



Local Emergency Management Committee (LEMC) minutes of meeting held at the Emergency Services Co-location Building Bath Street, Manjimup held on Thursday 9th May 2019, commencing at 13:00hrs.

1. Declaration of opening of meeting.

Shire of Manjimup Shire Chief Executive Officer, Andrew Campbell assumed the chair and opened the meeting at 13:07.

Attendance	Todd Ridley
Andrew Campbell	Jason Dearle
Jodie Omodei	Leon Gardiner
Nathan Hall	Neville Blackburn
Vikram Cheema	

Apologies	Remo Pessotto
Brad Barton	Paul Omodei
Cliff Winfield	Ian Guthridge
Isaac Rinaudo	

2. Declaration of financial interest – Nil

3. Welcome -The Chairman welcomed members of LEMC.

4. LEMC update of distribution / key list – The distribution contact list was updated by all in attendance.

5. Confirmation of the Minutes of the General Meeting held Tuesday 23th October 2018.

Moved: Neville Blackburn

Second: Jason Dearle

Carried: 8 / 0

6. Council's Response to Minutes of the General Meeting held Tuesday 23th October 2018.



OFFICER RECOMMENDATION:

That Council receive the minutes of the Local Emergency Management Committee held on the 23 October 2018 as contained in the Attachment: 9.16.2(1).

COUNCIL RESOLUTION:

MOVED: Eiby, W SECONDED: Taylor, R

27722

That Council receive the minutes of the Local Emergency Management Committee held on the 23 October 2018 as contained in the Attachment: 9.16.2(1).

ADOPTED BY EN BLOC RESOLUTION: 10/0

7. Business Arising from the Minutes – Nil

8. Treatment Strategies and Task List

Item	Status	Next Step	Action By
Local Emergency Management and Evacuation Plans for the Shire of Manjimup	All Arrangements require review in 2018	Draft new Arrangements and LEMC to review 2019	T. Ridley (Shire)

9. Training and Exercise Reports

Training / Exercise	Status	Action
Airfield Exercise	➤ Exercise planned for 2018. ➤ Police advise they will not be the lead agency to organise the exercise.	➤ MJP Police / Airfield Committee. ➤ Todd Ridley to work with Catherine Mills and the Airfield Committee. ➤ Catherine Mills, Ashleigh Reeve met with DFES Nathan



		Hall. Exercise planned for August / September LEMC Meeting. ➤ Airfield Exercise at next LEMC
--	--	---

10. Members Report

- Vikram Cheema – Over view of the Draft Guideline for Impact Statements **Attachment 1**
- Jason Dearle **Attachment 2**
- Neville Blackburn **Attachment 3**
- Jodie Omodei **Attachment 4**

11. Other Business

- Todd Ridley gave an overview of the incident at Windy Harbour involving a flares, DFES have released a Safety Circular – **Attachment 5**
- Discussion took place regarding WAPOL attendance at the LEMC meetings.

Recommendation: That administration write to the local police in regards to attending the LEMC meeting.

Moved: Andrew Campbell

Second: Vikram Cheema

Carried: 8 / 0

12. Next Meeting August 2019 LEMC.

13. The Chairman closed the meeting at 14:10.



Attachment 1

GUIDELINE

To support preparation of an Impact Statement

To be trialled from December 2018 to June 2019

VERSION 2.1



CONTENTS

HOW AND WHEN TO USE THIS DOCUMENT	6
TRANSFER OF CONTROL.....	8
VERSION CONTROL	8
1. IMPACT STATEMENT DETAILS	9
2. INCIDENT DETAILS	9
3. INCIDENT DESCRIPTION	9
4. SUMMARY OF KNOWN OR ANTICIPATED IMPACTS.....	9
5. EMERGING ISSUES AND RISKS	10
6. RISK ASSESSMENT SUMMARY	10
7. COMMUNICATION AND ENGAGEMENT SUMMARY	14
8. CONTRIBUTING AGENCIES	15
9. CHECKLIST OF IMPACT AREAS	16
10. IMPACT STATEMENT	16
11. NIAM INDICATORS.....	21
12. LIST OF ATTACHMENTS.....	21
TABLE TEMPLATES	22



HOW AND WHEN TO USE THIS DOCUMENT

What is an Impact Statement?

An Impact Statement is used to collect information about all known and emerging impacts from emergency incidents and is compiled to assist the impacted Local Government/s in management of the incident response and recovery. The Impact Statement provides an overview for Local Government including –

-) known and emerging impacts,
-) management actions currently in place,
-) responsible agencies,
-) future management actions required, and
-) changes to responsibility for impact management.

Transfer of Control of an incident to Local Government also requires the receiving Local Government to have a clear picture and understanding of all aspects of the incident and the immediate, short-term and medium-term actions it will be required to undertake to effectively manage the incident and associated recovery. This is achieved through the Impact Statement, which is vital to assist Local Governments and Local Recovery Coordination Groups to better understand impacts and inform their recovery activities. It also assists the State Recovery Coordinator and Local Governments to identify gaps in capacity to manage and activate necessary State support.

Impact information will continue to emerge throughout the response and recovery phases of an incident. The Impact Statement provides a point-in-time reference and its limitations in this regard must be noted. The Impact Statement will be used to inform the development and ongoing review of an Operational Recovery Plan. More detailed Community Needs Assessments may be required to better understand impacts and plan recovery activities.

When is an Impact Statement required?

An Impact Statement is to be prepared by the Controlling Agency for all Level 3 incidents and Level 2 incidents where there are impacts requiring recovery activity, prior to the Transfer of Control for incident management or within a few days to the responsible Local Government/s. For Level 2 incidents where there are no significant impacts requiring recovery activity as determined through the initial impact assessment, consultation and agreement between the Incident Controller, Local Government/s and State Recovery Coordinator can dispense with this process – this decision should be documented.

An Impact Statement may also be required for some Level 1 incidents where there has been no DFES response required, but significant impacts have occurred. In this instance, preparation of the Impact Statement is the responsibility of the DFES Regional



Superintendent. For example, this could be a Level 1 flood event impacting one or more local governments within a region.

Note: This version of the Impact Statement is designed to be used for Level 2 and 3 incidents for which the Department of Fire and Emergency Services is the Hazard Management Agency. This includes fire, structure collapse, cyclone, earthquake, flood, storm, tsunami and hazardous material (HazMat) emergencies.

How to complete the Impact Statement

Preparation of an Impact Statement is a very important step in identifying and documenting the known and emerging impacts resulting from an emergency incident. Time and care must be taken to ensure that information gathered is as up to date and accurate as possible.

It is critical that the Impact Statement is prepared using a consultative approach with members of the Incident Support Group (ISG), State Recovery Team and Local Recovery Coordination Group. Similarly, various state government agencies and service providers will be responsible for identifying and managing impacts across the four recovery environments. Their input to the preparation of the Impact Statement is essential.

This guideline provides a section by section guide to assist in the preparation of an Impact Statement and should be used in conjunction with the Impact Statement Template.

Who completes the Impact Statement?

The Controlling Agency is responsible for the preparation of the Impact Statement. The Incident Controller may assign the task to the Deputy Incident Controller (Recovery) or other officer who will work collaboratively with the following organisations and personnel to ensure accurate information is obtained in a timely manner –

-)] Members of the Incident Support Group
-)] State government agencies and authorities responsible for the management of impacts
-)] Deputy State Recovery Coordinator (D/SRC)
-)] District Emergency Management Advisor (DEMA)
-)] Local Recovery Coordinator (LRC)
-)] DFES Recovery Manager (R/MGR)
-)] Disaster Resilience Funding Arrangements Funding Officer (DRFA FO)
-)] Community service providers and groups

Where can I get help with completing this document?

The State Recovery Team based within DFES can assist you. Contact the Deputy State Recovery Coordinator in the first instance.



TRANSFER OF CONTROL (INCIDENT MANAGEMENT)

At the point where the Controlling Agency considers it appropriate to transfer management of the emergency to the affected Local Government/s, the Controlling Agency is to convene a meeting with the affected Local Government/s. The State Recovery Coordinator may also attend.

Prior to this meeting, there will have been ongoing communication between the Local Government (CEO and Local Recovery Coordinator) and the Deputy Incident Controller (Recovery) if appointed, Deputy State Recovery Coordinator and other DFES Recovery team members. The Impact Statement will have been prepared with input from all relevant agencies including DFES and the Local Government.

In order to transfer control for incident management to the Local Government/s, the Incident Controller will prepare the [Transfer of Control documentation](#), which is reviewed, agreed and signed at this meeting by the Incident Controller and Local Government CEO (for each impacted Local Government).

A copy of the Transfer of Control (Incident Management) documentation can be included as an attachment to the Impact Statement.

VERSION CONTROL

In order to ensure accurate and up to date information is recorded in the Impact Statement, it is imperative that good version control is maintained. The person compiling the Impact Statement (typically the Deputy Incident Controller, Recovery or other officer as appointed) is responsible for managing the master version of the Impact Statement and carefully tracking, recording and monitoring updated information as it is added to the Statement.



1. IMPACT STATEMENT DETAILS

This table includes details of when the Impact Statement was completed and by whom. Good document control for the Impact Statement ensures that working versions of the document are managed and the final document is the most up to date version.

Once completed, the Impact Statement is to be signed by the Incident Controller and Local Government/s and a copy provided to the State Recovery Coordinator. Ongoing updating of Impact Statement information then becomes the responsibility of the Local Government and should inform Operational Recovery Planning and other Community Needs Assessment activities overseen by the Local Recovery Coordination Group.

2. INCIDENT DETAILS

Provide a very concise statement of the incident details. This information should be available via the Incident Controller and Incident Management Team meetings.

3. INCIDENT DESCRIPTION

Provide a brief overview of the incident including a high level summary of -

-) approximate size and uses of impacted areas (e.g. rural, forest, urban, metropolitan, suburban, coastline, water catchments)
-) duration of incident

4. SUMMARY OF KNOWN OR ANTICIPATED IMPACTS

This section should provide a high level summary of significant impacts. More details of these impacts and the associated management actions are to be included in Section 10.

-) Social (population impacts) including -
 - o known fatalities,
 - o number of people evacuated,
 - o number and location of evacuation centres
-) Natural (environmental impacts) including –
 - o land areas
 - o water catchments
-) Built (critical infrastructure impacts) including -
 - o Roads, rail and ports
 - o Water, power and gas supplies



- o Hospitals and emergency service facilities
- o Property losses
- o Hazardous materials (such as asbestos) or any contamination that creates a public health risk
-) Economic (business and industry impacts) including -
 - o Significant commercial, industrial and agricultural impacts

5. EMERGING ISSUES AND RISKS

Provide a description of anticipated or emerging issues and risks, which are likely to be revealed as incident response continues and recovery progresses. This may include impacts resulting from receding floodwaters or remote areas that are currently inaccessible to determine impacts. Commentary should also be provided regarding any potential public health risks that may increase over the coming days / weeks.

This information is used as a guide for Local Governments on risks to 'look out for' or anticipated impacts that cannot be quantified at the time of preparing the Impact Statement.

6. RISK ASSESSMENT SUMMARY

The Risk Assessment Summary should be drawn from a more detailed risk assessment process which identifies the likelihood, consequences and level of risk for each identified risk area.

Below is an outline of the Risk Assessment process to be undertaken, in consultation with relevant state agencies, Local Government representatives and the DFES Deputy Incident Controller Recovery or the nominated DFES officer responsible for the coordination and compilation of the Impact Statement.

6.1 Risk Assessment

Use the Risk Assessment Summary Table provided on page 12 to document the identified risks.



For each risk identified as a result of this emergency, provide a description and context. To determine the likelihood, consequence and level of risk, use the definitions and risk assessment matrix on page 13.

Note the responsible agency currently responding to or managing the risk. Information about the completed, ongoing, planned and further treatments or mitigations must also be provided in this table.

An assessment of these risks must have determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment.

Copy this Risk Assessment Summary Table to the Risk Assessment Summary in Section 6 of the Impact Statement.



6.2 Risk Assessment Summary Table

(Examples are provided in the table below to assist you in preparing the Risk Assessment)

Risk	Description	Likelihood	Consequence	Level of Risk	Responsible agency	Treatments/Mitigation (e.g. controls undertaken, further actions required – by who and by when)
e.g. exposure to asbestos	Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of the community may handle the disposal of asbestos incorrectly.	Likely	Major	Extreme		
e.g. fatigue of local gov't staff	The majority of local government staff have either been directly impacted by the emergency or involved in responding to the emergency. There is a risk of staff fatigue, which in turn will impact the local government's ability to function and recover.	Almost certain	Major	Extreme		
e.g. power supply restoration	Horizon Power is restoring power supplies however impacted residents will need to be certified by an electrician prior to grid reconnection. There is a risk of properties not being suitable for reconnection to the power supply network.	Possible	Moderate	Medium		



6.3 Definitions and risk assessment matrix

Likelihood Rating

Likelihood Level	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Not expected but could occur at some time
Rare	May occur in exceptional circumstances

Consequence Rating

Consequence Level	Description
Insignificant	No injuries, no damage
Minor	Small number of injuries, some damage
Moderate	Medical treatment required, localised damage
Major	Death or extensive injuries, significant damage
Catastrophic	Multiple persons affected by death/severe injury, extensive damage

Risk Assessment Matrix

Risk assessment matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Low	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	Extreme	Extreme
	Possible	Very low	Low	Medium	High	High
	Unlikely	Very low	Low	Low	Medium	Medium
	Rare	Very low	Very low	Very low	Low	Low



7. COMMUNICATION AND ENGAGEMENT SUMMARY

Overview of communication and engagement activities undertaken:

-) Provide a brief outline of activities undertaken including –
 - o Incident Support Group communication
 - o Communication with Local Recovery Coordination Group
 - o Community meetings (frequency, location, number of attendees)
 - o Media briefings (frequency, location, channels)
 - o Level of media interest and coverage of incident in various media

Key themes and issues arising from communication and engagement activities:

-) Summarise the main questions, concerns and issues raised from engagement activities.
-) Note any items that are causing significant community angst or outrage.

Immediate and short term communication and engagement activities to be undertaken:

-) Outline the main communication and engagement activities that must be organised and implemented over the coming days/weeks including community meetings, media briefings and other public announcements.
-) Note any issues requiring additional/expert assistance to address.

Please refer to the SEMC Public Information Reference Group: *Communicating in Recovery Guidelines* for additional information.
<https://semc.wa.gov.au/Documents/Resources/EMTools/CommunicatingInRecoveryGuidelines.pdf>

7.1 Contact details for Communication Officers

In this table, provide as much contact information as possible of key personnel in each organisation involved in communication and engagement activities. This will assist Local Government personnel to maintain a consistent flow of relevant information to the community.



8. CONTRIBUTING AGENCIES

The Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel.

Ongoing communication with the Deputy State Recovery Coordinator and Local Recovery Coordinator will ensure input from the Local Recovery Coordination Group is included in the Impact Statement.

This checklist is provided as a prompt to assist in identifying the relevant agencies to be consulted regarding potential or known impacts, and to determine the status of management and restoration actions.

Tick all agencies that need to or have contributed to the compilation of this Impact Statement. Add any other relevant organisations or service providers, as required. Use this as a checklist to ensure that information has been received from all relevant agencies.

For all agencies / organisations involved in the preparation of the Impact Statement, provide all of the details for the relevant contact person. Use the check boxes to track when they have been contacted and when their information has been received.

For Level 2 incidents with no significant impacts, no further Impact Statement information is required.

To make this determination, consultation with the State Recovery Coordinator, Local Government/s and Incident Controller is required.

For all other Level 2 or 3 incidents, the information on the following pages MUST be compiled.



9. CHECKLIST OF IMPACT AREAS

This checklist is provided as a prompt to assist in the consideration and identification of all areas of impact. The impact areas in this checklist are directly linked to the National Impact Assessment Model (NIAM) Indicators, which are used by the State to negotiate emergency relief funding with the Commonwealth.

The checklist is divided into the four recovery environments to enable consistent recording of impact information and recovery planning under these four headings.

It is critical that the Impact Statement identifies all known and anticipated/emerging impact areas. Use this checklist to ensure you investigate and capture all associated details related to the impact areas ticked.

Tick all impact areas that apply to this emergency. All ticked impact areas must then be transferred to and further detailed in the relevant areas of Section 10: Impact Statement.

10. IMPACT STATEMENT

This section is divided into the four recovery environments: social, natural, economic and built. This is to enable consistent recording of impact information and recovery planning under these four headings.

Information recorded in this section of the Impact Statement provides some of the most critical guidance for Local Governments as they take over responsibility for management of the emergency and facilitate recovery activities.

For each of the recovery environments, transfer items from the Checklist of Impact Areas, into the relevant table. Against each item, provide the responsible agency or information source and the key contact person with their full contact details. You must also provide a concise summary of the impact, current status and next steps using the prompts in the headings of each table.

This information should be collated in consultation with all relevant agencies, the Deputy State Recovery Coordinator, Local Recovery Coordinator and District Emergency Management Advisor and in consultation with the Local Recovery Coordination Group.

Details recorded in this section must be regularly reviewed and updated as information comes to hand. Following the Transfer of Control, the Local Government must be able to use this



information to continue to manage the incident, plan and implement recovery activities, and track overall progress of the incident.

The requirement for a more comprehensive assessment of the impacts during recovery will be determined by the Local Government in conjunction with the State Recovery Coordinator and Team.

Below is an overview of the types of information that should be considered for determining inclusions under each of the four recovery environment headings.

DRAFT



10.1 Social environment

Considerations:

-) For all listed items, ensure you include the extent of the impact such as numbers of people impacted in each of the impact areas.
-) Evacuation centres – include details of the number people in evacuation centres and those needing temporary, intermediate or long term accommodation
-) Disease, illness or contamination – include details of any exposure to disease – along with the number of people contaminated and/or quarantined. Describe impacts on potable water supplies.
-) Community service interruptions – are community service providers such as disability services, Home and Community Care, Silver Chain etc. affected by the emergency?
-) Information on any community outreach activities underway

Attachments:

-) Concise reports or relevant information provided by other agencies directly involved in managing impacts to the social environment.

10.2 Natural environment

Considerations:

-) Estimations of the size of the different land use areas impacted
-) Include commentary on likelihood of declared flora and fauna impacts (where known)
-) Information on any environmental contamination
-) Requirements for mosquito control
-) Is it safe to re-enter exclusion areas?

Attachments:

-) Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the natural environment.



10.3 Economic environment

Considerations:

-) Flow on impacts from economic disruption may affect the supply of food; drinking water; emergency and medical supplies; and other essential goods.
-) In agricultural / horticultural / vineyard impacts – note estimates of any loss of livestock, fencing, crops

Attachments:

-) Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the economic environment.

10.4 Built environment

Considerations:

-) Information on buildings, hazardous materials (and exposure), transport infrastructure and utilities (services).
-) Water tanks and other water supplies may be impacted by the use of fire-fighting foam or contact with other hazardous materials.
-) For all listed items, ensure you include the extent of the impact such as numbers of people impacted in each of the impact areas.
-) Capability losses as a result of Built Environment impacts such as impacts to services (including emergency services), supplies, workforce access etc.
-) Flow on impacts from disruption to transport infrastructure that may affect the supply of food; drinking water; emergency and medical supplies; and other essential goods.
-) Utilities (essential services) – include details of infrastructure impacts and the number of people affected by service disruptions.

Attachments:

-) Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the built environment.
-) All current road closures and management actions in place.
-) Details of all *Rapid Damage Assessments* must be attached to the Impact Statement. Include maps and photographs as appropriate.
-) In instances where there is significant residential property loss, detailed information is compiled by the Local Government/s and supported by DFES. Where relevant, the 'Notification of Property Loss Report' should also be included as an attachment to this Impact Statement.



What is a Rapid Damage Assessment?

Department of Fire and Emergency Services Urban Search and Rescue Task Force deploys Rapid Damage Assessment Teams, which are utilised in the assessment of critical infrastructure and property damage and losses either during or immediately after any significant event including bushfire, cyclone, flood, storm, earthquake and tsunami.

To ensure timely assessment of property damage the Rapid Damage Assessment (RDA) Teams are placed on standby when a community is under threat from a significant emergency event.

The RDA will verify and electronically record property losses and major damage including digital photographs of the property loss/damage from different view point where safe to do so.

FES Maps can be configured by Spatial Services to allow the Incident Controller and authorised users to produce detailed damage reports, which includes addresses, extent of damage, lifelines etc.

Further assessment of impacts to buildings, outbuildings, water tanks and other structures may be required by the Local Government/s to determine the extent of damage and assessment of risks as a result of damage.

DRAFT



11. NIAM INDICATORS

From the information in the four tables above (recovery environments), complete the NIAM Indicators table by providing details in the 'Data' column. Where there is no impact, please insert N/A. It is essential that there is a response for every line item.

The coloured columns assist you in identifying which section of the Impact Statement each indicator should be included within.

This section should be prepared in consultation with the DFES Disaster Recovery Funding team (DRFA-WA).

12. LIST OF ATTACHMENTS

All attachments to the Impact Statement must be noted in this table to ensure there is a complete list of accompanying reports, maps, assessments and other relevant data.



TABLE TEMPLATE

12.1 Agency contributions template

The following table is provided as a base template that could be sent to contributing agencies to provide information on the actions being undertaken within their areas of responsibility. This information can then be added to the Impact Statement as an attachment.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachments?
						☐
						☐
						☐



IMPACT STATEMENT

To be trialled from December 2018 to June 2019

An Impact Statement is compiled by the Controlling Agency as a concise summary of known and emerging impacts resulting from all Level 3 incidents and Level 2 incidents where there are impacts requiring recovery activity. They may be required for some Level 1 incidents where the impacts require a local government recovery effort.

This document must be compiled using the [Impact Statement Guideline](#), which provides more detailed guidance on required information, consultation and data gathering regarding impacts.

The Impact Statement is designed to enable collation of impact information in a format that can be utilised by Local Government and Local Recovery Coordination Groups to better understand impacts and inform recovery activities.

Impact information will continue to emerge throughout the response and recovery phases of an incident and requires ongoing assessment.

The Impact Statement provides an overview for Local Government including –

-) known and emerging impacts,
-) management actions currently in place,
-) responsible agencies,
-) future management actions required, and
-) changes to responsibility for impact management.

The Impact Statement should accompany, or follow shortly afterward the Transfer of Control documentation and process whereby responsibility for management of an incident is transferred to the relevant Local Government/s.

VERSION 3.1



CONTENTS

1.	IMPACT STATEMENT DETAILS	25
2.	INCIDENT DETAILS	26
3.	INCIDENT DESCRIPTION	27
4.	SUMMARY OF KNOWN OR ANTICIPATED IMPACTS	27
5.	EMERGING ISSUES AND RISKS	28
6.	RISK ASSESSMENT SUMMARY	29
7.	COMMUNICATION AND ENGAGEMENT SUMMARY	30
7.1	CONTACT DETAILS FOR COMMUNICATION OFFICERS	31
8.	CONTRIBUTING AGENCIES	32
9.	CHECKLIST OF IMPACT AREAS	34
10.	IMPACT STATEMENT	35
10.1	SOCIAL ENVIRONMENT	35
10.2	NATURAL ENVIRONMENT	36
10.3	ECONOMIC ENVIRONMENT	37
10.4	BUILT ENVIRONMENT	38
11.	NIAM INDICATORS	39
12.	LIST OF ATTACHMENTS	40



1. IMPACT STATEMENT DETAILS

Impact Statement date:	
Impact Statement time:	
Version/sequence number:	
Impact Statement prepared by:	Name:
	Position:
	Agency:
	Phone:
	Email:

APPROVED BY:

Incident controller	
Name:	
Position:	
Agency	
Time and Date:	
Signature:	

AGREED BY: (Complete one table for each receiving Local Government)

Local Government: <enter name>	
Name:	
Position:	Chief Executive Officer
Time and Date:	
Signature:	

COPY TO:

State Recovery Coordinator / Deputy State Recovery Coordinator	
Name:	
Position:	
Agency:	
Time and Date:	
Signature:*	

* May not be present to sign in person



2. INCIDENT DETAILS

Incident name:			
Incident number:			
Incident address/location:			
Incident type/description:			
Incident level:			
Date commenced:			
Controlling Agency:			
Incident Controller (name):			
Local Government(s) affected:			
Additional information attached? (refer to list on p.40)	☐ YES ☐ NO	Maps attached:	☐ YES ☐ NO
Incident Management Team stood down?	☐ YES ☐ NO	LG recovery arrangements activated?	☐ YES ☐ NO
Incident Support Group stood down?	☐ YES ☐ NO	Local Recovery Coordination Group activated?	☐ YES ☐ NO



3. INCIDENT DESCRIPTION

Brief overview of incident:

4. SUMMARY OF KNOWN OR ANTICIPATED IMPACTS

Social environment:	Responsible Agency
Natural environment:	Responsible Agency
Economic environment:	Responsible Agency
Built environment:	Responsible Agency



5. EMERGING ISSUES AND RISKS

Overview:



6. RISK ASSESSMENT SUMMARY

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment. This list is not exhaustive and some risks may have existed before the emergency. Care should be taken to continually assess residual and new risks and develop appropriate strategies for their management and communication with the affected community.

Refer to Risk Assessment process, matrix and description in the *Impact Statement Guideline*.

Risk	Description	Likelihood	Consequence	Level of Risk	Responsible Agency	Treatments/Mitigation (e.g. controls undertaken, further actions required – by who and by when)
e.g. Asbestos	e.g. Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of community may handle disposal of asbestos incorrectly	Likely	Major	Extreme	DWER	Explain actions underway, planned and needed
e.g. Fatigue of LG staff	e.g. majority of LG staff have either been directly impacted or involved in responding to the emergency. Risk of staff fatigue, which will impact LG ability to function and recover	Almost certain	Major	Extreme	Local government	Explain actions underway, planned and needed



7. COMMUNICATION AND ENGAGEMENT SUMMARY

Overview of communication and engagement activities undertaken. Include activities with community, media, Incident Support Group, Local Recovery Coordination Group etc.:

Key themes and issues arising from communication and engagement activities:

Immediate and short term communication and engagement activities to be undertaken:



7.1 CONTACT DETAILS FOR COMMUNICATION AND MEDIA OFFICERS

Organisation	Name	Position	Location	Email	Mobile	Alt. phone
Controlling agency (if not DFES) <insert org name>						
DFES						
Local Government						
Local media						
Other <insert org name>						

* Add rows as needed.



8. CONTRIBUTING AGENCIES

This Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. Include details for all agencies that need to or have contributed to the compilation of this Impact Statement.

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
☐ Aqwest (water supplier in Bunbury)					☐	☐
☐ Assoc. of Independent Schools of WA					☐	☐
☐ ATCO Gas					☐	☐
☐ Australian Red Cross					☐	☐
☐ Brookfield Rail					☐	☐
☐ Busselton Water					☐	☐
☐ Catholic Education WA					☐	☐
☐ Dampier Bunbury Pipeline (gas)					☐	☐
☐ Dept of Primary Industry & Regional Dev.					☐	☐
☐ Dept of Communities					☐	☐
☐ Dept of Defence					☐	☐
☐ Dept of Education					☐	☐
☐ Dept of Environment Regulation					☐	☐
☐ Dept of Fire and Emergency Services					☐	☐
☐ Dept of Health					☐	☐
☐ Dept of Biodiversity, Conserv. & Attractions					☐	☐
☐ Dept of Planning, Lands & Heritage					☐	☐
☐ Dept of Transport Marine Safety					☐	☐
☐ Horizon Power					☐	☐



Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
☐ Local Government (specify)					☐	☐
☐ Local Recovery Coordination Group						
☐ Main Roads WA					☐	☐
☐ NBN Co.					☐	☐
☐ Public Transport Authority					☐	☐
☐ Telstra					☐	☐
☐ Verve Energy					☐	☐
☐ WA Housing Authority					☐	☐
☐ WA Police					☐	☐
☐ Watercorp					☐	☐
☐ Western Power					☐	☐
☐ Add others as needed					☐	☐
☐ e.g. community groups					☐	☐
☐ e.g. other service providers					☐	☐
☐					☐	☐
☐					☐	☐
☐					☐	☐
☐					☐	☐
☐					☐	☐

For Level 2 incidents with no significant impacts, no further Impact Statement information is required.

To make this determination, consultation with the State Recovery Coordinator, Local Government/s and Incident Controller is required.

For all other Level 2 and Level 3 incidents, the information on the following pages MUST be compiled.



9. CHECKLIST OF IMPACT AREAS

Tick all items where there are known or anticipated areas of impact.

Details of all ticked items must be included on the following pages.

SOCIAL ENVIRONMENT		
☐ Deaths ☐ People unaccounted for ☐ People isolated ☐ People evacuated ☐ Community activities/interactions impacted	☐ Vulnerable people needing assistance ☐ Injuries ☐ Disease, illness or contamination ☐ Significant issues pets/assistance animals	☐ Evacuation centres ☐ Home and Community Care ☐ Medical / health services ☐ Public transport ☐ Other
NATURAL ENVIRONMENT		
☐ Water catchments ☐ Wetlands ☐ Coastline ☐ Marine area	☐ National parks ☐ State forests ☐ Reserves and parks ☐ Exclusion areas	☐ Declared fauna ☐ Declared flora
ECONOMIC ENVIRONMENT		
☐ Agriculture / horticulture / vineyards ☐ Fisheries ☐ Forestry / forest products	☐ Mining / industrial ☐ Retail incl. food suppliers, banking services ☐ Other large employers	☐ Small / local business ☐ Tourism
BUILT ENVIRONMENT		
Buildings ☐ Residential properties ☐ Water tanks / contamination ☐ Community buildings ☐ Heritage/cultural buildings/sites ☐ Commercial/industrial/retail buildings ☐ Rural buildings ☐ Emergency service buildings ☐ Hospitals ☐ Primary care facilities ☐ Residential group homes / aged care homes ☐ Correction centres / prisons ☐ Childcare centres ☐ Schools ☐ Training centres / universities ☐ Local government offices ☐ Other buildings	Hazardous materials ☐ Asbestos ☐ CCA treated timber ☐ Chemicals / hazardous materials ☐ Marine hydrocarbons ☐ Firefighting foam ☐ Other Transport infrastructure ☐ Main roads ☐ Local roads ☐ Bridges ☐ Rail – passenger ☐ Rail – freight ☐ Ports ☐ Airfields ☐ Major drainage	Utilities (services) ☐ Electricity supply ☐ Gas supply ☐ Fuel / oil supply ☐ Water supply ☐ Sewerage infrastructure incl. waste water / re-use ☐ Waste management ☐ Telecommunications ☐ Other ☐ Exclusion zones



10. IMPACT STATEMENT

10.1 SOCIAL ENVIRONMENT

Ensure that all ticked items from the checklist (Social impacts) on page 34 are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment/s?
Home and Community Care	Dept of Health/HACC Agency	xxxxx	Identified that there are 15 clients still in their homes that are ageing in place and have disabilities that will not receive their Home Care Assistance	Dept. of Health/LG to liaise with DFES to gain restricted access permits for service providers	Consider relocation of clients, and level of care required	☐
						☐
						☐



10.2 NATURAL ENVIRONMENT

Ensure that all ticked items from the checklist (Natural impacts) on page 34 are transferred to this table. Add more rows as required

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment/s?
Reserves and Parks	DBCA/LG		The closure of the parks in the impacted area will have an impact on a planned Scout jamboree	The park has been severely damaged by the fire with loss to the campsites and camp kitchens. DBCA to liaise with Scouts WA to advise of the impact to the park	DBCA/LG communication will need to extend to the public of the impact to the Park and period of closure.	☐
						☐
						☐



10.3 ECONOMIC ENVIRONMENT

Ensure that all ticked items from the checklist (Economic impacts) on page 34 are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment/s? ☐
Other large employers	DPIRD/DWER		Bannister Downs Dairy requires continued accessibility to the Dairy to transport dairy supplies and access for workers to the dairy. Lack of access will have a detrimental impact in terms of loss of produce and supplies to retailers.	DWER is working with Bannister Downs to arrange for appropriate disposal of spoilt milk. DPIRD is liaising with DFES to provide restricted access permits for the trucks and workers to access the dairy.	Until the area is declared safe restricted access permits will remain in place. DPIRD and DWER will continue to provide advice to the Dairy.	☐
						☐
						☐



10.4 **BUILT ENVIRONMENT**

Ensure that all ticked items from the checklist (Built impacts) on page 34 are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment/s?
Water tanks contamination	Watercorp DWER		Due to the use of firefighting foam rain water tanks in the impacted area may be contaminated.	DWER/Watercorp to advise residents of how to dispose of contaminated water and how to clean their tanks. Potable water to be provided to impacted residents	Communication to impacted residents of where potable water can be accessed and fact sheets on contamination	☐
						☐
						☐

NOTE:

) Details of all *Rapid Damage Assessments* must be attached to this document. Include maps and photographs as appropriate.



11. NIAM INDICATORS

National Impact Assessment Model indicators are used by the State to negotiate disaster relief funding with the Commonwealth. Complete this table using data captured above.

These columns indicate the relevant recovery environment for each indicator

No.	Impact Indicator	Measure	# or %	Social	Built	Economic	Natural
1	INDIVIDUALS	# In evacuation centres					
2		# Injured					
3		# Fatalities					
4		# Unaccounted for					
5		# Isolated					
6	RESIDENTIAL PROPERTIES	# Destroyed					
7		# Damaged					
8	EMERGENCY SERVICES	# Destroyed					
9	Police, fire, ambulance, aviation, other	# Damaged					
10	HOSPITALS & PRIMARY HEALTH CARE FACILITIES	% Destroyed					
11		% Hospital functional					
12	EDUCATIONAL FACILITIES Schools, training centres, universities, child care centres	# Destroyed					
13		# Damaged					
14		# Closed					
15	CORRECTION CENTRES	# Destroyed					
16	Incl. prisons	# Damaged					
17	OTHER – RESIDENTIAL GROUP HOME, AGED CARE FACILITIES	# Destroyed					
18		# Damaged					
19	OTHER BUILDINGS	# Destroyed					
20		# Damaged					
21	BUSINESS BUILDINGS	# Destroyed					
22	Incl. commercial and industrial	# Damaged					
23	(excludes rural)	# Closed					
24	RURAL BUILDINGS	# Destroyed					
25		# Damaged					
26	STOCK LOSSES	# Fatalities					
27	Livestock	# Unaccounted for					
28	AGRICULTURAL LAND	Ha Destroyed					
29		Ha Damaged					
30	AGRICULTURAL PRODUCTION	% Lost					
31	AIRPORTS / HELIPORTS	% Functional					
32		# Damaged					
33		# Destroyed					
34	ROADS / BRIDGES	# Main roads closed					
35		# Other roads closed					
36	PORT	# Facility destroyed					
37		# Facility damaged					
38		# Ships impacted					
39	RAILWAY	# Passenger lines closed					
40		# Freight lines closed					
41	TELECOMMUNICATIONS	# Customers impacted					
42	GAS	# Customers impacted					
43	ELECTRICITY	# Customers impacted					
44	SEWAGE	# Customers impacted					
45	WATER – POTABLE SUPPLY	# Customers impacted					
46	WATER – CATCHMENTS	km ² contaminated					



47	NATIONAL PARKS	Ha affected					
48	ANIMAL WELFARE	# Injured					
49	COASTLINE AFFECTED	km affected					
50	MARINE AREA AFFECTED	Km2 affected					

12. LIST OF ATTACHMENTS

List all attachments to this Impact Statement

Attachment No.	Title & description (e.g. map, report, photo)
1	Transfer of Control (signed)
2	Rapid Damage Assessment including maps and photos
3	
4	
5	
6	
7	



Attachment 2

LOCAL EMERGENCY MANAGEMENT COMMITTEE REPORT				
Agency: Department of Primary Industries and Regional Development				
Reporting period: Jan - April 2019				
Date	Type of Incident	Location of Incident	Resources & Agencies Involved	Comments/Outcomes
Feb 19 – Ongoing	Browsing Ant	Kewdale/Welshpool	DPIRD/DAWR/LG	Insect Pest – Ongoing eradication / surveillance activities
Mar 19 - Ongoing	European Wasp	Perth Metropolitan	DPIRD/LG	Insect Pest – Eradication Program
Mar 19	Ex TC Veronica	Pilbara Region	DPIRD/SOC/ROC	Coordination of recovery activities and economic impact assessment.

Agency
) Plant and Insect pest responses have been conducted with the assistance of affected Industry and Local Government (generally liaison and access) where relevant. No Plant or Insect responses required a coordinated interagency response or activation of an ISG or OASG.) DPIRD is dedicating additional staff and resources to European wasp trapping and surveillance to help locate and destroy as many nests as possible by 30 June, when the season ends. 2018-19 has seen a spike in nest numbers, and there have been detections in areas where there is a lot of bushland and difficult to access terrain, requiring additional time and effort to locate nests. The Department is appealing to the public and also agencies, community groups and organisations to assist with both passive and active surveillance, particularly in these high risk areas. These include the Local Government Areas of Canning, Gosnells, Kalamunda, Mundaring and Swan.) Additional information on these pests are available at www.agric.wa.gov.au.



-) Severe Tropical Cyclone Veronica response. DPIRD established Level 2 response and activated the recently SEMC endorsed, “State Support Plan – Animals in Emergencies”. DPIRD actively participated in State EM frameworks and arrangements. Facilitated the coordination of recovery activities and impact assessments as required.
-) 6 DPIRD personnel (as part of the National Biosecurity Response Team) participated in Exercise Crown & Anchor in Canberra in late March with the aim of the Exercise being to enhance the National ability to manage the response to a post border biosecurity incident located in a Commonwealth place with operations extending into an adjoining jurisdiction.

Attachment 3

REPORT TO THE MANJIMUP LEMC 9 MAY 2019 FROM THE DEPARTMENT OF COMMUNITIES

-) **LEWANA FIRE** – On the 20th February, the Department of Communities (Great Southern) was requested to prepare to open the Bridgetown/Greenbushes Recreation Centre as a Welfare Evacuation Centre. This was a precaution if the Lewana Fire caused the closure of SW Highway between Donnybrook and Bridgetown. Staff in the Manjimup and Albany DC CPFS Offices were placed on Standby if the Department’s activation became necessary.

After it was determined that a Welfare Evacuation Centre would not be required, several rooms were held at the Manjimup Motor Inn for evacuees if they were required to evacuate overnight on the 20th February.

-) **DEPARTMENT OF COMMUNITIES BOUNDARIES** - The Department is currently looking at rationalizing the boundaries of its Housing, Child Protection and Disabilities Services divisions. This may mean that the DC CPFS division for the Shires of Manjimup and Bridgetown Greenbushes will be managed from the South West (Bunbury) rather than from the Great Southern (Albany) as it currently. If this was to eventuate, the Department’s District Emergency Services Officer for the South West would take over responsibility for the Shires of Manjimup and Bridgetown Greenbushes.
-) **TOWNSVILLE DEPARTMENT** – The Department of Communities in response to a request from the Queensland Government deployed over 60 of its Staff to Townsville over a four week period in February/March this year to assist in the recovery effort after the catastrophic floods that impacted the Region in late January and early February. The Department’s Emergency



Services Staff from across the State preformed the role of Team Leaders for 8 teams deployed. The majority of Staff performed outreach visits to the worst impacted parts of Townsville assisting with applications for financial assistance and assessing their need for further services such as counselling and professional physiological services.

Neville Blackburn
District Emergency Services Officer
Department of Communities
Great Southern District

Attachment 4

Hi Todd

As discussed at today's meeting

- H Nannup fires – both Pemberton and Warren Health Services were ready to accept evacuated patients from Nannup if required
 - health used WEBEOC to update with Hospital capacity during the alert which was good to keep staff familiar with its use
- H 23rd May, Warren Health Service has a Code Yellow No Notice Bushfire tabletop exercise planned. Everyone welcome.
- H Staff updating in MIMMS training in June

Thankyou

Regards

Jodie Omodei | Acting District Manager| Warren

Warren Health Service, Hospital Avenue, MANJIMUP WA 6258

T: (08) 97725110 | M: 0417 176 473

E: jodie.omodei@health.wa.gov.au

Delivering a **Healthy WA**



Attachment 5

	Government of Western Australia Department of Fire & Emergency Services Operations			
SAFETY CIRCULAR 05/2019 File: D09699				
APRIL 2019				
SAFE FACILITATION OF FLARE DEMONSTRATIONS				
Recently a Volunteer Marine Rescue (VMR) Group was undertaking a demonstration of a hand held flare as part of the VMR pathways training program. During this demonstration a parachute flare was inadvertently used which resulted in the flare being projected several hundred metres downwind, landing in dry bushland. Subsequently a bushfire was started that burnt out several hectares of bush and required fire-fighting assets to be deployed. A safety investigation has discovered that the flare being used was selected randomly from a collection of 'date expired' flares that were being stored together for training purposes.				
Key Message All VMR Groups are not to use date expired flares for demonstration purposes. New, in date flares that are in their original packaging are to be used for flare demonstrations. All flare demonstrations must have two people check that the correct type of flare has been selected before the flare is used.				
Volunteer and community safety is our foremost priority and all groups who undertake flare demonstrations either for their own training purposes or for community safety demonstrations are to adhere to this safety circular. See SAP 3.9.B – Safe Handling of Flares for more information.				
GARY GIFFORD ESM A/DEPUTY COMMISSIONER OPERATIONS				
Target Audience: Volunteer Marine Rescue Service managers and volunteers.				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
SC-05-19	Issue Date:	Removal Date:	Contact:	Marine Services
Page 1 of 1	Apr 2019	Apr 2020	Mark.Eatto@dfes.wa.gov.au	