

State Emergency Management Documents Amendments List October 2023

On 4 October 2023, the SEMC approved the State Support Plan – Emergency Relief and Support Services (resolution number 79/2023). The SEMC also approved consequential amendments to the suite of State emergency management (EM) documents (resolution number 77/2023) to reflect the change in terminology from ‘welfare’ to ‘emergency relief and support services’, including related terms in the table below.

A detailed amendments log is not provided for each reference to these terms within the State EM Framework.

Previous Terminology	Updated Terminology (approved as of 4 October 2023)
Welfare	Emergency Relief and Support
Welfare functional areas <ul style="list-style-type: none"> • emergency accommodation • emergency catering • emergency clothing and personal requisites • personal services • registration and reunification • financial assistance. 	Functional domains <ul style="list-style-type: none"> • emergency accommodation • emergency food • emergency clothing and personal requisites • personal support services • registration and reunification • financial assistance.
Welfare Centre/Local Welfare Emergency Coordination Centre	Evacuation Centre
State Welfare Emergency Committee	State Emergency Relief and Support Committee
State Welfare Emergency Committee - Operations	State Emergency Relief and Support Committee - Operations
Emergency Welfare Coordination Groups	Emergency Relief and Support Coordination Groups
Local Emergency Welfare Plan	Local Emergency Relief and Support Plan
Local Welfare Emergency Committee	Local Emergency Relief and Support Coordination Group
Local Welfare Emergency Coordination Centre	Evacuation Centre

Previous Terminology	Updated Terminology (approved as of 4 October 2023)
State Welfare Incident Coordination Centres	State Emergency Relief and Support Incident Coordination Centres
State Welfare Coordinator	State Relief and Support Coordinator
State Welfare Centre	State Evacuation Centre
Welfare Emergency Controller	Emergency Relief and Support Coordinator
State Welfare Centre Database	State Evacuation Centre Database
Local Welfare Coordinator	Evacuation Centre Coordinator
Welfare agencies	Partner agencies
Welfare Coordinator (SHP – Crash Emergency)	Airport Emergency Relief and Support Coordinator
Support Agency Welfare Liaison Officer	Liaison Officers
Local Welfare Liaison Officer	Local Government Liaison Officer

The outcomes of the 2023 SEMC Subcommittee review, which came into effect on 1 July 2023 (resolution number 18/2023 and 29/2023) have resulted in a number of consequential amendments to the State EM Documents. The consequential amendments approved by the SEMC Executive Officer (resolution number 17/2021). The SEMC Executive Officer also approved statement of fact amendments to correct minor issues raised by EM stakeholders and to improve accessibility (resolution number 17/2021).

Additional consequential amendments were made to the State EM Framework to reflect the revised State EM Capability Framework, approved by SEMC on 4 October 2023 (resolution number 83/2023).

An Acknowledgement to Country has been added to documents in the State EM Framework as required. Redactions are shown in ~~red strikethrough text~~ and additions are shown with highlighted underlined text. Please email semc.policylegislation@dfes.wa.gov.au to provide feedback or comment.

State Emergency Management Policy **Version 3.05**

Page	Statement/ Section	Amendment to Policy	Comment
21	4.1.5	The SEMC Emergency Management Capability Framework and associated core capabilities achievement objectives should be used by emergency management agencies to guide capability development, which in turn will enhance preparedness for emergencies.	Terminology updated to reflect revised capability framework.
28	5.1.6	The SEMC has approved a set of Strategic Control Priorities for emergency response, in accordance with SEMC Bulletins.	Statement of Fact - Reference and hyperlink removed as bulletins are no longer found on the SEMC website. The Strategic Control Priorities were already incorporated into the Policy.
42	6.1.4	The State Recovery Coordinator coordinates the maintenance of State recovery arrangements and plans through the SEMC Community Resilience and Recovery Subcommittee. Recovery and Community Engagement Subcommittee, in partnership with the State Recovery Team and the SEMC Business Unit.	Reflects new subcommittee name.
84	Appendix A – State Recovery Coordinator	Supports a whole-of-government approach and coordinates the maintenance of State recovery arrangements and plans through the SEMC Community Resilience and Recovery Subcommittee. Recovery and Community Engagement Subcommittee and in partnership with the State Recovery Team and the SEMC Business Unit (State EM Policy section 6.1).	Reflects new subcommittee name.

State Emergency Management Plan **Version 3.06**

Page	Statement/ Section	Amendment to Plan	Comment
13	2.2	Figure 1 updated	Figure 1 updated to reflect new SEMC subcommittee and reference group structure and names.
22	4.2	Preparedness for emergency management in Western Australia is assessed annually by the SEMC using the SEMC Emergency Management Capability Framework comprising seven 25 core capabilities and 32 capability areas . This framework is available on the SEMC website .	Terminology updated to reflect revised capability framework.
29	4.8	Additionally, the SEMC examines relevant international and national post-exercise and post-incident reports and identifies applicable lessons and recommendations. These are then referred to relevant SEMC Subcommittees or Reference Groups in accordance with State EM Policy section 4.13.	Statement of fact amendment to align to State EM Policy 4.13.
56	5.5.1	DBCA, DFES and local governments are assigned as combat agencies responsible for the emergency management activity of fire suppression (regulations 30, 30A and 31 EM Regulations). Information regarding the fire suppression roles of DBCA, DFES and local governments is available in the relevant roles and responsibilities sections within Appendix E: Roles and Responsibilities	Statement of fact amendments to include EM Regulation 30A.
67	6.3	The SEMC Community Resilience and Recovery Subcommittee . Recovery and Community Engagement oversees the planning and review of State-level recovery arrangements, providing a forum for promoting and supporting the development and maintenance of emergency recovery capability. The Fire and Emergency Services (FES) Commissioner appoints a State Recovery Coordinator and Deputy State Recovery Coordinator	Reflects new subcommittee name.

Page	Statement/ Section	Amendment to Plan	Comment
		who are to support a whole-of-government approach to recovery preparation. The State Recovery Coordinator coordinates the maintenance of State recovery arrangements and plans, through the Community Resilience and Recovery Subcommittee . Recovery and Community Engagement and in partnership with the SEMC Business Unit.	
70	6.7	As well as supporting a whole-of-government approach to recovery preparation through the SEMC Community Resilience and Recovery Subcommittee Recovery and Community Engagement , the State Recovery Coordinator supports the operation of State-level recovery coordination through the SRCG (Figure 12).	Reflects new subcommittee name.

State Emergency Management Procedure **Version 3.04**

Page	Statement/ Section	Amendment to Procedure	Comment
19	3.1 – Endorsement	<p>The draft policy must be submitted the relevant SEMC Subcommittee and/or Reference Group for endorsement.</p> <p>Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response Policy Capability Subcommittee, recovery coordination = Community Resilience and Recovery Recovery and Community Engagement Subcommittee). The DFES State EM Policy Branch may determine endorsement must be sought from more than one subcommittee.</p>	Reflects new subcommittee name.

Page	Statement/ Section	Amendment to Procedure	Comment
23	3.2 Endorsement	<p>The Responsible Agency, facilitated by the DFES State EM Policy Branch, will submit the draft plan to the relevant SEMC Subcommittee for endorsement.</p> <p>'Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response Policy Capability Subcommittee, recovery coordination = Community Resilience and Recovery Subcommittee. Recovery and Community Engagement Subcommittee).</p>	Reflects new subcommittee name.
24	3.3 – Forms and Templates	<p>The following forms and templates are relevant to this procedure:</p> <ul style="list-style-type: none"> • EM Form 18: Revocation of a State Hazard Plan –Westplan • Plan Revocation Communication and Marketing Strategy • Plan Revocation Report • SEMC Agenda Item Paper <p>An E editable versions of the form is available by emailing semc.policylegislation@dfes.wa.gov.au via the Emergency Management Tools page and templates are available on Procedure Attachments and Templates page of the SEMC website.</p>	Reflects location of forms and templates.

Page	Statement/ Section	Amendment to Procedure	Comment
25	3.3 – Endorsement,	<p>Following endorsement from all relevant stakeholders, the Responsible Agency will prepare a comprehensive report (Plan Revocation Report) seeking formal endorsement from the relevant SEMC Subcommittee/ Reference Group.</p> <p>'Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response <u>Policy Capability</u> Subcommittee, recovery coordination = <u>Community Resilience and Recovery Subcommittee</u>, Recovery and Community Engagement Subcommittee). The DFES State EM Policy Branch may determine endorsement must be sought from more than one subcommittee.</p> <p>The Responsible Agency will address all feedback from the relevant SEMC Subcommittee then submit to SEMC Response <u>Policy Capability</u> Subcommittee (if not submitted previously)</p>	Reflects updated Subcommittee name, structure and process.
25	3.3 - Approval	<p>Following confirmation of endorsement by the Response <u>Policy Capability</u> Subcommittee, the Responsible Agency, in consultation with the DFES State EM Policy Branch, will prepare a SEMC Agenda Item Paper seeking approval for revocation</p>	Reflects new subcommittee name.
28	3.4 - Endorsement	<p>'Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response <u>Policy Capability</u> Subcommittee, recovery coordination = <u>Community Resilience and Recovery Subcommittee</u>, Recovery and Community Engagement Subcommittee). The DFES State EM Policy Branch may determine endorsement must be sought from more than one subcommittee.</p>	Reflects new subcommittee name.

Page	Statement/ Section	Amendment to Procedure	Comment
43	3.9 – Broad Consultation	<p>Following the completion of the required consultation, the proposer is to prepare a formal submission for consideration by the SEMC Response Policy Capability Subcommittee,</p> <p>If the proposed changes to the boundaries of emergency management districts are endorsed by the Response Policy Capability Subcommittee, the proposal is then to be referred to the SEMC Executive Officer for progression to the SEMC – either for inclusion in the Agenda for the next SEMC meeting, or for consideration by SEMC members ‘out of session’.</p>	Reflects new subcommittee name.
45	3.10 – Delegation of Powers	<p>Editable versions of these forms are available via the Emergency Management Tools page of the SEMC website.</p> <p>These forms can be accessed by emailing semc.policylegislation@dfes.wa.gov.au</p>	Reflects change in access to State EM Forms.
50	3.12 – Justify	A recommendation in relation to the need for a State Hazard Plan (Westplan) for a new hazard.	Removal of terminology.
50	3.12 - Document	All requests for the prescription of a new HMA and alteration to an existing one must address the issues outlined in this procedure and provide sufficient information to justify the recommendation and adequately inform the SEMC Response Policy Capability Subcommittee and the SEMC.	Reflects new subcommittee name.

Page	Statement/ Section	Amendment to Procedure	Comment
50	3.12 - Approval	Once that has been completed, the submission and the draft enabling regulation will be considered by the SEMC Response Response Policy Capability Policy Subcommittee for endorsement. Following endorsement by the Response Policy Capability Subcommittee, the SEMC Business Unit will prepare a formal submission to the SEMC.	Reflects new subcommittee name.
53	3.13 - Document	All requests for either the prescription of a Combat Agency or Support Organisation, or the alteration to an existing Combat Agency or Support Organisation, must address the issues outlined in this procedure and provide sufficient information to justify the recommendation and adequately inform the SEMC and the Response Policy Capability Subcommittee.	Reflects new subcommittee name.

Page	Statement/ Section	Amendment to Procedure	Comment
60	3.17 – Annual Report	<p>The following templates are relevant to this procedure:</p> <ul style="list-style-type: none"> • SEMC Subcommittee Annual Report Template • DEMC Annual Report Template • LEMC Annual Report Template <p>Editable versions of these templates are available on Procedure Attachments and Templates page of the SEMC website.</p> <p>Templates will be provided by the SEMC Business Unit.</p> <p>The SEMC Subcommittee annual reports are to be forwarded to the SEMC Business Unit in both printed (signed by the Chair of the subcommittee) and electronic forms for inclusion in the SEMC annual report. The electronic copy of the SEMC Subcommittee annual report is to be in MS Word format (.doc), Rich Text Format (.rtf) or portable document format (pdf). The title of the electronic copy is to be “<SEMC Subcommittee> Annual Report <reporting years>”. (For example, “Community Resilience and Recovery Subcommittee. Recovery and Community Engagement Subcommittee Annual Report 2022¹⁸-2023¹⁹”)</p>	Reflects location of template and new subcommittee name.

Page	Statement/ Section	Amendment to Procedure	Comment
64	3.19	The SEMC Emergency Management Capability Framework (the Capability Framework) identifies the capability elements of people, resources, governance, systems and processes areas of governance, emergency response, resources, community involvement, planning & mitigation, impact management & recovery . Each capability element area element is further broken down into core capabilities and their associated achievement objectives . Agencies must use the Capability Framework as a basis to determine their exercise needs and requirements to close capability gaps and report on their activity.	Terminology updated to reflect revised capability framework.
69	3.20	Summary of amendments: <ul style="list-style-type: none"> • Templates and resources are to be removed from the SEMC Website. • Templates can be obtained from the SEMC Business Unit. • Included the provision for SEMC subcommittees to create reference groups. • Procedure content restructured to identify components captured within SEMC subcommittee and reference group terms of reference. • Clarification of governance included for groups established by subcommittees or references groups. • Updated member role statements. 	Consequential procedural amendments were made to reflect the SEMC subgroup Governance Structure endorsed by SEMC on 8 March 2023 (resolution number 18/2023) and the approval of SEMC subcommittee terms of reference by the SEMC on 3 May 2023 (resolution number 29/2023). The SEMC BU undertook consultation with SEMC Subcommittee and Reference Groups.
88	4.5 – Emergency Situation Declaration	These forms can be accessed by emailing by emailing semc.policylegislation@dfes.wa.gov.au .	Typo (removal of duplicated wording).

Page	Statement/ Section	Amendment to Procedure	Comment
124	4.22	Response Policy Capability Subcommittee	Reflects new subcommittee name.

State Emergency Management Glossary **Version 3.02**

Page	Statement/ Section	Amendment to Glossary	Comment
13	C	<u>collective ability to undertake prevention, preparedness, response and recovery activities to reduce the impact of emergencies and to create a better prepared, more resilient and safer state</u>	Definition of 'capability' added to align to revised capability framework.
22	E	emergency welfare service <u>relief and support partner agency</u> an organisation to provide all reasonable welfare <u>emergency relief and support</u> aid and services to people in need due to an emergency disaster . Such measures include coordination, control and provision of services to be instituted before, during and after the impact of an emergency or disaster.	Terminology updated to reflect State Support Plan - Emergency Relief and Support
22	E	evacuation centre a centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided <u>a centre that provides individuals impacted by an emergency with basic human needs which may include accommodation; food; personal support; clothing and personal requisites; registration and reunification; and financial assistance</u>	Terminology updated to reflect State Support Plan - Emergency Relief and Support

Page	Statement/ Section	Amendment to Glossary	Comment
25	F	functional area a category of services involved in preparations for an emergency, including: agriculture and animal services; emergency finance; emergency supply; engineering services; environmental services; health services; media services; welfare emergency relief and support services; and Australian Defence Force	Terminology updated to reflect State Support Plan - Emergency Relief and Support
21	E	Welfare <u>Emergency relief and support</u> <u>The provision of immediate and ongoing social services to alleviate, as far as practicable, the effects on individuals impacted by an emergency.</u> <u>Communities has the primary responsibility for coordinating the provision of ERS services across six functional domains:</u> <u>• emergency accommodation</u> <u>• emergency food</u> <u>• emergency clothing and personal requisites</u> <u>• personal support services</u> <u>• registration and reunification</u> <u>• financial assistance.</u> the provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved	Terminology updated to reflect State Support Plan - Emergency Relief and Support
	W	welfare centre location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.	Terminology is now evacuation centre.

Page	Statement/ Section	Amendment to Glossary	Comment
41	R	Welfare information centre Recovery Hub any centre established within or near the disaster area to meet the immediate needs of emergency affected persons which will be the focal point for the delivery of welfare emergency relief and support services to the community but does not provide accommodation.	Terminology updated to reflect State Support Plan - Emergency Relief and Support

State Hazard Plan – Crash Emergency **Version 2.02**

Page	Statement/ Section	Amendment to SHP-Crash	Comment
27	4.8	Mass causalities casualties arising from a crash emergency will be managed through existing arrangements, as detailed in the State EM Plan in section 5.5.	Typo amended.

State Hazard Plan – Terrorist Act **Version 2.02**

Page	Statement/ Section	Amendment to SHP-Terrorist Act	Comment
10	2.2.5	Figure 1 amended.	Reflects new subcommittee names and structure.

Managing Exercise Guideline **Version 2.02**

Page	Statement/ Section	Amendment to the Managing Exercises Guideline	Comment
13	SEMC Emergency Management Capability Framework	The SEMC Emergency Management Capability Framework (Figure 2) identifies a series of core capabilities and associated achievement objectives across the aspects of Preparedness, Prevention, Response and Recovery. When informed by risk, the seven areas namely, Governance, Emergency Response, Resources, Community Involvement, Planning and Mitigation, Impact Management and Recovery, and Analysis and Continuous Improvement these core capabilities can provide the 'common themes' to be exercised.	Terminology updated to reflect revised capability framework.
13-14	How do you exercise against the Capability Framework?	<p>Figure 2</p>	Figure 2 updated to reflect revised capability framework.

Page	Statement/ Section	Amendment to the Managing Exercises Guideline	Comment
20	Exercise Objectives	<p>Capability-based objectives will allow agencies to focus the exercise on addressing self-assessed capability gaps. Each capability within the SEMC Emergency Management Capability Framework has overarching achievement objective statements that can be tailored into an exercise objective.</p> <p>Capability Element: Cross-cutting Area: Community Involvement</p> <p>Core Capability: Public Information and Warnings Alerts and Warnings</p> <p>Capability Description: Provide timely, targeted, and tailored information and warnings that enable individuals, communities and business to make informed decisions, take protective action, and reduce the potential impacts and consequences of an emergency before, during and after an event.</p> <p>Achievement Objective: 3.1 Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable.</p> <p>Exercise Objective: Demonstrate the ability to release an actionable Standard Emergency Warning Signal (SEWS) message within the timeframe requested by the Incident Controller and in accordance with State EM Response Procedure 4.3.</p> <p>Figure 2 updated.</p>	Terminology updated to reflect revised capability framework.
54	Administration/ logistics	Coordinating catering and welfare requirements.	Removal of term welfare.

WA Community Evacuation in Emergencies Guideline **Version 3.02**

Page	Statement/ Section	Amendment to Guideline	Comment
38	Appendix A – Evacuation Centre	<p>A centre that provides individuals impacted by an emergency with basic human needs which may include accommodation; food; personal support; clothing and personal requisites; registration and reunification; and financial assistance.</p> <p>A centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services may also be provided. Also refer to Welfare Centre.</p>	Terminology updated to reflect State Support Plan - Emergency Relief and Support.
27	Appendix A – Welfare Centre	<p>A facility that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop-shop') for an impacted community. Welfare centres may continue the extended provision of services into the recovery phase.</p>	Terminology is now evacuation centre.