

State Emergency Management Documents Amendments List December 2023

On 6 December 2023, the SEMC approved:

- The initial issue of the All- Hazards Restricted Access Permit System (RAPS) Guideline, including amendments to State Emergency Management (EM) Policy, Plan and the Traffic Management Guidelines (resolution number 106/2023)
- The publication of the State Emergency Risk Management (ERM) Guideline (resolution number 101/2023).

The SEMC Executive Officer also approved consequential amendments to State EM Policy, State EM Procedure, State EM Glossary and State Hazard Plan-Fire (resolution number 17/2021) as a result of the publication of the State ERM Guideline.

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 3.06**

Page	Statement/ Section	Amendment to Policy	Comment
19	3.2.1	Mitigation strategies should be guided by emergency risk management (ERM) planning. ERM is defined as 'a systematic process which contributes to the well being of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised' ² .	Definition removed from policy (resolution 101/2023).
19	3.2.6	ERM planning must be undertaken in accordance with State EM Prevention and Mitigation Procedure 2.1. <u>The State Emergency Risk Management Guideline may assist with this planning process.</u> and its attachment, Western Australian Emergency Risk Management, which is aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management—Principles and Guidelines.	Reference to the procedural attachment removed as a requirement to follow. The new State Emergency Risk Management Guideline is offered as a resource only (resolution 101/2023)
36	5.8.5	The HMA is responsible for developing and maintaining a restricted access permit system <u>(RAPS)</u> applicable to their hazard(s) for use by the IC/Controlling Agency, if applicable. <u>The SEMC's Restricted Access Permit System Guideline should be used by HMAs when</u>	Amended to include reference to the publication of the Restricted Access Permit System Guideline

Page	Statement/ Section	Amendment to Policy	Comment
		<u>developing agency specific internal RAPS for their hazards.</u>	(106/2023).

State Emergency Management Plan Version 3.07

Page	Statement/ Section	Amendment to Plan	Comment
55	5.3.3 – Restricted Access Permits	<p>After the immediate threat has passed, it is sometimes appropriate to allow property owners and tenants who are concerned about their properties to return before the area is opened for full public access. These areas are known to the community as restricted access areas.</p> <p>All other areas within the incident area not safe to be accessed by the community are known as the 'Exclusion Zone'.</p> <p>Restricted Access Permits might be issued to residents:</p> <ul style="list-style-type: none"> — for a short duration to collect valuables and pets/livestock — to return to their properties during daylight hours (sunrise to sunset)/or — to return for the duration until the permit system is revoked. <p><u>A restricted access permit may be validated and granted to allow residents, property owners and utility companies (unless escorted) inspecting critical infrastructure/properties to access the designated restricted access area.</u></p> <p>Before restricted access is permitted, the IC must be satisfied that the areas <u>being accessed have been subject to a risk assessment. The identified emerging and residuals risks must be managed to an acceptable level prior to community members entering.</u> are safe for those members of the community.</p> <p>Access to these areas is at the discretion of the IC; however, it is</p>	Revised terminology to align with the development and publication of the Restricted Access Permit System Guideline (106/2023).

Page	Statement/ Section	Amendment to Plan	Comment
		<p>likely that only emergency responders will be granted permission to access the Exclusion Zone, if safe to do so.</p> <p>It is the responsibility of the HMA to develop and maintain a restricted access permit system if applicable to their hazard, for use by the IC or Controlling Agency as required. <u>The SEMC's Restricted Access Permit System Guideline should be used by HMAs when developing agency specific internal RAPS for their hazards</u></p>	

State Emergency Management Procedure **Version 3.05**

Page	Statement/ Section	Amendment to Procedure	Comment
9	2.1 Background	<p>Emergency Risk Management¹ (ERM) planning is defined as a systematic process that produces a range of measures which contribute to the well-being of communities and the environment. <u>An ERM plan, by extension, refers to a document that describes how an organisation intends to undertake ERM activities.</u> The process considers the likely effects of hazardous events and the controls by which they can be minimised¹.</p> <p>Notes 1 Definition from State Emergency Management Glossary, the <u>Australian Disaster Resilience Glossary.</u></p>	Definition of ERM and ERM plans clarified and reference to the Australian Disaster Resilience Glossary added.
9	2.1 Background	<p><u>The SEMC recommends that emergency risk planning is undertaken using the method described within the State Emergency Risk Management Guideline. Use of this guideline will ensure a consistent approach to the development and implementation of emergency risk management plans.</u></p> <p><u>The State Emergency Risk Management Guideline propose a method to assist the emergency management sector to perform their roles associated with risk management and provides a detailed process for the sector to assess and prioritise emergency risk and devise and monitor treatments.</u></p>	Section reviewed and amended for clarity and to outline the recommended State Emergency Risk Management Guideline. Hazard specific requirements will be assigned in within State Hazard Plans.

Page	Statement/ Section	Amendment to Procedure	Comment
		<p>As the methods and tools used to support emergency risk management will continue to evolve, updates in methods and tools will be reflected in the State Emergency Risk Management Guideline.</p> <p>ERM planning is to be undertaken in accordance with the attachment to this procedure, Western Australian Emergency Risk Management, and address the six State Core Objectives.</p> <p>The WA ERM process is aligned with the Australian and New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management—Principles and Guidelines.</p> <p>ERM plans describe how an organisation intends to undertake the activities of ERM based on minimising risk.</p>	
9	2.1 Attachments	Section removed	Attachments no longer applicable.
9	2.1 Procedure	<p>The SEMC under section 14(e) of the EM Act is responsible for the development and coordination of risk management strategies to assess community vulnerability to emergencies <u>(section 14(e) of the EM Act)</u>.</p> <p>The SEMC has resolved to give effect to this by providing public authorities covered by this policy roles and responsibilities for ERM. The specific roles and responsibilities of agencies are outlined below. and in the ERM Planning Schedules on the following page.</p>	Simplification of language and removal of ERM planning schedule reference. Hazard specific requirements are to be located in State Hazard Plans as required by Hazard Management Agencies
9	2.1 Emergency Management Agency	<p>The ERM plans are to <u>must</u> be developed by emergency management agencies at State and district levels. The Prioritisation of <u>ERM</u> plan development and implementation will be informed by the SEMC and the District Emergency Management Committee (DEMC) respectively at <u>each respective level.</u></p>	Emergency management requirements across the existing procedure were, reviewed, clarified and merged into this section.

Page	Statement/ Section	Amendment to Procedure	Comment
10	2.1 Local Government	Local governments <u>are responsible for the development and maintenance</u> of to develop and maintain ERM plans for hazards relevant to their locality. <ul style="list-style-type: none"> The ERM plans are to <u>must</u> be developed at a local scale on a prioritised basis as led and administered by the local governments and Local Emergency Management Committee (LEMC). <u>It is recommended that ERM plans are developed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as deemed appropriate.</u> 	Local government requirements across the existing procedure were, reviewed, clarified and merged into this section.
10	2.1 Public authorities <u>with risk to specified hazards</u>	Public Authorities identified as having a risk in relation to a specific hazard may be required to coordinate the development of a specialised ERM plan against a specialised vulnerability criterion. as seen in the following Risk Criteria and Guidelines and Specialised Risk Criteria and Guidelines tables. <u>Hazard Management Agencies may assign specialised ERM planning requirements within their respective State Hazard Plans.</u>	Public Authorities requirements across the existing procedure were, reviewed, clarified and merged into this section. Removal of reference to risk criteria tables to provide authority for Hazard Management Agencies to assign hazard specific ERM planning within respective State Hazard Plans.
11	2.1	Emergency Risk Management Planning Schedules table removed.	Content removed as no longer relevant or already stated within the Emergency Management Agency, Local Government, or public authorities with risk to specified hazards sections of this procedure.

Page	Statement/ Section	Amendment to Procedure	Comment
12 -14	2.1	Emergency Risk Management Planning - Risk Criteria and Guidelines table removed. Emergency Risk Management Planning - Specialised Risk Criteria and Guidelines table removed.	Requirements to use specific guidelines or criteria removed as no longer relevant for to listed hazards. Hazard specific requirements are to be located in State Hazard Plans as required by Hazard Management Agencies
15	2.1	Specialised Hazard – Bushfire tables removed.	Specialised Hazard – Bushfire table migrated to State Hazard Plan – Fire Appendix G.
123	5.2	For further information about DRFAWA funding go to www.dfes.wa.gov.au/recovery .	Broken hyperlink amended
134	Appendix A: Acronyms	Removal of NERAG – National Emergency Risk Assessment Guidelines	No longer relevant

State EM Glossary **Version 3.03**

Page	Statement/ Section	Amendment to Glossary	Comment
22	E	<p>Term: emergency risk management</p> <p>Definition: a systematic process which contributes to the well-being of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised¹ (Australian Disaster Resilience Glossary).</p>	Definition updated to align with current Australian Disaster Resilience Glossary Definition used within the State Emergency Risk Management Procedure and Guideline. Reference added for attribution.

State Hazard Plan Fire **Version 2.03**

Page	Statement/ Section	Amendment to State Hazard Plan – Fire	Comment
14	2.2.8 Paragraph 1	<p>A Bushfire Risk Management (BRM) Plan (BRMPs) assists a local government to identify, assess, prioritise, treat and monitor bushfire risk throughout its local government area. assets (Human Settlement, Economic, Cultural and Environmental), at risk from bushfire, assign them a risk-rating and treatment priority, and set out a broad program of proposed coordinated, multi-agency treatment strategies to help reduce the risk to an acceptable level.</p>	Definition amended to refer OBRM's current definition within the Guidelines for Preparing a Bushfire Risk Management Plan (2023).

Page	Statement/ Section	Amendment to State Hazard Plan – Fire	Comment
14	2.2.8 Paragraph 2	<p>It is recommended that all local governments with significant bushfire risk develop and implement a BRM Plan. Local governments identified within this State Hazard Plan - Fire (Appendix G) as having high or extreme bushfire risk²¹ must are required to develop an integrated BRM Plan that applies to the entire local government area. outlining a strategy to treat or reduce bushfire-related risk across all land tenures²².</p> <p><u>Notes</u> 21 State Emergency Management Prevention and Mitigation Procedure 2.1, Emergency Risk Management Planning—Specialised Risk Criteria and Guidelines. 22 State Emergency Management Prevention and Mitigation Procedure 2.1</p>	Statement amended to clarify that some local governments have a formal requirement while it is recommended for all. Location of the local governments with high or extreme bushfire risk removed from the State EM Procedure 2.1 to align with the State ERM Guideline amendments (101/2023). Clarification of 'across all land tenures' wording provided.
14	2.2.8 Paragraph 3	<p>Local governments develop a BRM Plan and key stakeholders, such as DFES, PWS and Forest Products Commission (FPC), participate in, and contribute to, the BRMP planning process. In addition, all State agencies that control or manage land within the local government area must contribute relevant information to the planning process. risk data to the planning process.</p>	Paragraph simplified and clarified to align with the existing requirement from paragraph 2 for local governments to 'develop' a BRM Plan.

Page	Statement/ Section	Amendment to State Hazard Plan – Fire	Comment
14	2.2.8 Paragraph 4	Data and information provided to the planning process must be in a defined form²³ Required BRM plans, must align with the Guidelines for Preparing a Bushfire Risk Management Plan published by DFES' Office of Bushfire Risk Management (OBRM).	Reference to a 'defined form' amended to directly state the 'Guidelines for Preparing a Bushfire Risk Management Plan' and reference to State EM Prevention and Mitigation Procedure 2.1 removed to align with the State ERM Guideline amendments (101/2023).
	2.2.8 Paragraph 5	Bushfire risk management must be underpinned by a rigorous process²⁴ that identifies, analyses, assesses, treats and reviews risks. The resultant plan should be reviewed by the Office of Bushfire Risk Management (OBRM) and endorsed by the local government Council. To be in alignment with the guideline, a BRM Plan will need to be endorsed by OBRM and should be approved by the local government's Council.	Paragraph merged with paragraph 4 and Bushfire risk management statement removed as information included within the description of a BRM Plan in paragraph 1. Amendment for a BRM Plan to be 'endorsed by OBRM' and 'approved by the local government Council' to align with the Guidelines for Preparing a Bushfire Risk Management Plan (2023).
14	2.2.8 Paragraph 6	A local government may use its BFAC ²⁵ or Local Emergency Management Committee (LEMC) as a means of negotiating a commitment by all land owners and managers to participate in the BRM planning process and implement risk treatments. owners and land managers to a plan of action to reduce the incidence and impact of bushfire on the local community.	Paragraph simplified to refer directly to BRM planning and implementation of risk treatments.

Page	Statement/ Section	Amendment to State Hazard Plan – Fire	Comment
56	Appendix G	New appendix identifying all 45 local governments with high or extreme bushfire risk as previously in the State EM Prevention and Mitigation Procedure 3.1. Shire of York was included.	Alignment with the State ERM Guideline amendments (101/2023). Statement of Fact addition of the Shire of York due to formatting errors in version 3.00 of the State EM Procedure.
36	Appendix B1: Office of Bushfire Risk Management	OBRM is a branch n-independent office within the Department of Fire and Emergency Services (DFES) Rural Fire Division reporting directly to the Fire and Emergency Services (FES) Commissioner . OBRM's role is to oversee prescribed burning and bushfire related risk management in Western Australia.	Statement of fact amendment to reflex current organisational structure.
	Throughout the document	Bushfire Risk Management Plans (BRMPs) amended to Bushfire Risk Management (BRM) Plans.	Acronyms updated.

Traffic Management in Emergencies Guideline **Version 3.03**

Page	Statement/ Section	Amendment to Guideline	Comment
15	2.4.4 – Restricted Access to Area of Operations	<p>The IC needs to exercise caution when allowing persons access through full and partial road closures.</p> <p>Due to circumstances specific to the emergency it may be the decision of the IC to not allow anyone, including emergency service and support organisation personnel into an affected area due to safety concerns. Those same concerns need to be addressed when down grading a Full Road Closure to a Partial Road Closure.</p> <p>There will be occasions where persons may wish to enter the incident site for reasons such as:</p> <ul style="list-style-type: none"> Residents returning to their homes to check for damage Residents returning to actively defend their homes Residents returning to their homes to salvage personal possessions People delivering relief and aid to residents and / or animals People conducting work on essential services. <p><u>The IC may allow restricted access to an area or specified properties within the incident area for a period of time. A restricted access permit may be validated and granted to allow residents, property owners, business owners, and utility companies (unless escorted) inspecting critical infrastructure/properties to access the designated restricted access area.</u></p> <p><u>Before restricted access is permitted, the IC must be satisfied that the areas being accessed have been subjected to a risk assessment. The identified emerging and residual risks must be managed to an acceptable level prior to community members entering.</u></p> <p><u>It is the responsibility of the HMA to develop and maintain a restricted access permit system (RAPS) for their hazard/s, for use by the IC or Controlling Agency as required.</u></p> <p><u>The SEMC's Restricted Access Permit System Guideline should be used by HMAs when developing agency specific internal RAPS for their hazards.</u></p>	Revised terminology to align with the development and publication of the Restricted Access Permit System Guideline (106/2023).

Page	Statement/ Section	Amendment to Guideline	Comment
21	Appendix A – Traffic Management Plan Template	An interactive template can be found in the Emergency Management Tools Response Checklists and Templates section on the SEMC website.	Updated link to SEMC website to improve accessibility.
25	Appendix C – Road Opening Checklist	An interactive checklist can be found in the Emergency Management Tools Response Checklists and Templates section on the SEMC website.	Updated link to SEMC website to improve accessibility.
26	Appendix D – Traffic Management Aide Memoire	This aide memoire can be found in the Emergency Management Tools Response Checklists and Templates section on the SEMC website.	Updated link to SEMC website to improve accessibility.
28	Appendix E - Vehicle Control Point Operators Checklist	This aide memoire can be found in the Emergency Management Tools Response Checklists and Templates section on the SEMC website.	Updated link to SEMC website to improve accessibility.