

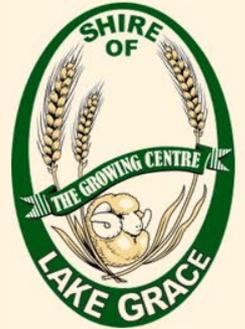
Shire of Lake Grace

Local Emergency Management  
Committee

# Minutes

02 November 2023

Meeting Commencing at 1:00 pm



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## Acknowledgement of Country

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land of which we meet today, and pay my respects to their Elders past, present and emerging.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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## **SHIRE OF LAKE GRACE**

Minutes of the Local Emergency Management Committee (LEMC) meeting held at Council Chambers, 1 Bishop Street, Lake Grace on Thursday 2 November 2023.

*Functions of local emergency management committees:*

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
- (b) *to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

### **1.0 Opening and Welcome**

The Shire President declared the meeting open at 1.03 pm.

*“I begin today by acknowledging the Ballardong people, Traditional Custodians of the land of which we meet today, and pay my respects to their Elders past, present and emerging.*

*I extend that respect to Aboriginal and Torres Strait Islander peoples here today.”*

### **2.0 Attendance and Apologies**

**Present:**

<b>Name</b>	<b>Role</b>	<b>Agency</b>
Scott Oatridge		WA Police Force
Wade Humphrey		WA Police Force
Barry Grady	Community Paramedic	St John WA
Lisa Pearce	HSM	WACHS – Lake Grace
Kerrienne Mills	Principal	Lake Grace DHS
Aimee Egan-Reid	Community Economic Development	Shire of Lake Grace
Cr Len Armstrong	President	Shire of Lake Grace
Alan George	CEO	Shire of Lake Grace
Matt Castaldini	CESM	Shire of Lake Grace
Jo Spadacinni (via Teams)	DESO	Department of Communities
Fred Steer (from 1.09pm)		Main Roads WA
Chris Poot (from 1.11pm)		CBH
George Young (from 1.40pm)	Acting Area Officer	DFES

**Apologies:**

<b>Name</b>	<b>Role</b>	<b>Agency</b>
Cr Steve Hunt	Deputy President	Shire of Lake Grace
Chris Paget	DCEO / Local Recovery Coordinator	Shire of Lake Grace
Brett Dew		Western Power

Ross Chappell		SJA Lake Grace
Gary Guelfi		SJA Newdegate
Mitchell Davies		DBCA
Judy Garlick		Newdegate Primary School
Suzanne Reeves	Manager	Lake Grace Community Resource Centre
Charlotte Powis	DEMA	DFES
David Roberts	CBFCO	Shire of Lake Grace
Chad Stanton	Captain	Lake Grace VFRS

**Minute Taker:**

A Adams, Executive Assistant Shire of Lake Grace

**3.0 Disclosure of Interests**

*Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the chairperson prior to the meeting to determine the appropriate way to manage the conflict.*

Nil

**4.0 Guest Presentations**

**4.1 CESM**

Advised of the new agenda format to comply with State guidance.

**5.0 Confirmation of Minutes**

**RECOMMENDATION / RESOLUTION**

**Moved:** Alan George  
**Seconded:** Scott Oatridge

That the Minutes of the Local Emergency Management Committee Meeting held on Thursday 10 August 2023 be confirmed as a true record of proceedings.

**CARRIED**

**6.0 Review of Action List and Business Arising**

Item	Owner	Status
None		

## **7.0 Correspondence**

### **7.1 Correspondence In**

Nil

### **7.2 Correspondence Out**

CESM Lake Grace: Recovery Coordinators Course

### **7.3 Information tabled.**

Nil

## **8.0 Review of LEMC Membership and Contact List Updates**

*Updates are invited from attendees and agencies.*

Contact list available for people to update if needed. Updates collated after the meeting from circulated sheet.

## **9.0 Local Emergency Management (Standing Items)**

### **9.1 Post Incident Reports**

*Discussion and note any outcomes to be actioned.*

Bushfire – Nil

WA Police – attended Corrigin fire as traffic management. Nothing to report.

### **9.2 Post Exercise Reports**

*Discussion and note any outcomes to be actioned*

Nil

### **9.3 Exercise**

*Discuss objectives (what needs to be achieved) and dates.*

CESM outlined examples and purpose of exercises.

Ideas from agencies:

- bushfire incident
- chemical spill (e.g. from trucks travelling through town)

### **9.4 Review Local Emergency Management Arrangements**

*Updates as required*

Will be worked through in sections at future meetings to ensure the arrangements are

accurate and effective.

## 9.5 Risk Management Update

*Monitor and review, emerging risks, and mitigation.*

- Social impacts on community eg collapse of sheep trade – emerging risk
- Increasing Covid cases in the community

## 9.6 Review LEMC business plan

*Monitor progress – Discussed there should be a business plan we work towards, with guidance to follow in the new year.*

## 10.0 Agenda Items

- 10.1 CESH Lake Grace: Discussion regarding the BOM Outlook for summer. Hot dry weather predicted, with increased chance of extended heatwaves – heat-related illness risk with large percentage of outside workers.
- 10.1 CESH Lake Grace: Adoption of LEMC Agendas for each quarter from the LEMC Handbook. Agreed.
- 10.1 CESH Lake Grace: WALGA CCZ MoU, propose an amendment to the Purpose and Partnering Objectives to include the full scope of Prevention, Preparedness, Response and Recover (PPRR) rather than only Response and Recovery. Eg formalise firebreak notices, bushfire mitigation, shared response resources. Previous MoU expire Dec 2022, new one still under draft.

## 11.0 Agency / Member Reports

*Members to consider:*

1. *What is your current capability for managing incidents/responses? (do you have enough trained and/or experienced people, resources)*
2. *What is your capacity (such as volunteer numbers) and resources looking like for the future? Do you have a volunteer recruitment strategy?*
3. *Are there any new or emerging risks which might impact on your organisation (changes to legislation, seasonal outlooks, new industrial developments)*
4. *Do you have any exercises planned? Can other agencies attend to participate or observe?*
5. *If you have had any incidents or exercises what were the lessons identified – are any these common to other organisations?*
6. *Thinking about your community/ies, how well prepared are they to respond to your hazard/emergency*
7. *What community engagement activities have you carried out / have planned*
8. *How resilient do you think your community is for your hazards and what could be done to improve community resilience?*

### **11.1 Department of Communities**

Activated for Corrigin fire, which was short-term. Currently, the organisation is going through a restructure, Jo is still responsible for response in our area and is working on an audit of evacuation centres in our area. The State support plan has been accepted and approved and will be redistributed for local support plans to LEMCs.

### **11.2 CBH**

There was a recent loader fire incident on site, which was potentially serious. Good Response through local team and VFRS. Investigation of the incident is ongoing and some key learning has come out of it.

Potential risks associated of the incident included:

- loss of life
- fire & explosion
- evacuation potential as the site was operational

### **11.3 Lake Grace DHS**

The school is updating its bushfire plan and incident response plan and has identified a need to practice drills for fire/lockdown procedures. Debrief after the Kellerberrin shooting has highlighted the need for work to be done around lockdown potential. This includes investigating a PA system, blinds, shelter in place (classrooms) and parent response.

There is a new defibrillator at school and training to use it has been organised.

### **11.4 WA Police Force**

Highlighted the need to be kept informed of incidents across agencies.

### **11.5 St John Ambulance**

- **Community Paramedic**

Annual training completed for 2023. Lake Grace has 12 volunteers, 2 ambulances, 1 Paramedic and 4WD ready for response.

A new recruitment campaign by St John has started.

Mass casualty response – local response is equipped for up to 25 patients. More than that requires regional resources i.e. Narrogin. Other resources can be deployed quickly. Current Community Paramedic has reached end of tenure and leaves in January, a replacement will be coming in.

- **Lake Grace Subcentre**

Nil

- **Newdegate Subcentre**

Nil

- **Lake King Subcentre**

Nil

- **Varley Subcentre**

Nil

## **11.6 WACHS Lake Grace**

Good staffing at the moment. There has been learning from the hospital evacuation at Corrigin from the 2022 fires, and we have now updated our procedures and are better prepared. Regular training is being conducted.

Now have 2 doctors in town who are able to attend the hospital and have established a good working relationship.

## **11.7. Main Roads**

Updated incident management procedures – all agencies should have received a copy. Work is being done around road management during emergencies, in-house maintenance, new trucks and recruiting staff. Looking forward to positive change over the coming years.

The construction period is coming up; patching and resurfacing work is ongoing, lots identified currently between Lake Grace and Newdegate. Trying not to impact harvest period too much or at all (minimal delays).

## **11.8 Shire of Lake Grace**

Recently completed two days of recovery coordinator training which has shown our Shire Recovery Plan is inadequate.

CESM:

Bushfire mitigation has been conducted at Lake King:

- School - parkland clearing of vegetation to minimize risk from the north of school. (removing vegetation under 150mm diameter)
- Telstra Tower site - Kathleen road was forestry mulched to reduce fuel load around the communication site.

FCO training and community: Truck received on loan for Lake Grace area during the high threat period. Hoping to use it as much as possible to justify getting a permanent one for the area.

## 11.9 DFES – Department of Fire and Emergency Services

### See attachments

1. DFES Report
2. Change in Controlling Agency form

### Key points:

State support fleet bushfire truck to support capability within Shire of Lake Grace has been delivered today.

Key data of incidents – report ALL incidents to Triple Zero. (This also helps with insurance claims!)

Collaborate – the best way to access multi agency resources is to ask early so they can deploy early.

Corrigin incident debrief – lessons learned without significant impact. Do revisit Local Emergency Management arrangements.

### Questions:

Aimee to MRD: Do you provide a plan to Local Government so we know where you are working? Restrictions are being changed with Total Fire Ban and roadworks, what are the guidelines?

MRD are to have minimum response requirements.

Chris to CESM: What is the expectation during Harvest Ban for CBH on the leased farm site at Newdegate?

CESM: Advice from DFES legal is that if the site is clear of vegetation work can proceed.

## 12.0 General Business

Nil

## 13.0 Next Meeting

### LEMC calendar

Proposed calendar dates for LEMC 2024

Date	Activity	Venue
14 March 2024	LEMC Meeting	Lake Grace
09 May 2024	LEMC Meeting	Lake Grace
08 August 2024	LEMC Meeting	Lake Grace
31 October 2024	LEMC Meeting	Lake Grace

**14.0 Meeting close**

The meeting was declared closed at 2.08 pm, with attendees to participate in a discussion exercise to follow.

**15.0 Certification**

I, \_\_\_\_\_, certify that the Minutes of LEMC Meeting held on 02 November 2023 as shown were confirmed as a true record of that meeting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

Many thanks to all of your continued efforts in preparedness and prevention across the Winter/Spring period; I acknowledge this takes a lot of time away from loved ones and work commitments and is genuinely appreciated. Unseasonal hot weather is pushing us towards another long, hot summer. As such, I'd like to emphasise that we continue to be available to support Local Governments, FCOs and brigades.

### Key Messages

**Harvest Water Bomber Support:** These two teams of two water bombers and an Air Attack Supervisor are due to be available in Geraldton and Cunderdin next month. As with last year, they will follow the harvest from north to south, and while the program is very flexible, we may see them based in Narrogin later in November.

**Key messages:**

Ask for water bombers early. The criteria are:

- Public Safety at Risk
- Fire Crews in Imminent Danger
- Assets at Imminent Risk
- Known high fuel loads and the likelihood of excessive rates of spread

To utilise these resources effectively, call for them early to minimise turnaround time and ensure a Ground Controller is allocated with Talk-Around selected on the radios to communicate with the aircraft (Your local CESM/AO/DO can assist).

**High-Season Fleet:** This year, during the 2023/24 high-threat period, the Upper Great Southern has a plan to support high-risk areas with additional appliances when they become available. These appliances are currently being utilised in the North of the state, which continues to see significant fire activity through much of the Kimberly and Pilbara regions. As such, their return and availability for the state's South will be determined by weather conditions and risk moving forward.

**Reporting:** With harvest fast approaching, we are encouraging FCOs and brigades to ensure that all fires are being reported to 000 (ComCen). This assists in collating information to better understand the incidents and fuel age throughout the region and ensures that the documentation supports landholders who lose property/machinery due to fire.

**Lithium-ion batteries:** Last year, firefighters responded to 64 structure fires caused by lithium-ion batteries, up from 34 in 2020. Firefighters have already been called to 32 incidents in 2023, with the State now in its busiest year for residential fires. Information on lithium-ion battery fires and prevention tips can be found at <https://www.dfes.wa.gov.au/hazard-information/fire-in-the-home/lithium-ion-batteries>.



## DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

**Smoke Alarms:** An alarming 75 per cent of deaths caused by home fires last year occurred in properties not fitted with working smoke alarms. Change your smoke alarm battery every year if it has a replaceable battery; test it every month by pressing the 'test' button and clean it twice a year with a vacuum cleaner to remove cobwebs and dust.

All smoke alarms, regardless of the type or model, must be replaced every ten years. For more information on maintaining your smoke alarms, visit [www.dfes.wa.gov.au/smokealarms](http://www.dfes.wa.gov.au/smokealarms)

### Recent Events

**Canada Deployments:** Over 50 Department of Fire and Emergency Services staff and DBCA personnel have lent their skills in complex incident management functions such as public information, sector command, fire behaviour analysis and heavy equipment coordination to international wildfire efforts.

**CEO Fire Weather Training:** Thursday, the 14<sup>th</sup> of September, saw the Upper Great Southern region host Local Government CEOs from across the region to discuss all things fire leading up to the 20-23/24 bushfire season. Some of the critical discussions and opportunities involved:

- Bespoke Bushfire Weather information session (based on DFES 1052 Fire Weather 1) with specialist Bureau of Meteorology and Bushfire Centre of Excellence presenters.
- Facilitating networking opportunities between participating members, DFES staff and key stakeholders.
- Combined Fire Weather 1 and Fire Control Officer session focusing on Harvest Vehicle movement Bans, fire permits, training, and the opportunities to utilise weather prediction systems to support Local Government emergency management decision-making.
- Q&A panel with key regional staff in preparation for High Threat Period.



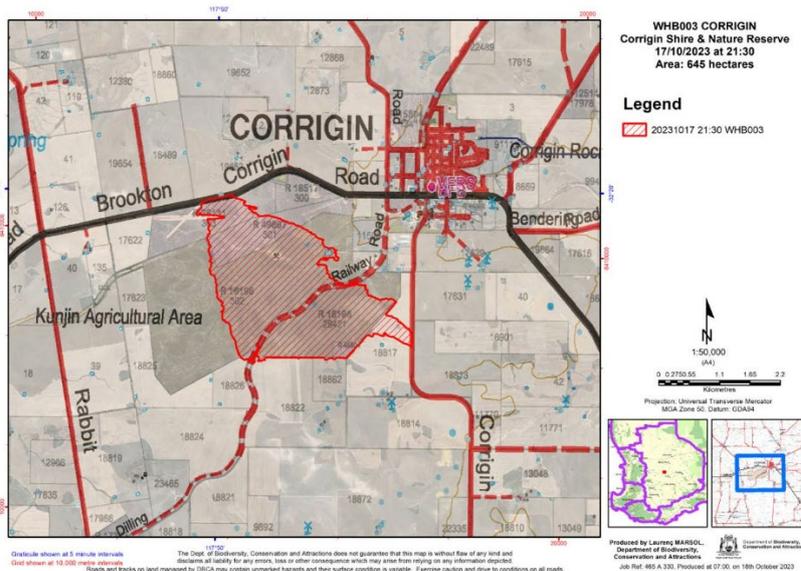
## DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

### Bushfire Season

For the Upper Great Southern Region, we have had our first level two incident with last week's Corrigin Fire.

This 645-ha fire resulted in an Emergency Warning for the surrounding area, including the Corrigin Townsite, with water bombers and crews coming from neighbouring shires and three Rural Interface Strike teams from Perth. Note: the water bombers were only available due to a DBCA short-term contract that concluded last night.

The Shire of Corrigin managed the fire with support from various agencies, including DFES, DBCA and WA Police. A 3 p.m. weather observation at the nearby weather station showed a max temp of 39, RH down to only 4.3% and winds up to 37km/hr.



This incident reinforced the importance of several actions, including:

- The Incident Controller stepping back from the firefighting work, setting up in the Shire Office to take a big picture view and getting priority actions underway (State Strategic Control Priorities)
- Closing roads
- Distributing and updating community warnings
- Providing a situation report early
- Asking for resources early (water bombers, machinery, DFES personnel and extra crews)
- Section 13 Process - LG to DFES (Annex A) - DFES WAFES Manual Part 5



## DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

- **Regional Exercise**

As you may know, we conducted a very successful interagency pre-season regional exercise in Darkan two weeks ago involving:

- Shire of West Arthur personnel and BFB members
- Shire of Woodanilling BFB members
- Cindy Pearce - CESM Woodanilling, Katanning & Broomehill-Tambellup
- DFES
- Main Roads
- WA Police
- DPIRD

The exercise ran for about 5 hours as an Incident Management Team (IMT) needed to respond to a bushfire that started around Bokal and travelled towards Beaufort River, impacting the highway and a range of assets in the area.

It was intended to be the 'fire that you really don't want to have' as it was fast-moving and would have significantly impacted the local community.

### Key Focus on State Strategic Control Priorities:

#### State Strategic Control Priorities

The State Strategic Control Priorities for all hazards are:

- PROTECTION AND PRESERVATION OF LIFE: This is the fundamental overarching priority for the State, and includes:
  - Safety of emergency service personnel
  - Safety of community members including at-risk community members located within the incident area
- Community warnings and information
- Protection of critical infrastructure and community assets
- Protection of residential property
- Protection of assets supporting individual livelihood and community financial sustainability
- Protection of environmental and heritage values.

The above priorities are not hierarchical; however, protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.



## DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

### Points of Interest

#### Preparing for the upcoming Bushfire Season:

The Summer 2023/24 Seasonal outlook is still pending; however, we are conscious of the extreme season in the northern hemisphere and the climatic indicators observed this year. Training is happening consistently, and pre-season briefings are in their final stages, with the Corrigin fire demonstrating that the bushfire season is now upon us. A summary of the seasonal outlooks released to date is below. We are already seeing significant bushfire behaviour across the state. As such, we encourage all brigades to finalise their preparations and reach out to the local DFES staff for any further assistance or queries.

Rainfall	Temperature: maximum	Outlook video

**Long-range forecast overview**

Issued: 31 August 2023

- For September to November, below median rainfall is likely to very likely (60% to greater than 80% chance) for most of Australia.
- For September to November, above median maximum temperatures are very likely (greater than 80% chance) for almost all of Australia.
- For September to November, warmer than median minimum temperatures are likely (60 to 80% chance) to very likely for most of western and southern Australia.
- The long-range forecast is influenced by several factors, including likely El Niño development and positive Indian Ocean Dipole development, and record warm oceans globally.

#### Seasonal Bushfire Outlook for Spring 2023 in Western Australia

##### Summary

- Winter rainfall has been below average for southern WA and above average for northern WA. This is reflected in the relative root zone soil moisture for these regions.
- An above average wet season in the Kimberley has delayed curing in the savanna grassland and subsequently the late dry season.

For southern WA in late spring, drier and warmer conditions may contribute to higher surface fuel availability and make bushfires more difficult to suppress.

For further information see: [dfes.wa.gov.au](https://dfes.wa.gov.au)

*For DFES assistance, the Regional Duty Coordinator can be contacted on 1800 865 103 at any time.*



## DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

### Key DFES Circulars

**66/2023 – Updates to PPC and Uniform** – New lightweight material is available for LG Bushfire Brigades to order.

**64/2023 – All Hazards Deployment Register** – Online Operational Interstate/International Deployment planning tool for all availability and interest from all volunteer fire services

**170/2023 – Emergency Services Volunteer Fuel Card Scheme FY 2023-24** - Volunteers affiliated with the following emergency service BGUs are eligible for the Volunteer Fuel Card, which can be used to purchase fuel for their vehicles.

- Bush Fire Service
- Volunteer Fire and Rescue Service
- Volunteer Fire and Emergency Services

*All circulars can be found by logging in to the DFES Volunteer Portal.*

### Staffing

District Officer Narrogin Simon Vogel has transferred to a new position in Perth with effect on 20 October 2023. District Officer Emergency Management Paul Blechynden has been appointed to District Officer Narrogin from the 20<sup>th</sup> of October, 2023, leaving the District Officer Emergency Management position vacant.

Gavin Stevens is now on some leave (new baby) from mid-October to early December. I will cover Gavin's Area Officer role and will continue to be accessible on the mobile and email below.

### Adverse Fire Weather Event 3-6 February 2022 community report

#### Six key lessons across all fires/ events

DFES regards the AAR process as fundamental to developing an efficient and effective response to incidents alongside the State's overall preparedness. This report details the observations, insights, and lessons gained from this process. This provides an opportunity for DFES and its partner agencies to continue to learn from these events.

DFES Reviews are publicly available here: <https://publications.dfes.wa.gov.au/>



## DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

As an agency, we are about continual improvement; the lessons highlighted are explained in detail in the full report.

The six lessons are outlined below:

**Lesson 1:**  
Pre-emptive preparation

Preliminary preparations made by the SOC, MOC, and ROCs based on the predicted weather, relating to resource stand-by and deployment, were deemed successful and should be considered for future events.

**Lesson 2:**  
Early communications to pre-formed teams

Personnel involved in the pre-formed teams (PFT) were able to deploy with little notice, even those not on-call. While this was successful, there should be a more coordinated roll out of the information to ensure sufficient information is provided to those attending.

**Lesson 3:**  
Role clarity of communication lines

Improved communication is imperative during incidents, for not only battling bushfires but for planning and resource deployment.

**Lesson 4:**  
Contingency plans for identified locations

Facilities at or close to the fireground need to ensure they are in safe identified locations, with contingency plans in place.

**Lesson 5:**  
Planned and coordinated community communication

There is an opportunity for improvement when it comes to community messaging to ensure consistent, timely, coordinated, and current messaging is always used.

**Lesson 6:**  
Wider engagement at event locations

Learning opportunities are present during and after all incidents and should be actioned and embraced more widely.

I wish you all the best with harvest, and I look forward to supporting the Lake Grace team throughout my time in the Upper Great Southern Region.

Many thanks,

George Young

Acting Area Officer Narrogin East

0475 224 640

AOEastUpperGreatSouthern@dfes.wa.gov.au

## CHANGE IN CONTROLLING AGENCY

This form is used to document a change in Controlling Agency and identify what information was provided by the outgoing Controlling Agency to the incoming Controlling Agency.

For bushfires, circumstances that may trigger a change of Controlling Agency include :

- At the request of the Controlling Agency
- Beyond the capacity of the Controlling Agency
- Level 3 incident
- Complexity of the incident / multiple hazards
- Multiple local government areas
- DFES Officer authorised under section 13 of the *Bush Fires Act 1954*

This form can be used in combination with a section 13 authorisation *where applicable*.

It is important to document the change in Controlling Agency and communicate it to the appropriate parties. **If not already in place, a WebEOC incident is to be created and the completed 'Change in Controlling Agency' form uploaded to the Information Log.**

## TRANSFERRING THE INCIDENT BACK TO A CONTROLLING AGENCY

This form should also be used at the point where the Controlling Agency considers it appropriate to transfer management of an incident back to the affected Local Government/s or another Controlling Agency. The Controlling Agency is to convene a meeting with the affected Local Government/s, or other Controlling Agency and other parties as required.

The State/Local Recovery Coordinator may also attend if the responsibility for management of the recovery and/or an Impact Statement is being transferred at the same time.

The Planning Officer for the incident may develop triggers for the transfer of control back to Local Government/s or another Controlling Agency. The Incident Controller (or delegate) will prepare the information noted in the list and tables below, which is reviewed, agreed and signed at the Transfer of Control meeting by the Incident Controller and Local Government CEO (or delegate i.e CBFCO/CESM) for each impacted Local Government and also by the Controlling Agency.

## PREPARATION OF AN IMPACT STATEMENT FOR RECOVERY

Transfer of Control of an incident to a 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 preparation of an Impact Statement (as per criteria in the IS Guidelines). This assists Local Governments 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.

An Impact Statement is to be prepared by the Controlling Agency for all Level 3 incidents and Level 2 incidents where there are impacts requiring significant Recovery activity. Where possible, the Impact Statement is to be prepared prior to the Transfer of Control for incident management and is to be provided to the responsible Local Government/s. Where there are no significant Recovery impacts identified through the initial Impact Assessment during a level 2 incident, the Incident Controller will consult with the State Recovery Coordinator and Local Government/s to determine if an Impact Statement is required or to be completed partially or in full. This decision should be documented.

Incident Details:			
Incident Name:			
Local Govt Area(s):			
Incident Number:		Incident Level:	
Incident Controller:		Incident Controller appointed under:	<input type="checkbox"/> Section 13
Effective from <sup>1</sup> :			<input type="checkbox"/> Section 45A

<b>Reason for transfer:</b> <input type="checkbox"/> At the request of the Controlling Agency <input type="checkbox"/> Beyond the capacity of the Controlling Agency <input type="checkbox"/> Level 3 incident <input type="checkbox"/> Complexity of the incident / multiple hazards <input type="checkbox"/> Multiple local government areas <input type="checkbox"/> Back to an alternate Controlling Agency <input type="checkbox"/> Other (please specify in comments)	<b>Comments (e.g. reason for transfer):</b>  
--	---

**HANDOVER PACKAGE (to be provided to the incoming Controlling Agency where appropriate):**

- SITREP
- Current Community Warnings
- Current IAP & Suggested IAP
  - Communications Plan
  - Incident Map
  - Weather Forecast
  - Other (refer to DFES Incident Handover Checklist in IMT Toolbox)
- Impact Statement

Prepared by:	
Name:	
Position:	
Agency:	
Time and Date:	

Outgoing Controlling Agency:	
Agency Name:	
Incident Controller:	
Time and Date:	
Signature:	

Incoming Controlling Agency:	
Agency Name:	
Incoming Incident Controller:	
Time and Date:	
Signature:	

<sup>1</sup> If the Incident Controller is authorised under section 13 of the *Bush Fires Act 1954*, the effective time is to align with authorisation period as specified in the Appointment. The ability for the Incident Controller to take control of all operations and to fulfil the functions and activities of an Incident Controller is to be considered when determining the effective time.