#### MEETING TEMPLATE

Tick Relevant Group

[ ]  **Incident Support Group (ISG)**

[ ]  **Operational Area Support Group (OASG)**

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| --- | --- | --- |
| **Date of Meeting**Click or tap to enter a date. | **Time of Meeting**Click or tap here to enter text. | **Name of Venue**Click or tap here to enter text. |
| **Incident Name - Number**Click or tap here to enter text. | **Incident Location**Click or tap here to enter text. | **Date - Time of incident - activation**Click or tap to enter a date. |
| **Hazard Type(s)**Choose an item. | **Incident Level**Choose an item. | **Incident Controller - Commander**Click or tap here to enter text. |
| **HMA**Choose an item. | **Controlling Agency** Choose an item. | **Local Government Area(s)**Click or tap here to enter text. |
| **Emergency Management District(s)**Choose an item. | **Teleconference Details (if applicable)**Click or tap here to enter text. |  |
| Meeting opened & WelcomeRecord of attendanceApologiesConfirmation of MinutesBusiness arising from previous MinutesUpdate on the outcome of the previous meetingConfirmation of Liaison Officer contact details | Chair |
| HMA/Controlling Agency Situation Report (SitRep)1. Current Situation
2. Losses (life/property/environment)
3. Incident objectives – strategic control priorities
4. Road closures
5. Evacuation
6. Welfare
7. Security
8. Essential Services (Electricity, Water, Gas, Telecommunications, Sewage, Drainage)

Emergency Situation or State of Emergency declaration statusDetails of significant issuesAssistance requestedCommitments provided | HMA/Controlling Agency |
| Recovery[[1]](#endnote-1)**Local Recovery Status**Choose an item.**Local Recovery Coordinator/s** Click or tap here to enter text. | HMA/Controlling Agency |
| Consequence management | HMA/Controlling Agency |
| Risk assessment | HMA/Controlling Agency |
| Agency Liaison Officer Reports1. Agency response activities
2. Agency specific impact assessment
3. Resource allocation status
4. Actions in Progress
5. Interdependencies with other agencies (cross agency collaboration)
6. Significant issues – known and emerging
 | All agencies |
| Other items | All agencies |
| Details of Next Meeting | Day/Time/Venue |
| Meeting closed | (Time) |

**REFERENCES**

This ISG/OASG Meeting Template is consistent with, and should be read in conjunction with, the State Emergency Management (EM) Policy and Legislation Framework.

The following referenced documents are of particular relevance.

1. [State EM Recovery Procedure 4 – Impact Statement](https://semc.wa.gov.au/emergency-management/procedures) (semc.wa.gov.au/emergency-management/procedures) [↑](#endnote-ref-1)