident or incident that results in substantial loss or damage to infrastructure is unacceptable
3	Economy: Includes private business, local industry and employment	Any reasonably preventable accident or incident that affects the economy of the community is unacceptable
4	Public Administration: Includes local government's ability to cope with the situation and deliver services	Any reasonably preventable accident or incident that results in the loss or reduction in the capacity of the public administration to deliver normal services is unacceptable
5	Environment: Includes damage to sensitive ecological areas and fauna	Any Reasonably preventable accident or incident that results in damage to or loss of sensitive ecosystems and fauna is unacceptable
6	Social/cultural: Includes the loss of community icons and community identity	Any reasonably preventable accident or incident that results in the disruption of the social and cultural setting of the community is unacceptable

