



SHIRE OF DENMARK

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS



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
Cr Aaron Wiggins

17/2/26
Date

Endorsed by Council
140126
Resolution number

Date
27/01/2026

- Restricted
- Public Version

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DISTRIBUTION

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

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
3			
4			

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 \(www.wa.gov.au\)](http://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.

RELATED DOCUMENTS & ARRANGEMENTS

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)
- Les Pinner 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	<p>The responsibilities of the Shire of Denmark are defined in section 36 of the EM Act.</p> <p>Summarised below:</p> <ul style="list-style-type: none"> - 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	<p>The responsibilities of the LEC are defined in section 37 of the EM Act. Functions are summarised below:</p> <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<p>During an evacuation, the Department of Communities utilises a local government facility to provide advice, information, and resources regarding the facility's operation.</p>
LG Liaison Officer (to the ISG/IMT)	<p>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.</p>

Local Government – Incident Management	<ul style="list-style-type: none"> - 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.
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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	<p>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.</p> <p>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.</p>
LEMC Deputy Chair	<p>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).</p>
LEMC Executive Officer	<p>Provide executive support to the LEMC by providing secretarial support, including;</p> <ul style="list-style-type: none"> - 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. <p>This role is held by the Community Emergency Services Manager.</p>

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	<p>A Controlling Agency is 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"> - 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	<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.' [s. 4 EM Act]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> - Undertake responsibilities where prescribed for these aspects [EM Regulations] - 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	<p>A Combat Agency, as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i>, is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

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

Location: DENMARK COMMUNITY RESOURCE CENTRE

Address: 2 Strickland St, DENMARK

	Name	Phone
1 st 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:

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director,
- Prepare, promulgate, test, and maintain the Local Welfare Plans,
- 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.