



STATE EMERGENCY MANAGEMENT

A Strategic Framework for
Emergency Management in
Western Australia.

Responsible Agency:

State Emergency Management Committee Business Unit

APPROVED BY SEMC

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Legislation

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IMPACT STATEMENT GUIDE

ATTACHMENT TO STATE EMERGENCY RECOVERY PROCEDURE 4

CONTACT OFFICER

To provide comment on this document, please contact:
 State Emergency Management Committee Business Unit
semc.policylegislation@dfes.wa.gov.au

AMENDMENT TABLE

AMENDMENT		DETAILS	AMENDED BY:
NO.	DATE		
1	October 2019	Version 01.00 - Initial issue of Impact Statement Guide	State Recovery Team and SEMC Business Unit
2	March 2021	Version 01.01 - Amendments approved by SEMC (Resolution Number 18/2021) as per amendments table March 2021 Impact Statement Guide .	State Recovery Team and SEMC Business Unit
3	December 2022	Version 01.02 - Amendments approved by SEMC Executive Officer (Resolution Number 17/2021). Statement of fact changes and updated hyperlinks to new SEMC website as per amendments table December 2022 .	SEMC Business Unit

A copy of this document is available on the State Emergency Management Committee website www.wa.gov.au

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Introduction

INTRODUCTION

This Guide was developed by the State Recovery Team through endorsement of the Recovery and Community Engagement Subcommittee to support State Emergency Management Recovery Procedure 4 - Impact Statement.

HOW AND WHEN TO USE THIS DOCUMENT

What is an impact Statement?

An Impact Statement is used to collect information about all known and emerging impacts from a level 2 or level 3 incident. Where required an Impact Statement must be completed prior to the transfer of responsibility for management of recovery 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 to review and sign the Impact Statement.

The information collected in an Impact Statement provides a point-in-time, concise summary of –

- known and emerging impacts,
- management actions currently in place,
- responsible agencies,
- future management actions required, and
- changes to responsibility for impact management.

Transfer of responsibility to local government for the management of recovery 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 information is vital to assist local governments and Local Recovery Coordination Groups 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 recovery and activate necessary State support.

Impact information will continue to emerge throughout the response and recovery phases of an incident. The Impact Statement provides a point-in-time reference and its limitations in this regard should be noted. The Impact Statement will be used to inform the development and ongoing review of an Operational Recovery Plan. More detailed community needs assessments may be required to better understand impacts and plan recovery activities.

When is an impact Statement required?

An Impact Statement is to be completed by the Controlling Agency for all level 3 incidents and level 2 incidents¹ where there are impacts requiring recovery activity.

¹ It may also be required for some level 1 incidents where the impacts require a local government recovery effort, due to slow onset large scale natural hazard events e.g. large scale flooding.

All incident level declarations for level 2 or above, are to be referred by the Controlling Agency to the DO State Situation (DOSS) at DOStatesituation@dfes.wa.gov.au (or 0407 942 138). The DOSS acts as a conduit for the referral of relevant incidents to the State Recovery Coordinator/Deputy State Recovery Coordinator.

Where there are no recovery impacts identified by the Controlling Agency during a level 2 incident, the State Recovery Coordinator/Deputy State Recovery Coordinator will determine if an Impact Statement is required, partially required, or required in full. This determination from the State Recovery Coordinator/Deputy must be provided in writing. Consultation with the local government will occur prior this determination, as necessary (State EM Plan section 6.4.1).

How is the impact Statement completed?

Preparation of an Impact Statement is a very important step in identifying and documenting the known and emerging impacts resulting from an emergency incident. Time and care should be taken to ensure that information gathered is as up to date and accurate as possible.

It is critical that the Impact Statement is prepared using a consultative approach with members of the Incident Support Group (ISG), State Recovery Team and Local Recovery Coordination Group. Similarly, various state government agencies and service providers will be responsible for identifying and managing impacts across the four recovery environments. Their input to the preparation of the Impact Statement is essential.

A separate Impact Statement should be compiled for each impacted local government unless all parties agree that a combined Impact Statement is acceptable.

This guideline provides a section by section guide to assist in the preparation of an Impact Statement and should be used in conjunction with the Impact Statement Template.

Who completes the impact Statement?

The Controlling Agency is responsible for the preparation of the Impact Statement. The Incident Controller (IC) may assign the task to the Deputy Incident Controller (Recovery) who will work collaboratively with the following organisations and personnel to ensure accurate information is obtained in a timely manner –

- Members of the Incident Support Group
- State government agencies and authorities responsible for the management of impacts
- Deputy State Recovery Coordinator
- District Emergency Management Advisor
- Local Recovery Coordinator
- DFES Recovery Manager
- Disaster Recovery Funding Officer
- Community service providers and groups

Where can I get help with completing this document?

Your first point of contact for advice and support with completing the Impact Statement should be the District Emergency Management Advisor (DEMA) in your area. The State Recovery Team based within the Department of Fire and Emergency Services (DFES) will also assist you.

What is the timeframe for completion of the impact Statement?

It is critical for affected local governments to have information about impacts as early as possible, in order to start recovery planning and activities.

The Impact Statement is designed to be a point in time description of known and emerging impacts. It is acknowledged that some information may not be available immediately, hence the need to identify emerging, anticipated and potential impacts. This will assist the local governments in ongoing assessment of impact and recovery work.

What is the transfer of responsibility?

At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the recovery 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.

Prior to this meeting, there will have been ongoing communication between the local government (Chief Executive Officer (CEO) and Local Recovery Coordinator) and the Deputy Incident Controller (Recovery) or Incident Controller, Deputy State Recovery Coordinator and other State Recovery team members. The draft Impact Statement will have been compiled with input from all relevant agencies including the local government.

At the Transfer of Responsibility meeting, the status and contents of the draft Impact Statement should be discussed. However, given that preparation of the Impact Statement occurs in parallel with the Transfer of Responsibility, it may not necessarily be the case that the Impact Statement is ready for sign-off at the same time.

REVIEW, APPROVAL AND NOTING PROCESS

Review Process (prior to State Recovery Coordinator noting)

1. The IC, Controlling Agency or Commander of the HMA must review the completed Impact Statement draft.
2. Once satisfied that the draft Impact Statement contains the appropriate content and detail, the IC must meet with each¹ impacted local government (LG) CEO and LRC to discuss the draft Impact Statement to ensure they are aware of and comfortable with the content and detail included. (This discussion may occur at the same time as the Transfer of Responsibility).
3. Once the LG/s are satisfied with the draft Impact Statement, the IC must provide the document to the State Recovery Coordinator.
4. The State Recovery Coordinator will review the draft Impact Statement to confirm that the appropriate content and detail has been included.
5. The State Recovery Coordinator will either:
 - a. confirm support² for the draft the Impact Statement and notify the IC accordingly; or
 - b. provide comments and/or request for additional information to be added or amendments be made. The State Recovery Coordinator will notify the IC. The IC is responsible for addressing the State Recovery Coordinator's comments and/or requests.

Approval Process

6. The IC and LG CEO/s will each approve the Impact Statement.

State Recovery Coordinator Noting Process

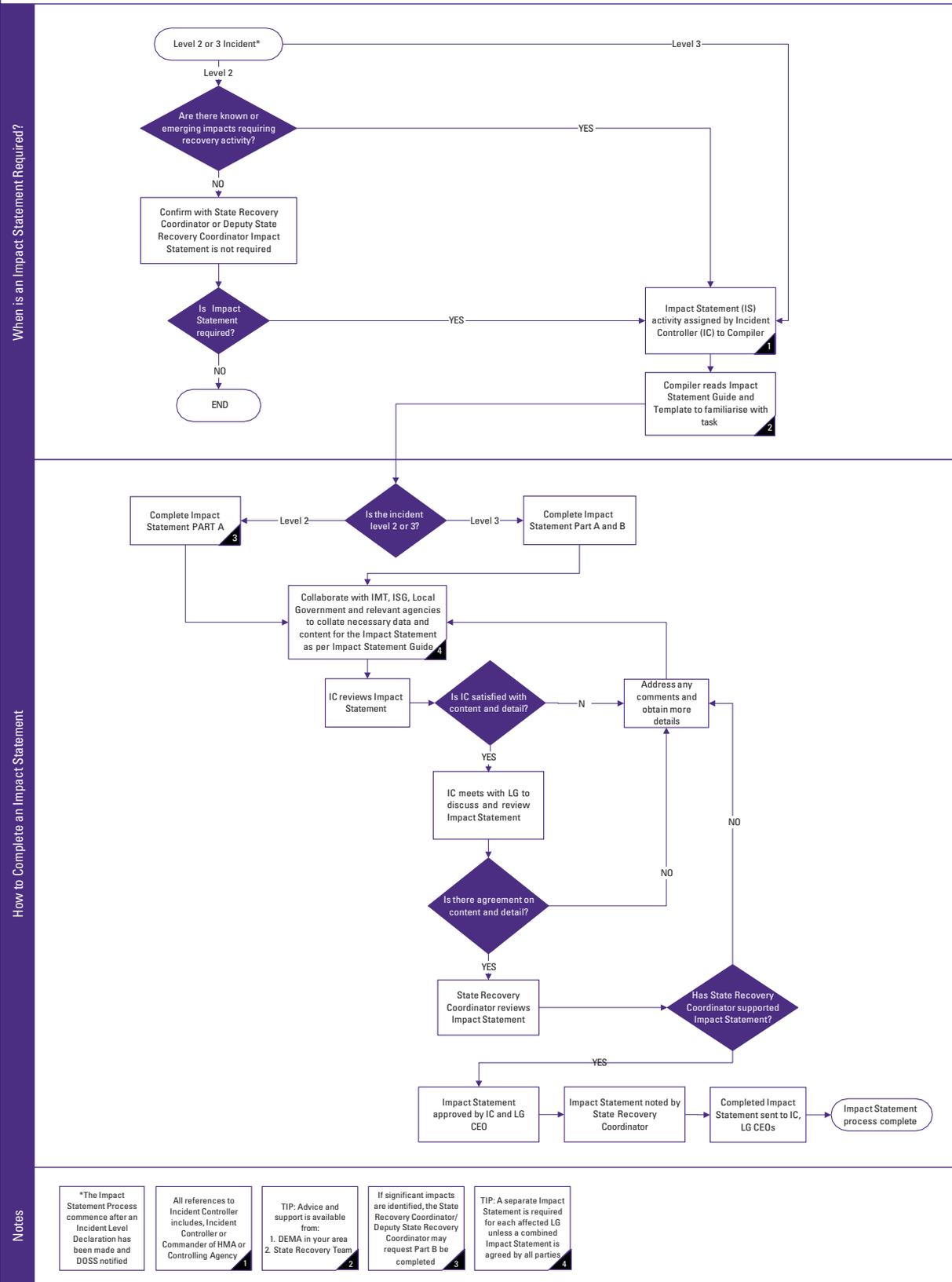
7. The IC will provide the approved Impact Statement to the State Recovery Coordinator for noting.
8. The State Recovery Coordinator will provide copies of the completed, approved and noted Impact Statement to the IC and LG/s.

The following flowchart, together with this Guide, depicts the process for compilation, review and sign-off of the Impact Statement.

¹ This may be a joint meeting with all impacted local governments if they have previously agreed to receiving a combined Impact Statement.

² For the purposes of the Impact Statement Review, Approval and Noting process, 'support' means the State Recovery Coordinator agrees and is satisfied of the content and detail of the Impact Statement.

Impact Statement Process



GLOSSARY

CA	Controlling Agency
CEO	Chief Executive Officer
DBCA	Department of Biodiversity Conservation and Attractions
DFES	Department of Fire & Emergency Services
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LG	Local Government
LRC	Local Recovery Coordinator
NIAM	National Impact Assessment Model
OASG	Operational Area Support Group

Preparation of the Impact Statement

PREPARATION OF THE IMPACT STATEMENT

Below is a guide which provides an explanation of the key elements required for each section of the Impact Statement. Ongoing discussion and consultation with contributing agencies and stakeholders will enable accurate and timely preparation of the Impact Statement.

Preparation of the Impact Statement should begin as early as possible. It is likely that much of the required content will be discussed and made available in ISG and/or Operational Area Support Group (OASG) meetings, or can be sourced from incident management systems, where appropriate.

PART A

1 IMPACT STATEMENT DETAILS

This table must include details of when the Impact Statement was completed and by whom. Good document control for the Impact Statement ensures that working versions of the document are managed and the final version is the most up to date version of the document provided to the impacted local government(s).

2 INCIDENT DETAILS

Provide a very concise statement of the incident details. This information should be available via the IC and Incident Support Group meetings.

3 INCIDENT DESCRIPTION

Provide a brief overview of the incident including a high-level summary of -

- approximate size of the impacted area,
- description of land uses of impacted areas (e.g. rural, forest, urban, metropolitan, suburban, coastline, water catchments), and
- duration of incident.

4 CHECKLIST OF IMPACT AREAS

This checklist is provided as a prompt to assist in the consideration and identification of all areas of impact. The impact areas in this checklist are directly linked to the National Impact Assessment Model (NIAM) Indicators, which assess the severity of an emergency event and are used by the State to facilitate negotiations for emergency relief funding with the Commonwealth.

The checklist is divided into the four recovery environments to enable consistent recording of impact information and recovery planning under these four headings. It is critical that the Impact Statement identifies all known and anticipated/emerging impact areas. Use this checklist to ensure you investigate and capture all associated details related to the impact areas ticked.

Further details are required for each identified impact in [section 11](#) of the Impact Statement.

5 SUMMARY OF KNOWN, EMERGING OR ANTICIPATED IMPACTS

For Level 2 incidents with impacts requiring recovery activity, please provide details of all known, emerging or anticipated impacts in the table.

Where there are no impacts requiring recovery activities identified by the Controlling Agency during a Level 2 incident, the State Recovery Coordinator or Deputy State Recovery Coordinator will determine if an Impact Statement is not required, partially required, or required in full.

For Level 3 incidents, provide a high-level summary of known, emerging or anticipated impacts in the table. A more detailed description must then be provided in Section 11 of Part B.

- Social (population impacts) -
 - o estimated population of impacted area,
 - o known fatalities and/or casualties,
 - o number of people evacuated,
 - o number and location of evacuation centres,
 - o exclusion zones.
- Natural (environmental impacts) –
 - o land areas,
 - o water catchments,
 - o road closures in place.
- Built (critical infrastructure impacts) -
 - o roads, rail and ports,
 - o water, power and gas supplies,
 - o hospitals and emergency service facilities,
 - o property losses.
- Economic (business and industry impacts) -
 - o Significant commercial, industrial and agricultural impacts.

Note: When seeking input from other agencies on actions being undertaken within their areas of responsibility, it is recommended that the **Checklist of impact Areas** in Section 4 and the **impact Summary Table** in Section 5 be provided to the relevant agencies to ensure all related impacts are addressed.

6 EMERGING RISKS

Provide a description of anticipated or emerging issues and risks, which are likely to be revealed as incident response continues and recovery progresses. This may include impacts resulting from receding floodwaters, remote areas that are currently inaccessible to determine impacts, and damaged or destroyed buildings that contain hazardous materials. Commentary should also be provided regarding any potential public health risks that may increase over the coming days/weeks.

This information is used as a guide for local governments on risks to 'look out for' or anticipated impacts that cannot be quantified at the time of preparing the Impact Statement.

7 POLITICAL AND LEGAL MATTERS FOR CONSIDERATION

Provide an overview of any political sensitivities; any known involvement of Members of Parliament or other elected members; and/or other matters likely to require or attract the attention of politicians.

Any known legal considerations, confidentiality concerns or matters requiring expert legal or political advice should be highlighted.

Include the names and contact details of key personnel involved in these matters.

8 RISK ASSESSMENT SUMMARY

The Risk Assessment Summary should be drawn from a more detailed risk assessment process which identifies the likelihood, consequences and level of risk for each identified risk area. Below is an outline of the Risk Assessment process to be undertaken, in consultation with relevant state agencies and local government representatives. Alternatively, use your organisation's Risk Assessment matrix and attach to the Impact Statement.

8.1 Risk Assessment

For each risk identified as a result of this emergency, provide a description and context. To determine the likelihood, consequence and level of risk, use the definitions and risk assessment matrix on under section 8.2 of this guide. A Risk Assessment table, available in section 8 of the Impact Statement Template, can be provided to contributing organisations for completion.

An assessment of identified risks should occur to determine that it is safe for the community to return with appropriate controls in place. Some residual risks may require further treatment.

Transfer relevant information from your Risk Assessment to the Risk Assessment Summary in section 8 of the Impact Statement. Examples are provided in the table below to assist you in preparing the Risk Assessment.

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

Table 1: Example Risk Assessment

82 Risk assessment matrix

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

Table 2: Likelihood Rating

Consequence 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

Table 3: Consequence Rating

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

Table 4: Risk Assessment Matrix

9 KEY COMMUNICATION CONTACTS

Provide as much contact information as possible of key personnel in each organisation involved in communication and engagement activities. This will assist local government personnel to maintain a consistent flow of relevant information to the community.

10 CONTRIBUTING AGENCIES

The Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. This checklist is provided as a prompt to assist in identifying the relevant agencies to be consulted regarding known or emerging impacts, and to determine the status of management and restoration actions.

Tick all agencies that need to, or have contributed to, the compilation of this Impact Statement. Add any other relevant organisations or service providers, as required. Use this as a checklist to ensure that information has been received from all relevant agencies. Allow agencies to contribute information on the impacts they are managing in their own format or using the table template provided in [section 13](#) of this guide. The table is also available in Attachment 3 of the Impact Statement Template.

At the same time, it is recommended that the Checklist of Impact Areas in Section 4 and the Impact Summary table in section 5 are also provided to the relevant agencies to ensure all related impacts are addressed.

For level 2 incidents no further impact Statement information is required unless determined otherwise by the State Recovery Coordinator. You must consult with the State Recovery Coordinator, local government(s) and incident Controller.

For all level 3 incidents, the information in Part B on the following pages MUST be compiled.

PART B

11 IMPACT STATEMENT

This section is divided into the four recovery environments: social, natural, economic and built. This is to enable consistent recording of impact information and recovery planning under these four headings.

Information recorded in this section of the Impact Statement provides some of the most critical guidance for local governments as they take over responsibility for management of the emergency and facilitate recovery activities.

For each of the recovery environments, transfer items from the Checklist of Impact Areas, into the relevant table. Against each item, provide the responsible agency or information source and the key contact person with their full contact details. Provide a concise summary of the impact, current status and next steps using the prompts in the headings of each table.

This information should be collated in consultation with all relevant agencies, the Deputy State Recovery Coordinator, Local Recovery Coordinator and District Emergency Management Advisor and in consultation with the Local Recovery Coordination Group.

It is strongly recommended that details recorded in this section are regularly reviewed and updated as information comes to hand. Following the transfer of responsibility for recovery, the local government must be able to use this information to continue to plan and implement recovery activities and track overall progress of the incident impacts.

NOTE: It is also important for the affected local government(s) to understand impacts that have already been addressed and actions completed. This information should be recorded and provided as an attachment to the Impact Statement in the form of a tracking sheet (see example at Attachment 4 Closed Impacts and Actions tracking sheet of the Impact Statement Template). Tick the box below the table to indicate to the reader that additional information on completed actions is available.

Where there are no significant recovery impacts, the requirement for completing a full Impact Statement will be determined by the State Recovery Coordinator in consultation with the local government and Incident Controller.

Below is an overview of the types of information that should be considered for determining inclusions under each of the four recovery environment headings.

11.1 Social environment

Considerations:

- For all listed items, ensure you include the extent of the impact such as numbers of people impacted in each of the impact areas.
- Deaths including mass fatalities – provide an overview.
- Evacuation centres – include details of the number people in evacuation centres and those needing temporary, intermediate or long-term accommodation.
- People registered via Register.Find.Reunite – demographic and other appropriate information can be provided via this data source.
- Disease, illness or contamination – include details of any exposure to disease – along with the number of people contaminated and/or quarantined. Describe impacts on potable water supplies.
- Community service interruptions – are community service providers such as disability services (Home and Community Care, Silver Chain etc.) affected by the emergency?
- Community activities which have ceased and/or been disrupted.
- Community outreach activities underway.
- Exclusion areas.

- Cultural heritage considerations including any known impacts on culturally significant areas or structures – consultation with local Aboriginal Elders, Traditional Owners and Indigenous Corporations may be required.

Attachments:

- Concise reports or relevant information provided by other agencies directly involved in managing impacts to the social environment.

11.2 Natural environment**Considerations:**

- Estimations of the size of the different land use areas impacted.
- Include commentary on likelihood of declared flora and fauna impacts (where known).
- Information on any environmental contamination.
- Requirements for mosquito control.
- Road closures and current management actions.

Attachments:

- Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the natural environment.

11.3 Economic environment**Considerations:**

- Flow on impacts from economic disruption may affect the supply of food; drinking water; emergency and medical supplies; and other essential goods.
- In agricultural / horticultural / vineyard impacts – note estimates of any loss of livestock, fencing, crops.
- Consider workforce implications if there are impacts on emergency services providers including public health, and major transport routes or public safety.

Attachments:

- Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the economic environment.

11.4 Built environment**Considerations:**

- Information on buildings, hazardous materials (and exposure), transport infrastructure and utilities (services).
- Road closures and current management actions.
- For all listed items, ensure you include the extent of the impact such as numbers of people impacted in each of the impact areas.
- Capability losses as a result of built environment impacts such as impacts to services (including emergency services), supplies, workforce access etc.
- Flow on impacts from disruption to transport infrastructure that may affect the supply of food; drinking water; emergency and medical supplies; and other essential goods.

- Utilities (essential services) – include details of infrastructure impacts and the number of people affected by service disruptions.
- Impacts to residential properties (e.g. Rapid Damage Assessment Report).

Attachments:

- Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the built environment.
- Details of all Rapid Damage Assessments should be attached to the Impact Statement, as applicable. Include maps and photographs as appropriate.
- All current road closures and management actions in place.

12 NATIONAL IMPACT ASSESSMENT MODEL (NIAM) INDICATORS

From the information in the four tables above (recovery environments), complete the NIAM Indicators table by providing details in the 'Data' column. Where there is no impact, please insert N/A. It is essential that there is a response provided for every line item.

This section should be prepared in consultation with the DFES Disaster Recovery Funding team (Disaster Recovery Funding Arrangements Western Australia (DRFAWA)).

13 IMPACT STATEMENT ATTACHMENTS

All attachments to the Impact Statement should be noted in this table to ensure there is a complete list of accompanying reports, maps, assessments and other relevant data.

13.1 Attachment 1: Transfer of Control (bushfire only)

Include a copy of the fully completed and signed Transfer of Control document (bushfire only). For bushfires a legislative transfer of control is required for Incident Management between Controlling Agencies such as DFES to the Department of Biodiversity Conservation and Attractions (DBCA) or the local government is required.

13.2 Attachment 2: Rapid Damage Assessment (DFES hazards only)

This section should provide a summary of property losses and the status of notification to owners. In instances where there is significant residential property loss, detailed information is compiled by DFES and local government(s). The 'Notification of Property Loss Report' should be included as an attachment to this Impact Statement.

13.3 Attachment 3: Agency Contributions

The following table is a sample of a template that contributing agencies can use to provide information on the actions being undertaken within their areas of responsibility. This information can then be added to the Impact Statement as an attachment (see Attachment 3 of the Impact Statement Template for an editable template).

It is recommended that the Checklist of Impact Areas in Section 4 and the Impact Summary table in Section 5 are also provided to the relevant Agencies when sending this table to ensure all related impacts are addressed.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)

13.4 Attachment 4: Closed impacts and Actions

The Closed Impacts and Actions tracking sheet is important for the affected local government(s) to understand impacts that have already been addressed and what actions have been taken. This should be attached to the Impact Statement (see Attachment 4 of the Impact Statement Template for an editable version).

Recovery Environment (social, natural, economic, built)	Category (from checklist in Section 4)	Agency/Source	Key Contact: name, position, email, phone, mobile	impact: what happened and what were the implications?	Action undertaken to finalise/close out: what was done to address the impact?	Related attachment(s)

13.5 Other Attachments

Ensure all attachments that form part of the Impact Statement are listed and attached.

