

## Local Emergency Management Committee (LEMC) Minutes for Meeting 17 December 2019

Minutes of the Local Emergency Management Committee (LEMC) Meeting held in the Manjimup Emergency Services Collocation Building, located at 46 Bath Street Manjimup on Tuesday 17 December 2019.

### 1. Declaration of Opening the Meeting

Shire of Manjimup, Chief Executive Officer, Andrew Campbell assumed the chair and opened the meeting at 1.03pm.

### 2. Attendance / Apologies

Present	
Voting	Non Voting
Andrew Campbell ( <b>Chair</b> )	Nicole Favero
Paul Omodei Cr	Ashleigh Reeve
Todd Ridley	Diane Langford-Fisher – St John
Brad Wren – CBFCO (Proxy)	
Jodie Omodei - WHS	
John Bridger – Police Walpole <small>(arrived 1.32pm)</small>	
Ian Guthridge - DPIRD	
Neville Blackburn - CPFS	
Nicolle Warren – St John (Proxy)	
Leon Gardiner – DFES (Proxy)	
Craig Beswick – DFES (Proxy)	
Vikram Cheema – DEMC / SEMC	
Apologies	
Jayde Darin Cr (Proxy)	Gary Willcox – St John Ambulance
Ray Deall – Western Power	Brad Barton – DBCA
Remo Pessotto – CBFCO	Isaac Rinaudo – Police Mjp
Brad Barton - DBCA	Nathan Hall - DFES

### 3. Declaration of Financial Interest – Nil

### 4. LEMC – Update of Distribution / Key Contact List

The distribution contact list was updated by all in attendance.

**5. Confirmation of Minutes of the General Meeting held on Thursday 1 August 2019**

**MOVED:** Jodie Omodei      **SECONDED:** Ian Guthridge

*“That the confirmed Minutes of the General Meeting held Thursday 1 August 2019 be received as a true and correct record.”*

**CARRIED 12 – 0**

**6. Council’s Response to Minutes of the General Meeting held Thursday 1 August 2019**

**COUNCIL RESOLUTION:**

**MOVED:** Eiby, W      **SECONDED:** Salomone, J

27914

**That Council receive the minutes of the Local Emergency Management Committee held on the 1 August 2019 as shown in Attachment: 9.15.3(1).**

**ADOPTED BY EN BLOC RESOLUTION: 8/0**

**7. Business Arising from the Minutes - Nil**

**8. Treatment Strategies and Task List – ATTACHMENT 1**

Draft Recovery Management Arrangements and Draft Emergency Evacuation Plan are still outstanding. Draft LEMA refer to Section 11 Other Business.

**9. Training and Exercise Reports**

Airfield Exercise now complete, will look at another future exercise early next year. Discussions followed, need to look at a credible scenario, add to list.

<b>Training / Exercise</b>	<b>Status</b>	<b>Action</b>
Airfield Exercise	<ul style="list-style-type: none"> <li>➤ Exercise planned for 2018.</li> <li>➤ Police advise they will not be the lead agency to organise the exercise.</li> </ul>	<ul style="list-style-type: none"> <li>➤ MJP Police / Airfield Committee.</li> <li>➤ Todd Ridley to work with Catherine Mills and the Airfield Committee.</li> <li>➤ Catherine Mills, Ashleigh Reeve met with DFES Nathan Hall. Exercise planned for August / September LEMC Meeting.</li> <li>➤ Exercise will follow the August meeting.</li> <li>➤ <b>Exercise completed at the 1 August 2019 LEMC meeting. (Remove)</b></li> </ul>

## **10. Members Reports**

### **10.1 Shire of Manjimup President – Cr Paul Omodei**

Nothing to Report

### **10.2 Department of Communities - Neville Blackburn - ATTACHMENT 2**

### **10.3 DPIRD - Ian Guthridge – ATTACHMENT 3**

### **10.4 ST John Ambulance – Nicolle Warren (proxy)**

Attended Nambeelup and at Collie, approximately 60 plus residents with health issues, which was a great exercise for capacity. Locals have worked hard to complete all training and compliance at sub centres.

### **10.5 DFES – Leon Gardiner (proxy)**

Would like to acknowledge Shire of Manjimup Bush Fire Brigade provided resources for Collie support.

### **DFES – Craig Beswick (proxy) – ATTACHMENT 4**

### **10.6 Chief Bushfire Control Officer – Brad Wren (proxy)**

- Started deploying crews to NSW, Collie and Goldfields placing some pressure on resources.
- They have also been supporting DPAW with some burns.

### **10.7 Warren Health Service - Jodie Omodei**

- Attended post event debrief at the Shire of Manjimup following Mountain Bike event in Pemberton and State round motocross in Manjimup. Both had fatalities.
- All hospital staff requested to ensure they have an awareness of our Code Yellow – bushfire plan, heading into summer.

### **10.8 DEMC / SEMC – Vikram Cheema – ATTACHMENT 5**

Response from Report:

Discussions followed regarding the Impact Statement with concerns about the amount of paperwork and time to complete these additional reports.

### **10.9 Police - John Bridger (Walpole)**

Going well with tourist numbers picking up. Roads need repairs but this is a constant ongoing issue. The town is starting to dry out and is preparing for fire season.

### **10.10 Shire CEO – Andrew Campbell**

DBCA gave a briefing to council about the burning impact to grapes and also looking at an extra month or more to the fire season.

## 10.11 CESM and Training Coordinator – Todd Ridley

- Beach Emergency Numbers (BEN) Sign Program  
Received grant for \$20,000 now waiting for the last of the quotes and hoping to get signs in place by end of January. There are about 40 signs to go in.
- Mitigation Funding has been received to the amount of just less than \$400,000 so they are starting on quotes now and hoping that before Christmas they will commence.

## 11. General Business

### 11.1 Discussion regarding events held in the Shire of Manjimup

- **Events** -Todd discussed at recent events a competitor died as a result of Mountain Bike race, need to look at the way we approve events and look at briefing on size of event. May be good to add any future large events on the List for LEMC to go over. Risk Management planning to be shared with relevant agencies, Plans coming in very late hard to get from community on time.
- **New Year's Eve Fireworks** – DFES and Police been in discussions about fireworks, still business as usual but can still end arrangements at the last minute if high fire risk. May also have BFB truck and Red truck there as well.

**Response:** Look at getting together to go over new events more frequently. St John Ambulance also need more notice from event managers when events are requiring an ambulance on site.

### 11.2 Local Emergency Management Arrangements 2019 – 2024

Todd presented the LEMA draft document that was sent out three weeks prior for review. Vikram queried on page 32 Storm section that was highlighted, Todd said that he will include this prior to going to council.

**MOVED:** Andrew Campbell                      **SECONDED:** Leon Gardiner

***“That Council accept the Local Emergency Management Arrangements 2019 – 2024 subject to the inclusion of provisions for Storm.”***

**CARRIED 12 – 0**

### 11.3 Emergency Resource Directory & At Risk / Isolated Communities Maps

Todd presented the above draft documents to the committee.

**MOVED:** Jodie Omodei                      **SECONDED:** Brad Wren

***“That the Committee endorse the Emergency Resource Directory and At Risk / Isolated Communities Maps.”***

**CARRIED 12 – 0**

#### **11.4 Event Training and Exercise**

Discussions regarding looking at hypothetical procedures with credible scenarios, Vikram discussed the State Exercise Framework and SEMC engaging Federal Government looking at catastrophic events with suggestions as follows:

- Neville Blackburn - asked how they would manage large numbers of evacuees (5-6,000) as a result of multiple events?
- Andrew Campbell – If there is an asbestos fire at the Mill in Pemberton and they had to evacuate the town?
- Vikram Cheema – Example in Collie, low socio economic area with 58% having no capacity to go to family and friends, what would happen in this instance?

#### **11.5 Mobile Phone Blackspots – Brad Wren**

These are becoming an issue due to Telstra not powering up repeater towers. Andrew gave an overview as currently dealing with this issue. Todd also advised that two Zones have presented letters regarding this at the recent BFAC meeting.

### **12. Correspondence**

Impact Statement – See Vikram Cheema Report above

### **13. Next Meeting**

Next Meeting to be held late March, date TBA.

### **14. Declaration of Close of Meeting**

Shire of Manjimup, Chief Executive Officer, Andrew Campbell thanked everyone for their attendance and closed the meeting at 2.05pm.

## ATTACHMENT 1. TREATMENT STRATEGIES AND TASK LIST

Item	Status	Next Step	Action By
Local Emergency Arrangements	All Arrangements require review in 2018	<ul style="list-style-type: none"> <li>➤ Draft new Arrangements and LEMC to review 2019</li> <li>➤ Completed and moved to be accepted at council at next meeting in Jan.</li> </ul>	T. Ridley (Shire)
Draft Recovery Management Arrangements.	Recovery Management Arrangements requires review.	Draft Recovery Management Arrangements for review by LEMC 2020	T.Ridley (Shire)
Draft Emergency Evacuation Plan.	Emergency Evacuation Plan requires review.	Draft Emergency Evacuation Plan for review by LEMC 2020.	T.Ridley (Shire)

## EVENTS PLANNED IN THE SHIRE OF MANJIMUP

Event	Date	Notes
Manjimup Cherry Harmony Festival	13 – 15 December 2019	<ul style="list-style-type: none"> <li>➤ CBD Street closure 14 December 2019.</li> <li>➤ Up to 5,000 people at any given time.</li> <li>➤ Long Table Lunch, Newtons Orchard Graphite Road.</li> </ul>
Pemberton Hotel New Year's Eve Celebration	31 December 2019	<ul style="list-style-type: none"> <li>➤ Brockman Street Road closure.</li> <li>➤ Fireworks.</li> <li>➤ Up to 500 people.</li> <li>➤ Still going ahead.</li> </ul>
Manjimup Speedway	2 February 2010	<ul style="list-style-type: none"> <li>➤ Middlesex Road impact.</li> <li>➤ Up to 500 people.</li> </ul>

## ATTACHMENT 2

### REPORT TO THE MANJIMUP LEMC - 18 DECEMBER 2019 FROM THE DEPARTMENT OF COMMUNITIES

- **DEPARTMENT OF COMMUNITIES BOUNDARIES** - The Department of Communities has rationalised the boundaries of its Housing, Child Protection and Disabilities Services divisions across the State. This will 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 is currently. At this stage this will take place in April 2020 after the current bushfire season. The Department's District Emergency Services Officer for the South West, Roma Boucher, will then take over responsibility for the Shires of Manjimup and Bridgetown Greenbushes in terms of coordinating welfare support and services in the event of an emergency or disaster.

The only exception to these changes would be if people were to be evacuated from the Walpole area due to an emergency, they would most likely be evacuated to Denmark which remains in the Department's GS Region. In this instance the GS Department's District Emergency Services Officer (myself) would coordinate this welfare response in Denmark. I will continue to attend Manjimup LEMC meetings when able to do so.

- **DEPARTMENT'S READINESS**  
The Department of Communities is ready to respond to any disaster or emergency in the District over the Christmas/New Year period despite having a number of Staff on leave.
- **DEPARTMENT'S RESPONSE TO THE YANCHEP FIRES**  
The Department opened 2 Welfare Evacuation Centres in Gin Gin and Two Rocks in response to the Yanchep fires. These centres have now been closed but in excess of 600 persons registered in these centres. Some people unable to get back to their homes have been housed temporarily in motels/hotels to enable these centres to be closed.

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

## ATTACHMENT 3

### DPIRD Reporting - Manjimup LEMC 17-12-19

Plant and Insect pest responses have/are 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.

Current response addressing the discovery of **Red Imported Fire Ants** at Fremantle Port, treatment surveillance activities underway and a quarantine area has been established. <https://www.agric.wa.gov.au/rifa>

**Citrus Canker** response was finalised in July 2019. Surveillance activities have ceased with 'area of freedom' data being assessed at a National level with respect to Market Access for growers in the affected region.

**Brown Marmorated Stink Bug (BMSB)** has transitioned to ongoing surveillance as part of DPIRDs surveillance programs under National arrangements. Ongoing surveillance activities are focussed on transportation hubs within the wider Perth Metropolitan area eg. Kewdale, Welshpool, Fremantle etc.

**Browsing Ant** response has transition to a National program, DPIRD activities are focussed on surveillance to verify eradication across the State.

**Tomato Potato Psyllid (TPP)**. DPIRD continues to contribute to the Horticulture Innovation Australian program (National approach) reference TPP trapping and surveillance to establish pest presence.

**QFLY** – DPRID continues to facilitate surveillance to support the Avocado Industry export market access requirements. Surveillance will be subject to an audit in Nov.

DPIRD is currently working with industry and dedicating additional staff and resources to the 2019 Pastoral and Southern Agricultural Area **Dry Season response**. The response aims to support Industry through the prevention and early detection of animal welfare issues in affected areas. Additional resources are being allocated to the surveillance and monitoring of at risk properties; early intervention with respect to emerging animal welfare incidents; and long term planning to develop Industry resilience to dry season conditions by Dec 2019.

Also concerns re- **African Swine Flu** , staff working on preparedness for a possible bio security incursion, please see comments below and links to PDF information sheets.

Also if LEMC is interested, a DPIRD vet would be willing to attend a LEMC meeting in the future to deliver an information session...



## ATTACHMENT 3

- ASF is most likely to come into the country in illegally imported pork products that are then fed to pigs (hence the ban on swill feeding)
- farm biosecurity is the best way for pig owners to keep their pigs free of the disease (fencing to keep feral pigs away and out of refuse dumps, not allowing overseas visitors to feed or contact their pigs)
- contact a vet if there are any suspicious signs

<https://www.agric.wa.gov.au/sites/gateway/files/African%20swine%20fever%20ASF%20factsheet%20October%202019.pdf>

<https://www.agric.wa.gov.au/sites/gateway/files/It%20is%20illegal%20to%20feed%20food%20scraps%20to%20pigs%20flyer%20PRINT%20397-19.pdf>

Additional information on these pests are available at [www.agric.wa.gov.au](http://www.agric.wa.gov.au).

## ATTACHMENT 4

### SHIRE OF MANJIMUP BFAC – DFES REPORT AO SOUTH CRAIG BESWICK DECEMBER 12<sup>TH</sup> 2019

Good evening to all thank you for the opportunity to update the committee on DFES Lower South West Region.

#### DFES REGIONAL STAFFING

There has been only minor changes regionally since the last time the committee met in May. Although there has been some major position changes organizationally within DFES.

- Nathan Hall has been awarded District Officer Emergency Management in the region.
- Steve Ward continues his acting duties as District Officer Manjimup.
- I have been fortunate enough to extend my acting opportunity as Area Officer South until Mid-February and I will continue to assist local brigades with training and developing operational preparedness plans.

#### BLACKWOOD VALLEY ZONE RESPONSE PLAN

The Blackwood Valley Zone Response Plan has been completed and is currently going through the endorsement process with local stakeholders and then final endorsement from State. The Blackwood Valley Zone in the context of these arrangements is an area identified along a section of the Blackwood River within the Shires of Bridgetown – Greenbushes, Donnybrook – Balingup and Nannup. The area is a mixture of land tenures including State Forrest, State Plantations, private land holdings and tourism values. The Munda – Bididi trail and Bibbulmun Track also run through this area.

Responses to notification of a Bushfire within the #-Zone area are to be an automatic multi-agency turnout, and should comprise of at least:

- One appliance from each of the relevant Local Government
- One officer from the local government bushfire brigade
- Mobilisation of the Bridgetown 12000L water tanker (mobilisation as per normal procedures through Group-call/000 agreement);
- One appliance and one staff member from P&W; □
- One staff member from DFES (RDC to arrange);
- Two Helitaks and two fixed-wing fire bombers mobilise through State Air operations

## OPERATIONAL INFORMATION

Over the period since the last meeting the Shire and local DFES Brigades have attended 38 incidents including structure fires, road crash rescue, rubbish fires and multiple tree grass fires.

- November 8<sup>th</sup> to 10<sup>th</sup> was predicted as the first High Fire danger weather period throughout the state. Due to the heightened fire risk predetermined plans were developed in each region. These plans included pre identified task force identified utilizing the high season fleet and additional local resources, pre identified Level 2 Incident management team within the region in the event any incidents escalated to Level 2. And the DFES Regional Operations Centre was activated on Saturday 9<sup>th</sup> November to monitor any incidents in the region. Fortunately there was only one incident in the shire located in DBCA tenure which required a joint response from Bridgetown/Greenbushes resources and DBCA. The incident was controlled and contained before it had the time to develop into a larger scale incident.
- High season fleet requirements were assessed with some additional resources have been delivered to the region or will be in the next coming weeks.
- Crews and managers have been assisting with fires in DFES Great Southern and Upper Great Southern Regions and the ongoing eastern states fires in NSW and QLD.

## DISBANDING OF MID BAND RADIO NETWORK

No more information to provide still undergoing review and consultation process.

## LEGISLATIVE REVIEW OF THE EMERGENCY SERVICE ACTS

Cabinet has approved the consolidation of the three emergency services Acts into a single piece of legislation. The Fire Brigades Act 1942, Bush Fires Act 1954 and Fire and Emergency Services Act 1998 will be replaced by one Act which will provide a strong foundation for effective emergency services management for the future.

This Cabinet decision was announced by the Minister for Emergency Services at the Ministerial Volunteer Advisory Forum and the WAFES Conference.

Consolidating our current legislation into a single Act will provide many benefits including:

- Greater clarity and consistency;
- Alignment to modern emergency management; and
- A strong foundation for the future.

More information can be found at the below link

<https://www.dfes.wa.gov.au/legislationreview/pages/default.aspx>

## VOLUNTEER HUB LAUNCH

- The Volunteer Hub launch was on the 31st October which replaced the volunteer portal. The hub gives access to volunteers to DFES resources and allows the volunteers to update contact details.
- In August there was live demonstrations throughout the state followed by user acceptance testing in September to finalize suitability. There has been considerable

consultation across services to develop this site. The Volunteer Hub will be an intuitive, user-friendly website which used a working group of around 250 Volunteers representing each region and service to help develop user ability of the site.

## REGIONAL TRAINING PROGRAM

- LSW Ongoing training program is continuing with good levels of participants from Local Government Brigades and additional Training can be added to the calendar on request from LG's.
- The completion of Area Officer Visits and Breathing Apparatus refreshers for the VFRS Brigade which introducing new equipment and techniques.
- I encourage the Brigades to keep monitoring E-Academy for up and coming courses if they are attempting to gain qualifications and I will endeavor to keep them notified of courses being run in the region.

Thank you for your time and if I can assist in any way please don't hesitate to contact me.

## **District Emergency Management Advisor – Report**

### **State**

- [SEMC annual report 2018-19](#). Key highlights for 2018-19 are:
  - Approval of the new State Exercise Framework
  - Continue to oversee the implementation of the recommendations and opportunities for improvement from the Report of the Special Inquiry into the January 2016 Waroona Fire, prepared by Euan Ferguson AFSM
  - Established the State Exercise Coordination Team and the Lessons Management Reference Group
  - Approved the State Support Plan – Animal Welfare in Emergencies (Interim), coordinated and developed by the Department of Primary Industries and Regional Development (DPIRD). Work is continuing to exercise and validate this plan prior to the 2019-20 Southern bushfire season.
  - Endorsed 25 National Disaster Resilience Program competitive grant applications, to a value of \$2,853,859
  - Reviewed and supported changes to the Emergency Management Regulations 2006.
  - Commenced a review of the SEMC Strategic Plan and supporting administrative arrangements
  
- [Amendment to the suite of State EM documents](#)
  - Impact Statement within recovery arrangements
  - State Recovery Controller roles
  - State Recovery Coordination appointment
  - State Recovery Aides Memoire
  - SEMC Subcommittee and Reference group procedures
  
- [State Exercise Framework](#): The State Emergency Management Exercise Framework is a capability-based exercise program. Capability based exercising leverages off the SEMC emergency management, [Capability Framework](#), which reflects the current best thinking on assessing preparedness within Western Australia.

### **District**

SW DEMC meeting held on 19 November 2019. Agenda for the meeting covered:

- Seasonal fire weather outlook – BOM
- Potential for Class A greywater use for the fire fighting
- State Exercise Framework
- State Recovery Arrangements

### **Local**

A copy of the South West local government EM report November 2019 attached.



South West Local  
Government EM rep

\*\* Yellow highlighted local governments are now due for LEMA review\*\*

Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12	12	100%		
Local Government	LEMC	LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	Noted at SEMC	3/10/2017	46/2017	3/10/2022
Shire of Boyup Brook	Boyup Brook	Noted at DEMC	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	Noted at SEMC	3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Noted at SEMC	10/03/2015	20/2015	10/03/2020
City of Busselton	Busselton	Noted at SEMC	8/12/2017	63/2017	8/12/2022
Shire of Capel	Capel	Noted at SEMC	2/08/2016	40/2016	2/08/2021
Shire of Collie	Collie	Noted at SEMC	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Noted at SEMC	2/08/2016	40/2016	2/08/2021
Shire of Donnybrook-Balingup	Donnybrook-Balingup	Noted at LEMC	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	Noted at DEMC	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Noted at SEMC	10/03/2015	20/2015	10/03/2020
Shire of Nannup	Nannup	Noted at SEMC	2/12/2014	114/2014	2/12/2019

## LEMC meeting and exercise summary 2019-20

Planned

Complete Cancelled

LEMC	Meetings				ISG activation	Exercises Reporting		Capability Survey Complete
	1 <sup>st</sup> Qtr 2019 July, Aug, Sept	2 <sup>nd</sup> Qtr 2019 October, Nov, Dec	3 <sup>rd</sup> Qtr 2020 January, Feb, March	4 <sup>th</sup> Qtr 2020 April, May, June		Event Date	Report Received	Received
	Date	Date						
Augusta Margaret River	13 Aug	12 Nov	11 Mar	12 May		13 Aug	No	
Boyup Brook	24 July	6 Nov	5 Feb	6 May				
Bridgetown-Greenbushes	20 Aug	19 Nov	18 Feb	19 May				
Bunbury	29 Aug	28 Nov	27 Feb	28 May				
Busselton	3 Sept	3 Dec	3 Mar	2 June	6 June Blackwood	3 Sept	No	
Capel	11 Sept	4 Dec	4 Mar	3 June		10 Oct	No	
Collie	27 Aug	27 Nov	?	?				
Dardanup	1 Aug	7 Aug	6 Feb	7 May				
Donnybrook-Balingup	17 Sept	26 Nov	25 Feb	26 May				
Harvey	9 Sept	9 Dec	11 Feb	12 May				
Manjimup	1 Aug	Oct	?	?				
Nannup	21 Aug	6 Nov	5 Feb	6 May				



## State Risk Project – Local Summary

**Complete**

**Planned**

Local Government	Group	Local Risk Status					
Augusta Margaret River	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	Road Crash
Boyup Brook	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	
Bridgetown-Greenbushes	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	
Bunbury	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	
Busselton	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	Air Crash
Capel	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	
Collie	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	
Dardanup	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	
Donnybrook-Balingup	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	
Harvey	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	
Manjimup	B	Storm		Electricity	Plant Bio Security	Bushfire	
Nannup	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	



# IMPACT STATEMENT

Incident name

Incident location

Incident date (Month Year)

**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, due to slow onset large scale natural hazard events e.g. large scale flooding.**

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 facilitates the transfer of responsibility for management of recovery to the relevant local government(s).

Note: This document should be compiled using the Impact Statement Guide, which provides detailed guidance on required information, consultation and data gathering regarding impacts.

# Impact Statement Template

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# Impact Statement Template

## 1. IMPACT STATEMENT DETAILS

Impact Statement date:		
Impact Statement time:		
Version/sequence number:		<input type="checkbox"/> Final version
Impact Statement prepared by:	Name:	.....
	Position:	.....
	Agency:	.....
	Phone:	.....
	Email:	.....

### APPROVED BY:

Incident controller OR Commander from HMA or Controlling Agency	
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:	
LG contact re this document:	Name:      Phone:      Email:

### COPY TO:

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

\* May not be present to sign in person

# Impact Statement Template

## 2. INCIDENT DETAILS

Incident name:			
Incident number:			
Incident address/location:			
Affected EM district / region			
Incident type/description:			
Incident level:			
Date commenced:			
Controlling Agency:			
Commander / Incident Controller:	name		
Local government(s) affected:			
Additional information attached? (refer to section 13 of Guide)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Maps attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Management Team stood down (where applicable)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	LG recovery arrangements activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Support Group stood down?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Local Recovery Coordination Group activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## 3. INCIDENT DESCRIPTION

Brief overview of incident:
-----------------------------

# Impact Statement Template

## 4. CHECKLIST OF IMPACT AREAS

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

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

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

# Impact Statement Template

## 5. SUMMARY OF KNOWN, EMERGING OR ANTICIPATED IMPACTS

*\* Refer to Section 5 of the Impact Statement Guide for help with completing this section.*

<b>Social environment:</b>	<b>Responsible Agency</b>
<b>Natural environment:</b>	<b>Responsible Agency</b>
<b>Economic environment:</b>	<b>Responsible Agency</b>
<b>Built environment:</b>	<b>Responsible Agency</b>

## 6. EMERGING RISKS

*\* Refer to Section 6 of the Impact Statement Guide for help with completing this section.*

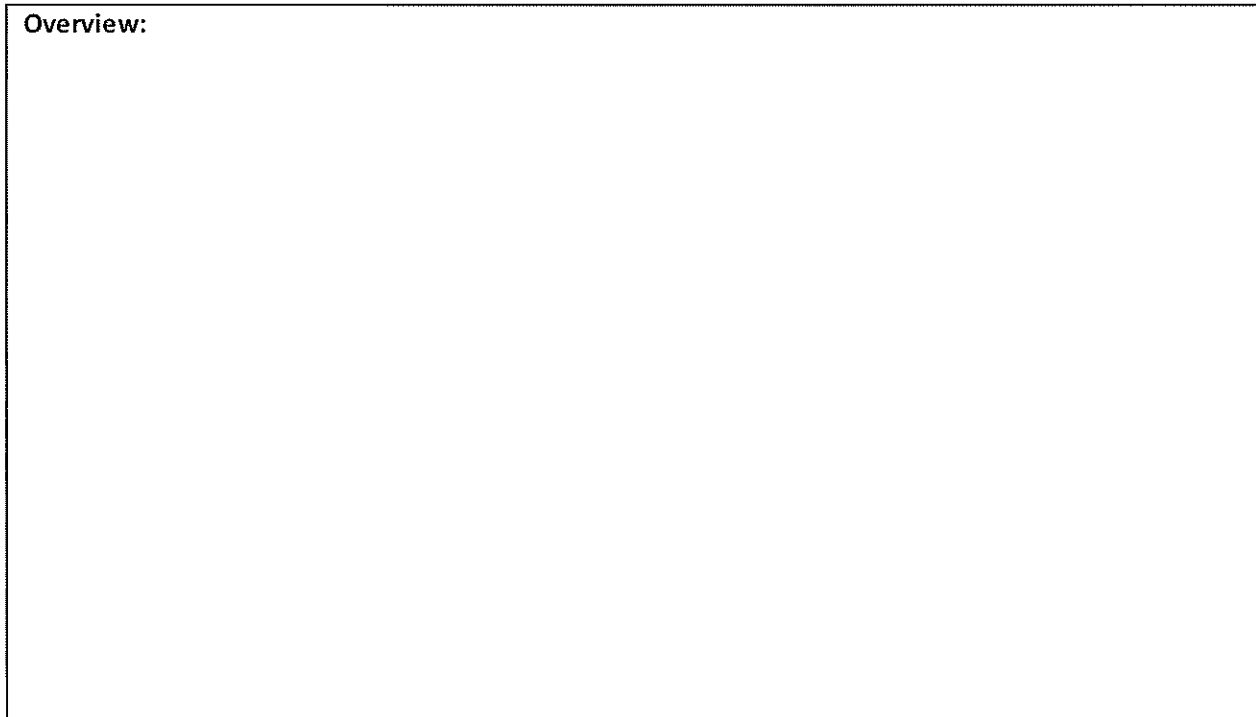
**Overview:**



## 7. POLITICAL AND LEGAL MATTERS FOR CONSIDERATION

*\* Refer to Section 7 of the Impact Statement Guide for help with completing this section.*

**Overview:**





## Impact Statement Template

### 8. 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. These should be communicated to the affected community where appropriate.

*\* To complete this section, refer to Risk Assessment process, matrix and description in the Impact Statement Guide Section 8.*

Alternatively, use your organisation's Risk Assessment matrix or template and attach to this document.

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

Alternate Risk Assessment matrix attached.

# Impact Statement Template

## 9. COMMUNICATION AND MEDIA OFFICERS – CONTACT DETAILS

*\* May be referred to as Public Information Officers in some instances*

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.

# Impact Statement Template

## 10. 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?
<input type="checkbox"/> Aqwest (water supplier in Bunbury)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assoc. of Independent Schools of WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ATCO Gas					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Australian Red Cross					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arc Infrastructure					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Busselton Water					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Catholic Education WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dampier Bunbury Pipeline (gas)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Primary Industry & Regional Dev.					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Communities					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Defence					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Education					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Water and Environmental Regulation					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Fire and Emergency Services					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Health					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Biodiversity, Conserv. & Attractions					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Planning, Lands & Heritage					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Transport Marine Safety					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Horizon Power					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Local government (specify)					<input type="checkbox"/>	<input type="checkbox"/>

## Impact Statement Template

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<input type="checkbox"/> Local Recovery Coordination Group					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Main Roads WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> NBN Co.					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Public Transport Authority					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Telstra					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Verve Energy					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WA Housing Authority					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WA Police Force					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Water Corporation					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Western Power					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add others as needed					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e.g. community groups					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e.g. other service providers					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>

**For level 2 incidents with no significant recovery 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.**

# Impact Statement Template

## 11. IMPACT STATEMENT

Where necessary, use the **Agency contributions template** to source relevant information from contributing agencies. This table template can be found in section 13.3.2 of the Impact Statement Guide.

### 11.1 SOCIAL ENVIRONMENT

\* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.1 Social environment).

Ensure that all ticked items from the checklist in Section 4: Social impacts, 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 attachments?
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	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

## Impact Statement Template

### **11.2 NATURAL ENVIRONMENT**

\* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.2 Natural environment).

**Ensure that all ticked items from the checklist in Section 4: Natural impacts, are transferred to this table. Add more rows as required**

<b>Category (from checklist)</b>	<b>Agency/ Source</b>	<b>Key contact:</b> Name, position, email, phone, mobile.	<b>Impact:</b> what has happened and what are the implications?	<b>Current status:</b> what is happening now, who is managing it and how long for?	<b>Next steps:</b> what needs to happen next, who will be involved and how long for?	<b>Related attachment(s)?</b>
<i>Reserves and Parks</i>	<i>DBCA/LG</i>		<i>The closure of the parks in the impacted area will have an impact on a planned Scout jamboree</i>	<i>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</i>	<i>DBCA/LG communication will need to extend to the public of the impact to the Park and period of closure.</i>	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

## Impact Statement Template

### **11.3 ECONOMIC ENVIRONMENT**

\* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.3 Economic environment).

**Ensure that all ticked items from the checklist in Section 4: Economic impacts, 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)?
<i>Other large employers</i>	<i>DPIRD/DWER</i>		<i>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.</i>	<i>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 diary.</i>	<i>Until the area is declared safe restricted access permits will remain in place. DPIRD and DWER will continue to provide advice to the Dairy.</i>	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

## Impact Statement Template

### 11.4 BUILT ENVIRONMENT

\* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.4 Built environment).

Ensure that all ticked items from the checklist in Section 4: Built impacts, 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	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

#### NOTE:

- Details of all *Rapid Damage Assessments* should be attached to this document as applicable. Include maps and photographs as appropriate.



# Impact Statement Template

## 12. 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 (excludes rural)	# Damaged					
23		# 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 <sup>2</sup> contaminated					
47	NATIONAL PARKS	Ha affected					
48	ANIMAL WELFARE	# Injured					
49	COASTLINE AFFECTED	km affected					
50	MARINE AREA AFFECTED	Km <sup>2</sup> affected					

# Impact Statement Template

## 13. LIST OF ATTACHMENTS

List all attachments to this Impact Statement

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

