



COVID-19 Procedure

EXCHANGE OF INFORMATION DURING A COVID-19 DECLARATION

RESPONSIBLE AGENCY

State Emergency Management
Committee Business Unit

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Contact Details

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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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All of the State emergency management legislation and documents can be accessed via the [State Emergency Management Framework](#) page of the State Emergency Management Committee website: www.wa.gov.au.

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1.1 Overview

This document is to be read in conjunction with the State Emergency Management COVID-19 Policy. Section 77P(6) of the *Emergency Management Act 2005* (EM Act) provides that the State Emergency Management Committee (SEMC) must establish procedures for the disclosure of relevant information between an authorised COVID-19 officer and an emergency management agency.

This procedure applies to authorised COVID-19 officers and emergency management agencies during a COVID-19 declaration.

1.2 Authority for the disclosure of information during a COVID-19 declaration

The EM Act allows the disclosure of certain information by authorised COVID-19 officers. Relevant information can only be disclosed for the purposes of COVID-19 management when a COVID-19 declaration is in force.

Under section 77P(2) of the EM Act, authorised COVID-19 officers may disclose relevant information to:

- an emergency management agency, which includes a hazard management agency, combat agency, support organisation as prescribed in the *Emergency Management Regulations 2006* (EM Regulations)
- a person or entity engaged by an emergency management agency to provide welfare services (as provided for by regulation 24(1A) EM Regulations).

Under section 77P (3) of the EM Act, authorised COVID-19 officers may also request an emergency management agency that holds relevant information to disclose that information to the authorised COVID-19 officer. The emergency management agency may comply with a request despite any law relating to secrecy or confidentiality.

The EM Act allows the disclosure of certain information by an emergency management agency or welfare service that has received the information from an authorised COVID-19 officer. The emergency management agency or welfare service may further disclose the information when reasonably necessary to do so while a COVID-19 declaration is in force and for the purposes of COVID-19 management.

1.3 Information that can be disclosed during COVID-19 Declaration

The definition of relevant information is outlined in section 77P(1) and includes:

- the personal details of a person
- information about the whereabouts of a person
- information about the state of health of a person
- information about any recent travel undertaken by a person
- information about persons with whom a person has been in close contact
- information of a kind prescribed by the regulations.

Relevant information prescribed in regulation 23 (Part 4) EM Regulations can also be disclosed and includes:

- information about the loss suffered by a person, the assistance requested by a person and the assistance provided to or approved for a person
- information about the owner or occupier of real property
- information relating to a person's finances or insurances

1.4 Personnel authorised to disclose information during COVID-19 declaration

Authorised COVID-19 officers and emergency management agencies disclosing and requesting information during a COVID-19 declaration are to be trained and fully conversant with the provisions of section 77P of the EM Act and Part 4 of the EM Regulations and the obligations created by them.

1.5 Authorised COVID-19 Officer

Authorised COVID-19 officers may request relevant information (outlined in section 77P(1) EM Act and/or Part 4 EM Regulations) from an emergency management agency using:

- COVID-19 EM Form 9 – Request for Relevant Information by Authorised COVID-19 Officer.

1.6 Emergency Management Agencies

Emergency management agencies may request information (outlined in section 77P(1) EM Act and/or Part 4 EM Regulations) from an authorised COVID-19 officer using:

- COVID-19 EM Form 10 – Request for Relevant Information by Emergency Management Agency.

1.7 Process to disclose information during COVID-19 declaration

Requests may be made verbally but are to be confirmed in writing using the following forms as soon as practicable, but not later than seven days following the request.

When disclosing relevant information, authorised COVID-19 Officers and emergency management agencies must:

- ensure that the information is for the purposes of COVID-19 management and provided in accordance with the EM Act
- record the name, employing organisation and position of the person making the request
- record the type of relevant information requested
- record the date and time the relevant information was requested and disclosed.

The following forms are to be used:

- COVID-19 EM Form 9 - Request for Relevant Information by Authorised COVID-19 Officer
- COVID-19 EM Form 10 - Request for Relevant Information by Emergency Management Agency.

COVID-19 EM Forms be accessed by emailing semc.policylegislation@dfes.wa.gov.au

