CITY OF BUNBURY
EMERGENCY MANAGEMENT

BUNBURY EMERGENCY MANAGEMENT ARRANGEMENTS

ANNEX 3

RESPONSE ARRANGEMENTS

13 June, 2014

Revision June 2022

SEMC ENDORSED MARCH 2020

Important Note

This document is intended to be used as a general reference document only. While the content of this Annexure reflects the intent of the State Emergency Management Legislation, Policies, Plans, Procedures and Guidelines, it has been developed to provide an over-view of the general multi-agency, emergency response, operating environment.

Readers should recognise that agencies involved in emergency response will have developed their own specific operational doctrine and standard operating procedures, related to the above and would intuitively work to those. While these relate directly to the legislative requirements, they may appear different to what appears within this Annexure and are likely to be more tactically focussed.

This Annexure is included into Bunbury's LEMA, to provide a generalist context for emergency response only.

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0.1 Amendment Record

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY INITIALS/DATE
NO	DATE		
1	March 2005	Complete Plan Review	LRW (XO LEMC) March 2005
2	August 2006	Plan review, update	LRW (XO LEMC) August 2006
3	January 2008	Plan review, add new response items,	LRW (XO)LEMC February 2008
4	March 2009	Plan review, add response items, re-format in line with DEMC EM Arrangements, review trigger activations, include IMG and structure info.	LRW (XO)LEMC March 2009
7	July 2011	Update formatting and review terminology and procedure changes in line with SEMP 4.1	LRW
8	June 2014	Update for currency + reflect new ERM outcomes (2013)	CW/EH
9	May, 2019	Plan Review, update.	CW
10	September 2019	LEMC / Peer reviewed, updated.	PH
11	11 November2019	Replace WA Government Impact Statement	PH
12	June 2022	Reviewed – No changes made	Carrianne Graham

0.2 List of Tables

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0.3 Definitions

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

EMERGENCY COORDINATOR (EC) – the person appointed by the State Emergency Coordinator (WA Police Force Commissioner), to assist the hazard management agency in the provision of a coordinated response during an emergency .

INCIDENT AREA (IA) – the area defined by the Incident Controller, for which they have responsibility for the overall management and control of an incident.

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

INCIDENT SUPPORT GROUP (ISG) – a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency. The function of the ISG is to provide agency specific expert advice and support, in relation to operational response to the incident and to assist with local knowledge and represent the community.

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

OPERATIONAL AREA MANAGER (OAM) - the person designated by the relevant *Controlling Agency*, who is responsible for the overall management of an *Emergency* within a defined Operational Area and the provision of strategic direction and coordination, to agencies and *Incident Controller(s)* in accordance with the needs of the situation.

OPERATIONAL AREA SUPPORT GROUP (OASG) - a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller, to provide agency-specific expert advice and support, in relation to strategic management of the incident/s within the defined Operational Area.

UNDEFINED HAZARD - any occurrence or imminent occurrence of a hazard, which is of such a nature or magnitude that it requires a significant and coordinated response, but is not readily identified as a hazard within the Emergency Management Act or Regulations.

1.0 AUTHORITY

These Local Emergency Management Arrangements are prepared under the authority of *section 41* of the *Emergency Management Act (2005)* (the Act).

2.0 OPERATIONAL PRINCIPLES

2.1 Graduated Response

The principle of a *graduated response* relates to any response to an emergency occurring and being resourced at the local level. Where an emergency requires resources beyond the capability of the local community, then support from District resources may be obtained. State resources may be then requested and/or provided, should District resources be inadequate.

2.2 Operational Levels

Operational Incidents are broadly classified into three (3) levels, as detailed below. There should also be a recognition often that there is likely to be some lack of clarity on the levels. Ultimately, the Incident Controller will be responsible to declare the incident level, based on the actual and/or potential impact of the incident. In default, and incident would be considered a Level 1 incident. Incident Level Declaration forms are included as ***Annexure A.***

Refer State EM Procedure 2 (May 2016)
- *Incident Level Declaration 4.1 – Incident Management*

The determinants for each operational incident level, are broadly defined with the following descriptors:

Level 1

- local response/resources required,
- no significant coordination or community issues,
- single or limited multi-agency response (day to day business),
- managed by a simple Incident Management Team (IMT),
- low risk of incident escalation,
- Anticipated duration to control, less than one work shift.

Level 2

- requires multi-agency response to resource,
- protracted duration – more than one work shift,
- community impacts indicate the need for an Incident Support Group (ISG), Risk Evaluation Criteria (REV) triggers met, or likely to be met,
- resources required from outside the local area,
- medium level of media interest, likely to become political,
- medium level of complexity, with resultant risks,
- medium impact on the community, with high interest, or community dis-function,
- potential declaration of an 'Emergency Situation'.

Level 3

- requires a significant multi-agency response,
- protracted response duration being days,
- activation of an Operational Area Support Group (OASG) to manage resourcing shortfalls,
- State or National resources required, through State HMA,
- significant level of media interest, with potential political challenges at a State level,
- high level of complexity, requiring a fully resourced IMT to manage that complexity,
- significant impact on the community, with significant dis-function, injuries or deaths,

- multiple incident areas being managed concurrently,
- potential declaration of an 'Emergency Situation' or 'State of Emergency' being required to manage the consequences of the impact.

2.3 Multiple Hazards

Where an incident results in multiple hazards, the hazard which initiates the incident will determine the Controlling Agency and/or Hazard Management Agency for that incident, as defined in the *Emergency Management Regulations (2006)*, specifically *r16-23B*.

Where a subsequent hazard caused by the initiating hazard, presents a significantly greater risk, management of the incident may be transferred to the relevant Controlling Agency and/or Hazard Management Agency for the subsequent hazard, by agreement between the two agencies.

2.4 Undefined Hazards

Where an incident occurs and it is unclear as to which agency should be responsible for controlling the response under existing legislation or agency responsibilities and agreement cannot be reached at the scene by responding personnel, then the senior police officer present, will assume control of the incident. They will then *control* all combat agencies on site, until such time as a Controlling Agency is identified and an operational handover to the appointed incident controller is completed.

Refer State EM Response Procedure 1 – Unclear Controlling Agency, or
State EM Plan – Appendix F, page 111

To achieve this:

- The senior police officer shall immediately request the relevant Emergency Coordinator *(Local or District, depending on the level of the incident)* to establish an *Incident Support Group* and/ or *Operational Area Support Group,* as a matter of urgency,
- The Emergency Coordinator shall facilitate through the raised Support Group, the identification of the most appropriate agency to control the response to the incident and negotiate their agreement to assume the role (this may be a formal meeting, or via teleconference),
- In the decision to identify the most appropriate agency to control an incident, the following factors should be considered:
    - Is there a designated 'Combat Agency' for that type of emergency management activity?
    - Which agency has the most relevant legislative responsibilities required, to manage the incident?
    - Which agency has the most relevant expertise and/or resources available, to manage the incident?
- Where agreement cannot be reached the Emergency Coordinator shall immediately refer the issue to the next level of coordination (*District Emergency Coordinator* and the *Operational Area Support Group* or *SEC* and the *State Emergency Coordination Group*),
- The Emergency Coordinator should ensure the issue is clearly identified and discussed in any Post Operational Report, or Post Incident Analysis.

2.5 Coordination Structure – In Response to Emergencies – WA Police Force

The responsibilities of a '**Local Emergency Coordinator**' are:

- assist the Hazard Management Agency in the provision of a coordinated response, throughout any significant emergency,
- carry out other emergency management activities, in accordance with the directions of the State Emergency Coordinator, these activities may include:

- providing advice and support to the Hazard Management Agency, to ensure effective coordination, particularly in multi-agency responses,
- the facilitation of meetings, if/as required,
- the active participation in *Incident* or *Operational Area Support Groups*,
- assisting in the coordination of resources and information exchange.

- carry out other emergency management activities, in accordance with the directions of the State Emergency Coordinator. This may be a specific direction in relation to a particular matter, or may be a general standing direction, and
- maintain effective communication with all personnel involved in the emergency.

2.6 Activation

The Controlling Agency should ensure the relevant Emergency Coordinator (or their delegate) is contacted/advised, when at least one of the following occurs:

- the establishment of an *Incident* or *Operational Area Support Group*,
- the emergency has the potential to escalate to a level 2/3 incident, involving multi agency response,
- the incident is a significant threat to community and an 'Emergency Situation', or 'State of Emergency' has been (or likely to be) declared.

If the Emergency Coordinator is not advised, the Emergency Coordinator may establish communication with the relevant Controlling Agency and offer assistance in accordance with their operational role, as detailed above.

2.7 Multi Agency – Incident Support Structure

The multi-agency support may be provided through an *Incident Support Group* (***ISG***). An Incident Support Group consists of Liaison Officers from local organisations involved in, or able to support the incident.

2.7.1 Function

Assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation. The ISG should also assist in the prioritisation for limited resources. The ISG should also facilitate communications to and from the community and keep the IMT appraised of the tolerances indicated within the Risk Evaluation Criteria (REC).

2.7.2 Composition

- Chair – appointed by the Controlling Agency,
- Local Emergency Coordinator,
- Members – representatives (Liaison Officers) from those agencies and community organisations directly involved in the response and recovery of the event, as determined by the Incident Controller.

2.7.3 Activation

Activated by the Controlling Agency Incident Controller, when at least one of the following occurs:

- an incident is designated as 'Level 2' or higher, and/or
- multiple agencies need to be coordinated.

2.7.4 Reporting

The following information will be provided at each meeting of the *Incident Support Group*:

***A*gency liaison officers will provide**:

- consolidated reports on agency response activities,
- agency specific impact assessment,
- resource status (including gaps),
- significant issues present, or likely to arise.

The *Controlling Agency* will:

- provide a current situation report,
- update on outcomes/issues from previous meeting,
- detail significant issues present (or likely to become),
- assistance required,
- record outcomes of meeting,
- details of next meeting *(if known).*

2.7.5 Multi Agency Support Structure (MASS) Diagram

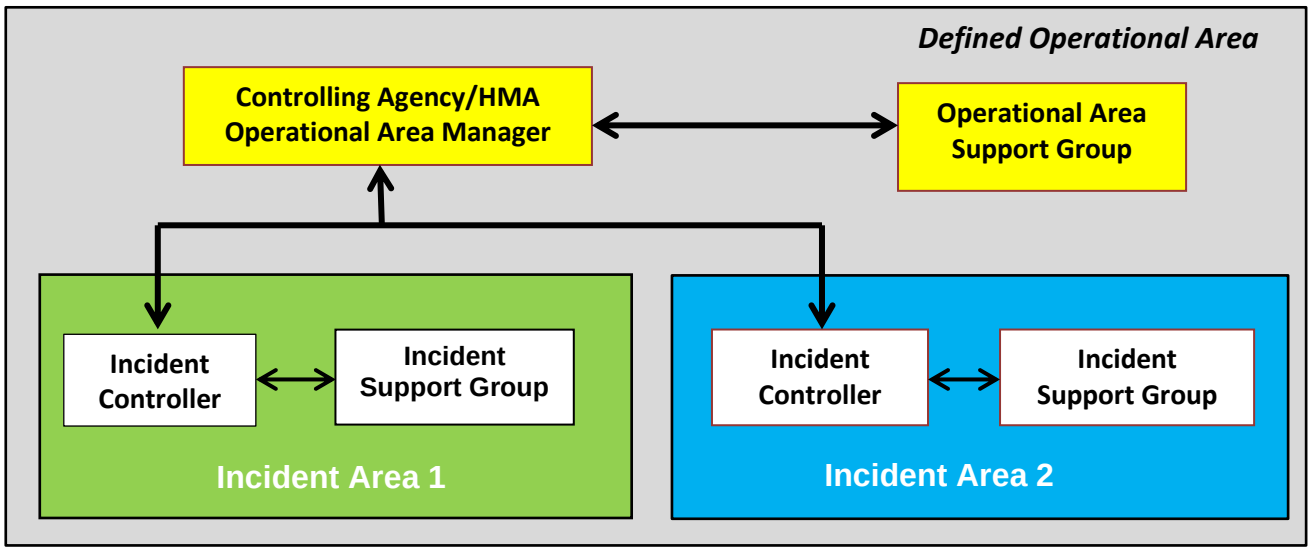

Table 1 *– M.A.S.S. diagram*

3. INCIDENT SUPPORT GROUP

3.1 DECISION TO FORM AN ISG

Should the emergency be beyond the capability of local resources and/or require extensive Support Agency assistance, the Controlling Agency (CA) Incident Controller (IC) and Local Emergency Coordinator (LEC) will assess the situation. If considered necessary, they will then implement this part of these Arrangements. The IC in liaison with the LEC will cause key personnel of participating agencies to be notified.

Once the decision to form an ISG has been made, the LEC will instigate the alert/call out procedures for the required LEMC members, or request this function be done by other executive members. To ensure activation occurs and members receive all relevant information, an activation flow chart is provided below. In the event of an emergency, this part can be implemented in whole, or in stages.

The three stages of activation used are:

Alert	Members or Liaison Officers of key agencies are briefed on the situation. No further action is required, at this time.
Call Out	Members or Liaison Officers of key agencies are requested to attend ISG meeting.
Stand Down	Response actions have been completed and agencies are stood down. The action required for each stage of activation is detailed below.

Table 2 *– ISG Alert Phases*

3.2 ISG ACTIVATION ROLE AND TRIGGERS

Role:
To assist the CA coordinate services (physical, human, information) during a major multi-agency incident. Coordination is achieved through the clear identification of priorities, by agencies sharing information and resources.

Triggers may be:

- Level 2 and above, incident level declaration,
- Requirements for possible, or actual evacuation,
- Extensive support agency assistance required,
- Need to coordinate warnings/ information to community, during a multi-agency event,
- Where there is a perceived complex or urgent community need, relative to an impending hazard impact (this may be reaching or exceeding the triggers from within the Risk Evaluation Criteria),
- Multi-agency response where there is a need for collaborative decision making and the coordination of resources/information,
- Where there is a need for regional support, beyond a single agency or local capacity (possible OASG activation).

3.3 ISG EXECUTIVE/ADMINISTRATIVE SUPPORT FUNCTIONS

In order to maintain functionality and ensure that sound governance occurs, it is important that once the ISG is formed, executive and/or administrative support is provided. Initial support arrangements should be supplied by the CA or, in consultation with the CA and LEC, the City of Bunbury may be requested to assist with this function. Where the incident becomes protracted, other arrangements should be made to provide such support. In order to achieve continuity, executive and/or administrative support should provide the following basic functions:

- Ensuring that all relevant members are contacted and invited to the ISG meeting,
- Maintain a register of members present, at ISG meeting,
- Set a meeting agenda, in consultation with IC and LEC,
- Maintain a record (summary) of discussion points, in particular any decisions made and responsible officer for these,
- Collect and collate agency situation reports,
- Disseminate information to the ISG membership,
- Ensure that the ISG complies with Bunbury Local Emergency Management Arrangements,
- Provide any required advice on the Emergency Management Act (2005) and Regulations (2006),
- Establish links with Bunbury Local Recovery Coordination Group (LRCG) and the City's Emergency Coordination Team (if raised),
- Prepare and collate any ISG information, for inclusion in post incident analysis that may take place. It is important that any opportunities to improve these arrangements are taken and this data would be an ideal source.

4. HAZARD MANAGEMENT AGENCIES

(HMA LIST BY HAZARD)

The following list of hazards/emergencies identifies the HMA responsible for that hazard/emergency. The hazards/emergencies identified are by no means exhaustive and will be added to as required.

Refer - Emergency Management Regulations:2006 – Regulation – 16 to 23 A & B and

https://www.semc.wa.gov.au/emergency-management/state-em-framework/em-arrangements.

	HAZARD	HMA	Organisation
1	Air Crash	Commissioner of Police	WA Police
2	Animal or plant: pests or diseases	Agriculture Director General	Department of Agriculture and Food WA
3	Injury or threat to life of persons trapped by the collapse of a structure or landform **(collapse)**	Fire and Emergency Services Commissioner	Department of Fire and Emergency Services (DFES)
4	Cyclone	Fire and Emergency Services Commissioner	DFES
5	Earthquake	Fire and Emergency Services Commissioner	DFES
6	Loss of or interruption to the supply of electricity that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person **(electricity supply disruption)**	Coordinator of Energy	Public Utilities Office, Department of Finance *(Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)*
7	Fire	Fire and Emergency Services Commissioner	• DFES within gazetted fire districts or where DFES brigade or unit established; • Department of Parks and Wildlife (P&W) on land it manages outside gazetted fire districts; and • Local government in local government districts outside of gazetted fire districts and P&W land.
8	Flood	Fire and Emergency Services Commissioner	DFES
9	Loss of or interruption to the supply of natural gas, that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person **(gas supply disruption)**	Coordinator of Energy	Public Utilities Office *(Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)*
10	Actual or impending spillage, release or escape of a **biological substance** that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment.	State Health Coordinator	WA Health
11/12/13	Actual or impending spillage, release or escape of a **(a) chemical,** **(b) radiological or** **(c) other substance (HAZMAT)** that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
14	Heatwave	State Health Coordinator	WA Health

15	Human Epidemic	State Human Epidemic Controller	WA Health
16	Land Search – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police
17	Loss of or interruption to the supply of liquid fuel as defined in the Liquid Fuel Emergency Act 1984 (Cwlth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person **(liquid fuel supply disruption)**	Coordinator of Energy	Public Utilities Office *(Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)*
18	Actual or impending spillage, release or escape of oil or an oily mixture that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment **(marine oil pollution)**	Marine Safety, General Manager	Department of Transport (DoT), Marine Safety • State waters; • shipping and pilotage waters; and • port waters (Level 2/3). Port Authority • port waters (Level 1). Petroleum titleholder • State waters (Level 1).
19	Marine Search— for persons lost or in distress on inland waterways within the limits of a port or in a fishing vessel or pleasure craft within the limits of a port or at sea	Commissioner of Police	WA Police
20	Actual or impending event involving a ship that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment **(marine transport emergency)**	Marine Safety, General Manager	DoT Marine Safety • State waters; • shipping and pilotage waters; and • port waters (Level 2/3). Port Authority • port waters (Level 1).
21	Radiation Escape from a Nuclear Powered Warship	Commissioner of Police	WA Police
22	Rail Crash- PTA Network (Passenger)	PTA Network (passenger) - Public Transport Authority (PTA)	• PTA; or • WA Police or DFES, by agreement, following the declaration of an emergency situation or state of emergency or circumstance where the demands of the situation are deemed to exceed the capacity or capability of the PTA.
	Rail Crash – Brookfield Rail Network (freight)	Brookfield Rail Network (freight) - Brookfield Rail Pty Ltd (Arc Infrastructure	• Brookfield Rail (Arc Infrastructure); or • WA Police or DFES, by agreement, following the declaration of an emergency situation or state of emergency or circumstance where the demands of the situation are deemed to exceed the capacity or capability of Brookfield Rail.
23	Road Crash	Commissioner of Police	WA Police
24	Space Re-entry Debris	Commissioner of Police	WA Police

25	Storm	Fire and Emergency Services Commissioner	DFES
26	Terrorist Act	Commissioner of Police	WA Police
27	Tsunami	Fire and Emergency Services Commissioner	DFES

Table 3 – HMA list per Hazard

5. ORGANISATIONAL ROLES AND RESPONSIBILITIES

WA POLICE FORCE

- To act as 'emergency coordinators' of any emergency event, as required by the HMA/CA or the situation,
- Ensure all matters concerning public safety and property security is managed,
- Act as the **Hazard Management Agency** for:
  - Aircraft crash,
  - Road transport crash,
  - Sea search and rescue,
  - Land search and rescue,
  - Terrorist incident,
  - Nuclear powered warship incidents,
  - Space debris re-entry,
  - Undefined hazards, or where agreement cannot be reached by responding agencies.
- Provide the Local Emergency Coordinator (LEC),
- Provide a Control Centre, or field facility, to manage its HMA/CA responsibilities,
- Carryout survey and assessment of any damage caused by a hazard for which it is the HMA/CA. this may require the provision of survey and assessment teams to assist other CA's as requested,
- Provide support to the LEC, Local Emergency Coordination Centre and/or ISG, as requested,
- Manage all evacuation operations, in consultation with any CA.

DFES – FIRE AND RESCUE SERVICE OF WA

- Act as the Hazard Management Agency for:
  - Fires in gazetted fire District,
  - Hazardous materials incidents, and
  - Industrial accidents involving fire/explosion.

To be responsible as Combat Agency for the following types of rescue:

- Fire endangered rescue,
- Vehicle accident rescue, and
- Hazardous materials accident rescue.

- Provide a Control Centre, or field facility to manage its Hazard Management Agency responsibilities,
- Carryout survey and assessment of damage caused by hazards, for which it is the Hazard Management Agency,
- provide survey and assessment teams, to assist other Control Agencies as requested,
- Provide a Liaison Officer to the Local Emergency Coordination Centre (ECC) and/or ISG, if required,
- Provide support to the LEC, as requested.

DFES – STATE EMERGENCY SERVICE

- Act as the HMA/Controlling Agency for:
  - Flood,
  - Storm/tempest,

- Earthquake,
- Tsunami,

- To be responsible for the following types of rescue:
  - Building rescue,
  - Cliff rescue (Combat Agency for WAPol),
  - Cave rescue (Combat Agency for WAPol),
  - Land Search Operations.
- Provide a Control Centre, or field facility, to manage its Control Agency responsibilities,
- Carryout survey and assessment of damage caused by hazards, for which it is the Control Agency and provide survey and assessment teams to assist other CA's as may be required,
- Provide support to the other combat agencies and LEC, as requested,
- Provide a Liaison Officer at the Emergency Coordination Centre (ECC) and/or ISG, if required.

DFES - FIRE SERVICES – RURAL FIRE

- To provide support to the Local Government, during rural Fire Emergencies, within non-gazetted fire district areas,
- Provision of an on-site liaison officer to the Incident Controller, when required,
- Provide advice on rural land fire fighting tactics,
- Provide a written report on the emergency and/or participate in post incident analysis, as may be required, by the Controlling Agency,
- Arrange for government wildfire financial assistance scheme, as required,
- Assume Controlling Agency responsibilities, or as requested from the City of Bunbury (BF Act (1954) – section 13).

BUNBURY VOLUNTEER BUSH FIRE BRIGADE

- To act as Controlling Agency for any fires within Bunbury, but occurring outside of the 'Gazetted Fire District',
- To support Fire and Rescue Service, as directed,
- Provide a Control Centre, or field facility, to manage its Control Agency responsibilities,
- Carryout survey and assessment of damage caused by hazards for which it is the CA,
- provide survey and assessment teams, to assist other Hazard Management Agencies,
- Provide a Liaison Officer to the Local Emergency Coordination Centre (ECC) and/or ISG, if required.

ST JOHN AMBULANCE AUSTRALIA

- To respond to pre-hospital Medical Emergencies,
- Provide Ambulances and staff, to respond to any emergency site, as required,
- Coordinate and provide triage of injured persons, at an emergency site,
- Coordinate and provide acute first aid and treatment, at an emergency site,
- Coordinate and provide transport of sick and injured persons,
- To provide transport of sick and injured, to RFDS as directed,
- Provide LO to Emergency Coordination centre (ECC) and/or ISG, as required.

CITY OF BUNBURY

- Provide the services of a Chief and a Deputy Chief Bush Fire Control Officer, to activate and direct the Bunbury Volunteer Bush Fire Brigade and administer obligations as a Controlling Agency, for fire outside gazetted district,

- Ensure current and effective Local Emergency Management Arrangements are developed, maintained and endorsed by key and relevant stakeholders,
- Maintain effective emergency partnerships through an effective LEMC,
- Actively participate in South West Emergency Management Alliance (SWEMA), to ensure a united and collaborative alliance exists for effectively dealing with multi-LG emergencies,
- Provide an Environmental Health Officer to manage the requirements of the Public Health Plan,
- Provide a Recovery Coordinator and manage the recovery operation,
- Make available City resources, to support a Controlling Agency in an emergency operation,
- Ensure the Airport is operational,
- Provide additional support to the Welfare Coordinator, as required,
- Provide an alternative Emergency Coordination Centre, if required,
- Provide a Liaison Officer at the Emergency Coordination Centre,
- Provide executive support to ISG, as requested,
- Provide administration support to Emergency Coordination Centre (ECC) as requested.

DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS – PARKS AND WILDLIFE

- Protect the environment from threats of pollution, contamination, fire and (human induced) environmental destruction,
- To be the Controlling Agency for bushfire, on lands under DBCA management,
- Provide resources for bushfire suppression,
- Provide an on-site Liaison Officer to the Incident Controller, when required,
- Provide advice on rural fire fighting tactics,
- Collection of evidence for possible prosecution (if applicable),
- Maintain communications with Emergency Management Agencies,
- Provide support in Search and Rescue (SAR), animal disease and other emergencies,
- Provide a Control Centre, or field facility, to manage its Controlling Agency responsibilities,
- Provide LO to Emergency Coordination centre (ECC) and/or ISG, as required.

DEPARTMENT OF ENVIRONMENTAL REGULATION

- Provides scientific and technical advice, through the Scientific Coordinator in the State response to an oil spill (marine),
- Provides advice on environmental protection during response, clean-up and disposal as requested or required,
- The DER also has a 24 hour (environmental) emergency response line – **1800 018 800**,
- To provide advice relating to potential for pollution spills to impact local water resources,
- Make on-site assessment of the potential impact of pollution spills on the environment.

DEPARTMENT OF TRANSPORT

- Act as the Hazard Management Agency for marine pollution in territorial waters and beaches (not the ports in Bunbury),
- Provide a Control Centre, or field facility, to manage its Hazard Management Agency responsibilities,
- organise (on behalf of a Controlling Agency) the movement of people, animals or materials,
- Carryout survey and assessment of damage caused by hazards for which it is the Hazard Management Agency and provide survey and assessment teams to assist other CA's,
- Provide a Liaison Officer to the Emergency Coordination Centre (ECC) and/or ISG, if required.

DEPARTMENT OF COMMUNITIES

- Provide a Local Welfare Coordinator, to activate the Local Emergency Welfare Plan,
- Establish welfare centres, to provide temporary accommodation and/or welfare services to disaster affected persons,
- Coordinate emergency catering, at welfare centres,
- Coordinate provision of essential emergency clothing and personal requisites,
- Coordinate Registration and Inquiry at welfare centres, in conjunction with Australian Red Cross team.
- Co-ordinate emergency management arrangements, to protect the public housing,
- Provide a communications channel to/from their clients,
- Provide a liaison officer to the Emergency Coordination Centre and/or the ISG, as required.
- Provide personal services – information, advice, referral, counselling, first aid at welfare centres,
- Provide a Liaison Officer to the Emergency Coordination Centre and/or ISG, if required.

DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT – AGRICULTURE AND FOOD

DPIRD has the responsibility for the prevention, control and eradication of plant and animal diseases, within WA. Commonwealth legislation includes powers under the Biosecurity Act 2015 that would be available to support the state. DPIRD is responsible to:

- Act as a Hazard Management Agency for Exotic Animal Disease outbreak, including:
  - Quarantine and movement controls,
  - Slaughter and disposal of infected and exposed animals,
  - Decontamination of infected premises,
  - Surveillance of susceptible animals,
  - Enforcing the restriction upon the activities of certain enterprises,
  - Assess livestock for damage or illness and advise owners/Rangers if destruction is required, or other welfare issues requiring management are required,
  - Provide advice regarding livestock movements,
  - Liaise with ISG regarding farmer and industry contacts,
  - Assist recovery teams in determining the extent of any damage to rural properties,
  - Assist recovery committee in seeking agistment and sourcing feed donations,
  - Provide advice on matters pertaining to livestock and the agricultural industry.
- Provide a control centre, or field facility to manage its HMA responsibilities,
- Carry out survey and assessment of damage caused by hazards for which it is the HMA,
- Provide a liaison officer to Emergency Coordination Centre and/or an ISG, if required,
- Provide resources to support the Local Emergency Coordinator as requested,
- Provide an officer to assist with recovery operations if required.

PUBLIC TRANSIT AUTHORITY or ARC INFRASTRUCTURE

- Act as the Hazard Management Agency for Rail accidents on their rail infrastructure,
- Provide a Control Centre, or field facility, to manage its Hazard Management Agency responsibilities,
- Carryout survey and assessment of damage caused by hazards for which it is the Hazard Management Agency and provide survey and assessment teams to assist other Controlling Agencies, as required,
- Provide a Liaison Officer to the Emergency Coordination Centre and/or the ISG, if required,
- Provide resources support to the Local Emergency Coordinator as requested.

SOUTH WEST REGIONAL HEALTH CAMPUS

- Provide a medical coordinator to manage the application of the Medical Support Plan,

- Provide triage and medical teams at the incident site as required,
- Provide treatment and care for casualties,
- Provide medical supplies as required,
- Provide a Medical Liaison Officer at the Emergency Coordination Centre, if required,
- Provide first aid services at welfare centres, if required,
- Ensure that all staff are informed and trained in the execution of the emergency response procedures (MIMS),
- Co-ordinate all medical elements of the emergency,
- Provide counselling and psychological support for patients and staff where necessary,
- Provide public health advice.

WESTERN POWER

- Coordinate the maintenance of a safe and effective public electricity supply, providing a response to any emergency related requirements,
- Provide a liaison officer to the Emergency Coordination Centre and/or the ISG from the alert phase,
- Undertake a wire down street patrol, prior to the lifting of a red alert, or opening infrastructure,
- Coordinate the provision of repairs to the public electricity supply network,
- Maintain communications with the Hazard Management Agency/Controlling Agency,
- Make Western Power resources available to support an emergency operation,
- Provide an officer to assist with recovery operations, if required.

TELSTRA

- Provide a Communications Coordinator to advise on and manage Communications restoration,
- Make TELSTRA resources available to support an emergency operation,
- Provide a TELSTRA Liaison Officer at the Emergency Coordination Centre and/or an ISG, if required,
- Provide an officer to assist with recovery operations, if required.

DEPARTMENT OF EDUCATION

- Make school buildings and facilities available to the Local Welfare Coordinator, as required,
- Provide support staff to the Local Welfare coordinator, as required,
- Provide an officer to assist with recovery operations, if required,
- Provide a liaison officer to the ISG, as required.

BUREAU OF METEOROLOGY

- To provide meteorological information tot eh HMA, on significant weather events, including forecasts,
- To ensure the all available meteorological information gathered, is as accurate as technically possible.

MAIN ROADS WESTERN AUSTRALIA

- To coordinate road closures and appropriate signage that may be required, for an emergency on Highways and Main Roads, including advice to motorists on road conditions,
- Provide emergency contact numbers and liaison officers to the Emergency Coordination centre and/or the ISG, as required,

6. PUBLIC INFORMATION AND WARNINGS

Refer – State Emergency Public Information Plan

Purpose	To provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings, to the public during emergencies.

Element	**Issue to be addressed**
Authorisation of release	• Determination of the person/position (HMA) authorised to release emergency information to the public
Media Liaison Officer or Public Information Officer	• Should be appointed • Should be identified within the management structure • Should have a good working relationship with media • Should work closely with the Incident Controller/HMA • Work with 'one source/one message' philosophy • Must establish communications plan, consistent with WestPlan – Public Information
Method of release	• Radio – community, regional, state (contract with ABC – 684 AM) • Television – regional, state • Newspapers – local, state • Newsletter / mail drop • Community notice boards/ Community information centre/s • Emergency Service public address system • Multi-lingual releases • Telephone information service (Agency 1800 number) • Hazard Management Agency/Controlling Agency website • Various Social Media platforms, including monitoring of current activity for accuracy and correct as required • Information panels and kiosks at gathering places, managed by Community Liaison Unit/s
Information to be released	• Nature of the emergency • Location of the affected area, or potential area • Number of people likely to be involved • Continuing or expected hazards • Environmental impact • Economic impact • Agencies involved in response • Activities agencies are currently involved in • Extent of public and private damage • Safety instructions including advice statements • How and where to get assistance and/or temporary accommodation • How and where to get further information
Regular Bulletins	• Timing for dissemination of emergency instructions to public • Timing to coincide with media agency deadlines • Information panels updated regularly and accurately

Rumour control	• Coordination of public information to avoid panic, fear and confusion, resulting from rumours and hearsay • ALL releases must be authorised by Incident Controller/HMA • Media releases and information released to public should hold consistent information – one source/one message • Media talking points – people approached by media for interviews should refer to HMA 'Talking Points' detail
Documentation	• All documentation must be timed, dated and stored with other operational information
Target Recipients	• Members of the effected community • Schools, day care centres, hospitals, aged care homes, and other areas where vulnerable people may be found • Industry and commerce that may be effected • Relevant Government agencies • Critical infrastructure, essential services • Tourists • Local government (including Emergency Coordination Team, if raised) • Special interest groups • Consult LEMA (or ISG) for known/identified vulnerabilities • LEMC, ISG and/or HMA/CA
Special Needs Recipients	• Non–English speaking • High dependency groups (ie Sight, hearing, intellectually impaired) • Tourists, visitors • Youth 18-24 (found to exhibit vulnerabilities within U-4-72 Project) • Emergency Services volunteers (as above) when engaged for non-routine operations, away from family/work for prolonged periods
Warning Content	• From official source – reliable and preferably known reference quoted • Brief • Non-technical language • Nature of problem/risk • Location/extent of problem/risk (area affected) • Anticipated time to make safe • Probability of event ,or significant consequences occurring • Safety instructions – protective action as advice statements • Time of next warning / update • In format recognized by target audience

Table 4 *– Public Information and warnings checklist*

7. IMPACT ASSESSMENT

Any Impact assessment should be conducted in consultation with HMA/CA.

*Refer to **the SEMC 'Guideline – To Support Preparation of an Impact Statement' (Dec 2018) included within this Plan as Annexure 'B',** as a guide.*

This document also appears as Annexure '0' of the City of Bunbury LEMA- 'Recovery Arrangements'

Purpose Statement
To assist in the recovery and transfer of control (hand-over) processes, by providing and clear picture of the extent of harm that has occurred (or may yet occur) to a community, as a result of an emergency event. This impact assessment will necessarily, consider four domains of social, natural, economic and the built environments. The impact assessment will be conducted by the Controlling Agency before any handover can occur. A template to assist in the development of the Impact Statement, which communicates the outcomes of the Impact Assessment can be found as Annexure 'P' of the City of Bunbury LEMA –Recovery Arrangements.

Element	Exemplar Issues to be Addressed
Area affected	• Location, population and geographic size, • local resilience level to consequences of event, • Significant facilities e.g. critical infrastructure, hospitals, schools, day care centres within the affected area
Numbers affected	• Dead , • Injured – determine or estimate the number , • Sick, • Homeless as a result of event, logistical requirements, duration of impact, • Numbers evacuated (and where to), • Numbers requiring further evacuation, • Members of the community suffering personal hardship, • Other specific vulnerabilities of effected community, including social isolation.
Emergency medical, health, nutrition, water and sanitation situation	• Level of service available to the community, duration until restoration, • Level of assistance required, to maintain sustainability, • Duration until restoration complete.
Continuing or emerging threats	• Secondary consequences – flood, road conditions, • Health issues (poor sanitation, limited electricity to power pumps, fridges and freezers)
Damage to infrastructure and critical facilities	• Condition of electricity, gas, water and sewage treatment Infrastructure, including contamination, leakages etc • Time until restoration of services sustainable, • Identify and evaluate possible alternative water, electricity Sources, • Conditions of roads - how will this affect access and egress, including supply chains • Will condition of road affect any critical infrastructure

Damage to homes and public buildings	• Approximate the number of private dwellings and public buildings damaged or destroyed • Estimate of habitability inspections to be undertaken • Identify any damage or destroyed buildings that were listed as evacuation centres
Damage to commercial premises	• Approximate the number of commercial buildings damaged or destroyed • Estimate the impact this will have on the community
Damage to agriculture and food supply systems	• Estimate of effect on agricultural crops and production
Damage to economic and social resources	• Damage to industry which may result in long term social problems • Effects on community or government infrastructure
Level of response by the affected area and the internal capacity to cope with the situation	• Is the community capable of looking after itself with minimal assistance? • Is significant outside assistance required? • What type of assistance would be required • How urgent would the assistance be? • Number of people requiring urgent personal hardship assistance

Table 5 *– Impact Assessment Checklist*

The SEMC 'Impact Statement' is attached to this plan as Annexure 'C'

An alternative format for an **Impact Assessment** development, would be to consider community impacts through the examination of the four domains being the **Social**, **Natural**, **Economic** and the **Built** environments of the community, consistent with the SEMC template provided as ***Annexure 'C'*** of this Plan. This format is also recommended within the City of Bunbury **Recovery Arrangements**. Therefore, there would be some consistency in approach, across agency as well as with the integration to Recovery, in using this format. The previous table may be used to provide exemplars and start the discussion encouraging local context.

Incident Level Declaration Form

This declaration is to be completed by the Incident Controller as an incident escalates/de- escalates; this form must be sent to the Controlling Agency's Operations Centre immediately upon the changing of the level as stipulated by the State Emergency Management Plan, Section 5.1.6.

Incident name	Date Prepared	Time Prepared	Prepared by

Initial Incident assessment? (tick box)

Yes ☐ No ☐

The Incident has been assessed as a (tick box)

Level Two ☐ Level Three ☐

This decision is based on the following information about the incident;

Level 2

After consideration of the following typical conditions, a Level 2 incident has been declared by the Incident Controller:

(Check ✓ the following conditions, as appropriate, for the Incident)

- ☐ requires multi agency response;
- ☐ has a duration covering multiple shifts;
- ☐ requires coordination of multi-agency resources;
- ☐ there is medium term impact on critical infrastructure;
- ☐ there is a medium level of complexity;
- ☐ one or two incident areas involved;
- ☐ there is a medium impact on the community (health, safety, economic, technological or other);
- ☐ there is potential for the incident to be declared an 'Emergency Situation'; and/or
- ☐ the incident involves multiple hazards.

Level 3

After consideration of the following typical conditions, a Level 3 incident has been declared by the Incident Controller:

(Check ✓ the following conditions, as appropriate, for the Incident)

- ☐ requires significant coordination of multi agency response;
- ☐ there is a protracted response duration;
- ☐ there is significant impact on critical infrastructure;
- ☐ resources need to be sourced from State, National and even International level;
- ☐ there is a high level of complexity;
- ☐ there is significant impact on the routine functioning of the community (health, safety,economic, technological or other);
- ☐ there are multiple incident areas;
- ☐ evacuation and/or relocation of community is required;
- ☐ there is actual or potential loss of life or multiple, serious injuries; and/or
- ☐ a declaration of an 'Emergency Situation' or 'State of Emergency' is required;

Emergency Assessment

Is the Hazard of such a nature or magnitude that it requires a significant and coordinated response?

(tick box) Yes ☐ No ☐

Email form to: SEMC.PolicyLegislation@dfes.wa.gov.au

Action	Name	Date	Time (24hr)
Approved by			
Sent to			
Actioned by			
Received			

EMA - Form 23 Incident Level Declaration Form State EM Response Procedure 2 Page 1 of 1

SAMPLE

GUIDELINE

To support preparation of an Impact Statement

Working version following stakeholder review and feedback
For use by all HMA's and/or Controlling Agencies

October 2019 Version to be included.

Version 3.1
Updated Nov 2019

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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 a Level 2 or Level 3 incident and must be completed prior to the Transfer of Responsibility to Local Government for management of the incident response and recovery.

The information collected in an Impact Statement provides a point-in-time, concise summary of –

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

Transfer of Responsibility for an incident to Local Government 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 information 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 2 and 3 incidents, prior to the Transfer of Responsibility to the responsible Local Government/s.

In some Level 2 incidents, an Impact Statement may only need to be brief, or may not be required at all. This is to be determined by the State Recovery Coordinator in consultation with the Incident Controller and Local Government.

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) 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.

What is the timeframe for completion of the Impact Statement?

It is critical for affected Local Governments to have information about impacts as early as possible, in order to their start recovery planning and activities.

The Impact Statement is designed to be a point in time description of known and emerging impacts. It is acknowledged that some information may not be available immediately, hence the need to identify emerging, anticipated and potential impacts. This will assist the Local Governments in ongoing assessment of impact and recovery work.

The Impact Statement should be completed and provided to the Local Government/s as close as possible to the point of handover of the incident. At the latest, the Impact Statement should be provided within 72 hours of the handover.

GLOSSARY

CA	Controlling Agency
CEO	Chief Executive Officer
CIA	Comprehensive Impact Assessment
DEMA	District Emergency Management Advisor
DFES	Department of Fire & Emergency Services
DRFA-WA	Disaster Recovery Funding Arrangements Western Australia
D/…	Deputy
HMA	Hazard Management Authority
IC	Incident Controller
IIA	Interim or Initial Impact Assessment
IMT	Incident Management Team
IS	Impact Statement
ISG	Incident Support Group
LEMC	Local Emergency Management Committee
LG	Local government
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
NGO	Non-Government Organisation
NIAM	National Impact Assessment Model
OASG	Operational Area Support Group
RDA	Rapid Damage Assessment
SRC	State Recovery Coordinator
USAR	Urban Search and Rescue
WALGA	Western Australian Local Government Association
WANDRRA	Western Australian Natural Disaster Relief and Recovery Arrangements
WebEOC	Web-based Emergency Operations Centre

TRANSFER OF RESPONSIBILITY
* For bushfires only.

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

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

The Transfer of Responsibility meeting is a formality whereby the Impact Statement is reviewed, confirmed and signed by the Incident Controller, Local Government CEO (for each impacted Local Government) and the State Recovery Coordinator or their Deputy.

Refer to the Transfer of Responsibility template located
https://shared.dfes.wa.gov.au/business-units/imtoolbox/Pages/imt.aspx

GUIDELINE
Below is a guide which provides an explanation of the key elements required for each section of the Impact Statement. Ongoing discussion and consultation with contributing agencies and stakeholders will enable accurate and timely preparation of the Impact Statement.

Preparation of the Impact Statement should begin as early as possible. It is likely that much of the required content will be discussed and made available in IMT, ISG and/or OASG meetings, or can be sourced from WebEOC where appropriate.

1. IMPACT STATEMENT DETAILS

This table must include 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 version is the most up to date version of the document provided to the impacted local government/s.

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 of the impacted area,
- description of land uses of impacted areas (e.g. rural, forest, urban, metropolitan, suburban, coastline, water catchments), and
- duration of incident.

4. 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 assess the severity of an emergency event and are used by the State to facilitate negotiations for 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 11: Impact Statement.

5. SUMMARY OF KNOWN, EMERGING OR ANTICIPATED IMPACTS

This section should include a high level summary of significant impacts. More details of these impacts and the associated management actions are to be included in Section 11.

- Social (population impacts) -
    - estimated population of impacted area,
    - known fatalities and/or casualties,
    - number of people evacuated,
    - number and location of evacuation centres,
    - exclusion zones.

- Natural (environmental impacts) –
    - land areas,
    - water catchments,
    - road closures in place.

- Built (critical infrastructure impacts) -
    - roads, rail and ports,
    - water, power and gas supplies,
    - hospitals and emergency service facilities,
    - property losses.

- Economic (business and industry impacts) -
    - Significant commercial, industrial and agricultural impacts.

6. EMERGING 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, remote areas that are currently inaccessible to determine impacts, and damaged or destroyed buildings that contain hazardous materials. 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.

7. POLITICAL AND LEGAL MATTERS FOR CONSIDERATION

Provide an overview of any political sensitivities; any known involvement of Members of Parliament or other elected members; and/or other matters likely to require or attract the attention of politicians.

Any known legal considerations, confidentiality concerns or matters requiring expert legal or political advice should be highlighted.

Include the names and contact details of key personnel involved in these matters.

8. 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 and Local Government representatives. Alternatively, use your organisation's Risk Assessment matrix and attach to the Impact Statement.

Risk Assessment

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 32. If required, to prepare the Risk Assessment use the table template provided on page 38 under Table Templates.

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.

Transfer relevant information from your Risk Assessment to the Risk Assessment Summary in Section 8 of the Impact Statement.

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

Risk	Context / description	Likelihood	Consequence	Level of Risk
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. debris	*There is still loose debris that has not been removed during the response phase. There is a risk of further injury or damage from this debris in high winds.*	*Likely*	*Moderate*	*High*
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*
e.g. poor hygiene	*Due to the loss of water and power there are potential health risks associated with poor hygiene.*	*Likely*	*Moderate*	*High*

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

Likelihood 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**

9. COMMUNICATION AND ENGAGEMENT SUMMARY

Overview of communication and engagement activities undertaken:

- Provide a brief outline of activities undertaken including –
  - community meetings (frequency, location, number of attendees)
  - media briefings (frequency, location, channels)
  - level of media interest and coverage of incident in various media
- Provide a summary of key messaging used so far, to enable consistency and continuity into recovery

Key themes and issues arising from communication and engagement activities:

- Summarise the main questions, concerns and issues raised during public engagement.
- 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.

Social media activities underway and what needs to be continued:

- List the social media channels used to disseminate information about the incident
- Note any social media pages/groups hosted by others (e.g. the community) that are providing details about the incident and recovery information.

Key communication contacts

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.

10. CONTRIBUTING AGENCIES

The Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. 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. Where practical, allow agencies to contribute information on the impacts they are managing, in their own format or using the table template provided on page 38.

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 and Incident Controller is essential.

11. 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 Responsibility, 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.

It is also important for the affected Local Government/s to understand impacts that have already been addressed and actions completed. This information should be recorded and provided as an attachment to the Impact Statement in the form of a spreadsheet or action tracking list. Tick the box below the table to indicate to the reader that additional information on completed actions is available.

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.

a. 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.
- Deaths including mass fatalities – provide an overview
- Evacuation centres – include details of the number people in evacuation centres and those needing temporary, intermediate or long term accommodation
- People registered via Register.Find.Reunite. Demographic and other appropriate information can be provided via this data source.
- 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?
- Community activities which have ceased and/or been disrupted
- Community outreach activities underway.
- Exclusion areas
- Cultural heritage considerations including any known impacts on culturally significant areas or structures. Consultation with local Aboriginal Elders, Traditional Owners and Indigenous Corporations may be required.

Attachments:

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

b. 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
- Road closures and current management actions

Attachments:

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

c. 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.
- Consider workforce implications if there are impacts on emergency services providers including public health, and major transport routes or public safety.

Attachments:

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

d. BUILT ENVIRONMENT

Considerations:

- Information on buildings, hazardous materials (and exposure), transport infrastructure and utilities (services)
- Road closures and current management actions
- 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.
- Where residential properties have been impacted, the *Residential Property Damage Assessment Report* must be completed (see Appendix A of the Impact Statement)

Attachments:

- Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the built environment.
- Details of all *Rapid Damage Assessments* must be attached to the Impact Statement. Include maps and photographs as appropriate.
- All current road closures and management actions in place.

12. NATIONAL IMPACT ASSESSMENT MODEL (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 provided for every line item.

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

13. 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.

APPENDIX 1: TRANSFER OF CONTROL

Include a copy of the fully completed and signed Transfer of Control document (bushfire only)

APPENDIX 2: RESIDENTIAL PROPERTY DAMAGE ASSESSMENT REPORT

This section should provide a summary of property losses and the status of notification to owners. In instances where there is significant residential property loss, detailed information is compiled by DFES and Local Government/s. The 'Notification of Property Loss Report' should be included as an attachment to this Impact Statement.

OTHER APPENDICES

List all attachments that form part of the Impact Statement.

TABLE TEMPLATES

Risk assessment template

Risk	Context / description	Likelihood	Consequence	Level of Risk

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 attachment/s?**
						☐
						☐
						☐

IMPACT STATEMENT

Incident name
Incident location
Incident date (Month Year)

Revised in October 2019 following consultation with HMAs other than DFES

For use by all HMA's and/or Controlling Agencies

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).

This document must be compiled using the *Impact Statement Guideline*, which provides more detailed guidance on required information, consultation and data gathering regarding impacts. **See Annexure B**

VERSION 3.1
Updated 11 November 2019

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1. IMPACT STATEMENT DETAILS

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

APPROVED BY:

Incident Controller 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*

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 list on p.57)	☐ 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 ☐ N/A	**Local Recovery Coordination Group activated?**	☐ YES ☐ NO

3. INCIDENT DESCRIPTION

Brief overview of incident:

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

- ☐ Deaths
- ☐ People unaccounted for
- ☐ People isolated
- ☐ People evacuated
- ☐ Evacuation centres
- ☐ Cultural heritage impacts
- ☐ Vulnerable people needing assistance
- ☐ Injuries
- ☐ Disease, illness or contamination
- ☐ Significant issues with pets/assistance animals
- ☐ Home and Community Care
- ☐ Medical / health services
- ☐ Public transport
- ☐ Community activities/interactions impacted
- ☐ Other

NATURAL ENVIRONMENT

- ☐ Water catchments
- ☐ Wetlands
- ☐ Coastline
- ☐ Marine area
- ☐ National parks
- ☐ State forests
- ☐ Reserves and parks
- ☐ Exclusion areas
- ☐ Declared fauna
- ☐ Declared flora
- ☐ Other

ECONOMIC ENVIRONMENT

- ☐ Agriculture / horticulture / vineyards incl. livestock
- ☐ Fisheries
- ☐ Forestry / forest products
- ☐ Mining / industrial
- ☐ Retail incl. food suppliers, banking services
- ☐ Other large employers
- ☐ Small / local business
- ☐ Tourism
- ☐ Workforce implications
- ☐ Other

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

Utilities (services)

- ☐ Electricity supply
- ☐ Gas supply
- ☐ Fuel / oil supply
- ☐ Water supply
- ☐ Sewerage infrastructure incl. waste water / re-use
- ☐ Waste management
- ☐ Telecommunications

- ☐ **Exclusion zones**

- ☐ Other

5. SUMMARY OF KNOWN, EMERGING OR ANTICIPATED IMPACTS

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

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

6. EMERGING RISKS

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

Overview:

7. POLITICAL AND LEGAL MATTERS FOR CONSIDERATION

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

Overview:

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 and communication with the affected community.

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

** To complete this section, refer to Risk Assessment process, matrix and description in the*

Impact Statement Guideline Section 8.

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.

9. COMMUNICATION AND ENGAGEMENT SUMMARY

** For help with completing this section, refer to the Guideline Section 9.*

Overview of communication and engagement activities undertaken. Include key messaging used and 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:
Social media activities underway and what needs to be continued: Note any key social media pages being used for information dissemination.

9.2 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.

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?
☐ Aqwest (water supplier in Bunbury)					☐	☐
☐ Assoc. of Independent Schools of WA					☐	☐
☐ ATCO Gas					☐	☐
☐ Australian Red Cross					☐	☐
☐ Arc Infrastructure					☐	☐
☐ 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 Water and Environmental Regulation					☐	☐
☐ Dept of Fire and Emergency Services					☐	☐
☐ Dept of Health					☐	☐
☐ Dept of Biodiversity, Conserv. & Attractions					☐	☐
☐ Dept of Planning, Lands & Heritage					☐	☐

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
☐ Dept of Transport Marine Safety					☐	☐
☐ Horizon Power					☐	☐
☐ Local Government (specify)					☐	☐
☐ Local Recovery Coordination Group					☐	☐
☐ Main Roads WA					☐	☐
☐ NBN Co.					☐	☐
☐ Public Transport Authority					☐	☐
☐ Telstra					☐	☐
☐ Verve Energy					☐	☐
☐ WA Housing Authority					☐	☐
☐ WA Police Force					☐	☐
☐ 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.

11. IMPACT STATEMENT

Where necessary, use the **Agency contributions template** to source relevant information from contributing agencies. This table template can be found on the last page of the Impact Statement Guideline.

11.1 SOCIAL ENVIRONMENT

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

Ensure that all ticked items from the checklist in Section 0: 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 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*	☐
						☐
						☐

☐ Additional information on completed actions is attached to this document.

11.2 NATURAL ENVIRONMENT

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

Ensure that all ticked items from the checklist in Section 0: Natural 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?**
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.*	☐
						☐
						☐

☐ Additional information on completed actions is attached to this document.

11.3 ECONOMIC ENVIRONMENT

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

Ensure that all ticked items from the checklist in Section 0: 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?
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 diary.*	*Until the area is declared safe restricted access permits will remain in place. DPIRD and DWER will continue to provide advice to the Dairy.*	☐
						☐
						☐

☐ Additional information on completed actions is attached to this document.

11.4 BUILT ENVIRONMENT

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

Ensure that all ticked items from the checklist in Section 0: 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*	☐
						☐
						☐

☐ Additional information on completed actions is attached to this document.

NOTE:

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

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	# Destroyed					
13	Schools, training centres, universities, child care centres	# Damaged					
14		# Closed					
15	CORRECTION CENTRES	# Destroyed					
16	Incl. prisons	# Damaged					
17	OTHER – RESIDENTIAL GROUP HOME, AGED CARE	# Destroyed					
18	FACILITIES	# 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					

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 including maps and photos
3	
4	
5	
6	
7	