

Impact Statement Guideline

STATE EMERGENCY MANAGEMENT

A Strategic Framework for Emergency
Management in Western Australia.

RESPONSIBLE AGENCY

Department of Fire and
Emergency Services

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Acknowledgements

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

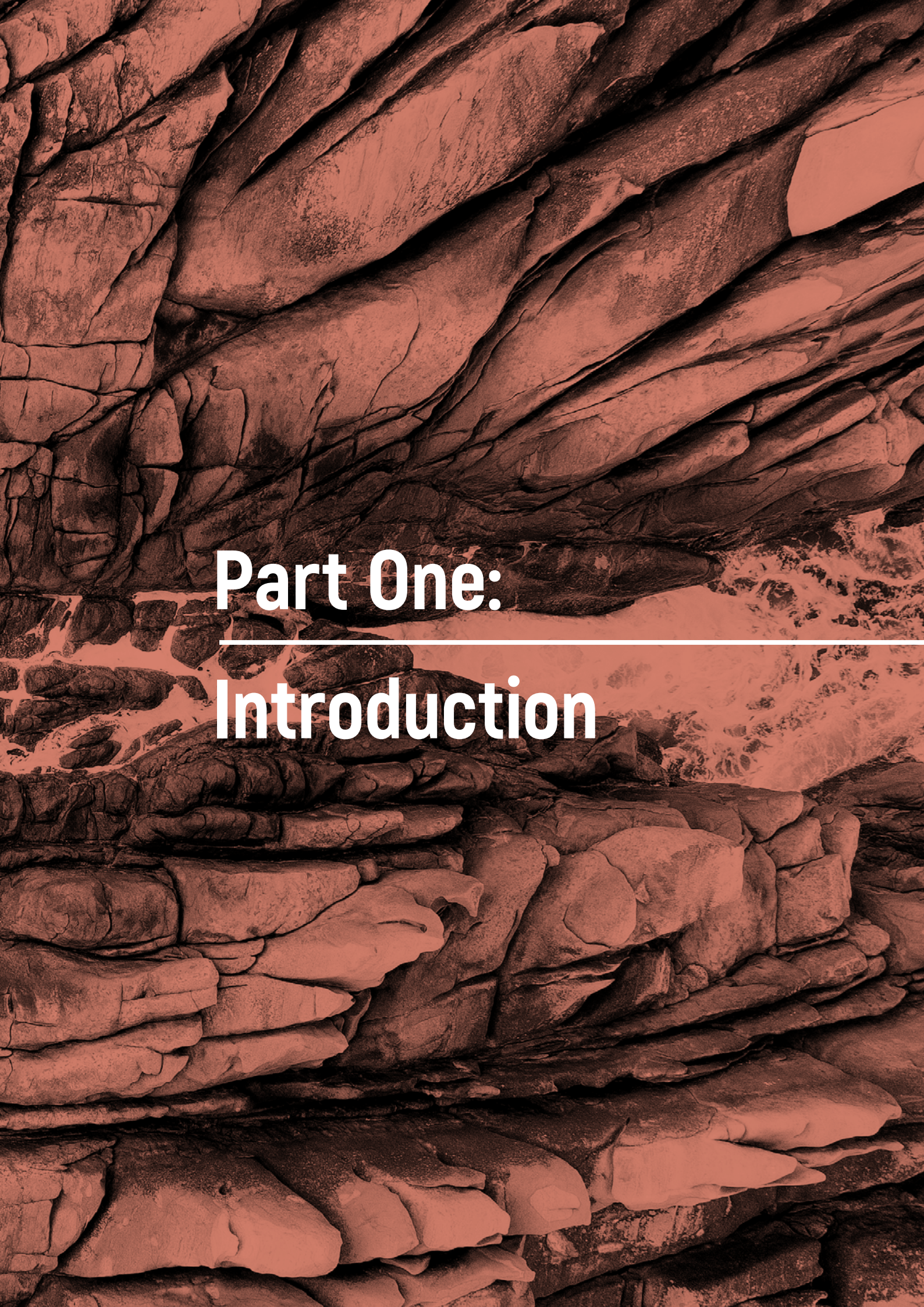
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Contents

Part One: Introduction	4
1.1 What is an Impact Statement?	5
Part Two: Preparing an Impact Statement	6
2.1 Who Prepares the Impact Statement?	7
2.2 Exemptions	7
2.3 Stakeholders and Recovery Domains	8
2.4 Structure of an Impact Statement	11
2.5 Alternative Template	12
2.6 Approval	12
2.7 Distribution of the Completed Impact Statement	13
2.8 Impact Statement Workflow	14
Part Three: Contributing to an Impact Statement	15
3.1 Why Are Contributions Required?	16
3.2 Scope and Expectations of Contributions	16
Part Four: Local Government	18
4.1 The Role of Local Government in Impact Statements	19
4.2 How to use an Impact Statement	20
Appendices	21
Appendix A: Task Checklist for Preparing an Impact Statement	22
Appendix B: Example Impact Contribution Form	24
Appendix C: Impact Statement Template	25



Part One:

Introduction

1.1 What is an Impact Statement?

An Impact Statement is a summary of the known and emerging impacts arising from an emergency (State Emergency Management (EM) Plan 6.2.1.2) at a point-in-time.

It brings together qualitative and quantitative information from agencies, organisations, and communities involved in or affected by the emergency to:

- document known, emerging and anticipated impacts
- outline current and planned activities to manage those impacts
- identify the agencies and stakeholders responsible for ongoing impact-management activities.

An Impact Statement is prepared during the Response and Early Recovery phase of an emergency and is the responsibility of the Hazard Management Agency (Figure 1). The completed Impact Statement informs the Recovery Operations phase including the comprehensive needs assessment, design of recovery programs, development of recovery plans, and the ongoing monitoring and evaluation of recovery activities.

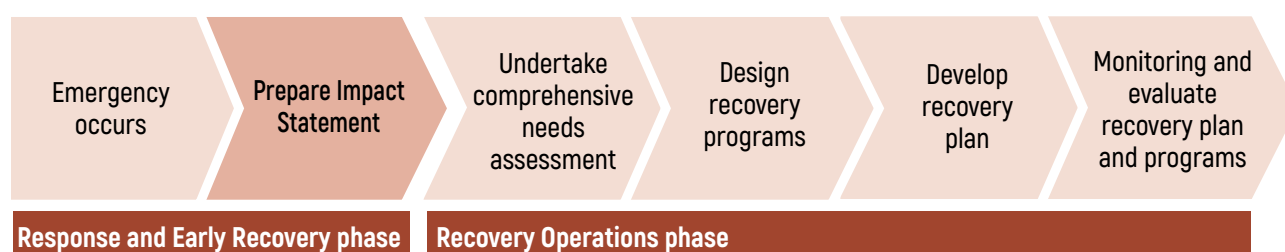


Figure 1. Impact Statement in the context of Response and Recovery phases

An Impact Statement is considered fit for purpose where it provides a consolidated evidence base that can be used to inform a comprehensive needs assessment and development of recovery plans.

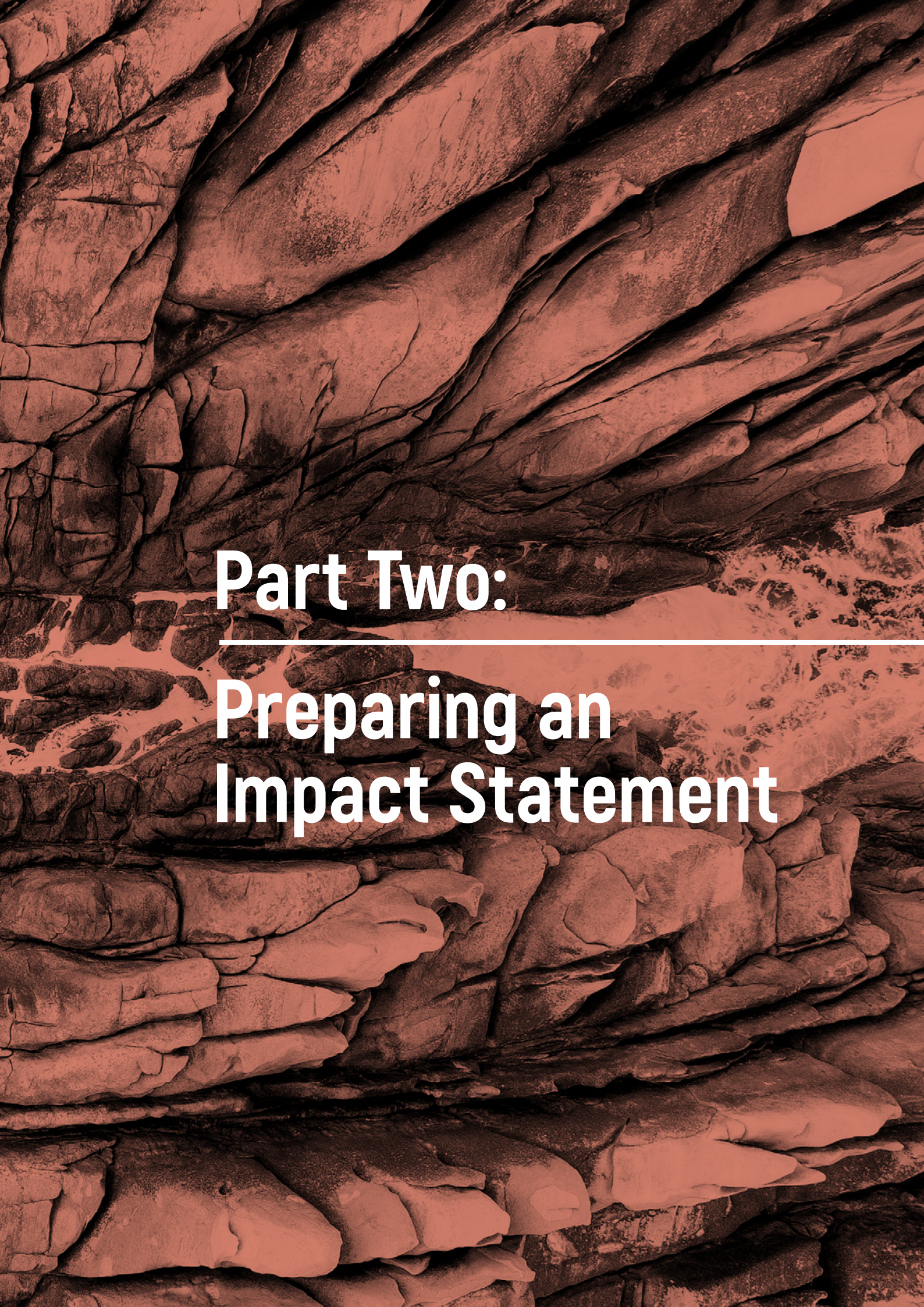
The Impact Statement helps local and state recovery coordinators to:

- understand the nature and scale of impacts and identify emerging risks and issues that may affect recovery
- undertake a comprehensive needs assessment by providing a consolidated evidence base of impacts across communities, infrastructure, the environment and the economy
- develop a Local Operational Recovery Plan (LORP) or State Recovery Plan, including identifying priorities, actions, program design and coordination requirements.

A completed Impact Statement from previous emergencies can also be used proactively to support preparedness and risk management. It builds a clearer understanding of hazard impacts, helping to prioritise and plan prevention and preparedness activities so communities are better prepared for future emergencies.

An Impact Statement is *not* used to:

- handover incident management or formally transition recovery coordination from response (refer to Transition of recovery coordination in State EM Plan 6.2.1.3)
- capture a detailed or chronological account of the incident and the actions of agencies in response
- activate or determine eligibility for Disaster Recovery Funding Arrangements WA (DRFAWA).



Part Two:

**Preparing an
Impact Statement**

This section provides guidance for preparing an Impact Statement, including roles and responsibilities, stakeholder engagement, structure, and approval requirements.

2.1 Who Prepares the Impact Statement?

The Hazard Management Agency (HMA) is responsible for coordinating the preparation of an Impact Statement. Where the HMA has delegated response control to a Controlling Agency, responsibility for preparing the Impact Statement may also be delegated (State EM Policy 6.2.2, State EM Plan 6.2.1.2, State EM Recovery Procedure 5.3).

An Impact Statement must be prepared for declared Level 2 or Level 3 incidents unless an exemption has been granted by the State Recovery Coordinator. The State Recovery Coordinator may also request a HMA or Controlling Agency to prepare an Impact Statement for a Level 1 incident where there are impacts that may require recovery activities.

The Incident Controller (IC) should assign responsibility for the preparation of the Impact Statement to a dedicated Impact Statement Coordinator or to another function within the Incident Management Team.

Preparation of an Impact Statement should begin as early as possible during the emergency response and early recovery phase. The point-in-time for the Impact Statement will depend on the nature, scale, complexity, and progression of the emergency but must be when information is reliable enough to support recovery planning and decision-making.

The Impact Statement is typically prepared once but may be updated and re-issued at key points during the emergency (e.g. if there are changes in incident scale, duration or emergence of significant new impacts). Each version should clearly state the date and whether it replaces or adds to an earlier version.

The HMA should make every effort to ensure an Impact Statement is prepared before responsibility for recovery coordination is handed over to the local government or the State Recovery Coordinator.

2.2 Exemptions

Where there are no impacts requiring recovery activities, the HMA or Controlling Agency may request an exemption from the requirement for an Impact Statement (State EM Plan 6.2.1.2).

To request an exemption, the HMA or Controlling Agency should email the State Recovery Coordinator at staterecoverycoordinator@dfes.wa.gov.au and provide the following information:

- incident name and or number
- highest Incident Level declared
- hazard type(s)
- incident overview, including whether any recovery activities were initiated by the Incident Controller
- reasons and justification for the exemption request
- details of consultation with the affected local government(s).

When deciding whether to grant an exemption, the State Recovery Coordinator will ensure local government(s) have been consulted and consider whether:

- there are any identified or emerging impacts across the social, built, economic or environment recovery domains requiring recovery activities
- the incident or emergency has resulted in disruption to community functioning and requires a coordinated recovery response
- preparing an Impact Statement would otherwise add value to recovery coordination, situational awareness or decision-making.

2.3 Stakeholders and Recovery Domains

The preparation of an Impact Statement requires collaboration with a wide range of stakeholders. Engagement needs to be direct, targeted and proportionate, reflecting the nature and scale of impacts.

Input should be sought from relevant groups, including:

- Incident Support Group (ISG)
- Operational Area Support Group (OASG) (where established)
- Local Recovery Coordination Group (LRCG) (where established)
- State agencies and local government
- non-government organisations, industry and community stakeholders.

Stakeholders should be identified based on:

- their ownership or responsibility for impacted assets, services or systems
- their role in managing or supporting recovery activities
- their connection to affected communities or sectors.

Impacts are considered across four recovery domains—social, environment, economic, and built. These domains provide a clear structure for both identifying impacts and engaging the right stakeholders. Stakeholders are typically aligned to one or more domains, based on their responsibilities, expertise or connection to affected communities and systems.

Examples of stakeholders are listed under the four recovery domains. These examples are not exhaustive, and additional stakeholders may need to be considered depending on the incident and locality.

2.3.1 Social recovery domain and stakeholders

The social recovery domain focuses on impacts affecting the safety, wellbeing and functioning of individuals, families and communities. This includes:

- health, medical and psychosocial wellbeing
- housing and temporary accommodation
- community safety and social services
- access to education and community facilities

Stakeholders relevant to the social recovery domain may include:

State agencies and authorities	Local government	NGOs, industry bodies and community organisations
• Department of Communities • Department of Health • Mental Health Commission • WA Police Force • Department of Education • Catholic and Independent School authorities • Department of Creative Industries, Tourism and Sport • Department of Justice • Lotterywest	• Business areas within a local government such as: – community development/ services – social planning – community safety – Aboriginal engagement – recreation and community facilities – environmental health. • Local Recovery Coordination Group members	• Aboriginal Community Controlled Organisations (ACCOs) and other Aboriginal organisations • Australian Red Cross • Salvation Army • St Vincent de Paul • Foodbank WA • Lifeline/Headspace and local counselling providers • Faith based groups • Local service, community and volunteer groups

2.3.2 Environment recovery domain and stakeholders

The environment recovery domain focuses on impacts to natural, cultural and environmental values and assets. This includes:

- flora, fauna and ecosystems
- land, water and air quality
- waste and environmental health issues
- cultural heritage sites

Stakeholders relevant to the environment recovery domain may include:

State agencies and authorities	Local government	NGOs, industry bodies and community organisations
• Department of Biodiversity, Conservation and Attractions • Department of Planning, Lands and Heritage • Department of Water and Environmental Regulation • Department of Primary Industries and Regional Development • Department of Health • Environmental Protection Authority	• Business areas within a local government such as: – environment/sustainability, – parks and reserves – land management and biosecurity – environmental health – statutory and strategic planning – engineering – waste management. • Local Recovery Coordination Group members	• Regional Natural Resource Management groups/ Catchment Councils • Local Landcare groups • Traditional Owners & Prescribed Body Corporates • Conservation NGOs (e.g., Bushcare/Friends groups) • Wildlife rehabilitation groups

2.3.3 Economic recovery domain and stakeholders

The economic recovery domain focuses on impacts to the local, regional and state economy. This includes:

- businesses and industry
- employment and workforce impacts
- supply chains and access to goods and services
- agriculture and primary production

Stakeholders relevant to the economic recovery domain may include:

State agencies and authorities	Local government	NGOs, industry bodies and community organisations
• Department of Primary Industries and Regional Development • Small Business Development Corporation • Department of the Premier and Cabinet • Department of Mines, Petroleum and Exploration • Department of Training and Workforce Development • Tourism WA • Department of Creative Industries, Tourism and Sport • Regional Development Commissions	• Business areas within a local government such as: – environment/sustainability, – parks and reserves – land management and biosecurity – environmental health – statutory and strategic planning – engineering – waste management. • Local Recovery Coordination Group members	• Regional Natural Resource Management groups/Catchment Councils • Local Landcare groups • Traditional Owners & Prescribed Body Corporates • Conservation NGOs (e.g., Bushcare/Friends groups) • Wildlife rehabilitation groups

2.3.4 Built recovery domain and stakeholders

The built recovery domain focuses on impacts to physical infrastructure and essential services that support community functioning. This includes:

- housing and buildings
- utilities (electricity, water, telecommunications)
- transport networks
- public assets and infrastructure

Stakeholders relevant to the built recovery domain may include:

State agencies and authorities	Local government	NGOs, industry bodies and community organisations
• Main Roads WA • Department of Transport and Major Infrastructure • Public Transport Authority • Department of Treasury and Finance • Department of Housing and Works • Department of Planning, Lands and Heritage • Department of Energy and Economic Diversification • Essential Service Network Operators	• Business areas within a local government such as: – infrastructure/engineering, – asset management, – facilities maintenance, – development services such as planning and building, waste. • Local Recovery Coordination Group	• Civil contractors • Building industry associations • Materials suppliers & quarries • Insurers • Waste & debris management contractors

2.4 Structure of an Impact Statement

To support early and ongoing recovery planning, an Impact Statement should satisfy three core objectives:

- document the impacts (known, emerging, anticipated) across the four recovery domains.
- summarise key impacts and issues requiring recovery activities.
- identify agencies and stakeholders responsible for ongoing impact-management activities.

The recommended structure for an Impact Statement is outlined below. An Impact Statement Template is provided at Appendix C.

1. Impact Statement Details

A record of when the Impact Statement was prepared and who prepared it and a log of revisions and current version number so changes over time can be clearly managed.

2. Incident Details

Describes the key facts about the incident, including what happened, where and when it occurred, and who is responsible for managing it. It also explains how the incident developed and what arrangements were put in place to respond.

3. Key Impacts and Issues Summary

A short summary of key impacts and issues that need attention. It highlights what is happening, why it matters, and who is responsible for managing each issue.

Key impacts and issues are those that:

- pose significant risk to community safety, wellbeing or essential services
- require coordinated recovery action across agencies or sectors
- are large scale, complex, or resource intensive
- have significant actual or potential consequences if not addressed.

The summary should prioritise impacts based on severity, scale, urgency and consequence, rather than providing an exhaustive list.

4. Impact Statement

This section provides a detailed description of impacts across each recovery domain, based on information from agencies and stakeholders. It outlines who and what has been affected, what actions are underway, and what still needs to be done.

5. Contributing Agencies

Lists the organisations that contributed to the Impact Statement. It confirms who was consulted and provides their contact details.

6. List of attachments

A reference list of documents that support the Impact Statement, such as reports, maps, or photos (if required).

7. Approval and endorsement

A record of who has approved and endorsed the Impact Statement showing that it has been reviewed and accepted by the appropriate authorities.

2.5 Alternative Template

An alternative template may be required for some hazards or incidents where the recommended Impact Statement template is inappropriate or impractical.

The State Recovery Coordinator may agree to modify the Impact Statement template and/or approve the use of an alternative template when requested by a HMA (State EM Recovery Procedure 5.3). Where required, the HMA should propose an alternative structure to the State Recovery Coordinator for consideration and approval.

2.6 Approval

The Impact Statement should be approved by the HMA or Incident Controller and the local government, and endorsed by the State Recovery Coordinator:

- the HMA or Incident Controller, approves the Impact Statement to confirm that the content has been reviewed, is accurate to the best available information, and is suitable for release.
- each local government Chief Executive Officer (or delegate) approves the Impact Statement to confirm that it reflects impacts within their district at that point in time.
- the State Recovery Coordinator endorses the Impact Statement to confirm that the Impact Statement supports recovery planning, coordination and decision-making at the State level.

Approval does not require physical signatures; written confirmation (e.g. email confirmation) is sufficient.

2.6.1 Modified approval requirements (variations)

In some circumstances, the standard approval process may not be practical or timely. Under State EM Recovery Procedure 5.3, the State Recovery Coordinator may modify the approval requirements.

This may occur, for example, where:

- the emergency impacts multiple local government areas, making individual approvals impractical
- there is an urgent need to finalise and distribute the Impact Statement to inform recovery planning
- a representative arrangement is in place for local government due to the nature and scale of the emergency.

Where a modified approval process is required, the HMA or Controlling Agency must consult with the State Recovery Coordinator to seek agreement on any variation to approval arrangements and then advise local government(s) of those changes.

When modifying approval arrangements, the HMA or Controlling Agency should ensure that affected local governments have had reasonable opportunity to provide input and review the Impact Statement, even where individual formal approvals are not practical.

2.7 Distribution of the Completed Impact Statement

The distribution of a completed Impact Statement ensures that contributing agencies have a shared, point-in-time understanding of impacts to support recovery planning, decision-making and communication.

2.7.1 Responsibility for distribution

The HMA or Controlling Agency where delegated, is responsible for distributing the approved and endorsed Impact Statement.

2.7.2 Information management and handling

Before distribution, the HMA should confirm that:

- approvals and endorsement have been obtained
- any sensitive, confidential or restricted information has been appropriately managed (for example, redacted, aggregated, or limited to specific recipients).

The HMA or Controlling Agency may seek advice from the State Recovery Coordinator when an Impact Statement requires limited disclosure, restricted distribution or redacting to maintain privacy, confidentiality or to protect commercially sensitive material.

2.7.3 Timing of distribution

The Impact Statement should be distributed as soon as practicable following approval and endorsement to ensure it can inform early recovery planning and coordination activities. Where an Impact Statement is updated or re-issued, each version should be distributed promptly and clearly identify the version number and date.

2.7.4 Recipients

The final Impact Statement should be distributed to:

- the HMA where an Impact Statement is prepared by a Controlling Agency
- the local government(s)
- contributing agencies and stakeholders
- the State Recovery Coordinator.

2.8 Impact Statement Workflow

Figure 2 illustrates the recommended workflow for preparing, reviewing, approving and distributing an Impact Statement. Refer to State EM Recovery Procedure 5.3 for more information.

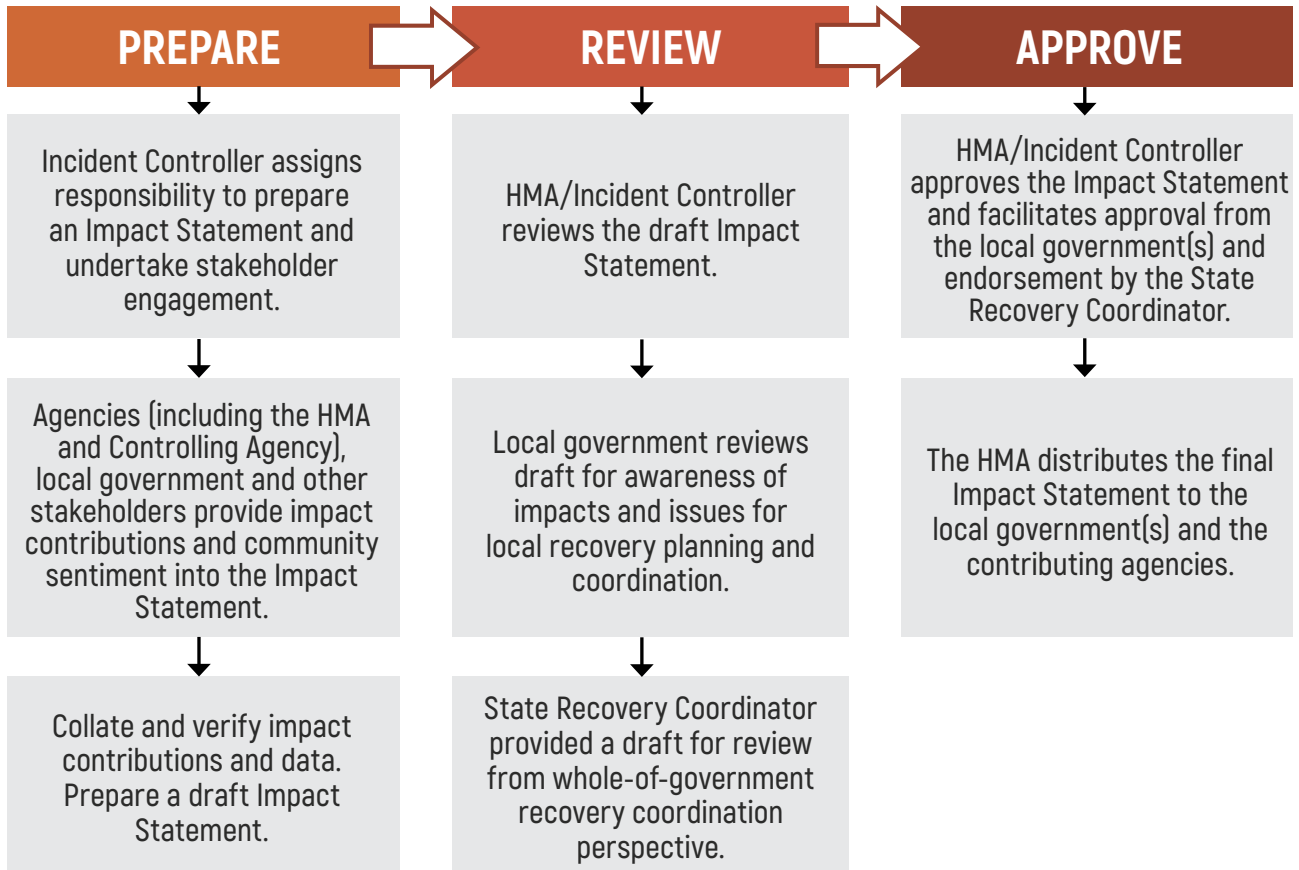
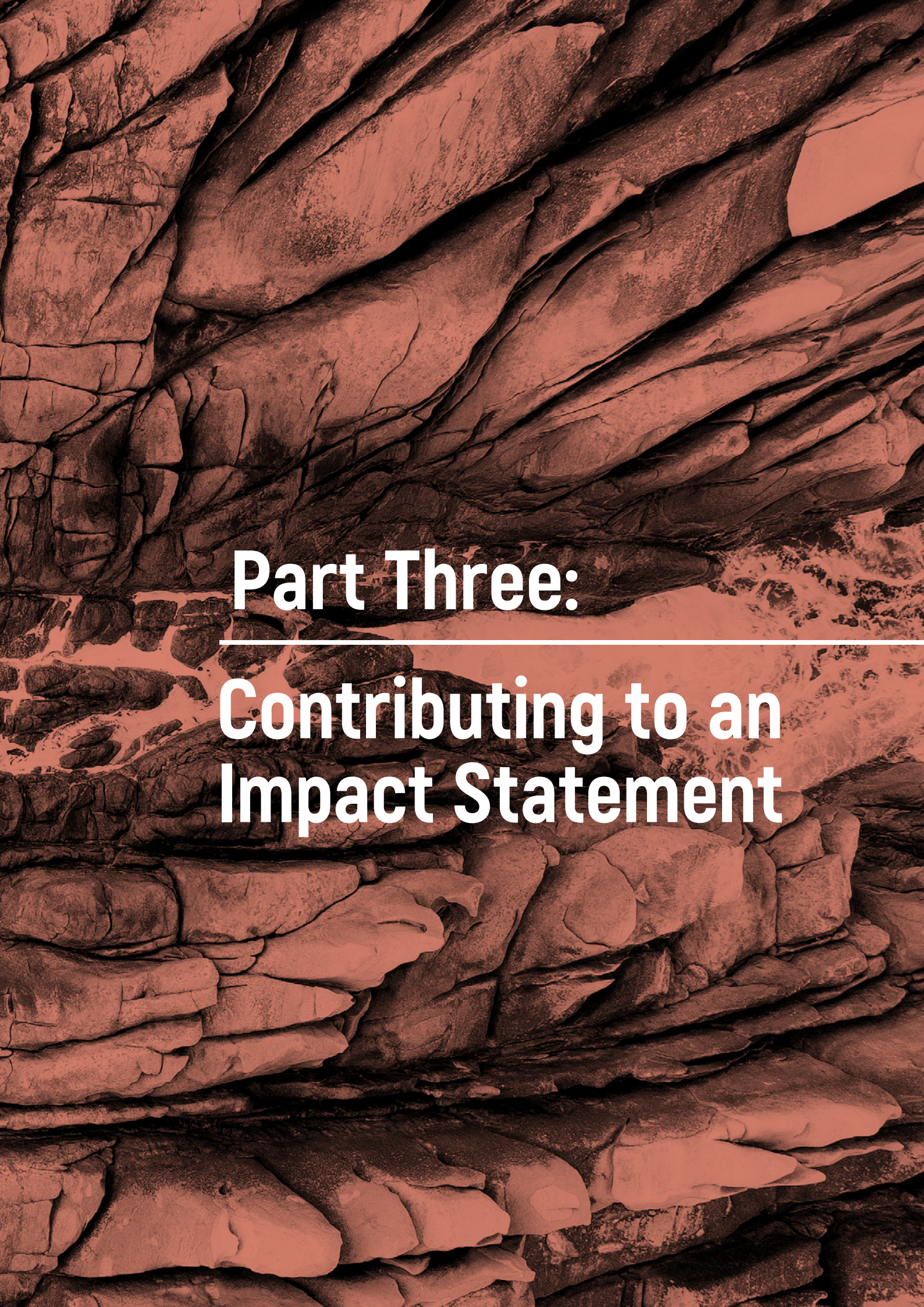


Figure 2. Impact Statement workflow



Part Three:

**Contributing to an
Impact Statement**

This section provides guidance for agencies and stakeholders who have been requested to contribute to an Impact Statement. It should be read in conjunction with the Impact Contribution Form at Appendix B.

3.1 Why Are Contributions Required?

Contributions from agencies and stakeholders form the basis of an Impact Statement, providing a shared, point-in-time understanding of the impacts of the emergency to support recovery coordination, prioritisation, needs assessment and planning activities.

Contributions complement and validate information collected during the response phase (including through Incident Support Group meetings) and provide a current snapshot of impacts at the time of the request.

3.2 Scope and Expectations of Contributions

The Hazard Management Agency (HMA) or Controlling Agency may request agencies and stakeholders who are involved in, or affected by an emergency, to provide information about impacts. The timeframe for providing contributions will be determined by the HMA or Controlling Agency, having regard to the nature and timing of the emergency.

Contributions should focus on impacts relevant to the organisation's role and expertise. This may include impacts to its assets, services, or operations, as well as impacts affecting the people, organisations, or sector it supports or represents.

Impacts often span more than one recovery domain (social, built, economic, or environment). For example, damage to a bridge may be recorded as a built recovery domain impact on essential road networks, while also creating social and economic impacts by restricting the movement of people, goods, and services.

Contributors are not expected to assess or manage impacts outside their area of responsibility. However, where a significant or emerging impact is identified that may otherwise be missed, it may be communicated as a general observation so it can be followed up by the HMA.

The following guidance supports the preparation of contributions.

- Use plain language and explain technical terms and acronyms.
- Use data and quantitative evidence where possible. Indicate whether information is verified or estimated based on forecasts or indicative data. Detailed costings or funding justifications are not required.
- Include known, emerging and anticipated impacts. Prioritise the impacts based on severity, scale, urgency, and potential effects on community safety, wellbeing, and essential services. Reporting should be proportionate to the scale and risk of the impact.
- Summarise actions undertaken or in progress to rectify or make safe impacts, and any residual risks or outstanding works.
- Describe what or who has been affected, how it has been affected, and the implications or consequences for service delivery and community safety and function in the short, medium and longer term. This should include impacts to local infrastructure, services, facilities and regulatory functions, such as service disruptions, capacity constraints or changes to operating arrangements.
- Include relevant community-level intelligence and observed community sentiment to help explain local conditions and recovery needs.
- Where known, outline next steps, including what needs to occur, who may be involved and expected timeframes. Include actions within the contributing agency's remit, as well as any cross-agency coordination or recovery activities where relevant.

- Describe any contentious or sensitive issues relating to the impact (e.g. community concern, legal, commercial, cultural, resourcing or reputational considerations) including where information may need to be limited, aggregated, or redacted (for example, commercially sensitive or protected information). This should also identify any emerging risks or issues that may affect the community or delivery of services.

Where contributors already collect relevant impact information on their assets and service delivery, existing reporting formats may be used in lieu of the Impact Contribution Form where appropriate to avoid duplication.

Further information is provided in the Impact Contribution Form at Appendix B.

3.2.1 Concurrent or large-scale emergencies

In concurrent or large scale emergencies (for example, for different hazards or across multiple regions and local governments), multiple Impact Statements may be prepared simultaneously. Contributing agencies and stakeholders may therefore receive multiple requests.

It is recommended that agencies and stakeholders:

- coordinate internally to ensure consistent and efficient responses across business areas, districts or regions
- nominate a central point of contact (such as a shared mailbox or designated officer) to manage Impact Statement contribution requests
- maintain visibility of all contribution requests across the organisation.

3.2.2 Information sharing considerations

Agencies are expected to provide meaningful impact contributions while operating within their legislative, privacy, security and governance requirements. Contributors should apply appropriate judgement when determining what information can be shared.



Part Four:

Local Government

This section outlines the role of local governments in Impact Statements, including contributing information, reviewing drafts, approving and using the final Impact Statement to support recovery planning and coordination.

4.1 The Role of Local Government in Impact Statements

The Hazard Management Agency (HMA) or Controlling Agency leads preparation of the Impact Statement. During response and early recovery, local governments provide local knowledge, place based intelligence and service continuity information that supports a comprehensive, point-in-time understanding of community impacts.

4.1.1 Contributing impact information

Local governments are one of many contributing stakeholders to an Impact Statement for an emergency in their district. The local government contribution should be focussed on local government owned assets, the consequential impacts to the functions of local government and the potential or emerging impacts that may not yet be visible through response reporting but are likely to affect community recovery.

Local governments are not required to report on impacts that are owned by other agencies or organisations but may choose to report on consequential impacts to local government functions.

Local governments operate across a wide range of business areas; therefore, information should be coordinated internally to ensure Impact Statement contributions reflect all relevant parts of the organisation.

Further guidance on preparing contributions is provided in Part Three.

4.1.2 Reviewing the draft Impact Statement

The HMA or Controlling Agency will provide local governments with a draft Impact Statement for review and comment.

When reviewing the draft, local governments should confirm that it reflects known local impacts and issues at that point in time.

Any gaps or inaccuracies should be promptly communicated to the HMA or person preparing the Impact Statement.

4.1.3 Approving an Impact Statement

The Impact Statement should be approved by the local government Chief Executive Officer (or delegate) to confirm that it reflects impacts within the local government area at that point-in-time. Approval does not require physical signatures; written confirmation (e.g. email confirmation) is sufficient.

Approval does not imply acceptance of local government responsibility for all recovery actions, noting that recovery is a shared responsibility with multiple agencies contributing.

For large or complex emergencies involving several local governments, the HMA or Controlling Agency may request that the State Recovery Coordinator vary the approval process (State EM Recovery Procedure 5.3). The HMA or Controlling Agency should advise local governments of the modified approval arrangements.

4.2 How to use an Impact Statement

The Impact Statement provides a structured, point-in-time view of impacts that can be used by local governments to support recovery planning, including to:

- inform recovery needs assessments which guide development of a Local Operational Recovery Plan (LORP), including setting priorities, identifying actions, and planning the delivery of recovery activities
- identify the responsible organisations and planned activities to manage those impacts and risks which informs LRCG membership and coordination of actions with partner agencies and stakeholders to reduce duplication of effort
- identify where recovery support, resources and engagement may be required to address emerging and longer-term issues, to guide planning for short-, medium-, and long-term recovery, including allocation of local government resources and community engagement
- inform recovery monitoring and reviewing local emergency management arrangements to improve future preparedness and risk reduction activities and to support longer-term planning and resilience.

The Impact Statement should be used alongside ongoing information and data gathering, engagement and assessment processes. It does not replace detailed recovery planning processes or serve as a DRFAWA Preliminary Event Notification (PEN) or funding application.



Appendices

Appendix A: Task Checklist for Preparing an Impact Statement

This checklist is intended to support the preparation of an Impact Statement by the person or function assigned responsibility by the Incident Controller. This may be an Impact Statement Coordinator or another role within the Incident Management Team. Where no dedicated coordinator is appointed, responsibility for completing tasks associated with preparing an Impact Statement rests with the Incident Controller. The checklist may also be used by the HMA or Controlling Agency to support oversight of the preparation process. An Impact Statement template including guidance is provided at Appendix C.

Preparation

- ☐ In consultation with the Incident Controller, establish the point-in-time the Impact Statement is being prepared for. The point-in-time for the Impact Statement will depend on the nature, scale, complexity, and progression of the emergency.

The Impact Statement is usually prepared once, however an Impact Statement may be updated or reissued at key points during the emergency. Each version should clearly state the date and whether it replaces or adds to an earlier version.

Stakeholder Engagement

- ☐ Map stakeholders and impact contributors. Stakeholders can be identified through the Incident Support Group and/or Operational Area Support Group meetings and through engagement with the local government and District Emergency Management Advisor.

To assist in identifying contributors to the Impact Statement, consider stakeholders across the four recovery domains—social, built, economic and environment. Section 2.3 provides a suggested list of stakeholders aligned to each recovery domain to support this process.

- ☐ Request and confirm a nominated point of contact for each stakeholder, contributing agency or organisation.
- ☐ Establish a single point of contact (person, phone number and email address) for stakeholders to submit incoming impact contributions.
- ☐ Contact stakeholders outlining the request for Impact Statement contributions. Include a point of contact, information needs, formats, the point-in-time, and contribution deadlines. Provide the Impact Contribution Form from Appendix B or other collection method. Guidance for contributing agencies and stakeholders is provided in Part Three.
- ☐ Record stakeholders contact details, contact attempts and responses using the Contributing Agencies table in the Impact Statement template.

Where requested contributions are not received within the required timeframe:

- follow up with the relevant agency or stakeholder
- escalate through the Incident Management Team where required
- proceed with available information, noting any gaps in the Impact Statement.

Situational Awareness and Meetings

- ☐ Attend Incident Management Team, Incident Support Group and Operational Area Support Group meetings. Attendance can be facilitated by the Incident Controller or the District Emergency Management Advisor.
- ☐ Engage with the local government liaison officer or Local/State Recovery Coordinator to understand community sentiment and local impacts.

- ☐ Attend or monitor community briefings; record verified community impacts and intelligence.
- ☐ Monitor changes to incident objectives, constraints, and priorities to assess their effect on the scope, planning requirements, and timeframe for the preparation of the Impact Statement.
- ☐ Brief the Incident Controller on progress, data gaps, issues requiring decisions, and emerging impacts.

Collate, Analyse & Quality Assure, Draft

- ☐ Collate stakeholder impact contributions in the Impact Statement template, record source and contact details. Decisions about inclusion of contributions should be guided by relevance, reliability, and the need to present a clear, high level picture of impacts.
- ☐ Refer to the Incident Management System/Emergency Management Information System for additional information needed to prepare the Impact Statement.
- ☐ Cross check contributions to validate accuracy, remove duplicates and reconcile discrepancies.
- ☐ Verify contentious issues and high-risk impacts (e.g., fatalities, displacement, critical infrastructure outages) with the Incident Controller and responsible agency source.
- ☐ File all drafts, working papers, correspondence, and evidence in approved incident management or record keeping systems.
- ☐ Create a draft Impact Statement. When preparing the draft, it is recommended to:
 - distinguish clearly between facts, estimates, and assumptions
 - use bullets points
 - write in plain language and use consistent date and time formats
 - put names in full and include acronyms in full followed by in brackets for the first use
 - avoid lengthy narrative.

Review, Approval and Distribution

- ☐ Facilitate a review of the draft Impact Statement with the Incident Controller or HMA representative and provide the draft to local governments and the State Recovery Coordinator for review. Refer to Figure 2 – Impact Statement Workflow.
- ☐ Consider and incorporate amendments. Finalise the Impact Statement.
- ☐ Obtain approvals from the HMA and local government(s). Approval does not require physical signatures; written confirmation (e.g. email confirmation) is acceptable to complete section 7 of the Impact Statement template.

In exceptional circumstances, the State Recovery Coordinator may modify the approval process (State EM Recovery Procedure 5.3).

- ☐ Send the approved Impact Statement to the State Recovery Coordinator for endorsement via staterecoverycoordinator@dfes.wa.gov.au and impactstatement@dfes.wa.gov.au
- ☐ Distribute the approved and endorsed Impact Statement to the local government(s) and contributing agencies and stakeholders.
- ☐ File the Impact Statement in the HMA's incident management or record keeping system.

Continuous Improvement

- ☐ Capture what worked/what didn't (templates, workflows, timelines, approvals, data integrity). Submit observations to the HMA's lessons management process.
- ☐ Submit issues with the Guideline via the [State EM Framework Issues Register webpage](#).

Appendix B: Example Impact Contribution Form

Part Three of the Impact Statement Guideline provides guidance on preparing impact contributions. The Impact Contribution Form can be accessed via the [SEMC website](#). Below is an example for reference purposes only.

Recovery Domain	Impact Type	Impact	Current Status	Next Steps	Contentious or sensitive issues
Social	Known	320 residents were displaced due to emergency level warnings and accommodated at Location Evacuation Centre. 33 households comprising 20 adults, 38 children, 22 seniors, and 9 adults with disability, sustained damage to homes and require temporary accommodation.	Temporary accommodation provided for 33 households. Psychosocial support and outreach underway; emergency relief available.	'Agency' to facilitate return to home or transition to alternative temporary accommodation. Maintain psychosocial support and monitor recovery needs for next 8-12 weeks.	None identified.
Environment	Known	Fire damaged approximately 50 hectares of critically endangered 'animal type' habitat. Of the known population of 120 animals, 10 are confirmed deceased and 10 injured. Long term impacts expected to include disruption to breeding cycles.	'Agency' has undertaken initial field assessments in accessible areas. Mobile wildlife triage established at location X. 10 animals have been transferred to wildlife carers.	'Agency' to: • Complete field assessments – estimated completion 4 weeks. • Survey population numbers – ongoing. • Planning required for location/type habitat restoration. • Consider need to support re-population and/or species preservation measures.	Heightened community concern via social media and local news outlets about impacts to critically endangered species. 'Agency' to monitor community sentiment and engage with local environment and wildlife groups.
Economic	Emerging	Damage to approximately 3,200 hectares of wheat and barley crops at estimated losses of \$3.4 million. Analysis report provided.	'Agency' has engaged with 60% of primary producers affected to provide information and support.	'Agency' will work with primary producers and industry sector groups to evaluate crop recovery potential and understand recovery needs.	Successive dry seasons have eroded resilience of primary producers and reduced their capacity to recover, raising concerns about business viability.
Built	Known	12 power poles downed by 'hazard'. Outages affected approximately 1,300 households and 25 businesses. Power supply was interrupted for an average of 14 hours across 'location', with 620 households experiencing outages longer than 24 hours.	Power restored to 100% of customers. Power outage compensation activated.	No further action.	None identified.

Appendix C: Impact Statement Template

Part Two of this Guideline provides guidance for preparing an Impact Statement, including roles and responsibilities, stakeholder engagement, structure, and approval requirements.

The Impact Statement Template can be accessed via the [SEMC website](#).

