



PLAN

A Strategic Framework for Emergency Management in Western Australia.

STATE EMERGENCY MANAGEMENT

RESPONSIBLE AGENCY

State Emergency Management
Committee Business Unit

APPROVED BY

State Emergency Management
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Amendment Table

Date	Details	Amended by
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2016 - 2018	<ul style="list-style-type: none">• December 2016 - Amendments approved by SEMC (Resolution Number 60/2016) as per amendments table v1.1.• August 2017 - Amendments approved by SEMC (Resolution Number 29/2017) as per amendments table v1.2.• December 2017 - Amendments approved by SEMC (Resolution Number 58/2017) as per amendments table v01.03.• May 2018 - Amendments approved by SEMC (Resolution Number 22/2018) as per amendments table v01.04.	Office of Emergency Management
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Date	Details	Amended by
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December 2022	Version 3.04 - 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
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October 2023	Version 3.06 - Consequential amendments approved by SEMC to reflect the change in terminology from 'welfare' to 'emergency relief and support' (resolution number 77/2023) and to reflect the change to SEMC Emergency Management Capability Framework terminology (resolution number 83/2023). SEMC Executive Officer approved (resolution number 17/2021) consequential amendments relating to the outcomes of the 2023 SEMC Subcommittee review and statement of fact and accessibility amendments. All amendments are as outlined in State EM documents amendments table October 2023 .	SEMC Business Unit
December 2023	Version 3.07 - Consequential amendments approved by SEMC to reflect the initial publication of the Restricted Access Permit System Guideline (resolution number 106/2023). All amendments are as outlined in the State EM documents amendments table December 2023 .	SEMC Business Unit

Date	Details	Amended by
March 2024	Version 3.08 - Consequential amendments approved by SEMC executive officer (Resolution Number 17/2021) to reflect the Water Corporation Role and Responsibilities review as outlined in State EM Documents amendments table March 2024 .	SEMC Business Unit
November 2025	Version 3.09 - Consequential amendments approved by SEMC executive officer (Resolution Number 17/2021) to correct typographical, grammatical and referencing errors and update the definitions of State Hazard Plan and State Support Plan as outlined in State EM Documents amendments list November 2025 .	SEMC Business Unit
November 2025	Version 3.10 - Statement of fact amendments approved by SEMC Executive Officer (Resolution Number 17/2021) relating to requests for Interstate and Australian Government Assistance resulting from amendments made to Australian Government Disaster Response Plan (COMDISPLAN). Amendments are outlined in State EM documents amendments list - COMDISPLAN .	SEMC Business Unit
December 2025	Version 3.11 - Amendments approved by SEMC to reflect the comprehensive review of the State Recovery arrangements (resolution number 81/2025). Amendments are outlines in State EM documents amendments list - Recovery arrangements .	SEMC Business Unit

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.

All of the State emergency management legislation and documents can be accessed via the [State Emergency Management Framework](#) page of the SEMC website.

This document was designed to be viewed electronically and aims to meet the West Australian Government's accessibility and inclusivity standard, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.1 (WCAG 2.1) at level AA. If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at semc.policylegislation@dfes.wa.gov.au.

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A dark, blue-toned photograph of a rocky canyon. A waterfall is visible in the background, cascading over a rock face. The foreground shows the rugged, layered rock walls of the canyon. The overall mood is serene and majestic.

Part One:

Introduction

This document is to be read in conjunction with the State Emergency Management Framework (State EM Framework), including the following suite of State emergency management documents:

- State Emergency Management Policy (State EM Policy)
- State Emergency Management Plan (this document – State EM Plan)
- State Hazard Plans
- State Support Plans
- State Emergency Management Procedures (State EM Procedures)
- State Emergency Management Guidelines and Guides (State EM Guidelines)
- State Emergency Management Glossary (State EM Glossary).

Where applicable, these documents have been divided into the prevention, preparedness, response and recovery (PPRR) categories.

1.1 Authority to Plan

This State EM Plan, State Hazard Plans and State Support Plans have been prepared by the State Emergency Management Committee (SEMC) under section 18 of the *Emergency Management Act 2005* (WA) (the EM Act) and are consistent with the State EM Policy. These plans have effect on the date approved by the SEMC (section 18(3) EM Act).

1.2 Purpose

The purpose of this Plan is to document the agreed Western Australian emergency management arrangements to prevent, prepare for, respond to, and recover from hazards as listed in the EM Act and prescribed in the

Emergency Management Regulations 2006 (the EM Regulations). The EM Act and EM Regulations provide for the prompt and coordinated organisation of emergency management in the State, and for related purposes.

The State EM Plan documents the all-hazards arrangements and applies regardless of the hazard. The State Hazard Plans detail the hazard-specific emergency management arrangements and roles and responsibilities across the PPRR spectrum. They align with, and for the most part do not duplicate, the arrangements within the State EM Plan. The State Support Plans outline strategic arrangements for specific functions and services that support emergency management arrangements across all-hazards.

1.3 Scope

This State EM Plan documents the all-hazard¹ emergency management arrangements in the State and identifies public authorities and other organisations with roles and responsibilities under these. This State EM Plan is consistent with EM Act, EM Regulations and the State EM Policy.

1.4 Plan Administration

This State EM Plan is supported by State Hazard Plans and State Support Plans, which are developed, maintained and reviewed by the relevant Hazard Management Agency (HMA) or Responsible Agency, and approved by SEMC.

This State EM Plan, State Hazard Plans and State Support Plans are to be reviewed in accordance with State EM Policy section 1.5.

1.5 Context

Western Australia experiences a range of hazards that result in loss of life or injury and damage to private and public property and the environment at a cost to the State's economy.

Notes

¹ 'All-hazard' refers to both natural and man-made hazards.

These hazards are of natural or man-made origin. The following describes some of the wide range of hazards, with a list of the hazards defined and prescribed in legislation available at section 24.1 of this Plan.

The size and remoteness of Western Australia adds to the range and complexity of hazards that may be experienced. Covering nearly one-third of the Australian continent and spanning 2,400 km from north to south (22 degrees of latitude), the State includes a number of climatic zones. Consequently there is a propensity for cyclones, flooding, heat waves, a range of intense storm activity and bushfires.

In addition, the State is known to be geologically active. The South West Seismic Zone is a well-documented zone of activity, and other seismic areas exist in the Gascoyne and Pilbara regions. The coastal areas of the State also have potential exposure to tsunamis. The Sunda–Andaman subduction zone, which lies north and north-west of the State, triggered the 'Indian Ocean Tsunami' of 2004.

Western Australia is heavily reliant upon power, gas and liquid fuel for both industry and general use. Disruption of supply in a widespread manner or for an extended period is a major hazard in its own right. These outages can be caused by other hazard events, such as storms or cyclones or by malicious act or by accident.

With more than 5000 km of freight rail network, over 1000 passenger train services operate within Western Australia on a typical day. Despite ongoing maintenance, it is not possible to eliminate the risk of derailment, collision, malicious act or other rail incidents on the network.

The emergency management environment is diverse and involves a coordinated effort from a wide range of stakeholders, including all levels of government, the private sector (including industry), not-for-profit organisations, volunteers, community groups and individuals.



Part Two:

**State Emergency
Management
Framework**

The State's overarching emergency management framework comprises legislation, policy, plans, procedures, guidelines and a governance structure to facilitate effective management of emergencies. The EM Act and associated regulations define and prescribe hazards identified as the greatest risks to the State.

2.1 Legislation and Policy Framework

Emergency management arrangements in Western Australia are established through the following legislative and policy framework, as detailed in State EM Policy section 2 and the [SEMC website](#).

2.1.1 Emergency Management Legislation

The EM Act provides for prompt and coordinated organisation of emergency management in this State. It formally establishes the SEMC and other bodies (such as the State Emergency Coordination Group (SECG) and the SEMC Subcommittees), and details roles and responsibilities at a State, district and local-level in relation to the four aspects of emergency management i.e. PPRR. It also provides for additional powers to be available in particular circumstances.

The EM Regulations support the EM Act, and further detail roles and responsibilities.

2.1.2 Emergency Management Policy

The State EM Policy is prepared in accordance with section 17 of the EM Act. The State EM Policy provides a strategic framework for emergency management in the State and identifies the roles and responsibilities of emergency management agencies and other public authorities.

2.1.3 Emergency Management Plans

Section 18 of the EM Act requires the SEMC to arrange for the preparation of emergency management plans as the SEMC considers necessary. These must be consistent with State EM Policy section 1.5.

This State EM Plan, State Hazard Plans, State Support Plans and Local Emergency Management Arrangements (LEMA) support the emergency management arrangements for the State.

State Emergency Management Plan

This State EM Plan details the arrangements for all-hazards across the following four aspects of emergency management:

Prevention – regulatory and physical measures to ensure risks are minimised and emergencies are prevented or their effects mitigated

Preparedness – activities to ensure that, should an emergency occur, communities, resources and services are capable of coping with its effects and can be rapidly mobilised and deployed

Response – actions taken immediately prior to, during and immediately after an emergency to ensure its effects are minimised

Recovery – activities which support emergency-affected individuals and communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The SEMC has delegated responsibility for the development, maintenance and review of this Plan to the SEMC Business Unit, in consultation with relevant stakeholders.

This State EM Plan is supported by State Hazard Plans and State Support Plans.

State Hazard Plans

State Hazard Plans outline the strategic arrangements for managing prescribed hazards across the PPRR spectrum. A State Hazard Plan may

address a single hazard or multiple hazards depending on the nature of the hazard and specific management requirements. These arrangements are additional to the all-hazards arrangements defined within this State EM Plan.

The SEMC has delegated responsibility for the development, maintenance, review and exercising of the arrangements for prescribed hazards that are outlined in State Hazard Plans to the relevant Hazard Management Agency (HMA) (section 20(1)(a) EM Act). The HMAs are prescribed in Part 3 of the EM Regulations.

State Emergency Management Support Services

There is a range of support services that are not hazard specific but support emergency management arrangements across all-hazards, for example, emergency relief and support services and health support. These services may be required regardless of the type of hazard that occurs.

The SEMC allocates responsibility for support services to relevant agencies. The key concepts of these support services are included in this State EM Plan, with detail maintained by the relevant Responsible Agency in a State Support Plan.

Local Emergency Management Arrangements

Under section 36 of the EM Act, local governments are required to prepare and maintain LEMA, which cover the emergency management aspects of PPRR for their district. Additionally, it is a requirement of section 41(4) of the EM Act that LEMA are to include a recovery plan and nomination of a local recovery coordinator.

Effective LEMA are underpinned by the principle of shared responsibility. This recognises that, while HMAs will develop, test and review appropriate State Hazard Plans as required, additional local government resources, assistance and local community knowledge in emergency events may be necessary. The recording of such information in the LEMA particularly when hazard-specific, would be beneficial.

Local governments must be committed to providing assistance and support where possible. The development of LEMA is to be undertaken in accordance with State EM Policy sections 2.5.2, 2.5.3 and 6.3.2 and State EM Preparedness Procedure 3.8.

2.1.4 State Emergency Management Procedures

The State EM Policy and Plan directs users to State EM Procedures.

State EM Procedures are prepared when a process needs to be explained in a step-by-step manner, allowing agencies and emergency management personnel to complete the required tasks in accordance with State EM Policy.

2.1.5 State Emergency Management Guidelines

State EM Guidelines are informal instructions designed to provide detailed assistance to emergency management agencies in undertaking their role by proposing specific methods for conducting activities.

2.1.6 State Emergency Management Glossary

The State EM Glossary provides definitions for a range of terms encountered in emergency management, drawing together definitions from many sources. Terms included are those likely to be encountered by personnel within the emergency management sector.

2.2 SEMC Governance Structure

Western Australia uses a committee structure to assist the SEMC in the development and implementation of the State emergency management arrangements. This structure consists of committees at the State, district and local-level, as depicted in Figure 1 and detailed in State EM Preparedness Procedures 3.6, 3.7 and 3.20 and State EM Recovery Procedure 5.1.

Details of these committees are available on the [SEMC website](#).

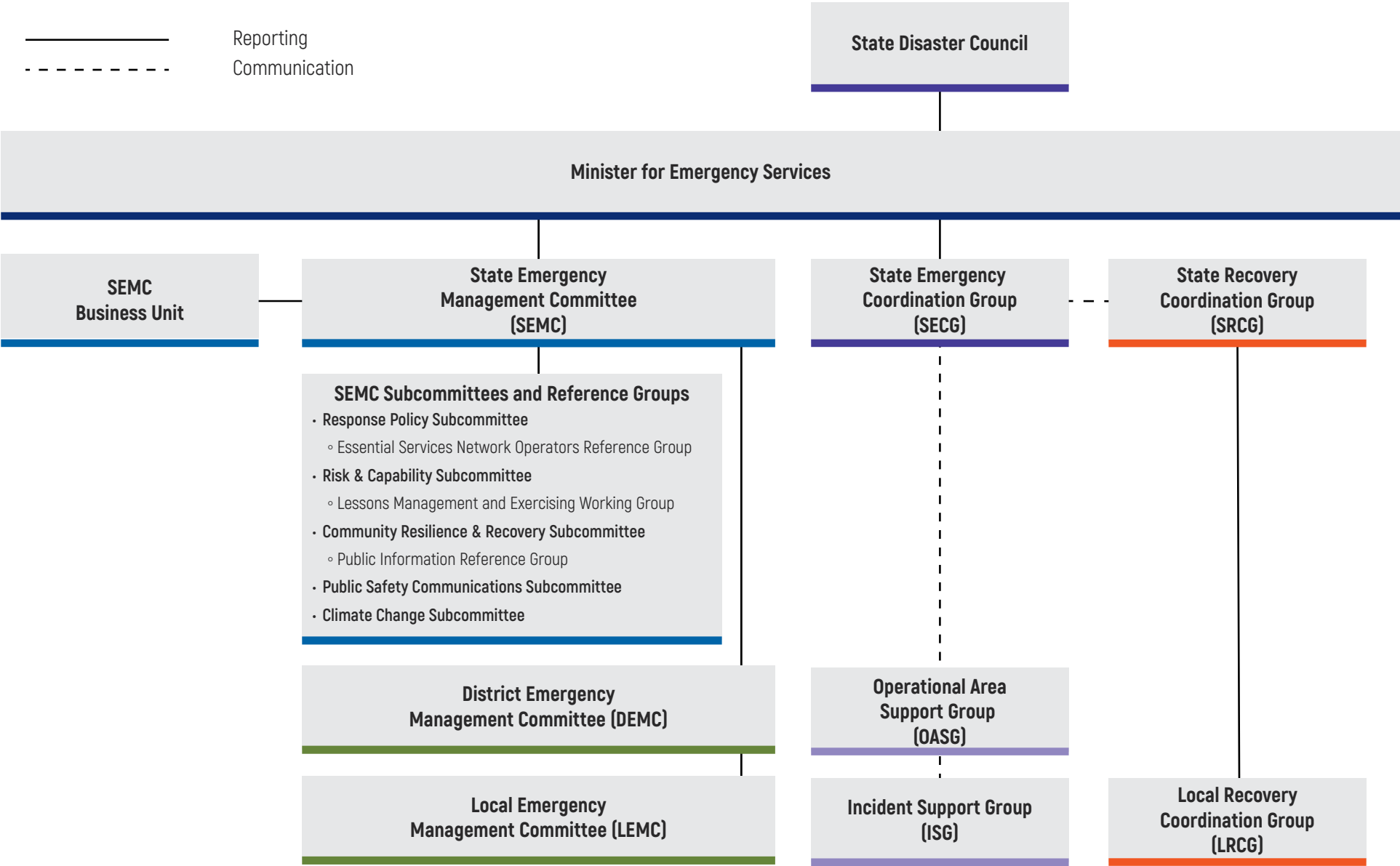


Figure 1: SEMC committee structure
Note: Print on A3 to pass print accessibility.

2.3 Emergency Management Principles

In accordance with the State EM Policy section 2.1.3, emergency management arrangements in Western Australia are underpinned by the following emergency management principles:

- risk management approach
- shared responsibility for resilience
- all-hazard approach
- graduated approach
- all-agencies coordinated and integrated approach
- continuous improvement
- community engagement
- integrated information management.

A full description of the emergency management principles is available in the State EM Policy Appendix B.

2.4 Emergency Management Arrangements

Emergency management arrangements in Western Australia are hazard focused and consist of a hazard management structure and an emergency coordination structure.

2.4.1 Hazards

The EM Act and EM Regulations prescribe events, situations and conditions seen as greatest risks for the State. These are termed 'hazards'. The current hazards, natural or man-made, defined and prescribed in the emergency management legislation are as follows:

- air crash
- animal or plant, pests or diseases
- actual or impending spillage, release or escape of a chemical, biological, radiological or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment
- injury or threat to life of persons trapped by the collapse of a structure or landform (collapse)
- cyclone
- earthquake
- loss of or interruption to the supply of electricity that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)
- fire
- flood
- loss of or interruption to the supply of natural gas, or liquid fuel as defined in section 3(1) of the *Liquid Fuel Emergency Act 1984* (Commonwealth) that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption and liquid fuel supply disruption)
- heatwave

- hostile act
- human epidemic
- land search – for persons lost or in distress, that requires a significant coordination of search operations
- actual or impending spillage, release or escape of oil or an oily mixture that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment (marine oil pollution)
- marine search – for persons lost or in distress in waters or on a vessel in waters²
- actual or impending event involving a vessel (including a collision, a stranding or an incident of navigation) if that event is capable of causing or resulting in –
 - material damage to the vessel or another vessel
 - loss of life, injury to a person or damage to the health of a person, property or the environment or
 - a hazard to the navigation of other vessels (marine transport emergency)
- radiation escape from a nuclear-powered warship
- rail crash – Arc Infrastructure Network and Public Transport Authority Network
- road crash
- space re-entry debris (SPRED)
- storm

Notes

² Waters are defined as: State waters, the area of a port as defined in section 3 of the *Shipping and Pilotage Act 1967* and the area described in relation to a port by order of the Governor under section 24 of the *Port Authorities Act 1999*.

- terrorist act – as defined in section 100.1 of the Criminal Code set out in the schedule to the *Criminal Code Act 1995* (Commonwealth)
- tsunamis.

The procedure to have an event, situation or condition considered for prescription as a hazard is available in State EM Preparedness Procedure 3.11.

2.4.2 Hazard Management Structure

The hazard management structure (Figure 2) describes the relationship between emergencies management agencies i.e. HMAs, Combat Agencies and Support Organisations. Emergency management agencies are established through legislation and are involved with preventing, preparing for, responding to and/or recovering from emergencies. The roles, responsibilities and functions assigned to agencies and organisations within that structure are detailed in Appendix E: Roles and Responsibilities and Appendix F: Functional Responsibilities.



Figure 2: Hazard management structure

Hazard Management Agencies

A HMA is a public authority, or other person prescribed in the EM Regulations (section 4(1) EM Act) to be responsible for emergency management of one or

more of the emergency management aspects of PPRR. This responsibility may be prescribed for the whole of the State or an area of the State (section 4(2) EM Act). The HMA is to undertake the appropriate level of emergency planning for its allocated hazard(s).

A HMA is prescribed because of that agency's or person's functions under any written law or specialised knowledge, expertise or resources relevant to the hazard (section 4(3) EM Act).

Agencies or persons that are currently prescribed as HMAs are:

- Agriculture Director General
- Arc Infrastructure Pty Ltd (Arc Infrastructure)
- Chief Executive Officer, Department of Health
- Chief Executive Officer, Department of Department of Transport and Major Infrastructure
- Commissioner of Police
- Coordinator of Energy
- Fire and Emergency Services Commissioner
- Public Transport Authority.

A list of HMAs and the hazards they are responsible for is available in Appendix C.

A HMA, with the written approval of the State Emergency Coordinator (SEC), may delegate certain powers or duties to an officer or employee of that agency. This includes power to make or revoke an emergency situation and authorise Hazard Management Officers (HMOs).

Procedures for the delegation of powers and the prescription of HMAs are contained within State EM Preparedness Procedures 3.10 and 3.12.

Combat Agencies

A Combat Agency is a public authority or person prescribed in the EM Regulations as responsible for performing an emergency management activity (section 6(1)(2) EM Act). They may be tasked because of the agency's or person's functions under any written law or because they have specialised knowledge, expertise or resources to perform that activity. A Combat Agency undertakes response tasks at the request of the Controlling Agency/HMA.

Agencies or organisations currently prescribed combat responsibilities are:

- Department of Health (Department of Health)
- St John Ambulance Western Australia Ltd. (SJA)
- Western Australia Police Force (WA Police Force)
- Police Service
- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Fire and Emergency Services (DFES)
- local governments.

Responsibilities of these agencies are detailed in section 5.5 of this Plan. The procedure for having a public authority or other person considered for prescription as a Combat Agency is contained within State EM Preparedness Procedure 3.13.

Support Organisations

A Support Organisation is a public authority or other person prescribed in emergency management legislation to be responsible for providing support functions because of the agency's functions under any written law or specialised knowledge, expertise and resources (section 6(3)(4) EM Act).

A Support Organisation undertakes specific activities in support of the Controlling Agency and HMA, and may also support Combat Agencies and other Support Organisations upon request.

The only agency currently prescribed as a Support Organisation is the Department of Communities for the provision of emergency relief and support services, as detailed in section 5.5 of this Plan.

The procedure for having a public authority or other person considered for prescription as a Support Organisation is contained within State EM Preparedness Procedure 3.13.

2.4.3 Emergency Coordination Structure

To facilitate coordination of emergency management in Western Australia, emergency management agencies and other public authorities operate within a coordination structure established through emergency management legislation and State EM Policy sections 2.2.4 and 2.2.5, as depicted in Figure 3.

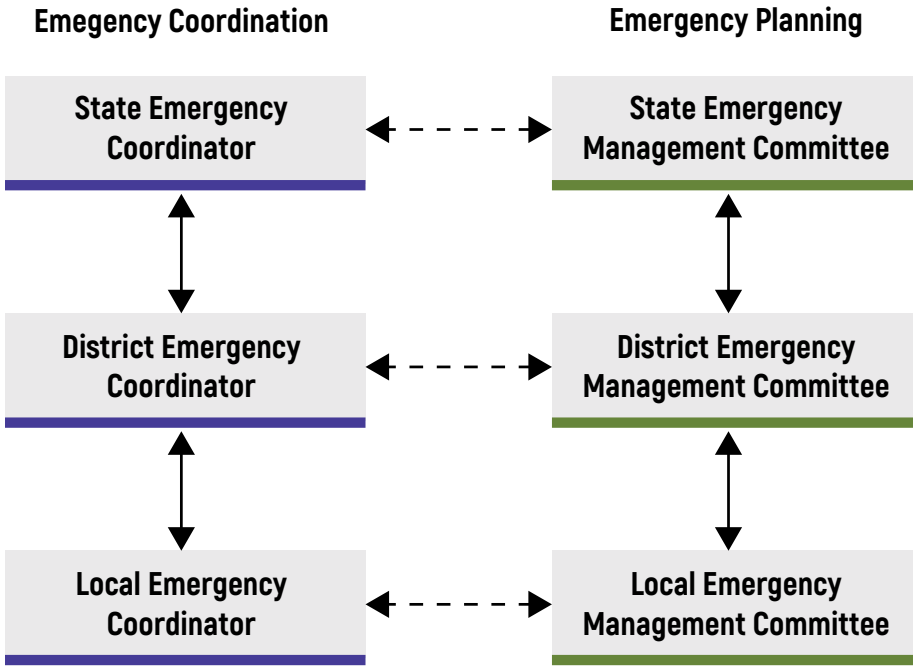


Figure 3: Relationship between emergency coordination and emergency planning

State Emergency Coordinator

The Commissioner of Police holds the office of the SEC (section 10 EM Act).

The SEC provides advice to the Minister in relation to emergencies (section 11(2)(a) EM Act), undertakes other emergency management activities as directed by the Minister, and is responsible for the coordination of an emergency response during a state of emergency (as declared under section 56 EM Act).

The SEC is responsible for the establishment and chairing of the SECG. The SECG will be established during a state of emergency and may be established during an emergency situation (as declared under section 50 EM Act) either on the SEC's own initiative in consultation with a HMA or at the request of a HMA.

The SEC also provides advice to the State Disaster Council (SDC) during a state of emergency.

The SEC may delegate, in writing, any power or duty of the SEC to any person (section 12(1) EM Act) as detailed in State EM Preparedness Procedure 3.10.

Additional details of the SEC responsibilities are contained within section 5.2.2 of this Plan and the State EM Policy Appendix A.

District Emergency Coordinator

Section 29 of the EM Act requires that the SEC appoint a District Emergency Coordinator (DEC) for each emergency management district. The role of DEC has been assigned to the relevant Police District Superintendent, who is to:

- assist the HMA in the provision of a coordinated response to an emergency at a district level, as described in section 5.2 of this Plan
- undertake additional functions as directed by the SEC as described in State EM Response Procedure 4.21.

Additionally, the SEMC has assigned each DEC the role of Chair of the District Emergency Management Committee (DEMC). This role coordinates strategic planning for the relevant emergency management district, as described in State EM Policy sections 2.4.4, 2.4.5 and 2.5.6.

Local Emergency Coordinator

Section 37 of the EM Act requires that the SEC appoint, in consultation with local government, a Local Emergency Coordinator (LEC) for each local government district. The role of LEC has been assigned to the officer in charge of each Police sub-district, who is to:

- provide advice and support to the Local Emergency Management Committee (LEMC) to develop and maintain emergency management arrangements for the local government district, as described in State EM Policy section 2.5
- assist the HMA in the provision of a coordinated response at a local-level, as described in section 5.2.2 of this Plan
- carry out other emergency management activities in accordance with the directions of the SEC.

Detailed roles and responsibility statements for the SEC, DEC's and LECs are available in State EM Policy Appendix A.

The background is a dark blue, monochromatic photograph of a rocky canyon. A small waterfall is visible in the upper right, cascading down a rock face. The rock layers are clearly visible, showing horizontal and diagonal striations. The overall tone is somber and dramatic.

Part Three:

**Prevention
(Including Mitigation)**

Prevention is defined as ‘the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency’ (section 3 EM Act).

Prevention and mitigation activities contribute to the reduction of emergency risk. These activities are often carried out by agencies as part of their statutory obligations outside of the EM Act.

3.1 Responsibility for Prevention

HMAAs are assigned responsibility for prevention within emergency management legislation. Other emergency management agencies may also undertake prevention activities. For example, local government, DFES and DBCA (as Combat Agencies) are responsible for the emergency management activity of fire suppression on their respective land (regulations 30 and 31 EM Regulations).

3.2 Mitigation

Prevention and mitigation strategies should be guided by emergency risk-management planning, as detailed in State EM Policy section 3.2.

These strategies can include, but are not limited to:

- infrastructure hardening measures
- land-use planning and building codes and regulations
- hazard reduction programs
- public education and engagement
- insurance
- business continuity planning
- legislation-specific statutory requirements that apply to hazards as detailed in the ‘mitigation table’ on the [SEMC website](#).

Hazard specific prevention and mitigation strategies are detailed in the relevant State Hazard Plans.

A dark, blue-toned photograph of a rocky canyon. A waterfall is visible in the center-right, cascading over a rock ledge into a pool of water below. The rock walls of the canyon are highly textured with visible horizontal and diagonal striations. The overall lighting is dim, creating a moody and atmospheric scene.

Part Four:

Preparedness

Preparedness is defined as the 'preparation for response to an emergency' (section 3(b) EM Act). Preparedness means that actions and arrangements are to be in place to ensure that, should an emergency occur, all resources and services needed to combat the effects of that emergency can be effectively and efficiently mobilised and deployed.

4.1 Responsibility for Preparedness

Responsibility for emergency preparedness is shared by public authorities, the private and community sectors, households and individuals.

HMA's have a responsibility for preparedness for their hazards. Other emergency management agencies have a responsibility to prepare for the conduct of their prescribed emergency management activities, as prescribed in the EM Regulations.

Agencies or organisations prescribed as Combat Agencies or Support Organisations are to be prepared to support the HMA during an emergency response.

4.2 SEMC Emergency Management Capability Framework

Preparedness for emergency management in Western Australia is assessed annually by the SEMC using the [SEMC Emergency Management Capability Framework](#) comprising 25 core capabilities. This framework is available on the [SEMC website](#).

4.3 State, District and Local Emergency Management Committees

The State, district and local emergency management committees, subcommittees and reference groups, detailed on the [SEMC website](#), undertake a range of activities that provide strategic direction and guidance

to emergency management agencies. The activities include, but are not limited to, the development of emergency management plans, capability building and contribution to emergency management policy decisions.

4.4 Planning for Emergencies

Planning is the methodical development of arrangements for addressing every stage of an emergency. It outlines effective ways for achieving outcomes and communicates expectations of all response and recovery partners.

Section 18 of the EM Act provides that the SEMC is to arrange for the preparation of State emergency management plans as it considers necessary. The task of developing State Hazard Plans and State Support Plans is delegated to HMA's or relevant Responsible Agency, as described in the State EM Policy section 1.5.

State emergency management plans are to be developed and based on:

- best practice principles
- technical and scientific knowledge
- research, including historical data and post-incident analysis
- local knowledge and experience.

All emergency management agencies and public authorities with agreed roles and responsibilities under a State EM Policy are to assist in the development and review of this State EM Plan, relevant State Hazard Plans and relevant State Support Plans (section 20 EM Act), as described in the State EM Policy section 1.5.

The development, review or amendment of this Plan, State Hazard Plans and State Support Plans is to be undertaken in accordance with State EM Policy section 1.5 and State EM Preparedness Procedure 3.2 and 3.5, and will only come into effect once approved by the SEMC (section 18(3) EM Act).

4.5 Shared Ownership

Minimising the impacts of emergencies on Western Australia requires shared ownership. This responsibility cannot be borne by the emergency management sector alone.

A cooperative statewide effort is required to make Western Australia better able to withstand and recover from an emergency.

Ownership of preparedness activities is shared across the emergency management and volunteer sectors, the community, business and relevant industries.

4.6 Community Involvement

Through community involvement, agencies educate their stakeholders, networks and communities on potential emergency risks, impacts, personal responsibility and preparedness measures required to minimise risk and impact, relevant to their areas of responsibilities. This promotes community resilience by enabling and encouraging the community to undertake PPRR activities.

To assist in building a resilient community, programs should:

- raise awareness in high-risk areas about the importance of planning and preparing, where possible, for hazards such as cyclones, floods and bushfires
- raise personal awareness of risks and the need for adequate insurance
- increase adoption of preparedness measures and appropriate response behaviours in high-risk areas
- increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

A prepared and resilient community should have comprehensive local information about hazards and risks, including who is exposed and those most vulnerable. It is important to ensure that effective partnerships and working relationships are established in a community prior to an incident or emergency to enable and enhance the recovery process.

Through effective community involvement, community members work together with local leaders using their knowledge and resources to prepare for and deal with emergencies.

4.6.1 Specific Arrangements

There are individuals and groups whose circumstances require specific arrangements in emergency management planning, as listed in the State EM Policy section 4.6. These include, but are not limited to:

- children and youth
- older people
- people with disability
- those who are medically reliant
- Aboriginal people
- individuals from culturally and linguistically diverse (CaLD) backgrounds
- isolated individuals and communities
- transient individuals and communities.

The needs of such individuals and groups should be considered at State-level and any specific requirements included in LEMAs. Additionally, management of the health requirements of such individuals and groups should be considered at the district and local-levels.

State Hazard Plans and State Support Plans should consider and identify individuals and groups who are particularly at risk or vulnerable to the

effects of their hazard. Agencies with responsibilities for their overall support should make plans to effectively assist them during times of emergency.

Additionally, emergency management planning must consider specific arrangements required to manage animals in emergencies.

Further information regarding several of the above groups is provided below.

Children and youth

Children and youth may require special protection, both physical and psychological, in emergencies. The development of emergency management plans for children and youth should consider factors³ including:

- clear allocation of responsibility for the needs of children to specific roles or agencies
- plans to maintain provision of essential services to children by agencies, organisations, educational and other facilities, especially those responsible for care and supervision of children
- consultation with child protection experts by all levels of government
- inclusion in LEMA for unaccompanied children, family reunification and the provision of child and family friendly spaces at evacuation centres
- establishment of close links with school, kindergarten and child-care centres in LEMA
- consideration on how to engage with children to allow them to contribute to plan development and implementation
- testing, through exercises, the elements of the plan that relate to the unique needs of children
- the requirements of children in all risk-assessment activities.

Notes

³ Based on recommendations from the Save the Children Report, Don't leave me alone: Protecting Children in Australian Disasters and Emergencies.

Individuals from CaLD Backgrounds

People from more than 200 different countries live, work and study in Western Australia, speaking as many as 270 languages and identifying with more than 100 religious faiths. This diversity creates both opportunities and challenges. For the public sector, it is important that policies, programs and services successfully meet the needs of all Western Australians.

Agencies can obtain guidance for engaging CaLD communities in emergency management in the guideline Engaging Culturally and Linguistically Diverse Communities, produced by the Office of Multicultural Interests, Department of Creative Industries, Tourism and Sport.

Animals

The welfare of wildlife, livestock and companion animals in emergencies is a significant issue for Western Australians.

In January 2015, the Western Australian Government committed to the [National Planning Principles for Animals in Disasters](#) (NPPAD). The principles recognise that, although ultimately the responsibility for animal welfare lies with the owner, the government can support community members to exercise this responsibility during emergency situations.

The NPPAD reflects the minimum expectations the community has for animal welfare practices in an emergency, and sets out the planning processes and considerations to be taken into account when creating a disaster management plan.

The NPPAD aims to guide local and State governments to ensure the integration of animals into emergency management, increase the understanding of how the plans will work in practice, and develop stronger networks to allow for the successful implementation of plans.

4.6.2 Volunteers

Some agencies and local governments engage volunteers for incident management, such as ambulance services, fire fighting and search and rescue. Although these arrangements operate outside the State EM Framework, these volunteers are important contributors to the management of the emergency and recovery.

Spontaneous Volunteers

Spontaneous volunteers are those who seek to contribute on impulse – that is, people who offer assistance following an emergency and are not previously affiliated with recognised volunteer agencies and may or may not have relevant training, skills or experience [Drabek and McEntire 2003].

To manage spontaneous volunteers, emergency management agencies and local governments should consider:

- the use of educational messages before an emergency
- ensuring regular communications during an emergency, including information on why offers of help may not be able to be taken up (e.g. overwhelming number of people coming forward)
- providing information on future volunteering opportunities within the emergency management sector.

Emergency management agencies and local governments are encouraged to develop plans and processes to manage spontaneous volunteers that align with the national [Spontaneous Volunteer Management Resource Kit](#).

Volunteer Employment Protection

Part 9 of the EM Act provides protections, in relation to pay, entitlements and continuity of service, for employees who are absent from their employment because they are carrying out an emergency management response as a

volunteer. The EM Act also prohibits victimisation of the employee, by their employer, because they were absent from work to carry out an emergency management response as a volunteer.

Section 91 of the EM Act details the criteria for an “emergency management response”, as follows:

- the employee is responding to an emergency in a voluntary capacity
- the employee is a member of, or has a member-like association with, an emergency management agency
- the employee's response is at the request of, or on behalf of, an emergency management agency
- if no such request was made, it would be reasonable to expect that, had circumstances permitted, it is likely such a request would have been made.

An emergency management response does not include activities involving prevention, preparedness or recovery.

4.7 Exercises and Training

Exercises are an essential component of preparedness and should be used to enhance capability and contribute to continuous improvement. The State Emergency Management Exercise Framework outlines how emergency management agencies⁴, public authorities with roles and responsibilities under the State EM Framework⁵, DEMCs and local governments will lead or participate in capability-based exercises at a single-agency, multi-agency and state-level. The State Emergency Management Exercise Framework links exercising to clearly defined outcomes which will build confidence in State emergency management capabilities.

Notes

⁴ The term ‘emergency management agencies’ includes Hazard Management Agencies, Combat Agencies and Support Organisations, as prescribed in the *Emergency Management Regulations 2006*.

⁵ The State EM Framework is detailed in the State EM Policy section 2.1.

An exercise is a controlled, objective-driven activity used for testing, practising or evaluating processes or capabilities.

Capability-based exercising provides a process to identify and exercise the skills, resources, infrastructure, equipment, systems and plans necessary to respond to and recover from the hazards impacting Western Australia.

The SEMC recommends a structured approach to exercise management to:

- ensure exercises are coordinated and conducted in a systematic way
- reduce duplication of exercise management activities within and across government agencies
- maximise resources across agencies
- learn from the findings of exercises conducted across government
- ensure a consistent approach across the emergency management sector.

4.71 Capability-Based Exercising

As directed in State EM Policy section 4.8, emergency management agencies, public authorities, DEMCs and local governments must develop and maintain ongoing capability-based exercise schedules, regularly conduct capability-based exercises and report on the capabilities necessary to manage the State's hazards.

Capability-based exercising will allow agencies to progressively build capabilities and work towards participating in a protracted multi-agency, multi-hazard, state-level exercise during the three- year exercise cycle. Many agencies will be invited to participate in the State Emergency Management Exercise, as described in section 4.7.2 of this Plan.

Exercise planning should consider the risks, hazards, roles and responsibilities relevant to their agency, organisation or jurisdiction. Exercise

objectives should be set to assess capability gaps or issues as identified through the agency's capability analysis.

It is recommended agencies exercise different capabilities each year unless previously exercised capabilities need to be reassessed to determine improvements in operational performance.

To ensure a consistent approach to the development, running and evaluation of exercises across the State, exercise planning is further described in State EM Preparedness Procedure 3.19 and the Western Australia Managing Exercises Guideline.

4.7.1.1 Types of Exercising

Discussion, functional and field exercises may be used to meet the exercising requirements State EM Policy section 4.8.

Discussion exercise – Designed to stimulate discussion of issues or to assess plans, arrangements, policies and procedures. Discussion exercises include seminars, agency presentations, hypotheticals, syndicate progressive and red teaming.

Discussion exercises can take the form of single-agency or multi-agency exercises. They should explore the broader issues identified through a capability analysis and result in an agreement or resolution between the participants.

Functional exercise – A repetitive, methodical activity undertaken to reinforce specific skills, procedures or arrangements. These exercises are designed to familiarise, educate and inform individuals and groups of their roles and responsibilities, explore capabilities, understand multiple functions and interagency relationships and interdependencies. Functional exercises take place in an operational environment and require participants to perform the functions of their roles.

Functional exercises should familiarise and guide participants through their emergency management role(s) or function(s).

Field exercise – A large scale, complex activity conducted in ‘real time’ under simulated conditions involving the deployment of personnel and other resources. Designed to achieve maximum realism and test organisational performance and interagency cooperation.

Critical components required for the response or recovery of an event may be exercised individually or collectively. During a multi-agency or state-level field exercise the following critical components should not be made notional within the exercise:

- multi-agency Command & Control arrangements
- interagency communications and data sharing arrangements
- the actioning of handover arrangements
- the provision of community warnings & community information
- the establishment of an Incident Support Group (ISG), Operational Area Support Group (OASG)/or SECG
- the transition to local government.

4.7.2 The State Emergency Management Exercise

The SEMC will strategically guide and facilitate the State Emergency Management Exercise based on Government and SEMC priorities. Every three years, the State Exercise Coordination Team (SECT) will recommend a risk-based scenario to the SEMC and develop, coordinate, deliver and evaluate the State Emergency Management Exercise.

This State Emergency Management Exercise will assess the emergency management sector's capability to manage multiple concurrent hazards.

The State Emergency Management Exercise will typically:

- involve a Level 3 event(s)

- be of sufficient duration to ensure the objectives set for the State Emergency Management Exercise are properly assessed
- be based on a scenario which allows for the State's emergency management plans (including recovery components) to be evaluated
- include the declaration of a ‘state of emergency’ and/or ‘emergency situation’ to activate the Part 6 Powers in the EM Act
- activate the SECG
- activate the State Recovery Coordination Group (SRCG)
- include the higher level arrangements within the State EM Framework, including the involvement of the SDC (Cabinet).

4.7.3 State Emergency Management Plans and Local Emergency Management Arrangement Exercises

The three year exercise schedule must incorporate the validation of significant amendments made during a comprehensive or targeted review of State EM Plan, State Hazard Plans, State Support Plans and LEMAs, as per State EM Policy section 1.5.10.

It is recommended that responsible agencies and local governments exercise emergency management plans in-whole or in-part when:

- there have been significant changes to related emergency management legislation impacting the plan
- agencies have implemented significant procedural changes affecting their capability
- there have been significant technological changes impacting the plan
- there has been a major structural change within agencies to key personnel, positions or functions across the prevention, preparedness, response and recovery (PPRR) spectrum

- new or emerging risks have been identified.

Where possible, the outcomes of these exercises will contribute to or be incorporated into the development of the State Emergency Management Exercise.

As described within State EM Policy section 4.8.5, agencies conducting exercises must invite organisations identified in their plan(s) to observe or participate in exercising, as appropriate to the exercise scenario and/or its objectives.

It is recommended exercise planning should include organisations identified within their plans and consideration should be given to the scheduling of exercises to encourage the participation of volunteers.

4.8 Continuous Improvement

Continuous improvement refers to a systematic approach for collecting and reviewing data or information in order to identify opportunities for improvement with the end result of delivering better services.

In accordance with State EM Policy section 4.12.1, the Western Australian emergency management sector embraces the philosophy and practice of continuous improvement, in which tools such as post-incident analysis are of particular value. These tools are sectoral impact or significance, or which may require the amendment of policy and procedure. The information may also provide significant guidance to the emergency management agencies and local governments internally in identifying continuous improvement opportunities.

4.8.1 Lessons Management

Lessons Management seeks to introduce better practice and improvement opportunities for an organisation's systems and processes. Lessons

Notes

⁶ Australian Institute of Disaster Resilience (2019). Lessons Management Handbook (2nd edition).

management broadly involves collecting and analysing information and data to develop, implement, validate and share changes intended to improve efficiency and/or effectiveness.⁶

In Western Australia, responsibility for lessons management is shared across the emergency management sector.

HMA's must undertake post-exercise and post-incident reporting in accordance with State EM Policy section 4.11 and 5.11.

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 in accordance with State EM Policy section 4.13.

4.9 Training

Training needs, both internally and interagency, will be determined by agencies so staff and volunteers have the necessary skills to ensure provision of services in accordance with the relevant State Hazard Plan or State Support Plan.

A dark, blue-toned photograph of a rocky canyon. A waterfall is visible in the background, cascading over a rock ledge into a pool of water. The rock walls of the canyon are rugged and layered, with some horizontal and some diagonal striations. The overall mood is somber and dramatic.

Part Five:

Response

Day-to-day incidents (i.e. events, situations and conditions) involving agencies such as the police, fire and ambulance services are typically managed using pre-existing incident management systems. Examples of these include responses to minor motor vehicle crashes and house fires. These incidents are managed using legal powers, policies and processes independent of the State EM Framework.

For the purposes of this Plan, an incident means the occurrence or imminent occurrence of a hazard. Hazards are defined in the EM Act and prescribed in EM Regulations (e.g. fire, air crash and cyclone).

If an incident escalates to the point where it is of such a nature or magnitude that it requires a significant and coordinated response (i.e. it meets the EM Act definition of an emergency), then emergency management arrangements may be required to coordinate and manage the multi-agency response to the emergency.

Some incidents never become emergencies and are managed using day-to-day arrangements. Other incidents will, from their outset, meet the definition of an emergency (e.g. widespread gas supply disruption).

The State's emergency management arrangements, as described in Part 2 of this Plan, build on, rather than replace, the incident management arrangements that agencies use to respond to day-to-day incidents.

The following section details, first, the incident management arrangements and, second, the emergency management response framework. An information graphic illustrating the emergency response framework is in Appendix D.

5.1 Incident Management

5.1.1 Incident Management Systems

Incident management systems provide a common operating framework. This allows for a structured and coordinated response within which agencies can work together effectively to manage an incident.

In Western Australia, two incident management systems are predominantly used—the Australasian Inter-service Incident Management System (AIIMS) and Incident Command and Control System (ICCS) Plus.

5.1.2 Controlling Agency

A Controlling Agency controls the response activities to a specified type of emergency.

The responsibility for being a Controlling Agency stems from either:

- legislation other than the EM Act, for example, the DFES, DBCA and local governments all have responsibilities for fires in their relevant jurisdictions under the *Bush Fires Act 1954* or
- by agreement between the relevant HMA and one or more agencies. These agreements are specified in the appropriate State Hazard Plans. For example, Arc Infrastructure Pty Ltd (Arc Infrastructure) has negotiated for WA Police Force or DFES to undertake the role of Controlling Agency under certain circumstances for emergencies for which Arc Infrastructure is the HMA.

In most cases, the Controlling Agency and the HMA are (from) the same agency. However, there are instances where the Controlling Agency and HMA differ. For example, DBCA is the Controlling Agency for fire within their jurisdiction; however, the Fire and Emergency Services Commissioner (from DFES) is the prescribed HMA for the hazard of fire. There are also some cases where the Controlling Agency may be a non-government organisation (NGO), for example Arc Infrastructure.

It should be noted that, while the emergency management arrangements facilitate the overarching coordination and management of emergencies, the Controlling Agency response to the initiating incident will continue throughout the emergency response. For instance, in the example above, DBCA will continue to provide an operational response to the fire. However, it will work with the Fire and Emergency Services Commissioner, who is responsible for the overall response to the emergency.

A list of Controlling Agencies, as they relate to hazards in Western Australia, is available in Appendix C.

Unclear Controlling Agency

Where an incident requiring an emergency response occurs and it is unclear which agency should be responsible for controlling the response under existing legislation or agency responsibilities, and agreement cannot be reached by responding personnel, then the most senior member of the WA Police Force who is present must assume control of the incident until the appropriate response agency has been identified. The process to identify the appropriate agency is contained within State EM Response Procedure 4.1.

Multiple Consequential Hazards

Where a situation involves the occurrence of multiple, consequential hazards, the hazard that initiates the incident will determine the Controlling Agency.

If a consequential hazard presents a significantly greater risk than the initiating hazard, management of the incident may be transferred to the relevant Controlling Agency for the subsequent hazard by agreement between the two agencies.

5.1.3 Incident Controller

In response to an incident, and in accordance with incident management systems, the Controlling Agency must appoint an incident controller (IC). The IC is responsible for the overall control of the incident within a defined

incident area (Figure 4). In some circumstances, an incident area may include the whole of the State, for example an extreme weather event.

In the case of a protracted incident, where it may be necessary for the Controlling Agency to appoint more than one IC to cover rest periods, the number of ICs appointed must be kept to the minimum appropriate to the circumstances.

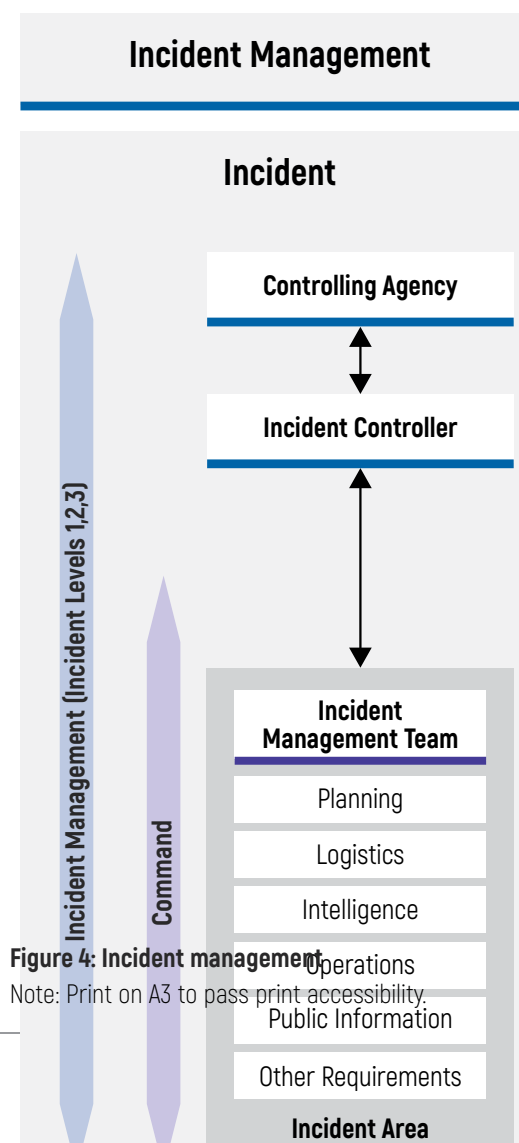


Figure 4: Incident management

Note: Print on A3 to pass print accessibility.

5.1.4 Incident Management Team

The IC may determine that they need assistance to manage an incident. This assistance is provided by way of an Incident Management Team (IMT). The team is led by the IC.

An IMT⁷ is a group of incident management personnel comprising the IC and personnel appointed by the IC to be responsible for functions including operations, planning and logistics (Figure 4).

5.1.5 Incident Levels

In accordance with incident management principles, incidents are broadly classified into three levels⁸, namely Level 1, Level 2 and Level 3 incidents. This ensures all agencies involved have a common understanding of the potential and/or actual severity of the incident and ensures the provision of effective assistance to the Controlling Agency.

Typical conditions for Level 1, 2 and 3 incidents are as follows:

Level 1

- there are no significant issues
- there is a single or limited multi-agency response (day-to-day business)
- the incident area is limited in extent (i.e. to one jurisdiction or district)
- the response duration is within a single shift
- resources can be sourced from one local government district
- there is minimal impact on critical infrastructure

- there is minimal impact on the community (social, built, economic and natural)
- the incident can be managed by a Controlling Agency IMT only
- there is a low level of complexity
- there is potential for low incident escalation.

Level 2

- requires a multi-agency response
- requires coordination of multi-agency resources
- has a duration covering multiple shifts
- resources need to be sourced from district or State level
- there is a medium level of complexity
- there are multiple incident areas
- there is a medium - actual or imminent impact on critical infrastructure
- there is a medium impact on the community (social, built, economic and natural)
- may require delegation of a number of IMT functions
- the incident involves multiple hazards
- there is potential for the incident/or a requirement to be declared an 'Emergency Situation.'

Notes

⁷ Where applicable and relevant, the IMT should engage the multi-agency ISG early, including local government representatives, to ensure local expertise and knowledge is utilised.
⁸ Agencies such as Department of Primary Industries and Regional Development, Department of Transport and Major Infrastructure - Marine Safety, Energy Policy WA and Department of Health may use different level classification for their incidents, which may align to national or industry level classifications.

Level 3

- requires significant coordination of a multi-agency response
- there is a protracted response duration
- resources need to be sourced from State, National and even International level
- there is a high level of complexity
- there is a significant - actual or imminent impact on critical infrastructure
- there is a significant impact on community (social, built, economic and natural)
- may require delegation of all IMT functions
- evacuation and/or relocation of community is required
- there is an actual or potential loss of life or multiple, serious injuries
- a declaration of an 'Emergency Situation' or 'State of Emergency' is likely.

These typical conditions are provided for consideration only, and the escalation of an incident is at the discretion of the IC.

It is recognised that there will be some overlap between levels and the IC will determine the incident level based on the actual and/or potential impact of the incident. Satisfying one or more of the typical conditions of a Level 2 or Level 3 incident does not automatically necessitate an escalation to that level. The Controlling Agency must ensure that the appointed IC is competent to undertake the incident control function at a level commensurate with the defined level of the incident (e.g. Level 2 incident Level = 2 Incident Controller).

5.1.6 Incident Level Declaration

The IC has a responsibility to assess the level or severity of the incident.

It is important that incidents are continually monitored and re-assessed in order to ensure that changes to its nature are identified and a revised incident level is appropriately communicated to the Controlling Agency's operational command centre.

If assessed as a Level 2 or 3 incident, the IC must make an 'incident level declaration'. This will ensure that all agencies involved in an incident response are aware of the current conditions and potential for escalation.

If assessed as a Level 3 incident, the Controlling Agency must contact all relevant emergency management agencies to advise of the Level 3 declaration.

Note: when the Controlling Agency is not the HMA, the Controlling Agency must communicate through the HMA.

Notification of Level 2 and 3 incidents must be provided to the SEMC Business Unit in accordance with State EM Response Procedure 4.2.

The process for making and reviewing an incident level declaration is contained within State EM Response Procedure 4.2.

5.1.7 Incident Coordination

For incident management to be effective, it is essential that all emergency services personnel are cognisant of the relationship between incident coordination for single-agency incidents and multi-agency coordination for multiple incidents.

Multiple Incidents

Should a number of incidents occur simultaneously that are under the control of one Controlling Agency, multiple incident areas may be established within an operational area (Figure 5).

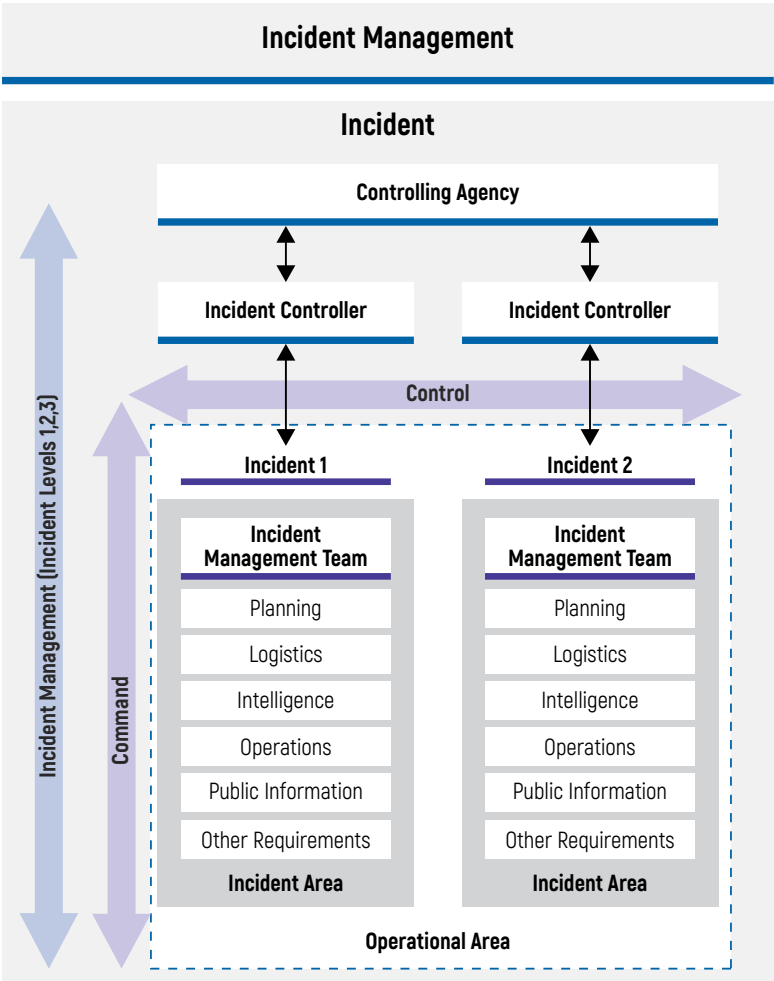


Figure 5: Incident management of multiple incidents within an operational area
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Incident Support Group

If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an ISG (Figure 6). If a Level 3 incident is declared, the Controlling Agency must establish an ISG. The Controlling Agency must appoint a relevant person to be the Chair.

The ISG consists of representatives (liaison officers) from organisations involved in the incident and relevant service providers, such as ambulance and representatives for essential services e.g. phone, water and electricity.

The function of the ISG is to assist the IC through the provision of information, expert advice, support and resources relevant to their organisation.

Activation of the ISG is:

- by the Controlling Agency's IC.

Composition of the ISG is:

- a Chair – appointed by the Controlling Agency
- the LEC
- members – representatives (liaison officers) from agencies and community organisations directly involved in the response to and recovery from the incident.

Reporting - is required at each meeting of the ISG

Liaison officers will provide:

- consolidated reports on agency response activities
- agency specific impact assessment
- resource status
- details of significant issues.

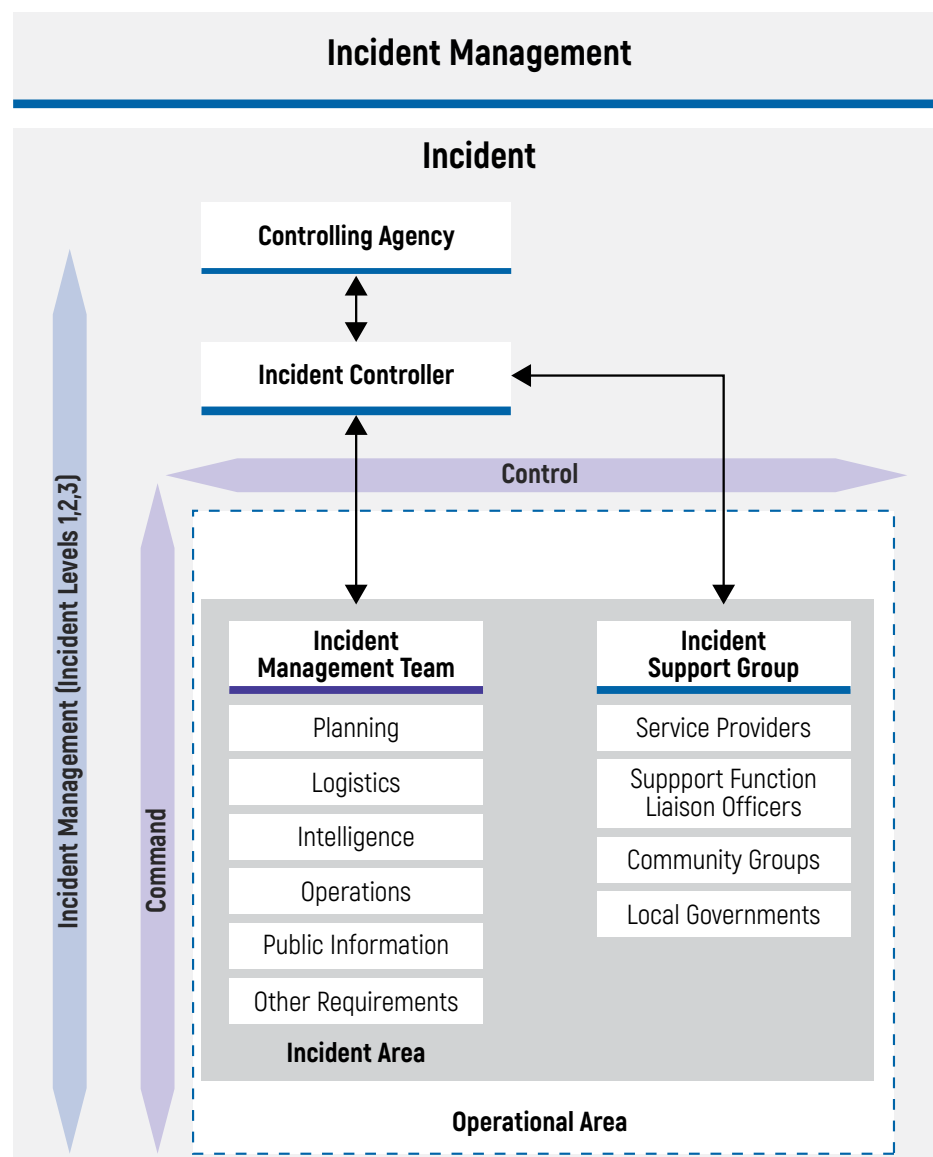


Figure 6: Establishment of an incident support group

Note: Print on A3 to pass print accessibility.

The Controlling Agency will provide:

- a current situation report
- update on outcome of previous meeting
- details of significant issues
- details of assistance required
- recorded outcomes of meetings
- details of next meeting (if known).

5.1.8 Incident Control/Coordination/Command/Operations Centres

A number of agencies have predetermined facilities at a State and district level, which can serve as central command centres during incidents. Depending on their function, these facilities may be titled incident control, coordination, command or operations centres.

The purpose of these facilities is to effectively:

- control/coordinate incident operations for which they have designated responsibility
- coordinate agency support to Controlling Agencies.

5.2 Emergency Response

Response is defined as ‘the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery’ (section 3(c) EM Act).

The SEMC has confirmed a set of Strategic Control Priorities for emergency response, as outlined in State EM Policy section 5.1 and the [SEMC Bulletins](#) series.

5.2.1 Emergency Management Arrangements

Due to their nature or magnitude, Level 2 and 3 incidents require a significant and coordinated response, which meets the definition of an emergency. The emergency management arrangements are to be used to coordinate and manage the response to and recovery from that emergency.

An incident can occur or escalate, or multiple incidents may occur, that are of such a nature or magnitude that they are outside the operational capacity of the Controlling Agency to manage.

If an incident declared as a Level 2 incident has the potential to escalate to a Level 3, or a Level 3 incident is declared, the Controlling Agency must contact the relevant HMA to advise of the situation.

Should there be a need to coordinate multiple agencies across one or more emergencies at a district level, and strategic management beyond the IC is required, the Controlling Agency may discuss with the HMA the need for an operational area manager (OAM) to be appointed by the HMA. The OAM will facilitate control across the operational area (Figure 7).

The OAM must be competent to manage a highly complex emergency and, where possible, should operate from a fixed facility. Should the OAM determine that the incident level needs to be escalated, the revised incident level is to be declared and communicated in accordance with State EM Response Procedure 4.2.

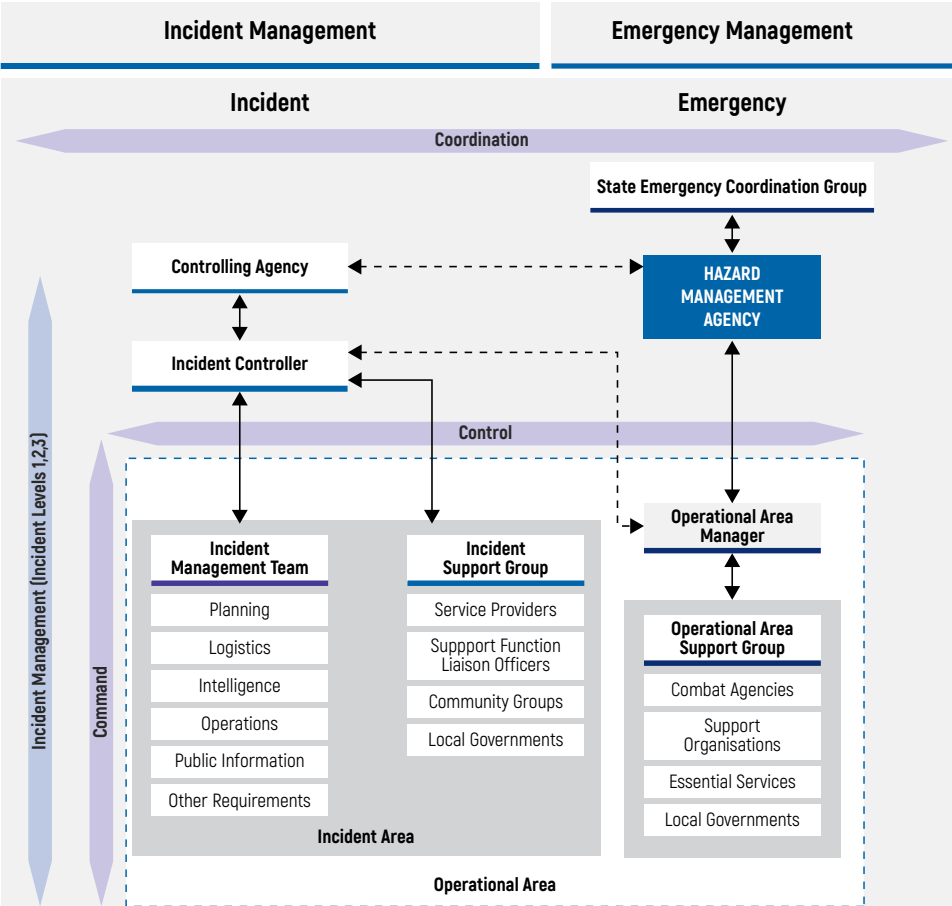


Figure 7: Escalation from incident to emergency response

Note: Print on A3 to pass print accessibility.

Operational Area Support Group

The HMA may activate an OASG (Figure 7) to provide strategic support to the emergency response, when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously within one operational area.

The OASG, convened and chaired by the OAM, consists of the designated DEC, Combat Agencies, Support Organisations, essential services and organisational representatives, to assist in the strategic management of the incident(s) through provision of agency specific information, expert advice, resources and support.

Composition of the OASG is:

- the Chair i.e. the OAM, appointed by the HMA
- the DEC
- members – i.e. liaison officers from the key agencies involved in the response and recovery for the incident.

Activation of the OASG:

- is by the HMA, when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously in one operational area.

Reporting at each meeting of the OASG:

Liaison Officers will provide:

- a consolidated report on agency response activities
- an agency-specific impact assessment
- a resource status
- details of significant issues.

The Controlling Agency will provide OASG:

- a current situation report
- an update on the outcome of the previous meeting
- details of significant issues
- details of assistance required
- recorded outcomes of meetings
- details of next meeting (if known).

5.2.2 Emergency Coordination

As detailed in section 2.4.3 of this Plan, a structure exists to facilitate coordination of emergencies. Coordination is the bringing together of organisations and elements to ensure an effective response appropriate to the hazard.

Once advised by the Controlling Agency that there is an actual or potential emergency, the HMA shall ensure the relevant emergency coordinator(s) (or their delegate, in the case of the SEC) is notified when at least one of the following occurs:

- on the establishment of an ISG or OASG
- when an incident has the potential to escalate to an emergency Level 2 or Level 3 incident
- the incident is a significant threat to the community or
- an emergency situation or state of emergency has been declared.

If the relevant HMA is aware that one of the above has occurred, but has not been notified by the Controlling Agency, they should contact the Controlling Agency directly.

Additionally, if the relevant emergency coordinator (i.e. the SEC, DEC or LEC) is aware one of the above has occurred, but has not been notified by the Controlling Agency or HMA, he or she should contact the Controlling Agency directly and undertake the relevant responsibilities described as follows.

State Emergency Coordinator

The SEC is only required to be notified by the Controlling Agency when a Level 2 incident has the potential to escalate to a Level 3, or when a Level 3 incident is declared.

The Controlling Agency contacts the SEC to:

- advise of the incident level declaration
- discuss activation of the SECG
- consider an 'emergency situation' declaration, in accordance with in State EM Response Procedure 4.5.

NOTE: Where the Controlling Agency is not the HMA, the Controlling Agency must communicate through the HMA.

The responsibilities of the SEC during an emergency response are to:

- coordinate the response to an emergency during a state of emergency (section 11(1) EM Act). The authority for coordinating includes the authority to direct public authorities (section 74 EM Act)
- provide advice to the Minister in relation to emergencies (section 11(2)(a) EM Act)
- provide advice to the SDC during a state of emergency (section 11(2)(b) EM Act)
- provide such advice and assistance to HMAs as the SEC considers appropriate (section 11(2)(c) EM Act)
- carry out other emergency management activities as directed by the Minister (section 11(2)(d) EM Act)

- establish a SECG where a state of emergency is declared (section 26 (1) EM Act)
- at the request of the relevant HMA, or on their own initiative in consultation with the relevant HMA (section 26(2) EM Act), establish a SECG
- chair the SECG (section 26(4) EM Act)
- appoint Authorised Officers during a state of emergency to exercise powers under Part 6 of the EM Act (section 61 EM Act).

District Emergency Coordinators and Local Emergency Coordinators

The responsibilities of the relevant DEC and LECs during an emergency response are to:

- assist the HMA in the provision of a coordinated response during an emergency. These activities may include:
 - providing advice and support to the HMA in support of effective coordination particularly in multi-agency responses
 - facilitating meetings if required
 - active participation in ISGs and OASGs, as appropriate
 - assisting in the coordination of resources and information
 - facilitating information exchange at a local or district level.
- carry out other emergency management activities in accordance with the directions of the SEC. This may be a specific direction in relation to a particular matter or a general standing direction as to emergency management issues
- maintain effective communication with all coordinators involved in the emergency.

State Emergency Coordination Group

The SECG will be established by the SEC if the Minister declares a state of emergency (section 26 EM Act).

If an emergency occurs or is imminent, the SECG may be established by the SEC on request of the HMA or on the SEC's own initiative in consultation with the relevant HMA.

Additionally, if a Level 3 incident occurs, the HMA must consult with the SEC to determine if a SECG should be established.

The functions of the SECG are to:

- ensure the provision of coordinated emergency management by public authorities and other persons
- provide advice and direction to public authorities and other persons to facilitate effective emergency management
- liaise between emergency management agencies and the Minister (section 27 EM Act).

Details of the composition and establishment criteria for the SECG are detailed in State EM Response Procedure 4.4.

Where an incident occurs involving an unlisted hazard (i.e. an event not prescribed as a hazard within the EM Act or EM Regulations), the SEC may establish a coordination group outside of the emergency management legislative and policy framework. While this coordination group may consist of the same agency representatives as a SECG to coordinate a State-level response, it is not entitled to the protections offered by the EM Act, such as protection from liability (section 100 EM Act).

In accordance with the EM Act, only the relevant HMA can request that the SEC establish the SECG. If the Controlling Agency is not the HMA, the Controlling Agency will need to liaise with the HMA who is to undertake the responsibilities outlined above.

5.2.3 Emergency Situation

The SEC or relevant HMA may declare that an emergency situation exists in an area of the State in respect of a hazard (section 50 EM Act).

To satisfy the requirements for an emergency situation declaration, the SEC or HMA must be satisfied that:

- an emergency has occurred, is occurring or is imminent in that area of the State
- there is a need to exercise Part 6 Powers of the EM Act to prevent or minimise loss of life, prejudice to the safety, or harm to the health, of persons or animals, destruction of or damage to property or any part of the environment.

Prior to the emergency situation declaration, the SEC or HMA is to take reasonable steps to undertake consultation with each other and the local governments affected by the proposed declaration (State EM Response Procedure 4.5).

When an emergency situation is declared, the relevant HMA is responsible for the overall management of the response to the incident (State EM Policy section 5.3.10).

If it is the SEC that makes the declaration, then the SEC must notify the HMA of that declaration as soon as practicable. The HMA must then notify the DEC(s) and LEC(s) within the affected local government district(s).

If the HMA makes the emergency situation declaration, then the HMA must notify the SEC and each DEC and LEC within the affected local government district.

An emergency situation remains in force for three days; however, when the powers of Part 6 of the EM Act are still required after that period, the declaration may be extended by the SEC.

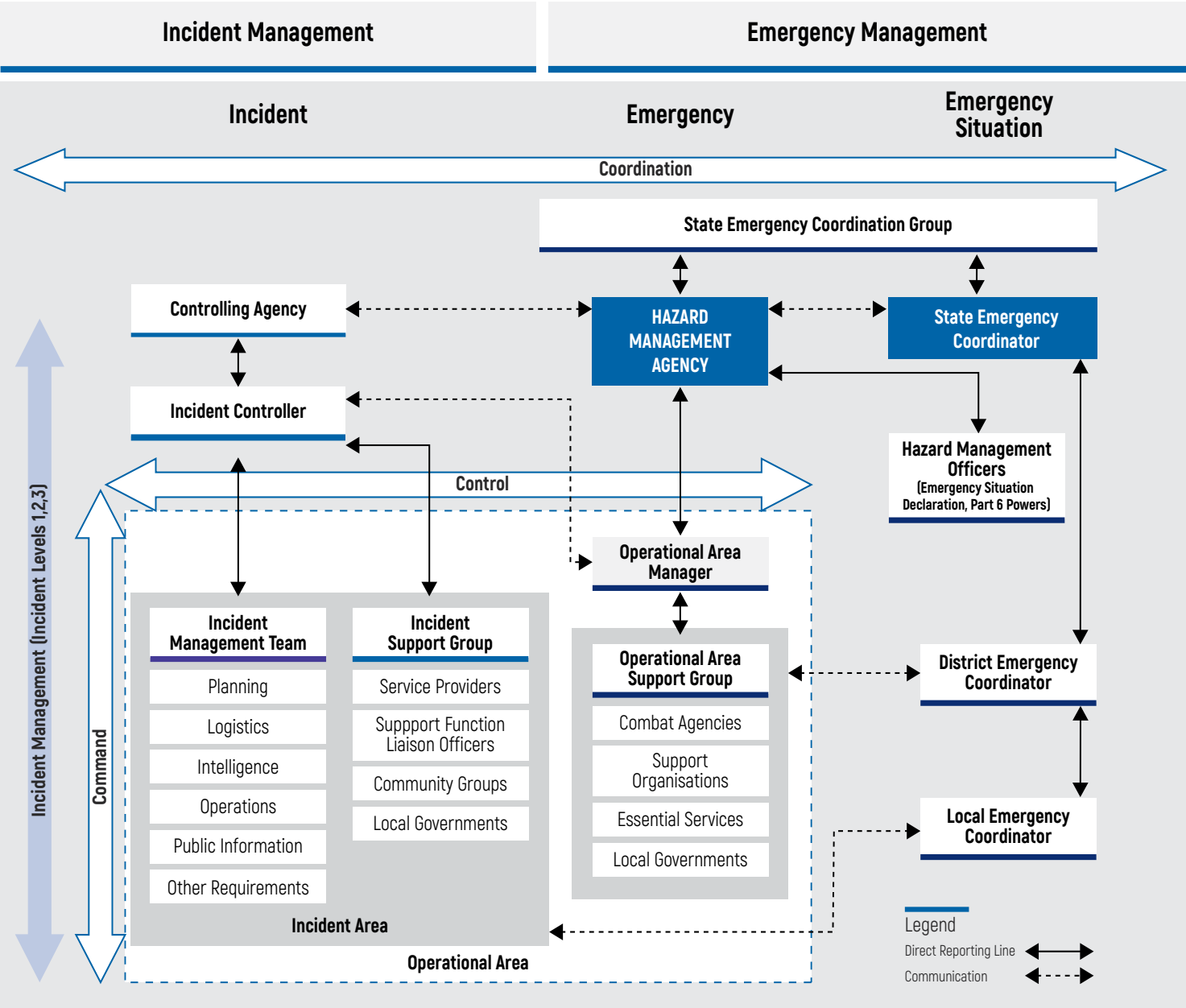


Figure 8: Emergency Situation
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The process for declaring, extending and revoking an emergency situation is contained within State EM Response Procedure 4.5.

Hazard Management Officers and Part 6 Powers

If additional legal powers are required to respond to an emergency, the HMA or SEC can make an emergency situation declaration to allow for the appointment of HMOs to access those powers (Part 4 EM Act).

HMOs may exercise powers contained in Division 1 of Part 6 of the EM Act (Figure 8). These powers relate to:

- obtaining identifying particulars (section 66 EM Act)
- movement and evacuation (section 67 EM Act)
- use of vehicles (section 68 EM Act)
- control or use of property (section 69 EM Act)
- persons exposed to hazardous substances (section 70 EM Act)
- exchange of information (section 72 EM Act).

Additionally, during an emergency situation, police may exercise powers to direct closure of places and concerning movement and evacuation (section 71 EM Act).

Further details in relation to these powers are contained within State EM Response Procedures 4.6 to 4.9.

State EM Response Procedure 6 details the process to be undertaken by the HMA to authorise HMOs. HMOs may only exercise a power under Part 6 of the Act subject to the terms and conditions under which they are authorised.

HMOs are to comply with the directions of the relevant authorising HMA when exercising these powers.

5.2.4 State of Emergency

The Minister may declare a state of emergency (section 56 (1) EM Act), when they have considered the advice of the SEC and are satisfied that extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. The Minister may declare the state of emergency for the whole State or for any area or areas of it. If a state of emergency is declared, the SECG will be established (section 26 (1) EM Act).

The SEC is responsible for coordinating the emergency response during a state of emergency (section 11 (1) EM Act). The authority that the SEC has during a state of emergency includes the authority to direct public authorities. Additional legal powers are also available during a state of emergency.

Further detail regarding these directions and the process for the declaration of a state of emergency is contained within State EM Response Procedures 4.11 and 4.14.

A declaration of a state of emergency is in effect from the time of the declaration or such time as is specified in the declaration and remains in force for a period of three days, unless extended or revoked (Part 5 EM Act).

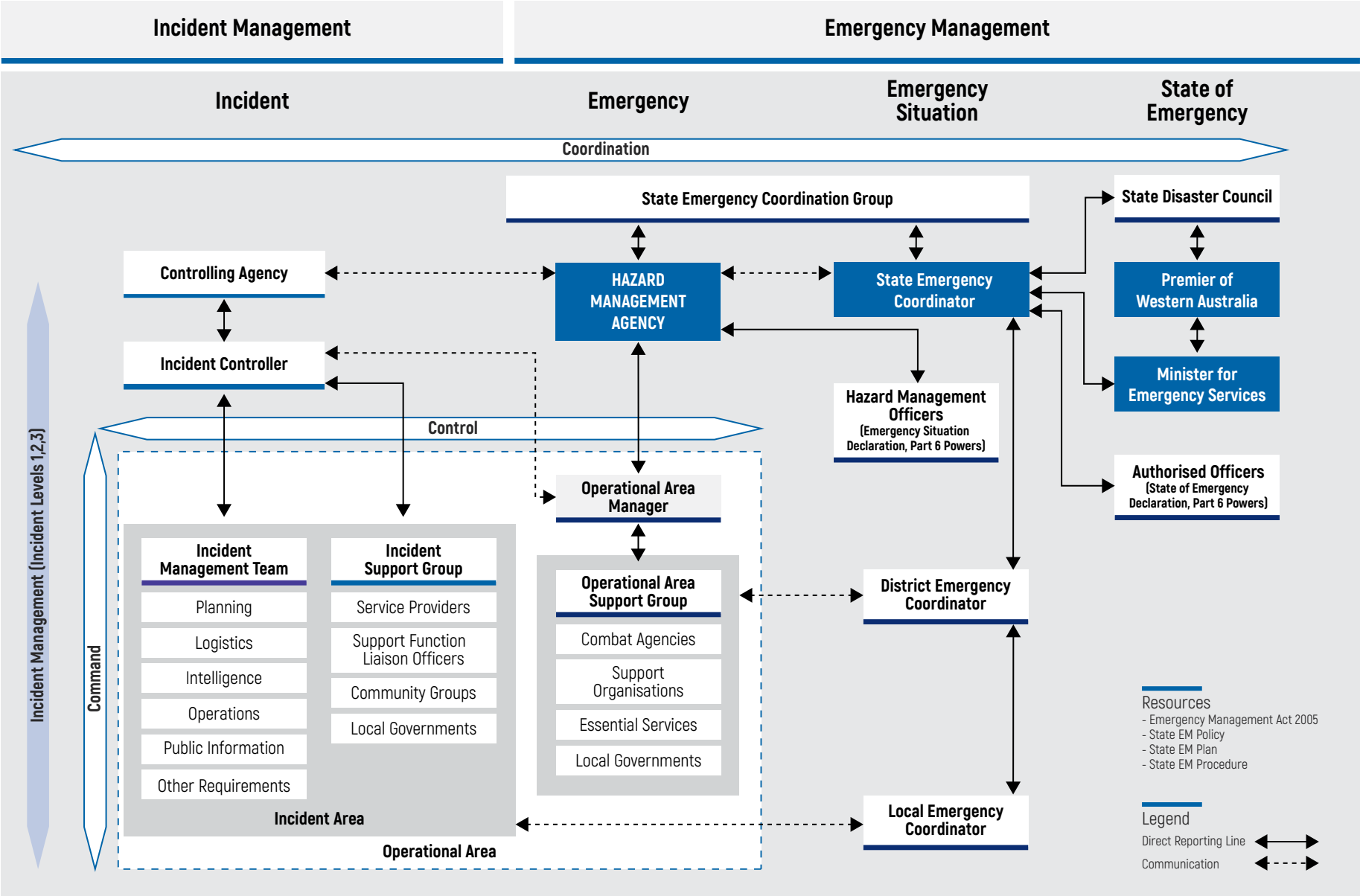


Figure 9: State of Emergency
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Authorised Officers

During a state of emergency (Figure 9), the SEC may appoint Authorised Officers to exercise powers under Divisions 1 and 2 of Part 6 of the EM Act.

The Division 1 powers Authorised Officers can exercise are the same as those that can be exercised by HMOs during an emergency situation.

The Division 2 powers that are accessible during a state of emergency provide Authorised Officers with additional powers in the emergency area. The Division 2 powers are detailed in section 75 of the EM Act and include:

- entering or, if necessary, breaking into and entering, a place or vehicle (section 75(1)(a) EM Act)
- searching any place or vehicle and anything found in or on the place or vehicle (section 75(1)(b) EM Act)
- containing an animal or substance (section 75(1)(d) EM Act)
- removing or destroying an animal, vegetation or substance (section 75(1)(e) EM Act)
- removing, dismantling, demolishing or destroying a vehicle, or any premises (section 75(1)(f) EM Act)
- disconnecting or shutting off any electricity, gas, water or fuel supply, or any drainage facility, or any other service (section 75(1)(g) EM Act)
- excavating land or forming tunnels (section 75(1)(l) EM Act)
- building earthworks or temporary structures, or erecting barriers (section 75(1)(m) EM Act)
- removing to such a place as the Authorised Officer thinks proper any person who obstructs or threatens to obstruct emergency management activities (section 75 (1)(n) EM Act). Further details of these powers and the process for the appointment and direction of Authorised Officers are contained within State EM Response Procedures 4.13, 4.16 to 4.18.

Authorised Officers may only exercise a power under Part 6 of the EM Act subject to the terms and conditions under which the person is authorised. They are to comply with the directions of the SEC when exercising these powers (section 61 EM Act).

State Disaster Council

The SDC is established when a state of emergency is declared by the Minister (Figure 9). Chaired by the Premier of Western Australia, the functions of the SDC are to liaise with the State Government and the SECG in relation to the state of emergency, provide prompt and accurate advice to the Government and the SECG, provide support for the Government and the SECG, and liaise with the Australian Government as required.

The Director General, Department of the Premier and Cabinet, undertakes the role of Executive Officer of the SDC. Additional detail of the membership, function and administration of the SDC is contained within State EM Response Procedure 4.12.

5.2.5 Exchange of Information

During a state of emergency or emergency situation, the ability of emergency management agencies to share personal information relating to persons affected by the emergency may be crucial.

The State's public sector is governed by various confidentiality provisions in State legislation.

During an emergency, agencies can share personal information according to the legal provisions they operate under. Section 72 of the EM Act (applicable during an emergency situation or a state of emergency) also allows for relevant information to be shared between HMOs or Authorised Officers and emergency management agencies for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality. For the purposes of section 72 of the EM Act, relevant information includes:

- 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.

The EM Act also allows for regulations to be made to further prescribe the types of relevant information and how that information may be shared. EM Regulations regulations 23, 24 and 25 have been prescribed for this purpose.

Relevant information that is prescribed in the EM Regulations 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.

Section 72(6) of the EM Act provides that the SEMC must establish procedures for the disclosure of relevant information between a HMO or Authorised Officer and an emergency management agency. These procedures are contained within State EM Response Procedures 4.10 and 4.19.

5.3 Support Functions

To support emergency responses, numerous support functions are required. These include public information, community evacuation and traffic management.

During day-to-day incidents, HMAs/Controlling Agencies manage these functions as part of their standard operating procedures. During an emergency, it is the responsibility of the HMA to coordinate the functions, in collaboration with the Controlling Agency where they are a different agency.

5.3.1 Emergency Public Information

What is emergency public information?

Communities threatened by or experiencing an impact from an emergency have an urgent and vital need for information and direction. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

The aim in the provision of public information during emergencies is to provide the public with accurate, coordinated, timely and accessible public information, instructions and warnings so people are aware of the situation and take appropriate actions to safeguard life, property and the environment. The provision of this information is an integral part of the State's emergency management arrangements.

This section establishes the broad arrangements for the public information function during the response to emergencies.

The State Support Plan - Emergency Public Information (SSP - Public Information) establishes the whole of government public information response arrangements, when high level coordination of public information across agencies and appointment of a support structure are required. The State Emergency Public Information Coordinator (SEPIC) is responsible for activation of the response arrangements within SSP - Public Information.

The SEPIC is appointed by the SEC, who has assigned the role to the Director of Media and Corporate Communications, Western Australia Police Force.

The public information function includes:

- management and dissemination of appropriate information to meet news needs and broadcast information and instructions to the public
- management and dissemination of appropriate information and instructions to the public immediately before, during and after an emergency through various other means, such as 'emergency imminent' alerting systems, the internet, social media, public meetings, public

information lines, alerts and warnings, and other mechanisms, systems or tools.

Public Information Activities Before Emergencies

Emergency management agencies and Controlling Agencies are responsible for implementing various public information preparedness activities before emergencies, in respect to their prescribed hazards or roles under the EM Act or responsibilities under other legislation.

The emergency management agencies and Controlling Agencies responsibilities include:

- providing and promoting sources of public information and instructions for the community that will be used during emergencies, such as web information
- developing plans, arrangements and procedures to facilitate provision of information during emergencies, as required
- developing and maintaining the capability and internal public information arrangements to carry out the requirements of the public information function arrangements established under this Plan and the SSP – Public Information. This includes ensuring access to appropriately trained public information and media staff (or equivalent)
- testing, exercising and reviewing their public information arrangements on a regular basis
- education of the media on their agency/organisational protocols, procedures, information dissemination systems and tools used during emergencies
- training staff who may be called upon to assist with dissemination of information during an emergency.

The SEPIC's preparedness responsibilities are described in SSP – Public Information.

Responsibility for Public Information During Emergencies

During the response to an incident, responsibility for management of the public information function rests with the Controlling Agency. When an incident escalates to become an 'emergency' as defined by the EM Act, the HMA is in control of the public information function, in collaboration with the Controlling Agency (where they are different organisations).

There may be instances where the HMA and Controlling Agency agree in advance that the Controlling Agency will be in control of the public information function during an emergency (as per State EM Policy section 5.6.10). These arrangements will be documented in the relevant State Hazard Plan.

HMA's and Controlling Agency must share information relevant to public information with one another during emergency responses.

During an emergency response, the HMA/Controlling Agency in control of the public information function is responsible for:

- implementing public information activities in relation to the emergency
- ensuring information provided to the public on the emergency is accurate, coordinated, timely and accessible
- managing the provision of information to the media to meet their needs and to disseminate information and instructions to the public. Where specific emergency broadcasters are being utilised, the services must be identified and promoted to the community
- when required, making arrangements for site visits by government representatives, such as relevant Ministers
- at the earliest opportunity, discussing with the SEPIC the need for activation of the whole of government public information response arrangements under SSP – Public Information
- when the response arrangements in SSP – Public Information are activated, liaising effectively with the SEPIC

- participating in Public Information Team (PIT) meetings, if established by the SEPIC
- reviewing public information activities after the emergency, as part of the HMA/Controlling Agency debriefing process and providing a report to the Public Information Reference Group (PIRG), when required.

In support of the HMA/Controlling Agency in control of the public information function, emergency management agencies and Controlling Agencies involved in response activities are responsible for:

- providing information to the public and the media on issues relating to their direct responsibilities, in accordance with the general principles for the release of public information below
- providing support to the HMA/SEPIC when the public information response arrangements in SSP – Public Information are activated, such as deployment of public information and media staff (or equivalent), including digital media staff, where practicable
- undertaking various other activities identified in SSP – Public Information, such as providing representation for PIT meetings, when required
- participating in reporting and debrief processes in relation to public information activities utilised during an emergency response when required.

The SEPIC has various whole of government public information coordination and support roles, as described in this Plan and SSP – Public Information, including:

- monitoring the need for activation of the whole of government public information response arrangements in SSP – Public Information
- activating the whole of government public information response arrangements in SSP – Public Information and undertaking coordination activities and appointing an appropriate support structure, such as the State Public Information Line (SPIL) and an emergency media centre

- when required, as per SSP – Public Information, convening and chairing meetings of a PIT to coordinate across government public information media arrangements, which may include developing a whole of government public information strategy
- when required, advising the relevant Ministers in relation to the whole of government public information arrangements, such as support resources, coordination activities and a whole of government public information strategy
- participating in debriefing processes following emergencies where the response arrangements in SSP – Public Information were activated and reporting to the PIRG on the findings.

Activation of the Public Information Arrangements

The whole of government public information response arrangements are contained within SSP – Public Information. Activation of these response arrangements may occur:

- on the SEPIC's initiative in consultation with the HMA, Controlling Agency and, where possible, the SEC
- on the request of the SEC or the HMA responsible for an emergency response
- when a SECG is established/or
- when an emergency situation or state of emergency is declared.

The SEPIC must immediately notify the HMA and Controlling Agency when activation occurs.

Release of Public Information During Emergencies

In order to maintain public confidence in authorities' capability to deal with an emergency, all agencies must adopt strategies to ensure effective coordination of public information and media activities prior to release.

Public information provided may include:

- holding statements including general or specific warnings to the public generally, or to a specific part of the public
- advice as to actions members of the public should take to protect life and property and assist authorities in managing the emergency
- information on what authorities know or do not know and what they are doing in response to the emergency
- general information about the event.

During an emergency, the following procedures for the release of public information must be followed by emergency management agencies, Controlling Agencies and public authorities:

- The HMA is responsible for confirming publicly that there is an emergency and what is being done in response. The HMA also releases key messages associated with the impact and management of the emergency.
- Other emergency management agency, Controlling Agencies and public authorities with response roles must not release information relating to the emergency until the HMA has publicly confirmed the emergency. The need for the HMA to publicly confirm the emergency must be recognised, particularly if there are sensitivities. However, it must also be recognised that there may be instances where emergency management agencies and Controlling Agencies may need to release immediate, life-saving information regarding an emergency prior to an HMA announcement.
- Emergency management agencies may continue to release information relating to their business as usual activities, such as delays in services.
- If approached by the media, emergency management agency, Controlling Agencies and public authorities should confirm they are assisting the HMA and direct enquiries to the HMA.

- Emergency management agencies and Controlling Agencies involved in response activities must only release information in relation to their areas of expertise. This information must first go to the HMA, who may include it in their public information, before individual agencies and organisations release it through their own channels.
- The HMA, emergency management agencies and Controlling Agencies must seek approval for the release of their public information according to their own internal processes and procedures. Matters not falling within their direct responsibility should be referred to the appropriate agency/organisation for consideration.
- All emergency management agencies must keep each other informed in a timely manner of the public information they have provided to the media and the public (i.e. effective information sharing must occur).
- Emergency management agencies should ensure the method of communication delivery is relevant to the hazard, circumstances (including urgency), type of information, size of the distribution area, and community demographics.

Public Information Structure

The scope and complexity of the public information function will be determined by the magnitude of the emergency.

In small and localised emergencies affecting smaller communities, the HMA/Controlling Agency may be able to manage this function with its own resources. In larger, more complex emergencies, a greater degree of coordination and a whole-of-emergency approach is required to guide the public information function. In these situations, the SEPIC may activate the response arrangements in the SSP - Public Information.

A PIT may be established by the SEPIC, either on their own initiative or in consultation with the HMA, to support the public information function. The PIT will, in conjunction with the SEPIC, coordinate a whole of government public information strategy for the emergency, and to ensure effective coordination

of information dissemination to the media and public. Further information regarding the PIT is available in SSP – Public Information.

Management of Media Activities Within the Incident Area

Management of media activities within the incident area of a multi-agency response emergency is the responsibility of the HMA/Controlling Agency in control of the public information function.

Close liaison and coordination must be maintained between the HMA's public information and media staff and other media and public information staff deployed by emergency management agencies and local government in the incident area at all times. A particular emphasis must be placed upon effective coordination of information prior to its dissemination, including coordination between agencies.

Standard Emergency Warning Signal

The Standard Emergency Warning Signal (SEWS) is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency.

The signal is intended for use as an alert signal to be played on public media, such as radio, television, public address systems and mobile sirens. It aims to draw listeners' attention to the emergency warning that follows.

The SEWS is only to be used under strict instruction as advised by the HMA during an emergency (as defined by the EM Act), in circumstances when it is necessary for the community to take some action to prevent or minimise:

- the loss of life, prejudice to the safety, or harm to the health, of persons or animals
- destruction of, or damage to, property or
- destruction of, or damage to, any part of the environment.

Care must be taken to maintain the status and effectiveness of the signal by limiting its use to significant events as determined by the HMA. The decision

to use the SEWS rests with the relevant HMA, in consultation with the relevant State, district or local emergency coordinator as appropriate.

An IC may use SEWS in a localised emergency, as defined in the EM Act, for broadcasting over vehicle public address systems by the WA Police Force, emergency services and local government where there is an immediate requirement to warn the community of a threat.

The conditions and procedures for use of the SEWS are contained within State EM Response Procedure 4.3.

The State Public Information Line

The State Public Information Line (SPIL) will be established and maintained by the SEPIC. It provides a large-scale telephone call-centre facility for delivering general information to the public regarding the emergency. Call takers will be arranged by the SEPIC.

The public will be notified via the media of the contact phone number(s) for the SPIL as soon as it is operational.

Further information regarding the SPIL is available in SSP – Public Information.

Alternate Formats for Providing Public Information

Agencies must consider the different communication needs of the particular communities affected by the emergency and proactively pursue the provision of information through a variety of formats.

For example, emergency management agencies and Controlling Agencies may consider:

- providing information in a variety of written and verbal formats, including webpage alerts and placement of media releases on websites
- requesting in writing that TV stations run crawlers
- requesting in writing that online media provide a link to the HMA's website

- requesting in writing that open captions be 'switched on' during rolling coverage of a life threatening emergency
- seeking the services of a qualified AUSLAN interpreter for planned public meetings
- ensuring documents provided as PDFs online are also provided in Word format.

Public Information for Recovery

Recovery begins during the response to an emergency, with early recovery activities commencing as soon as practically possible to mitigate the immediate impacts and alleviate suffering and distress.

The HMA and SEPIC (where activated) are responsible for issuing public information about recovery during the response phase, until this responsibility is transitioned to local government.

Provision of information about recovery may be aimed at satisfying the needs of the general public, or it may take the form of information or advice aimed at those persons affected by the emergency – for example providing information about recovery services that may be available.

The efficient dissemination of information to the affected community and the community at large in respect to recovery measures is essential.

The HMA should engage the relevant local governments, including their recovery communications team or staff, early during the response phase as part of the provision of public information.

The HMA and SEPIC (where activated), must transfer the responsibility for coordinating public information to the local government either through the transition of recovery coordination or the implementation of concurrent response and recovery arrangements.

DFES State Recovery will establish arrangements to coordinate state-level recovery-related public information to assist local government(s), the State

Recovery Coordinator, where appointed [Event] Recovery Coordinator or Controller and the State Recovery Coordination Group.

In most events, the HMA and SEPIC are unlikely to have an ongoing role in public information during recovery after the responsibility for coordination has been transferred to the local government(s) and State Recovery Coordinator. However, in long duration emergencies, or where concurrent response and recovery arrangements are required, arrangements for the coordination of public information about response and recovery must be planned and agreed between the HMA, SEPIC (where activated) and State Recovery Coordinator, or, if appointed, [Event] Recovery Coordinator or Controller.

5.3.2 Community Evacuation

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected is one of the strategies that may be employed by relevant agencies to mitigate the potential loss of, or harm to, life.

Responsibility for Community Evacuation

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and when an emergency response is implemented.

The Controlling Agency is responsible for the management of a recommended evacuation and/or where authorised by the HMA, responsible for the management of a directed evacuation and this continues during an emergency response (State EM Policy section 5.7).

Should there be a need for additional powers to direct the movement of persons, animals and vehicles around or out of an emergency area, the Controlling Agency can request the declaration of an emergency situation by the HMA. This will allow for the authorisation by the HMA of relevant persons to exercise the powers of HMOs.

During an emergency situation or state of emergency, the Controlling Agency must comply with the directions of the relevant HMA or the SEC, respectively. An IC who is not a HMO, Authorised Officer or Police Officer does not have the power to make a directed evacuation during an emergency situation or state of emergency.

Planning for Evacuation

The LEMAs are to include evacuation plans and information that will assist the Controlling Agency/HMA in evacuation planning. This includes specific arrangements for (but not limited to):

- unaccompanied children
- schools
- aged-care facilities
- hospitals
- caravan and holiday parks
- tourists and travellers (on tours, cruises)
- persons with disabilities
- remote communities
- culturally and linguistically diverse communities.

The Australian Disaster Resilience Evacuation Planning Handbook has a comprehensive list of circumstances for planning purposes that considers the needs of at risk persons.

The HMAs preparing State Hazard Plans are to consider emergency evacuation planning for the hazards they are responsible for, prior to an incident occurring.

Local government evacuation plans are to be made accessible to the Controlling Agency/HMA 24 hours-a-day, seven days a week. Information that

can assist in the development of evacuation plans is available in the SEMC’s Western Australia Community Evacuation in Emergencies Guideline.

Five Stages of Community Evacuation

In accordance with State EM Policy section 5.7, evacuation planning should include all five stages of an evacuation as illustrated in Figure 10.



Figure 10: Stages of evacuation

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Stage 1: Decision

The decision to evacuate rests with the Controlling Agency, HMO, Authorised Officer or Police Officer as applicable. Criteria to be considered prior to a decision to evacuate are outlined in the SEMC’s Western Australian Community Evacuation in Emergencies Guideline.

The Controlling Agency (where authorised by the HMA) will determine if the evacuation is to be recommended (voluntary) or directed (compulsory). A directed evacuation may only be made by a HMO, Authorised Officer or police officer during an emergency situation or state of emergency using powers under the EM Act.

Stage 2: Warning

The IC is responsible for providing community warnings and timely advice on the likely threat of an emergency and the required actions of the community to assist community members in recognising a threat and being able to make an informed decision as to whether to move to another location.

Where considered necessary the Controlling Agency may request, through the HMA, the use of warning systems such as the SEWS or the Emergency Alert Telephone Warning System (emergency alert). Procedures to activate

SEWS are contained within State EM Policy section 5.6 and State EM Response Procedure 4.3.

Stage 3: Withdrawal

The act of an evacuation is the immediate and urgent movement of people away from a threat or actual occurrence of a hazard or emergency to a place of safety.

Self-Evacuation

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. As far as is practicable, the IC should provide sufficient, timely and relevant information to assist community members in making an informed decision to self-evacuate.

Evacuation

Evacuation is the managed movement of people from a threatened area to a place of safety. The decision to undertake an evacuation will be made by the Controlling Agency (where authorised by the HMA) or an authorised officer who will determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

- **Recommended Evacuation (Voluntary)** - A recommended evacuation (voluntary) will be made by the Controlling Agency or other authorised officer when there is a possible threat to lives or property but it is not believed to be imminent or significant and the community is considered to have the capacity and capability to make an informed decision. Once a decision has been made to evacuate an area, the IC in consultation with the HMA, ensures effective communication strategies are implemented.
- **Directed Evacuation (Compulsory)** - A directed evacuation may only be made by a HMO, Authorised Officer or police officer during an emergency situation or state of emergency using powers under the EM Act. (See State EM Plan Section 5.3.2. for other relevant legislation that may be used to allow for the movement of people and animals).

A directed evacuation is most likely to occur where members of the community at extreme risk do not have the capacity to make an informed decision or when injury or loss of life is imminent.

For either a recommended or directed evacuation, the IC or person carrying out the evacuation will advise community members of the most suitable location that they should evacuate to, based on the prevailing situation.

For further details refer to the SEMC's Western Australia Community Evacuation in Emergencies Guideline.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.

The Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision. Where practicable, procedures should be developed to track remaining residents' wellbeing.

Legislative Powers

Provisions for the movement of people and animals are not restricted to the EM Act. Other legislation may be used by emergency management agencies where appropriate. The legislative authority for Controlling Agencies to initiate a directed evacuation or restrict access to an area can come from a number of Western Australian statutes, including, but not limited to the:

- *Fire Brigades Act 1942*
- *Fire and Emergency Services Act 1998*
- *Bush Fires Act 1954*
- EM Act
- *Coroner's Act 1996*
- *Criminal Investigation Act 2006*

- *Criminal Investigation (Identifying People) Act 2002*
- *Road Traffic Act 1974*
- *Terrorism (Extraordinary Powers) Act 2005*
- *Criminal Code Act Compilation Act 1913 (WA)*
- *Health Act 1911.*

Stage 4: Shelter

Shelter is a dynamic social process providing for the temporary respite of evacuees, including immediate sheltering, temporary sheltering and temporary housing.

Evacuation Centre

When the Controlling Agency/HMA establishes an evacuation centre, they must ensure evacuees are properly received and supported via emergency relief and support partner agencies or other relevant organisations coordinated by the Department of Communities. The Department of Communities, representing these agencies and organisations, should be included as a member of the ISG and OASG, if formed.

Children in Evacuation Centres

Supervisory staff or members of agencies, organisations or educational and care facilities with responsibility for the care, supervision or provision of services to children who evacuate or otherwise attend an evacuation centre must remain at the centre and continue to supervise and provide services until such time as alternative arrangements are made. This may include children being returned to parents or other responsible adult approved by that agency, organisation or educational and care facility. Unaccompanied children, without direct parental or responsible adult supervision, should be evacuated into the care of the Department of Communities at the evacuation centre.

Stage 5: Return

The IC, in consultation with the HMA, is responsible for the provision of timely and accurate situational information to the displaced community (e.g. current activities being undertaken, timeframe for return of community and assistance available to evacuees) and should ensure there is an effective plan in place for returning the displaced community, including provision for at-risk persons.

The return phase of evacuation may be executed in stages and should be subject to planning. This should include issues such as community safety, restoration of essential services and provision of emergency relief and support services.

The Controlling Agency should manage any risk from other (non-prescribed) hazards (e.g. structural integrity, site contamination, hazardous materials and health threats) arising from the emergency, before returning a community following evacuation.

5.3.3 Traffic Management During Emergencies

In order to ensure community safety, it is often necessary to alter the normal flow of traffic through an area affected by an emergency or its immediate surrounds.

It is acknowledged some agencies have traffic management responsibilities under legislation other than the EM Act. It is recommended these agencies conduct those activities consistent with the framework created by the State EM Policy, plans, procedures and guidelines.

Emergency management agencies should implement appropriate agency-specific procedures and training in accordance with State EM Policy section 5.8 and the SEMC's Traffic Management During Emergencies Guideline, for the conduct of immediate traffic management.

Responsibility for Traffic Management

The IC has overall responsibility for the management of traffic during an incident, and this continues during emergency response. Traffic management planning is undertaken by the planning function within the IMT. The Traffic Management Plan (TMP) is to be approved by the IC and reviewed to meet the changing circumstances of the incident.

Where an incident is more widespread, one or more IMTs may be established within the operational area. Traffic management will continue to be applied within incident areas as required by the IC and a wider Traffic Management Strategy developed to strategically manage traffic across the operational area.

The responsibility for the provision of public information in relation to traffic management during an emergency is the responsibility of the IC. This information should be distributed in partnership with the asset owners and include Main Roads WA's traffic advice.

If additional powers to close roads or direct or prohibit the movement of persons, animals and vehicles within or around an emergency area are needed:

- the Controlling Agency can request the declaration of an emergency situation under the EM Act by the HMA or the State Emergency Coordinator (SEC). This will allow for the authorisation of relevant persons to exercise the powers of Hazard Management Officers (HMO) under the EM Act.
- during a State of Emergency, appointed Authorised Officers (AO) have access to the same additional powers under the EM Act.

Traffic Management Planning

Traffic management includes the control of the movement of all vehicles, persons and animals within the affected emergency or operational area. It is not limited to the restriction of access to an emergency or operational area,

the closure of roads or the diversion of traffic around an area affected by the emergency by an alternative safe route.

Where practicable, traffic management planning should be conducted in consultation and collaboration with the road asset owner such as local government and/or Main Roads WA to ensure the suitability and capacity of alternative routes. These strategies will be used to develop the Traffic Management Plan for that emergency.

In support of the Traffic Management Plan, the WA Police Force, Main Roads WA, local government or traffic management contractors may be requested to perform traffic management tasks approved by the IC, such as the establishment and staffing of vehicle control points. Traffic Management Plans must be approved by the IC prior to implementation. They should not be altered without the approval of the IC (except in life threatening situations).

Where a Traffic Management Plan is altered without the prior approval of the IC (due to a life threatening situation), the IC is to be advised of the action immediately.

All traffic management plans are to remain in place until the IC returns management to the asset owner.

Restricted Access Permits

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.

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.

Before restricted access is permitted, the IC must be satisfied that the areas being accessed have been subject to a risk assessment. The identified

emerging and residual risks must be managed to an acceptable level prior to community members entering.

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. The SEMC's Restricted Access Permit System Guideline should be used by HMAs when developing agency specific internal RAPS for their hazards.

Return to Owner/Operator

The IC in collaboration with the asset owner, shall conduct a risk assessment to identify any residual risk from the emergency, prior to returning management of traffic to the asset owner. Upon completion of a satisfactory risk assessment within the affected, emergency or operational area, the IC shall return responsibility for the management of traffic to the asset owner (e.g. Main Roads WA, Department of Biodiversity, Conservations and Attraction, local government, other state government agencies, public and private organisations).

It is the responsibility of the asset owner to determine the most appropriate traffic management strategy to ensure community safety following hand back from the HMA or Controlling Agency.

Following the hand back of traffic management to the asset owners, it is the asset owner's responsibility to ensure the provision of public information in relation to road conditions and other traffic management strategies in place.

5.4 Funding Arrangements for Emergency Response

The Hazard Management Agency (HMA) or Controlling Agency directing an emergency management agency or other agencies or organisations supporting the emergency response, is responsible for payment of costs associated with an emergency response, unless other funding arrangements are established.

Agencies that have assisted in the response to, and recovery from, emergencies may be eligible for reimbursement of some expenses dependent on the situations outlined in State EM Policy section 5.12, such as the Disaster Relief Funding Arrangements Western Australia (DRFAWA).

5.5 Support Services

As previously mentioned, certain 'support service' agencies are assigned roles as either a Combat Agency or a Support Organisation under the State EM Framework. These agencies conduct the following emergency management activities:

5.5.1 Fire Suppression

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.

5.5.2 Health

Department of Health and SJA are assigned as combat agencies responsible for the emergency management activity of providing health services (regulations 26 and 27 EM Regulations). Detailed roles and responsibilities for Department of Health and SJA are available at Appendix E: Roles and Responsibilities.

Department of Health

During an emergency, Department of Health's role will depend on the situation; however, the health coordination will generally include:

- the health response to any hazard emergency as requested by the HMA
- through the hospital stream, the provision of acute medical care and relief to injured persons

- the provision of medical and health advice to the HMA
- through the public health stream, the provision of environmental health, public health, mental health and communicable disease control services, as required
- awareness of the readiness of health service infrastructure including assessment of impact on clinical services, response and/or evacuation requirements
- provision of health advice and support to the designated recovery committee
- provision of pre-hospital medical teams as required
- provision of acute health services, particularly to those persons within the affected community who have chronic medical conditions
- assistance in mass fatality management.

Detailed health arrangements to manage this support service are set out in the relevant Department of Health operational plan. Under this Plan, the State Health Coordinator (SHC) is responsible for the coordination of health services during an emergency.

On request of a HMA, the SHC will determine the appropriate health response, as detailed in the relevant Department of Health emergency operational plan.

Additionally, the SHC may, at their discretion, activate the relevant Department of Health emergency operational plan ahead of an emergency, or outside of the State EM Framework, for example in preparation for a large community event.

These arrangements are State level and similar procedures have been developed for Department of Health at regional and local-levels.

St John Ambulance Western Australia Ltd. (SJA)

During an emergency, the role of SJA will depend on the situation; however, their responsibility will generally be related to pre-hospital management of casualties and may include:

- provision and coordination of a pre-hospital response to emergencies
- provision of appropriate triage and treatment at the emergency site
- provision of logistical support to the Department of Health response to emergencies
- management and transport of casualties in consultation with Department of Health
- provision of transport of initial hospital response team(s) to the emergency site
- provision of trained specialist chemical, biological, radiological and nuclear (CBRN) and urban search and rescue (USAR) paramedics as requested by the nominated HMA.

SJA emergency response arrangements are detailed in the Ambulance Emergency Management Plan (AmbPlan-WA). Under this Plan, the Ambulance Service Director is responsible for the coordination of ambulance services during an emergency. On request for assistance by the HMA, SJA will determine the appropriate ambulance response as detailed in AmbPlan-WA.

5.5.3 Disaster Victim Identification Management

The EM Regulations prescribe the WA Police Force (sworn police officers) and the Police Service (public servants) as Combat Agencies responsible for the emergency management activity of Disaster Victim Identity (DVI) management (regulations 28 and 29 EM Regulations).

It is a function of the State Coroner to ensure that all 'reportable deaths' reported to a coroner are investigated. The State Coroner's investigators are appointed by the Attorney General. Every member of the police force of the

State is a contemporaneous coroner's investigator pursuant to section 14 of the Coroner's Act 1996. Under the Coroner's Act 1996, a coroner investigating a death must find if possible:

- the identity of the deceased
- how the death occurred
- the cause of death
- the particulars required to register the death.

The identification of deceased persons involves a large team of people with a variety of skills. These may include:

- coroners and their staff
- DVI Commander
- police officers and staff from various business units (e.g. crime scene investigation and missing persons)
- medical and dental experts
- victim support groups, grief counsellors and other allied professionals
- other persons (e.g. funeral directors and administrative staff).

Additional agencies which may be involved in the DVI process include, but are not limited to:

- Department of Communities to coordinate emergency relief and support services and set up a disaster information support and care centre (DISCC) for relatives, if required
- representatives from airlines and other transport agencies
- technical investigators (e.g. the Australian Transport Safety Bureau, Police major crash investigation section and State Rail investigators)
- National Emergency Management Agency personnel

- Department of Foreign Affairs and Trade, consulates and Interpol personnel
- Department of Defence personnel.

WA Police Force have an internal DVI plan that details WA Police Force roles and responsibilities.

5.5.4 Emergency Relief and Support Services

The Department of Communities is a support organisation responsible for the support function of providing welfare services (regulation 32 EM Regulations). The function of welfare services is known as emergency relief and support services.

The Department of Communities has the primary responsibility for coordinating the provision of emergency relief and support and resources during emergencies including:

- emergency accommodation
- emergency food
- emergency clothing and personal requisites
- personal support services
- registration and reunification
- financial assistance.

Each functional area is managed by the Department of Communities with the assistance of a range of government organisations and NGOs that have agreed to undertake responsibilities. Agreed organisational roles and responsibilities for each functional area are documented in the relevant Department of Communities emergency operational plan.

Emergency Accommodation

The provision of temporary shelter for persons requiring shelter during an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation is coordinated by Department of Communities.

Evacuation Centres - Evacuation centres are a venue that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop-shop') for an affected community. Evacuation centres may continue the extended provision of services into the recovery phase.

The establishment and management of evacuation centres is the responsibility of the Department of Communities. They are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, personal support and other emergency relief and support services can be provided until alternative arrangements can be made.

During an emergency, unaccompanied children without direct parental or responsible adult supervision should be brought to the attention of Department of Communities, or evacuated to an evacuation centre and into the care of Department of Communities.

Agencies, organisations and educational and care facilities at evacuation centres should liaise with the Evacuation Centre Coordinator at these centres for further advice and assistance in relation to unaccompanied children.

Evacuation Centre Locations - Local evacuation centre locations are predetermined by Evacuation Centre Coordinators in consultation with the local government and endorsed by LEMCs. The endorsed centre locations are listed in Local Emergency Relief and Support Plans.

During an event, the Controlling Agency/HMA will consult with the Department of Communities and the relevant local government, and then decide which centre(s) will be opened.

Emergency Food

The Department of Communities is responsible for coordinating food for people taking shelter in an evacuation centre and may engage with a variety of partner agencies to support emergency food provision.

Responsibility for the provision of meals for staff from other emergency management agencies is the responsibility of the Controlling Agency/HMA.

Emergency Clothing and Personal Requisites

The Department of Communities coordinates the provision of essential clothing and personal requisites, such as toiletry packs, to persons affected by an emergency.

This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.

Where possible, new clothing, or financial assistance for the purchase of new clothing, should be provided to eligible persons as soon as practicable. The use of 'recycled' clothing is a last resort.

Personal Support Services

Department of Communities officers will work with other specialist agencies in providing personal support services to ensure affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption. These include specialised counselling and psychological services, child-care facilities and self-help groups.

Registration and Reunification

The support service of registration and reunification provides for individuals within an emergency-affected community to be traced, families reunited and inquiries about individuals coordinated.

To facilitate the accounting of persons affected by such incidents, a system for registration and reunification services has been developed at the State and national level.

The State Relief and Support Coordinator will activate and implement registration and reunification when necessary, and it can be activated at any stage of an emergency to assist with response and recovery operations. A system that may be used to facilitate this function is the Register.Find. Reunite program, managed by the Australian Red Cross on behalf of the Department of Communities.

Financial Assistance

As described in State EM Policy statement 6.10.1, individuals, businesses and organisations are responsible for understanding and mitigating their own risks and managing their recovery to the best of their ability. The primary responsibility for safeguarding and restoration of private assets rests with the owner. However, following a major emergency, a number of financial assistance programs may be made available to support those affected by emergencies who are eligible and in need.

Information about the availability and eligibility of these programs will be provided on EmergencyWA at recovery.dfes.wa.gov.au.

Disaster Information Support and Care Centres (DISCCs) (formerly State Humanitarian Assistance Centres)

DISCCs are established by the Department of Communities at the request of a Controlling Agency/HMA, the WA Police Force or the SEC, as a result of a major emergency where:

- significant personal loss and grief is experienced by a large number of people
- where existing infrastructure and services are not considered by the requesting authority to be adequate or appropriate
- where mass DVI processes are to be used.

Specific arrangements for these centres are outlined in the DISCCs operational procedures manual maintained by the Department of Communities.

Activation of the centre is determined by the State Relief and Support Coordinator in consultation with the SEC and the Controlling Agency or the HMA.

Other Functions

Reception - Under arrangements with the Australian Government, the State may coordinate a range of reception services, when requested through the Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas (AUSRECEPLAN). State reception arrangements are captured in the Communities emergency operations plan.

These arrangements provide for the reception of Australian citizens, permanent residents, their dependants and approved foreign nationals evacuated from overseas to Western Australia.

5.6 Interstate and Australian Government Assistance

Western Australia has responsibility for coordinating and planning for the response to an emergency within their borders. When the total resources (government, community, industry and commercial) of the State cannot reasonably cope with the needs of the situation, the State may require emergency assistance.

5.6.1 Interstate Assistance

Interstate assistance arrangements should be outlined within the relevant state hazard plan or state support plan.

If required, responsible agencies (or their delegate) should activate these arrangements in accordance with their State Hazard Plans, State Support Plans and operational procedures.

In certain circumstances, the SEC may enter into agreements or arrangements with other states or territories to assist HMAs or responsible agencies with their response.

5.6.2 Australian Government Assistance

If a HMA or responsible agency has specific Australian Government assistance arrangements in place, these should be outlined within the relevant State Hazard Plan or State Support Plan.

When required, the SEC may enter into additional agreements or arrangements with the Australian Government to assist HMAs and or other responsible agencies with their response.

The Australian Government's national emergency management plans provide an overview of the types of assistance the Australian Government may provide. A list of current national plans is available on the National Emergency Management Agency ([NEMA website](#)).

At the State level, the SEC (or their delegate), is responsible for liaising with NEMA regarding accessing Australian Government assistance during an emergency.

In some circumstances, the Australian Government may provide non-financial assistance or immediate, short-term response assistance.

Australian Government Non-Financial Assistance

If required, the State may request non-financial assistance from the Australian Government, through NEMA.

The Australian Government Disaster Response Plan (COMDISPLAN) outlines the arrangements for the provision of Australian Government non-financial

assistance in the event of an emergency within Australia or its offshore territories. The term 'non-financial assistance' refers, but is not limited to:

- planning expertise
- provision of geospatial services
- counselling
- advice
- niche capabilities
- management of external resources
- physical assistance.

Australian Government non-financial assistance, may be provided when an emergency has occurred or is imminent, and at least one of the following criteria is met:

- all government, community, industry and commercial resources are exhausted or are likely to be exhausted
- the State is unable to mobilise its own resources (or community, industry and commercial resources) in time
- the Australian Government has a capability that the State does not have.

Under State EM Policy section 5.10:

- the SEC is the nominated official to make Australian Government non-financial assistance requests, also known as a Commonwealth Request for Assistance (Commonwealth RFA) on behalf of Western Australia
- a HMA may initiate a Commonwealth RFA in consultation with the SEC.

Emergency Management Form 22: Request for Australian Government Non-Financial Assistance (Commonwealth Request for Assistance) should be submitted in accordance with State EM Response Procedure 4.20.

Immediate Assistance from the Department of Defence

Defence may provide immediate assistance for a localised and short-term emergency response (referred to as Defence Assistance to the Civil Community Category 1 (DACC 1)) when the following criteria are met:

- immediate action is necessary to save human life alleviate suffering, prevent extensive loss of animal life or prevent widespread loss and damage to property
- local civilian resources are inadequate, unavailable or cannot be mobilised in time; and
- the expected duration of assistance required does not exceed 48hrs.

A HMA may request immediate assistance under DACC 1 from the Joint Operations Support Staff WA (JOSS WA), or Senior Australian Defence Force Officer (SADFO), Base Manager or Unit Commander where local arrangements have been established. NEMA should also be advised of such requests for situational awareness.

If Defence emergency assistance is expected to exceed localised support or extend beyond 48 hours, (referred to as a DACC Category 2 – Significant Crisis Response) a formal Request for Australian Government Non-Financial Assistance (Commonwealth Request for Assistance) must be submitted.

5.7 Debrief and Post-Operations Report

In support of continuous improvement, emergency management agencies are to undertake operational debriefs and post-operations reporting to identify lessons. This will allow agencies to assess recommendations and implement changes to improve emergency response.

5.7.1 Operational Debrief

Following any operational activity, it is important to identify and adopt any lessons so actions can be undertaken to continuously improve the State EM

Framework. Debriefs, reviews and analysis should be conducted by all State agencies and regarded as a routine practice following an event.

There are various types of debriefs with the 'hot' debrief being the most informal level of review. A 'hot debrief' is undertaken by the IC immediately post-incident, often before response personnel have left the incident site.

A more formal operational debrief is to follow, whereby the HMA invites all agencies involved to undertake a more formal assessment of how the operational aspects of the emergency response were undertaken, with the aim of identifying lessons to be learnt.

5.7.2 Reporting

Post-Operation Reports by HMAs

Following an emergency that requires a SECG to be established, the HMA must submit a post-operation report to the SEMC. The report will:

- provide a strategic overview of the response
- identify operational activities that were well executed and those that were not and make recommendations in order to improve future operations
- report on the effectiveness of interagency cooperation
- report on the performance and/or adequacy of communications and equipment
- determine the action needed to rectify any shortcomings, particularly those relating to the need to amend EM plans and the development and conduct of specific EM training
- clearly define the finalisation of the emergency response phase
- include 'Lessons Identified' and recommendations for enhancing the State's emergency management arrangements.

Post-operations reports are to be developed in accordance with State EM Response Procedure 4.22, and tabled at the SEMC meeting following completion.

SECG Reports

Where the response to an emergency requires the establishment of a SECG, a post-operations report on the functioning of the SECG is to be tabled at the SEMC meeting following its completion. The SECG Executive Officer is responsible for developing the SECG post-operation report.

The process for this reporting is contained within State EM Response Procedure 4.22.

A dark, blue-toned photograph of a rocky canyon. A waterfall is visible in the background, cascading over a rock ledge into a pool of water. The rock walls of the canyon are highly textured with visible horizontal and vertical fissures. The overall mood is somber and majestic.

Part Six:

Recovery

Part six of the State EM Policy, defines recovery as - “the restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and ‘build back better’, to avoid or reduce future disaster risk (Australian Disaster Recovery Framework (2022)).

Recovery planning and activities may be organised in three phases known as preparing for recovery, early recovery, and recovery operations (see figure 11) and across four domains - social, built, environment and economic.

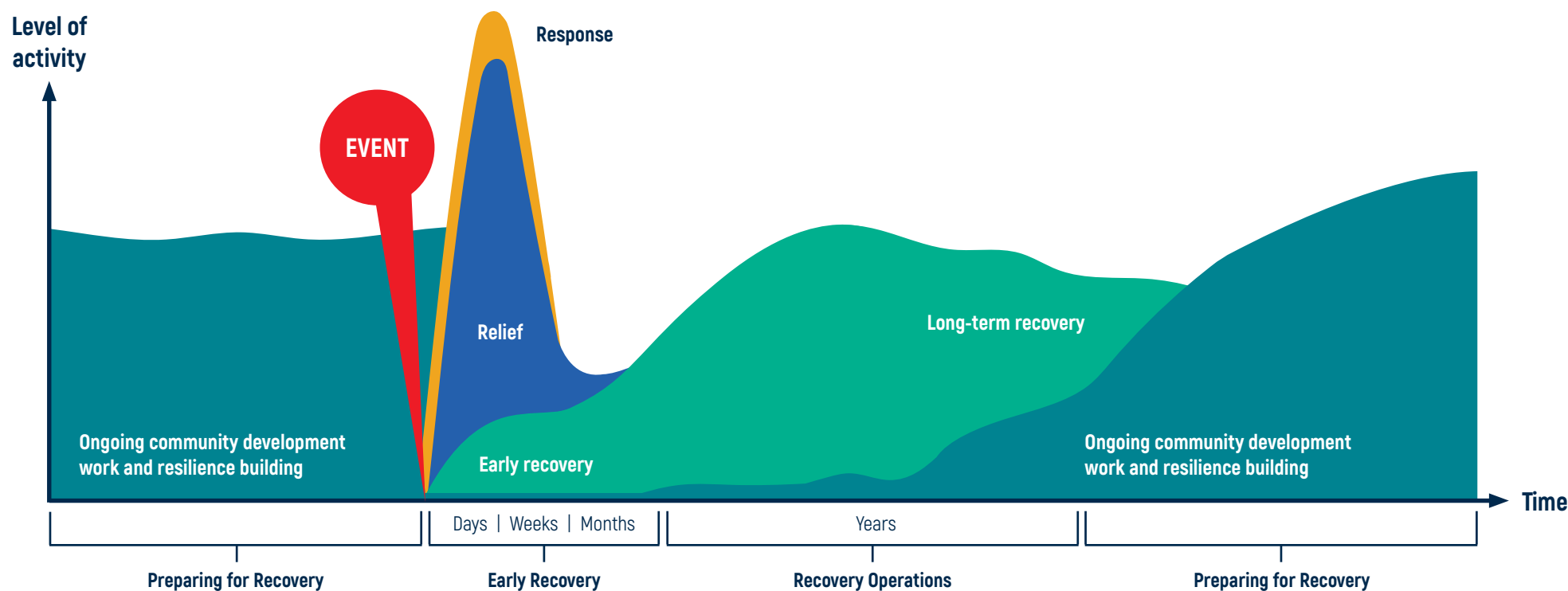


Figure 11: Phases of recovery

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The three phases of recovery are:

The **preparing for recovery** phase builds recovery capability and capacity before emergencies through planning, training, exercising and community engagement.

The **early recovery** phase starts during emergency response, focusing on understanding and meeting immediate needs and establishing governance structures for longer term recovery support.

The **recovery operations** phase, guided by local and state recovery plans, delivers programs to meet recovery needs and restore community function.

The four domains used for organising recovery planning and activities are:

The **social domain** focuses on the health and wellbeing of individuals, families and communities, including safety, security and shelter, health and psychosocial wellbeing.

The **built domain** focuses on physical infrastructure, including essential services, commercial and industrial facilities, public buildings, assets and housing.

The **environment domain** focuses on land-based, aquatic, coastal and marine ecosystems, and environmental values that are of cultural, local and/or national significance. This area includes the management and disposal of waste and management of environmental health issues.

The **economic domain** focuses on the economy (local and state-level), including jobs, businesses and industries.

In WA, the governance, planning and delivery of recovery is underpinned by the State Strategic Recovery Priorities (State EM Policy section 6.1.8):

Community-centred and place-based

Engage communities in shaping their own recovery through planning, decision-making and governance processes that are inclusive and encompass diverse culture and lived experience.

Timely, responsive and accessible

Deliver timely and appropriate recovery support to meet the unique recovery needs of individuals, businesses, and organisations, using person-centred approaches to reach those in greatest need and ensure access for all.

Restore and build back better

Repair and rebuild social, built, environmental, and economic systems to restore community function and wellbeing and build preparedness and resilience for future shocks and risks.

Value First Nations Voice

Enable leadership and self-determination for First Nations people and ensure recovery recognises intergenerational trauma and Closing the Gap priorities.

6.1 Preparing for Recovery

Preparing for recovery occurs before an emergency to improve institutional capacity and capability for recovery across State agencies, local governments and the community sector. The phase involves preparing for recovery through the development and maintenance of policies, planning, systems, training and exercising. It also includes engaging with community to build their disaster preparedness and recovery capabilities.

6.1.1 Planning

Local government, HMAs, Support Organisations, DFES and other State agencies with delegated or legislative functions in emergency management or recovery, all have responsibilities to plan for recovery:

- Local governments must include Local Recovery Plans in their Local Emergency Management Arrangements (section 41(4) EM Act).
- HMAs, Support Organisations and other agencies with assigned supporting roles must prepare, include and maintain up-to-date recovery arrangements in State Hazard Plans and State Support Plans (State EM Policy statements 6.2.2 and 6.6.2.1).
- DFES is responsible for advising the SEMC on amendments required to keep the State recovery policy, plans and arrangements current (State EM Policy statement 6.5.1).

Planning processes should:

- take into account the State Strategic Recovery Priorities and National Principles for Disaster Recovery
- be framed in the context of the three phases of recovery (preparing for recovery, early recovery, and recovery operations) and four domains (social, built, environment and economic)
- engage key stakeholders that will play a role in recovery
- consider the seven components of the of the [Australian Disaster Preparedness Framework](#) (available from Department of Home Affairs):
 - establish effective governance, roles and responsibilities
 - understand risks and consequences
 - understand capability requirements
 - enhance and develop capabilities
 - foster partnerships

- plan, coordinate capabilities and partnership
- inform policy, investment & expectations (including consideration of recovery funding arrangements).

6.1.2 Training and Exercising

It is the responsibility of each local government and State agency with a role in recovery to ensure it has appropriately trained and skilled staff to execute its responsibilities during recovery.

DFES supports recovery preparedness and capability across State and local governments. This support may include the provision of materials, programs, and activities designed to assist local governments, Emergency Management Agencies, and other State agencies in building the capability of their personnel through training and exercises. DFES may also facilitate opportunities for whole-of-government recovery preparedness, including recovery exercises involving local governments, State agencies, and non-government organisations.

6.1.3 Lessons management and continuous improvement

All local governments and State agencies with a role in recovery should capture observations and lessons identified during exercises and recovery events and use these learnings to update and improve recovery plans, policies and arrangements.

DFES should facilitate the collection of observations and lessons identified that may contribute improvements to state-level recovery operational matters.

6.2 Early Recovery

Recovery begins during the response to an emergency, with early recovery activities commencing as soon as practically possible to mitigate the immediate impacts and alleviate suffering and distress. Work also commences on determining the level of state support required and establishing recovery governance structures.

6.2.1 Commencement of Recovery

In accordance with State EM Policy section 6.2, the HMA is responsible for commencing recovery.

6.2.1.1 Initiating Recovery

To initiate recovery, the HMA is responsible for:

- notifying the State Recovery Coordinator for Level 2 and 3 incidents, and where there is a declaration of an emergency situation or state of emergency
- ensuring response activities consider recovery needs, State Strategic Recovery Priorities, and advice from local and state recovery coordinators
- including local and State government recovery representatives in incident support arrangements (e.g. Incident Support Group, Operational Area Support Group)
- identifying and monitoring impacts, advising local government and the State Recovery Coordinator, and preparing an Impact Statement if required
- activating State Support Plan arrangements as needed, for example emergency relief services under the State Support Plan: Emergency Relief and Support
- incorporating recovery information into community engagement and public information communications

- coordinating and supporting initial clean-up of public places, areas and facilities and restoration of essential services to ensure public safety
- providing support for urgent recovery programs including assistance with site access and logistics to enable service delivery by agencies and providers.

HMA should seek advice from the State Recovery Coordinator if support is needed to fulfil responsibilities. This may include requesting the deployment of a liaison officer from DFES State Recovery to assist the incident management team.

6.2.1.2 Impact Statement

An Impact Statement provides a point-in-time overview of known and emerging impacts arising from an emergency.

The HMA must prepare an Impact Statement for all Level 2 and 3 incidents unless an exemption has been granted by the State Recovery Coordinator.

The HMA should also prepare an Impact Statement for a Level 1 incident if requested by the State Recovery Coordinator.

The State EM Recovery Procedure 5.3 sets out the requirements of an Impact Statement.

The HMA must use best endeavours to prepare the Impact Statement before transferring the responsibility for management of recovery activities to local or state recovery coordinator.

The Impact Statement should be approved by the HMA and the Chief Executive Officer of the impacted local government(s) and endorsed by the State Recovery Coordinator (or delegate).

The State Recovery Coordinator may grant an exemption for the requirement to complete an Impact Statement where there are no impacts to the social, built, environment or economic domains requiring recovery activity. When

deciding whether or not an Impact Statement is required, the State Recovery Coordinator should consult local government(s).

In exceptional circumstances, the State Recovery Coordinator may modify the approval requirements for impact statements. For example, where the impacts of an emergency affect multiple local government(s) a representative group or body may approve the Impact Statement on behalf of local government(s).

6.2.1.3 Transition of recovery coordination

Where recovery activities require ongoing coordination, the HMA must transition responsibility to local government, unless advised by the State Recovery Coordinator that the State will be involved in recovery coordination.

The timing for the transition will vary depending on the nature of the emergency and should take place when:

- affected areas have been made safe and access restored sufficiently to enable the commencement of recovery activities; and
- agreement has been reached with the local government or where advised, the State Recovery Coordinator.

As part of the transition process, the HMA is required to brief the local government and provide details on recovery needs, public information and recovery activities already underway.

When advised that the State will have a role in recovery coordination, the HMA must also brief the State Recovery Coordinator and if appointed, the [Event] Recovery Coordinator or Controller.

If the HMA and local government are unable to reach an agreement on transition of recovery coordination, they may refer the matter to the State Recovery Coordinator for advice.

After the transition to recovery the HMA still has responsibility for supporting recovery (EM Act section 3 and 4(3)). This may include finalising the delivery

of recovery activities commenced during response or supporting delivery of recovery activities and programs under the coordination of local government, State Recovery Coordinator and/or [Event] Recovery Coordinator / Controller.

6.2.1.4 Concurrent recovery and response operations

Where response and recovery operations occur concurrently, the HMA is responsible for establishing arrangements to coordinate response and recovery operations with relevant local and state recovery coordinators / controller.

These arrangements should consider:

- governance structures to ensure coordination between response and recovery activities
- decision-making authority, roles and responsibilities
- shared understanding of priorities, objectives and risk
- arrangements for sharing of data and information
- arrangements for coordination of reporting and advice to government
- arrangements for public information and communication.

6.2.2 Recovery coordination arrangements

All recoveries, regardless of the level and complexity, require a coordinated and collaborative approach between community, non-government organisations, local governments and State agencies to ensure delivery of recovery activities is needs driven, efficient, effective and avoids gaps or duplication.

6.2.2.1 Local government

Local governments should activate arrangements under their Local Recovery Plan where recovery is required to restore community function following an incident or emergency.

The Local Recovery Coordinator coordinates recovery activities on behalf of the local government and, in more complex recovery events, will be supported by a Local Recovery Coordination Group or alternative local leadership structures established by the local government (for example a Council sub-committee or recovery working groups).

Recovery working groups may be established by the local government to support the Local Recovery Coordinator and Local Recovery Coordination Group. The working groups may be based on the four domains – social, built, environment and economic - or other structure appropriate to the community context.

Figure 12 provides an example local government recovery governance structure. These arrangements are scalable and flexible and should be adjusted to suit the scale of recovery and the context and needs of each community.

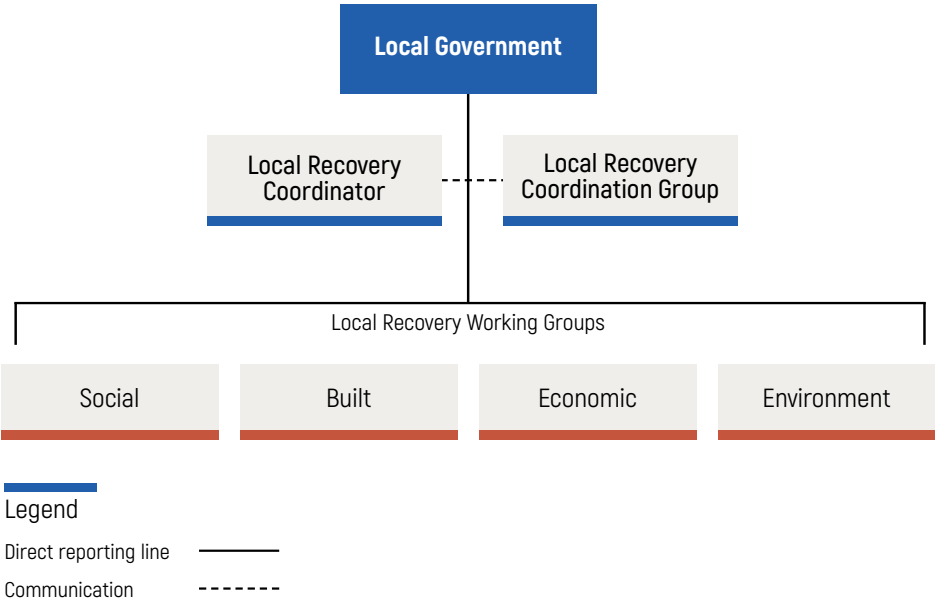


Figure 12: Example local government recovery governance structure
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Where a recovery event involves more than one local government, State EM Policy statement 6.3.7 recommends a coordinated approach across the local governments where appropriate/suitable. This may include (but is not limited to):

- a joint local, district or regional coordination group
- appointing a joint Local Recovery Coordinator
- shared staffing of recovery roles; and/or
- joint Local or District Operational Recovery Plan.

District or regional recovery arrangements should be documented in a Local Operational Recovery Plan or other agreement between the local government(s).

Local governments should contact the State Recovery Coordinator for advice when support is needed to manage recovery.

6.2.2.2 State Government

The State EM Policy describes arrangements for state involvement to support local governments, when the complexity of the recovery exceeds the capacity and capability of the local government.

The **Model for Recovery Coordination** (State EM Policy Appendix E) provides a four-tier framework (R1 - R4) to guide the state's role in recovery. The State Recovery Coordinator advises the Fire and Emergency Services Commissioner on the recommended level and nature of state involvement needed to support recovery as per the Model, having taken into consideration:

- the complexity of recovery using the Recovery Level Assessment Support Tool provided in State EM Recovery Procedure 5.6
- advice from the local government(s) affected by the emergency regarding their capacity and capability to manage recovery

- advice from the HMA, the State Relief and Support Coordinator, State Emergency Coordinator (if appropriate) and other State agencies as appropriate to the impacts
- State Strategic Recovery Priorities.

The State Recovery Coordinator should assess the level of a recovery event under the Model for Recovery Coordination in any of the following circumstances:

- for declared Level 2 or Level 3 incidents, or where an Emergency Situation Declaration or State of Emergency Declaration has been made
- where requested by an HMA, local government or State agency
- any other time, where, in their opinion, an assessment is deemed necessary.

A recovery event is deemed to be R1 level under the Model for Recovery Coordination unless otherwise determined by the State Recovery Coordinator.

The State Recovery Coordinator may reassess the recovery level at any time during recovery at their discretion or at request of a local government, HMA, State agency or WA Local Government Association.

Where required, the State Recovery Coordinator is to establish the State Recovery Coordination Group and State Recovery Domains. The convening process, roles and membership of these groups are set out in State EM Recovery Procedures 5.1 and 5.2.

Figure 13 provides an example State Government recovery governance structure. These structures are scalable and flexible and should be adjusted to suit the scale of recovery and the context and needs of each community.

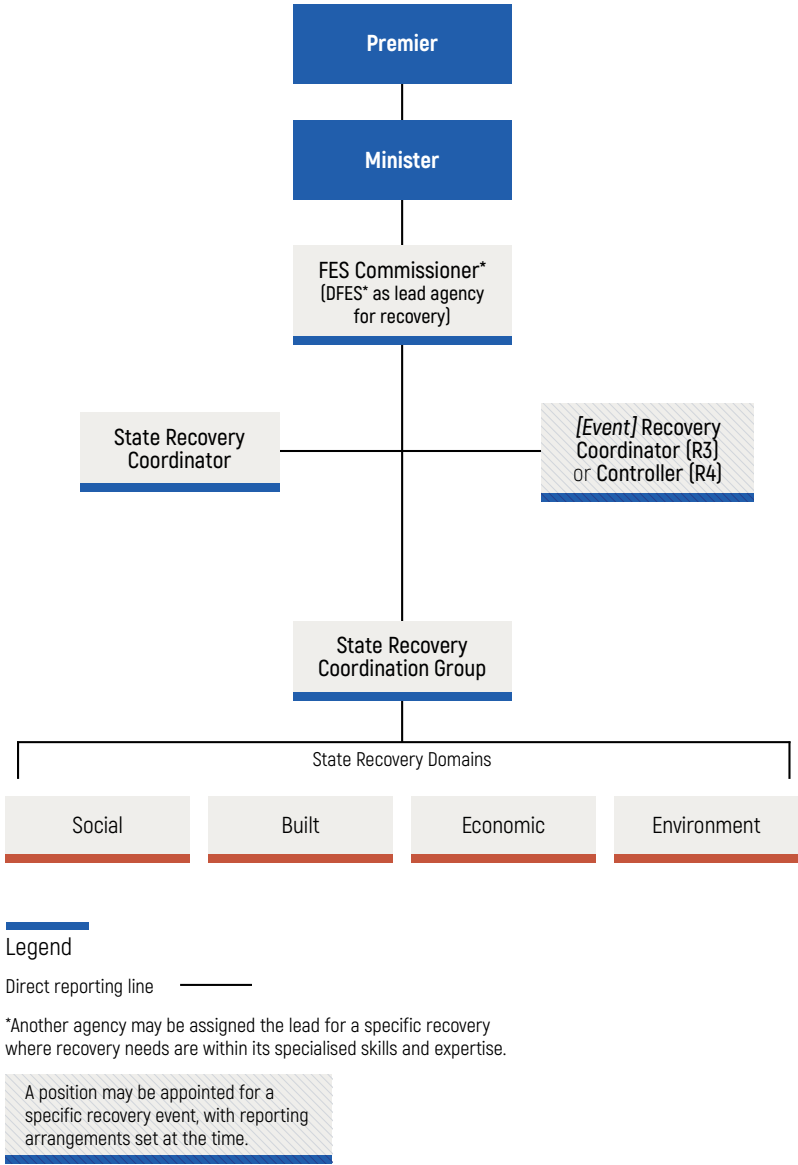


Figure 13: Example State Government recovery governance structure

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6.2.2.3 Community participation in recovery governance structures

All recovery governance structures should provide genuine and meaningful opportunities for community participation throughout recovery, particularly in needs assessment, planning, governance and the review of progress and outcomes, with a strong focus on diverse and inclusive representation. Examples might include:

- inviting community members and stakeholders, including local business and industry representatives, to participate in a Local Recovery Coordination Group, local recovery working groups and, where appropriate, State Recovery Domains
- establishing a community recovery working or advisory group or utilising existing community networks, groups and representative organisations as a mechanism for community engagement and advice
- engaging local community leaders and representatives to act as advisors or facilitators of engagement between government and community e.g. cultural and/or community navigators.

6.3 Recovery Operations

The recovery operations phase involves the delivery of activities and programs to address recovery needs and assist the community restore a stable level of function across the social, built, environment and economic domains. Activities in this phase include recovery needs assessment, community engagement and public information, planning and implementation of recovery programs, as well as monitoring and evaluation.

The phase commences when responsibility for managing recovery activities transitions from the HMA to the local government and/or [Event] Recovery Coordinator/Controller, although it may also overlap with ongoing response operations.

Recovery operations should be guided by a Local Operational Recovery Plan and, where developed, a State Recovery Plan. The recovery operations phase

is complete when recovery activities are delivered or can be embedded in business-as-usual service delivery.

6.3.1 Recovery programming

6.3.1.1 Recovery needs assessment

Recovery needs assessments involve a process of identifying the specific support a community requires for recovery based on the consequences of the impacts arising from the emergency and the values, strengths and vulnerabilities of the community. There are typically two types of needs assessments:

- **rapid needs assessment:** conducted during response and early recovery phase, using limited information to identify urgent recovery activities and programs
- **comprehensive needs assessment:** developed during recovery operations phase, informed by detailed data and community engagement to support long term planning.

Agencies involved in recovery programming may carry out both types of assessments within their portfolio responsibilities using internal data and stakeholder input to inform the delivery of their recovery-related activities. Agencies should share their assessments with the local government and the State Recovery Coordinator or appointed [Event] Recovery Coordinator/Controller to assist with coordinated recovery planning.

A rapid needs assessment may identify urgent recovery programs that need to start immediately, before a comprehensive needs assessment and Local Operational Recovery Plan and/or State Recovery Plan are finalised, and sometimes before the response operations conclude. Examples of urgent recovery activities include restoration of essential public assets, temporary accommodation, clean-up of debris and hazardous materials and the establishment of a community recovery hub.

To the extent possible, standing arrangements for the funding and delivery of early recovery activities should be established in the preparing for recovery phase.

The development of both the Local Operational Recovery Plan and the State Recovery Plan should be based on a comprehensive needs assessment. Local government leads the coordination of the assessment for the Local Operational Recovery Plan, while the State Recovery Coordinator or the [Event] Recovery Coordinator/Controller, if appointed leads the assessment for the State Recovery Plan. Both are informed by agency-level contributions that reflect sector-specific impacts and recovery needs, enabling effective planning and decision-making.

6.3.1.2 Recovery plans

A local government must prepare a Local Operational Recovery Plan for all R2, R3 and R4 recovery events and may do so at their discretion for other recovery events. The State Recovery Coordinator or, where appointed, the [Event] Recovery Coordinator / Controller, will lead the development of a State Recovery Plan for a R3 and R4 recovery event.

A Local Operational Recovery Plan and State Recovery Plan must be unique to the event, outcomes focused and informed by a comprehensive needs assessment and engagement with community stakeholders and recovery coordination groups.

Subject to recovery needs and funding, the Local Operational Recovery Plan and State Recovery Plan may include a range of recovery program types such as (but not limited to):

- financial assistance to assist the recovery of affected individuals, businesses, non-profits and other community organisations
- grant programs for community organisations or businesses to conduct activities that meet the immediate needs of individuals or to undertake recovery and resilience projects within the community and impacted environments
- psychosocial, legal and other support services to individuals, businesses and community organisations

- funding support for assets and landowners to undertake reconstruction works and/or environmental rehabilitation works, including for the reconstruction of public assets
- industry support, economic stimulus and/or training programs to support impact businesses, industries or workforces.

Guidance for development of a Local Operational Recovery Plan and State Recovery Plan is provided in State EM Recovery Procedure 54. The Local Recovery Guidelines provides further guidance for the development of a Local Operational Recovery Plan.

6.3.1.3 Funding for recovery operations

A Local Operational Recovery Plan and State Recovery Plan will be supported by a funding strategy identifying:

- activities that are eligible for funding under the pre-agreed funding measures in the Disaster Recovery Funding Arrangements for Western Australia 2018
- activities that can be delivered by local and State government within existing budgets and programs
- activities that may be funded by private or philanthropic partners
- activities funded under extraordinary arrangements by the State and/or Commonwealth governments.

DFES is responsible for coordinating funding requests and proposals for recovery programs and activities to the State and Commonwealth Governments. Funding requests to the State Government are subject to the usual expenditure approval process and requirements.

6.3.2 Monitoring and evaluation

6.3.2.1 Monitoring and reporting

Ongoing monitoring and reporting of recovery activity and progress assists in managing the effectiveness of recovery activities and allows recovery programs to be adjusted, if required, to better meet evolving needs. The information and data collected will also contribute to the review and evaluation of local and state-level recovery plans. Agencies delivering recovery programs are responsible for providing regular reports to the Local Recovery Coordinator, State Recovery Coordinator or [Event] Recovery or Controller (as appropriate) on the delivery of planned recovery activities against key performance indicators such as forecast program, budget and outputs.

The relevant Coordinator / Controller will specify the format, frequency, and content of the reporting required.

6.3.2.2 Review and evaluation

Review and evaluation of the outcomes of a local and state-level recovery plan is essential for accountability and to assess the effectiveness of recovery programs and activities. Evaluation may also be a requirement for recovery packages funded by State and/or Commonwealth governments.

Where applicable, lessons learned and identified improvements should be incorporated into ongoing recovery programs to improve community outcomes and into local emergency management arrangements and the State EM Framework to improve future recovery programs.

A local government should review the Local Operational Recovery Plan within 12 months of completion of the plan (State EM Policy section 6.9). The review process should be appropriate and proportional to the complexity of the recovery event and should:

- assess recovery progress, effectiveness, efficiency and appropriateness against recovery outcomes
- summarise the community's recovery journey
- capture observations and lessons identified.

The State Recovery Coordinator must ensure a State Recovery Plan evaluation is completed within 12 months of the completion of the plan and brief the SEMC and local government on the findings of the evaluation (State EM Policy statement 6.94). The evaluation framework should consider the Australian Government Monitoring and Evaluation Framework for Disaster Recovery Programs (Argyrous 2018) and the State Government's Outcomes Measurement Framework for Community Services (Government of Western Australia 2022), or where updated, the most current versions published.

Evaluation activities should be commenced early in the recovery operations phase and be undertaken progressively at key stages.

6.3.3 Transition to business-as-usual arrangements

Local government(s) may de-escalate or stand down local recovery arrangements when they determine that recovery activities outlined in a local and/or state recovery plan can be effectively managed through business-as-usual arrangements.

The State's involvement and support in recovery may be de-escalated or stood down when recovery coordination and services can be delivered through business-as-usual arrangements of the local and State government and extraordinary arrangements are no longer required. The timing will depend on the context of the community and recovery event, but may include when:

- a sustainable level of community function has been restored
- the [Event] Recovery Coordinator or Controller has fulfilled their responsibilities
- a State Recovery Plan is in place, and the complexity of outstanding recovery needs can be managed by the local government or delivery agencies.
- the local government and community have the capacity and capability to lead their ongoing recovery process.

It is important this process is planned, managed and communicated in a coordinated and orderly fashion and the local government, relevant State agencies and community leaders are consulted.

The State Recovery Coordinator or where one is in place, an [Event] Recovery Coordinator or Controller, is responsible for planning and coordinating the de-escalation of state involvement in a recovery event.

Planning should be in writing and address:

- timeline for transition, including timing for standing down of an [Event] Recovery Coordinator / Controller where appointed
- timeframe for completion of recovery programs and operations
- funding arrangements and commitments
- outstanding priorities, outcomes and deliverables and responsible agencies
- arrangements for coordination, monitoring and reporting of remaining programs
- transition arrangements for public information.

A dark, blue-toned photograph of a rocky canyon. The rock walls are layered and textured, with a small waterfall visible in the distance. The word "Appendices" is written in white, bold, sans-serif font, centered horizontally and slightly above the middle vertically. A thin white horizontal line is positioned directly below the text.

Appendices

Appendix A: Acronyms

Acronym	Meaning
ADF	Australian Defence Force
AIIMS	Australasian Inter-Service Incident Management System
AmbPlan – WA	Ambulance Emergency Management Plan
ANZEMC	Australian – New Zealand Emergency Management Committee
CaLD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological and Nuclear
DACC	Defence Aid to the Civil Community
DBCA	Department of Biodiversity, Conservation and Attractions
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DISCC	Disaster Information Support and Care Centre

Acronym	Meaning
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
DVI	Disaster Victim Identification
EM Act	<i>Emergency Management Act 2005</i>
EM Regulations	<i>Emergency Management Regulations 2006</i>
ESNORG	Essential Services Network Operators Reference Group
HAZMAT	Hazardous Material
HMA	Hazard Management Agency
HMO	Hazard Management Officer
IC	Incident Controller
ICCS Plus	Incident Command and Control System Plus
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements

Acronym	Meaning
LEMC	Local Emergency Management Committee
MARSAR	Marine Search and Rescue
NEMA	National Emergency Management Agency
NGO	Non-Government Organisation
NPPAD	National Principles for Animals in Emergencies
OAM	Operational Area Manager
OASG	Operational Area Support Group
PIRG	Public Information Reference Group
PIT	Public Information Team
PPRR	Prevention, Preparedness, Response and Recovery
SDC	State Disaster Council
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SECT	State Exercise Coordination Team
SEMC	State Emergency Management Committee

Acronym	Meaning
SEPIC	State Emergency Public Information Coordinator
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance Western Australia Ltd.
SPIL	State Public Information Line
SPRED	Space Re-entry Debris
SRCG	State Recovery Coordination Group
USAR	Urban Search and Rescue
WA Police Force	Western Australia Police Force

Appendix B: Definitions

Terminology used throughout this document shall have the meaning prescribed in section 3 of the EM Act or as defined in the State Emergency Management Glossary. In addition, the following definitions apply.

Term	Definition
Controlling Agency	<p>An agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either:</p> <ul style="list-style-type: none"> · legislation other than the <i>Emergency Management Act 2005</i> or · by agreement between the relevant HMA and one or more agencies
Directed Evacuation	<p>A directed evacuation may only be made by a HMO, Authorised Officer or police officer during an emergency situation or state of emergency using powers under the EM Act. (See State EM Plan Section 5.3.2. for other relevant legislation that may be used to allow for the movement of people and animals).</p> <p>A directed evacuation will be issued for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.</p>
Emergency Accommodation	The provision of temporary shelter for persons requiring shelter during an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, coordinated by the Department of Communities.
Evacuation	This is either a recommended or directed evacuation, where a Controlling Agency (where authorised by the HMA) or an HMO, Authorised Officer, Police Officer is undertaking a specific activity to manage the withdrawal of people from an area at risk or subject to the effects of a hazard.
Evacuee	A person who has withdrawn or been removed from a place of danger.
Incident	The occurrence or imminent occurrence of a hazard.

Term	Definition
Incident Controller	The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology; however, the function remains the same).
Incident Management Team	A group of incident management personnel comprising the incident controller, and the personnel they appoint to be responsible for the functions of operations, planning and logistics. The term, headed by the incident manager, who is responsible for the overall control of the incident.
Incident Support Group	Group of agency/organisation liaison officers, including the designated emergency coordinator convened and chaired by a person appointed by the Controlling Agency to provide agency-specific expert advice and support in relation to the response to an incident.
Information	Knowledge based on a collection of facts and data related to specific events or circumstances that has been gathered or received by the communication, intelligence or news.
Local Government	Refer to: <ul style="list-style-type: none"> • a local government established under the <i>Local Government Act 1995</i> • two or more local governments (the 'combined local government') that have united under the provisions of section 34(1) of the EM Act • a public authority specified under the provisions of section 35(1) of the EM Act to perform and exercise all of the functions of a local government under Part 3 of the EM Act in the area specified.
Media	Refers to organisations that disseminate information by radio, television or newsprint to the general public, also known as the 'mass media', or by other electronic means (including mobile phone and internet).
Minister	References to the Minister mean the Minister responsible for the EM Act.

Term	Definition
Operational Area Manager	The person designated by the relevant hazard management agency (HMA), responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and incident controller(s) in accordance with the needs of the situation.
Operational Area Support Group	A group of agency/organisation liaison officers, including the designated emergency coordinator, convened by the operational area manager/HMA to provide agency-specific expert advice and support in relation to strategic management of the incident/s.
Policy	<p>In the context of this document, 'policy' refers to State EM Policy approved by the State Emergency Management Committee (SEMC). It includes provision for:</p> <ul style="list-style-type: none"> • a strategic framework for emergency management in the state • the roles and responsibilities of emergency management agencies • other matters that are prescribed by the EM Regulations.
Place of Last Resort	A place where members of a community can go or be taken to at the last minute to seek shelter from an imminent threat when it is too late to evacuate. It should only be used when all other plans have failed and no other option exists. This may be a shed, area of the home, dam or other place appropriate to the hazard.
Recommended Evacuation	An evacuation where a Controlling Agency provides advice to members of a community that they evacuate, when the incident controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at the time, but where the risk is not perceived as extreme or imminent.
Responsible Agency	The agency responsible for preparing, maintaining and reviewing the State EM Policy, State EM Plan, State Hazard Plans or State Support Plans. An agency may be an individual, public authority, organisation, SEMC Subcommittee or SEMC Reference Group as directed by the SEMC.

Appendix C: Hazard Management Agencies and Controlling Agencies for Western Australian Hazards

The following table identifies the HMAS and Controlling Agencies for each prescribed hazard in Western Australia.

Hazard	Hazard Management Agency	Controlling Agency
Air Crash	Commissioner of Police	WA Police Force
Animal or plant, pests or diseases	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the collapse of a structure or landform (collapse)	Fire and Emergency Services Commissioner	DFES
Cyclone	Fire and Emergency Services Commissioner	DFES
Earthquake	Fire and Emergency Services Commissioner	DFES
Loss of or interruption to the supply of electricity that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)	Coordinator of Energy	Energy Policy WA ⁹

Notes

⁹ Infrastructure Operations are considered the Controlling Agency for physical restoration of supply.

Hazard	Hazard Management Agency	Controlling Agency
Fire	Fire and Emergency Services Commissioner	<ul style="list-style-type: none"> • DFES within gazetted fire districts or where DFES brigade or unit established • DBCA on land it manages outside gazetted fire districts • Local government in local government districts outside of gazetted fire districts and DBCA land.
Flood	Fire and Emergency Services Commissioner	DFES
Loss of or interruption to the supply of natural gas, that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA ¹⁰
Actual or impending spillage, release or escape of a biological, substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending spillage, release or escape of a chemical, radiological or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES

Notes

¹⁰ Infrastructure Operations are considered the Controlling Agency for physical restoration of supply.

Hazard	Hazard Management Agency	Controlling Agency
Heatwave	Chief Executive Office, Department of Health	Department of Health
Hostile Act	Commissioner of Police	WA Police Force
Human Epidemic	Chief Executive Office, Department of Health	Department of Health
Land search – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
Loss of or interruption to the supply of liquid fuel as defined in the <i>Liquid Fuel Emergency Act 1984</i> (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA ¹¹

Notes

¹¹ Infrastructure Operations are considered the Controlling Agency for physical restoration of supply.

Hazard	Hazard Management Agency	Controlling Agency
Actual or impending spillage, release or escape of oil or an oily mixture that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment (marine oil pollution)	Chief Executive Officer, Department of Transport and Major Infrastructure	Department of Transport and Major Infrastructure <ul style="list-style-type: none">• State waters• shipping and pilotage waters• port waters (Level 2/3) Port Authority <ul style="list-style-type: none">• port waters (Level 1) Petroleum titleholders <ul style="list-style-type: none">• State waters (Level 1)
Marine search - for persons lost or in distress in waters or on a vessel on waters. Waters are defined as: <ul style="list-style-type: none">• State waters• the area of a port that is defined in the <i>Shipping and Pilotage Act 1967</i> section 3• the area described in relation to a port by order under the <i>Port Authorities Act 1999</i> section 24.	Commissioner of Police	WA Police Force

Hazard	Hazard Management Agency	Controlling Agency
<p>Actual or impending event involving a vessel (including a collision, a stranding or an incident of navigation that is capable of causing or resulting in:</p> <ul style="list-style-type: none"> • material damage to the vessel or another vessel • loss of life, injury to a person or damage to the health of a person, property or environment or • a hazard to the navigation of other vessels (marine transport emergency). 	<p>Chief Executive Officer, Department of Transport and Major Infrastructure</p>	<p>Department of Transport and Major Infrastructure</p> <ul style="list-style-type: none"> • State waters • shipping and pilotage waters • port waters (Level 2/3) <p>Port Authority</p> <ul style="list-style-type: none"> • port waters (Level 1)
<p>Radiation escape from nuclear powered warship</p>	<p>Commissioner of Police</p>	<p>WA Police Force</p>
<p>Rail crash - Public Transport Authority Network</p>	<p>Public Transport Authority</p>	<ul style="list-style-type: none"> • Public Transport Authority or • WA Police Force or DFES, by agreement following the declaration of an emergency situation or state of emergency or circumstances where the demands of the situation are deemed to exceed the capacity or capability of the Public Transport Authority

Hazard	Hazard Management Agency	Controlling Agency
Rail crash - Arc Infrastructure Network	Arc Infrastructure Pty Ltd	<ul style="list-style-type: none"> • Arc Infrastructure Pty Ltd or • WA Police Force or DFES, by agreement following the declaration of an emergency situation or state of emergency or circumstances where the demands of the situation are deemed to exceed the capacity or capability of Arc Infrastructure Pty Ltd
Road crash	Commissioner of Police	WA Police Force
Storm	Fire and Emergency Services Commissioner	DFES
Space Debris Re-entry	Commissioner of Police	WA Police Force
Terrorist Act - as defined in the <i>Criminal Code</i> section 100.1 set out in the Schedule to the <i>Criminal Code Act 1995</i> (Commonwealth)	Commissioner of Police	WA Police Force
Tsunami	Fire and Emergency Services Commissioner	DFES

Appendix D: State Emergency Management Response Framework

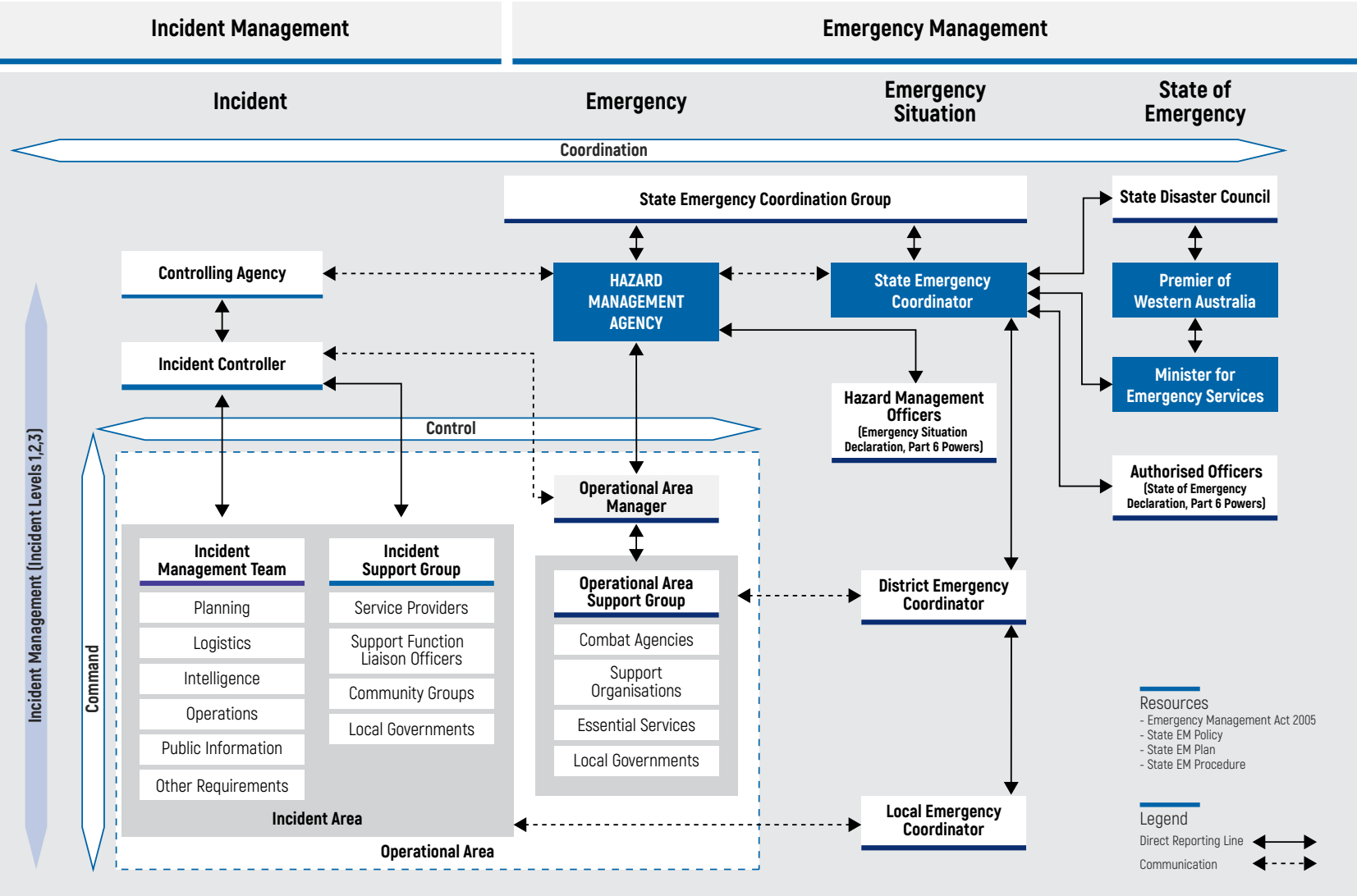


Figure 14: State emergency management response framework
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Appendix E: Roles and Responsibilities

Various officers, agencies and entities undertake activities in relation to emergency management in Western Australia. This appendix outlines some of these activities within the categories of:

1. Hazard Management Agencies (HMAs)
2. Combat Agencies/Support Organisations
3. emergency support services
4. service providers.

1. Hazard Management Agencies

Arc Infrastructure Pty Ltd

Role

Arc Infrastructure Pty Ltd (Arc Infrastructure) is the designated Controlling Agency for management and operations of 5500 kilometres of open access, multi-user rail freight network extending throughout the southern half of WA.

Arc Infrastructure is the designated HMA responsible for the management of rail incidents occurring within the Arc Infrastructure, including derailments and collisions with other rolling stock.

Arc Infrastructure also carries out train control management of privately owned rail infrastructure, by agreement on the Karara Line and some yards and sidings (e.g. Aurizon).

Responsibilities

Prevention – Mitigation

- Preparatory work with DFES and local governments which interface with the rail network in relation to Arc Infrastructure Network procedures and protocols during total fire bans.
- Management of bushfire fuel load mitigation in conjunction with local governments that interface with the Arc Infrastructure Network.

Preparedness

- Preparation of a State Hazard Plan for the coordination of and response to a rail crash emergency on the Arc Infrastructure Network (State Hazard Plan and Arc Infrastructure Network emergency response documentation).
- Provide advice to the HMA of the potential and actual impacts of hazards on the rail system.

- Provide a representative on local and district planning committees (where practicable).
- Preparatory work in relation to total fire bans through internal documented procedures and in conjunction with DFES and local governments which interface with the rail network.

Response

- Be contactable on a 24/7 basis.
- Ensure the overall safety of railway operations outside the emergency area.
- Coordinate the response to a rail crash emergency on the Arc Infrastructure Network, including closing and opening rail services on request of the HMA, communicating service disruption to the public and providing a liaison officer to operations centres on request.
- Provide a written report and/or participate in post-operation debriefs on the emergency, as required.
- Provide a representative for the SECG, if required.

Recovery

- Provide assistance in the recovery process by the means of rail infrastructure repair and reconstruction.
- Provide support as required by the incident controller.

Agriculture Director General

Role

The Agriculture Director General is the HMA for emergency management of the hazard of animal or plant pest or diseases. The HMA is supported in the conduct of their responsibilities as a HMA by the Department of Primary Industries and Regional Development. This agency's role is to support the success of the State's agrifood businesses through services and

partnerships that help increase industry profitability and sustainability, while safeguarding the State's natural resources and valuable biosecurity status.

Department of Primary Industries and Regional Development plans and works cooperatively with other State and National government agencies and industry bodies to prepare for and respond to biosecurity emergencies that may impact on Australia's agricultural industries.

Department of Primary Industries and Regional Development may also be called upon to assist and support other agencies to respond to emergencies where another officer/agency is the HMA.

Responsibilities

Prevention – Mitigation

- Alert Department of Health to new, emerging or notifiable infectious diseases in agricultural stock which are potentially transmissible to humans.
- In conjunction with industry partners and, where relevant the Federal Department of Agriculture, Department of Primary Industries and Regional Development:
 - Employs a range of prevention strategies to limit the opportunity for new incursions
 - Employs a range of monitoring and surveillance strategies to ensure early detection of new incursions and to underpin market access through proof of freedom from reportable diseases
 - Employs a range of management strategies to minimise the impact of endemic pests.

Preparedness

- Ensure emergency management activities relating to the prevention of, preparedness for, response to and recovery from animal or plant pest or disease hazards are undertaken.

- Develop, maintain and test State emergency management arrangements in relation to animal and plant biosecurity and to protect and ensure the resilience of agricultural and food services.
- Contain the spread of infectious diseases in animal stock which may be transmissible to humans, consistent with the Animal Health National Response arrangements and State Hazard Plan – Animal and Plant Biosecurity.
- Public information and community awareness.

Response

- Be contactable and available on a 24/7 basis.
- Coordinate the State-wide response to an animal or plant pest or disease emergency within WA.
- Liaise with other agencies and organisations to ensure timely assistance and appropriate resources are sourced in response to an emergency.
- Provide technical advice to Department of Health to assist with the management of infectious diseases that are transmissible from animals to humans.

Recovery

- Provide assistance to the community recovery process.
- Coordinate farmer compensation or reimbursement arrangements.
- Provide support as required by the incident controller.

Coordinator Of Energy

Role

The Coordinator of Energy is the HMA responsible for the emergency management of gas, liquid fuel and electricity supply disruptions, as defined

in the EM Regulations and outlined in Appendix C. This coordinator is assisted by the Energy Policy WA as the Controlling Agency for these hazards.

Infrastructure Operators are first responders to any incident and remain the principal agencies responsible for reparation/restoration of supply infrastructure.

Responsibilities

Prevention – Mitigation

- Monitor the performance of industry and the regulation of supply chains by Government to ensure adequate prevention strategies are in place.

Preparedness

- Prepare, maintain, test and review State Hazard Plan - Energy Supply Disruption and their supporting operations and communications plans.
- Maintain a current knowledge of energy supply chains, markets and interdependencies.
- Provide advice on issues that could seriously affect energy supply or alter the risk of a serious disruption.
- Facilitate emergency exercises to test aspects the emergency plans and build capability with relevant stakeholders.
- Chair the Gas Emergency Planning Committee, State Fuel Emergency Management Committee and Electricity Supply Emergency Committee.

Response

- Gather intelligence, assess risk and set the alert status of a gas, liquid fuel or electricity supply disruption incident.
- Establish and maintain an effective control structure and monitor all aspects of the operation to ensure appropriate decision making.
- Coordinate the response efforts of all responding services and agencies.

- Work with all relevant industry and government stakeholders to determine the State-level and strategic response, including facilitating the continuity of supply of energy to essential users.
- Coordinate the development and dissemination of consistent, accurate operations communication to stakeholders involved in the response.
- Determine the content and dissemination of consistent and accurate emergency public information to the media and the general public for more serious supply disruptions.
- Provide situational advice to the Minister for Energy on the existence, or likelihood, of a liquid fuel, gas or electricity supply disruption.
- Consult with the SEC and determine the need to declare an emergency situation or a state of emergency under the EM Act.
- Arrange for the declaration of a state of emergency and draft emergency orders or regulations, to control the flow of energy via the relevant energy legislation (where deemed necessary).
- Liaise with the SEC and request the activation of the SECG, if required. Determine the need for assistance from the SECG, State Emergency Public Information Coordinator and/or SRCG.
- Represent Western Australia at meetings of the National Oil Supplies Emergency Committee for liquid fuel supply disruptions that require a national response.

Recovery

- Determine an appropriate cessation of response for the commencement of recovery.
- Provide support, as required, to the relevant agencies and local governments undertaking recovery activities.
- Debrief all relevant stakeholders and prepare a post-incident analysis of the incident. Provide that post-incident analysis report to industry and government agencies involved in the response, SEMC and the Minister for Energy, where appropriate.

Fire And Emergency Services Commissioner

Role

The Fire and Emergency Services Commissioner, as a designated HMA, is responsible for the emergency management of fire, collapse, cyclone, earthquake, flood, storm, tsunami, and hazardous material both chemical and radiological, as defined in the EM Regulations and outlined in Appendix C. The Fire and Emergency Services Commissioner is supported in the conduct of their role by the Department of Fire and Emergency Services (DFES). DFES as the Controlling Agency (excepting for fire in some situations as per Appendix C) will keep agencies with a responsibility under a relevant State Hazard Plan informed of developing situations that may require their support or action.

DFES also provides combat and support services, including state-level recovery coordination, fire suppression; marine search and rescue; land search; air search and rescue (including emergency casualty transport via rotary wing); urban search and rescue; cliff, cave and confined space rescue; road transport emergencies; rail transport emergencies; and animal disease outbreak.

Responsibilities

Prevention – Mitigation

- Implement risk treatment strategies and activities in cooperation with Commonwealth agencies, State agencies and local government that assist in reducing the impact of hazards on Western Australian communities.
- Ensure the development and maintenance of risk treatment plans.
- Recommend the adoption of risk treatment strategies to State, district and Local Emergency Management Committees.
- In cooperation with other agencies, provide communities with risk awareness, information and education.

Preparedness

- Provide and maintain appropriate and adequate DFES capabilities commensurate with the risk levels for the relevant hazards.
- Ensure the development and maintenance of response plans.
- Educate and support the community in its own preparations for relevant hazards.
- Prepare State Hazard Plans for its prescribed hazards and periodically exercise and review these.
- Periodically exercise and review local and district emergency management plans.

Response

- Provide a rapid and comprehensive response to fire, collapse, cyclone, earthquake, flood, storm, tsunami, and hazardous material emergencies, to save life, protect property, critical infrastructure and the environment, minimise the impact of hazards and to support the community in its own response to emergencies.
- Liaise with other Controlling Agencies to ensure response operations are coordinated.
- Liaise with local government in the provision of incident control centres in susceptible areas of the State.
- Respond to hazardous materials and CBRN incidents and provide advice and support for these incidents during the initial response phase through HAZMAT Emergency Advisory Teams (HEAT), fire fighting suppression and attend to the rescue of victims.
- Provide direction for evacuation or shelter-in-place, as required.
- In coordination with other agencies, establish, equip, train and maintain USAR Category 1, Category 2 and Category 3 level personnel and teams.

- Manages the 000 call centre for fire.
- Provide, where possible, qualified land search and rescue team leaders and teams.
- Nominate an incident controller for applicable hazards.
- Facilitate resources as required.
- Facilitate DFES personnel and volunteers to assist with operational response activities, as necessary.
- Assist ambulance personnel with respect to site entry, patient triage, treatment and rescue.
- Undertake mass decontamination procedures, as required.
- Provide, where required and available, additional specialist resources to WA Police Force (e.g. air observers, canine units, cliff and cave rescue teams, boats, mounted teams).
- Assist with Tier 2 or Tier 3 marine oil pollution response.
- Use the Marine Rescue Western Australia to provide assistance to the HMA.
- Provide, where possible, appropriately trained personnel and resources to execute Marine Search and Rescue (MARSAR) operations on behalf of the HMA.

Recovery

- Coordination of an Impact Statement to inform recovery planning.
- Undertake 'incident analysis' when required (in accordance with organisational policy).
- Provide support as required by the incident controller.

Chief Executive Officer, Department of Health

Role

The Chief Executive Officer, Department of Health is the designated HMA responsible for the emergency management activity of heatwave, human epidemic and spillage, release or escape of a biological substance, as defined in the EM Regulations and outlined in Appendix C.

These coordinators are supported in the conduct of their responsibilities by the Department of Health (Department of Health).

Department of Health is also prescribed within the EM Regulations as a Combat Agency for the emergency management activity of providing health services.

Responsibilities

Prevention – Mitigation

- Establish and direct measures to mitigate the radiological impact on public health.
- Establish human exposure criteria and assess the public health impact of radiation levels.
- Recommend measures to limit the spread of radioactive contamination.
- Provide laboratory analysis of air, water, food and fodder samples.

Preparedness

- Maintain an awareness of the readiness of health service infrastructure including assessment of impact on clinical services, response and/or evacuation requirements.
- Prepare and maintain a public health response and recovery plan for public advice, health surveillance and medical testing.

- Establish procedures and make recommendations for the use of substances to prevent or reduce the effects of contamination.
- Advise and assist on decontamination measures.
- Provide State-wide policy direction, advice and assistance regarding epidemic control.
- Provide timely information updates to the SEMC.

Response

- Chief Executive Officer activates Health Emergency Management Arrangements.
- Coordinate the health response to emergencies including medical, first aid, ambulance and public health resources, as needed.
- Monitor public health aspects of the emergency response.
- Coordinate the transport of medical staff/teams to the emergency site.
- Coordinate the triage of injured persons.
- Coordinate the medical evacuation of severely injured persons to definitive care.
- Assist emergency relief and support partner agencies in crisis counselling and critical stress management.
- Advise HMA on all medical and health aspects in relation to an emergency situation.
- Through the hospital stream, provide acute medical care and relief to injured persons.
- Through the public health stream, provide environmental health, public health, mental health, radiation health and communicable disease control services, as required.

- Provide and/or assist in the acquisition of technical and expert advice, resources and services.
- Manage human public health aspects of emergency animal and plant disease operations.
- Provide a 24/7 on call environmental health officer, toxicologist and radiation health representative to the CBRN Technical Group.
- Provision of an on-site liaison officer to the incident controller/manager or OAM as required.
- Establish and manage the State Health Incident Coordination Centre.
- Determine when stand down is appropriate and coordinate the stand-down process.
- Provide timely information, in conjunction with the Department of Health Communications Directorate, to the public.
- Provide timely information to health service providers.
- Provision of the State Radiation Officer.

Recovery

- Provide health advice and support to the designated recovery committee.
- Provision of a written report and/or participation in post-operation debriefs, as required.
- Provide support as required by the incident controller.

Chief Executive Officer, Department of Transport and Major Infrastructure

Role

The Chief Executive Officer of the Department of Transport and Major Infrastructure is the designated HMA responsible for the management

of maritime transport emergencies (MTE) and marine oil pollution (MOP) incidents, as defined in the EM Regulations and outlined in Appendix C. This is in order to minimise the environmental, social and economic effects of maritime environmental emergencies occurring in State waters.

Responsibilities

Prevention – Mitigation

- Develop and monitor policies and arrangements to prevent and control maritime environmental emergency incidents.
- Promote the commitment of Controlling Agencies to implement State Hazard Plan - Maritime Environmental Emergencies.
- Ensuring that port, port operator, port facility operator, boat harbour operator and petroleum titleholders formulate and maintain an appropriate incident management plan (IMP), oil spill contingency plan (OSCP) or oil pollution emergency plan (OPEP) detailing their preparedness and response capability commensurate with their identified risk.
- Maintain a stockpile of MOP equipment to meet its own Controlling Agency responsibilities and supplement other Controlling Agency stockpiles during a MOP incident.
- Promote public awareness and appropriate community participation in maritime environmental emergency preparedness.
- Provide support to the National Plan Strategic Coordination Committee (NPSCC).
- Ensure the development and ongoing refinement of contingency planning within WA, through support for State Hazard Plan - Maritime Environmental Emergencies and IMP/OSCP/OPEP auditing procedures.
- License marine pilots for operation in shipping and pilotage ports.
- Conduct hydrographical surveys and produce navigation charts of the Western Australia coast, inshore islands and inland waterways.

- Install and maintain aids to navigation to promote safe navigation in State waters.
- Monitor compliance with Western Australia marine safety legislation and regulations. This includes those conventions of the International Maritime Organisation to which Australia is signatory and have been adopted by legislation to apply in Western Australia waters.
- Monitor compliance with the National Law for Domestic Commercial Vessels 2012 as a delegate of the Australian Maritime Safety Authority.
- Promote maritime environmental emergency incident response training in WA.

Preparedness

- Ensure the ongoing refinement, promotion and exercising of contingency planning within WA, through support of State Hazard Plan - Maritime Environmental Emergencies and IMP/OSCP/OPEPs.
- Ensure emergency response procedures, resources, training and public education have a coordinated approach by all Controlling Agencies and service providers.
- Actively engage in national arrangements for maritime environmental emergency management.
- Assist other jurisdictions, including the Australian Government, other States/Territories and other countries, as required.

Response

- Perform the function of a HMA during a maritime environmental emergency incident.
- Perform the function of Controlling Agency in accordance with the State Hazard Plan - Maritime Environmental Emergencies.
- Provide a representative to the SECG and OASG.

- Provide a representative to the HEAT, when requested, or where the marine environment may be affected.
- Provide advice on maritime transport issues.
- Provide technical advice and resources support to help identify and monitor the spillage of non-oil hazardous materials in the marine environment.
- Establish and maintain a maritime exclusion zone around the affected zone.
- Provide a 24/7 duty officer for maritime environmental emergency.
- Provide a written report and/or participate in post-operation debriefs on the emergency, as required.

Recovery

- Recover costs from polluter in accordance with the State Hazard Plan - Maritime Environmental Emergencies.
- Provide advice and resources upon request during a MARSAR operation.
- Provide support as required by an incident controller for a non-maritime environmental emergency incident.

Public Transport Authority

Role

The Public Transport Authority is the designated HMA responsible for the emergency management of Rail Crash – Public Transport Authority Network.

This includes the management, providing advice on the potential and actual impacts to the public transport system.

Responsibilities

Prevention – Mitigation

- Undertake a risk-based approach to all aspects of operations.
- Develop, implement and exercise rail operational policies, plans and procedures.
- Coordinate the Automatic Train Protection and electronic rail temperature monitoring system safety technology.
- Coordinate a systematic monitoring and maintenance program for infrastructure systems, equipment and conveyances.
- Track Access Permits, requiring all personnel working within specified limits of the track to undergo training, demonstrate competency, have appropriate medical assessment and hold a Track Access Permit.
- Implement fitness for work programs, including fatigue management, drug and alcohol testing and regular health assessments.
- Participate in annual safety audits by the Office of the National Rail Safety Regulator.
- Undertake community education and awareness programs.
- Undertake staff education programs.

Preparedness

- Prepare, review and exercise State Hazard Plan - Crash Emergency.
- Provide a representative on local, regional or district planning committees (where practicable).
- Provide a representative to the SECG and OASG to provide advice on public transport issues (e.g. at risk groups).

Response

- Ensure the safety and welfare of all patrons, members of public and staff during the response to an incident.
- Prepare, approve and release public information on potential and actual disruptions and alterations to the Public Transport Authority's services operations.
- Close and open transport services when requested by the relevant HMA.
- Assist with the provision of transport for casualties and health staff, as directed.
- Coordinate the use of public transport services at the request of the relevant HMA relating to the incident in accordance with all State and Commonwealth arrangements.
- Investigate the cause of the incident, together with other agencies as appropriate, and conduct the relevant debriefs with Public Transport Authority emergency response staff.
- Handover role of incident controller to the relevant agency (e.g. WA Police Force or DFES) following appropriate consultation.

Recovery

- Assist in the recovery process through rail infrastructure repair and reconstruction.
- Ensure the activation of appropriate recovery arrangements.
- Prepare, approve and release public information on potential and actual disruptions and alterations to the Public Transport Authority's services operations.
- Provide support as required by the incident controller.

Commissioner of Police

Role

The Commissioner of Police is the designated HMA responsible for the emergency management of hazards prescribed within the EM Regulations and outlined in Appendix C. The Commissioner of Police as the HMA exercises his/her legislative responsibility through the WA Police Force.

Note: The Police Force and Police Service of WA are prescribed within the EM Regulations as combat agencies for disaster victim identity management.

Responsibilities

Prevention – Mitigation

- Prevention and mitigation of hazards for which the Commissioner of Police is the HMA are shared through international agreements, Commonwealth and State legislation, boards, committees and regulatory authorities (e.g. the Commonwealth's Civil Aviation Safety Authority has responsibility for the safety of civil aviation). Therefore a partnership approach is taken to prevention and mitigation.
- To support prevention and mitigation activities WA Police Force establish, develop, implement and/or participate in committees, working groups and law enforcement activities.

Preparedness

- Prepare, review, maintain and exercise relevant hazard management plans.
- Maintain the WA Police Force capability to respond to relevant emergencies.
- Provides representation on State, district and Local Emergency Management Committees.

Response

- For emergencies for which the Commissioner of Police is the HMA or has agreed to control:
 - establish command and control of the emergency
 - provide an effective response
 - establish liaison with other emergency agencies, coordinators or Support Organisations
 - disseminate warnings, public announcements and advice to the public
 - manage public information and media in accordance with Australian Government and Western Australian Government policy and procedures.
- Provide Combat Agency support to another HMA commensurate with the duties, roles and responsibilities of the WA Police Force.
- Manage disaster victim identity management on behalf of the Coroner.

Recovery

During an emergency, WA Police Force will liaise with the appropriate recovery coordinators and assist with tasks within the HMA's responsibility on a case-by-case basis, such as:

- Provide membership to the SRCG as agreed.
- Provide a written report and/or participate in post-operation debriefs on the emergency, as required.

2. Combat Agencies/Support Organisations

Department of Communities

Role

The Department of Communities is a prescribed support organisation responsible for the support function of providing and coordinating emergency relief and support services.

These services include preparing for and providing support such as evacuation centres and crisis care, during an emergency situation or state of emergency. The Department of Communities' functional areas include:

- emergency accommodation
- emergency food
- emergency clothing and personal requisites
- personal support services
- registration and reunification
- financial assistance.

Responsibilities

Preparedness

- Appoint the State Relief and Support Coordinator and evacuation centre coordinators to support each local government area.
- Establish and manage the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Groups including the provision of secretariat support.
- Provide representatives to various Local, District and State Emergency Management Committees and Coordination Groups as required.

- In consultation with the LEMC, determine a register of potential evacuation centres.
- Identify and provide advice and support to the existing Department of Communities' at-risk population client base.

Response

- Provide staff and operate evacuation centres at the State and local-level.
- Coordinate all emergency relief and support resources used during emergencies.
- Supply emergency relief and support-related assistance to affected communities and coordinate other emergency relief and support partner agencies, as required.
- In consultation with the HMA, and in consideration of available resources, determine the number and location of evacuation centres to be opened during an emergency.
- Coordinate and facilitate the registration and reunification of evacuees and any subsequent inquiries.
- Participate in ISG, OASG and SECG meetings as requested.
- Provide liaison officers to agency operation and coordination centre as required.
- Assist people who have been placed under home quarantine or isolation, their family household and others during a human epidemic.
- Prioritise the care of children and dependents of deceased or seriously ill individuals.
- Provide assistance with temporary shelter to house evacuees.
- Coordinate services requested through the Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas.

Recovery

- Coordinate the emergency relief and support components of recovery for people affected by an emergency.
- Provide a representative to the SRCG, if required.
- Provide a Chair for the Social State Recovery Domain, if established.
- Provide a representative to the Social State Recovery Domain.
- Provide assistance within relevant Recovery Functional Areas (State EM Policy Appendix F) when required

Department of Health

Department of Health is prescribed within the EM Regulations as a Combat Agency for the emergency management activity of providing health services.

Information regarding these Combat Agency roles and responsibilities are provided under Department of Health in the HMA section above.

Department of Fire and Emergency Services

DFES is prescribed within the EM Regulations as a Combat Agency for the emergency management activity of fire suppression.

Department of Biodiversity, Conservation and Attractions

The DBCA is a prescribed Combat Agency for the emergency management activity of fire suppression.

Development and implementation of mitigation strategies and activities applies to all DBCA managed land such as State forest, timber reserves, national parks, conservation parks, nature reserves and for Unmanaged Crown Reserve (UMR) and Unallocated Crown Land (UCL) outside gazetted town-site boundaries, regional centres and the Perth metropolitan area.

Responsibilities

Prevention – Mitigation

- Conduct mitigation strategies and activities on land for which it has relevant management responsibility.
- Participate in State-wide arson prevention programs in conjunction with WA Police Force, DFES and local government.
- Contribute to and participate in the development of Bushfire Risk Management Plans at the local-level.

Preparedness

- Ensure preparedness plans are in place for DBCA-managed lands and that relevant personnel are adequately trained and experienced to undertake response operations.
- Provide advice based on local knowledge where available.
- Provide detailed maps and plans of DBCA controlled areas where available.
- Provide relevant expertise and knowledge.

Response

- Respond to bushfires on all DBCA managed land.
- Provide, where possible, search and rescue units for deployment by the designated incident controller.
- Provide qualified staff with field search expertise, where possible, when requested by the incident controller.
- Provide, where required and available, specialist resources, such as aircraft and observers, cliff rescue teams, special communications, river and estuarine search capability, chainsaw teams, and heavy earthmoving equipment.

- Provide marine advice and resources on request during MARSAR operations.
- Notify the HMA/Controlling Agency of any environmental damage and impacts on native wildlife on DBCA managed lands.
- Provide a liaison officer to HMA/Controlling Agency, State Operations Centre(s) or incident control centre(s), if required.
- Provide a representative for the SECG, if required.
- Provide liaison officer(s) and other trained staff as required and appropriate.
- Direct public information response for all Level 1 and 2 fires under its control.
- Provide a written report and participate in post-operation debriefs on the emergency, as required.

Recovery

- Provide support as required by the incident controller.

Local Governments

Role

Local governments are a prescribed Combat Agency for the emergency management activity of fire suppression. Also, they are required to assist the HMA by providing advice and resources to manage the emergency. Local governments lead, manage and coordinate community recovery at a local-level and undertake these responsibilities in close cooperation with or directly supported by State government departments and supporting agencies.

Rationale/Explanatory Notes

Local governments are the closest form of government to the local community and are best placed to provide specialist local knowledge and

support for the community during and following an emergency event. Local governments have well-developed community links and support mechanisms and are able to advise the HMA on matters related to their district.

Note: The capability and commitment of each local government to undertake the tasks and meet the responsibilities identified in this State EM Plan, State Hazard Plans and State Support Plans should be confirmed by the Responsible Agency, through the consultation process (State EM Preparedness Procedure 3.2). This will ensure the varying capabilities of individual local governments are recognised.

Responsibilities

Prevention – Preparedness

- Identify the sources of risk that may impact upon the district of the local government through application of the emergency risk-management process.
- Administer and support a LEMC.
- Develop, maintain, review and test the LEMA and local recovery plan.
- Identify buildings owned and operated by the local government suitable for the purpose of community evacuation during an emergency event.
- Administer legislative requirements under the *Bush Fires Act and Regulations 1954* relating to the management of bushfire preparedness and response including: issuing fire break notices; fuel load management; issuing permits to burn the bush; declaration and review of restricted and prohibited burning times; and issuing and observing harvest and vehicle movement bans.

Response

- Provide assistance and support to the HMA, combat agencies and Support Organisations during the response phase of an emergency.

- Actively participate in ISG meetings and provide advice to the HMA and Support Organisations relating to the LEMA.
- As a Combat Agency for fire, carry out the activities of fire suppression on lands vested in the local government.

Recovery

- manage recovery following an emergency affecting the community in its district (section 36(b) of the EM Act). Specific recovery roles and responsibilities are provided in State EM Policy Appendix A.

St John Ambulance Western Australia Ltd.

Role

SJA is a prescribed Combat Agency for the emergency management activity of health services, being responsible for the provision of pre-hospital mass triage, pre-hospital care and the transport of casualties to hospital. SJA provides and establishes a casualty clearing post, triage and treatment, and road transport of casualties.

Responsibilities

Preparedness

- Undertake the ongoing development of emergency management capability within SJA as agreed with Department of Health.
- Provide strategic location of logistics to respond to a mass casualty incident throughout the State.
- Provide ambulance commander training for senior operational staff in the management of a mass casualty incident.
- Provide ongoing training of career and volunteer ambulance personnel in the principles and skills required to manage casualties in a mass casualty incident.

Preparedness - Specific to Paramedic – Special Operations

- Provide training and personal protective equipment to staff appropriate for chemical, biological, radiological, and nuclear (CBRN) agents where atmospheric concentrations or splash risk are moderate to low, easily controlled or not likely to change rapidly as agreed with the prescribed HMA.
- Train, maintain and equip Urban Search and Rescue (USAR) paramedics to Category (CAT) II Urban Search and Rescue (USAR) and CAT II Confined Space Rescue (CSR) levels.

Response

- Jointly manage medical aspects at the emergency site with the health commander where appropriate.
- Provide initial road transport of medical and nursing personnel to that emergency site.
- Provide and coordinate road ambulance responses to emergencies.
- Transport casualties from the casualty clearing post to appropriate receiving facility.
- Participate in the ISG, OASG and SECG meetings as requested.
- Provide a liaison officer to the State Health Incident Coordination Centre as required.
- Responsible for tasking the emergency rescue helicopters.

Response - Specific to Paramedic – Special Operations

- Manage casualties in consultation with Department of Health.
- Provide suitably qualified paramedics to assist the HMA with the triage and extrication of casualties from the hot zone of a CBR incident, where appropriate.
- Provide USAR paramedic support to the USAR teams.

- Assist HMA staff with the decontamination of casualties and provide patient treatment.

Western Australia Police Force

The Police Force and Police Service of WA are prescribed within the EM Regulations as combat agencies for the emergency management activity of disaster victim identity management. Information regarding these Combat Agency roles and responsibilities are provided under WA Police Force in section 5.5.3 in this State EM Plan.

3. Emergency Support Services

Bureau of Meteorology

Role

The Bureau of Meteorology provides expert advice for emergencies, including drought, floods, fires, storms, tsunamis and cyclones, which are influenced by meteorological and hydrological conditions.

Responsibilities

Prevention – Mitigation

- Store and provide historical weather intelligence data and information.
- Chair the Flood Warning Consultative Committee.

Preparedness

- Participate in research and development of weather models and techniques to improve forecasting and notification.
- Establish and maintain data collection networks and monitor weather events.
- Contribute to the planning, installation and maintenance of weather warning and notification systems.
- Contribute to education programs developed to inform and educate the public on a range of hazards, including tropical cyclones, flood, storms, drought, tsunamis and bushfire.

Response

- Provide a weather forecast, interpretation and notification service, including specific advice relating to an event.
- Provide weather warnings and long-term outlooks.
- Provide a State Operations Centre meteorologist (SOCMET) to DFES.

- Provide a representative for OASG, ISG and SECG as required.
- Provide weather information and forecasts and assist in the acquisition of technical and expert advice related to weather conditions and resources, as appropriate.

Recovery

- Provide support as required by the incident controller.

Department of Defence

Role

The Department of Defence may be requested by the HMAs to provide physical assistance to the State during an emergency situation or state of emergency. There are times during emergency operations when the resources of the State are either insufficient, or not available in time, to effectively meet the immediate requirements of the particular operation. Formal arrangements have been established with the SEMC for the provision of Australian Government physical assistance for such circumstances.

During major emergencies, when the State has officially requested the provision of physical assistance from the Australian Government, Australian Defence Force resources may subsequently deploy under Defence Aid to the Civil Community (DACC) arrangements. Support from Defence during emergencies could include specialist personnel, equipment, facilities or capabilities which are either not available to, or have been exhausted from, State resources.

Responsibilities

Preparedness

- Develop and exercise a Defence Regional Plan.
- Prepare arrangements detailed in specific Defence Instructions.
- Develop and exercise request procedure for providing physical assistance.

Response

- Facilitate the request for Australian Government physical assistance.
- Provide support approved under DACC arrangements.
- Activate the Defence Regional Plan in unison with State arrangements and the category of emergency DACC.

Recovery

- Provide support approved under DACC arrangements.

Department of Fire and Emergency Services

Role

Department of Fire and Emergency Services (DFES State Recovery) is the lead State agency for state-level recovery coordination in WA (State EM Policy statement 6.1.5).

Responsibilities

Preparedness

- Coordinating a whole-of-government approach to recovery preparedness and recovery operations across all hazards.

Recovery

- Carry out the state-level recovery coordination responsibilities listed under State EM Policy section 6.5
- Appoint a State Recovery Coordinator and one or more Deputy State Recovery Coordinator(s)
- Provide a representative to the SRCG, if required.
- Provide an Executive Officer for an SRCG, when established for a specific recovery event.
- Provide a Chair for the Built State Recovery Domain, if established.

- Provide a representative to the Built State Recovery Domain.
- Provide assistance within relevant Recovery Functional Areas (State EM Policy Appendix F) when required

Department of Primary Industries & Regional Development

Responsibilities

Recovery

- Provide a representative to the SRCG, if required.
- Chair of the Economic State Recovery Domain, if required.
- Provide a representative to the Economic and Environment State Recovery Domains.
- Provide assistance within relevant Recovery Functional Areas (State EM Policy Appendix F) when required.

Department of Water and Environmental Regulation

Role

The role of the Department of Water and Environmental Regulation (DWER) in emergency management is to provide support and advice during emergencies on protection of public health and the environment (relating to discharges of hazardous materials), to enforce the provisions of the *Environmental Protection Act 1986* and to provide and coordinate environmental monitoring, sampling and testing.

Responsibilities

Prevention – Mitigation

- Provide advice on minimisation of impacts on the environment.

- Consider prevention and mitigation matters where appropriate in relation to activities and premises regulated under the *Environmental Protection Act 1986*.

Preparedness

- Provide, maintain and operate mobile response vehicles for the purpose of detecting and monitoring chemicals, hazardous materials and particulates that are discharged into the environment during an emergency, on a 24/7 basis.
- Provide and maintain personnel trained in the use of environmental monitoring equipment and appropriate protective equipment for entry into a contaminated zone, on a 24/7 basis.
- Provide and maintain personnel trained and competent to provide emergency advice on matters relating to the department's areas of responsibilities.
- Provide support and a competent representative to relevant SEMC Committees, SEMC Subcommittees and working groups as required.
- Provide systems and procedures to enable the expeditious use of the provisions of the Environmental Protection Act 1986, including for the clean-up of hazardous materials, and emergency exemptions (including of fuel standards).

Response

- Respond promptly to emergencies with appropriate vehicles, equipment and competent personnel when requested by a HMA or Controlling Agency, on a 24/7 basis.
- Provide, conduct and coordinate environmental monitoring by other agencies (during the emergency response and recovery phase for discharges of hazardous materials using scientific instrumentation or sample collection or both, and provide interpretation of environmental monitoring data and results where required).

- Provide competent on-scene representatives for scientific and technical advice on risks to public health and the environment relating to discharges of hazardous materials, and other such assistance that may be appropriate and available when required by the HMA or Controlling Agency.
- Identify, provide advice and assist HMA on environmental decontamination measures, recommend measures to limit the spread of contamination, identify resources required for decontamination of the environment and clean-up and advice with respect to disposal of contaminated materials.
- Provide a representative to the HEAT/CBRNTG/ISGs/OASGs/SECG when required.
- Provide backup radiation detection support, if required.
- Assist with the implementation of measures relating to exemptions for fuel standards.
- Provide environmental advice and support for oil spill response, and oil sampling to the HMA on the impact to the environment of the emergency.
- Enforce the relevant provisions of the Environmental Protection Act 1986 to assist in managing the emergency, including issuing notices requiring clean-up of discharged wastes.

Recovery

- Coordinate environmental monitoring until clean-up has been completed to an appropriate environmental standard or the site is managed to protect public health and the environment.
- Provide a representative to the SRCG, if required.
- Chair of the Environment State Recovery Domain, if required.
- Provide a representative to the Environment State Recovery Domain.

- Provide assistance within relevant Recovery Functional Areas (State EM Policy Appendix F) when required.

Department of the Premier and Cabinet

Role

The Department of the Premier and Cabinet undertakes the roles and responsibilities of First Minister's Departments as described in the National Counter-Terrorism Plan.

Responsibilities

Preparedness

- Provide a representative to the Australia – New Zealand Counter-Terrorism Committee.
- Provide a representative to the Australia – New Zealand Emergency Management Committee.
- Provide a representative to the State Emergency Management Committee.

Response

- Provide executive officer and administrative support to establish and manage the State Disaster Council, if established.
- Activate the State Crisis Centre, if required under the NCTP.
- Provide a representative to the SECG, as required.
- Provide a representative to the National Crisis Committee, as required.
- Provide support to the Security and Emergency Management Committee of Cabinet, if activated.

Recovery

- Provide a representative to the SECG, as required.

- Provide a representative to the SRCG, as required.
- Provide support to the State Disaster Council, if established.

Main Roads WA

Role

Main Roads WA is responsible for delivering social, economic and environmental benefits to communities throughout Western Australia by managing the State road network and its usage as an integral part of the overall transport system.

Responsibilities

Prevention – Mitigation

- Provide engineering and technical advice with respect main roads infrastructure.

Preparedness

- Provide a representative on local and district planning committees (where practicable).
- Provide an appropriate representative on the flood warning consultative committee and operational group (where practicable).
- Provide traffic flow modelling, traffic light manipulation.

Response

- Provide advice to the HMA on the potential and actual impacts of identified hazards on the State road network.
- Close and open roads when requested to do so by the HMA. The Commissioner of Main Roads WA (or delegated officers) has the power to close or open roads under the *Main Roads Act 1930*.
- Provide current road information.

- Communicate road closures to the public.
- Provide a liaison officer to the SECG, as required.
- Participate in ISG and OASG, as required.
- Provide a liaison officer(s) and other trained staff, as required and appropriate.
- Operate and coordinate control signals for all roads.
- Assist with quarantine and movement control as required (e.g. road blocks and checkpoints).
- Provide and assist in the acquisition of resources and engineering services.
- Participate in post-operational debriefs as required.
- Prepare and implement contingency traffic management plans arising from an emergency.
- To be contactable on a 24/7 basis.

Recovery

- Assist in the recovery process through road infrastructure repair and reconstruction.
- Restore assets for State highways and main roads including signage.
- Restore the Main Roads WA network, including clean-up and construction of bridge assets during recovery operations.
- Provide support as required by the incident controller.

4. Service Providers

ATCO GAS Australia

Role

ATCO GAS Australia provides a gas supply role as an ‘infrastructure operator’ during a disruption to gas supplies as a result of an emergency situation or state of emergency.

ATCO GAS also is a member of the Essential Services Network Operators Reference Group (ESNROG), which exchanges information to assist or improve operations of essential services and functions in relation to EM for the benefit of the community. ATCO GAS is also represented on the Gas Emergency Planning Committee, which is responsible for non-operational strategic planning relating to gas supply issues in Western Australia and preparing and maintaining State Hazard Plan - Energy Supply Disruption.

Responsibilities

Prevention

- Contribute to prevention through adherence to relevant legislation and good industry practice.
- Prevent and minimise the risk of injury, death or damage to property or the environment.
- Prevent and minimise the disruption to essential network services.
- Assist in the prevention or reduction of the severity and impact of the hazard.

Preparedness

- Maintain individual crisis and emergency response plans, which include planning for the provision of mutual assistance and maintaining up-to-date contact information for key personnel (and links between companies to ensure uniform public statement in any emergency).

- Participate in exercises in an open and constructive manner.

Response

- Respond to any incident based on good industry practice and approved safety cases.
- Cooperate to provide mutual assistance requested to any affected party in an emergency with the focus on safety, the environment and the provision of essential services.
- Provide an effective response to an emergency when support is requested, taking account of the available assistance in the recovery of an essential network service affected by such an emergency.
- Manage media interest and provide daily or as required situation reports, where appropriate.
- Provide expert advice and assist in the development and implementation of strategies to manage a gas supply disruption.
- Participate in the incident debrief process.

Dampier Bunbury Pipeline

Role

Dampier Bunbury Pipeline (DBP) provides a gas supply role as an ‘infrastructure operator’ during a disruption to gas supplies as a result of an emergency situation or state of emergency.

DBP is the owner and operator of the privatised Dampier to Bunbury Natural Gas Pipeline (which is responsible for supplying natural gas to almost all gas consumers in WA). DBP holds an emergency management plan complete with trained personnel, service providers and contractors, specialised equipment and tools that are tested on a regular basis to respond swiftly to any emergency on the pipeline.

DBP is a member of the ESNORG, which exchanges information to assist or improve operations of essential services and functions in relation to EM for the benefit of the community. DBP is also a representative of the Gas Emergency Planning Committee, which is responsible for non-operational strategic planning relating to gas supply issues in WA and preparing and maintaining State Hazard Plan - Energy Supply Disruption.

Responsibilities

Prevention

- Contribute to prevention through adherence to relevant legislation and good industry practice.
- Prevent and minimise the risk of injury, death or damage to property or the environment.
- Assist in the prevention or reduction of the severity and impact of the hazard.

Preparedness

- Maintain individual crisis and emergency response plans, which include planning for the provision of mutual assistance and monitoring of up-to-date contact information for key personnel (and links between companies to ensure uniform public statement in any emergency).
- Participate in exercises in an open and constructive manner.

Response

- Respond to any incident based on good industry practice and approved safety cases.
- Cooperate to provide mutual assistance requested to any affected party in an emergency with the focus on safety, the environment and the provision of essential services.

- Provide an effective response to an emergency when support is requested, taking account of the available assistance in the recovery of an essential network service affected by such an emergency.
- Manage media interest and provide daily or as required situation reports, where appropriate.
- Provide expert advice and assist in the development and implementation of strategies to manage a gas supply disruption.
- Participate in the incident debrief process.

Horizon Power

Role

Horizon Power is a State government-owned commercially-focused corporation. It is the second largest service provider that operates the North West Interconnected System in the Pilbara, as well as 37 discreet service areas and covers 2.3 million square kilometres. Its role in the supply chain differs from Western Power as it is also responsible for generation and retailing on its network. Horizon Power plays an important role in supplying much-needed electricity to a number of the remote communities in Western Australia.

Horizon Power has three roles in the emergency management of electricity supply disruption being the 'generator, system operator, network operator and retailer'.

Additionally it is the 'gas market participant' during a disruption to gas supplies as a result of an emergency situation or state of emergency.

Horizon Power is a member of the Electricity Supply Emergency Committee and the ESNORG which exchanges information to assist or improve operations of essential services and functions in relation to emergency management for the benefit of the community. Horizon Power is also a representative of the Gas Emergency Planning Committee, which is

responsible for non-operational strategic planning relating to gas supply issues in Western Australia and preparing and maintaining State Hazard Plan - Energy Supply Disruption.

Responsibilities

Prevention

- Contribute to prevention through adherence to relevant legislation and good industry practice.
- Prevent and minimise the risk of injury, death or damage to property or the environment.
- Prevent and minimise the disruption to essential network services.

Preparedness

- Assist the HMA in developing the State plans and strategies for managing gas and electricity supply disruptions to protect and ensure the resilience of essential services.
- Participate in exercises in an open and constructive manner.

Response

- Isolate power to the affected area and surrounds, as requested, outside of Western Power's south-west interconnected network.
- Disconnect electricity services as and when requested by the HMA.
- Provide services to the HMA as required.
- Provide expert advice and assist in the development and implementation of strategies to manage a gas and electricity supply disruption.
- Participate in the incident debrief process.
- Provide a written report or participate in post – operation debriefs on the emergency, as required.

Recovery

- Restore electricity services in the priority requested by the HMA or the relevant recovery coordinator / controller .
- Assist in the provision of emergency power as requested by the HMA or the relevant recovery coordinator / controller .
- Coordinate and monitor long-term clean up, when required.

Media (6PR, ABC)

Role

Media provides a role in preparedness by establishing protocols and procedures prior to an emergency.

Additionally, media facilitates response and recovery activity through the delivery of emergency public information that relates to a specific emergency. This includes dissemination of community information on the actions that need to be taken by the public as a whole.

Responsibilities

Preparedness

- A member of and provide expert advice to the SEMC public information reference group.
- Maintain a clear understanding of the National Guidelines for the Broadcast of Emergency Public Warnings.
- Prepare and maintain a plan for the provision of public information and public education.

Response

- Broadcast public information messages when requested by the HMA.

Recovery

- Provide support as requested by the HMA and the relevant recovery coordinator / controller during the response and recovery phases.

NBN Co

Role

NBN Co is a government business enterprise, which operates a national wholesale-only open-access broadband network, and provides services to retail service provider phone and internet companies, who in turn provide broadband services, over the nbn™ network, to their end user customers.

NBN Co utilises a variety of broadband access technologies, including the following nbn™ Fixed Line connections (which utilise a physical line running to the premises):

- Fibre to the premises (FTTP)
- Fibre to the Node (FTTN)
- Fibre to the Basement (FTTB)
- Fibre to the Curb (FTTC)
- Hybrid Fibre Coaxial (HFC).

NBN Co also utilises the following technologies which are used mostly in regional and remote areas:

- Fixed Wireless
- Sky Muster™ Satellite.

Responsibilities

Preparedness

- Provide advice regarding nbn emergency communications infrastructure.

Response

- Monitor emergency events at local, district and state levels in collaboration with emergency management agencies.
- Provide a liaison officer function to the State operation and coordination centre to attend/provide information and advice on the impacts of emergency events regarding nbn services as they affect the State
- For affected communities, NBN Co has a variety of mobile facilities that it may deploy with the aim of delivering limited/partial service restoration subsequent to service disruption arising from the impacts of a natural disaster event.
- Facilitate actions within and across the telecommunications sector in response to an emergency event
- While NBN Co manages its own emergency response arrangements and supply issues, it may seek assistance from government through the provision of situational information and in gaining access to areas that have had an impact.

Recovery

- Restore nbn services, when required.
- Contribute to State situation reports, and National Impact Assessment Model data.
- Where relevant, contribute to the Impact Statement.

Telstra

Role

Telstra assists the emergency and essential service organisations with their telecommunication requirements by restoring telecommunications and providing information services, assistance packages and emergency alerts (e.g. text messages and voice messages).

Telstra is a voluntary member of the ESNORG, which exchanges information to assist or improve operations of essential services and functions in relation to emergency management for the benefit of the community.

Responsibilities

Preparedness

- Provide advice regarding the provision of emergency communications services.

Response

- Give priority consideration to emergency communications requirements of authorities responsible for hazard and emergency management within Western Australia. Actual service provision and restoration priorities will depend on Telstra’s network configuration, the safety and availability of staff, material availability, local community issues and national and local security issues.
- Provide a liaison officer to State or district operation and coordination centres as required.
- Provide a representative for the SECG, if required.
- Advise the HMA of any major communications outages that could affect emergency response and recovery efforts.
- Provide a Telstra emergency service liaison officer whose responsibilities include alerting Telstra personnel.

Recovery

- Restore affected communications services when required.

Notes

12 It should be noted that Water Corporation is the principal, but not the only provider of water supply, wastewater, drainage and irrigation services in Western Australia. Licenced Local Government Authorities, Busselton Water, AqWest, and Hamersley Iron are also water services providers in Western Australia. A full list of licenced and exempted water services providers is available on the Economic Regulatory Authority website.

13 *Security of Critical Infrastructure Act 2018 (Commonwealth)* section 5.

Water Corporation

Role

Water Corporation's core business is water source, treatment and delivery, wastewater conveyance, water resource recovery, drainage and irrigation services in Western Australia to homes, businesses and farms within its area of responsibility. Water Corporation provides advice and support to the HMA on water and wastewater services, as applicable.¹²

Responsibilities

Prevention and Preparedness

- Participate in district and local emergency management and planning committees.
- Plan for the provision of alternative safe drinking water, as required.
- Develop and maintain arrangements to protect and ensure the security and resilience of its critical water assets.¹³
- Provide advice on non-local authority water supply, wastewater, drainage, and public irrigation systems.

Response

- Participate in ISG, OASG, and the SECG during an emergency, as requested.
- Provide advice to the HMA on water and wastewater services.
- Provide a liaison officer to operations and coordination centres, or control points as requested and appropriate.

- Minimise disruption to the water supply and wastewater system, and the impact to people, properties and the environment from interruptions, contaminations and overflows.
- Assist with the supply of water to incident areas through the provision of tanker access to Water Corporation resources (e.g., standpipes, pipelines, and reservoirs).
- Be contactable on a 24/7 basis.

Recovery

- Restore Water Corporation water supplies and wastewater systems in consultation with the HMA or the relevant recovery coordinator / controller.
- Ensure water quality delivered by Water Corporation meets appropriate health standards, or
 - assist with the provision of safe drinking water to affected communities within its area of responsibility, until normal water services are restored.
- Provide information or participate in post-operation debriefs as required by the HMA.

Western Power

Role

Western Power operates the South West Interconnected System (SWIS), which runs from Albany to Kalbarri and also captures the Goldfields. Having the responsibility for ensuring the safe and reliable provision of electricity within the service area, the SWIS has a number of natural redundancies built in, as the interconnectedness of the system allows electricity to flow via different paths to the consumer.

Western Power provides two roles, being the 'network operator' for emergency management of electricity supply disruption and 'infrastructure operation' (electricity network operator) during a disruption to gas supplies, as a result of an emergency situation or state of emergency.

Western Power – System Management is a member of the Electricity Supply Emergency Committee, and the ESNORG, which exchanges information to assist or improve operations of essential services and functions in relation to emergency management for the benefit of the community. Western Power is also a representative of the Gas Emergency Planning Committee, which is responsible for non-operational strategic planning relating to gas supply issues in Western Australia and preparing and maintaining State Hazard Plan - Energy Supply Disruption.

Responsibilities

Prevention

- Contribute to prevention through adherence to relevant legislation and good industry practice.

Preparedness

- Assist the HMA in developing the State plans and strategies for managing electricity supply disruptions.
- Participate in exercises in an open and constructive manner.

Response

- Disconnect electrical power as and when requested by the respective HMAs or relevant recovery coordinator / controller .
- Respond to potential electrical hazards and maintain the integrity of the power system.
- Liaise with Department of Health around the 'sensitive customer' priorities during a heatwave when power is affected.

- Consult Department of Health media in relation to media statements pertaining to demand management communications during a heatwave.
- Participate in ISG, OASG and SECG meetings, as requested.
- Provide a liaison officer to the State Health Incident Coordination Centre if required.
- Provide expert advice and assist in the development and implementation of strategies to manage a gas supply disruption.
- Manage media interest and provide daily or as required situation reports, where appropriate.
- Notify the HMA of any potential or actual incidents that could or do lead to a gas supply disruption.
- Isolate power to affected area and surrounds as requested within the State's southwest interconnected network.
- Participate in the incident debrief process.

Recovery

- Restore electrical power as and when requested by the respective HMAs or relevant recovery coordinator / controller .
- Assist in providing emergency power as requested by the HMA or relevant recovery coordinator / controller .
- Develop and maintain plans to protect and ensure the resilience of essential services.

Appendix F: Functional Responsibilities

Function/Activity	Specific Activity	Responsible Agency
Animal and Plant Pests and Diseases	EM of animal and plant pest and disease hazards	Department of Primary Industries and Regional Development
Control	Role of incident controller, in the absence of a nominated Controlling Agency	WA Police Force
Control	Control of the response activities to an emergency	Controlling Agency with responsibility, through legislation or by agreement with the HMA
Coordination	Liaison with Australian Government	State Emergency Coordinator
Coordination	Provide State Emergency Coordinator	WA Police Force
Coordination	Provide District Emergency Coordinator	WA Police Force
Coordination	Provide Local Emergency Coordinator	WA Police Force
Coordination	Coordination of Australian Government Non-Financial Assistance (Commonwealth Request for Assistance)	<ul style="list-style-type: none"> • State Emergency Coordinator • National Emergency Management Agency
Counter Terrorism	Counter Terrorism	WA Police Force
Emergency relief and support	Emergency relief and support services, including evacuation centres	Department of Communities
Emergency relief and support	Register.Find.Reunite	<ul style="list-style-type: none"> • Department of Communities • Australian Red Cross
Emergency relief and support	Provision of passenger/cargo manifest, assistance with relief and support services, provision of transport and accommodation for air crash survivors	Airline company or handling agents
Essential Services and Infrastructure	Restoration of water supplies and provision of potable water within its area of responsibility	Water Corporation
	Wastewater conveyance	

Function/Activity	Specific Activity	Responsible Agency
Essential Services and Infrastructure	Disconnect and restore energy services	Energy suppliers and network managers
Essential Services and Infrastructure	Gas, liquid fuel and electricity supply disruption - coordination of activities of all responding organisations, agencies and services	Coordinator of Energy
Essential Services and Infrastructure	Road traffic management, including establishment and maintenance of a road traffic management plan	<ul style="list-style-type: none"> • HMA/Controlling Agency • Supporting Agencies: <ul style="list-style-type: none"> – WA Police Force – Main Roads WA (State roads) – Local governments
Essential Services and Infrastructure	Road closure and opening	<ul style="list-style-type: none"> • Main Roads WA (State roads) • Local governments (local roads)
Essential Services and Infrastructure	Road and road infrastructure repair and reconstruction	<ul style="list-style-type: none"> • Main Roads WA (State roads) • Local governments (local roads)
Essential Services and Infrastructure	Rail crash	<ul style="list-style-type: none"> • Public Transport Authority • Arc Infrastructure Pty Ltd • Supporting Agencies: <ul style="list-style-type: none"> – WA Police Force – DFES
Essential Services and Infrastructure	Rail infrastructure repair and reconstruction	<ul style="list-style-type: none"> • Public Transport Authority • Arc Infrastructure Pty Ltd
Essential Services and Infrastructure	Close and open public transport services	Public Transport Authority

Function/Activity	Specific Activity	Responsible Agency
Essential Services and Infrastructure	Marine transport emergency	<ul style="list-style-type: none"> • Department of Transport and Major Infrastructure, Marine Safety: <ul style="list-style-type: none"> – State waters – shipping and pilotage waters – port waters (Level 2/3) • Port Authority: <ul style="list-style-type: none"> – port waters (Level 1) • DFES: <ul style="list-style-type: none"> – firefighting and rescue
Essential Services and Infrastructure	Restoration of communications services and advice regarding provision of emergency communications services	<ul style="list-style-type: none"> • Telstra
Evacuation	Evacuation	<ul style="list-style-type: none"> • HMA/Controlling Agency • Supporting agencies: <ul style="list-style-type: none"> – WA Police Force – Department of Communities – DFES (State Emergency Service and Marine Rescue Western Australia)

Function/Activity	Specific Activity	Responsible Agency
Firefighting	Firefighting	<ul style="list-style-type: none"> • DFES: as a Combat Agency for the purposes of fire suppression under the EM Regulations, bushfires and property fires within gazetted fire districts - <i>Fire Brigades Act 1942</i>, or where a brigade or unit is established under the <i>Fire and Emergency Services Act 1998</i> • DBCA: on DBCA-managed land - <i>Conservation and Land Management Act 1984</i> • Local government: bushfires on lands which are outside of the responsibility of DFES and DBCA • Airservices Australia: Aviation Rescue Fire Fighting at airports and aerodromes • DFES: Air crash firefighting and rescue
Health	Coordinate health response, including acute medical response, environmental health, public health, mental health, communicable disease control services, quarantine and air transport of medical personnel and casualties	Department of Health
Health	Primary triage and treatment, and road transport of casualties	St John Ambulance Western Australia Ltd.
Management of Hazardous Materials	Initial containment of hazardous materials (HAZMAT)	DFES
Management of Hazardous Materials	Decontamination <ul style="list-style-type: none"> • Chemical • Biological • Radiological 	<ul style="list-style-type: none"> • Chemical: DFES/Department of Water and Environmental Regulation/ChemCentre WA/Department of Health • Biological: DFES/Department of Health/DPIRD • Radiological: DFES/Radiation Health

Function/Activity	Specific Activity	Responsible Agency
Management of Hazardous Materials	Marine oil pollution	<ul style="list-style-type: none"> • Department of Transport and Major Infrastructure, Marine Safety: • State waters • shipping and pilotage waters • port waters (Level 2/3) • Port Authority: <ul style="list-style-type: none"> – port waters (Level 1) • Petroleum Titleholder: <ul style="list-style-type: none"> – State waters (Level 1)
Management of Hazardous Materials	Radiation escape from a nuclear-powered warship	<ul style="list-style-type: none"> • WA Police Force • Radiation Health
Management of Hazardous Materials	Space Re-entry Debris	<ul style="list-style-type: none"> • WA Police Force • Radiation Health • DFES
Preparation of Response	Preparation for response to an emergency	<ul style="list-style-type: none"> • Agency with responsibility, through legislation, policy or plan
Response	Provision for support under DACC arrangements	Department of Defence
Public Information	Community and emergency alerts	DFES (on behalf of the State)
Public Information	Provision and management of public information	<ul style="list-style-type: none"> • HMA¹⁴ • Support from SEPIC

Notes

¹⁴ HMAs and Controlling Agency may agree in advance that the Controlling Agency will be in control of the public information function during an emergency (State EM Policy section 5.6.10).

Function/Activity	Specific Activity	Responsible Agency
Public Information	Communicate road closures to the public	<ul style="list-style-type: none"> • HMA¹⁵ • Broadcast by Main Roads WA
Public Information	Communicate public transport service closure to the public	Public Transport Authority
Recovery	Impact Statement	HMA
Recovery	Management of local recovery	Local governments
Recovery	Facilitation of State-level recovery coordination	<ul style="list-style-type: none"> • State Recovery Coordinator • Where appointed, the [Event] Recovery Coordinator or Controller
Recovery	Where requested and necessary to restore community function, provide assistance during a recovery event	State agencies and entities listed in State EM Policy Appendix F: Recovery Functional Areas
Search and Rescue	Land search of persons lost or in distress on land	<ul style="list-style-type: none"> • WA Police Force • Supporting Agencies: <ul style="list-style-type: none"> – DFES (State Emergency Service) – DBCA – Australian Maritime Safety Authority Rescue Coordination Centre - coordination of air operations, resources support on request – Surf Lifesaving WA

Notes

¹⁵ HMAs and Controlling Agency may agree in advance that the Controlling Agency will be in control of the public information function during an emergency (State EM Policy section 5.6.10).

Function/Activity	Specific Activity	Responsible Agency
Search and Rescue	Marine search and rescue of persons lost or in distress in waters or on a vessel in waters	<ul style="list-style-type: none"> • WA Police Force • Supporting Agencies: <ul style="list-style-type: none"> – DFES (Marine Rescue Western Australia) – DBCA – Australian Maritime Safety Authority Rescue Coordination Centre - coordination of air operations, resources support on request – Surf Lifesaving WA
Search and Rescue	Rescue of trapped persons (including excavation - mine rescue)	<ul style="list-style-type: none"> • DFES • Supporting Agencies: <ul style="list-style-type: none"> – St John Ambulance Western Australia Ltd.
Search and Rescue	Coordination of aviation and maritime search and rescue services	Australian Maritime Safety Authority Rescue Coordination Centre Australia
Specialist Advice	Provision of chemical support for the detection and identification of hazardous materials and chemical agents	ChemCentre WA
Specialist Advice	Advice on the public safety aspects resulting from an emergency involving hazardous materials	<ul style="list-style-type: none"> • Department of Local Government, Industry Regulation and Safety • Department of Health
Specialist Advice	Provision of emergency response support for detecting and monitoring discharges of hazardous materials into air, water and soil	<ul style="list-style-type: none"> • Department of Water and Environmental Regulation • DFES • Department of Health
Specialist Advice	Contamination of the environment	Department of Water and Environmental Regulation
Specialist Advice	Waste management advice	Department of Water and Environmental Regulation

Function/Activity	Specific Activity	Responsible Agency
Specialist Advice	Biohazard detection and advice	PathWest
Specialist Advice	Radiological detection and advice	Department of Health
Specialist Advice	Provision of weather observations, forecasts, notifications and warning	Bureau of Meteorology
Specialist Advice	Provision of geospatial data	<ul style="list-style-type: none"> • Landgate • HMAs, as applicable
Specialist Advice	Local area advice	Local governments
Specialist Advice	Disaster victim identification	<ul style="list-style-type: none"> • State Coroner • WA Police Force
Specialist Advice	Earthquake prediction, interpretation and notification service	Geoscience Australia
Specialist Advice	Advice on the environmental impacts of hazardous materials	<ul style="list-style-type: none"> • Department of Water and Environmental Regulation • DBCA
Specialist Advice	Advice in relation to schools	Department of Education

