SHIRE OF DENMARK

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

27 January 2026 - Attachment 9.4.1a

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

_____   _____

Shire President   Date

Cr Aaron Wiggins

Endorsed by Council   Date

_____   _____

Resolution number

☐ Restricted

☒   Public Version

Acknowledgement: Cover page photo by Serena Kirby

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AMENDMENT RECORD

Below is an example only. Use your usual document-tracking process.

Number	Date	Amendment Summary	Author
1	Dec 2017	A full five-year review of arrangements	L Shelley
2	Jun 2024	A full five-year review of arrangements	R Wiggins
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GLOSSARY OF TERMS

The terminology used throughout this document shall have the meaning prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary.

District means an area of the state declared a district under section 2.1 of the *Local Government Act 1995*.

Municipality: This means the district of the local government.

Refer to the State Emergency Management Glossary for a list of other terms.

State Emergency Management Glossary (www.wa.gov.au)

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS.

BFB	Bush Fire Brigades
CEO	Chief Executive Officer Shire of Denmark
CFRS	Career Fire and Rescue Service
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DOC	Department of Communities
DOH	Department of Health
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
FIFWA	Forest Industries Federation WA
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
MOU	Memorandum of Understanding
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SJA	St John Ambulance WA
SOD	Shire of Denmark
SOP	Standard Operating Procedures
VFRS	Volunteer Fire and Rescue Service

VMRS	Volunteer Marine Rescue Service
WAPOL	Western Australia Police Force

INTRODUCTION

Community consultation

The Shire's LEMA has been prepared in conjunction with the Shire's Local Emergency Management Committee (LEMC). The council endorses the LEMA at its Ordinary Meeting.

The LEMC seeks community feedback through its member organisations, which represent a broad range of emergency agencies and industry representatives.

Ongoing feedback

Feedback on this Plan is invited at any time. Feedback can include:

What you do and don't like about the Plan

Unclear or incorrect expression

Out-of-date information or practices

Errors, omissions, or suggested improvements and

Post-incident improvement opportunities.

Send feedback to the Manager of Community Services, Shire of Denmark info@denmark.wa.gov.au The input will be forwarded to the LEMC for consideration. The LEMC must approve and enter all amendments to this plan in the Amendment Record.

Document availability

Copies of the LEMA are readily available at the Shire's Administration Office and online.

Physical copies are available during business hours at:

Shire of Denmark (Front Counter)

953 South Coast Highway

DENMARK WA 6333

Electronic copies are available on the Shire's website: https://www.denmark.wa.gov.au.

Area covered

The LEMA applies to the Shire of Denmark municipality.

The Shire has a resident population of approximately 6,310 people (ABS Census 2021) and is located on the south coast of Western Australia, bordered by the Southern Ocean and approximately 400 km south of Perth. The Shire has an area of 1,860sq km.

The Shire consists of seventeen localities:

Bow Bridge	Kentdale	Nornalup	Scotsdale
Denmark	Kordabup	Ocean Beach	Shadforth
Hay	Mount Lindsey	Parryville	Tingledale
Hazelvale	Mount Romance	Peaceful Bay	Trent
			William Bay

Most of the community resides across the four town sites of Denmark: Peaceful Bay, Bow Bridge and Nornalup. Surrounding Local Governments include:

- Shire of Manjimup (east)
- Shire of Plantagenet (north)
- City of Albany (west)

Aim

The LEMA provides a written understanding between agencies and stakeholders to facilitate a coordinated and consistent approach to managing emergencies specific to the Shire of Denmark municipality. This document aims to minimise the impacts of emergencies, enhancing the community's

prevention, preparedness, response, and recovery.

Purpose

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

- The Shire of Denmark's policies for emergency management,
- the roles and responsibilities of public authorities and other persons involved in emergency management in the Shire of Denmark,
- provisions about the coordination of emergency operations and activities relating to emergency management,
- a description of emergencies that are likely to occur in the Shire of Denmark,
- strategies and priorities for emergency management in the Shire of Denmark,
- other matters about emergency management in the Shire of Denmark prescribed by the regulations and
- other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act).

Scope

These arrangements ensure the community is prepared to deal with the identified emergencies should they arise. This document does not intend to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' plans.
Furthermore:

- This document applies to the local government district of the Shire of Denmark.
- This document covers areas where the Shire of Denmark provides support to HMAs in the event of an incident.
- This document details the Shire of Denmark's capacity to provide resources in support of an emergency while still maintaining business continuity and,
- Shire of Denmark's responsibilities in relation to recovery management.
- These arrangements serve as guidelines for use at the local level. Incidents that require action or assistance from the district, state or federal level may arise.

Local Emergency Management Policies & Memorandum of Understanding

Prescribed Fire Plan Guidelines and Templates	Policy P050120	2014
Purchasing Policy		2020
Mutual Support in Planning and Responding to Bushfires Within or Near Plantation Estates and Other Bushfires as Required	MOU between DBCA, FIFWA, relevant LGAs	2020

Local plans & arrangements

DOCUMENT	Notes	DATE
Risk Management Policy	Risk Framework. Located on the SOD Corporate Documents Drive (L)	2023
Business Continuity Plan – Shire Organisation	Business Continuity Plan - Shire of Denmark Located on the SOD Corporate Documents Drive (L)	2020
Business Continuity Plan – Pandemic	Business Continuity Plan - Pandemic Located on the SOD Corporate Documents Drive (L)	2020
Shire of Denmark Evacuation Plan	SOD Administration Office Emergency Evacuation Plan Located on the SOD Corporate Documents Drive (L)	2018
Local Emergency Relief and Support Plan	Refer **Part 2** of this LEMA	2024
Local Animal Welfare Plan	Refer **Part 3** of this LEMA	2023
Local Recovery Plan	Refer **Part 4** of this LEMA	2023

Special Considerations

The following summarises special considerations relating to environmental conditions and circumstances that result in influxes of populations. *These lists are not exhaustive.*

Significant tourism periods and significant public events

- School Holidays (generally dates within December/ January, April, July and September/October)
- Public Holidays (New Year's Day, Labour Day, Good Friday, Easter Monday, ANZAC Day, WA Day, Queen's Birthday, Christmas Day, Boxing Day)
- Australia Day
- Major events, including concerts or sporting carnivals and competitions throughout the year
- School leavers period
- Summer influx of caravans and campers

Refer to the Shire Community Services Administration Officer for more information.

Environmental considerations

- Condition of gravel roads in winter
- Bushfire season: October – April
- Burning Periods – unrestricted, restricted and prohibited periods apply and are outlined in the Firebreak and Fuel Management Notices. Periods are determined each year, and extensions may occur. Refer to the Shire's website for up-to-date information.
- Storm season: May – November
- Coastal erosion
- Ocean Beach
- Peaceful Bay

State Managed Reserves

- William Bay National Park
- Mount Lindesay National Park
- Walpole-Nornalup National Park
- Walpole-Nornalup National Park
- Quarram Nature Reserve
- Kordabup Nature Reserve

Tracks and trails

- Bibbulmun Track (managed by Parks and Wildlife Services (DBCA) and Bibbulmun Track Foundation, with maintenance undertaken in part with Bibbulmun Track Foundation)
- Denmark Nornalup Heritage Rail Trail (various tenures – Shire is responsible for management within Shire boundaries)
- Mundi Biddi Cycle Trail (managed by the Munda Biddi Trail Foundation established under DBCA)
- Wilderness Ocean Walk (WOW trail-managed by the Shire)
- Mokare Heritage Trail (managed by the Shire)
- Karri Walk Trail (managed by Shire)
- Sheila Hill Memorial Trail (managed by the Shire)
- Bill Pinninger Walk Trail (managed by Shire)

Camping and caravan areas

- Parry Beach Campground (Shire managed)
- BIG 4 Denmark Ocean Beach Holiday Park (private)
- Denmark Rivermouth Caravan Park (private)
- Peaceful Bay Caravan Park (private)
- Boat Harbour Caravan Park (private)
- Riverbend Caravan Park (private)

RESOURCES

The Hazard Management Authority (HMA) is tasked with assessing the necessary resources to address the specific hazard under its jurisdiction. The Shire of Denmark has collated a register of resources that may be available in an emergency.

ROLES & RESPONSIBILITIES
Local roles and responsibilities

Local role	Description of Responsibilities
Shire of Denmark	The responsibilities of the Shire of Denmark are defined in section 36 of the EM Act. Summarised below: - To ensure that adequate local emergency management arrangements are prepared and maintained for its district and - To manage recovery following an emergency affecting the community in its district and - To perform other functions given to the local government under the EM Act
Local Emergency Coordinator	The responsibilities of the LEC are defined in section 37 of the EM Act. Functions are summarised below: - To provide advice and support to the district's local emergency management committee in developing and maintaining emergency management arrangements for the district. - To assist hazard management agencies in providing a coordinated response during an emergency in the district. - To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	- To ensure the development and maintenance of adequate recovery management arrangements for the Shire of Denmark. - In conjunction with the local recovery committee, implement a post-incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	During an evacuation, the Department of Communities utilises a local government facility to provide advice, information, and resources regarding the facility's operation.
LG Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.

Local Government – Incident Management	- Ensure planning and preparation for emergencies are undertaken, - Implement procedures that assist the community and emergency services in dealing with incidents, - Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are adequately trained in their role, - Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability, - Liaise with the incident controller (provide liaison officer), - Participate in the ISG and provide local support, - Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

LEMC Roles and Responsibilities

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

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

The LEMC is not an operational committee but rather an organisation established by the local government to assist in developing local emergency management arrangements for its district. The vision of the LEMC is for the Shire's residents, ratepayers, and businesses to be adequately protected, risks minimised, and recovery operations swiftly and efficiently coordinated. In accordance with the Shire's LEMC Charter, the LEMC's purpose is:

- To advise and assist the local government in establishing the LEMA for its district.
- To liaise with public authorities and other people in developing, reviewing and testing the LEMA.
- To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the EM Act or Regulations.
- Prepare an annual report on Committee activities for submission to the District Emergency Management Committee (DEMC).

The LEMC membership includes:

- Shire of Denmark
- Denmark and Walpole Police Services
- Denmark and Walpole St John Ambulance
- Bushfire Advisory Committee
- Denmark, Peaceful Bay and Walpole Volunteer Marine Sea Rescue
- Denmark Hospital
- Denmark Fire & Rescue Service
- Walpole Silverchain
- Department of Biodiversity, Conservation & Attractions (DBCA)

- Denmark and Walpole SES
- Department of Communities (Communities)
- Denmark Surf Life Saving
- Department of Primary Industries and Regional Development (DPIRD)

Local role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district are undertaken. In accordance with the State Emergency Management Procedures the Chair should be an elected member. The Chair of the Committee is appointed by the Local Government pursuant to Section 38(3) (a) of the Emergency Management Act 2005. Where Council has failed to nominate a Chair, the default Chair will be the current serving Shire President of the Council.
LEMC Deputy Chair	In accordance with the State Emergency Management Procedures, the Deputy Chair should be the Local Emergency Coordinator. The Local Emergency Coordinator is the Officer in Charge within the Shire of Denmark local government district for the Western Australian Police (WAPOL).
LEMC Executive Officer	Provide executive support to the LEMC by providing secretarial support, including; - Meeting agenda, - Minutes and action lists, - Correspondence, - Committee membership contact register, - Coordinate the development and submission of committee documents in accordance with legislative and policy requirements, including, - Annual Report, - Annual Business Plan, - Local Emergency Management Arrangements, - Facilitate the provision of relevant emergency management advice to the Chair and committee as required and - Participate as a member of sub-committees and working groups as required. This role is held by the Community Emergency Services Manager.

Agency Roles and Responsibilities

In an emergency, the local government must liaise with various state agencies involved in the emergency's operational aspects. The following table summarises the key roles.

Agency roles	Description of Responsibilities
Controlling Agency	A Controlling Agency is nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; - Undertake all responsibilities as prescribed in agency specific legislation for Prevention and Preparedness. - Control all aspects of the response to an incident. - During Recovery, the Controlling Agency will ensure an effective transition to recovery.
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] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: - Undertake responsibilities where prescribed for these aspects [EM Regulations] - Appoint Hazard Management Officers [s. 55 EM Act] - Declare/revoke emergency [s. 50 & 53 EM Act] - Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] - Ensure effective transition to recovery by local government.
Combat Agency	A Combat Agency, as prescribed under subsection (1) of the *Emergency Management Act 2005,* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relation to that agency. (State EM Glossary)

MANAGING RISK
Emergency Risk Management

Risk management is a critical component of the emergency management process. A sound understanding of the hazards and risks likely to impact the community enables local governments and LEMCs to work together to implement treatments. This process helps to build the community and organisations' capacity and resilience, allowing them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management are detailed in State EM Policy section 3.2.

If you have recently conducted the ERM process, one of the outputs should have identified critical infrastructure in your community and its vulnerability to hazards. The critical infrastructure should be captured. The sample provided in Appendix 1 – Critical Infrastructure

Description of emergencies likely to occur.

The following table shows the emergencies likely to occur within the Shire of Denmark area. These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Plant and Animal Biosecurity – including animal disease incident	DPIRD	Director General DPIRD	DPIRD	Rangers, Local vets	Animal and Plant Biosecurity Oct 2023	
Structural Collapse	DFES	FES Commissioner	WAPOL SES VFRS	SJA Watercorp Synergy, Alinta	Collapse Oct 2023	
Air Crash	WAPOL	Commissioner of Police	SES VFRS CFRS	SJA	Crash Emergency Oct 2023	
Road Crash	WAPOL	Commissioner of Police	SES VFRS CFRS	SJA	Crash Emergency Oct 2023	

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Energy Supply Distribution Failure		Coordinator of Energy	Western Power		Energy Supply Disruption Oct 2023	
Fire – Urban	DFES	FES Commissioner	VFRS CFRS	DOC WAPOL Watercorp Synergy Alinta	Fire Oct 2023	
Fire – Bush	DFES	FES Commissioner	BFB VFRS CFRS DBCA SES	DOC Red Cross WAPOL Watercorp Synergy Alinta	Fire Oct 2023	
HAZMAT	DFES	FES Commissioner	VFRS CFRS	SJA WAPOL Watercorp Synergy Alinta	Hazardous Materials Oct 2023	
Hostile Act	WAPOL	Commissioner of Police	WAPOL			
Human Biosecurity	DOH	State Human Epidemic Controller	SJA	SOD Denmark Hospital	Human Biosecurity Oct 2023	
Maritime Environmental Emergencies	depending on the Location and Level of incident	CEO DOT	VMRS	SOD WAPOL	Maritime Environment Emergency Dec 2021	

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Search and Rescue - Land	WAPOL	Commissioner of Police	SES VMRS VFRS	SJA	Search and Rescue Oct 2023	
Search and Rescue - Sea	WAPOL	Commissioner of Police	VMRS SES	SJA	Search and Rescue Oct 2023	
Severe Weather, including floods	DFES	FES Commissioner	SES	SOD VFRS CFRS	Severe Weather Oct 2023	

High-Risk Sites

The LEMC has identified the following sites as having additional risk for responders. There is also a list of at-risk communities listed in the Appendix.

Description	Details
Parry Beach and Campground	Address – Parry Beach Campground Risk – High population area in summer. Single road access through bush to campsite off South Coast Highway. Site Contact; Caretaker
Peaceful Bay Community	Address – Peaceful Bay Risk – High population area in summer. Single road access through the bush, off South Coast Highway.
Living Waters	Address – Peace St Risk – High-density housing, informal layout
William Bay	Address – William Bay National Park Risk – High population area in summer. Single-road access through the bush, off South Coast Highway Site Contact – DBCA
Ocean Beach south of Lights Rd	Address – Ocean Beach Risk – single road access, high vegetation area
Weedon Hill	Address – Weedon Hill Suburb Risk – High fuel load, access and egress limitations
Mt Hallowell	Address – Mt Hallowell area Risk – High fuel load, access and egress limitations
Nornalup	Address – Settlement of Nornalup (including bridge) Risk – High fuel load, access and egress limitations Site Contact
Kenton Estate	Address – Kenton Estate Risk – High fuel load, access and egress limitations Site Contact
Tindale Rd	Address – Tindale Rd Risk –access issues
Lapko Rd	Address – Lapko Rd Risk –access issues
Dangerous Goods sites	Address – 46 East River Rd, tip site Risk –dangerous goods, Site Contact – Shire of Denmark Address – Peaceful Bay Road, Peaceful Bay Transfer Station
	Address – Fuel Stations Risk – Site Contact

Emergency management strategies and priorities

The Shire of Denmark's emergency management strategies and priorities are:

Priority	Strategy
Preparedness - Community and Staff Education	We will continue educating the community on the DFES Alert System through various communication methods (e.g., newsletters, Facebook, and website).
	Continue supporting local groups in developing community resilience through the Bushfire Ready Program.
	Develop appropriate local plans for the LEMA and the Local Recovery Plan, as determined by the Shire of Denmark in consultation with the LEMC.
Evacuation and Welfare Planning	Adoption of the draft Animal Welfare Plan
Recovery	Adoption of the draft Local Recovery Plan

COORDINATION OF EMERGENCY OPERATIONS

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

INCIDENT SUPPORT GROUP (ISG)

The Controlling Agency convenes the ISG-appointed Incident Controller to coordinate services and information during a major incident. Coordination is achieved by clearly identifying priorities by agencies sharing information and resources.

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

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM Plan section 5.1. These are:

a. where an incident is designated as Level 2 or higher;

b. multiple agencies need to be coordinated.

Membership of an ISG

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

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

The representation of this group may change regularly, depending on the nature of the incident, the 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 direct tasks.

Frequency of Meetings

The Incident Controller will determine the frequency of meetings, which 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 by clearly identifying priorities and objectives through agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following are suitable locations within the district where the ISG can meet.

Location: DENMARK COUNCIL CHAMBERS

Address: 953 South Coast Hwy, DENMARK

	Position	Phone
1st Contact	Chief Executive Officer	0898480300
2nd Contact	Community Emergency Services Coordinator	0428913937

Location: DENMARK COMMUNITY RESOURCE CENTRE

Address: 2 Strickland St, DENMARK

	Name	Phone
1st Contact	Petra Thompson	0898482842

MEDIA MANAGEMENT AND PUBLIC INFORMATION

During an emergency, one of the most critical components of managing an incident is getting information to the public promptly and efficiently. This section highlights local communication strategies and learnings from the Bayview Risk Fire in 2022. During an incident, communications are managed through the Controlling Agency. Once a formal transition from Response to Recovery has occurred, the Shire of Denmark will accept responsibility for distributing information to the impacted community per the provisions of the Local Government Act 1995 Section 2.8 and 5.4 (1)(f). Communications may include public meetings, website posts, mailouts, newsletters, print media updates and the Shires SMS messaging service.

Learnings from the 2022 Bayview Rise Fire, suggest a community meeting format with livestream Facebook worked well to keep the public informed, as did the idea of using community organisations and groups as a resource to support communications. (See Appendix – Contacts)

The other recommendation was that the Shire improve public information. To assist in this, the Shire has developed a reference sheet for Customer Service staff to share current and consistent information with the public, including the management of donations and contact details for relevant agencies. See Appendix 4 – Customer Information Sheet.

Public Warning Systems

During an emergency, one of the most critical components of managing an incident is getting information to the public promptly and efficiently. This section highlights local communication strategies.

Local Systems

The Shire's primary local communication platforms are as follows:

Description	Contact Person	Contact Number
Shire SMS System	Shire CEO	0898480300
Public Notice Board	Shire CEO	0898480300
Shire of Denmark Facebook	Shire CEO	0898480300

FINANCE ARRANGEMENTS

The State Emergency Management Plan outlines the responsibilities for funding during multiagency emergencies. While recognising these provisions, the Shire of Denmark is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

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

TRAFFIC MANAGEMENT

The SEMC Business Unit has prepared Traffic Management During Emergencies Guidelines (2022) to guide agencies with a traffic management role in an emergency. It should be used when developing agency-specific internal procedures.
The Traffic Management During Emergencies Guidelines are on the DFES website: www.wa.gov.au/system/files/2022-12/Traffic-Management-During-Emergencies-Guideline.pdf.

EVACUATION AND WELFARE

Evacuation

Evacuation is a risk management strategy that may need to be implemented, particularly regarding bushfires or flooding. The decision to evacuate will be based on assessing the nature and extent of the hazard, the anticipated speed of onset of the event, the number and category of people to be evacuated, evacuation priorities, and the availability of resources.

The Incident Controller will make decisions on evacuation and ensure that community members have the appropriate information to decide whether to stay or go during an emergency. **The responsibility for managing evacuation rests with the HMA** and includes planning, communicating, and implementing the evacuation, ensuring the welfare of the evacuees is maintained, ensuring the safe return of evacuees, and determining the financial costs associated

with the evacuation (unless prior arrangements have been made).

When an emergency event takes place within the boundaries of a local government area, the **local government may be activated by the HMA/Controlling Agency or by the Department of Communities to provide the initial welfare response to evacuating community members.** This is primarily due to their proximity to emergency events and ability to identify and open a pre-determined welfare centre quickly. If the activation request is from the HMA/Controlling Agency, the local government should contact the Department of Communities to inform and consult them about the activation to open a welfare centre.

In some circumstances, the emergency event may not escalate to a significant level, and the local government may determine that they can continue to operate the welfare centre without the need to deploy **Department of Communities staff.** If this situation arises, the local government must seek approval from the Department of Communities to retain the coordination role and formally document this decision. In some circumstances, it may not be possible for the Department of Communities to attend the welfare centre due to geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases, the local government may be asked to continue providing the coordination role for the welfare centre, with support and advice available from the Department of Communities via telephone or other means. In these situations, the Department of Communities would approve in advance any required expenditure related to operating the welfare centre and meet these costs if needed.

Department of Communities is responsible for developing and maintaining Local Emergency Welfare Plans for each local government area in Western Australia. To assist with emergency evacuation planning, SEMC has endorsed the Western Australian Community Evacuation in Emergencies Guideline, which has a section on pre-emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

At risk groups

There are a number of 'at risk' groups within the Shire of Denmark community.

Appendix 3 – At-Risk Groups

ROUTES & MAPS

The main routes through the Shire of Denmark are:

- South Coast Highway: Provides access from Albany in the East to Walpole in the West.
- Denmark-Mount Barker Rd: Provides access from Mt Barker in the North through to the Townsite of Denmark.
- Ocean Beach Rd – provide access from the Townsite of Denmark to Ocean Beach.
- Scotsdale Rd – provides access to rural areas North and West of the Denmark Townsite.
- Denmark Airstrip is located at Wrightson Road, Hay.

Shire of Denmark Map

WELFARE (PART 2)

The Department of Communities (DOCs) has the role of managing welfare. DOCs have a Local Emergency Relief and Support Plan for the Shire of Denmark area.

PART 2 – LEMA DOCUMENTATION – Local Emergency Relief and Support Plan (Dept of Communities)

Local Welfare Coordinator

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

a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director,

b. Prepare, promulgate, test, and maintain the Local Welfare Plans,

c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee,

d. Establish and maintain the Local Welfare Emergency Coordination Centre,

e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities,

f. Coordinate the provision of emergency welfare services during the response and recovery phases of an emergency and

g. Represent the department on the Incident Management Group when required.

The Department of Communities appoints the Local Welfare Coordinator.

Local Welfare Liaison Officer

The Shire of Denmark nominates the Local Welfare Liaison Officer to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

> *The Shire of Denmark has nominated the Manager of Community Services and the Recreation Services Coordinator as the Local Welfare Liaison Officers.*

Register.Find.Reunite

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

Welfare centres

Welfare centres are identified and detailed in the Department of Communities Welfare Plan.

ANIMAL WELFARE – (PART 3)

The Shire's Animal Welfare Plan aims to provide incident management with details on processes to follow with the animal owners/carers and the animal management sector during emergencies throughout the Shire. This plan encompasses all hazards, excluding animal disease incursion, which DPIRD would manage.

PART 3 – LEMA DOCUMENTATION – *Animal Welfare Plan*

RECOVERY – (PART 4)

Managing recovery is a legislated function of local government, and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan, the SEMC has endorsed the Local Recovery Guideline. The guideline will assist local governments in undertaking the recovery planning process.

PART 4 – LEMA DOCUMENTATION – *Local Recovery Plan*

Local recovery coordinator

Local governments are required to nominate a local recovery coordinator. Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures 1-4.

> *The Shire of Denmark has nominated the Chief Executive Officer as the Local Recovery Coordinator.*

EXERCISING, REVIEWING AND REPORTING

The aim of exercising

Testing and exercising are essential to ensure that emergency management arrangements are workable and effective. Testing and exercising are necessary to inform individuals and organisations of what is required during an emergency response.

The exercising of a HMA's response to an incident is a HMA responsibility; however, it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government to:

- Test the effectiveness of the local arrangements,
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities,
- Help educate the community about local arrangements and programs,
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions,
- Test the ability of separate agencies to work together on everyday tasks and assess the effectiveness of coordination between them.

Frequency of exercises

State EM Policy Section 4.8, State EM Plan 4.7, and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise annually. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises

Some examples of exercise types include:

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

Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC before the start of the calendar year for inclusion in the DEMC report to the SEMC.

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC as soon as practicable to be included in reporting to the SEMC.

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment, and population changes.

Consider quarterly reviews of contact lists. (Refer to Appendix 4 – Contacts) Consider also reviewing arrangements after exercises.

Review of Local Emergency Management Committee Positions

In consultation with the parent organisation of members, the Shire of Denmark shall determine the terms and composition of LEMC positions.

Review of resources register.

The LEMC Chairperson shall have the resources register checked and updated annually; ongoing amendments occur at each LEMC meeting.

ANNUAL REPORTING

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

The information provided by the LEMC annual report is collated into the SEMC Annual Report, which is tabled in Parliament.

The SEMC issues the annual report template.

LEMC Appendix 2023

Appendix 1 – Critical Infrastructure

Combat Agencies

Police		49 South Coast Highway	Denmark
Description	Officer in Charge – Sergeant Alby Van Den Berg Coverage for Denmark, Hay, Kentdale, Kordabup, Mount Lindesay, Mount Romance, Ocean Beach, Parryville, Scotsdale, Shadforth, William Bay		
Owner	WA Police Force		
Location	N 6131217, E 532280		

Bush Fire Brigades			
A3057	Fire Shed - Tingledale	976 Valley of the Giants Rd	Tingledale
A3848	Fire Shed - Ocean Beach	540 Ocean Beach Rd	Denmark
A5591	Fire Shed - Nornalup	3 Riverside Dr	Nornalup
A4123	Fire Shed - Kordabup	995 Kordabup Road	William Bay
A5643	Fire Shed - Owingup	3918 South Coast Highway	Kentdale
A3209	Fire Shed - East Denmark 1	9 Wrightson Road	Hay
A3209	Fire Shed - East Denmark 2	9 Wrightson Road	Hay
A3219	Fire Shed - Carmarthen 1	4Nekel Rd	Scotsdale
A3219	Fire Shed - Carmarthen 2	4Nekel Rd	Scotsdale
A3021	Fire Shed - Scotsdale / Shadforth	151 Turner Rd	Shadforth
A3055	Fire Shed - Harewood	12 Old School Rd	Scotsdale
A3060	Fire Shed - William Bay	2045 South Coast Highway	Scotsdale
A3104	Fire Shed - Peaceful Bay	First Avenue	Peaceful Bay
A3889	Fire Shed - Somerset Hill	928 Happy Valley Rd	Kordabup
A3066	Fire Shed - Parryville 1	2803 South Coast Highway	William Bay
A3066	Fire Shed - Parryville 2	2803 South Coast Highway	William Bay
A4041	Fire Shed - Mehniup	310 Tindale Rd	Scotsdale
A3040	Fire Shed - Mt Lindesay	162 Hamilton Rd	Scotsdale

Volunteer Fire and Rescue Services			
	Denmark VFRS	Hollings Road	Denmark

Sea Rescue		
A5587	Denmark Sea Rescue	891B Ocean Beach Rd, Denmark
A5595	Peaceful Bay Sea Rescue	Lot 401 Old Peaceful Bay Rd

State Emergency Services		
	Denmark SES	33 Zimmermann St, Denmark

Emergency Health Services

Denmark Health Service		50 Scotsdale Rd	Denmark
Description	24/7 emergency care, general medical inpatient, public and primary health care, aged care services, telehealth		
Owner	WA Country Health Service		

St John Ambulance WA Centre		10 Price St	Denmark
Description	Ambulance sub-centre, training area, ambulance location, country paramedic base		
Owner	St John WA		

Airstrips

Denmark Airstrip		22 Wrightson Rd		Denmark
Description	Sealed airstrip 1204m with privately owned hangers. Small terminal building with toilets. High-capacity water reloading for water bombers. RFDS			
Owner	Shire of Denmark 9848 0300			

Bridges

Description	Start (SLK)		Bridge details	Owner
South Coast Hwy, Hay River			Two Lane Bridge	Main Roads
South Coast Hwy, Denmark			Two Lane Bridge - 14.16m length / 4.07m width	Main Roads
South Coast Hwy, Nornalup			Two Lane Bridge	Main Roads
Bridge Rd Bridge			Bridge Rd / Hazelvale Rd (boundary of Manjimup / Denmark Shire)	Main Roads
	LG Asset			
Churchill Rd Bridge	4942		One Lane Bridge - 18.7m length / 4.5 m width	Shire of Denmark
Fernley Rd Bridge	4284A		Timber / Concrete Overlay 15m x 5m	Shire of Denmark
Hollings	4338	0.16	Hollings Road, Denmark, nearest x Research Ave Two Lane Bridge - 6.7m length /7.94 m width	Shire of Denmark
Howe Rd Bridge	4277	0.05	Howe Road Denmark nearest x Scotsdale Rd (Pitts Bridge) Two Lane Bridge - 18.75m length /7.8 m width	Shire of Denmark
McNess Rd Bridge	4290A	1170	Prestressed Concrete 13m x 3.5m	Shire of Denmark
Mt Lindsay Rd Bridge	4337	0.18	Two Lane Bridge - 19.14m length /7.8 m width	Shire of Denmark
Mt Lindsay Rd Bridge	5289		Reinforced Concrete 8m x 4m	Shire of Denmark
Nornalup Rd Bridge	5346		Timber 5m x 5m	Shire of Denmark
Pratt Rd Bridge	4283A	1930	Reinforced Concrete 8m x 4 m	Shire of Denmark
Scotsdale Rd Bridge	4263	4.28	Scotsdale Brook Scotsdale Rd crn. nearest x Howe Rd 2 Lane Bridge - 6.4m length / 8.27m width	Shire of Denmark
Scotsdale Brook Bridge	4261	9.31	Scotsdale Rd, Denmark, nearest x Walter Rd 2 Lane Bridge - 15 length / 47.8m width	Shire of Denmark
Scotsdale Brook Crossing	4260	12.08	Scotsdale Brook / Scotsdale Rd, Denmark, nearest x Roberts Rd 2 Lane Bridge - 13.04 length / 8.43 width	Shire of Denmark
Ti-Tree Lane Bridge	5414	43	Timber 10m x 4m	Shire of Denmark
Valley of the Giants Rd Bridge	4268	10.46	Scotsdale Brook Scotsdale Rd crn nearest x Howe Rd	Shire of Denmark

			2 Lane Bridge - 7.35 length / 7.82m width	
Williams Rd Bridge	4288A	1417	Steel Concrete Composite 16m x 3.5m	Shire of Denmark

Water Infrastructure

Description	LG Asset	supply details	Owner
Quickup Dam	A2619	6km north of Denmark on Mt Barker-Denmark Road Dam – approx. 1.24 gigalitres Denmark town water supply	Watercorp
Water Reservoir	A15190	164 McLean Rd Denmark 4500KL Potable water storage for Denmark community	Watercorp
The Dam		Lot 305 Wentworth Rd, Ocean Beach	
Shire Depot Standpipe	A3185	41 Zimmermann St, Denmark	Shire of Denmark
Dam Peaceful Bay	A3104	East Ave Peaceful Bay Water supply to Peaceful Bay community	Shire of Denmark

Fuel Infrastructure

Description	LG Asset	supply details	Owner
United Petroleum Fuels West Denmark		45 South Coast Hwy Public 24hr fuel station – unleaded / diesel	Fuels West 1300 383 587
BP Fuel Station		14 High St, Denmark Public 24hr fuel station – unleaded / diesel	A McLeod 0448 772 219
Shell Petrol Station		69 South Coast Hwy, Denmark Open 5.30am – 9pm 7 days Unleaded / diesel	9848 2333
Denmark Shire Depot	A3185	41 Zimmermann St, Denmark Depot facilities, fuel 10,000 L diesel, fire truck shed, machinery sheds. Pound	Shire of Denmark
Bow Bridge Service Station		Bow Bridge, South Coast Hwy Open hours variable. Generally, unleaded fuel is available and sometimes, diesel	9840 8062

Communications Infrastructure

Description	LG Asset	details	Owner
Exchange - Denmark	A3128	41 South Coast Hwy, Denmark Infrastructure for landline phone communications	Telstra
Exchange – Mt Shadforth	A3544	62 Moir Drive, Denmark Phone / Internet and emergency services infrastructure	Telstra
NBN Tower – Fixed Wireless		Telecommunications tower – 45m monopole	NBN Co
NBN Site	A1154	26 Henwood St, Denmark	NBN Co
NBN Peaceful Bay	A3638	120 Ficifolia Rd, Peaceful Bay, Denmark	
Phone tower Nornalup	A5062	MacPherson Drive, Nornalup Telstra Mobile phone tower	Shire of Denmark / DFES
Phone tower Peaceful Bay	A97	Off Peaceful Bay Rd, Denmark	Telstra

Electricity Infrastructure

Description		details	Owner

Food Sources

Description		details	Owner
Denmark Supa IGA		Crn Strickland and North St, Denmark	9848 3211
IGA X-Press		4 Hollings Rd, Denmark	9848 1242

Appendix 2 – Second tier Infrastructure

Community Infrastructure

Description	LG Asset	details	Owner
Denmark Civic Centre	A3116	Strickland St, Denmark Community Hall and retractable tiered seating Capacity 300	Shire of Denmark
Shire Administration Building	A3032	953 South Coast Hwy Designated ICC – Admin building, Council chambers, generator, meeting rooms, kitchen	Shire of Denmark
Waste Treatment Facility – Sewage	A3168	33 Hodgson St, Denmark Disruption to effluent disposal, a potential public health hazard if infrastructure is impacted	Water Authority of WA
Denmark Community Resource Centre	A5729	2 Strickland St, Denmark Public Internet and phone Center Link Agency meeting rooms	Shire of Denmark
Denmark Recreation Centre	A131	53 Brazier St, Denmark Function room, commercial kitchen, meeting rooms, crèche, universal access toilets & showers, phone Designated Welfare Centre Overflow camping	Shire of Denmark
Waste Facility – Denmark	A3092	46East River Rd, Hay Household rubbish, builders and green waste, recyclables, – no hazardous waste	Shire of Denmark
Peaceful Bay Transfer Station	A3104	Peaceful Bay Road, Peaceful Bay	Shire of Denmark

Medical Centres

Description	LG Asset	details	Owner
Denmark Medical Centre		Unit 3/3 Mount Shadforth Rd	9848 4111
Denmark Family Practice		70 Strickland St, Denmark	9848 1410
Denmark Health Services		50 Scotsdale Rd, Denmark	9848 0600

Community Halls

Description	LG Asset	details	Owner
Denmark Civic Centre	A3116	Strickland St, Denmark Community Hall and retractable tiered seating Capacity 300	Shire of Denmark
Scotsdale Hall	A3041	891 Scotsdale Rd, Hall, basic outdoor ablutions, water tank, tennis courts	Shire of Denmark
Kentdale Hall	A3125	518 Parker Rd, Kentdale Hall, basic outdoor ablutions, water tank	Shire of Denmark
Tingledale Hall	A5594	976 Valley of the Giants Rd Hall, outdoor ablutions, water tank and tennis courts	Shire of Denmark
Parryville Hall	A5592	2830 South Coast Hwy Hall, outdoor ablutions, water tank	Shire of Denmark
Nornalup Hall	A5591	1 Riverside Drive, Nornalup Hall, public ablutions, Fully equipped kitchen	Shire of Denmark
Scout Hall	A5579	73 Brazier St, Denmark 20m x 30 m large hall and commercial kitchen	Shire of Denmark
Other venues			
Denmark Surf Life Saving Club	A5588	891 Ocean Beach Rd, Denmark Club rooms and kiosk	Shire of Denmark
Boating and Angling Club, Ocean Beach	A5587	891 Ocean Beach Rd, Denmark 160m2 venue with commercial kitchen	Shire of Denmark
Riverside Club	A3069	3 Morgan Rd, Denmark Function room capacity 200 Commercial Kitchen	Shire of Denmark

Appendix 3 – At-Risk Groups

Name	Description	Address	Contact 1	Est. No. People	Notes
Denmark Primary School	School	21 Mitchell St, Denmark	9848 4700	500	Evacuation Plan in place. Updated 2023 Managed by Principal Copy supplied to LEMC
Denmark Senior High School	School	956 South Coast Highway, Denmark	9848 0100	520	Evacuation Plan in place. Updated 2023 Managed by Principal Copy supplied to LEMC
WA College of Agriculture - Denmark	School	872 South Coast Highway, Denmark	9848 0200	225	Evacuation Plan in place. Updated 2023 Managed by Principal Copy supplied to LEMC
Golden Hill Steiner School	School	222 Scotsdale Rd, Denmark	9848 1811	100	Bushfire Emergency Evacuation Plan - Updated 2021 Critical Incident and Emergency Management Plan - updated 2023 Managed by Principal Copies supplied to LEMC
Kwoorabup Nature School	School	2A Inlet Drive, Denmark	9848 2285	150	Evacuation Plan in place. Updated 2020 Managed by Principal Copy supplied to LEMC
Amaroo Village	Aged Care	34 Hardy St, Denmark	1300 653 967	NA	Independent living arrangements, so no organisation evacuation plan. Residents are directed to follow the advice of the Controlling Agency.

Gumnut Corner Day Care	Childcare	81 South Coast Highway, Denmark	0459487999	30	Evacuation Plan in place. Updated 2023 Copy held on site
Little Whalers Day Care	Childcare	10 Bolton Cl, Denmark	98482515	72	Evacuation Plan in place. Updated 2023 Copy held on site
Denmark Health Service	Hospital and Aged Care	50 Scotsdale Rd, Denmark	9848 0600	50	Evacuation Plan in place. Updated 2021 Copy held on site

Appendix 4 Plant and Equipment

Item Ref	Item description	Location
P40002	Backhoe JCB	Shire Depot
P40003	Case 580ST 2019 Backhoe	Shire Depot
P40004	Front end loader Case 621 EZ	Shire Depot
P40018	Front end loader Komatsu	Shire Depot
P40028	Skid steer loader	Shire Depot
DE 896	John Deere Loader	Shire Depot
DE10863	John Deere Skid Steer Loader	Shire Depot
P40005	Grader Komatsu GD555-5 (2011)	Shire Depot
P4006	Grader Komatsu GD555-5 (2015)	Shire Depot
P40026	Grader Komatsu GD555-3	Shire Depot
P40008	Roller Dynapac CA 252D	Shire Depot
P40020	Roller Ammann Tyred	Shire Depot
P40009	Tractor Kubota M8540	Shire Depot
P40019	Merlot	Shire Depot
P40306	Slasher Cmade	Shire Depot
P40305	Slasher	Shire Depot
P40304	Ride on Mower John Deer	Shire Depot
P40010	Nissan UD 4 x 2 Patching Truck	Shire Depot
P40011	Tip Truck Nissan UD CW 385	Shire Depot
P40012	Dump Truck Hino 300 series 917	Shire Depot
P40013	Compact Truck Hino Ranger	Shire Depot
P40014	Tip Truck UD GW 470 and Trailer	Shire Depot
P40015	Truck Nissan UD Condor	Shire Depot
P40016	Tip Truck CW 320	Shire Depot
P40017	Ttop Crew Cab Hino	Shire Depot
DE1490	Fuso Canter Crew Cab Truck	Shire Depot
P40023	Compacting Refuse Truck	Shire Depot

Trailers

Item Ref	Item description	Location
P40310	Trailer Tandem axel (Gardeners)	Shire Depot
P40311	Sprayer Unit	Shire Depot
P40312	Box Top Cmade	Shire Depot
P40325	Traffic Lights Trailer	Shire Depot
P40326	Radar Speed and Display Trailer	Shire Depot
P40333	Traffic Light Trailer	Shire Depot
P40330	Tilt Tray Flatbed Trailer 4.5t	Shire Depot
P40327	Box trailer	Shire Depot
P40328	Dog Trailers	Shire Depot
P40329	Pig Trailer (behind CW385)	Shire Depot
P40140	Utes – various x 9	Shire Depot / Admin
P40307	Portable water pump Kelly and Lewis	Shire Depot
P40340	Side x side Honda AWD	Shire Depot
P40319	Water trailer Demountable 10,000L	Shire Depot
	Diesel trailer 500L	Shire Depot

Pumps

Item Description	Location
Davey 8187 Davey Pump/ Honda Gx 140 5HP, 900lt tank on Trailer	Scotsdale / Shadforth
Honda GX160/Davey Pump, 1000lt tank on Trailer	Shadforth/ Scotsdale
Davey Pump/Honda Gx 140, 900 lt tank - Trailer	Shadforth/ Scotsdale
Davey 8187-0 Pump/Honda GX 140 5HP, 1250 lt tank on Skid Mount	Kordabup
Davey 8187-0 Pump/Honda GX 140 5HP on Skid Mount	Kordabup
Bell Skid Mount with Pump/ Mitsubishi 6M 180P 4.4KW, 800lt	Kordabup
Davey 8187-0 pump/ Honda GX 140 5HP, 680lt on Skid Mount	Hazelvale
Davey 93106-0 Pump/ Honda GX 160 5.5HP, 900lt on Skid Mount	Hazelvale
Davey 8187-0 Pump/ Honda GX 140 5HP, 900lt on Skid Mount	Hazelvale
Onga High Flow Fire Pump 9HP	William Bay
Kubota Diesel High Flow Fire Pump 6HP	Somerset Hill
900lt Honda twin impeller pump 5.5hp (East Denmark)	East Denmark
600lt Honda twin impeller 5.5hp (East Denmark)	East Denmark
Davey 93106-0Pump/ Honda GX 160 5.5HP, 900lt Trailer	Parryville
Grundfos NBG125-80-200/214 A-E2-D-BQQE Water Pump	Denmark Airstrip

Appendix 5 - Customer Information Sheet

This form is to be utilised by Shire of Denmark staff during an emergency event to provide current and consistent information.

Incident Update

Please call the DFES Emergency Information Line on 13 3337 for up-to-date information on this incident. You may also visit the website https://www.emergency.wa.gov.au/ for the most up-to-date information.

Evacuation/Welfare Centre

The designated evacuation centres are:

_____

The animal welfare centres are:

_____

Volunteering

No volunteers are required at the command or evacuation centre unless they are already registered/working with authorised agencies.
Please do not present to the evacuation centre as responsible agencies coordinate the situation.

Donations

Thank you for your concerns and offer of assistance; no donations of goods are required at the evacuation centre.
If you would like to donate goods or services to support the community through this incident, please contact:
Denmark CRC 0898 482842

If you would like to donate cash to support the community through this incident, please contact:
Denmark Community Foundation admin@dcfwa.org.au

Emergency Contacts

Police, Fire & Ambulance 000
Police Assistance (Non-emergency) 131 444
Crime Stoppers 1800 333 000
State Emergency Service 132 500
Denmark Hospital 0898 480 600
Albany Regional Hospital 089892 2222

Doctors / Community Contacts

Support Groups Life Line – (Crisis Support & Suicide Prevention) 131 114
Poisons Information Centre 131 126
Denmark Family Practice 089848 1410
Denmark Medical Centre 089848 4111

State Government Departments

Department of Child Protection and Family Support 1800 182 178
Centrelink – (help in an emergency contact) 132 850
Department of Primary Industries and Regional Development 1300 374 731
Department of Main Roads 138 138
Department of Parks and Wildlife (Wildcare) 9474 9055

Utilities

Telstra 13 2200
Water Corporation 131 375
Western Power 131 351
Alinta Gas 1300 057 871

Shire of Denmark

Shire Office –(Business Hours) 08 98480300
Shire Ranger Services
(Business Hours) 08 9848 0300
Shire Ranger Services (Senior Ranger)
(After Hours) 9848 0300

Updated Dec 2023

Appendix 6 - Contacts

LEMC

Organisation	Position	Representative	Telephone	Mobile	Email
Shire of Denmark Incident Management	Chief Bush Fire Control Officer Denmark	Mark Guerin		███	███
Shire of Denmark Incident Management	Deputy Chief Bush Fire Control Officer Denmark	TBA		TBA	
Shire of Denmark	CEO	David King	9848 0300		███
Shire of Denmark	Shire President	Cr Aaron Wiggins		███	███
Shire of Denmark	Deputy Shire President	Cr Nathan Devenport		███	███
Shire of Denmark	Manager Community Services	Renee Wiggins	9848 0339	███	███
Shire of Denmark	Community Emergency Services Manager	Mark Guerin	9848 0330	███	███
Shire of Denmark	Executive Manager Corporate Services	Kellie Jenkins	9848 0300	███	███
Shire of Denmark	Director Assets and Sustainable Development	Rob Westerberg	9848 0300	███	███
Shire of Denmark	Administrative Officer Community Services	Natalie Pescud	9848 0336		███
Shire of Denmark	Senior Ranger	Brodie Walton		███	███
Shire of Denmark	Manager of Works & Services	Demont Hansen		███	███
Police Denmark		Alby Vandenberg	9848 0500	███	███
Police Walpole		Matt Hartfield	9840 1618	███	███
Department of Biodiversity,		Nikki Rouse		███	███

Organisation	Position	Representative	Telephone	Mobile	Email
Conservation & Attractions					
Department of Communities		Mark Schorer	███████	██████	████████████
St John Ambulance Walpole		Dennis Hall			███████████
St John Ambulance Denmark	Chairperson	Marion Macdougall		█████	███████████
St.John Ambulance Denmark	Community Paramedic	David Rae		█████	██████████
Surf Lifesaving Denmark		Jane Kelsbie		█████	██████████
Surf Lifesaving Denmark		George Mumford		█████	██████████
State Emergency Service	SES Emergency Assistance		13 2500		
State Emergency Service Denmark	Local Manager	Tracey Allison		█████	██████████
State Emergency Service Denmark	Deputy Manager	James Anderson		█████	██████████
State Emergency Service Walpole		Peter Newton		█████	██████████
Hospital Denmark	General enquiries		9848 0600		
Hospital Denmark	Department of Health	Julie Hollingworth	9848 0621	█████	██████████
Silver Chain Walpole		Myrna Belgrove	9840 0900		██████████
Volunteer Marine Rescue Peaceful Bay		Michael Thorpe		█████	██████████
Volunteer Marine Rescue Denmark		Terri Cranny		█████	██████████

Organisation	Position	Representative	Telephone	Mobile	Email
Volunteer Marine Rescue Walpole					
DPIRD	Livestock Biosecurity Officer	Heidi Meyer	9892 8444	██████	████████
DFES	Information Line (13 DFES)		13 3337		
DFES	District Officer	Cameron Famlonga		██████	████████████
DFES	Great Southern Region - Albany Office	Duty Officer	1800 314 644	██████	████████
DFES	District Emergency Management Officer	Vivienne Gardiner	██████	██████	████████
DFES	Bush Fire Management Officer	Darren Prior		██████	████████
Denmark Volunteer Fire Rescue Service		Darin Hockley		██████	████████
Western Power	General enquiries		13 13 51		
Water Corporation	General enquiries		13 13 75		
Water Corporation	Operations Support Manager	Michael Silifant	██████		████████

Denmark WAERN Radio Channels

Emergency Service		Zone	Primary Channel	Radio call sign	Secondary Channel	
Bush Fire Brigades		WAERN				
Fire and Rescue		WAERN				
Denmark SES		WAERN				
Denmark Police		WAERN				
St John Ambulance		WAERN				
DPaW Denmark		WAERN				
Denmark Marine Rescue		VMR				
Denmark Hospital		WAERN				
Denmark Shire		WAERN				

Animal Welfare Plan
(Part 3 – LEMA)

27 January 2026 - Attachment 9.4.1c

Animal Welfare Plan

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

_____   _____

Chair   Date

Cr Aaron Wiggins

Endorsed by Council   Date

_____   _____

Resolution number

☐ Public Version

☒ Restricted Version

Acknowledgement:
Thanks to the City of Rockingham and the City of Kwinana for their support and ideas.

Table of Contents

Introduction

This plan aims to provide incident management teams with details on processes to follow with the animal owners/carers and the animal management sector during emergencies throughout the Shire of Denmark. This plan encompasses all hazards, excluding animal disease incursion, which DPIRD would manage.

Authority for the Plan / Associated Documents / Legislation

This Plan has been prepared at the direction of the Local Emergency Management Committee (LEMC) acting under the relevant provisions of the Emergency Management Act 2005.

The development, implementation and revision of this plan is the responsibility of the Shire of Denmark in consultation with key stakeholders, combat agencies and other support organisations. Various Acts and Statutes relate to specific hazards and threats, which are identified and detailed in the relevant sections of the Local Emergency Management Plan. The legislation and codes relevant to Animal Welfare and the movement of livestock are as follows, but not limited to:

- Animal Welfare Act 2002
- Biosecurity and Agriculture Management Act 2007
- Dept of Primary Industry and Regional Development (Animal Welfare Code of Practice)
- RSPCA policies
- Emergency Management Act 2005

Amendment Record

Number	Date	Amendment Summary	Author
	March 2024	First version of the Animal Welfare Plan	R Wiggins

Abbreviations and Definitions

Term	Definition
APS:	Animal Protection Society
AWC:	Animal Welfare Coordinator
AWT:	Animal Welfare Team
DPIRD:	Department of Primary Industries and Regional Development
DFES:	Department of Fire & Emergency Services
IC:	Incident Controller
ICC:	Incident Control Centre
HMA:	Hazard Management Agency
IMT:	Incident Management Team
Intensive Agriculture:	A recognised agricultural activity when a substantial number of animals are kept in a limited or confined area.
LGA:	The Local Government Authority, being the Shire of Denmark
LEMC:	The Local Emergency Management Committee of the Shire of Denmark
LEMP:	Local Emergency Management Plan
Livestock:	Animals not typically contained or permitted inside a family residence and would generally stay outside on the property. Includes horses, cattle, sheep, pigs, goats, and poultry.
NLIS	National Livestock Identification System
Pets:	Small, domesticated animals that are portable would typically accompany the family when they leave the property. Includes dogs, cats, rabbits, rodents, fish, and tame birds.
RSPCA (WA):	Royal Society for the Prevention of Cruelty to Animals
WESTPLAN:	State Emergency Management Plans
Wildlife:	Will include all native species of animals and birds

Aim
To assist the community with animal welfare during emergencies.

Objectives
The objectives of the Emergency Animal Welfare Plan are to:
- develop a mutual understanding of the emergency animal welfare arrangements of the Shire amongst relevant emergency management stakeholders,
- promote resilience in the community for animal welfare,
- maintain Shire's preparedness for animal welfare during emergencies,
- assist the community in locating immediate care and shelter for animals during emergencies,
- reunite animal owners with lost animals due to emergencies,
- ensure animal welfare issues are factored into response and recovery decision-making.

Purpose
The purpose of this plan is to acknowledge the importance of animal welfare during emergencies and to document the Shire's arrangements for the welfare of animals at such times, ensuring a common understanding among agencies and stakeholders involved in crisis management.

Research has shown that:
- people will delay/avoid evacuation if animals have not yet been evacuated.
- people will take significant risks to access animals.
- The loss of pets during an emergency can significantly impact a person's psychological well-being more than the loss of a home.

The National Planning Principles for Animals in Disasters notes that:
- animals have intrinsic value.
- animals contribute to human health and well-being.
- animals have economic value.
- failure to account for animals during emergencies puts human life at risk.
- The community expects emergency management arrangements to include provisions for the welfare of animals and that failure to do so incurs unacceptable social and economic impacts.

Context
The plan has been prepared as required by and in accordance with State legislation, regulation and policy. The Emergency Animal Welfare Plan should be read in conjunction with the documents that form the Shire's Local Emergency Management Arrangements. The Local Emergency Management Arrangements are available at www.denmark.wa.gov.au Arrangements relevant to this plan are summarised in the Shire of Denmark Local Emergency Management Arrangements and include:
- Emergency Management Act 2005
- Emergency Management Regulations 2006
- State Emergency Management Policy
- State Emergency Management Plan
- Local Government (Miscellaneous Provisions) Act 1960
- National Planning Principles for Animals in Disasters
- National Guidance on the Management of Whale and Dolphin Incidents in Australian Waters
- RSPCA Policies
- State Support Plan: Animal Welfare in Emergencies
- Local Plan for Animal Welfare in Emergencies: Guide and Template
- Oiled Wildlife Response Plan
- Animal Welfare Act 2002

- Biosecurity and Animal Management Act 2007
- Standards and Guidelines for the Health and Welfare of Dogs in WA
- Dog Act 1976
- Cat Act 2011
- Pets and Other Animals
- Large Animals Rescue Operations
- Biodiversity Conservation Act 2016

Scope

- This plan is limited to the geographical boundaries of the Shire's Local Government District as Gazetted
- This Plan covers the Shire Emergency Management arrangements that apply to responders and stakeholders who may become involved with management and response to emergency incidents within the Shire.
- Animal disease outbreaks and biosecurity emergencies are not within the scope of this plan.

Plan Responsibilities

The Shire of Denmark is responsible for developing, implementing, and revising this plan in consultation with key stakeholders, combat agencies, and other support organisations in accordance with the related Emergency Management and other related legislation.

12. See National Planning Principles for Animals in Disasters.

Organisational Roles and Responsibilities

Participating organisations will be required to aid under this Plan in the event of an emergency, which will or may affect any animal, directly or indirectly, being domestic, wildlife, rural, kept for primary production or recreational purposes, which requires resources beyond the capacity of the owner or carer of the affected animals.

Organisations with responsibilities identified under this Plan are listed in the following table.

Agency / Authority	Roles/Responsibility
Department of Fire and Emergency Services (DFES)	Hazard Management Authority Animal Evacuation Coordination (SES – Mounted Section) Support Agency
Department of Primary Industries and Regional Development	Authority of State Support Plan – Animal Welfare in Emergencies Hazard Management Authority for plant and animal diseases
Western Australia Police (WAPOL)	Hazard Management Authority Traffic Management Investigation and Enforcement
Dept. Biodiversity Conservation and Attractions	Hazard Management Authority Wildlife Management
Shire of Denmark	Hazard Management Authority Support Agency Information Technology
RSPCA (WA)	Animal Welfare Support Agency
Dept. of Health WA	Human Health & Disease Management.

Main Roads WA	Road Closures Traffic Management Support Vehicle Permits
Bureau of Meteorology	Information Technology-weather
Australian Red Cross & Salvation Army	Support agency Key Welfare Agencies Counselling Services
Water Corporation of WA	Water Supply Management Support Agency
Western Power	Electrical Supply Management
Department of Health WA HMA	WESTPLAN Human Epidemic

Managing the welfare of animals in an emergency requires collaboration among many organisations. The Shire of Denmark is committed to supporting the Department of Primary Industries and Regional Development in safeguarding animal welfare in our community.

Committee for Animal Welfare in Emergencies

The Department of Primary Industries and Regional Development establishes the Committee for Animal Welfare in Emergencies. The purpose is to provide a forum for maintaining the State Support Plan: Animal Welfare in Emergencies and maintaining state capacity to provide for animal welfare during emergencies. The committee has no formal role during emergencies, but members may be asked to participate in the Animal Welfare Emergency Group.

- Local Governments are represented on the Committee for Animal Welfare in Emergencies by the WA Local Government Association (WALGA)
- The Western Australian Department of Primary Industries and Regional Development is the lead agency for coordinating animal welfare following an emergency.
- The Animal Welfare Emergency Group is a multi-organisation liaison group formed during an emergency to assist the Department of Primary Industries and Regional Development to coordinate animal welfare services.
- Participants in the group will be determined based on animal welfare needs specific to the emergency.

Local Animal Welfare Coordinator

The Shire's Local Animal Welfare Coordinator is the Senior Ranger or suitably qualified delegate. The Local Animal Welfare Coordinator will support the Department of Primary Industries and Regional Development during emergencies and act as a liaison officer for animal welfare-related matters. Considering the scale of the crisis, the nature of the hazard and the impacts on the community, the Local Animal Welfare Coordinator may create a support team. The support team may include representation from:

- Department of Primary Industries and Regional Development
- Shire of Denmark Ranger Services
- RSPCA or other animal welfare groups
- Parks and Wildlife Services (DBCA)
- Veterinarians.

Roles and Responsibilities

Many organisations have a role to play in animal welfare during an emergency, including but not limited to those listed below. Their role in relation to this plan (and noting that they may have other responsibilities per other plans) are:

Animal owner

- Overall responsibility for the welfare of their animals before and during an emergency

- Plan and be prepared for hazards that may impact their livestock, horses, or companion animals.
- Consider pets and livestock when creating bushfire plans.

Hazard Management Agency
- The HMA will consult with the Incident Support Group on animal welfare issues.

Department of Primary Industries and Regional Development
- Liaise with the Hazard Management Agency on animal welfare issues.
- Implementation of State Support Plan: Animal Welfare in Emergencies, when required.

Department of Biodiversity Conservation and Attractions
- Coordinating the provision of animal welfare to wildlife and animals in zoos/wildlife parks

Shire of Denmark Local Animal Welfare Coordinator
- Liaise with the district's Department of Primary Industries and Regional Development on animal welfare needs.
- Provide updates to the Local Recovery Coordinator.
- Raise animal welfare issues with the liaison officer on the Incident Support Group.
- Identify suitable locations for housing animals during an event in liaison with the ISG
- Coordinate for the Shire of Denmark animal welfare response/recovery within the district per this plan.

Field Officers (Shire Rangers)
- Support and follow instructions from the Local Animal Welfare Coordinator.
- Provide support to the Department of Primary Industries and Regional Development as required.

RSPCA
- Provision of specialised knowledge for animal welfare

Prevention
The prevention strategies outlined in the Emergency Management Plan will include promoting resilience. With higher levels of resilience, the community may prevent the worst of the impact of an emergency on the welfare of their animals.

Legislation and Codes
Legislation that relates to specific hazards and threats is detailed within the Local Emergency Management Arrangements. The legislation relevant to Animal Welfare and the movement of livestock are mostly contained within the following documents but not limited to:
- Animal Welfare Act
- Biosecurity and Agriculture Management Act
- Dept. of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct
- Emergency Management Act

Community Preparedness

The owners of animals are responsible for the welfare of their animals. An emergency does not free the owner of that responsibility. Owners are encouraged to consider the needs of their animals before an emergency and have plans or contingencies for their animals' welfare.
The Shire of Denmark will continue to educate and raise awareness that encourages animal owners to:
- prepare emergency plans that include the management of their animals, with provisions for evacuation, safe zones on their property and movement arrangements,
- complete hazard management and risk reduction activities on their properties or premises,
- prepare and maintain an 'emergency pack' with resources they will need to provide for the welfare of their animals in an emergency.

The Department of Primary Industries and Regional Development publishes guidance for animal owners to prepare and plan for animal welfare during emergencies on their website. https://www.agric.wa.gov.au/animalwelfare/animal-welfare-emergencies
This website helps by encouraging people to prepare and plan for their animals' welfare in an emergency will improve the outcomes for the animals concerned and increase the owner's safety.

Contacts and Forms

Contact List

DPIRD - Brett Hopley | State Animal Welfare in Emergencies Coordinator

██████████████████████ Emergencies IEM@dpird.wa.gov.au

Small Animals and Birds (Dogs, cats, small birds and contained species)

Facility	Species	Address	Contact	Capacity	Other details
Shire of Denmark Pound Facility	Dogs	Zimmermann St	9848 0300	4 dogs	
Denmark Veterinary Clinic	Domestic/ Livestock	8 Welsh St Denmark	9848 1389	approx 20 dogs & 20 cats	Enclosed yard.
Cornerstone Vet	Domestic/ Livestock	967 South Coast Hwy, Denmark	9848 1551	15 cages, space for more if people have their own.	Enclosed yard. Space for foldable crates.
Nullakai Vet Services Dr Shey Rogers	Domestic/ Livestock	21 Station St Youngs Siding	9845 2245 A/H 0498 452 255	8 cages & portable crates in the clinic	Enclosed yard.
Roving Vet Lisa Clarke	Domestic/ Livestock		0451 950 682		

Large Animals (Livestock)

Facility	Species	Address	Contact	Capacity	PIC/Other
City of Albany	Livestock		6820 3999		
Shire of Plantagenet Sales Yard Manager Greg Moore	Livestock	32416 Albany Hwy Mount Barker 6324	9851 2444 0417 197 717 saleyards@plantagenet. wa.gov.au	Licenced 3500- 4000	WJSY0002

Rescue & Welfare groups

Facility	Species	Address	Contact	Capacity	Other details
RSPCA	All animals		9209 9300		WDSN1696

Wildlife (Native species of birds and animals)

Facility	Species	Address	Contact	Capacity	Other details
DBCA (wildlife sect)	All wildlife	South Perth	9334 0333		Statutory Authority
DBCA Wildlife Helpline (volunteers)	All wildlife	Various locations	9474 9055		Coordination

Large Animal Transport

Name	Species	Contact
Skinners	Horses	0418 916 207
Choice of Champions Horse Transport	Horses	0428 481 315
Bevans Livestock Transport	Livestock	0438 238 263
Albany & Districts Stock Transport	Livestock	9841 6788
Zambonetti Stock Transport	Livestock	9844 3378
Gary Boccuzzi (Local Mt Lindesay)	Livestock	0417 962 834
Darren Williams (Local Scotsdale)	Livestock	0428 481 174
Owen Williams (Local Shadforth)	Livestock	0409 113 092

Form 1 - Animal Rescue Form

Name of Incident: _____   Incident No:_____

Emergency Rescue Information	
DATE/TIME:	HAZARD: ☐ Fire ☐ Flood ☐ Storm ☐ Other
RESCUE LOCATION:	OFFICER:
HOLDING LOCATION:	AGENCY:
PEN No :	REASON: ☐ Evacuated ☐ Roaming

Animal Description	
SPECIES ☐-Dog ☐-Cat ☐-Other	SEX ☐ Male ☐ Female
BREED	STERILISED ☐Yes ☐ No ☐ Unknown
COLOUR	MICROCHIP ☐Yes ☐ No ☐ Unknown Number:
MARKINGS	VACCINATION ☐Yes ☐ No ☐ Unknown
AGE ☐<6mths ☐ 6mths – 3yrs ☐ 3yrs+ ☐ Elderly or Age:	ID/REGO TAG
OTHER RELEVANT INFORMATION 	

Form 2 - Owner Information Form

Owner Information		
NAME:		
ADDRESS:		
MOBILE:	HOME:	WORK:
EMAIL:		

Owner Contact Running Sheet		
DATE	TIME	DETAILS

Release Summary	
FEES	RELEASE NO
OUTCOME ☐ Owner Reunite ☐ Re-homed	PERSON/AGENCY RELEASED TO:
SIGNATURE	

Role - Animal Welfare Coordinator (AWC)

Name of Incident: _____ Incident No:_____

Considerations	Date/Time	Signed
THREAT:		
APPOINTED AWC:		
AWC APPOINTED BY:		
IS AN ANIMAL OPERATIONS CENTRE (AOC) REQUIRED: YES NO		
DOES THIS EVENT CROSS SHIRE BOUNDARIES YES NO		
WHERE IS THE NOMINATED AOC		
IS AN ANIMAL WELFARE TEAM (AWT) REQUIRED:		
MEMBERS OF THE AWT FIRST 24 HOURS: NAME AGENCY IN OUT		
PRIORITY OR HIGH-RISK RESIDENTS:		
PREPARE WRITTEN BRIEF ON DAILY OPERATIONS AWT/PAS/LAS (PET ANIMAL SHELTER/LIVESTOCK ANIMAL SHELTER)		
PREPARE WRITTEN REPORT ON FINANCIAL EXPENDITURE DURING EMERGENCY		
DEBRIEF CONDUCTED		

Form 3 - Animal Welfare Team (AWT)

Name of Incident: _____ Incident No:_____

Considerations	Date/Time	Signed
THREAT:		
AWC:		
LOCATION OF PRIMARY PET ANIMAL SHELTER (PAS):		
LOCATION OF LIVESTOCK ANIMAL SHELTER (LAS) IF REQUIRED:		
MEMBERS OF THE AWT FIRST 24 HOURS: NAME AGENCY IN OUT		
NUMBERS OF DOGS RESCUE/ASSISTED:		
NUMBERS OF CATS RESCUE/ASSISTED:		
NUMBERS OF LIVESTOCK AND OTHER RESCUE/ASSISTED:		
NOTES TO AWC:		

Role - Functions of Pet Animal Shelter (PAS)

Name of Incident: _____ Incident No:_____

Functions of PAS	Signed
Identify each assisted/recorded animal with an ID number.	
Keep records of all animals in a shelter or temporary transit by completing the Animal Rescue Form.	
Ensure animals have fresh water daily.	
Ensure animals are fed at least once daily	
Ensure animals are exercised at least once daily	
Secure animals safely in a pen/crate or enclosed location	
Facilitate the rapid reunion between the animal and the owner.	
Who is responsible for PAS security:	
Ensure the animal Rescue Display list is displayed outside PAS for 24-hour access	
Ensure the Animal Rescue Display list is sent to the communication officer at Shire of Denmark.	

Role - Functions of Livestock Animal Shelter (LAS)

Name of Incident: _____ Incident No:_____

Functions of LAS	Signed
Are livestock involved: Yes No	
Is a LAS required: Yes No	
Locations of LAS (if required):	
Identify each assisted/rescued animal with an ID number.	
Keep records of all animals in shelter or temporary transit by completion the Animal Rescue Form.	
Ensure animals have fresh water daily.	
Ensure animals are fed at least once daily with quality feed.	
Ensure animals can exercise.	
Secure livestock in a safe, temporary location	
Facilitate the rapid reunion between the animal and the owner.	
Number of horses rescued/assisted:	
Number of cattle rescued/assisted:	
Number of sheep rescued/assisted:	
Number of other livestock rescued/assisted:	

Form 4 - Rescued Animals Register

Date	Time	AWT Officer	ID#	Species	Breed	Colour	Rescue Location	Holding Location	Other

Form 5 - Animal Rescue Public Display List

Date In	Time	AWT ID#	Species	Breed	Description	Rescue Location	Holding Location	Other

Form 5 - Animal Emergency Expenditure

Date	Officer	Good/Service	Paid/Unpaid	Cost

Local Recovery Plan

(Part 4 – LEMA)

27 January 2026 - Attachment 9.4.1d

Our community has consistently demonstrated strength, unity, and resilience in the face of unforeseen challenges. As your local government, we understand the importance of being prepared to respond effectively to emergencies and disasters. With this commitment in mind, we have documented an Emergency Recovery Plan as part of our Local Emergency Management Plan.

This plan aims to safeguard our residents' well-being and our community's continued prosperity. By fostering collaboration and preparedness, we strive to not only respond to emergencies but also to recover swiftly, ensuring that the fabric of our community remains strong in the aftermath of any crisis.

In the following pages, you will find a detailed outline of our strategic approach to emergency recovery, encompassing everything from early response measures to long-term rehabilitation efforts. This document serves as a roadmap for our collective journey towards recovery. It emphasises the importance of community engagement, communication, and inclusivity in the recovery process. We believe that by working together, we can build a more resilient and prepared community capable of withstanding and overcoming the challenges that may come our way.

The Local Recovery Plan will be read in conjunction with the Shire of Denmark's Local Emergency Management Plan and Arrangements.

Table of Contents

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

Shire President	Date
Cr Aaron Wiggins	

Endorsed by Council	Date
Resolution number	

☐ Public Version

☒ Restricted Version

DISTRIBUTION LIST

Organisation	Number of copies
LEMC Committee	1
Chief Bushfire Control Officer	1
Shire of Denmark CEO Shire of Denmark CESM Shire of Denmark Senior Ranger Shire of Denmark Manager Community Services	4
Shire of Denmark – Public Copy (Library) – PUBLIC VERSION Shire Website – PUBLIC VERSION	2
Denmark State Emergency Services	1
Department of Communities	1
Denmark Hospital and Health Service	1
St John Ambulance – Denmark	1
St John Ambulance - Walpole	1
WA Police – Denmark	1
WA Police – Walpole	1
Denmark Sea Rescue	1
Peaceful Bay Sea Rescue	1
Walpole Volunteer Marine Rescue	1
Denmark Volunteer Fire and Rescue Services	1
Department of Fire and Emergency Services	1
Department of Biodiversity, Conservation and Attractions	1
Office of Emergency Management	1
Great Southern District Emergency Management Committee	1

AMENDMENT RECORD

Number	Date	Amendment Summary	Author
1	Dec 2017	Full 5-year review of arrangements	L Shelley
2	June 2024	Full 5-year review of arrangements	R Wiggins
3			
4			

GLOSSARY OF TERMS

The terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary.

District means an area of the state declared a district under section 2.1 of the *Local Government Act 1995*.

Municipality: This means the district of the local government. Refer to the State Emergency Management Glossary for a list of other terms

State Emergency Management Glossary (www.wa.gov.au)

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS.

BFB	Bush Fire Brigades
CEO	Chief Executive Officer Shire of Denmark
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DOC	Department of Communities
DOH	Department of Health
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
NESB	Non English Speaking Background
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SJA	St John Ambulance WA
SOD	Shire of Denmark
SOP	Standard Operating Procedures
VFRS	Volunteer Fire and Rescue Service

VMRS	Volunteer Marine Rescue Service
WAPOL	WA Police Department

Document availability.

Copies of the LEMA are readily available at the Shire's Administration Office and online.

Physical copies are available during business hours at:
Shire of Denmark (Front Counter)
953 South Coast Highway
DENMARK WA 6333

Electronic copies are available on the Shire's website:
https://www.denmark.wa.gov.au

Ongoing feedback

Feedback on this Plan is invited at any time. Feedback can include:
- What you do and don't like about the Plan
- Unclear or incorrect expression
- Out-of-date information or practices
- Errors, omissions, or suggested improvements, and
- Post-incident improvement opportunities.

Send feedback to info@denmark.wa.gov.au . The feedback will be forwarded to the LEMC for consideration. The LEMC must approve and enter all amendments to this plan in the Amendment Record.

INTRODUCTION

The Emergency Management Act 2005 (WA) (referred to as the Act) outlines recovery as the assistance provided to communities affected by emergencies, encompassing the rebuilding of physical infrastructure, restoration of the environment, and the enhancement of community psychosocial and economic well-being. In the aftermath of an emergency, the Shire, the closest form of government to the local community, is well-positioned to lead, manage, and coordinate the recovery efforts. Collaboration occurs between State Government departments, supporting agencies, community members, groups, and service organisations, all working in cooperation with or providing direct support to the Shire.

The Shire acknowledges that disaster recovery goes beyond replacing what was lost and rehabilitating affected individuals. Instead, it is a multifaceted, dynamic, and potentially prolonged process, extending beyond simple remediation.

The fundamental principles include:
Community-Led Recovery: Communities are empowered to take the lead in their recovery, with a focus on their unique needs, strengths, and aspirations.

Flexible and Adaptive Recovery: Recovery efforts should be flexible and adaptive, recognising that communities and situations vary. Tailoring approaches to specific contexts enhances effectiveness.

Inclusive and Accessible Recovery: Recovery processes should be inclusive, ensuring the engagement and participation of all community members, including those who may be vulnerable or marginalised.

Culturally Competent Recovery: Recognising and respecting the diverse cultures within affected communities is essential. Recovery efforts should be culturally competent and sensitive to different needs and perspectives.

Joined-Up Government: Coordination and collaboration among all levels of government and non-government organisations are crucial for a comprehensive and integrated recovery response.

Informed Decision Making: Decisions in the recovery process should be based on the best available evidence and informed by the experiences and expertise of affected communities.

Resilience Building: Recovery efforts should restore what was lost and contribute to resilience in communities to future disasters.

Communication and Information Sharing: Clear and timely communication is vital for effective recovery. Providing accurate information and engaging in transparent communication fosters community trust and cooperation.

Aim
This plan details the recovery management arrangements for the Shire of Denmark.

Scope
Following the impact of an incident on the community within the Shire of Denmark, there may be a need to assist the community in recovering from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in the following environments:
- The physical / built environment,
- The social environment,
- The natural environment,
- The economic environment.

The purpose is to assist the community in attaining proper functioning and achieving mainstream business as soon as possible. Recovery activities will generally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

Purpose
The purpose of the plan is to

- Prescribe the organisation concepts, responsibilities, and procedures for the effective management of recovery operations following the impact of an emergency,
- Establish a basis for coordination between agencies that may become involved in the recovery effort,
- Identify key recovery committee personnel,
- Provide guidelines for the operation of the recovery management arrangements.

Authority and Planning Responsibility
Authority for recovery is obtained under Section 36(b) of the Emergency Management Act 2005, which requires the local government to manage recovery within its district after an emergency.

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.

The Recovery Plan's preparation, maintenance, and testing are the responsibilities of the Local Recovery Coordinator.

RECOVERY MANAGEMENT

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

- Local Recovery Coordinator
- Local Recovery Coordinating Group
- Other participating organisations and community groups

Appointment

The Local Recovery Coordinator is the Chief Executive Officer or the Delegated Officer appointed by the CEO from the Shire of Denmark.

RESPONSIBILITIES

Shire Of Denmark

The Shire of Denmark's responsibilities are to:

- Nominate a recovery coordinator,
- Be responsible for ensuring a coordinated recovery,
- Provide executive support to the recovery committee,
- Provide resources for the recovery coordinator as required,
- Provide training and conduct exercises in preparation for enacting this plan.

Local Recovery Coordinator (LRC)

In conjunction with the local recovery coordinating group, the LRC is responsible for the development and implementation of recovery management arrangements for the Shire, including to

- Prepare, maintain and test the local recovery plan,
- Ensure the training, education and exercising of the organisation and the personnel in the recovery management arrangements,
- Coordinate the promotion of community awareness concerning the recovery arrangements,
- Liaise with relevant organisations regarding preparation methods for recovery.

During recovery options, the LRC will

- Liaise with the HMA, LEC and other responsible agencies to determine the need to activate the Local Recovery Plan and convene the Local Recovery Coordinating Group,
- Assess the recovery requirements for each event and ensure that an appropriate plan is formulated and communicated to the community,
- Facilitate the acquisition and appropriate application of materials, staff and financial resources necessary to ensure an effective recovery response,
- Contribute to the resolution of community and political problems that emerge during the recovery process,
- Ensure maximum community involvement in the recovery process,
- Ensure that both the immediate and long-term individual and community needs are met in the recovery process,
- Coordinate with the LRCG in implementing local recovery activities in accordance with the plans, strategies and policies determined,
- Monitor the progress of recovery and provide periodic reports to the LRCG,
- Arrange for the conduct of a briefing of all participating agencies and organisations as soon as possible after stand-down and submission of post operations report,
- Monitor staff and LRCG members and ensure their welfare is considered.

Local Recovery Coordinating Group (LRCG)

The LRCG comprises of:
- Shire President, Shire of Denmark
- Local Recovery Coordinator – CEO, Shire of Denmark
- Director of Assets and Sustainable Development - Shire of Denmark
- Manager Community Services – Shire of Denmark
- Corporate Communications Officer – Shire of Denmark
- Local Welfare Coordinator or Department of Communities representative
- Relevant Hazard Management Agency representatives
- Energy and Communications Supply Agency Representatives (depending on the emergency, this might include Telstra, NBN, Western Power, Main Roads, and Water Corporation)
- Other agencies as determined appropriate by the LRCG (depending on the emergency, this might include the Department of Health, Department of Education, Department of Human Services, Department of Primary Industries and Regional Development, DBCA, Silver Chain, Red Cross, Chamber of Commerce, Denmark CRC)

Functions of the LRCG

The primary function of the LRCG is to assist the LRC in preparing, maintaining and testing the Local Recovery Plan. Following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:

- Meets the immediate and long-term needs of the community,
- Takes account of local government's long-term planning and goals,
- Includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required,
- Develops a timetable for completing the major functions,
- Considers vulnerable community groups, which may include youth, the aged, people with disability and NESB people,
- Allows for the monitoring of the progress of recovery,
- Allows full community participation and access,
- Effectively uses the State and Commonwealth agencies,
- Provides public access to information on the processed programs and subsequent decisions and actions, and
- Allows consultation with all relevant community groups.

Specific LRCG roles

Shire of Denmark	- Chair and manage the activities of the LRCG, - Appoint the LRC, - Provide secretarial and administrative support to the LRCG, - Provide the Local Recovery Management Centre, - Ensure the restoration or reconstruction of services/facilities usually provided by the Shire of Denmark.
HMA	- Provide a representative to the LRCG, - Advise the LRCG when an event threatens or has impacted the community, - Initiate the recovery process, - Participate in the development of recovery plans and

	• Advise the Recovery Coordinator when withdrawing from the recovery process.
Department Communities	• Provide a representative to the LRCG, • 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.
Energy and Communications Service Agencies	• Provide a representative to the LRCG, • Undertake repairs and restoration of services, • Assist the recovery effort with resources and expertise available from within the services.
Other agencies, as determined by the LRCG	• Provide a representative to the LRCG, • Assist the recovery effort with resources and expertise available from within their individual agencies.

Appendix 1 – Checklist – LRC / LRCG Activities

Local Recovery Coordinating Group – Sub Committees
Depending on the scale of the emergency event, the LRCG may determine that sub committees need to be established. Sub Committee areas and objectives are outlined below. Sub committee membership includes key Shire staff with operational roles related to the committee and local community organisations who can partner in service delivery and recovery activities.

Community Sub Committee 	**Recovery Objectives** • Support and coordinate community-led recovery based on community needs, • Support the community with public health and well-being measures, • Keep the community informed so they can support the recovery efforts and take informed action to aid their recovery.

Natural Environment Sub Committee 	**Recovery Objective** • provide advice and guidance in the immediate and long-term treatment and restoration of affected areas of the community and surrounding environment, • provide advice and guidance to assist in the restoration of the natural environment post-event, • Facilitate the understanding of the needs of the impacted community in relation to environmental restoration, • assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment, including weed management and impacts on wildlife.

Economy Sub Committee	**Recovery Objective**
	• Support local businesses and industries to recover.

Built Environment Sub Committee	**Recovery Objectives**
	• Provide support services to assist people with the planning and rebuilding process,
	• Support infrastructure rebuild sustainably and safely.

Finance Sub Committee	**Recovery Objectives**
	• With regard to the Lord Mayor's Distress Relief Fund (LMDRF), develop eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
	• With regard to donations of support and assistance from the corporate sector, assist and, where practical, facilitate the disbursement of their contributions to affected individuals.
	• Establish a system for recording all expenditures during the recovery
	• Gain familiarity with the relief and recovery claim process,

Local Recovery Coordination Centre

The LRC shall manage recovery operations from the Local Recovery Coordination Centre in the **Shire Administration Building at 953 South Coast Highway, Denmark**. If this location is compromised due to an emergency, the CEO of the Shire will determine another suitable location for establishing a Local Recovery Coordination Centre.

ACTIVATION – RAPID ASSESSMENT

The Australian method of handling emergencies acknowledges four stages of emergency management: Preparedness, Prevention (or mitigation), Response, and Recovery (PPRR). These phases are not isolated linear segments; they can overlap and occur simultaneously.

Copyright: Queensland Govt

Based on the rapid assessment and the advice of the HMA and the Local Emergency Coordinator, the Local Recovery Coordinator will advise the Chair of the LRCG (Shire President) whether the recovery plan should be activated and the LRCG convened.

Where the decision is taken not to activate the plan or convene the LRCG because statutory agencies are coping with the situation, the LRC will monitor the situation and keep the LRCG members informed.

The Control Agency (CA) is set to generate an Impact Statement (IS) in collaboration with the Incident Support Group (ISG). This statement will encompass a comprehensive overview of the impact on the affected community, serving as a foundation for the Local Recovery Coordinator (LRC) and the Local Recovery Group (LRG) to initiate the recovery process for individuals, the community, and infrastructure. For more information on the scope and detail of an Impact Statement, see the State Emergency Management - Impact Statement Guide. State Emergency Management Procedure (www.wa.gov.au)

Action – Transition from Response

- Recovery will be initiated while the response is still in progress
- LRC attend ISG meetings and liaise with Incident Controller.
- LRCG convened and are briefed on the incident.
- LRCG confirms 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.
- CEO to sign off response to recovery handover with HMA, on completion of an Impact Statement by the controlling agency.

NEEDS ASSESSMENT

The LRCG will receive an **Impact Statement** completed by the controlling agency, however the first step in the recovery process is to conduct a needs assessment in the affected area. This is crucial and should be carried out at the earliest opportunity. The needs of the impacted community are dynamic and will evolve over time, underscoring the importance of periodically assessing the community's requirements. A needs assessment will include:

Fine-Tuning Priorities: While the impact statement provides a broad overview of the effects of an emergency, a needs assessment allows the local government to delve deeper and identify specific, evolving needs within the community. It helps in fine-tuning priorities based on the current and changing circumstances.

Community Engagement: A needs assessment involves direct engagement with the affected community. It allows for a more nuanced understanding of the community's unique requirements and concerns. Involving community members in the assessment process ensures their voices are heard, fostering a sense of ownership in the recovery process.

Customisation of Recovery Plans: The information gathered through a needs assessment enables the local government to customise recovery plans and strategies according to the community's specific needs. This ensures that resources are allocated efficiently and effectively to address the most pressing issues.

Dynamic and Ongoing Process: Needs within a community can evolve rapidly after an emergency. Conducting a needs assessment is an active and ongoing process that allows the local government to adapt its recovery efforts in response to changing circumstances and emerging priorities.

Resource Allocation: A needs assessment provides valuable insights for prioritising and allocating resources. It helps identify the areas where immediate attention is required, ensuring that resources are directed to where they are most needed for an effective recovery.

Data for Decision-Making: The data collected during a needs assessment serves as a basis for informed decision-making. It provides a factual foundation for local government officials to make decisions regarding resource distribution, service provision, and community support.

Support for Vulnerable Populations: A needs assessment helps identify vulnerable populations and the specific challenges they may be facing. This information is crucial for tailoring recovery efforts to provide targeted support for those who may be more severely affected.

Coordination with Controlling Agency: While the controlling agency's Impact Statement offers a broader perspective, a local Needs Assessment allows the Shire to complement and enhance the overall recovery strategy. Coordination between the controlling agency and the Shire ensures a more comprehensive and collaborative recovery effort.

NEEDS can be broadly categorised as follows:

Physical Needs: These include food, water, shelter, and clean, breathable air.

Psychological Needs: Encompassing psychological first aid/support and fostering bonding within the community.

Societal Needs: Encompassing community infrastructure, power, drainage, shops, telephone services, schools, industry, and transportation.

Outreach involves visiting individuals in their homes or temporary accommodations to facilitate access to fundamental recovery information and services. Trained volunteers from the Australian Red Cross may collaborate with local government and other identifiable volunteers who directly engage with affected individuals to ascertain their requirements, such as what has been affected, the desire for further information, needed information, best contact details, and required assistance for neighbours.

Conducting an Outreach Needs Assessment promptly establishes contact with the affected community. It is an effective method for gathering data that aids the Local Recovery Group (LRG) in prioritising resource allocation. Moreover, it offers the opportunity to communicate critical information directly to the affected community.

Appendix 2 – Template – Needs assessment survey.

Action – Outreach Needs Analysis

- LRCG ensure that an outreach needs assessment is carried out ASAP.
- Confirm the total area of impact for determination of survey focus.
- Contact with the Red Cross as a possible partner in conducting the needs assessment. Other agencies might include DPIRD if the disaster has an agricultural impact.
- Identify the immediate information needs: infrastructure problems, damage impact and pattern status, and welfare issues.
- Link this information with parallel data-gathering work.
- Identify and close information gaps (establish the big picture).
- Assess the financial and insurance requirements of the impacted parties.
- Gather evidence to support requirements for government assistance.
- Assume public information responsibility from the response agency and provide information to the impacted areas, the public, and the media.
- Facilitate and advise on state / federal disaster relief funding, facilitate and advise on private aid and funding.
- Create templates for impact assessment data and for tracking assistance provided.

OPERATIONAL RECOVERY PLAN

When substantial reconstruction and restoration are necessary, the LRCG must develop an Operational Recovery Plan. This plan is designed to offer a comprehensive account of the damage, encompassing both physical and human aspects. Additionally, it outlines specific plans for the restoration and reconstruction of the affected community, including details on community activities and community development initiatives.

Appendix 3 – Template - Operational Recovery Plan

Appendix 4 – Template – Recovery activities and strategies

Action - Operational Recovery Plan

- Prepare an Operational Recovery Plan that works with existing community organisations.
- Recruit representatives of the affected community into recovery planning.
- Establish strategies for uniting the community behind agreed objectives.
- Establish 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).
- Seek support and ideas from other LGs who might have experienced similar emergencies in the past.

LONG TERM RECOVERY STRATEGY

Recovery should dynamically adapt and support the affected community in transitioning towards managing its recovery. This shift from recovery to sustained community activities and services necessitates formulating a comprehensive strategy known as the Long-Term Recovery Strategy. This strategy gradually integrates recovery services into mainstream services that either existed before the emergency or have emerged since, requiring minimal support to sustain.

The Long-Term Recovery Strategy process must be carefully considered and developed to achieve a holistic and enduring recovery for individuals, families, and communities. It takes into account the economic environment, infrastructure, and the impact on the natural environment resulting from the emergency, aiming to build resilience for future emergencies.

The Shire, as appropriate, will collaborate in developing a comprehensive recovery strategy with and for the community. This strategy will also encompass an assessment of how the community's needs have evolved over time. Additionally, a further outreach program may be initiated to monitor the community's well-being and identify changes in its needs.

Action - Long-Term Recovery

- Identify partnerships with existing local community organisations and services to support in the recovery plan.
- Document the long-term recovery plans.

COMMUNICATIONS

In cases where recovery priorities or actions are anticipated to change or provoke controversy, those directly affected have the right to receive firsthand information and participate in the decision-making process. Face-to-face communication will be facilitated through public meetings and private sessions with impacted residents or organisations.

Media

During an emergency, the release of information in the communication response must be carefully controlled. Adherence to the Shire Media process is essential to ensure the accuracy of all facts and the authorised release of information. The Local Recovery Coordinator (LRC) is responsible for overseeing this procedure, as outlined below:

Having a designated spokesperson during a crisis ensures consistency, transparency, and control in communication with the media and the public. The identified spokesperson for the Shire of Denmark is either the President or the CEO. They must possess updated facts and be available and prepared to handle media relations, including responding to inquiries and representing the Shire at media briefings or conferences.

General Inquiries

Shire of Denmark front counter staff and staff working in the field, such as rangers, community services and environment health officers, should be prepared to handle inquiries from various stakeholders. These employees will be equipped with a script based on key messages and briefed on communication policies. Beyond approved spokespersons, no Shire staff are authorised to comment to stakeholders beyond the script's scope and official documents. (See LEMA Part 1 – Customer Information Sheet) The caller or visitor must be directed to an authorised spokesperson if an inquiry requires additional information or comment. If the frontline employee cannot transfer the caller, a message must be taken so that the call can be returned promptly. In summary, the procedure for Shire personnel in handling inquiries involves:

- Informing the person that you are not an authorised spokesperson and cannot provide detailed information or comments.
- Correctly taking a message, including the nature of the inquiry and the deadline.
- Ensuring that the appropriate person receives the message and returns the call promptly.

Spontaneous volunteering during the recovery period is likely to occur. It is essential that the Shire harness these volunteers' efforts and effectively integrate them into the recovery process. Using existing community organisations, such as the Denmark CRC, as a hub for volunteers needs to be considered by the LRCG.

Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends should be directed to the Department for Child Protection and Family Support (CPFS) or the Police. In handling such inquiries, it is important to:

- Establish the caller/visitor's relationship with the person being inquired about.
- Demonstrate care and listen to their concerns.
- Provide reassurance that all necessary actions are being undertaken to manage the situation.
- Remain calm.
- If an inquiry involves someone injured, deceased, or unaccounted for, ensure that the Health Medical Advisor (HMA) or Police are informed promptly.

Action - Communications

- Undertake early communications to inform the community about donations. At every opportunity, donations of physical goods should be discouraged.
- Encourage using the Lord Mayor Distress Relief Fund for cash donations or the local Community Foundation (if appropriate).
- Identify a designated person for media communications.
- Communicate with all NGO's that they should coordinate their support through the LRCG.
- The LRCG will advise on managing spontaneous volunteers and how to handle this.
- The LRC is to ensure that Shire staff are regularly briefed and kept informed about activities and the progress of the recovery.

STAFF WELFARE

Assessing the impact of recovery operations on staff is crucial to ensure the uninterrupted flow of regular business processes. Employing additional personnel may be necessary to uphold the Shire's critical service obligations to the community, given the recovery process's potentially complex and protracted nature. Depending on the event's nature, certain recovery services may be required for months or years afterwards.

Staffing Levels

In a large-scale emergency, the Shire's management should promptly evaluate staffing needs to ensure sufficient resources are available. If deemed necessary, a request for assistance can be submitted to the Local Recovery Coordinating Group (LRCG) for consideration.

Stress and Fatigue

Senior staff are responsible for assessing and monitoring the effects of fatigue, stress, and pressure on staff throughout the recovery process. Additionally, there may be instances where some staff members reside in the affected community and have personally experienced the disaster's impact. Depending on the disaster's nature and impact, Council and Human Resources Officers should contemplate providing additional staff support.

The Shire's existing Employee Assistance Programs (EAP) should be utilised as needed.

Staff Communication

Regular briefings are imperative to inform all staff about recovery activities and progress. Since staff members engage with a diverse range of community members daily, they can effectively comprehend and convey the extensive activities undertaken by the Shire and its LRCG. Situation Reports should be prominently displayed within the workplace.

The Shire will initiate a formal debriefing arrangement for all staff as they transition from recovery back to their regular duties.

Action - Staff Welfare

- The LRC is to ensure that Shire staff are regularly briefed and kept informed about activities and the progress of the recovery.
- The need for additional staffing is assessed by management.
- Managers should be advised to monitor for staff welfare concerns and seek appropriate support.

MANAGE WITHDRAWAL

The Shire and its Local Recovery Coordinating Group (LRCG) will establish a transparent pathway for transitioning recovery activities, programs, services, and communications into mainstream service provisions and continuous community development. This transition will be conducted with a commitment to sustaining the community's health and well-being.

Action - Manage Withdrawal

- The Shire and the LRCG will communicate with sub committees when service providers and agencies will be withdrawing services from impacted areas.
- The LRCG will identify recovery activities that will assist in phasing out or handing over responsibility back to the community.
- Establish arrangements for ongoing public information and communications, including avenues for reporting and managing unresolved community recovery issues.

- The LRC will instigate a debriefing for all staff as they transition from the recovery effort back to regular duties.
- Consider the appropriateness of staging 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.

FINANCIAL ARRANGEMENTS

The owner is primarily responsible for protecting and recovering private assets in emergencies. Owners need to comprehend the associated risks and implement suitable mitigation strategies. Nevertheless, the Shire of Denmark acknowledges that communities and individuals may face resource constraints, hindering their ability to facilitate recovery independently. In recognition of this, financial assistance is accessible in certain circumstances.

Donations and Appeals

Appeals for donations of physical items such as food and furniture should be discouraged unless requested explicitly through the Local Recovery Coordination Group. The community needs to be informed as to why donations of goods are discouraged. They include:

- **Logistical Challenge:** Managing and distributing goods donations can pose logistical challenges that may divert resources from other critical aspects of recovery.
- **Storage and Sorting:** Our storage facilities are limited, and sorting through various donated items can be time-consuming. We want to direct our efforts towards more immediate and targeted assistance.
- **Specific Needs:** The needs of those affected by the crisis are evolving, and monetary donations through a third party, such as the Denmark Community Foundation's Emergency Response Fund, and in significant events, the Lord Mayor's Relief Fund, allow for the flexibility to address these changing needs more effectively.

Shire Financial Management

The Shire of Denmark has arrangements to manage its assets and ensure they are insured. In the event of an emergency necessitating funding for recovery, the Shire of Denmark will draw on resources from its existing budgets to address associated expenses. It is essential to highlight that in accordance with section 6.8 of the Local Government Act 1995, any expenditure from the municipal fund for purposes beyond the norm must receive prior authorisation from the Shire President during an emergency. Moreover, such spending will be reported at the council's subsequent ordinary meeting.

The Executive Manager Corporate Services will implement processes to ensure that funding related to the recovery is tracked and reported.

Funding sources

Funding from both state and federal government agencies will be subject to a range of considerations, including the financial impact of the emergency and its type. Following the event, a more exhaustive exploration of funding possibilities will be necessary, extending beyond the options outlined below.

Some of the current funding avenues to consider are:

Australian Government - Department of Social Services
Funding for communities and vulnerable people
Emergency Relief | Department of Social Services, Australian Government (dss.gov.au)

Australian Red Cross
Emergency Relief support for temporary visa holders
Emergency relief support for temporary visa holders | Australian Red Cross

Australian Government - Department of Finance – Emergency Response Fund
The Emergency Response Fund is an investment fund to maximise the Commonwealth's capacity to support states' and territories' responses to major natural disasters in the future.
Disaster Ready Fund | Department of Finance

WA Government – Disaster Recovery Funding Arrangements (DRFAWA)
To be an eligible event, these criteria must be met:
- A coordinated, multi-agency response is required,
- The cost of emergency assistance to individuals and communities, and damage to essential public assets, is estimated to exceed $240,000 (costs for the event as a whole - not costs for each local government impacted),
- It must be a terrorist event or one of 10 natural disasters, including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, or tornado

Disaster Recovery Funding Arrangements | Agriculture and Food

Lord Mayor's Distress Relief Fund
The Fund was established in conjunction with the State Government to provide financial assistance to individuals to alleviate distress, suffering and personal hardships brought about by any disaster or emergency within Western Australia declared by the Western Australian Government or for which the LMDRF Board considers assistance warranted.
Lord Mayor's Distress Relief Fund (appealswa.org.au)

APPENDIX 1 - CHECKLIST LRC / LRCG Actions

Action – Transition from Response

Action	Completed
Recovery will be initiated while the response is still in progress.	
LRC attend ISG meetings and liaises with the Incident Controller.	
LRCG convened and was briefed on the incident.	
LRCG 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.	
CEO to sign off response to recovery handover with HMA, on completion of an Impact Statement by the controlling agency.	
Activate a recovery coordination centre if required.	
LRCG to determine if subcommittees need to be formed and who is to Chair each sub-committee	

Action – Outreach Needs Analysis

Action	Completed
LRCG ensure that an outreach needs assessment is carried out ASAP.	
Confirm the total area of impact for determination of survey focus.	
Contact was made with the Red Cross as a possible partner in conducting the needs assessment. Other agencies might include DPIRD if the disaster has an agricultural impact.	
Identify the immediate information needs: infrastructure problems, status damage impact and pattern, and welfare issues.	
Link this information with parallel data-gathering work.	
Identify and close information gaps (establish the big picture).	
Assess the financial and insurance requirements of the impacted parties.	
Gather evidence to support requirements for government assistance.	
Assume public information responsibility from the response agency and provide information to the community in the impacted area and the wider community.	
Facilitate and advise on state / federal disaster relief funding, facilitate and advise on private aid and funding.	
Create templates for impact assessment data and for tracking assistance provided.	

Action - Operational Recovery Plan

Action	Completed
Prepare an Operational Recovery Plan that works with existing community organisations.	
Recruit representatives of the affected community into recovery planning.	
Establish strategies for uniting the community behind agreed objectives.	
Establish 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).	
Seek support and ideas from other LGs who might have experienced similar emergencies in the past.	

Action - Long-Term Recovery

Identify partnerships with existing local community organisations and services to support in the recovery plan.	
Document the long-term recovery plans.	

Action - Communications

Undertake early communications to inform the community about donations. At every opportunity, donations of physical goods should be discouraged.	
Encourage the use of the Lord Mayors Distress Relief Fund for cash donations or the local Community Foundation (if appropriate at the time)	
Identify a designated person for media communications.	
Communicate with all NGO's that they should coordinate their support through the LRCG	
The LRCG will advise on managing spontaneous volunteers and how to manage this.	
The LRC is to ensure that Shire staff are regularly briefed and kept informed about activities and the progress of the recovery.	

Action - Staff Welfare

The LRC is to ensure that Shire staff are regularly briefed and kept informed about activities and the progress of the recovery.	
The need for additional staffing is assessed by management.	
Managers should be advised to monitor for staff welfare concerns and seek appropriate support.	

Action - Manage Withdrawal

The Shire and the LRCG will communicate with sub committees when service providers and agencies will be withdrawing services from impacted areas.	
The LRCG will identify recovery activities that will assist in phasing out or handing over responsibility back to the community.	
Establish arrangements for ongoing public information and communications, including avenues for reporting and managing unresolved community recovery issues.	
The LRC will instigate a debriefing for all staff as they transition from the recovery effort back to regular duties.	
Consider staging a public event of acknowledgement for 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.	

APPENDIX 2 - TEMPLATE Recovery Needs Assessment and Support Survey

This needs assessment is conducted to gather information about your circumstances so we can assist you, provide information on particular services, or refer you to organisations that can best help with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid repeating some details to several interviewers. However, please note that further contact may be necessary.

You are not obliged to provide any or all the information requested. You should be aware that the information you provide may be passed to other agencies in recovery.

Completing this survey does not guarantee your needs will be met immediately. However, every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquiries about the survey, please ring: _____

Regarding the Privacy Act, should you wish to access, change or amend any information you have given, please phone the above telephone number. You can also contact the Recovery Committee situated at:

Interview conducted at:

_____

(Location)

_____   _____

(Date)   (Time)

By:

_____

Interviewer (print name)

Tear off this page and give it to the person being

interviewed. Also, include any other relevant

information sheets/brochures.

Page left blank

> The Recovery Coordinator may consider editing this survey depending on the circumstances of the event. It is also essential that the Recovery Coordinator provide an in-person briefing to all interviewers before surveying to discuss sensitive questions or specific circumstances.

NOTES FOR INTERVIEWER

(Please read before commencing the survey)

Introduce yourself to the person being interviewed

'Hello, I am *(name)*; I am here on behalf of the Shire of Denmark Recovery Committee about the recent *(emergency event)*. I would like to talk with you to see if there is anything we can help you with or organisations we can refer you to assist your recovery.'

1. Read through the cover page with the interviewee and complete it. Tear it off and give it to the person being interviewed. It is their receipt;

2. Provide them with any information sheets/brochures;

3. Start at Section 1 and continue to work through all sections;

4. Texts in grey italic font are prompts for you to note or advise the interviewee on;

5. If the interviewee declines to give information, complete known details and return the survey with cover intact.

NOTE: Some people may take this opportunity to offload any frustrations. Do not take this personally; it is best to list these items and then move on to the next question when possible.

1.   PRINCIPLE OCCUPIER'S NAME(S)

_____   _____

 (Surname)   (First Name(s))

1.2   Total number of people normally residing at this property

_____

                                                                                               (Number)

1.3   Other people, usually resident at the property

Family Name	First Name	Age (children)

1.4   Have you registered with Register.Find.Reunite. _It is a system managed by the Red Cross and used throughout Australia to unite families and friends affected by major emergencies._

Please circle one
Yes
No

1.5   Location of affected property:

_____

                                                                                               (Address)
What is the best number to contact you on

_____

1.6   Do you own the property?   Yes / No: _Please circle one_

If **No,** please provide contact details of the owner – if known
Name:

_____

_____

1.7 Where are you currently staying? *Please tick one*

	Living at the affected property – go to Section 2
	Temporary accommodation until I/we can return to the property
	Temporary accommodation looking for permanent accommodation
	In new permanent accommodation

1.8 Current address and contact details *if not living at the affected property*

Address:

_____

Telephone day/night:

_____

SECTION TWO: Damage to Dwelling/Contents and Insurance

2.1 Was your house damaged? *Please tick one*

	Yes	Go to Question 2.2
	No	Go to Question 2.3
	I don't know, as I have not seen the house	Go to Question 2.3
	Not damaged but not accessible	Go to Question 2.3

2.2 Please tick the list below to indicate the damage that occurred.

Nature of Damage		Describe Damage if Relevant
Water supply is not working.		
Sewerage not working		
Drainage blocked		
Electricity cut		
Gas cut		
Telephone out		
Road access cut or restricted		
Damage to outbuildings on property		
Other (please describe)		

2.2a When was your house damaged?   (Date, if known)

2.2b This question may not need to be asked if it is clear to the interviewer what has occurred.

	Cause of Damage	
	Flood water	
	Storm	
	Hazardous materials incident	
	Earthquake	
	Fire	
	Other (please detail)	

2.2c Has your house been inspected by the Shire (building inspector)?

Yes / No / Don't know. *Please circle one.*

2.2d Would you like someone to check your house and property to ensure it is safe to move back into?

Yes / No: *Please circle one.*

2.2e Is your house insured? *Please tick one*

	Yes	Go to Question 2.2g
	No	Go to Question 2.3
	Don't own the house.	Go to Question 3
	I decline to answer this question.	Go to Question 2.3

2.2f Have you lodged an insurance claim?   Yes / No *Please circle*

2.2g What is the name of your insurance company or agent?

_____

2.2h Has an insurance assessor inspected your property?   Yes / No *Please circle*

2.3. Have you experienced damage to the contents of your house?   *Please tick*

	Yes	Go to Question 2.3a
	No	Go to Section 3
	I don't know, as I have not yet seen the contents	Go to Section 3

2.3a Are your house contents insured?   *Please tick*

	Yes	Go to Question 2.3b
	No	Go to Section 3
	I decline to answer that question.	Go to Section 3

2.3b What is the name of your insurance company or agent?

_____

2.3c Has an insurance claim been lodged?   Yes / No: *Please circle one*

2.4d Has an insurance assessor inspected the damage   Yes / No *Please circle one*

SECTION THREE: Alternative Accommodation

3.1   Do you need assistance to find alternative accommodation?   *Please circle one*

Yes   -   Go to Question 3.1a
No   -   Go to Section 4

3.1a   What kind of accommodation do you require?   *Please tick one*

	Temporary (less than a week)
	Short-term (1 - 4 weeks)
	Long-term (more than one month): Please estimate the number of months ( )
	Permanent

3.1b   The accommodation needed is to house:
Adults _____(number)
Children _____(number)
Pets _____

3.1c Do you have any particular need for your accommodation, i.e. access for a wheelchair, aged? Please *provide details*

_____

_____

SECTION FOUR: Health and Welfare

4.1 Do you require any clean-up assistance for your house or property?   *Please circle one*
(only ask if clean-up assistance is available)

Yes   -   Go to Question 4.1a

No   -   Go to Question 4.2 Don't know   -   Go to Question 4.2

4.1 a Please provide details of the kind of assistance you would like:

_____

_____

If you have answered Yes, your details will be passed onto the Shire, who are coordinating clean-up services where available

Personal

4.2 If you have had contents in your home damaged, would you like to be contacted by agencies distributing donated goods? *Please circle one*

Yes   -   Go to Question 4.2a

No   -   Go to Question 4.3

4.2 a What kind of goods do you need? *Please list*

_____

_____

_____

_____

4.3 Do you need clothing, toiletries or bedding?   *(Please circle one)*

Yes-   -   Go to Question 4.3a

No   -   Go to Question 4.4

4.3 a What kind of these items do you need? *Please list:*

_____

_____

_____

4.4 Would you like to find out about support or counselling services for you or a family member?

Yes / No *(Please circle one.*

5.1   Do you require any assistance with income support?   *Please circle one*

Yes   -   Go to Question 5.1a

No   -   Go to Question 5.2

5.1a   Are you currently a client of Centrelink? *Please circle one*

Yes   -   Please contact Centrelink direct

No   -   Please get in touch with Centrelink through the
'helpline', and they can advise you on assistance available

NOTE: There may be grants available from other sources, such as Red Cross and Mayoral Relief Funds. Applications will need to be filled in for these grants. Please advise those being interviewed about any relief funds that have been established and provide them with application forms if possible.

Documents

5.2   Have you lost or do you not have access to any of the following? *Please tick all those that apply*

Please indicate who in your household has lost these documents

Document	Lost	Cannot be Accessed	Who in the Household
Bank books			
Cheque book			
Credits cards			
EFTPOS cards (money cards)			
Community cards			

Passport			
Birth Certificate			
Marriage Certificate			
Citizenship Certificate			
Insurance papers			
Other: Please detail			

5.3   If you have lost your bank documents, can you access a bank branch?

Yes / No / Does not apply   *Please circle one.*

5.4 Is any other assistance required?

Assistance	Yes	No	Item
Medications?			
Pets/Livestock?			
Perishable Food?			
Other? (please list)			

Administrative Information

The person conducting the interview, Name _____

(Please Print)

Contact Details:

_____

Date:

_____

As the person being interviewed, I have been given the front page of this survey form and agree to use the information I have provided for recovery from this emergency.

Name: _____

(Please Print)

Signature:

_____

Date:

_____

APPENDIX 3 - TEMPLATE Operational Recovery Plan

Emergency Event	
Date of Emergency	
HMA / CA Incident Level	

Introduction

Background on the nature of the incident	

Assessment of Recovery requirements

Details of loss and damage	
Estimates of the cost of damage	
Temporary accommodation requirements	
Additional personnel requirements	
Human Services (personal and psychological support requirements)	
Health issues	

Organisational structure

Structure and composition of subgroups	
Interagency relationships and responsibilities	
Roles, tasks and responsibilities for LRCG members	

Operational matters

Resources available and required	
Redevelopment plans	
Reconstruction and restoration program and priorities	
Plans for restoring essential services	
Community service restoration	
Public information dissemination	

Administrative matters

Financial arrangements	
Public appeals and donations	
Information Management processes	
Reporting schedule	

Summary (Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.)

Signed by Chairperson LRCG

Date

APPENDIX 4 - TEMPLATE Recovery Activities and Strategies

Focus Area	Outcome	Possible Activities	Responsible Person	Timeframe		
				Short 1-4 weeks	Med 1-6 months	Long 1 year
Community	Support and coordinate community-led recovery based on community needs	Maximise the use of local resources, groups and individuals and create opportunities for local decision-making				
		Short and long-term accommodation				
		Counselling – family assistance and support				
		Impacted zone – residents debrief meeting				
		Establish a Community Hub				
		Community meeting and feedback form to capture learnings from community members				
	Support the community with public health and well-being measures	Counselling support sessions				
		Free skip bins located in impacted areas for domestic waste				
		Free waste drop off at tip site.				
		Initiating programs to stimulate community morale				
	Keep the community informed so they can support the recovery efforts and take informed action to aid their recovery.	Your Denmark – Resources Page				
		Social Media				
		SMS messaging				
		Post-fire Community Meeting				

Focus Area	Outcome	Possible Activities	Responsible Person	Timeframe		
				Short 1-4 weeks	Med 1-6 months	Long 1 year
Natural Environment	Support natural system recovery.	Weed Monitoring				
		Arborist – tree health				
		Erosion monitoring				
		Managing Illegal clearing				
		Revegetation				
Economy	Support local business and industry.	Initiate programs to stimulate economic growth.				
		Coordination of hay and stock feed donations for farmers with stock who experienced pasture loss				
		Assess and support with fencing loss – BLAZE AID				
		Stock loss assessment and animal welfare issues				
		Use local suppliers where possible.				
		Pasture and soil refurbishment support for farmers				
Built Environment	Provide support services to assist people with the planning and rebuilding process.	Manage water quality issues.				
		Manage domestic effluent system damage.				
		One-stop-shop for planning and building assistance to residents with property loss				
	Support infrastructure rebuild in a sustainable and safe manner	Survey and assess public buildings				
		Assess the impact on private property.				
		Assess road network				
		Fence line clearing and rebuild				
		Refilling water tanks used in fire suppression by DFES				

Focus Area	Outcome	Possible Activities	Responsible Person	Timeframe		
				Short 1-4 weeks	Med 1-6 months	Long 1 year
Finance		Repairs to fencing cut by emergency vehicles				
		Repair or replace public utilities, services and assets				
		Revise the town planning scheme or land use.				
	Gain familiarity with the relief and recovery claim process,	Managing donations of goods				
		Manage cash donations				

,

Local Emergency Management Arrangements

TABLE OF CONTENTS

ABOUT THE ARRANGEMENTS

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

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

LEMA Structure

```
                    Local Emergency
                      Management
                     Arrangements
        ┌─────────────────┼─────────────────┐
  Local Government    Other Plans /    Local Government
       Plan           Arrangements      Arrangements
                                         (optional)
        │                 │                 │
  Emergency          Local Welfare      Animal Welfare
  Contacts Register      Plan               Plan
        │                 │                 │
  Emergency Risk     Local Response     Volunteer
  Management Plan     Plan - BUSHFIRE   Management Plan
  (ERMP)                 │                 │
        │             Agreements /      Local Events
  Evacuation Plan       MOU'S              Plans
        │
  Resource Register
        │
  Local
  Communications
  Strategy
        │
  Recovery Plan
```
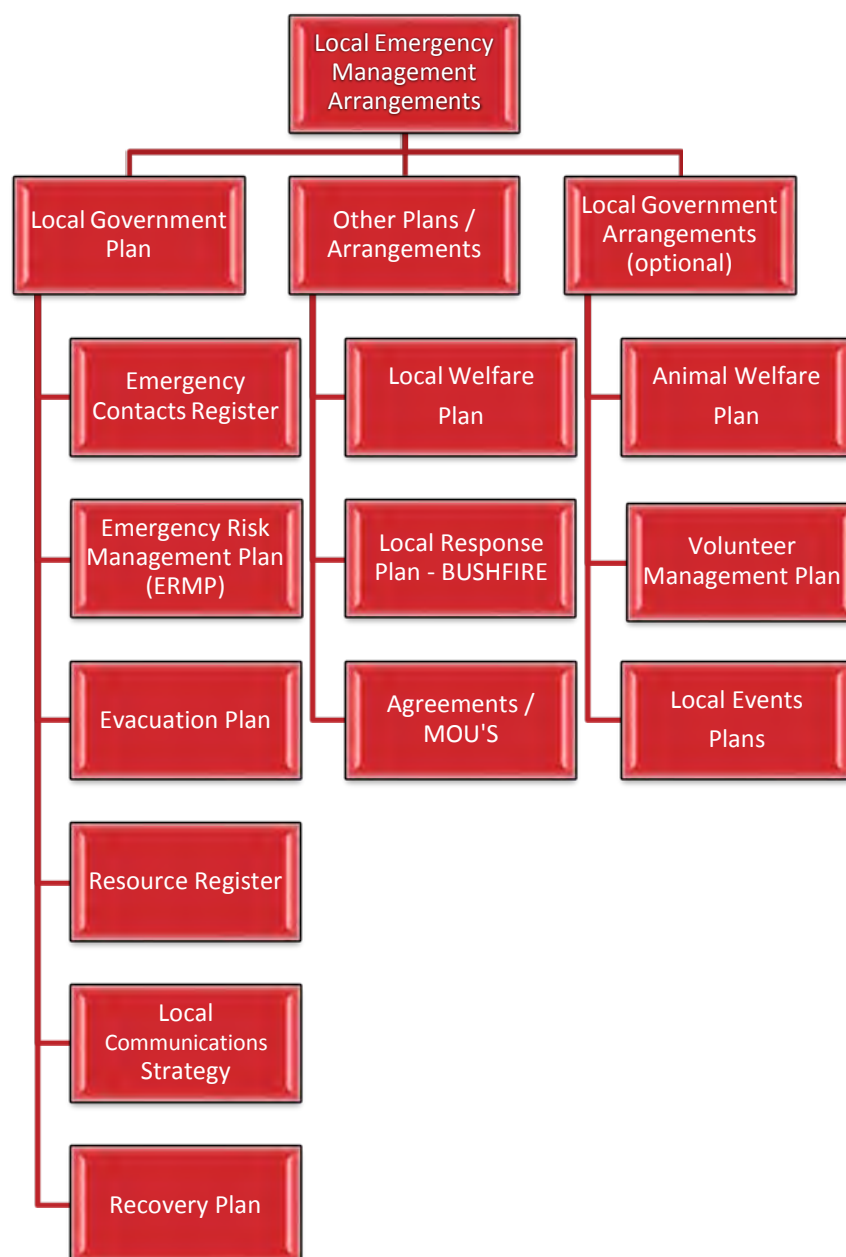
Figure 1: LEMA structure (LEMA Guidelines)

Approval Process

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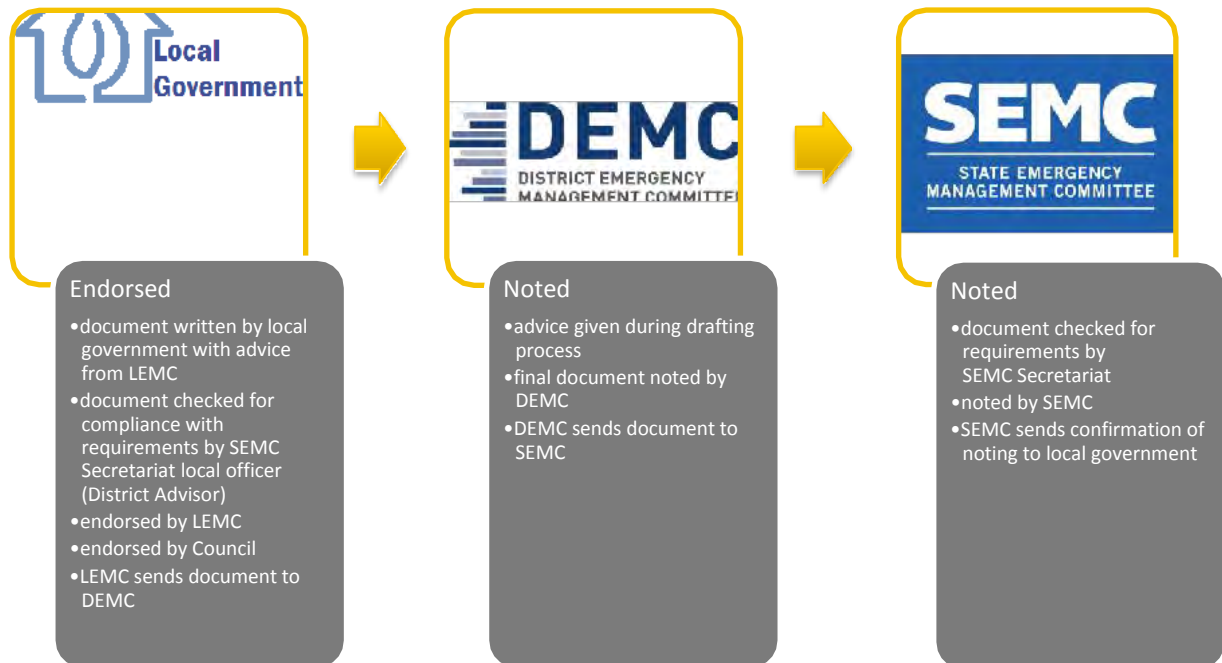

Local Government

Endorsed
- document written by local government with advice from LEMC
- document checked for compliance with requirements by SEMC Secretariat local officer (District Advisor)
- endorsed by LEMC
- endorsed by Council
- LEMC sends document to DEMC

DEMC DISTRICT EMERGENCY MANAGEMENT COMMITTEE

Noted
- advice given during drafting process
- final document noted by DEMC
- DEMC sends document to SEMC

SEMC STATE EMERGENCY MANAGEMENT COMMITTEE

Noted
- document checked for requirements by SEMC Secretariat
- noted by SEMC
- SEMC sends confirmation of noting to local government

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

Review Process

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

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

The review might be a 'light touch' or statement of fact change with minor amendments, or there may be major updates required. The Shire of Denmark conducts an annual minor review prior to the December LEMC meeting to ensure that all contacts, resources and information contained within the LEMP are correct and up to date. Refer to figure 3 for the review process.
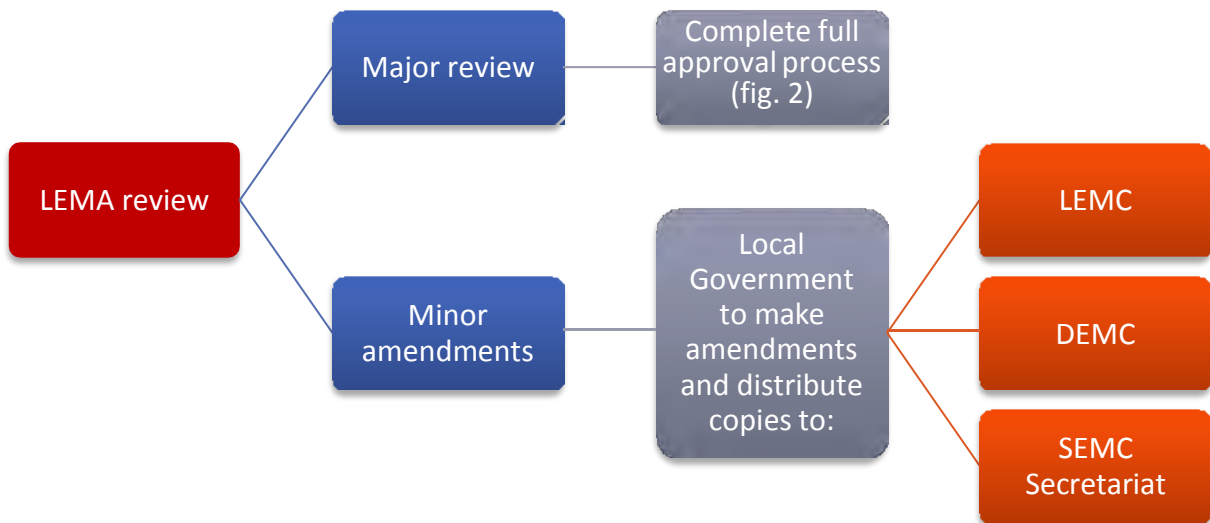
Figure 3: Review process for LEMA (refer SEMC Emergency Management Procedure – Local Emergency Management Arrangements [ADP5])

Non-completion / Non-adherence by Local Government

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

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

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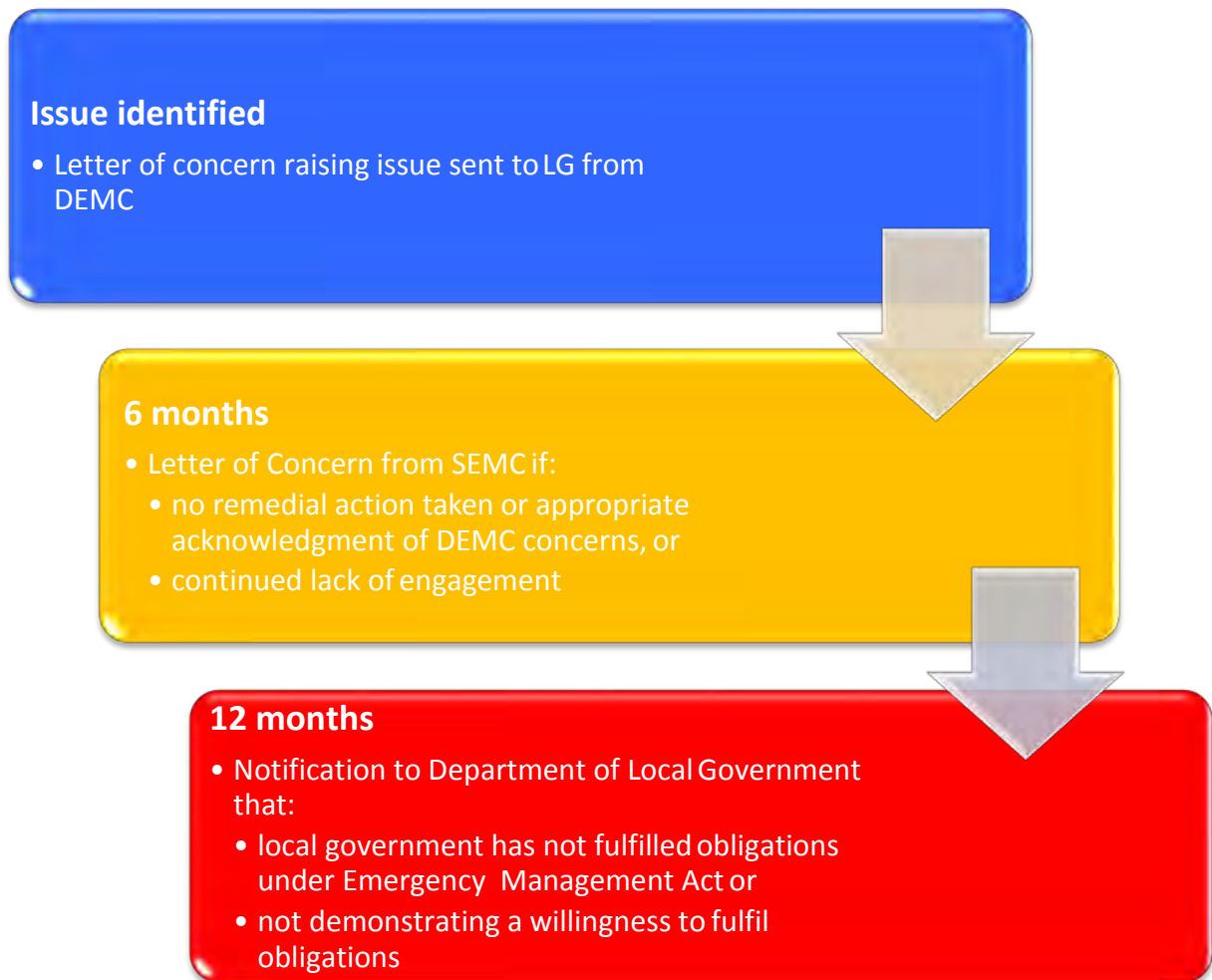➢ Apparent lack of engagement by local government.

Issue identified

- Letter of concern raising issue sent to LG from DEMC

6 months

- Letter of Concern from SEMC if:
  - no remedial action taken or appropriate acknowledgment of DEMC concerns, or
  - continued lack of engagement

12 months

- Notification to Department of Local Government that:
  - local government has not fulfilled obligations under Emergency Management Act or
  - not demonstrating a willingness to fulfil obligations

Figure 4: Non-completion or non-adherence process

Distribution List

Organisation – LEMC Committee	Number of copies
Chief Bushfire Control Officer	1
Denmark Shire – CEO, CESM, Ranger, & Corporate library	4
Councillor Representative – Shire President	1
Denmark State Emergency Service	1
Department of Communities	1
Denmark Hospital	1
St John Ambulance - Denmark	1
St John Ambulance - Walpole	1
WAPOL Denmark	1
WAPOL Walpole	1
Denmark Sea Rescue	1
Peaceful Bay Sea Rescue	1
Walpole Volunteer Marine Rescue	1
Denmark VFRS	1
Other Organisations	
Denmark Public Library	1
Department of Fire and Emergency Services	1
Department of Biodiversity, Conservation and Attractions	1
Office of Emergency Management	1
Great Southern District Emergency Management Committee	1

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

Amendment Record

Number	Date	Amendment summary	Author
1	December 2017	Full 5-year review of arrangements	Lee Shelley
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Glossary of Terms

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

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

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

COMBAT AGENCY: 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 specialized 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**.**

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

CONTROLLING AGENCY: An agency nominated to control the response activities to a specified type of emergency.

COORDINATION: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also CONTROL and COMMAND**:**

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

EMERGENCY: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

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

- Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

- Preparedness – preparation for response to an emergency.

- Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

- Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY: A Hazard Management Agency (HMA), a Combat Agency or a Support Organisation

EMERGENCY RISK MANAGEMENT: A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised

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

HAZARD: An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY (HMA): A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT: The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER (IC): The person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology; however, the function remains the same]

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

LOCAL EMERGENCY COORDINATOR (LEC): The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

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

MUNICIPALITY: Means the district of the local government.

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

PREVENTION: The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of an emergency.

PREPAREDNESS: Preparation for response to an emergency.

RESPONSE: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery.

RECOVERY: The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

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

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

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

RISK MANAGEMENT: Coordinated activities of an organisation or a government to direct and control 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 specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

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

VULNERABILITY: The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

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

General Acronyms Used In These Arrangements

BFB	Bushfire Brigade	HMA	Hazard Management Agency
CBFCO*	Chief Bushfire Control Officer	ISG	Incident Support Group
CEO*	Chief Executive Officer - Shire	LEC	Local Emergency Coordinator
CESM*	Community & Emergency Services Manager	LEMA	Local Emergency Management Arrangements
CSO*	Customer Service Officer	LEMC	Local Emergency Management Committee
DC	Department of Communities	LRC	Local Recovery Coordinator
DCBFCO*	Deputy Chief Bushfire Control Officer	LRCC	Local Recovery Coordinating Committee
FRS	Fire and Rescue Service	MCS*	Manager Community Services
DCCS*	Director of Corporate and Community Services	SEC	State Emergency Coordinator
DEMC	District Emergency Management Committee	SEMC	State Emergency Management Committee
DFES	Department of Fire and Emergency Services	SES	State Emergency Service
DBCA P&WS	Department of Biodiversity Conservation & Attractions Parks and Wildlife Service	SEWS	Standard Emergency Warning Signal
DWS*	Director Works and Services	SOP	Standard Operating Procedures
EA CEO*	Executive Assistant to CEO	VFRS	Volunteer Fire & Rescue Service
ECC	Emergency Coordination Centre	VMRS	Volunteer Marine Rescue Service
EMT*	Executive Management Team - Shire		
FCO	Fire Control Officer	*	**Denmark Shire specific**
FO*	Finance Officer		

Denmark, Western Australia

Geography

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

The Shire of Denmark has a population of just over 5,845 (2016 ABS Census) 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 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, viticulture and tourism. 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.

Predominately the 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, 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.

Other areas of note throughout the Shire include:

Land Area Total (Ha)   **186,000**

Reserves in the Shire of Denmark (No)

➢ Shire Reserves	109
➢ Shire Coastal Reserves	6
➢ Shire A Class Reserves	12
➢ DBCA Managed Parks & Reserves	6

Reserves in the Shire of Denmark Total   **133**

Reserves in the Shire of Denmark (ha)

➢ DBCA - National Parks & Reserves (ha)	10,000
➢ Shire Reserves (ha)	979

Reserves in the Shire of Denmark Total (ha)   **10,979**

Figure 6: Land Totals and Protected Areas (ABS

Climate

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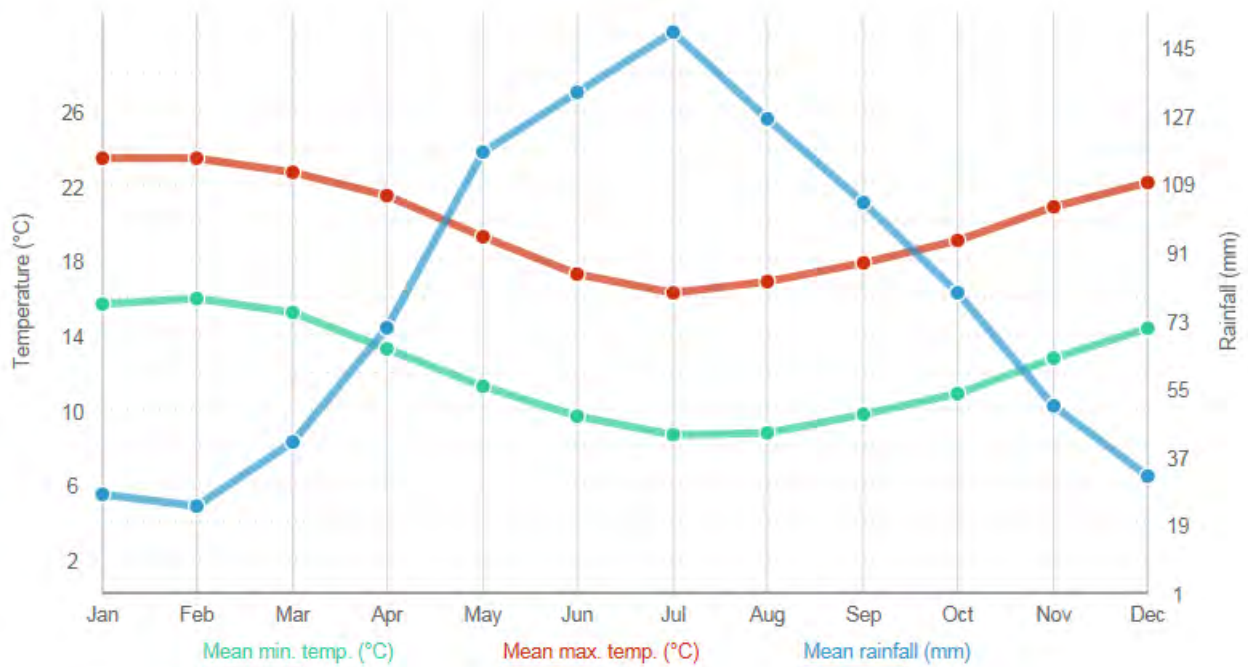
Mean rainfall and temperature

Demographics

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

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

Shire of Denmark - Estimated Resident Population

Age	Denmark (S)	%	Western Australia	%	Australia	%
Median age	49	--	36	--	38	--
0-4 years	265	4.5	161,727	6.5	1,464,779	6.3
5-9 years	365	6.2	164,153	6.6	1,502,646	6.4
10-14 years	381	6.5	150,806	6.1	1,397,183	6.0
15-19 years	391	6.7	149,997	6.1	1,421,595	6.1
20-24 years	120	2.1	160,332	6.5	1,566,793	6.7
25-29 years	174	3.0	184,908	7.5	1,664,602	7.1
30-34 years	211	3.6	194,267	7.9	1,703,847	7.3
35-39 years	294	5.0	173,041	7.0	1,561,679	6.7
40-44 years	338	5.8	171,996	7.0	1,583,257	6.8
45-49 years	419	7.2	172,520	7.0	1,581,455	6.8
50-54 years	451	7.7	162,438	6.6	1,523,551	6.5
55-59 years	498	8.5	149,899	6.1	1,454,332	6.2
60-64 years	481	8.2	132,145	5.3	1,299,397	5.6
65-69 years	547	9.4	116,755	4.7	1,188,999	5.1
70-74 years	383	6.6	82,911	3.4	887,716	3.8
75-79 years	247	4.2	61,509	2.5	652,657	2.8
80-84 years	165	2.8	42,590	1.7	460,549	2.0
85 years and over	117	2.0	42,420	1.7	486,842	2.1

Persons - Total (no.) 5845

Figure 9: Shire of Denmark Estimated Resident Population - ABS – 2016 Census

Nationalities

According to the 2016 Census:

Denmark – 66.9% of people were born in Australia. The other most common countries of birth were England 10.7%, New Zealand 2.1%, South Africa 1.1%, Germany 1.0% and Scotland 0.9%.

Aboriginal and Torres Strait Islander

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

Percentage of total population (%)   1.3

CALD Population (Culturally & Linguistically Diverse)

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

Percentage of total population (%) 3.5

Community Consultation

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

➢ Community surveys;
➢ Community workshops;

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

Document Availability

Public copies of these arrangements shall be available free of charge during office hours:

➢ Shire's Administration Office - 953 South Coast Hwy, Denmark;
➢ Shire Website **www.denmark.wa.gov.au**

Aim

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

Purpose

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

A. the Shire of Denmark's policies for emergency management;
B. the roles and responsibilities of public authorities and other persons involved in emergency management in the Shire of Denmark;
C. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in dot point B);
D. a description of emergencies that are likely to occur in the Shire of Denmark;
E. strategies and priorities for emergency management in the Shire of Denmark;
F. other matters about emergency management in the Shire of Denmark prescribed by the regulations; and
G. other matters about emergency management in the Shire of Denmark considers appropriate. (s.41 (2) of the Act).

Scope

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

Furthermore:

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

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

Existing Plans & Arrangements

DOCUMENT	OWNER	RESPONSIBILITY OF:	LOCATION	CURRENT	REVIEW DATE	NEXT REVIEW
SHIRE						
Animal Welfare Plan	Shire of Denmark	➢ Ranger ➢ LEMC	➢ Shire Office ➢ Shire Depot ➢ Dept. of Primary Industries & Regional Development	To be developed	5 Year or post activation	To be developed 2017 / 18
Business Continuity Plan – Shire Organisation	Shire of Denmark	➢ DCCS	➢ Shire Office	Yes	3 Year or post activation	June 2018
Bushfire Response Plan	Shire of Denmark	➢ CBFCO ➢ BFAC ➢ CESM	➢ Shire Office	Yes	2 Year	November 2019
Evacuation Plan	Shire of Denmark HMA	➢ LEMC ➢ HMA	➢ Shire Office	Yes	5 Year or post activation	November 2017
Recovery Plan	Shire of Denmark	➢ LEMC ➢ Recovery Co-ordinator	➢ Shire Office	Yes	5 Year or post activation	October 2017
Risk Register	Shire of Denmark	➢ LEMC	➢ Shire Office	Yes	5 Year	October2017
Volunteer Management Plan	Shire of Denmark	➢ LEMC	➢ Shire Office	To be developed		Late 2017
Welfare Plan	Department of Communities	➢ District Emergency Services Officer Great Southern ➢ LEMC	➢ CPFS Great Southern Office Albany ➢ Shire Office	Yes	Main – 2 years Appendices - quarterly & after each activation	2018

Shire Administration Building – Evacuation Plan	Shire of Denmark	➤ Office ➤ OH&S Committee	➤ Administration Building – Diagram	Yes	Yearly	2018
Shire Depot – Evacuation Plan	Shire of Denmark	➤ DWS	➤ Shire office ➤ Depot Office	TBA		
Denmark Community Resource Centre – Evacuation Plan	Denmark CRC	➤ Denmark Community Resource Centre	➤ Denmark Community Resource Centre	TBA		
Denmark Senior High School – Evacuation Plan	Denmark Senior High School	➤ Denmark Senior High School	➤ Denmark Senior High School	TBA		
Denmark Agricultural College – Evacuation Plan	Denmark Agricultural College	➤ Denmark Agricultural College	➤ Denmark Agricultural College	TBA		
Denmark Recreation Centre – Evacuation Plan	Denmark Recreation Centre	➤ Denmark Recreation Centre	➤ Shire Office ➤ Denmark Recreation Centre Office	Yes	2 Year	December 2017
Denmark Primary School – Evacuation Plan	Denmark Primary School	➤ Denmark Primary	➤ Denmark Primary School	TBA		

BUSINESSES

DOCUMENT	OWNER	RESPONSIBILITY OF:	LOCATION	CURRENT	REVIEW DATE	NEXT REVIEW
Ocean Beach Holiday Park	OBHP	➤ Site Manager	➤ OBHP Office	Yes	Yearly - before Tourist season	
Denmark River Mouth Caravan Park	DRCP	➤ Site Manager	➤ DRCP Office	Yes	Yearly - before Tourist season	
AMB Plan	Denmark St John Ambulance	➤ Denmark St John Ambulance	➤ Denmark Sub-centre	Yes		
Australian Blue Gum Fire Management Plan	Australian Blue Gum Fire Management Plan	➤ Australian Blue Gum Plantation PTY LTD		TBA		

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

Agreements, Understandings and Commitments - Regional

Parties to the Agreement		Summary of the Agreement	Special Considerations
WALGA	Great Southern Zone	To provide assistance & resources to each other in the event of an emergency.	Any support given in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the Council giving the support.
Lower Great Southern Economic Alliance	Denmark Albany Plantagenet	Agreement between 3 LGA's to work together to achieve regional efficiencies. This includes emergency management	To be developed further - Emergency Management staff from the 3 Shires to develop an MOU regarding resource sharing in an emergency event. Reciprocal resource/ cash arrangements

Figure 12: Agreements, Understandings and Commitments - Regional

RELATED DOCUMENTS AND AGREEMENTS

Local Emergency Management Polices – the Shire of Denmark has no policies.

Special Considerations

Major influxes of tourists
- **Easter**
  - April
- **School holidays / Public Holidays**
  - Tourists swell the town to 15,000 -18,000
- **Greens Pool / Tree Top Walk**
  - High numbers of day visitors

Large public events
- **Denmark Markets**
  - December, January & Easter each year, several thousand attendees
- **Denmark Surf Lifesaving Carnival**
  - December – in excess of 1,000 attendees and spectators
- **Vineyard Cinema and Music Nights**
  - Various – in excess of 200 attendees at each event
- **Denmark Summer Golf Classic (3 days)**
  - February - in excess of 250 attendees
- **Australia Day Celebration**
  - January – in excess of 800 attendees
- **Festival of Voice**
  - June each year

Seasonal conditions
- **Bush Fire Season**
  - October – April
- **Hay Harvest**
  - October – December
- **Restricted Burning Periods**
  - 1 November – 15 December
  - 1 March – 30 April
- **Prohibited Burning Period**
  - 16 December –Last day of February
- **Storm Season**
  - May – November

Major Roads
- South Coast Hwy traverses Denmark East to West
- Mt Barker Rd traversers Denmark North to South
- Limited access across the Denmark River

Tracks and Trails
- Wilderness Ocean Walk (WOW) Trail, Bibbulmun Track, Munda Biddi Track, Nornalup Heritage Rail Trail etc.

Resources and External Emergency Contacts

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

Shire Resources

Appendix 4: Shire Resources

Additional Local Resources

Appendix 5: Additional Local Resource Contacts

Additional External Emergency Contacts / Resources

Appendix 6: Additional External Emergency Contacts / Resources

PART 3 - LEMC ROLES AND RESPONSIBILITIES

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

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

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

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by

> ➢ Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues
> ➢ They provide advice to Hazard Management Agencies to develop effective localised hazard plans providing a multi-agency forum to analyse and treat local risk
> ➢ Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

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

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

Local Emergency Management Committee

Organisation	Name
Shire of Denmark – Shire President **LEMC Chairman**	Ceinwen Gearon
Shire of Denmark - CESM **LEMC Executive Officer**	Marcus Owen
Shire of Denmark- CEO **Recovery Coordinator**	Bill Parker
WA Police Service –OIC Denmark **Local Emergency Co-ordinator**	Matt Hartfield
WA Police Service – OIC Walpole	David Wall
Shire of Denmark - CBFCO	Ross McDougall
Department of Communities - District Emergency Services Officer	Neville Blackburn
SEMC District Emergency Management Advisor Great Southern Region	Adam Smith
State Emergency Service - Denmark	Tracey Allison
State Emergency Service- Walpole	Peter Newton
Surf Lifesaving- Denmark	Jane Kelsbie
St John Ambulance - Denmark	Marion MacDougall
St. John Ambulance - Walpole	Harold Luxton
Silver Chain - Walpole	Daniel Moore
Denmark Health Service – DON	Acting DON
Volunteer Sea Rescue - Denmark	Derek Stone
Volunteer Sea Rescue- Peaceful Bay	Raymond Flanagan
Volunteer Marine Rescue - Walpole	Alex Williams
DCBA Parks and Wildlife Service - Franklin	George Doust
Volunteer Fire and Rescue Service - Denmark	Lee Shelley

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

Local Roles and Responsibilities

Local role	Nominated Person	Description of responsibilities
Local Government	Shire of Denmark	The responsibilities of the Shire of Denmark are defined in s.36 of The Act.
Local Emergency Coordinator	OIC Denmark WAPOL	The responsibilities of the LEC are defined in s.36 of The Act.
Local Recovery Coordinator	Shire CEO	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	MCS	During an evacuation where a local government facility is utilised, Dept. of Communities provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG / IMT)	CESM or Delegate	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	CESM or Delegate	➢ Ensure planning and preparation for emergencies is undertaken. ➢ Implementing procedures that assist the community and emergency services deal with incidents. ➢ Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. ➢ Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability. ➢ Liaise with the incident controller (provide liaison officer) ➢ Participate in the ISG and provide local support. ➢ Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Dept. of Communities.

Figure 14: Local Roles and Responsibilities
See Appendix1: Shire of Denmark – Staff Emergency Role / Responsibility   List

LEMC Officers Responsibilities

Local role		Description of responsibilities
LEMC Chair	Shire of Denmark - President	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Shire of Denmark - CESM	Provide secretariat support including: ➢ Meeting agenda ➢ Minutes and action lists ➢ Correspondence ➢ Maintain committee membership contact register; Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: ➢ Annual Report ➢ Annual Business Plan ➢ Maintain Local Emergency Management Arrangements; Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and ➢ Participate as a member of sub-committees and working groups as required;

Figure 15: LEMC Officer Responsibilities

Agency Roles and Responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to: ➢ Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. ➢ Control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery
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.' [EM Act 2005 s4] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: ➢ Undertake responsibilities where prescribed for these aspects [EM Regulations] ➢ Appointment of Hazard Management Officers [s55 Act] ➢ Declare / Revoke Emergency Situation [s 50 & 53 Act] ➢ Coordinate the development of the Westplan for that hazard [SEMP 2.2] ➢ Ensure effective transition to recovery by Local Government
Combat Agency	A combat agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Agency roles	Description of responsibilities
Support Organisation	A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (EMWA Glossary Version: 2011)

Figure16: Agency Roles and Responsibilities

PART FOUR – MANAGING RISK

Emergency Risk Management

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

Shire Emergency Risk Register Development

The Shire of Denmark LEMC completed the risk register assessment and development process over a 12-month period in 2017.

Milestone	Responsible	Timeframe	Actions Required
Establish the Context	Shire of Denmark CESM	March- April 2017	• Develop draft 'Establish the Context' section of report • Consider risk evaluation criteria • Develop list of hazards for consultation • Develop 'Identify Controls' tool
Workshop 1 - 'Establish the Context' and 'Identify Risk'	Shire of Denmark CESM	September 2017	• Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region • Develop risk descriptions / statements for identified hazards • Conduct research as required
Workshop 2 - 'Analyse Risk' and Develop 'Treat Risk' Frameworks	Shire of Denmark CESM	March / April 2018	• Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region • Develop framework for recording risk treatments
Workshop 3 - 'Treat Risk' and Consolidate Risk Report	Shire of Denmark CESM	June/July 2018	• Provide venue & catering as required • Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region • Consolidate all aspects of project into final report
Report, Sign Off & Endorsement	Shire of Denmark CESM	July/August 2018	• LEMC signoff • Council endorsement

Figure 17: Emergency Risk Register Development Process

Emergency Risk Register Document

Please see:

Attachment 1: Emergency Risk Register

Critical Infrastructure

Please see the list of critical and community infrastructure for:

Appendix 8: Denmark

Appendix 9: Peaceful Bay

Appendix 10: Nornalup

Identified Risk Register Emergencies / Hazards

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan Review (Date)
Biosecurity	DPIRD	DPIRD Director General	DPIRD Great Southern	DPIRD Albany Office Local Veterinarians Shire of Denmark EHO	ANIMAL AND PLANT BIOSECURITY	
Electricity Supply Disruption	Dept. of Finance – Public Utilities Office	Coordinator of Energy	Network/System Operators (e.g. Western Power)	Local Electricians	ELECTRICITY SUPPLY DISRUPTION	
Fire (DCBA)	DCBA	DFES Commissioner P&WS	DCBA Albany Manjimup Walpole	BFB - Denmark VFRS - Denmark	FIRE	
Fire (UCL/UMR)	DFES	DFES Commissioner	DFES	BFB - Denmark VFRS - Denmark	FIRE	
Fire	DFES Shire	DFES Commissioner Shire	DFES Shire	VFRS - Denmark BFB - Denmark Owner Occupiers Industry (e.g. Plantations)	FIRE	
Flood	DFES	DFES Commissioner	DFES Great Southern	SES – Denmark BFB - Denmark VFRS - Denmark	FLOOD	

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan Review (Date)
HAZMAT	DFES / WAPOL	DFES / WAPOL	DFES	VFRS - Denmark BFB - Denmark Shire	HAZMAT	
Land Search	WAPOL	Commissioner of Police	Denmark Police	SES – Denmark Local Volunteers	LAND SEARCH	
Energy Supply Disruption - Fuel	Dept. of Finance – Public Utilities Office	Coordinator of Energy			LIQUID FUEL SUPPLY DISRUPTION	
Road Crash	WAPOL	Commissioner of Police	Denmark Police	VFRS - Denmark St John Ambulance Shire Main Roads	ROAD CRASH EMERGENCY	
Storm	DFES	DFES	DFES Great Southern Shire	SES – Denmark BFB - Denmark VFRS - Denmark Shire	STORM	
Marine Rescue & Enclosed Water Incidents	WAPOL	Commissioner of Police	Denmark Police / Walpole Police	VSRG -Denmark VSRG– Peaceful Bay VMR - Walpole	MARINE SEARCH AND RESCUE	

Figure 18: Identified Risk Register Emergencies / Hazards

Other Hazards - Not Identified / Prioritised In Risk Register

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Air Crash	WAPOL	Commissioner of Police	Denmark Police	VFRS - Denmark St John Ambulance DFES – Great Southern VMR Groups	AIR CRASH	
Collapse	DFES	DFES or other HMA if required		SES- Denmark VFRS - Denmark WAPOL Denmark	COLLAPSE	
Earthquake	DFES	DFES Commissioner		SES- Denmark VFRS- Denmark WAPOL- Denmark	EARTHQUAKE	
Gas Supply Disruption	Dept. of Finance Public Utilities Office	Coordinator of Energy			GAS SUPPLY DISRUPTION – Perth Supply – Transport- Bulk tank issue	
Heatwave	Disaster Preparedness Management Unit - Western Australian Department of Health	State Health Coordinator (SHC)	Regional Population Health Unit	Denmark Health Service Albany Health Service Mt Barker Health Service HACC Child Health Nurses Shire of Denmark PEHO	HEATWAVE	

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Human Epidemic	Department of Health	State Human Epidemic Controller (SHEC) WAPOL	Regional Population Health Unit	Denmark Health Service Mt Barker Health Service Albany Health Service Shire of Denmark PEHO	HUMAN EPIDEMIC	
Space Re-Entry Debris (SPRED)	WAPOL	Denmark Police	Denmark Police	SES- Denmark VFRS- Denmark WAPOL- Denmark	SPACE RE-ENTRY DEBRIS (SPRED)	

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

Local Emergency Management Priorities and Strategies – 2018/19

Priority	Strategy	Responsibility	Completed
Evacuation Planning	• Establish an evacuation working group	• LEMC	Established and ongoing
	• Evacuation Plan Review	• CESM • LEMC	
	• Educate and engage the community in preparedness activities prior to 2018/ 19 fire season	• LEMC Volunteers	
	• CESM and LEMC volunteers to engage with the Denmark Schools during Bushfire Safety Week – Term 4	• CESM • LEMC Volunteers	Completed in 2017 and ongoing
	• Investigate Voluntary messaging Alert System for residents	• CESM • MCS	
	• Educating community on DFES Bushfire Alert System via local newsletters, Facebook, website.	• CESM	CESM conducted community meeting and ongoing each year
Recovery Planning	• Recovery Coordinator and Councillor to attend Recovery Coordinating specific training through WALGA	• CESM & Councillors	
	• Recovery Plan review	• Recovery Co-ordinator • CESM • LEMC	Reviewed and requires updating
Develop Shire Business Continuity Plan	• Shire DCCS to review/update Shire organisational Business Continuity Plan	• DCCS • MCS	

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

Incident Support Group (ISG)

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

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

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

Triggers for an ISG

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

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

Membership of an ISG

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

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

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

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

Frequency of Meetings

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

Location of ISG Meetings

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

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

Venue	Address	Contact name	Phone	Email
Denmark Council Chambers	South Coast Hwy Denmark	Bill Parker (CEO)	98480300 0419 580 825	ceo@denmark.wa.gov.au
Denmark Recreation Centre	Brazier St Denmark	Damian Schwarzbach Manager	9848 2044	denrec@denmark.wa.gov.au
Denmark Civic Centre	Strickland Street Denmark	Shire	9848 0300	enquiries@denmark.wa.gov.au
Denmark Community Resource Centre	Strickland Street Denmark	Tim Maisey Petra Thompson Co - Managers	9848 2842	manager@denmarkcrc.wa.au
Peaceful Bay Progress Assn.	1st Avenue Peaceful Bay	Callum Baxter President	9840 9553 0409449993	cnbaxter@bigpond.com

Appendix 3 – Coordination of Emergency Response

Local Alert Systems

The Shire of Denmark has the following systems in place:

Alert System	Information	Benefits	Limitations
Community Notice Boards	Denmark Shire Admin building Denmark Library Denmark Civic Centre	Easily accessible	Limited by the size of the notice board
Website	http://www.Denmark.wa.gov.au	Links to DFES website	Not all residents are connected. Reliability of internet
Facebook	Shire of Denmark https://www.facebook.com/shireofdenmark/	Able to upload a lot of information quickly and remotely.	Reliability of internet questionable. Not all residents utilise Facebook

Appendix 3 – Coordination of Emergency Response – Local

Media management and public information

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

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

Please see:

Appendix 3 – Coordination of Emergency Response – External

Public warning systems

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

Please see:

Appendix 3 – Coordination of Emergency Response – External

Finance Arrangements

State Emergency Management Plan outlines the responsibilities for funding during multi-agency emergencies. While recognising these provisions the Shire of Denmark is committed to expending such necessary funds within its current budgetary constraints as required   to ensure the safety of its residents and visitors.

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

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

Evacuation

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

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

Please refer to:

Attachment 3: Evacuation Plan.

Special needs groups

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

1. Denmark Health service
   Isolated Senior's
   CaLD community
   Persons with disabilities
2. Denmark Primary School
3. Steiner School
4. Denmark Little Whalers Day Care
5. Denmark Senior High School
6. Denmark Agricultural college
7. Gumnut Corner Day Care
8. Spirit of Play
9. Amaroo Seniors Housing

Appendix 12: Vulnerable Person's List

Routes & maps

Copies of town maps for Denmark, Peaceful Bay and Nornalup can be found under:

Appendix 11: Shire Maps

Welfare

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

Attachment 4: Welfare Plan

Local Welfare Coordinator

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

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

Local Welfare Liaison Officer

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

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

It is important that the Shire identify the initial arrangements for welfare to occur, particularly in remote areas such as Nornalup, where it may take some time for Department of Communities to arrive.

Local Welfare Liaison Officer will be the Manager of Community Services.

Register.Find.Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other.

Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

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

Animal Welfare Plan

The Shire and LEMC with the assistance of the local Ranger will be developing an Emergency Animal Welfare Plan in mid to late 2018.

Welfare centres

Welfare centres have been identified in the Shire of Denmark Welfare Plan by the Department of Communities.

Please see: **Attachment 4: Welfare Plan**

Volunteer Management/Spontaneous Donations

To be developed

RECOVERY

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

Please see:

Attachment 5: Shire Recovery Plan

Local Recovery Coordinator (LRC)

Local governments are required to nominate a Local Recovery Coordinator.

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

Shire of Denmark Recovery Officers will be:

- Local Recovery Coordinator – Chief Executive Officer
- Deputy Local Recovery Coordinator - Director of Corporate and Community Services

Agreements, Understandings, Commitments or MOUs
Nil recovery specific

Recovery Specific Resources
Refer resources list – appendix 4; Shire Resources

EXERCISING, REVIEWING AND REPORTING

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

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

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

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

Examples of exercises types include:

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

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

Review of Local Emergency Management Arrangements

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

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

• contact lists are reviewed and updated quarterly; a review is conducted after training that exercises the arrangements;
• an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
• varying circumstances may require more frequent reviews.

Review of Local Emergency Management Committee Positions

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

Review of Resources Register

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

Annual Reporting

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