



COMPREHENSIVE IMPACT ASSESSMENT

This Comprehensive Impact Assessment template is currently under review - scheduled to be complete in 2019.

A comprehensive impact assessment is to be completed for all Level 2 and Level 3 incidents* prior to the withdrawal of responding agencies.

The Controlling Agency for the emergency is responsible for coordinating the comprehensive impact assessment in consultation with members of the Incident Support Group.

The draft comprehensive impact assessment is to be provided to all members of the Incident Support Group for comment and clarification prior to it being finalised.

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.

At this meeting, the comprehensive impact assessment and the status of the emergency situation will be discussed. A copy of the completed comprehensive impact assessment will be provided to the affected local governments and the State Recovery Coordinator for their consideration prior to this meeting.

* Please note that completion of a comprehensive impact assessment is not required in circumstances where there are no significant impacts requiring recovery activity. This will be determined through the initial impact assessment and in consultation with the State Recovery Coordinator. The indicators within the comprehensive impact assessment can be deleted/modified/added as appropriate to individual incidents.



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COMPREHENSIVE IMPACT ASSESSMENT

The information contained within this comprehensive impact assessment has been prepared based on the best information available at the time and date listed below. The information could become out of date without notice as further assessments are undertaken and new information becomes available. It has been prepared to facilitate local recovery management. A list of agencies contributing to this assessment, and their contact details, is located at **Appendix A**.

1. Assessment Details

Table 1: Assessment details

Assessment date:	
Assessment time:	
Version/sequence number:	
Assessment Coordination Officer:	Name: Position: Agency: Phone: Email:

2. Incident Details

Table 2: Incident details

Incident name:	
Incident number:	
Incident address/location:	
Incident type/description:	
Date commenced:	
Controlling Agency:	
Local Government(s) affected:	
Maps attached:	YES / NO
Additional information attached? (describe)	
Has the ISG been stood down?	YES / NO



3. Impact Summary

The following provides an overall summary of the key high-level issues arising from this emergency. More detailed information regarding the impacts and issues arising from this emergency are provided in **Appendix B**.

(Instruction: Delete examples. Complete the table below using the significant/high-level issues identified at **Appendix B – Detailed Impact Assessment**)

Table 3: Impact summary

Issue	Agency	Current Status	Comment (including support required, estimated time to completion)
<i>e.g. number of people evacuated</i>			
<i>e.g. road blocks in place</i>			
<i>e.g. depleted local govt staff</i>			
<i>e.g. number of customers without power</i>			



4. 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.

(Instruction: Delete examples. Transfer 'risk' and 'level of risk' information from [Appendix D – Risk Assessment](#). Complete remainder of table in conjunction with responsible agencies.)

Table 4: Risk assessment summary

Risk	Level of Risk¹	Responsible Agency	Treatments/Mitigation (e.g. controls undertaken, further actions required – by who and by when)
<i>e.g. exposure to asbestos</i>	<i>e.g. extreme</i>		
<i>e.g. debris</i>	<i>e.g. high</i>		
<i>e.g. fatigue of local gov't staff</i>	<i>e.g. high</i>		

¹ **Appendix E** details the risk assessment process to be used to determine the level of risk.



5. Public Information and Communications

The following table summarises the key messages given to the public in relation to this emergency.

(Instruction: Delete examples. Must include information on how the risks from section 4. *Risk Assessment Summary* above have been communicated to the public. Attach supporting information where relevant, e.g. press releases)

Table 5: Public information and communications

Message	Given by	How	Date
<i>e.g. risk of falling limbs / trees</i>	<i>DFES</i>	<i>Press release</i>	<i>11/3/13</i>
<i>e.g. how to apply for financial assistance</i>	<i>CPFS Local Government</i>	<i>Community meeting LG information sheet</i>	<i>12/3/13 12/2/13</i>



6. Signatories

As a minimum, the following personnel must be present at the 'transfer of responsibility' meeting to discuss the content of this comprehensive impact assessment and, if in agreement to do so, transfer management of the event from the Controlling Agency to the relevant Local Government/s for full recovery efforts. If required, the provision of specific recovery support to the local governments can be negotiated and documented at this time.

PREPARED BY:

Incident Controller	
Name:	
Agency	
Time and Date:	
Signature:	

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

Local Government	
Name:	
Position:	
Local Government:	
Time and Date:	
Signature:	

COPY TO:

State Recovery Coordinator/State Recovery Controller	
Name:	
Agency:	
Time and Date:	
Signature:	



Appendix A – Contributing Agencies

The below agencies contributed information to this comprehensive impact assessment.

(Instruction: add/delete agencies as applicable to the emergency)

Table 6: Contributing agencies

Agency	Point of Contact and details		Consulted (Yes/No/N/A)	ISG/OASG member (Yes/No/NA)
	In hours	Out of hours		
Aqwest (water supplier in Bunbury)				
Assoc. of Independent Schools of WA				
ATCO Gas				
Australian Red Cross				
Brookfield Rail				
Busselton Water				
Catholic Education WA				
Dampier Bunbury Pipeline (gas)				
Dept of Agriculture and Food WA				
Dept of Communities - Child Protection and Family Support				
Dept of Defence				
Dept of Education				
Dept of Environment Regulation				
Dept of Fire and Emergency Services				
Dept of Health				
Dept of Biodiversity, Conservation and Attractions				
Dept of Planning				
Dept of Transport Marine Safety				
Horizon Power				
Local Government (specify)				
Main Roads WA				
NBN Co.				
Public Transport Authority				
Telstra				
Verve Energy				
WA Housing Authority				
WA Police Force				
Watercorp				



Western Power				
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Appendix B – Detailed Impact Summary

The following provides a detailed summary of the impacts arising from this emergency and their current status.

Note: The organisation/s listed in the ‘agency/source’ column are suggested and may not be exhaustive. The Controlling Agency may need to approach alternative or additional data sources in some circumstances (for example, CPFS may be able to provide additional information on people unaccounted for using the Register.Find.Reunite. database).

Appendix B1 – Population Impacts

Instructions: [Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹ indicators.](#)

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 7: Population impacts

B1. POPULATION IMPACTS				
Category	Agency/ Source	Impact	Current Status	Comments
*Number of deaths	WA Police Force			
*Number injured	Health			

¹ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



Number of exacerbations of existing illness	Health/SJA			
Category	Agency/ Source	Impact	Current Status	Comments
Number exposed to hazardous materials	DER/DFES			
Number of vulnerable people requiring assistance	Health (incl HACC) / Disability Services / LG / CPFS			
Number of evacuation centres open and their locations	CPFS			
*Number of people currently in each evacuation centre	CPFS			
Number of people in temporary accommodation and their location	CPFS			
Number of people requiring intermediate or long term accommodation	CPFS			
*Number of people unaccounted for	Controlling Agency ²			
*Number of people isolated	DFES			

² CPFS (via the Register.Find.Reunite. database) and WA Police Force may also be able to provide additional information on the number of people unaccounted for.



Communities closed	DFES			
Category	Agency/ Source	Impact	Current Status	Comments
Community outreach activities underway	CPFS / Red Cross / LG			
Significant issues with pets and/or assistance animals ³	RSPCA / LG / CPFS (evac centres)			
Contamination / exposures:				
Asbestos	DER / Health			
CCA treated timber	DER / Health			
Marine hydrocarbons (including oil)	DoT Marine Safety			
Chemicals/other hazardous materials (specify)	DER			
Potable water	Health/ LG / Water Corp			
Diseases (specify)	Health			
Number of people contaminated	Health			
Number of people in quarantine	Health			

³ Livestock impacts are covered under 2. *Property Impacts*.



Appendix B2 – Property Impacts

Instructions: [Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM⁴ indicators.](#)

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 8: Property impacts

B2. PROPERTY IMPACTS					
Category	Agency/ Source	Impact		Current Status	Comments
*Residential buildings	DFES USAR (refer to Appendix C) / LG	# destroyed:			
		# damaged and uninhabitable:			
		# damaged but habitable:			
		# no damage:			
*Community buildings ⁵	DFES / LG	# destroyed:			
		# damaged:			
*Heritage/cultural buildings and sites ⁴	DFES / LG	# destroyed:			
		# damaged:			
*Business buildings, including commercial and industrial (excludes rural)	DFES / LG	# destroyed:			
		# damaged:			
		# closed:			

⁴ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

⁵ Together these two categories constitute the NIAM category of 'other buildings'



Parks & Wildlife visitor sites / infrastructure	P&W				
Category	Agency/ Source	Impact		Current Status	Comments
*Rural buildings	DFES / LG	# destroyed:			
		# damaged:			
Fencing	DAFWA	km destroyed:			
*Livestock	DAFWA / RSPCA	# fatalities:			
		# missing:			



Appendix B3 – Service Impacts

Instructions: [Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM⁶ indicators.](#)

[Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.](#)

[The LEMA may identify additional assets to be included.](#)

[Wherever possible, maps indicating the location of impacts are to be attached.](#)

Table 9: Service impacts

B3. SERVICE IMPACTS (ensure local providers/services are included in the table)				
Category	Agency/ Source	Impact	Current Status	Comments
Essential Services				
Electricity	Western Power / Horizon Power / PUO	# customers impacted*:		
		Impact on critical infrastructure:		
Gas	ATCO / Dampier Bunbury Pipeline	# customers impacted*:		
		Impact on critical infrastructure:		
Fuel / oil companies	PUO ⁷ (as the first point of contact)	# customers impacted:		
		Impact on critical infrastructure:		
Water supply	Water Corp / LG	# customers impacted*:		
		Impact on critical infrastructure:		

⁶ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

⁷ PUO will act as the contact point for fuel/oil companies in WA, including BP Australia, Caltex, Motor Trades Association WA, Puma, Viva Energy and Woolworths.



Category	Agency/ Source	Impact	Current Status	Comments
Sewerage (including waste water and re-use schemes)	Water Corp / LG	# customers impacted*:		
		Impact on critical infrastructure:		
Waste management	Local government	Impact on critical infrastructure:		
Telecommunications	Telstra / NBN Co	# customers impacted*:		
		Impact on critical infrastructure:		
Emergency Services				
Police ⁸	WA Police Force	# police buildings destroyed*:		
		# police buildings damaged*:		
		Significant capability losses e.g. staff, vehicles, infrastructure		
Fire ⁷	DFES / P&W / LG	# fire buildings destroyed*:		
		# fire buildings damaged*:		
		Significant capability losses e.g. staff, vehicles, infrastructure		

⁸ Together these categories constitute the NIAM category of 'emergency services'.



Category	Agency/ Source	Impact	Current Status	Comments
Ambulance ⁷	SJA	# SJA buildings destroyed*:		
		# SJA buildings damaged*:		
		Significant capability losses e.g. staff, vehicles, infrastructure		
Aviation emergency services ⁷	Perth Airport Emergency Planning Manager	# aviation buildings destroyed*:		
		# aviation buildings damaged*:		
		Significant capability losses e.g. staff, aircraft, vehicles, infrastructure		
Other emergency services ⁷ (e.g. SES facilities, EM HQs)	DFES / LG	# other emergency services buildings destroyed*:		
		# other emergency services buildings damaged*:		
		Significant capability losses e.g. staff, vehicles, infrastructure		



Category	Agency/ Source	Impact	Current Status	Comments
Community Services				
Hospitals ⁹	Health	% destroyed*:		
		% functional*:		
		Closed:		
		Significant capability losses e.g. staff, vehicles, infrastructure		
Primary care facilities ⁸	Health	% destroyed*:		
		% functional*:		
		Closed:		
		Significant capability losses e.g. staff, vehicles, infrastructure		
Residential group home and aged care facilities	Health / CPFS / LGs	# destroyed*:		
		# damaged*:		
		Closed:		
Home And Community Care (HACC)	LG / Health (Aged and Community Care Directorate)	Impact on service provision and/or clients?		
*Correction centres / prisons	Corrective Services	# destroyed:		
		# damaged:		

⁹ Together these categories constitute the NIAM category of 'hospitals & primary care facilities'.



Category	Agency/ Source	Impact	Current Status	Comments
Educational Services				
*Childcare centres ¹⁰	Dept Local Govt and Communities/ Local Govt / Education	# destroyed:		
		# damaged:		
		# closed:		
Schools ⁹	Education / Catholic Education / Assoc. of Independent Schools of WA	# destroyed*:		
		# damaged*:		
		# closed*:		
		# students impacted:		
*Training centres / universities	Dept Training	# destroyed:		
		# damaged:		
		# closed:		

¹⁰ Together these categories constitute the NIAM category of 'educational/child care facilities'.



Appendix B4 – Infrastructure Impacts

Instructions: [Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹¹ indicators.](#)

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 10: Infrastructure impacts

B4. INFRASTRUCTURE IMPACTS					
Category	Agency/ Source	Impact		Current Status	Comments
Main roads ¹²	MRWA	# closed*:			
		Other impacts?			
Local roads ¹¹	LG / P&W	# closed*:			
		Other impacts?			
Bridges ¹¹	MRWA / P&W	# closed*:			
Rail – passenger	PTA	# lines closed*:			
		Speed restrictions?			
Rail – freight	Brookfield	# lines closed*:			
		Speed restrictions?			
Ports	Port Auth / DoT Marine Safety	# destroyed*:			
		# damaged*:			
		# ships impacted*:			

¹¹ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

¹² Together these categories constitute the NIAM category of ‘roads/bridges’.



Category	Agency/ Source	Impact		Current Status	Comments
Airfields (including heliports)	DFES / LG / private operators	# destroyed*:			
		# damaged*:			
		% functional*:			
Major drainage	Main Roads / LGs / DoW / Water Corp	Significant impacts:			



Appendix B5 – Local Critical Industry Impacts

Instructions: [Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹³ indicators.](#)

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 11: Local critical infrastructure impacts

B5. LOCAL CRITICAL INDUSTRY IMPACTS (include affected local industries e.g. agriculture, mining, fisheries, forest products industry, tourism, wineries, retail, other large employers)					
Category	Agency/ Source	Impact		Current Status	Comments
*Agricultural land	DAFWA	# hectares destroyed:			
		# hectares damaged:			
*Agricultural production	DAFWA	% total agric production lost:			
Major irrigation	LG	Significant impacts:			

¹³ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



Appendix B6 – Environmental Impacts

Instructions: [Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹⁴ indicators.](#)

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included. Wherever possible, maps indicating the location of impacts are to be attached.

Table 12: Environmental impacts

B6. ENVIRONMENTAL IMPACTS					
Category	Agency/ Source	Impact		Current Status	Comments
*Water catchments	Water Corp / DER	# km ² contaminated:			
Wetlands	P&W	# hectares affected:			
*Coastline	DoT Marine Safety / LG	# km affected:			
Marine area	P&W / DoT Marine Safety	# km ² affected:			
		Impact & recovery monitoring			
*National parks	P&W	# hectares affected:			
Declared fauna	P&W	# fatalities* (estimated ¹⁵):			
		# injured* (estimated ¹⁴):			
		Species endangerment?			

¹⁴ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

¹⁵ Note: in the majority of cases, P&W will be unable to provide this information.



Category	Agency/ Source	Impact		Current Status	Comments
Declared flora	P&W	Species endangerment?			
Reserves and parks	LG	# hectares affected:			
Is mosquito control required?	Health				
Issues with environment contamination?	DER				



Appendix B7 – Affected Local Government Impacts

Instructions: [Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹⁶ indicators.](#)

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 13: Affected local government impacts

B7. AFFECTED LOCAL GOVERNMENT IMPACTS (complete one table per local government)					
Local Government:					
Category	Agency/ Source	Impact		Current Status	Comments
Local gov't staff affected	LG	% of staff available:			
		key personnel impacts:			
Critical LG buildings impacted	LG	# destroyed:			
		# damaged:			
		# closed:			
Core services affected	LG				
MoUs activated	LG				
Insurances	LG				

¹⁶ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



Category	Agency/ Source	Impact		Current Status	Comments
Sufficient recovery infrastructure available? (e.g. offices, ablution facilities)	LG				



Appendix C – Residential Property Damage Assessment Report

This following information has been drawn from (insert source, i.e. multi-agency damage assessment team) which was undertaken on the (insert date).

Instructions: Local government officers with local knowledge should be involved in obtaining the below information to strengthen its accuracy.

Table 14: Residential property damage assessment report

Property address or lot number	Status (1. no damage, 2. minor damage – habitable, 3. major damage – habitable, 4. major damage – not habitable, 5. destroyed)	Owner Details	Has owner been advised? (if 'Yes', when and by who)



Appendix D – Risk Assessment

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.

(Instructions: Delete examples provided. Complete the below table for identified risks using the risk assessment matrix at [Appendix E](#). Transfer relevant information from the table below to the *Risk Assessment Summary* table in section 4 above)

Table 15: Risk assessment

Risk	Context / description	Likelihood	Consequence	Level of Risk
<i>e.g. exposure to asbestos</i>	<i>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.</i>	<i>Likely</i>	<i>Major</i>	<i>Extreme</i>
<i>e.g. debris</i>	<i>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.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>
<i>e.g. fatigue of local gov't staff</i>	<i>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.</i>	<i>Almost certain</i>	<i>Major</i>	<i>Extreme</i>
<i>e.g. power supply restoration</i>	<i>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.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>
<i>e.g. poor hygiene</i>	<i>Due to the loss of water and power there are potential health risks associated with poor hygiene.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>



Appendix E – Risk Assessment Matrix and Definitions

The following definitions and risk assessment matrix should be used to inform completion of **Appendix D – Risk Assessment**.

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



Appendix F – Individual Contributing Agency Report

Individual agencies who are contributing information to this comprehensive impact assessment can use this form to provide their information to the Controlling Agency, if desired.

Table 16: Individual contributing agency report

Agency:		
Issue/Current Status and Interdependencies	Actions Required	Estimated time of completion

Signature:

Name:

Position:

Date:



Appendix G – DRFA-WA Expenses

The following information is required to enable the Commissioner of Fire and Emergency Services to resolve whether to activate the assistance measures available under the Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA).

Table 17: DRFA-WA expenses

Information to be attached by the Controlling Agency	
List of affected Local Governments:	<input type="checkbox"/>
Map of affected area:	<input type="checkbox"/>

Category of Expenditure ¹⁷	Estimated eligible DRFA-WA cost \$	Responsible Agency	Contact Details	Comments
Personal Hardship and Distress assistance to individuals and families		Child Protection and Family Support		
Road Infrastructure (State and Local)		Main Roads WA		
Road Infrastructure within National Parks		Dept of Biodiversity, Conservation and Attractions		
Damaged State housing stock		WA Housing Authority		
Interstate assistance costs (fire and emergency services)		Dept of Fire and Emergency Services		
Repair of uninsurable local government assets other than roads		Affected local governments		
Hazards created as a direct result of the event which local government is responsible for addressing (e.g. asbestos, mosquito control)		Affected local governments		
Total	\$			

¹⁷ Additional DRFA-WA eligible costs (e.g. agricultural assistance) can be added to the table if deemed appropriate for a specific incident.
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