

# Local Emergency Management Arrangements

---

## TABLE OF CONTENTS

ABOUT THE ARRANGEMENTS .....	6
LEMA Structure.....	6
Approval Process .....	7
Figure 2: Approval process for LEMA .....	7
Review Process .....	7
Figure 3: Review process for LEMA.....	8
Non-completion / Non-adherence by Local Government .....	8
Figure 4: Non-completion or non-adherence process .....	9
Distribution List .....	10
Appendix 1 – LEMC Contacts List .....	10
Amendment Record .....	11
Glossary of Terms.....	12
General Acronyms Used In These Arrangements .....	16
PART 1 – SHIRE OF DENMARK SNAPSHOT .....	17
Geography .....	17
Figure 5: Map – Shire of Denmark .....	17
Figure 6: Land Totals and Protected Areas.....	17
Climate.....	18
Figure 7: Mean Rainfall and Temperature.....	18
Demographics.....	18
Figure 8: Great Southern Population .....	18
Figure 9: Shire of Denmark Estimated Resident Population.....	19
Figure 10: Nationalities of Shire Residents .....	19
PART 2 – INTRODUCTION.....	20
Community Consultation .....	20
Document Availability .....	20
Aim .....	20
Purpose .....	20
Scope.....	21
Existing Plans & Arrangements .....	22
Figure 11: Existing Plans & Arrangements – Shire, Schools, Community Facilities, and Business.....	24
Agreements, Understandings and Commitments - Regional .....	25
Figure 12: Agreements, Understandings and Commitments - Regional .....	25
Special Considerations .....	26
Resources and External Emergency Contacts.....	27

Shire Resources .....	27
Appendix 4: Shire Resources .....	27
Additional Local Resources .....	27
Appendix 5: Additional Local Resource Contacts.....	27
Additional External Emergency Contacts / Resources.....	27
Appendix 6: Additional External Emergency Contacts / Resources.....	27
PART 3 - LEMC ROLES AND RESPONSIBILITIES .....	28
Local Emergency Management Committee.....	29
Figure 13: Local Emergency Management Committee List - Appendix 1 LEMC Contacts	29
Local Roles and Responsibilities .....	30
Figure 14: Local Roles and Responsibilities.....	30
LEMC Officers Responsibilities .....	31
Figure 15: LEMC Officer Responsibilities.....	31
Agency Roles and Responsibilities .....	32
Figure16: Agency Roles and Responsibilities .....	33
PART FOUR – MANAGING RISK .....	34
Emergency Risk Management .....	34
Shire Emergency Risk Register Development.....	34
Figure 17: Emergency Risk Register Development Process .....	34
Emergency Risk Register Document.....	35
Critical Infrastructure .....	35
Appendix 8: Denmark .....	35
Appendix 9: Peaceful Bay .....	35
Appendix 10: Nornalup .....	35
Identified Risk Register Emergencies / Hazards.....	36
Figure 18: Identified Risk Register Emergencies / Hazards .....	37
Other Hazards - Not Identified / Prioritised In Risk Register .....	38
Figure19: Other Hazards - Not Identified / Prioritised In Risk Register .....	39
Local Emergency Management Priorities and Strategies - 2016 / 17.....	40
PART FIVE – COORDINATION OF EMERGENCY OPERATIONS.....	41
Incident Support Group (ISG).....	41
Triggers for an ISG.....	41
Membership of an ISG .....	41
Frequency of Meetings.....	41
Location of ISG Meetings .....	42
Appendix 3 – Coordination of Emergency Response .....	42

Local Alert Systems .....	42
Appendix 3 – Coordination of Emergency Response – Local.....	43
Media management and public information .....	43
Appendix 3 – Coordination of Emergency Response – External .....	43
Public warning systems.....	43
Appendix 3 – Coordination of Emergency Response – External .....	43
Finance Arrangements.....	43
Evacuation and welfare .....	44
Evacuation .....	44
Attachment 3: Evacuation Plan .....	44
Special needs groups.....	44
Appendix 12: Vulnerable Person’s List.....	44
Routes & maps .....	44
Appendix 11: Shire Maps.....	44
Bushfire Mapping & Rural Road Number Audit.....	44
Welfare .....	45
Attachment 4: Welfare Plan .....	45
Local Welfare Coordinator.....	45
Local Welfare Liaison Officer.....	45
Register. Find. Reunite .....	45
Animal Welfare Plan.....	46
Welfare centres.....	46
Volunteer Management.....	46
RECOVERY .....	47
Attachment 5: Shire Recovery Plan .....	47
Local recovery coordinator (LRC).....	47
EXERCISING, REVIEWING AND REPORTING .....	48
Review of Local Emergency Management Arrangements .....	48
Review of Local Emergency Management Committee Positions .....	49
Review of Resources Register .....	49
Annual Reporting .....	49

## 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

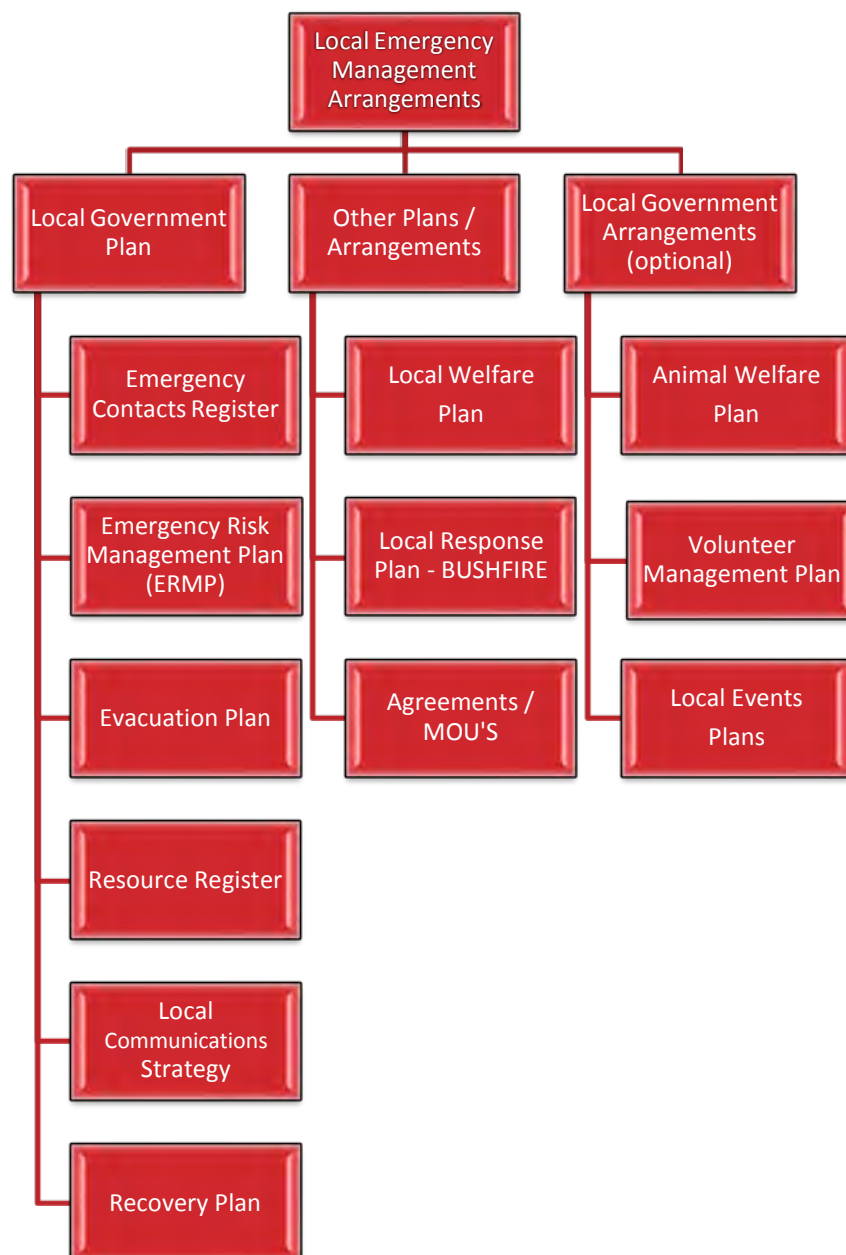
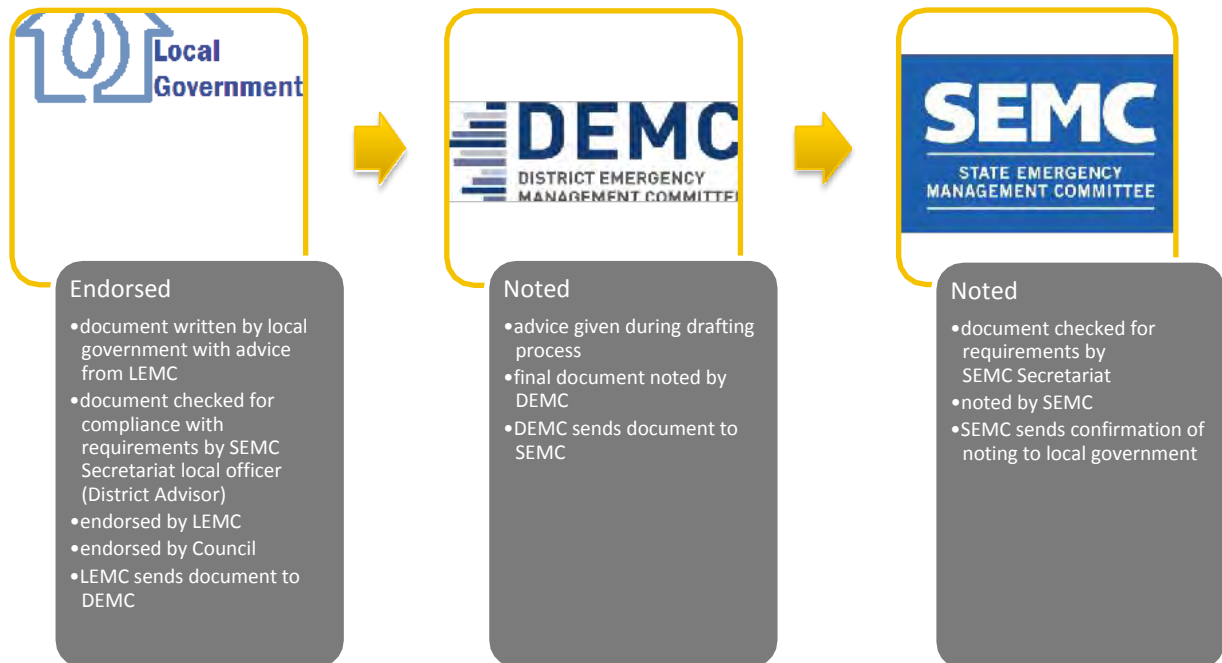


Figure 1: LEMA structure (LEMA Guidelines)

## Approval Process

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



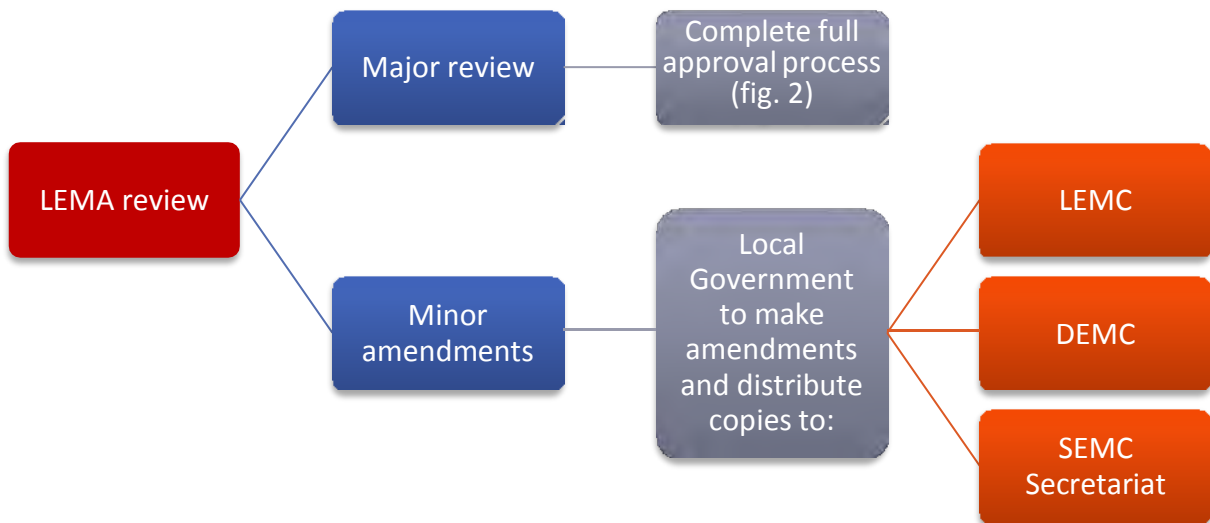
**Figure 2: Approval process for LEMA (refer SEMC Emergency Management Procedure – Local Emergency Management Arrangements [ADP4])**

## Review Process

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

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

The review might be a 'light touch' or statement of fact change with minor amendments, or there may be major updates required. The Shire of 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.

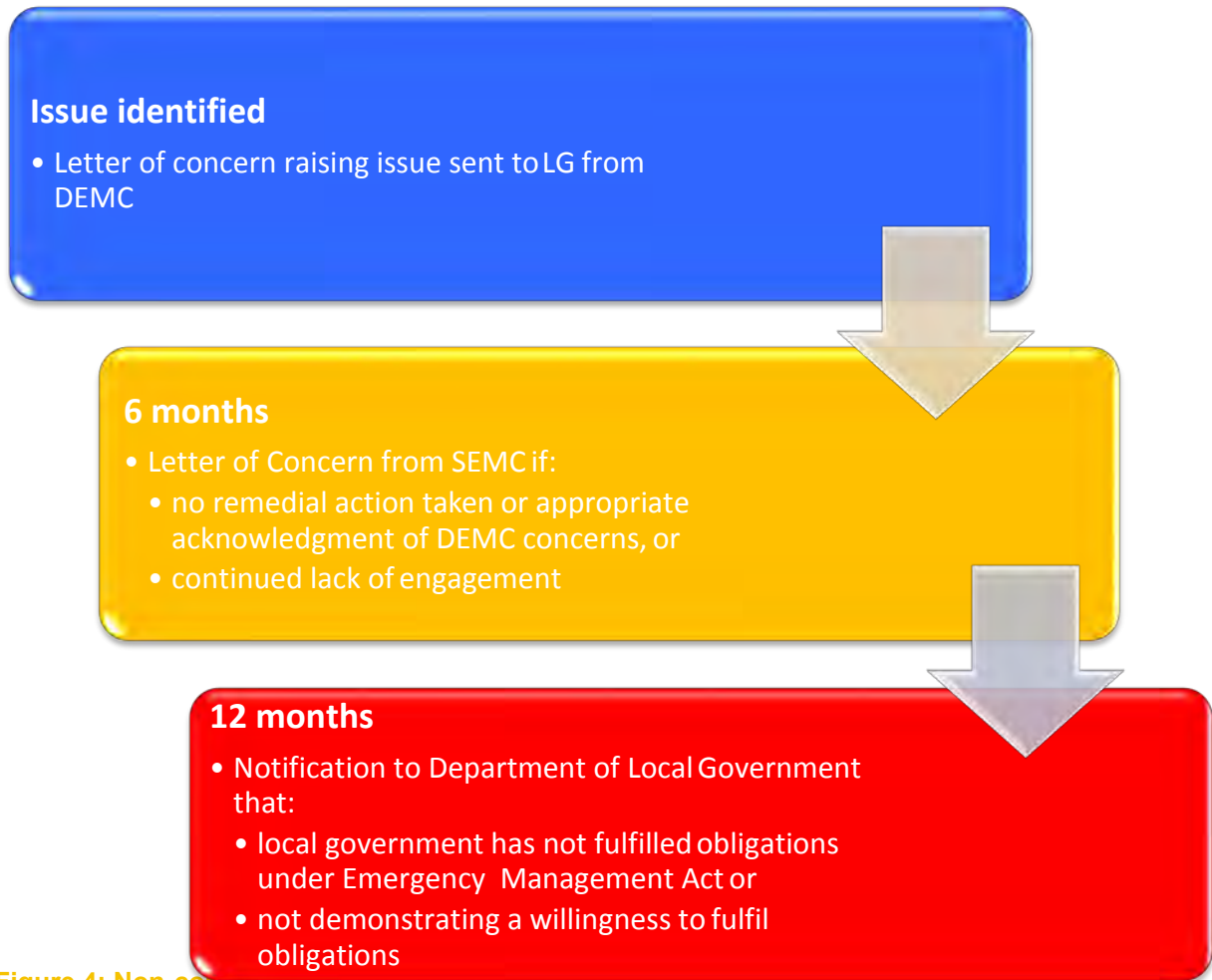


Figure 4: Non-completion or non-adherence process



## Distribution List

### Appendix 1 – LEMA 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
<b>Other Organisations</b>	
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](http://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:** A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6 (2) of the EM Act].

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

**COMMUNITY EMERGENCY RISK MANAGEMENT:** See RISK MANAGEMENT.

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

**COMMAND:** The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.

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

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

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

**DISTRICT:** means an area of the State that is declared to be a district under section 2.1

Local Government Act 1995.

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

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

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

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

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

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

**HAZARD:**

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

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

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

**INCIDENT CONTROLLER (IC):** The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

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

**LOCAL EMERGENCY COORDINATOR (LEC):** That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations.

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

**MUNICIPALITY:** Means the district of the local government.

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

**PREVENTION:** Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also COMPREHENSIVE APPROACH.

**PREPAREDNESS:** Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur, communities, resources and services are capable of coping with the effects. See also COMPREHENSIVE APPROACH.

**RESPONSE:** Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also COMPREHENSIVE APPROACH.

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

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

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

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

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

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

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

**SUPPORT ORGANISATION:** A public authority or other person who or which, because of the agency's functions under any written law or 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 degree of susceptibility and resilience of the community and environment to hazards.

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

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

## General Acronyms Used In These Arrangements

BFB	Bushfire Brigade	HMA	Hazard Management Agency
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	*	<b>Denmark Shire specific</b>
FO*	Finance Officer		

## PART 1 – SHIRE OF DENMARK SNAPSHOT



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

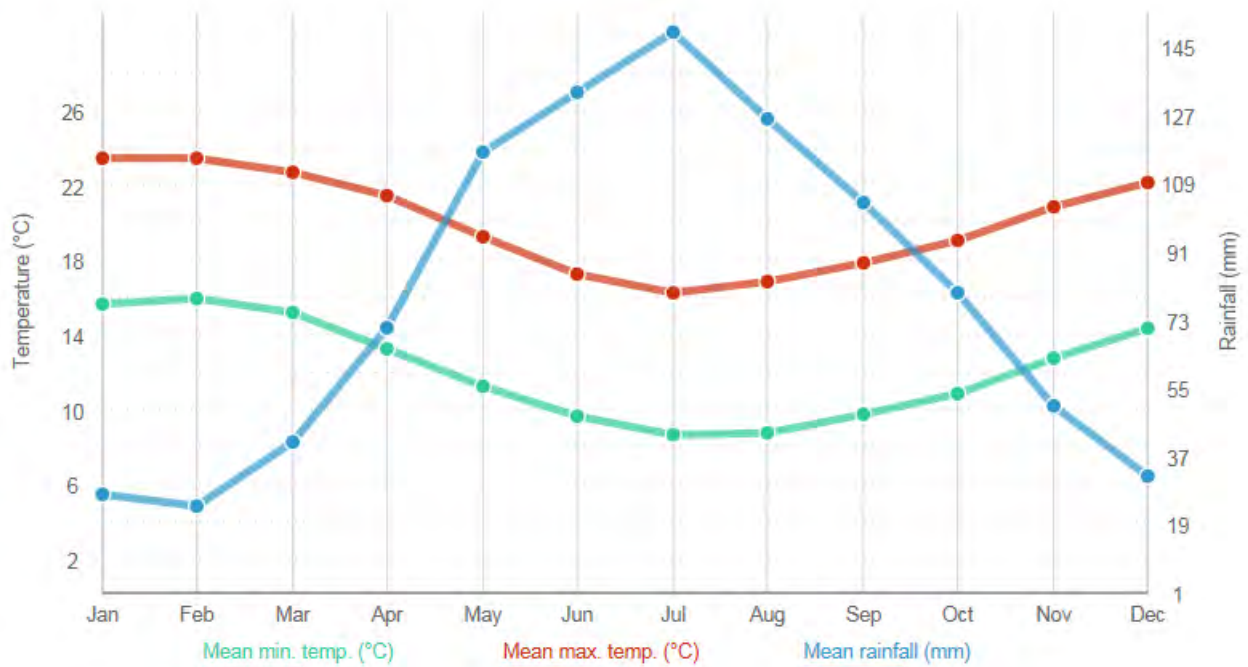


Figure 7: Mean Rainfall and Temperature (The West – Yahoo)

## Demographics

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

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

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

## Shire of 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**

## PART 2 – INTRODUCTION

### Community Consultation

The Shire's Local Emergency Management Arrangements, as well as additional arrangements such as the evacuation plan, recovery plan, bushfire plan etc. have been developed in consultation with the 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](http://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						
<b>Animal Welfare Plan</b>	Shire of Denmark	<ul style="list-style-type: none"> <li>➤ Ranger</li> <li>➤ LEMC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire Office</li> <li>➤ Shire Depot</li> <li>➤ Dept. of Agriculture &amp; Food</li> </ul>	To be developed	5 Year or post activation	To be developed 2017 / 18
<b>Business Continuity Plan – Shire Organisation</b>	Shire of Denmark	<ul style="list-style-type: none"> <li>➤ DCCS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>	Yes	3 Year or post activation	June 2018
<b>Bushfire Response Plan</b>	Shire of Denmark	<ul style="list-style-type: none"> <li>➤ CBFCO</li> <li>➤ BFAC</li> <li>➤ CESM</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>	Yes	2 Year	November 2019
<b>Evacuation Plan</b>	Shire of Denmark HMA	<ul style="list-style-type: none"> <li>➤ LEMC</li> <li>➤ HMA</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>	Yes	5 Year or post activation	November 2017
<b>Recovery Plan</b>	Shire of Denmark	<ul style="list-style-type: none"> <li>➤ LEMC</li> <li>➤ Recovery Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>	Yes	5 Year or post activation	October 2017
<b>Risk Register</b>	Shire of Denmark	<ul style="list-style-type: none"> <li>➤ LEMC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>	Yes	5 Year	October 2017
<b>Volunteer Management Plan</b>	Shire of Denmark	<ul style="list-style-type: none"> <li>➤ LEMC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire Office</li> </ul>	To be developed		Late 2017
<b>Welfare Plan</b>	Department of Communities	<ul style="list-style-type: none"> <li>➤ District Emergency Services Officer Great Southern</li> <li>➤ LEMC</li> </ul>	<ul style="list-style-type: none"> <li>➤ CPFS Great Southern Office Albany</li> <li>➤ Shire Office</li> </ul>	Yes	Main – 2 years Appendices - quarterly & after each activation	2018

<b>Shire Administration Building – Evacuation Plan</b>	Shire of Denmark	<ul style="list-style-type: none"> <li>➤ Office</li> <li>➤ OH&amp;S Committee</li> </ul>	<ul style="list-style-type: none"> <li>➤ Administration Building – Diagram</li> </ul>	Yes	Yearly	2018
<b>Shire Depot – Evacuation Plan</b>	Shire of Denmark	<ul style="list-style-type: none"> <li>➤ DWS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire office</li> <li>➤ Depot Office</li> </ul>	TBA		
<b>Denmark Community Resource Centre – Evacuation Plan</b>	Denmark CRC	<ul style="list-style-type: none"> <li>➤ Denmark Community Resource Centre</li> </ul>	<ul style="list-style-type: none"> <li>➤ Denmark Community Resource Centre</li> </ul>	TBA		
<b>Denmark Senior High School – Evacuation Plan</b>	Denmark Senior High School	<ul style="list-style-type: none"> <li>➤ Denmark Senior High School</li> </ul>	<ul style="list-style-type: none"> <li>➤ Denmark Senior High School</li> </ul>	TBA		
<b>Denmark Agricultural College – Evacuation Plan</b>	Denmark Agricultural College	<ul style="list-style-type: none"> <li>➤ Denmark Agricultural College</li> </ul>	<ul style="list-style-type: none"> <li>➤ Denmark Agricultural College</li> </ul>	TBA		
<b>Denmark Recreation Centre – Evacuation Plan</b>	Denmark Recreation Centre	<ul style="list-style-type: none"> <li>➤ Denmark Recreation Centre</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shire Office</li> <li>➤ Denmark Recreation Centre Office</li> </ul>	Yes	2 Year	December 2017
<b>Denmark Primary School – Evacuation Plan</b>	Denmark Primary School	<ul style="list-style-type: none"> <li>➤ Denmark Primary</li> </ul>	<ul style="list-style-type: none"> <li>➤ Denmark Primary School</li> </ul>	TBA		
<b>BUSINESSES</b>						
<b>DOCUMENT</b>	<b>OWNER</b>	<b>RESPONSIBILITY OF:</b>	<b>LOCATION</b>	<b>CURRENT</b>	<b>REVIEW DATE</b>	<b>NEXT REVIEW</b>
<b>Ocean Beach Holiday Park</b>	OBHP	<ul style="list-style-type: none"> <li>➤ Site Manager</li> </ul>	<ul style="list-style-type: none"> <li>➤ OBHP Office</li> </ul>	Yes	Yearly - before Tourist season	
<b>Denmark River Mouth Caravan Park</b>	DRCP	<ul style="list-style-type: none"> <li>➤ Site Manager</li> </ul>	<ul style="list-style-type: none"> <li>➤ DRCP Office</li> </ul>	Yes	Yearly - before Tourist season	
<b>AMB Plan</b>	Denmark St John Ambulance	<ul style="list-style-type: none"> <li>➤ Denmark St John Ambulance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Denmark Sub-centre</li> </ul>	Yes		
<b>Australian Blue Gum Fire Management Plan</b>	Australian Blue Gum Fire Management Plan	<ul style="list-style-type: none"> <li>➤ Australian Blue Gum Plantation PTY LTD</li> </ul>		TBA		

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

Shire of Denmark LEMA

Reviewed: December 2017

## 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



# 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 traverses 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 <b>LEMC Chairman</b>	Ceinwen Gearon
Shire of Denmark - CESM <b>LEMC Executive Officer</b>	Marcus Owen
Shire of Denmark- CEO <b>Recovery Coordinator</b>	Bill Parker
WA Police Service –OIC Denmark <b>Local Emergency Co-ordinator</b>	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
<b>Denmark Health Service – DON</b>	<b>Acting DON</b>
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	<ul style="list-style-type: none"> <li>➤ Ensure planning and preparation for emergencies is undertaken.</li> <li>➤ Implementing procedures that assist the community and emergency services deal with incidents.</li> <li>➤ Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role.</li> <li>➤ Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability.</li> <li>➤ Liaise with the incident controller (provide liaison officer)</li> <li>➤ Participate in the ISG and provide local support.</li> <li>➤ Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Dept. of Communities.</li> </ul>

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

Figure 15: LEMC Officer Responsibilities

## Agency Roles and Responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> <li>➤ Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>➤ Control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> <li>➤ Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>➤ Appointment of Hazard Management Officers [s55 Act]</li> <li>➤ Declare / Revoke Emergency Situation [s 50 &amp; 53 Act]</li> <li>➤ Coordinate the development of the Westplan for that hazard [SEMP 2.2]</li> <li>➤ Ensure effective transition to recovery by Local Government</li> </ul>
Combat Agency	<p>A combat agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>

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
<b>Establish the Context</b>	Shire of Denmark CESM	March- April 2017	<ul style="list-style-type: none"> <li>Develop draft 'Establish the Context' section of report</li> <li>Consider risk evaluation criteria</li> <li>Develop list of hazards for consultation</li> <li>Develop 'Identify Controls' tool</li> </ul>
<b>Workshop 1 - 'Establish the Context' and 'Identify Risk'</b>	Shire of Denmark CESM	September 2017	<ul style="list-style-type: none"> <li>Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region</li> <li>Develop risk descriptions / statements for identified hazards</li> <li>Conduct research as required</li> </ul>
<b>Workshop 2 - 'Analyse Risk' and Develop 'Treat Risk' Frameworks</b>	Shire of Denmark CESM	March / April 2018	<ul style="list-style-type: none"> <li>Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region</li> <li>Develop framework for recording risk treatments</li> </ul>
<b>Workshop 3 - 'Treat Risk' and Consolidate Risk Report</b>	Shire of Denmark CESM	June/July 2018	<ul style="list-style-type: none"> <li>Provide venue &amp; catering as required</li> <li>Hold stakeholder workshop facilitated by SEMC Secretariat District Emergency Management Advisor Great Southern Region</li> <li>Consolidate all aspects of project into final report</li> </ul>
<b>Report, Sign Off &amp; Endorsement</b>	Shire of Denmark CESM	July/August 2018	<ul style="list-style-type: none"> <li>LEMC signoff</li> <li>Council endorsement</li> </ul>

**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	DAFWA	DAFWA Director General	DAFWA Great Southern	Peter Henning 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	

<b>Hazard</b>	<b>Controlling Agency</b>	<b>HMA</b>	<b>Local Combat Role</b>	<b>Local Support Role</b>	<b>WESTPLAN</b>	<b>Local Plan Review (Date)</b>
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
<b>Evacuation Planning</b>	<ul style="list-style-type: none"> <li>Establish an evacuation working group</li> </ul>	<ul style="list-style-type: none"> <li>LEMC</li> </ul>	Established and ongoing
	<ul style="list-style-type: none"> <li>Evacuation Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>CESM</li> <li>LEMC</li> </ul>	
	<ul style="list-style-type: none"> <li>Educate and engage the community in preparedness activities prior to 2018/ 19 fire season</li> </ul>	<ul style="list-style-type: none"> <li>LEMC</li> <li>Volunteers</li> </ul>	
	<ul style="list-style-type: none"> <li>CESM and LEMC volunteers to engage with the Denmark Schools during Bushfire Safety Week – Term 4</li> </ul>	<ul style="list-style-type: none"> <li>CESM</li> <li>LEMC</li> <li>Volunteers</li> </ul>	Completed in 2017 and ongoing
	<ul style="list-style-type: none"> <li>Investigate Voluntary messaging Alert System for residents</li> </ul>	<ul style="list-style-type: none"> <li>CESM</li> <li>MCS</li> </ul>	
	<ul style="list-style-type: none"> <li>Educating community on DFES Bushfire Alert System via local newsletters, Facebook, website.</li> </ul>	<ul style="list-style-type: none"> <li>CESM</li> </ul>	CESM conducted community meeting and ongoing each year
<b>Recovery Planning</b>	<ul style="list-style-type: none"> <li>Recovery Coordinator and Councillor to attend Recovery Coordinating specific training through WALGA</li> </ul>	<ul style="list-style-type: none"> <li>CESM &amp; Councillors</li> </ul>	
	<ul style="list-style-type: none"> <li>Recovery Plan review</li> </ul>	<ul style="list-style-type: none"> <li>Recovery Co-ordinator</li> <li>CESM</li> <li>LEMC</li> </ul>	Reviewed and requires updating
<b>Develop Shire Business Continuity Plan</b>	<ul style="list-style-type: none"> <li>Shire DCCS to review/update Shire organisational Business Continuity Plan</li> </ul>	<ul style="list-style-type: none"> <li>DCCS</li> <li>MCS</li> </ul>	

## PART FIVE – 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 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
<b>Denmark Council Chambers</b>	South Coast Hwy Denmark	Bill Parker (CEO)	98480300 0419 580 825	<a href="mailto:ceo@denmark.wa.gov.au">ceo@denmark.wa.gov.au</a>
<b>Denmark Recreation Centre</b>	Brazier St Denmark	Damian Schwarzbach Manager	9848 2044	<a href="mailto:denrec@denmark.wa.gov.au">denrec@denmark.wa.gov.au</a>
<b>Denmark Civic Centre</b>	Strickland Street Denmark	Shire	9848 0300	<a href="mailto:enquiries@denmark.wa.gov.au">enquiries@denmark.wa.gov.au</a>
<b>Denmark Community Resource Centre</b>	Strickland Street Denmark	Tim Maisey Petra Thompson Co - Managers	9848 2842	<a href="mailto:manager@denmarkcrc.wa.au">manager@denmarkcrc.wa.au</a>
<b>Peaceful Bay Progress Assn.</b>	1st Avenue Peaceful Bay	Callum Baxter President	9840 9553 0409449993	<a href="mailto:cnbaxter@bigpond.com">cnbaxter@bigpond.com</a>

### Appendix 3 – Coordination of Emergency Response

## Local Alert Systems

The Shire of Denmark has the following systems in place:

Alert System	Information	Benefits	Limitations
<b>Community Notice Boards</b>	Denmark Shire Admin building Denmark Library Denmark Civic Centre	Easily accessible	Limited by the size of the notice board
<b>Website</b>	<a href="http://www.Denmark.wa.gov.au">http://www.Denmark.wa.gov.au</a>	Links to DFES website	Not all residents are connected. Reliability of internet
<b>Facebook</b>	Shire of Denmark <a href="https://www.facebook.com/shireofdenmark/">https://www.facebook.com/shireofdenmark/</a>	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 AND WELFARE

### Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, Shire of 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

## 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.