

## 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](mailto:staterecoverycoordinator@dfes.wa.gov.au) and [impactstatement@dfes.wa.gov.au](mailto: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](#).