



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Emergency Management Committee

21 March 2019

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Contents

1.	DECLARATION OF OPENING	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES	4
3.	DISCLOSURE OF INTERESTS	5
4.	CONFIRMATION OF MINUTES	5
4.1	COMMITTEE MEETING HELD 20 SEPTEMBER 2018	5
5.	COMMITTEE REPORTS	6
5.1	AGENCY REPORTS AND ISG ACTIVATIONS.....	6
5.2	UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS.....	51
5.3	CORRESPONDENCE.....	52
6.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	52
7.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .	52
8.	SCHEDULED MEETINGS	52
9.	DECLARATION OF CLOSURE	53

1. DECLARATION OF OPENING

The Presiding Member, Cr C R Antonio declared the meeting open at 3:00pm.

2. ATTENDANCE

Voting Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services Community Emergency Services Manager (Executive Officer)	Chadd Hunt
WA Police, Northam (Local Emergency Coordinator)	Brendon Rutter
WA Police, Wundowie (Local Emergency Coordinator)	David Hornsby
Northam Regional Hospital	Jamie Cresswell
	Jennifer Lee at 3:06pm

Non-voting Members:

SEMC Secretariat	Yvette Grigg
Australian Defence Force	Damian Powell
Department Primary Industry & Regional Development	Josh Smith
Department of Communities – Housing	Ken Parker
Juniper Aged Care	Tony Carter
St John Ambulance	Andy Wright
	Neil Robinson
WA Police	Paul Anton
Main Roads WA Wheatbelt	Gren Putland

2.1 APOLOGIES

Voting Members

Department of Fire and Emergency Service	Michael Lovell
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Non-Voting Members

Councillor	Steven Pollard
Department of Education	Alison Ramm
Western Power	Brian Smith
Water Corporation	Derek Host
	Larry Bailly
Northam Airport	Matt Bignell
Wheatbelt Region Education Department	Shannon Wasmann
Australian Border Force	Sharan Brown
	Michael Bakes

3. DISCLOSURE OF INTERESTS

Nil.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 20 SEPTEMBER 2018

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.43

Moved: Mr Chadd Hunt

Seconded: Mr Jamie Cresswell

That the minutes of the Local Emergency Management Committee meeting held 20 September 2018 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

5. COMMITTEE REPORTS

Ms Jennifer Lee entered the meeting at 3:06pm.

5.1 AGENCY REPORTS AND ISG ACTIVATIONS

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 20 September 2018.

Agencies listed may include: Shire of Northam Bush Fire Brigades, Northam SES, Northam Police, Wundowie Police, DFES, and Northam Hospital.

The District Emergency Services Officer Report has been provided as Attachment 1. The Wheatbelt District Advisor Report has been provided as Attachment 2.

Reports were provided as follows:

Brendon Rutter, Shire of Northam Summary

- Current bush fire season has been relatively quiet.
- There have been a number of significant incidents outside of our district and region which our volunteers have provided support, this includes the Goldfields and York.

David Hornsby, WA Police Summary

- Introduced himself advising he has been in the role six (6) weeks.
- Outlined that there had been a number of fatal incidents since he has been in the role.

Jamie Cresswell, WA Police Summary

- Advised that there has been no major traffic or emergency incidents year to date.
- Discussed the CCTV and its progress towards being implemented.

Jennifer Lee, Northam Hospital Summary

- Advised that there had been no major emergencies.
- Alarms have been activated a number of times due to the building works underway.
- Outlined that they are in the new emergency department.
- Completion date is at least, end of the year.

Yvette Grigg, SEMC

- Provided an overview of Attachment 1 and 2 outlining their intent and purpose advising that this provides support to the local government for disaster recovery. It was outlined that the controlling agency is

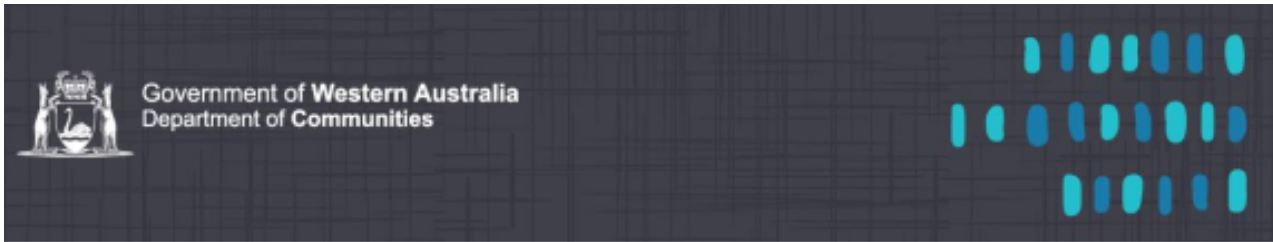
responsible for completing the forms contained which covers all details for a major event, the controlling agency will vary depending on the event. If applicable, expertise will called upon to complete this. It was advised that the forms were trialled at Esperance two weeks ago and positive feedback was received.

- An overview was provided for a document which provides information for the Local Area Coordinator. This has been provided at Attachment 3.

UNCONFIRMED



Attachment 1



District Emergency Services Officer – Wheatbelt Update: January 2019

The Local Emergency Management Plan for the Provision of Welfare Support (LWP) have been updated with details that were provided to me up to the end of December 2018. The plans remain in the old format at this stage but will be changed over to the new templates and will be renamed as the Local Emergency Welfare Plan (LEWP) Once the New State Welfare Plan has been endorsed by SEMC. Once completed they will be sent out to each of the Local Governments they refer to and will be tabled at the next available LEMC.

If any there are any changes to contact details or suppliers within your Shire please send them through to joanne.spadaccini@communities.wa.gov.au and they will be updated in the new version.

Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

During business hours the District Emergency Services Officer is contactable for non-activation enquiries on 0429 102 614, but as they are often on the road and out of phone service range, please leave a message or in the event of an emergency please contact your local office as your first point of contact. After business hours please contact Crisis Care as your first point of contact.

2019 Training and Exercises

Exercise Microburst was completed in four locations during 2018 and involved 13 Local Governments and numerous support agencies. Feedback has been very positive to all sessions.

From April 2019, Evacuation Centre training and the Microburst exercise will be rolled out around the Wheatbelt. Each session will be planned for 3 to 4 surrounding LGs to participate in as this allows for increased awareness of how your neighbouring Shires will respond if an event was to happen.

DESO Whereabouts

I am currently acting in the Senior Project and Planning Officer Role in our Perth Unit as well as covering my Wheatbelt DESO role. Due to circumstance beyond my control, the officer who was going to cover the DESO role is no longer able to do the role. If there is another officer placed in the role I will forward details as soon as they are available.

If you would like any further information please call my mobile 0427 445 594 (Perth mobile), 0429 102 614 (Wheatbelt DESO mobile) or email me joanne.spadaccini@communities.wa.gov.au.

Kind regards

Jo Spadaccini
Senior Project and Planning Officer (Acting)
Department of Communities - Emergency Services Unit
PO Box 6334, East Perth 6004
0427 445 594



Attachment 2

Wheatbelt District EM Advisor LEMC Report

First Quarter 2019

Reviewed and streamlined Impact Statement – being piloted

An Impact Statement is used after a level 2 or 3 incident to collect information about all known and emerging impacts from emergency incidents and is compiled to assist the impacted Local Government/s in management of the incident response and recovery. The Impact Statement provides an overview for Local Government including –

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

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

The Controlling Agency is responsible for the preparation of the Impact Statement. An officer 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

It is therefore important that all LEMC agencies have an understanding that they may be required to provide information into this document after a major event.

The reviewed Impact Statement and Guidelines are attached. Please remember that they are currently being piloted until 30 June 2019, at which time they will be reviewed and may have slight modifications made.



State Emergency Management Exercise Framework - out for consultation.

In May 2018 the State EM Exercise Framework Development Project was commissioned. The purpose of the project was to develop and implement a framework which integrates with the EM lessons Management framework, and provide a practical guide for exercise development and reporting.

Exercises will be developed by conducting a gap analysis against the SEMC EM Capability Framework and exercise reporting will also be capability based.

The whole suite of documents has been sent to agencies and Local Governments for their feedback.

For LEMC purposes please find attached the proposed amendments to the Policy 4.8 to 4.10 and Procedure 19. Also attached is the new capability based exercise report template.

Please refer to section 4.8.4.4 in the policy for Local Government/LEMC obligations.

And also note that Procedure 19 refers to a new guideline called "**Managing exercises – a guideline for Western Australia's Emergency Management Agencies**", which will be an excellent resource to assist Local Government and LEMCs develop and facilitate their annual exercise. This will be available from the SEMC website once the consultation period is over.

Aide Memoire – Local Recovery Coordinators

This aide memoire has been circulated to all Local Governments, however I have attached just to ensure the LEMC is aware of its existence.

As well as the useful list of roles and responsibilities, it includes an operational checklist for the recovery coordinator and the committee that I think would be invaluable in the early stages of a major event.

Consider including this in your recovery plan or adding it to the recovery "file" in your LG.

EM Training for LEMC

DFES has been successful in gaining funding to employ a curriculum writer to develop an EM training package that covers all agencies. It is envisaged this will be complete by mid-year and a roll out of training to interested LEMCs will commence in the last half of the year.

General

Currently I am focussed on progressing the local component of the state risk project, and also assisting LGs to ensure their LEMA are compliant and current.

Yvette Grigg

Wheatbelt District EM Advisor

Proposed amendments to State EM Policy sections 4.8 – 4.10

4.8. EXERCISING

4.8.1. This policy section describes the State Emergency Management Exercise Framework (State EM Exercise Framework). Emergency management (EM) exercising must:

- be risk-based and capability focussed;
- be linked to clearly defined outcomes which will build State EM capabilities;
- evaluate the State's EM arrangements and involve agencies with roles and responsibilities under the State EM Framework;
- identify and assess the skills, resources, infrastructure, equipment, systems and plans necessary for the State to respond to and recover from the hazards impacting on Western Australia; and
- contribute to continuous improvement and lessons management.

4.8.2. The SEMC will strategically guide and influence the design of the State Emergency Management Exercise (State EM Exercise) based on Government and SEMC priorities. The State EM Exercise cycle involves:

- Intra-agency exercises
- Multi-agency exercises
- The State EM Exercise

The SEMC will publish the State EM Exercise three years in advance to allow others with the option of using the scenario and capability objectives to design and influence their intra and multi-agency exercising required by this policy.

4.8.3. SEMC Reference Group, the State Exercise Coordination Team (SECT) is the coordinating body for emergency management exercises conducted within Western Australia. The SECT must:

- develop the State EM Exercise every three (3) years and submit an exercise plan regarding capabilities, hazards and participants to the SEMC for approval;
- maintain a statewide exercise calendar; and
- ensure high-level arrangements within the State EM Plan are exercised during the State EM Exercise.

Upon request, the SECT may coordinate, assist and guide Emergency Management Agencies (EMA)¹ and other public authorities in the preparation, coordination, delivery and evaluation of exercise activities.

¹ Emergency Management Agencies include Hazard Management Agencies, Combat Agencies and Support Organisations as prescribed in the EM Regulations.

Proposed amendments to State EM Policy sections 4.8 – 4.10

4.8.4. EMAs and other public authorities with roles and responsibilities within State EM plans (State EM Plan, State Hazard Plans and State Support Plans) must conduct emergency management exercises in accordance with this policy.

4.8.4.1 HMAs must:

- conduct an annual gap analysis against the [SEMC Emergency Management Capability Framework](#) (the Capability Framework) to identify which exercisable capabilities pose a risk to managing their hazard/s in accordance with State Preparedness Procedure 19;
- develop a three (3) year exercise schedule in accordance with State EM Policy section 4.9 and State Preparedness Procedure 19;
- exercise annually according to their exercise schedule;
- where required by SEMC, resource the SECT to develop and facilitate the State EM Exercise;
- where required by SEMC, participate in the State EM Exercise;
- report against their exercise schedule by submitting post-exercise reports in accordance with State EM Policy section 4.10 and State Preparedness Procedure 19; and
- invite all organisations identified in their plan(s) to observe or participate in exercising and share in the lessons management, as appropriate to the exercise scenario and/or its objectives.

4.8.4.2 Combat Agencies, Support Organisations and other public authorities with roles and responsibilities within State EM plans (State EM Plan, State Hazard Plans, State Support Plans) must:

- conduct an annual gap analysis against the [Capability Framework](#) to identify which exercisable capabilities pose a risk to their capacity to perform their emergency management functions in accordance with State Preparedness Procedure 19;
- develop a three (3) year exercise schedule in accordance with State EM Policy section 4.9 and State Preparedness Procedure 19;
- exercise annually according to their exercise schedule;
- where required by SEMC, resource the SECT to develop and facilitate the State EM Exercise;
- where required by SEMC, participate in the State EM Exercise;
- report against their exercise schedule by submitting post-exercise reports in accordance with State EM Policy section 4.10 and State Preparedness Procedure 19; and
- invite all organisations identified in their plan(s) to observe or participate in exercising and share in the lessons management, as appropriate to the exercise scenario and/or its objectives.

Proposed amendments to State EM Policy sections 4.8 – 4.10

4.8.4.3 District Emergency Management Committees must:

- conduct an annual gap analysis against the [Capability Framework](#) to identify which exercisable capabilities are required to enhance interagency coordination across their district/s during an emergency;
- develop a three (3) year exercise schedule in accordance with State EM Policy section 4.9 and State Preparedness Procedure 19;
- exercise annually according to their exercise schedule; and
- report against their exercise schedule by submitting post-exercise reports in accordance with State EM Policy section 4.10 and State Preparedness Procedure 19.

4.8.4.4 Local Governments must:

- conduct an annual gap analysis against the Capability Framework to identify which exercisable capabilities pose a risk to their capacity to perform their functions under State EM plans and their Local Emergency Management Arrangements (LEMA);
- develop a three (3) year exercise schedule in accordance with State EM Policy section 4.9 and State Preparedness Procedure 19;
- exercise annually according to their exercise schedule in coordination with their Local Emergency Management Committee;
- where required by the SEMC, participate in the State EM Exercise; and
- report against their exercise schedule by submitting post-exercise reports in accordance with State EM Policy section 4.10 and State Preparedness Procedure 19.

4.8.5. Where the achievement objectives of core capabilities are assessed as being met through a post-operation review, an exercise exemption may satisfy the requirement of exercising the capabilities identified in their exercise schedules. In lieu of a post-exercise report, each agency requesting an exercise exception from the SECT must prepare and submit a post-operation report, which includes an assessment of the identified capabilities.

4.9. EXERCISE SCHEDULES

4.9.1. HMAs, Combat Agencies and Support Organisations, public authorities with roles and responsibilities in the EM plans, and DEMCs must develop and submit exercise schedules to the SECT by the end of the financial year in accordance with State EM Preparedness Procedure 19.

4.9.2. Local governments must develop and submit exercise schedules to DEMCs in accordance with State EM Preparedness Procedure 19. DEMCs must collate local government exercise schedules and forward to the SECT by the end of the financial year.

4.9.3. The SECT must:

- compile a register of EMA, public authority, DEMC and local government exercise schedules;
- approve the submitted exercise schedules meeting the requirements under State EM Preparedness Procedure 19; and
- monitor exercise completion and the submission of post-exercise reports.

Proposed amendments to State EM Policy sections 4.8 – 4.10

4.10. POST-EXERCISE REPORTS

- 4.10.1. Following an exercise, HMAs, Combat Agencies and Support Organisations, public authorities with roles and responsibilities in the EM plans, and DEMCs must develop and submit a post-exercise report in accordance with State EM Preparedness Procedure 19.
- 4.10.2. Local governments must develop and submit post-exercise reports to DEMCs in accordance with State EM Preparedness Procedure 19. DEMCs must collate local government post-exercise reports and forward to the SECT.
- 4.10.3. The SECT must review submitted post-exercise reports and provide a summary of the State's exercise activity to the SEMC, SEMC subcommittees and reference groups as applicable.
- 4.10.4. Agencies exercising capabilities of a sensitive, security or commercial nature may redact sensitive information from post-exercise reports but must provide the SEMC with a high-level summary of capabilities met.

Additional changes to the State EM Policy

State EM Policy statement 1.5.10

A comprehensive review of the suite of State EM documents must be conducted at least every five years, in consultation with relevant stakeholders and in accordance with State EM Preparedness Procedures 1-5. Targeted reviews may occur at the conclusion of a major emergency or inquiry or on introduction of major government reform or legislation change. Plans must be validated through exercising within the 12 months following a comprehensive or targeted review, in accordance with State Preparedness Procedure 19.

Highlighted content is the proposed text to be added to this statement.

State EM Policy section 4.10 (TRAINING)

This section will be moved to State EM Policy section 4.10. Content has not been amended during this review.

Appendix A: List of Emergency Management Roles and Responsibilities

Content will be updated to reflect changes made to sections 4.8 - 4.11 of the State EM Policy.

Appendix C: Acronyms

Addition of State Exercise Coordination Team (SECT) to replace Emergency Management Advisory Group (EMAG)

Proposed Post Exercise Template

To be included within *Managing Exercises- A Guideline for Western Australia's Emergency Management Agencies.*

This handbook is in development.

State Emergency Management Exercise Framework

Capability Based Post Exercise Report Template



Proposed Post Exercise Template

CONTENTS

1. EXECUTIVE SUMMARY	3
2. Exercise Concept	3
3. The Exercise	3
4. Exercise Evaluation	4
Capability area – Emergency Response.....	5
Core Capability –	5
Capability area – Resources.....	5
Core Capability –	5
Capability area – Planning and Mitigation	6
Core Capability –	6
Capability area – Community Involvement.....	6
Core Capability –	6
Capability area – Impact Management and Recovery Coordination.....	7
Core Capability –	7
5. Improvement Plan	7
Appendix A – Exercise Participants.....	8
Appendix B - Capability Areas, Core Capabilities and Assessment Objectives	9

Proposed Post Exercise Template

1. EXECUTIVE SUMMARY

Overview

Findings

Opportunities

Observations

2. EXERCISE CONCEPT

Title of Exercise

(Insert the name of the exercise)

Date of Exercise

(Insert the date of the exercise)

Lead Agency

(Insert the name of the lead agency)

Exercise Style/Type

(Provide details on what type of exercise was conducted ie. Discussion, Functional, Field)

Participating Agencies

(Provide details of what agencies, organisation, groups, local governments, ect. participated in the exercise)

3. THE EXERCISE

Overview

Proposed Post Exercise Template

(Provide details on what the exercise will achieve and who the target participants will be)

Aim

(The exercise aim is a statement of intent that gives direction to what will or is desired to be achieved by the exercise. There should be only one aim statement for the exercise and it can be as generic or as specific as required to meet the needs of the exercise)

Objectives

*(Objectives are specific statements describing what should be achieved by individuals, groups or agencies participating in the exercise. Objectives must relate to the aim and be **SMART**: Specific, Measurable, Achievable, Realistic and Task-related. Exercise outcomes should be evaluated against these objectives).*

Scope

(What is included; what is excluded in the exercise)

Scenario

(Describe the exercise scenario)

4. EXERCISE EVALUATION

THE EMERGENCY MANAGEMENT CAPABILITY FRAMEWORK

Western Australia has developed the SEMC Emergency Management Capability Framework as a framework to assess preparedness within Western Australia. There are seven (7) capability areas and thirty-two (32) core capabilities. Each core capability area is underpinned by an 'achievement objective'. The Emergency Management Capability Framework is the primary vehicle used to collect agency data which informs the State's Annual Emergency Preparedness Report.

Exercise < > benchmarked and aligned the exercise objectives and performance measures with the Emergency Management Capability Framework. The net benefit of structuring the exercise in this fashion is to provide measureable outputs against a statewide and accepted framework.



Proposed Post Exercise Template

CAPABILITY AREA – EMERGENCY RESPONSE

Core Capability –

Objective 1:
Objective 2:
Objective 3:

Findings: *(Detail what worked and what didn't. Why?)*

Opportunities: *(Consider recommendations to close identified capability gaps.)*



CAPABILITY AREA – RESOURCES

Core Capability -

Objective 4
Objective 5
Objective 6:

Findings: *(Detail what worked and what didn't. Why?)*

Opportunities: *(Consider recommendations to close identified capability gaps.)*



Proposed Post Exercise Template



CAPABILITY AREA – PLANNING AND MITIGATION

Core Capability –

Objective 7:
Objective 8:
Objective 9:

Findings: *(Detail what worked and what didn't. Why?)*

Opportunities: *(Consider recommendations to close identified capability gaps.)*



CAPABILITY AREA – COMMUNITY INVOLVEMENT

Core Capability –

Objective 10:
Objective 11:
Objective 12:

Findings: *(Detail what worked and what didn't. Why?)*

Opportunities: *(Consider recommendations to close identified capability gaps.)*

Proposed Post Exercise Template



CAPABILITY AREA – IMPACT MANAGEMENT AND RECOVERY COORDINATION

Core Capability -

Objective 13:
Objective 14:
Objective 15:

Findings: *(Detail what worked and what didn't. Why?)*

Opportunities: *(Consider recommendations to close identified capability gaps.)*

5. IMPROVEMENT PLAN

Objective	Issue/Area for Improvement	Corrective Action	Primary Responsible Agency/ Business Unit	Point of Contact	Start Date	Completion Date

Proposed Post Exercise Template

APPENDIX B - CAPABILITY AREAS, CORE CAPABILITIES AND ASSESSMENT OBJECTIVES

CAPABILITY	CORE CAPABILITIES	ACHIEVEMENT OBJECTIVES
Governance	Legislation	1.1 Comprehensive emergency management legislation exists that is current, appropriate and congruent with supporting legislation.
	Policies	1.2 State level policies are appropriate, useful, usable and used and the intent of these policies flow consistently through individual supporting agencies.
	EM plans	1.3 Emergency Management plans (Westplans) are comprehensive, documented and predetermined processes and procedures are in place.
		1.4 Emergency Management plans are regularly reviewed, exercised and tested.
Analysis and continuous improvement	Risk assessment	2.1 Agencies have the ability to and regularly conduct relevant risk assessments and the findings are implemented and shared with relevant stakeholders.
		2.2 Organisations examine existing and ongoing hazard research.
	Horizon scanning	2.3 Pre-emergency situational awareness occurs through examination of international and interstate events that may impact locally.
		2.4 Implement best practice identified through hazard research and pre-emergency situational awareness.
Lessons management	2.5 Performance is reviewed following an incident, emergency or exercise and appropriate treatments are implemented based upon the findings.	
Community involvement	Alerts and warnings	3.1 Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable.
		3.2 The messages are clear, consistent, accessible, culturally and linguistically appropriate.
	Public information	3.3 Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable.
		3.4 The messages are clear, consistent, accessible, culturally and linguistically appropriate.
	Risk awareness and understanding	3.5 The community is aware of the hazards that may affect them, the vulnerable elements and understands the role they should play during an emergency.
	Shared ownership	3.6 Individuals take responsibility to minimise the impacts of emergencies through the preparation and adoption of appropriate mitigation measures. This includes individuals who understand the nature of the hazard, have emergency action plans and who monitor and respond to emergency messaging and alerts.
	Sector information sharing	3.7 Engagement occurs between government, industry and communities to inform resilience through the sharing of emergency management information including risks, vulnerabilities and treatment options.
Emergency response	Command, control and coordination	6.1 Pre-established and well understood protocols and structures exist that define the interrelationships between stakeholders during an event and facilitate effective command, control and coordination.
	Situational assessment	6.2 Situational assessments are undertaken to accurately inform decision makers about the nature and extent of the hazard, vulnerable elements and what resources are required.
	Evacuation	6.3 Agencies have the resources and skills to undertake both directed and voluntary evacuation of both people and animals.
		6.4 Suitable sites have been identified and are available that maintain the provision of critical goods and services (e.g. food, potable water, shelter).
	Public protection	6.5 Necessary measures exist to control access and verify the identity of personnel or members of the public seeking entry to critical locations.
		6.6 Organisations have the ability to protect against unwanted activity within an impacted area.
	Agency interoperability	6.7 Effective and interoperable communication systems (including incident management systems) exist to allow seamless communications during an emergency.
		6.8 Interagency cultural differences are identified and managed so as not to impede or inhibit effective response.
	Mass casualty management	6.9 Pre Hospital—mass casualty management services are available, timely and sufficient during an emergency event. This includes pre hospital treatments of first aid (physiological and psychological), ambulance, aero-medical retrieval and medical teams.
		6.10 Hospital—mass casualty management is considered within workforce and surge planning including the provision and maintenance of specialist services, community health and early discharge programs.
Impact management and recovery coordination	Mass fatality management	7.1 Services are available to deal with a mass fatality incident. This includes body recovery, disaster victim identification, mortuary, burial and cremation services and the management of information.
	Welfare	7.2 Welfare and social services are available, timely and sufficient during or immediately after an emergency event. This includes critical support services and communication plans to inform affected people of impacts.
	Impact assessment	7.3 Agencies have the ability to undertake and complete comprehensive impact assessments across the natural, built, social and economic environments. These findings inform recovery coordination and future emergency management planning.
	Recovery coordination	7.4 Agencies have the resources and skills to support impacted communities to manage their own recovery and achieve the best possible outcome. This includes reconstruction and restoration of natural, built, social and economic environments.
		7.5 Recovery arrangements are in place following a major emergency. This should include engagement between HMAS, local government, NGOs, industry and communities and should consider long term impacts.

Proposed Post Exercise Template

Planning and mitigation	Land use planning	4.1	Land use planning is in place to manage and minimise the impact of known risks.
	Ecosystem management	4.2	The natural buffers that aid community protection are identified, protected, monitored, maintained and/or enhanced.
	Infrastructure protection	4.3	Plans are in place to identify and protect critical infrastructure, community assets and individual housing.
		4.4	Effective use of building codes is in place to mitigate potential hazards and insurance is considered as a treatment option.
	Essential services protection	4.5	Planning for the continuity or rapid restoration of essential services are in place including: water, food distribution, power, sewerage, telecommunications, fuel and local government services.
	Minimise single points of failure	4.6	Exposure to hazards is limited through the minimisation of single points of failure and that mitigation options or redundancy planning are in place.
	Remoteness planning	4.7	Emergency management planning takes account of emergencies occurring in remote areas of the State
	Business continuity planning	4.8	Business continuity plans are in place across government, industry and business and consider hazard specific risks.
	Community activities	4.9	Consideration is given to the protection and rapid re-establishment of community activities. This may include cultural and community events, sporting activities and schools.
Resources	People	5.1	Agencies have appropriate levels of trained, capable and supported people to effectively undertake all aspects of emergency management.
	Volunteering	5.2	A clear strategy exists for the recruitment, retention and ongoing training of volunteers that addresses motivation and barriers.
		5.3	A strategy exists to manage good Samaritans and spontaneous volunteers.
	Finance and administration	5.4	Robust financial and administrative processes exist to capture and track emergency management expenditure.
		5.5	Funding for proactive measures and mitigation is available, sufficient and accessible.
		5.6	Adequate funding arrangements are in place to manage the response and recovery of a large scale emergency.
	Equipment/critical resources	5.7	Organisations have or can readily access appropriate infrastructure and equipment during an emergency.
		5.8	Equipment can be mobilised during an emergency and plans are in place to address predeployment, peak surges and redundancies for outages.

Proposed Amendments to State EM Preparedness Procedure 19

19. EXERCISE MANAGEMENT

BACKGROUND

Effective emergency management requires coordinated arrangements and emergency management plans which are validated through regular exercises. The State Emergency Management Committee (SEMC) directs Emergency Management Agencies (EMAs)¹, public authorities, DEMCs and local governments to annually participate in exercises to evaluate their emergency management capabilities and arrangements.

PROCEDURE

To ensure the State is appropriately prepared to respond to and recover from emergencies, the following procedures have been developed to assist agencies to improve their readiness through a more comprehensive and cohesive approach to exercising across government.

Agency participation in the State Emergency Management Exercise Framework (State EM Exercise Framework) will progressively build the State's capability which will be evaluated through the State EM Exercise every three years.

Exercise Capability Gap Analysis

The [SEMC Emergency Management Capability Framework](#) (the Capability Framework) identifies the capability areas of governance, emergency response, resources, community involvement, planning & mitigation, impact management & recovery. Each capability area is further broken down into core capabilities and their associated achievement objectives. Agencies must use the Capability Framework as a baseline to determine their exercise needs and requirements to close capability gaps and report on their activity.

To complete a capability gap analysis agencies will:

- identify the core capabilities required to perform their role and responsibilities under the State EM Plan, State Hazard Plans and/or State Support Plans;
- assess their ability to meet the achievement objectives for each identified core capability; and
- determine their exercising needs based on any capability gaps identified during the analysis.

The results of the capability assessment tool may be used to inform the capability gap analysis.

Exercise Schedule

Exercise schedules must be developed and submitted to the SEMC in accordance with the following procedure (State EM Policy statement 4.9.1).

Exercises must build in complexity during their proposed exercise schedule to allow participants to progressively build knowledge and thoroughly practice their roles and responsibilities under the State Emergency Management Framework.

To progressively build on learnings, it is recommended agencies exercise capabilities internally during the first year, exercise capabilities within a multi-agency environment in the second year and participate in a state-level exercise the third year.

¹ Emergency Management Agencies include Hazard Management Agencies, Combat Agencies and Support Organisations as prescribed in the EM Regulations.

Proposed Amendments to State EM Preparedness Procedure 19

Every three years, the SECT will facilitate a State EM Exercise, which will be a summative exercise designed to bring capability components together. Agencies not required to participate in the State EM Exercise must plan a summative exercise demonstrating how they will operationalise their capabilities during a state-level emergency.

A summative exercise focuses on the outcomes of the previous exercises and evaluates the performance of the participants against a standard or benchmark (the achievement objectives in the Capability Framework). It will provide an environment where participants are challenged to demonstrate capability and capacity to respond to an emergency situation brought about by one or more State hazards.

The three (3) year exercise schedule should incorporate the validation of comprehensive or targeted reviews to State Hazard Plans, State Support Plans and LEMAs.

All agencies conducting exercises must add their exercises to the [State Exercise Calendar](#) on the SEMC Website.

The exercise schedule must include:

- Intra-agency exercises
 - Capabilities identified
 - Plans to be activated
 - Proposed time, date, place
 - Exercise type
 - Agency contact
- Multi-agencies exercises
 - Capabilities identified
 - Plans to be activated
 - Proposed time, date, place
 - Exercise type
 - Agency contact
 - Lead agency
 - Participating agencies
- State-level exercises
 - Capabilities identified
 - Plans to be activated
 - Proposed time, date, place
 - Exercise type
 - Agency contact
 - Lead agency
 - Participating agencies

Proposed Amendments to State EM Preparedness Procedure 19

Exercise Planning

Exercise planning is recommended to be undertaken in accordance with the *Managing Exercises- A Guideline for Western Australia's Emergency Management Agencies*.² This will guideline ensure a consistent approach to the development, running and evaluation of exercises.

The Guideline:

- provides a simple overview of the exercise management process;
- provides a step-by-step guide through the phases of exercise management;
- can be used for single agency, multi-agency or whole-of-government exercises;
- has been designed to support small exercises, while also providing more comprehensive information for larger or more complex exercises; and
- includes useful templates and resources.

Templates provided within *Managing Exercises - A Guideline for Western Australia's Emergency Management Agencies* are consistent with the national approach to exercise management. They are based upon documentation from the Australian Emergency Handbook Series (Handbook 3 – Managing Exercises) and the Tasmanian Government templates for managing Emergency Management Exercises.

Post – Exercise Reports

Following all exercises, a post-exercise report must be completed and submitted to the State Exercise Coordination Team (SECT). Local governments must submit post-exercise reports to their DEMC

Where gaps are identified in capability exercising, agencies are responsible for proposing an improvement plan specifying how they will close capability gaps.

Multi-agency post-exercise reports must be compiled by the lead agency and submitted on behalf of all participating agencies, organisations or local governments.

The SECT will write the State EM Exercise report in consultation with participating agencies. Capability gaps and lessons identified during the exercise will inform the SEMC of future training and development requirements across the emergency management sector.

To ensure a consistent approach to reporting and evaluating exercises, the following components are required:

EXECUTIVE SUMMARY

- Overview
- Findings
- Opportunities
- Observations

EXERCISE DETAILS

- Title of Exercise
- Date of Exercise
- Lead Agency

² This guideline is under development.

Proposed Amendments to State EM Preparedness Procedure 19

- Exercise Style/Type - (Provide details on what type of exercise was conducted i.e. Discussion, Functional, Field)
- Participating Agencies - (Provide details of what agencies participated in the exercise)
- Overview - (Provide details on what the exercise will achieve and who the target participants will be)
- Aim - (The exercise aim is a statement of intent which gives direction to what will or is desired to be achieved by the exercise. There should be only one aim statement for the exercise and it can be as generic or as specific as required to meet the needs of the exercise)
- Capability Based Objectives - (Objectives are specific statements describing what should be achieved by individuals, groups or agencies participating in the exercise. Objectives must relate to the aim and be SMART; Specific, Measurable, Achievable, Realistic and Task-related. Exercise outcomes should be evaluated against these objectives)
- Scope - (What is included; what is excluded in the exercise)
- Scenario - (Describe the exercise scenario)

EXERCISE EVALUATION

- Methodology
- Evaluation of each Capability Based Objective
 - Findings - (Detail what worked and what didn't. Why?)
 - Opportunities - (Recommendations to close identified capability gaps)

IMPROVEMENT PLAN

- Objective/Capability
- Issue/Area for Improvement
- Corrective action
- Responsible agency/business unit and point of contact
- Timeframes for completion

A Post Exercise template³ can be found in the *Managing Exercises- A Guideline for Western Australia's Emergency Management Agencies* and can be downloaded from the SEMC website.

³ A draft has been provided as part of this consultation.



IMPACT STATEMENT

To be trialled from December 2018 to June 2019

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

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

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

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

The Impact Statement provides an overview for Local Government including –

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

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

VERSION 3.1



CONTENTS

1.	IMPACT STATEMENT DETAILS	3
2.	INCIDENT DETAILS	4
3.	INCIDENT DESCRIPTION	5
4.	SUMMARY OF KNOWN OR ANTICIPATED IMPACTS	5
5.	EMERGING ISSUES AND RISKS	6
6.	RISK ASSESSMENT SUMMARY	7
7.	COMMUNICATION AND ENGAGEMENT SUMMARY	8
7.1	CONTACT DETAILS FOR COMMUNICATION OFFICERS	9
8.	CONTRIBUTING AGENCIES	10
9.	CHECKLIST OF IMPACT AREAS	12
10.	IMPACT STATEMENT	13
10.1	SOCIAL ENVIRONMENT	13
10.2	NATURAL ENVIRONMENT	14
10.3	ECONOMIC ENVIRONMENT	15
10.4	BUILT ENVIRONMENT	16
11.	NIAM INDICATORS	17
12.	LIST OF ATTACHMENTS	18



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 State Emergency Management Committee

1. IMPACT STATEMENT DETAILS

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

APPROVED BY:

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

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

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

COPY TO:

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

* May not be present to sign in person





2. INCIDENT DETAILS

Incident name:			
Incident number:			
Incident address/location:			
Incident type/description:			
Incident level:			
Date commenced:			
Controlling Agency:			
Incident Controller (name):			
Local Government(s) affected:			
Additional information attached? (refer to list on p.18)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Maps attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Management Team stood down?	<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	Local Recovery Coordination Group activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO





3. INCIDENT DESCRIPTION

<p>Brief overview of incident:</p>

4. SUMMARY OF KNOWN OR ANTICIPATED IMPACTS

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





5. EMERGING ISSUES AND RISKS

Overview:

UNCONFIRMED





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6. RISK ASSESSMENT SUMMARY

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

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

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



7. COMMUNICATION AND ENGAGEMENT SUMMARY

<p>Overview of communication and engagement activities undertaken. Include activities with community, media, Incident Support Group, Local Recovery Coordination Group etc.:</p>
<p>Key themes and issues arising from communication and engagement activities:</p>
<p>Immediate and short term communication and engagement activities to be undertaken:</p>



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7.1 CONTACT DETAILS FOR COMMUNICATION AND MEDIA OFFICERS

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

* Add rows as needed.



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8. CONTRIBUTING AGENCIES

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

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<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"/> Brookfield Rail					<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 Environment 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"/>



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Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<input type="checkbox"/> Local Government (specify)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Local Recovery Coordination Group						
<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					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Watercorp					<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 impacts, no further Impact Statement information is required.
 To make this determination, consultation with the State Recovery Coordinator, Local Government/s and Incident Controller is required.
For all other Level 2 and Level 3 incidents, the information on the following pages MUST be compiled.



9. CHECKLIST OF IMPACT AREAS

Tick all items where there are known or anticipated areas of impact.
Details of all ticked items must be included on the following pages.

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

10. IMPACT STATEMENT

10.1 SOCIAL ENVIRONMENT

Ensure that all ticked items from the checklist (Social impacts) on page 12 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	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>



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10.2 NATURAL ENVIRONMENT

Ensure that all ticked items from the checklist (Natural impacts) on page 12 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.	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

10.3 ECONOMIC ENVIRONMENT

Ensure that all ticked items from the checklist (Economic impacts) on page 12 are transferred to this table. Add more rows as required.

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



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10.4 BUILT ENVIRONMENT

Ensure that all ticked items from the checklist (Built impacts) on page 12 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"/>

NOTE:

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



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11. NIAM INDICATORS

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

These columns indicate the relevant recovery environment for each indicator.

No.	Impact Indicator	Measure	# or %	Social	Built	Economic	Natural
1		# In evacuation centres					
2		# Injured					
3	INDIVIDUALS	# 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 FACILITIES	# Destroyed					
18		# Damaged					
19	OTHER BUILDINGS	# Destroyed					
20		# Damaged					
21	BUSINESS BUILDINGS	# Destroyed					
22	Incl. commercial and industrial	# Damaged					
23	(excludes rural)	# Closed					
24	RURAL BUILDINGS	# Destroyed					
25		# Damaged					
26	STOCK LOSSES	# Fatalities					
27	Livestock	# Unaccounted for					
28	AGRICULTURAL LAND	Ha Destroyed					
29		Ha Damaged					
30	AGRICULTURAL PRODUCTION	% Lost					
31		% Functional					
32	AIRPORTS / HELIPORTS	# Damaged					
33		# Destroyed					
34	ROADS / BRIDGES	# Main roads closed					
35		# Other roads closed					
36		# Facility destroyed					
37	PORT	# 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	Km ² affected					



12. LIST OF ATTACHMENTS

List all attachments to this Impact Statement

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

Attachment 3



Government of Western Australia
State Emergency Management Committee

AIDE MEMOIRE LOCAL RECOVERY COORDINATOR LOCAL-LEVEL RECOVERY ARRANGEMENTS

Additional information on the Local Recovery Coordinator can be found in the EM Act, Section 41(4); State EM Policy/Plan, Section 6; and State EM Local Recovery Guidelines

Nomination and role of a Local Recovery Coordinator

Local governments are to nominate a suitably skilled Local Recovery Coordinator (LRC) in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary LRC is unavailable during an event. The LRC is responsible for the development and implementation of recovery arrangements, including:

- consideration of potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring
- preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government
- coordination and promotion of community awareness of the recovery arrangements
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

Local Recovery Coordinator functions during Response

- liaise with the HMA/Controlling Agency (CA) and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings
- advise Mayor, Shire President and Chief Executive Officer on the requirement to convene the LRCG, including suggested membership that is event specific
- meet with agencies involved with recovery operations to determine actions
- ensure receipt of Initial Impact Assessment from CA
- determine the level of State involvement in the recovery effort, in conjunction with the local government, LRCG and State Recovery Coordinator (SRC)
- coordinate local recovery arrangements in conjunction with the LRCG, CA, Local Emergency Coordinator and other responsible agencies, if applicable.

Local Recovery Coordinator functions during Recovery

- In consultation with the DA, assess the LRCG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies
- monitor the progress of recovery and provide periodic reports to LRCG that includes: fatigue management (self/others); and communications are accurate, timely and planned
- in conjunction with the local government, ensure that any State-level recovery coordination operates only to ensure that the affected community has equitable and appropriate access to available resources
- ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities
- provide a central point of communication and coordination for the wide range of recovery

Aide Memoire – Local Recovery Coordinator – September 2018

- related services and projects being progressed outside of the LRCG
- make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements
- arrange for an evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency
- ensure the Local Recovery Plan is practical and easily accessible by community/public.

Local Recovery Coordination Group – role and functions

The LRCG is the strategic decision-making body for recovery. Key functions are:

- assess impact of event and coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the affected community
- ensure inclusion and recovery issues of special needs people/groups are addressed
- if the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- manage offers of assistance, including volunteers, services and donated money.
- if the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process commences through the local government
- assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- coordinate with CA on completion of the Comprehensive Impact Assessment
- assess recovery requirements, based on the impact assessment/s, within the four environments: social (including psychosocial), built, economic and natural
- establish LRCG subcommittees, across the four environments: social (community), built (infrastructure), economic and natural (environment) subcommittees, or as required
- for extensive reconstruction work, develop an event specific Operational Recovery Plan that includes: timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- negotiate and facilitate the provision of services, public information, information exchange and resource acquisition
- monitor the progress of recovery, and receive periodic reports from recovery agencies.

Alignment with the national principles for disaster recovery

Ensure recovery activities are consistent with the national principles for disaster recovery:

- understand the **context**
- recognise **complexity**
- use **community-led** approaches
- **coordinate** all activities
- **communicate** effectively
- recognise and build **capacity**

Effective recovery communication and community engagement

A "Checklist for the LRC and LRCG" which includes information on communicating in recovery and community engagement can be found in **Attachment A**.

For further information on the Aide Memoire, refer to the:

State EM Local Recovery Guidelines, Part 3 "Managing Recovery", found on the SEMC website:
<https://www.semc.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/LocalRecoveryGuideline.pdf>

Aide Memoire – Local Recovery Coordinator – September 2018

ATTACHMENT A

LOCAL RECOVERY COORDINATOR/COORDINATION GROUP CHECKLIST

(Please note **timeframes are a guide only** and the listing is not exhaustive)

Task Description	Complete
Within 12-24 hours	
Contact and alert key local/agency contacts, including Incident Controller and DA.	
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.	
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.	
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)	
Consider what support is required, such as resources to maintain records of events and actions.	
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from recovery agencies).	
Within 48 hours	
LRC to ensure receipt of the initial impact assessment from the CA.	
LRC and local government to determine the need to convene a LRCG and brief members.	
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.	
Meet with agencies involved with recovery operations to determine priority actions.	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Manage offers of assistance, volunteers and donated money. Liaise with the City of Perth's Lord Mayor's Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven</i> for the criteria and procedures.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).	
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).	
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable medium/s for various audiences).	
Within 1 week	
Participate in consultation for completion of Comprehensive Impact Assessment by the CA.	
Establish LRCG subcommittees, if needed, based on the 4 environments: social, built, economic and natural, and determine functions and membership. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven: Sample Recovery Subcommittee Role Statements</i> .	
Depending on extent of the damage, the LRC and LRCG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the <i>State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template</i> .	
If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.	
Liaise with DA and recovery agencies to coordinate local management of recovery process.	

Task Description	Complete
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Within 1 to 12 months (or longer-term recovery) cont.	
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.	
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.	
Determine longer-term recovery strategies that include psychosocial support.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.	
Evaluate effectiveness of recovery within 12 months of the emergency, including: <ul style="list-style-type: none"> • lessons identified and implementation of projects/plans/training to address the lessons • developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events. 	
Recovery communication and community engagement – throughout the recovery effort	
Effective recovery communication addresses, at a minimum: <ul style="list-style-type: none"> • the how: community meetings, printed materials, noticeboards, websites, social media, etc. • the who: wide variety of groups, including special needs groups • the what: what has happened, what are the issues, what services/information are available • the where: provide information any place where people spontaneously/normally congregate. 	
Set-up relief, recovery centres/one stop shops, that provide the community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information, outreach programs, etc.	
Arrange community initiatives, or accommodate and support community-led initiatives, such as: <ul style="list-style-type: none"> • community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups • community or social events, street/neighbourhood barbeques, memorials, anniversaries • a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media. 	
Plan and implement a Community Engagement Strategy, using the following as a basic guide: <ul style="list-style-type: none"> • establish a target audience: consider demographics, groups and networks • determine matters to be communicated: what information is needed <i>from</i> the community and what information is needed to be provided <i>to</i> the community • methods of communication: consider appropriate methods/mediums for various audiences. 	
Establish, or support, community briefings, meetings and information in the recovery context that provide: <ul style="list-style-type: none"> • clarification of the emergency event (Controlling Agency) • advice on services available (recovery agencies) • input into development of management strategies (local government and recovery agencies) • advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers, and government agencies such as the Department of Communities). 	
Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider: <ul style="list-style-type: none"> • the patronage, agenda, process of conducting the meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints • have representatives from EM disciplines to give factual information • psychosocial issues • appropriate communication strategies for special needs and vulnerable people and groups. 	

5.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

Ken Parker, Department of Communities – Housing Summary

- Business as usual.

Jennifer Lee, Northam Hospital Summary

- Advised they are opening their new emergency department and now have more beds.
- Now have decontamination showers which adds to their equipment for dealing with disasters.
- The main entrance will be closed so they will be losing some car parking.
- Advised that the hospital can still handle an emergency and its capacity has improved.

Tony Carter, Juniper Summary

- Advised they have put a bid on the old Victoria Oval site which is currently out for public comment. If purchased this will allow for them to provide a larger and more consolidated service.

Yvette Grigg, SEMC Secretariat

- Introduced herself to the committee.

Josh Smith, DPIRD Summary

- Advised that they have been working in the area of animal welfare up north.
- There are no current diseases which are relevant to this district.

Gren Putland, MRWA Summary

- Advised they cover 42 Shires and is difficult to attend every LEMC however if advanced notice is provided they can provide a delegate to attend. It was requested that if information is required from MRWA this be advised prior to the meeting.

Chadd Hunt, Shire of Northam Summary

- Outlined that the Shire is working through the risk to resource assessment for the district. This will involve potentially reallocated existing resources and/or acquiring more resources. A more detailed update can be provided at the next meeting.

Neil Robinson and Andy Wright, St John Ambulance Summary

- Advised they have recently undertaken the Ambulance Control Course.
- Outlined they have a lot of resources to be called on in an event including an emergency support vehicle which is equipped for 20 casualties.

Jamie Cresswell, WA Police (Wundowie) Summary

- Advised that there is \$250,000 funding which was secured through the Community Safety Committee. Next steps include the IT Officers from Northam looking at the locations for these.
- It was advised that CCTV is a useful tool, along with covert cameras.

David Hornby, WA Police (Northam) Summary

- Outlined they also have CCTV and covert cameras in use.

5.3 CORRESPONDENCE

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 20 September 2018.

6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

8. SCHEDULED MEETINGS

Meeting schedule 2019:

16th May 2019 – St John Ambulance, Regional Office

15th August 2019 – Northam Hospital TBC

14th November 2018 – LEMC Exercise, Northam Recreational Centre

9. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 3:42pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 21 March 2019 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

UNCONFIRMED

