GOVERNMENT OF WESTERN AUSTRALIA

SEMC
STATE EMERGENCY MANAGEMENT COMMITTEE

Procedure

STATE EMERGENCY MANAGEMENT

A Strategic Framework for Emergency Management in Western Australia.

RESPONSIBLE AGENCY	**APPROVED BY**	**RESOLUTION NUMBER**	42/2026	**DATE OF APPROVAL**	12 OCTOBER 2026
State Emergency Management Committee Business Unit	State Emergency Management Committee	**VERSION NUMBER**	3.12	**DATE OF EFFECT**	26 OCTOBER 2026
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Contact Details

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Amendment Table

Date	Details	Amended by
May 2016	Statement of fact amendments.	SEMC Secretariat
October 2016	Comprehensive Impact Assessment template added to State EM Recovery Procedure 4.	SEMC Secretariat
December 2016	Amendments approved by SEMC (Resolution Number 60/2016) as per amendments table v1.1.	Office of Emergency Management
August 2017	Amendments approved by SEMC (Resolution Number 29/2017) as per amendments table v1.2.	Office of Emergency Management
December 2017	Amendments approved by SEMC (Resolution Number 58/2017) as per amendments table v01.03.	Office of Emergency Management
May 2018	Amendments approved by SEMC (Resolution Number 22/2018) as per amendments table v01.04.	Office of Emergency Management
December 2018	Amendments approved by SEMC (Resolution Number 90/2018) as per amendments table v02.00.	SEMC Business Unit
May 2019	Amendments approved by SEMC (Resolution Number 41/2019) as per amendments table v02.01.	SEMC Business Unit
October 2019	Amendments approved by SEMC (Resolution Number 91/2019) as per amendments table v.02.02.	SEMC Business Unit
June 2020	Amendments approved by SEMC (Resolution Number 39/2020) as per amendments table v.02.03.	SEMC Business Unit
March 2021	Version 02.04 - Amendments to Preparedness Procedure 1-5 approved by SEMC (Resolution Number 17/2021) as per amendments table March 2021 State Emergency Management Preparedness Procedures 1 - 5. Amendments to Recovery Procedure 4 approved by SEMC (Resolution Number 18/2021) as per amendments table March 2021 Impact Statement Guide.	SEMC Business Unit
June 2021	Version 3.00 - Amendments approved by SEMC (Resolution Number 32/2021) as per State EM documents amendments table May 2021.	SEMC Business Unit
October 2021	Version 3.01 - Amendments approved by SEMC (Resolution Number 61/2021) as per State EM documents amendments table October 2021.	SEMC Business Unit

Date	Details	Amended by
August 2022	Version 3.02 - Amendments approved by SEMC (Resolution Number 36/2022) as per State EM documents amendments table August 2022.	SEMC Business Unit
December 2022	Version 3.03 - 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
October 2023	Version 3.04 - Consequential amendments approved by SEMC to reflect the change in terminology from 'welfare' to 'emergency relief and support' and related terms (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 3.05 - Consequential amendments approved by SEMC Executive Officer (resolution number 17/2021) to reflect the Emergency Risk Management Guideline (resolution number 101/2023). All amendments are as outlined in State EM documents amendments table December 2023.	SEMC Business Unit
November 2025	Version 3.06 - Consequential amendments approved by SEMC Executive Officer (resolution number 17/2021) to correct typographical, grammatical and referencing errors and reflect current arrangements of the Public Information Reference Group (resolution 64/2025). All amendments are as outlined in State EM documents amendments table November 2025.	SEMC Business Unit
November 2025	Version 3.07 - 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 3.08 - Amendments approved by SEMC to reflect the comprehensive review of the State Recovery arrangements (resolution number 81/2025). Amendments are outlined in State EM documents amendments list - Recovery arrangements.	SEMC Business Unit
March 2026	Version 3.09 - Statement of Fact Amendments approved by SEMC Executive officer to reflect DFES Media and Corporate Communications Branch name change and minor grammatical and formatting errors.	SEMC Business Unit

Date	Details	Amended by
June 2026	Version 3.10 - Amendments approved by the SEMC (Resolution 24/2026) to include a new State Emergency Management Procedure 3.11: Prescribe, Review and Revoke a Hazard.	SEMC Business Unit
August 2026	Version 3.11 - Amendments approved by SEMC (resolution number 42/2026) relating to the emergency management roles and responsibilities of the Premier, the Department of Premier and Cabinet and the Security and Emergency Committee of Cabinet. Amendments are outlined in State EM amendments list - August 2026.	SEMC Business Unit

Date	Details	Amended by
October 2026	Version 3.12 - Statement of Fact amendments approved by SEMC Executive Officer to reflect updates to State EM Forms, including name changes and grammatical and formatting errors.	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.

This document was designed to be viewed electronically and aims to meet the West Australian Government's web accessibility requirements, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.2 (WCAG 2.2) 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 Policy Branch at semc.policylegislation@dfes.wa.gov.au.

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Part One:

Introduction

1.1 Overview

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

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

Please note that this document replaces previously published individual State emergency management procedures.

State Emergency Management Procedures

The State EM Procedures support the effective implementation of the State EM Policy and are used when a process needs to be explained through a step by step process allowing emergency management agencies and personnel to complete tasks in compliance with State emergency management legislation.

Authority

Section 17(1) of the *Emergency Management Act 2005* (EM Act) provides for the State Emergency Management Committee (SEMC) to arrange for the preparation of State emergency management policies.

Procedure Administration

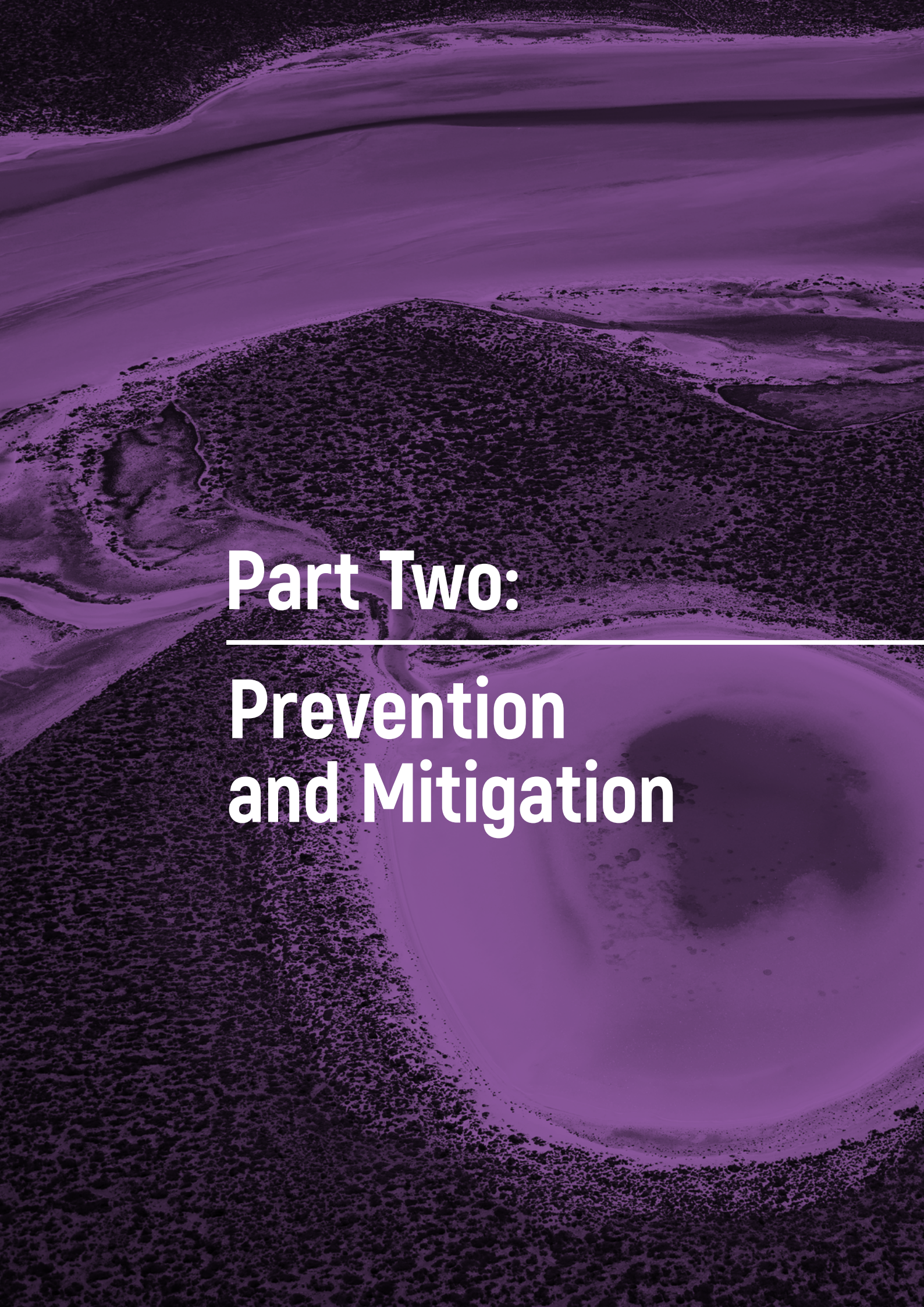
The State EM Procedures are to be developed and reviewed in accordance with the relevant policy and procedures approved by the SEMC.

Consultation in the development and review of State EM Procedures will include all relevant stakeholders with an interest in, or who are affected by, the procedure. Consultation will be consistent with existing principles and codes of practice including the Western Australian State Local Government Agreement (2017).

The State EM Procedures will be reviewed annually for statement of fact changes which may include straightforward changes to agency names or roles, legislative references or other indisputable changes of fact. A more comprehensive review will be conducted at least every five years or at the conclusion of a major emergency or inquiry or on the introduction of major government reform or legislative change that affects Western Australian emergency management.

Attachments, Forms and Templates

Where applicable, attachments, forms and templates for State EM Procedures will be referenced and linked within each procedure. Attachments and editable versions of all forms and templates are available in the Emergency Management Tools page of the SEMC website.



Part Two:

Prevention and Mitigation

2.1 Emergency Risk Management (ERM) Planning

Background

Emergency risk management (ERM) is defined as 'a systematic process which contributes to the wellbeing of communities and the environment (Australian Disaster Resilience Glossary). An ERM plan, by extension, refers to a document that describes how an organisation intends to undertake ERM activities.

The SEMC recommends that emergency risk planning is undertaken using the method described within the State Emergency Risk Management Guideline. Use of this guideline will ensure a consistent approach to the development and implementation of emergency risk management plans.

The State Emergency Risk Management Guideline proposes a method to assist the emergency management sector to perform their roles associated with risk management and provides a detailed process for the sector to assess and prioritise emergency risk and devise and monitor treatments.

As the methods and tools used to support emergency risk management will continue to evolve, updates in methods and tools will be reflected in the State Emergency Risk Management Guideline.

Procedure

The SEMC is responsible for the development and coordination of risk management strategies to assess community vulnerability to emergencies (section 14(e) of the EM Act). The SEMC has resolved to give effect to this by providing public authorities covered by this policy roles and responsibilities for ERM. The specific roles and responsibilities for agencies are outlined below.

Emergency Management Agency

The emergency management agency with the responsibility for the prevention and mitigation aspect of a hazard must contribute to the development, implementation and maintenance of an ERM plan.

ERM plans must be developed by emergency management agencies at State and district levels. Prioritisation of the ERM plan development and implementation will be informed by the SEMC and the District Emergency Management Committee (DEMC) at each respective level.

Local Government

Local governments are responsible for the development and maintenance of ERM plans for hazards relevant to their locality.

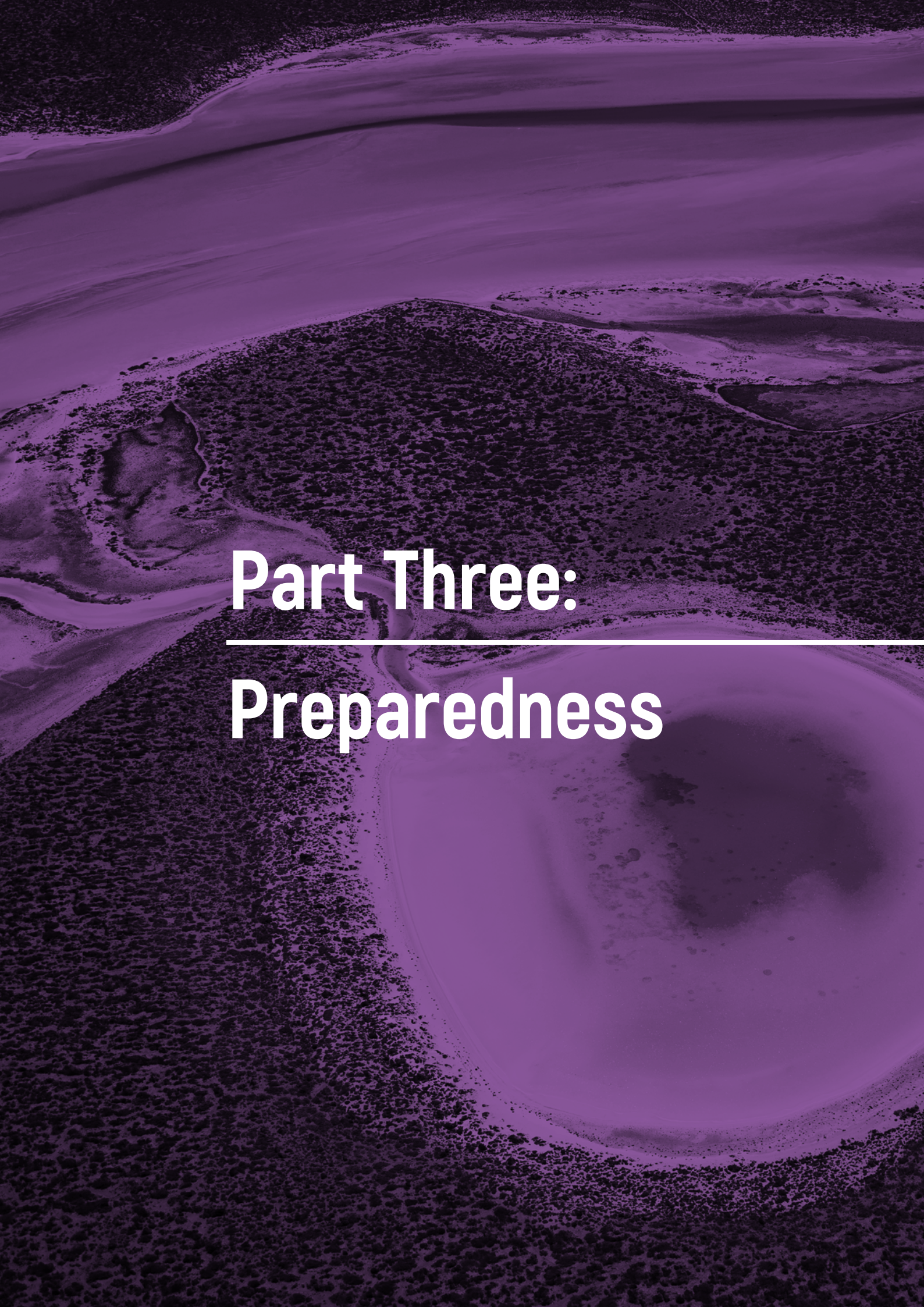
ERM plans must be developed at a local scale on a prioritised basis as led and administered by the local governments and Local Emergency Management Committee (LEMC).

It is recommended that ERM plans are developed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as deemed appropriate

Public Authorities with risk to specified hazards

Public Authorities identified as having a risk in relation to a specific hazard may be required to coordinate the development of a specialised ERM plan against a specialised vulnerability criterion.

Hazard Management Agencies may assign specialised ERM planning requirements within their respective State Hazard Plans.



Part Three:

Preparedness

3.1 Development and Review of State Emergency Management Policy

Background

The SEMC is committed to the creation and implementation of an effective and coherent State EM Policy. This policy provides direction to emergency management agencies, organisations, and personnel, assists in the defining of the required outcomes that are to be achieved and explains the roles and responsibilities of all parties involved. A State EM Policy statement should be developed when there is a need to prescribe a formal instruction or process as a result of governing legislation or a SEMC resolution.

The SEMC has arranged for the development, maintenance and review of the State EM Policy to be undertaken by the SEMC Business Unit (State EM Policy section 1.5.1). The DFES State Emergency Management (EM) Policy Branch supports the SEMC Business Unit develop, maintain and review the State EM Policy.

Forms and Templates

The following templates are relevant to this procedure:

- Policy Communication and Marketing Strategy
- SEMC Agenda Item Paper
- Memorandum Requesting Revocation of State Emergency Management Policy.

Editable versions of these templates are available on Procedure Attachments and Templates page of the SEMC website.

Procedure

Drafting and Reviewing State Emergency Management Policy

The SEMC or emergency management agencies and organisations may identify the requirement to prepare new policy or review and amend existing policy.

All recommendations for new or amended policies must be submitted to the DFES State EM Policy Branch (semc.policylegislation@dfes.wa.gov.au) for review and development prior to seeking SEMC approval.

The DFES State EM Policy Branch recognises that effective policy encompasses practical design and a commitment to continuous review and improvement when significantly amending existing policy or drafting new policy.

When developing or amending policy, the DFES State EM Policy Branch must consider the:

- policy objectives and desired outcome of the policy
- risk of not establishing or amending a policy
- need to develop or retain the policy
- content of existing State EM Policy, plans and legislations, related Australian Government emergency management policies or arrangements, and other relevant legislation or regulation to minimise duplication and conflict
- impact on relevant stakeholders and the community

- innovations in emergency management, technology and other matters that affect the policy
- industry or organisation changes.

The development of a new or significantly amending an existing policy statement may not be the appropriate method for addressing a matter. The DFES State EM Policy Branch should consider the importance of the issue, prior to drafting policy, by considering alternative methods, such as plans, procedures, guidelines, bulletins or information sheets.

The SEMC Business Unit will coordinate a comprehensive review of the State EM Policy within a period of not more than five years from the date of SEMC approval. A targeted review may occur after a major emergency or inquiry, on the introduction of major government reform or legislative change that affects Western Australian emergency management, or as determined by the SEMC (State EM Policy section 1.5.10).

The State EM Policy may be reviewed at shorter time intervals depending upon operational requirements, feedback from stakeholders and developments in emergency management or other relevant legislation, regulation or arrangements.

The State EM Policy will be reviewed annually for statement of fact changes and reissued, as required (State EM Policy section 1.5.9).

Risk Assessment

If the State EM Policy and State EM Procedure 3.1 to 3.5 are not followed, the risks to State emergency management practice include:

- lack of consistency and guidance in policy development, content and format
- inappropriate policies being approved by the SEMC
- State EM Policy conflicting with government direction or legislation
- approved policies not being implemented at a practical level.

The State EM Policy and State EM Preparedness Procedures 1-5 aim to minimise these risks and ensure the approval of State EM Policy and supporting documents are obtained at the SEMC level.

Consultation

Where new or significant amendments are proposed, the DFES State EM Policy Branch must undertake consultation in accordance with State EM Preparedness Procedure 3.5 (State EM Policy section 1.5.7).

Communication and Marketing Strategy

Where new or significant amendments are being proposed, a communication and marketing strategy (Policy Communication and Marketing Strategy) must be developed to ensure stakeholders are adequately informed of the changes.

The following information must be provided:

- distribution strategy to include recipients and methods of disseminating the new or revised documents
- marketing strategies such as presentation or discussion at appropriate forums, information sessions and development of frequently asked questions
- education strategies such as training and integration into upcoming exercises, as applicable.

Endorsement

Where new or significant amendments are being proposed, the DFES State EM Policy Branch must ensure the new or amended policy is consistent with:

- the State Emergency Management Framework
- other State emergency management legislation and policies
- relevant Australian Government emergency management legislation and policies
- emergency management principles and
- other relevant State or Australian Government legislation and policies.

The draft policy must be submitted the relevant SEMC Subcommittee and/or Reference Group for endorsement. 'Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response Policy Subcommittee, recovery coordination = Community Resilience and Recovery Subcommittee). The DFES State EM Policy Branch may determine endorsement must be sought from more than one subcommittee.

Endorsement is the confirmation that the new or amended policy is supported by the relevant emergency management stakeholders and reflects best practice.

Approval

After considering the relevant SEMC Subcommittee feedback and endorsement, the Executive Officer – SEMC will submit the following to SEMC for approval:

- the draft policy
- SEMC Agenda Item Paper
- communication and marketing strategy.

Where there are proposed amendments to multiple policy sections or State emergency management documents, these amendments will be submitted to SEMC together.

When the new or amended policy receives SEMC approval, the DFES State EM Policy Branch will:

- record the SEMC resolution number in the State EM Policy amendment table
- publish the new version on the SEMC website
- notify all stakeholders in accordance with the communication and marketing strategy.

Revocation

When it is determined that a State EM Policy statement is no longer required, a memorandum (Memorandum Requesting Revocation of State Emergency Management Policy) to the SEMC with recommendation to that effect, should be forwarded to the DFES State EM Policy Branch seeking approval for formal revocation.

The memorandum shall include the:

- title of the policy statement
- consultation made with regard to the policy statement's revocation
- risks associated with retaining/revoking the policy statement
- reason/s for revoking the policy statement.

When the SEMC approves the revocation of a State EM Policy statement, the DFES State EM Policy Branch will:

- remove the policy statement from the State EM Policy
- record the SEMC resolution number in the State EM Policy amendment table
- publish the new version on the SEMC website
- notify all stakeholders.

Minor Amendment

To ensure State EM Policy is factually accurate, minor amendments may need to occur due to matters of fact, for example:

- change of contact details, agency/organisation name, role title within an agency
- identification of typographical or formatting errors
- identification of overlooked statements that clearly and directly link to previously approved amendments.

In these circumstances, the SEMC has delegated for the Executive Officer – SEMC to approve statement of fact amendments to all State emergency management documents without broad consultation or approval of the SEMC. Such corrective action shall only be made where the intent of the existing policy is not changed and the amendments are crucial to the understanding of roles, responsibilities or directions.

Upon approval, the DFES State EM Policy Branch will:

- publish the documents on the SEMC website
- notify all stakeholders.

Minor amendments to policies will be tabled for noting at the subsequent SEMC meeting.

3.2 Development and Review of State Emergency Management Plans

Background

The EM Act provides for the SEMC to arrange for the preparation and review of State emergency management plans as it deems necessary. This includes the State Emergency Management Plan, State Hazard Plans and State Support 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. The SEMC has delegated responsibility for the development, maintenance, review and exercising of the arrangements for prescribed hazards outlined in State Hazard Plans to the relevant Hazard Management Agency (HMA) prescribed in Part 3 of the EM Regulations. Where an agency supports the HMA in developing, maintaining and reviewing a State Hazard Plan, this should be specified in the State Hazard Plan. When a State Hazard Plan does not specify whether an agency supports the HMA to perform this function, the responsibility remains with the HMA.

State Support Plans document support arrangements across emergency management. These plans are prepared, monitored and reviewed by a Responsible Agency, as directed by the SEMC.

In this procedure, Responsible Agency means the HMA, agency supporting the HMA or agency delegated by the SEMC with responsibility for preparing, monitoring and reviewing the relevant plan. The DFES State EM Policy Branch supports the SEMC Business Unit develop, maintain and review the State Emergency Management Plan.

Forms and Templates

The following templates are relevant to this procedure:

- Plan Communication and Marketing Strategy
- SEMC Agenda Item Paper

Editable versions of these templates are available on Procedure Attachments and Templates page of the SEMC website.

Procedure

Drafting and Reviewing State Emergency Management Plans

The SEMC or emergency management agencies or organisations may identify the requirement for the preparation of a new plan or the review and amendment for an existing plan.

The Responsible Agency must conduct a comprehensive review at least once every five years (State EM Policy section 1.5.10).

The Responsible Agency must maintain the plan structure, such as the title page, amendment table, table of contents, distribution list and glossary.

The DFES State EM Policy Branch is available during the drafting and reviewing process to provide expert advice and feedback on the planning process (i.e. structure, process and legislation). State Hazard Plan and State Support Plan templates can be obtained from the DFES State EM Policy Branch (semc.policylegislation@dfes.wa.gov.au).

Consultation

Consultation must occur in accordance with State EM Preparedness Procedure 3.5 (State EM Policy section 1.5.7). The Responsible Agency drafting the new plan or reviewing and amending an existing plan must coordinate initial consultation.

The DFES State EM Policy Branch will ensure the new or amended plan is consistent with:

- the State Emergency Management Framework
- other State emergency management legislation and policies
- relevant Australian Government emergency management legislation and policies
- emergency management principles
- other relevant State or Australian Government legislation and policies.

The DFES State EM Policy Branch will coordinate broad consultation. The DFES State EM Policy Branch will forward feedback from the broad consultation to the Responsible Agency for consideration and for necessary amendments to be made.

Communication and Marketing Strategy

Where a new plan or amendments to an existing plan is proposed, the Responsible Agency must develop a communication and marketing strategy (Plan Communication and Marketing Strategy) in conjunction with the DFES State EM Policy Branch, where applicable. The aim of the communication and marketing strategy is to ensure stakeholders are adequately informed of the changes.

The following information must be provided:

- a distribution strategy that includes recipients and methods of disseminating the new or revised documents
- marketing strategies such as presentation or discussion at appropriate forums, information sessions, and development of frequently asked questions
- education strategies such as training and integration into upcoming exercises, as applicable.

Endorsement

Following consultation, the Responsible Agency must obtain endorsement of the proposed draft from the:

- HMA for State Hazard Plans
- Chief Executive Officer (or equivalent) of the Responsible Agency for State Support Plans
- Executive Officer - SEMC for plans for which the SEMC Business Unit is the Responsible Agency.

The Responsible Agency must then forward the following documents to the DFES State EM Policy Branch to review:

- final draft plan
- summary of the initial consultation strategy
- summary of new content or proposed amendments
- communication and marketing strategy.

The Responsible Agency, facilitated by the DFES State EM Policy Branch, will submit the draft plan to the relevant SEMC Subcommittee for endorsement. 'Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response Policy Subcommittee, recovery coordination = Community Resilience and Recovery Subcommittee). The DFES State EM Policy Branch may determine endorsement must be sought from more than one subcommittee.

Endorsement is the confirmation that the new or amended plan is supported by the relevant emergency management stakeholders and reflects best practice.

Where the relevant SEMC Subcommittee does not endorse the plan, the Responsible Agency must undertake appropriate further consultation and review of the plan in order to obtain the relevant SEMC Subcommittee endorsement.

Approval

Following confirmation of endorsement from the relevant SEMC Subcommittee, the Responsible Agency, in consultation with DFES State EM Policy Branch, will prepare a SEMC Agenda Item Paper seeking approval of the new or amended plan.

Following the SEMC meeting, the DFES State EM Policy Branch will advise the Responsible Agency of the outcome of the SEMC submission. If approved by the SEMC:

- the DFES State EM Policy Branch will publish the updated plan on the SEMC website and
- the Responsible Agency must carry out activities in accordance with the communications and marketing strategy.

Minor Amendment

To ensure plans are factually accurate, minor amendments may need to occur due to matters of fact, for example:

- change of contact details, agency/organisation name, role title within an agency
- identification of typographical or formatting errors
- identification of overlooked statements that clearly and directly link to previously approved amendments.

In these circumstances, the SEMC has delegated for the Executive Officer – SEMC to approve statement of fact amendments to all State emergency management documents without broad consultation or approval of the SEMC. Such corrective action shall only be made at the request or endorsement of the Responsible Agency and where the intent of the existing plan is not changed.

Upon approval, the DFES State EM Policy Branch will:

- publish the documents on the SEMC website
- notify all stakeholders.

Minor amendments to plans will be tabled for noting at the subsequent SEMC meeting.

3.3 Revocation of State Emergency Management Plans

Background

The EM Act provides for the SEMC to arrange for the review, amendment or replacement of State emergency management plans as it deems necessary. This includes the State Emergency Management Plan, State Hazard Plans and State Support Plans.

The SEMC may approve to revoke plans that are no longer considered necessary.

The objective of this administrative procedure is to formally document the process for revoking a section of the overarching State Emergency Management Plan, State Hazard Plan or State Support Plan.

In this procedure, Responsible Agency means the HMA, agency supporting the HMA or agency delegated by the SEMC with responsibility for preparing, monitoring and reviewing the relevant plan. The DFES State EM Policy Branch supports the SEMC Business Unit develop, maintain and review the State Emergency Management Plan.

Forms and Templates

The following forms and templates are relevant to this procedure:

- EM Form 18: Revocation of a State Emergency Management Plan
- Plan Revocation Communication and Marketing Strategy
- Plan Revocation Report
- SEMC Agenda Item Paper

An editable version of EM Form 18 is available by emailing semc.policylegislation@dfes.wa.gov.au and templates are available on Procedure Attachments and Templates page of the SEMC website.

Procedure

Reviewing State Emergency Management Plans

Before the State Emergency Management Plan, State Hazard Plan or State Support Plan, or section of a plan, can be revoked, the Responsible Agency must undertake a full examination of the impacts of the revocation, including a thorough gap analysis and risk assessment.

Consultation

The Responsible Agency will consult directly with all emergency management agencies, SEMC Subcommittees and Reference Groups and other stakeholders, who have a role under the plan and seek support for the revocation.

Communication and Marketing Strategy

Where the revocation of a plan, or section of a plan, is proposed, the Responsible Agency must develop a communication and marketing strategy (Plan Revocation Communication and Marketing Strategy). The aim of the communication and marketing strategy is to ensure stakeholders are adequately informed of the changes.

The following information must be provided:

- a communication strategy that includes recipients being advised of the revocation
- marketing strategies such as presentation or discussion at appropriate forums, information sessions, and development of frequently asked questions and
- education strategies such as training and integration into upcoming exercises, as applicable.

Endorsement

Following endorsement from all relevant stakeholders, the Responsible Agency will prepare a comprehensive report (Plan Revocation Report) seeking formal endorsement from the relevant SEMC Subcommittee. This report should outline:

- the reason(s) for seeking a revocation of the plan
- a detailed analysis of any gaps and risks that this revocation will leave in the State's emergency management arrangements. The report should document how any identified gaps will be addressed and risks mitigated
- a list of the stakeholders consulted
- a communications and marketing strategy detailing how stakeholders and the emergency management community will be advised of the revocation of the plan
- endorsement for revocation from the:
  - HMA for State Hazard Plans
  - Chief Executive Officer (or equivalent) of the Responsible Agency for State Support Plans or
  - Executive Officer – SEMC for plans which the SEMC Business Unit is the Responsible Agency.
- a recommendation for the relevant SEMC Subcommittees to provide endorsement of the revocation.

'Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response Policy Subcommittee, recovery coordination = Community Resilience and Recovery Subcommittee). The DFES State EM Policy Branch may determine endorsement must be sought from more than one subcommittee.

The Responsible Agency will address all feedback from the relevant SEMC Subcommittee then submit to SEMC Response Policy Subcommittee (if not submitted previously). The following documents are to be submitted:

- the Plan Revocation Report
- completed EM Form 18: Revocation of a State Emergency Management Plan
- communication and marketing strategy
- a recommendation for formal endorsement for revocation.

Approval

Following confirmation of endorsement by the Response Policy Subcommittee, the Responsible Agency, in consultation with the DFES State EM Policy Branch, will prepare a SEMC Agenda Item Paper seeking approval for revocation.

Following the SEMC meeting, the DFES State EM Policy Branch will advise the Responsible Agency of the outcome of the SEMC submission. If revocation is approved by the SEMC, the DFES State EM Policy Branch will:

- remove the plan from the SEMC website
- together with the Responsible Agency, communicate the revocation to all stakeholders in accordance with the marketing and communication strategy.

3.4 Development and Review of Supporting State Emergency Management Documents

Background

The State EM Policy and State emergency management plans are supported by a suite of supporting emergency management documents, including the State EM Procedures, Guidelines, a Glossary, other resources and tools such as forms and aides memoire.

State EM Procedures should be developed or amended to provide formal instructions to carry out activities in accordance with the State EM Policy. State EM Procedures may also include formal instructions as an attachment, such as forms, templates and guides.

State EM Guidelines should be developed or amended to provide detailed information, guidance or proposed methods for conducting activities. Guidelines are not formal instructions and agencies are not required to comply with these recommendations.

Terminology within the **State EM Glossary** should be developed or amended to provide stakeholders with a consistent understanding of terms encountered within emergency management.

State emergency management resources and **tools** should be developed or amended to simplify existing policies, procedures or arrangements. Resources and tools may include:

- aides memoire
- checklists
- templates
- forms.

In this procedure, Responsible Agency means the agency responsible for preparing, monitoring and reviewing the supporting State emergency management document. The DFES State EM Policy Branch supports the Responsible Agencies develop, maintain and review supporting State emergency management documents.

Forms and Templates

The following templates are relevant to this procedure:

- Supporting State Emergency Management Document Communication and Marketing Strategy
- SEMC Agenda Item Paper
- Memorandum Requesting the Revocation of a Supporting State Emergency Management Document

Editable versions of these templates are available on Procedure Attachments and Templates page of the SEMC website.

Procedure

Drafting and Reviewing Supporting State Emergency Management Documents

The SEMC, emergency management agencies and organisations can recommend for new inclusions or amendments to existing supporting State emergency management documents. All recommendations must be submitted to the DFES State EM Policy Branch (semc.policylegislation@dfes.wa.gov.au) for review and further progression prior to seeking SEMC approval.

When drafting a new or reviewing an existing supporting State emergency management document, the Responsible Agency must consider the content in relation to the State Emergency Management Framework.

The SEMC Business Unit will coordinate a comprehensive review of the suite of supporting State emergency management documents at least once every five years. Targeted reviews may occur at the conclusion of a major emergency or inquiry or on the introduction of major government reform or legislative change that affects Western Australian emergency management (State EM Policy section 1.5.10).

Consultation

Where new or significant amendments are proposed, the DFES State EM Policy Branch must undertake consultation in accordance with State EM Preparedness Procedure 3.5.

Communication and Marketing Strategies

The Responsible Agency will develop communication and marketing strategies (Supporting State Emergency Management Document Communication and Marketing Strategy) in conjunction with the agency, group or committee with long-term oversight or responsibility of the document.

The following information must be provided:

- distribution strategy to include recipients and methods of disseminating the new or revised documents
- marketing strategies such as presentation or discussion at appropriate forums, information sessions, and development of frequently asked questions
- education strategies such as training and integration into upcoming exercises.

Endorsement

Following consultation, the DFES State EM Policy Branch will ensure the new or revised supporting State emergency management document is consistent with:

- the State Emergency Management Framework
- other State emergency management legislation and policies
- relevant Australian Government emergency management legislation and policies
- emergency management principles
- other relevant State or Australian Government legislation and policies.

The Responsible Agency, facilitated by the DFES State EM Policy Branch, will submit the draft document to the relevant SEMC Subcommittee for endorsement. 'Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response Policy Subcommittee, recovery coordination = Community Resilience and Recovery Subcommittee). The DFES State EM Policy Branch may determine endorsement must be sought from more than one subcommittee.

Endorsement is the confirmation that the new or amended document is supported by the relevant emergency management stakeholders and reflects best practice.

Approval

Following endorsement by the relevant SEMC Subcommittee, the Executive Officer – SEMC will submit for following for SEMC approval:

- the final draft of the new or amended supporting State emergency management document

- SEMC Agenda Item Paper
- communication and marketing strategy to the SEMC for approval.

Following approval of the new or revised supporting State emergency management document by the SEMC, the DFES State EM Policy Branch will:

- publish the document on the SEMC website
- advise all stakeholders in accordance with the communication and marketing strategy.

Revocation

When the SEMC, emergency management agencies or organisations determines that a supporting State emergency management document is no longer required, a memorandum (Memorandum Requesting the Revocation of a Supporting State Emergency Management Document) is to be forwarded to the Executive Officer – SEMC for consideration for submission to the SEMC. The memorandum shall include the:

- title of the supporting State emergency management document
- the reason for revoking the supporting State emergency management document.
- consultation made with regard to revoking the supporting State emergency management document and
- risks analysis associated with retaining/revoking the supporting State emergency management document.

When the SEMC approves the revocation of the supporting State emergency management document, the DFES State EM Policy Branch will:

- remove the supporting State emergency management document from the SEMC website
- advise all stakeholders of the revocation.

Minor Amendments

To ensure supporting State emergency management documents are factually accurate, minor amendments may need to occur due to matters of fact, for example:

- change of contact details, agency/organisation name, role title within an agency
- identification of typographical or formatting errors
- identification of overlooked statements that clearly and directly link to previously approved amendments.

In these circumstances, the SEMC has delegated for the Executive Officer – SEMC to approve statement of fact amendments to all supporting State emergency management documents without broad consultation or approval of the SEMC. Such corrective action shall only be made at the request or endorsement of the Responsible Agency and where the intent of the existing plan is not changed.

Upon approval, the DFES State EM Policy Branch will:

- publish the documents on the SEMC website
- notify all stakeholders.

Minor amendments to plans will be tabled for noting at the subsequent SEMC meeting.

3.5 Emergency Management Consultation

Background

The suite of State emergency management documents provides an all-hazards, all-agencies coordinated and integrated approach to emergency management prevention, preparedness, response and recovery in Western Australia. Consultation with relevant stakeholders is required to ensure all emergency management principles are upheld and the impacts on relevant stakeholders and the community are considered.

The suite of State emergency management documents includes the State EM Policy, State EM Plan, State Hazard Plans, State Support Plans, State EM Procedure, State EM Guidelines, State EM Glossary and all supporting State emergency management resources and tools.

Where relevant, consultation should outline:

- the policy problem to be addressed
- the objectives of acting (insert new, amending or revoking existing)
- the range of potential options that can address the policy problem
- the expected costs and benefits of the options
- preferred option, including key features and how it might operate in practice
- considerations relevant to implementation
- strategy or method for evaluation of the effects of the preferred option.

Where applicable, consultation should help stakeholders understand the policy problem to be addressed, the objectives of the proposal, alternative options to address the problem, and early understanding of the impacts of each option.

In this procedure, Responsible Agency means the agency responsible for preparing, monitoring and reviewing the relevant State emergency management document.

Forms and Templates

The following template is relevant to this procedure:

- Consultation Feedback Template

An editable version of this template is available on Procedure Attachments and Templates page of the SEMC website.

Procedure

When developing or reviewing the suite of State emergency management documents the Responsible Agency needs to identify relevant stakeholders and undertake initial consultation to obtain feedback.

Initial Consultation

The aim of initial consultation should be to identify the requirements for a new or amended State emergency management document, identify issue(s) and propose drafts that appropriately address the identified issues.

The initial consultation may include:

- consultation with agencies with roles and responsibilities as detailed in the relevant State emergency management document
- consultation with subject matter experts
- the formation of a working group or focus groups
- written or verbal correspondence regarding specific aspects of the drafted document.

The initial consultation process should be flexible and allow sufficient time for the emergence of new ideas and proposals.

Broad Consultation

The DFES State EM Policy Branch will coordinate the broad consultation for all new or significantly amended State emergency management documents. A focused consultation or condensed timeframe may be allowed following agreement from the DFES State EM Policy Branch.

Local Governments, emergency management agencies, SEMC Subcommittees and Reference Groups, District Emergency Management Committees and other relevant stakeholders, as identified by the DFES State EM Policy Branch will be provided with the opportunity to comment on any new or amended State emergency management documents. Restricted documents will only be provided to relevant stakeholders as identified by the Responsible Agency.

If considered appropriate by the Responsible Agency of a State Hazard Plan or State Support Plan, drafts may be published for public comment (State EM Policy section 1.5.12).

The following procedures must be followed during the broad consultation process.

Local government

The development of or amendment to a State emergency management document should follow the principles and code of practice for consulting with local government outlined within the Western Australian State Local Government Agreement (2017). Broad consultation with local governments requires that:

- local government should be consulted when developing or reviewing State emergency management documents that may affect local government
- the Western Australian Local Government Association (WALGA) is the first point of contact for consultation with local government concerning State emergency management documents. WALGA will be notified of all broad consultations and requested to inform their local government network. Where appropriate, WALGA may consolidate feedback on behalf of their local government network.

Where practicable, a minimum of twelve (12) weeks is to be allowed for a considered response from local governments concerning State emergency management documents. Where the length of broad consultation is proposed to be less than twelve (12) weeks, the DFES State EM Policy Branch will consider the Responsible Agency's requirements before seeking endorsement from WALGA for a condensed consultation timeframe.

SEMC Subcommittees and Reference Groups

SEMC Subcommittees and Reference Groups must be provided with the opportunity to comment on all new or significantly amended State emergency management documents. Executive Officers of SEMC Subcommittee and Reference Groups will be notified of all broad consultations and requested to inform

their members of the consultation. Where appropriate, Executive Officers may be requested to consolidate feedback on behalf of the subcommittee or reference group.

Emergency Management Agencies

Emergency management agencies, other public authorities and organisations identified as being affected by the State emergency management document are to be given an opportunity to provide comment. Where appropriate, a single contact point for each agency may be identified and requested to provide consolidated feedback on behalf of their agency. The length of the broad consultation will consider any requests to allow agencies sufficient time for comment.

District Emergency Management Committees

DEMCs will be provided with the opportunity to comment on all new or significantly amended State emergency management documents. District Emergency Management Advisors will be notified of all broad consultation and requested to inform the members of their DEMCs of the consultation. Where appropriate, District Emergency Management Advisor may be requested to consolidate feedback on behalf of the DEMC.

Feedback and Comments

Feedback and comments received by stakeholders should be considered in the development and review of State emergency management documents; however, it is not always possible to address or incorporate all feedback and comments. As determined by the DFES State EM Policy Branch, further consultation and marketing to gain support may be required prior to submission for endorsement or approval.

Feedback and comments received during the broad consultation are to be consolidated by the DFES State EM Policy Branch and maintained as a record of the views expressed by stakeholders (Consultation Feedback Template). Outcomes and reasons for the decisions taken will be recorded against each entry and made available upon request.

3.6 District Emergency Management Committee

Background

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. Interagency representation at a senior level is a crucial feature of the DEMC. This ensures that appropriate advice and feedback on emergency management arrangements is available for LEMC consideration.

To facilitate emergency management arrangements in Western Australia, the State is divided into emergency management districts, each of which comprises a number of local governments. In each emergency management district the relevant Police District Superintendent is appointed by the State Emergency Management Coordinator as the District Emergency Coordinator (DEC) (section 29 of the EM Act and State EM Policy 2.4).

Attachments

The following attachment is relevant to this procedure:

- District Emergency Management Committee Handbook, an attachment to the State EM Preparedness Procedure 3.6.

This attachment is available on the Procedure Attachments and Templates page of the SEMC website.

Procedure

A DEMC is established for each emergency management district under section 31(1) of the EM Act. The legislative requirements regarding DEMC membership, function and annual reporting requirements are described within sections 31-33 of the EM Act. Additional constitution and procedures of the DEMC and terms and conditions of appointment of members are to be determined by SEMC (section 31(5) of the EM Act).

DEMC Membership

Executive Team:

Under section 31(3) of the EM Act, the SEMC may appoint an appropriate person as the Chair of the DEMC. SEMC has appointed the relevant DEC as the chair of the relevant emergency management district (State EM Policy section 2.4.6). The executive team includes:

- Chair - the relevant District Emergency Coordinator for the emergency management district, as appointed by the SEMC.
- Deputy Chair – the relevant DFES representative for the emergency management district, as endorsed by the Fire and Emergency Services Commissioner
- Executive Officer – the relevant District Emergency Management Advisor.

The Committee Members include:

- local government representative(s), which may be the Chair of a LEMC such an elected member, Chief Executive Officer or senior staff member. A local government member may represent one or many local governments

- relevant DEC for the emergency management committee, who is required to be a member of the DEMC under section 31(4) of the EM Act regardless of their role as Chair
- a representative of each emergency management agency in the District

The Chair may ask for representation from other groups or organisations as members or advisors. The Executive Team reviews the DEMC membership to make sure representation on the DEMC is suitable for the district.

Responsibilities of the DEMC

- Assist in the establishment and maintenance of effective emergency management arrangements for their emergency management district (EM Act section 32(1))
- Assist in the development of the emergency management risk plans (State EM Plan section 3.2.10)
- Prepare an Annual Business Plan
- Submit a DEMC Annual Report to SEMC (State EM Policy section 7.1 and EM Act section 33).
- Maintain a DEMC key contacts register (State EM Policy section 2.4.3)
- Review any post-incident/exercise reports received and make recommendations in relation to operational effectiveness
- Provide advice and support to LEMC in relation to LEMAs
- Provide advice and support to the LEMC within the district in the development of an exercise schedule.

DEMC Administration and Meetings

DEMCs shall meet a minimum of twice a year to address general business of the committee. DEMC administration and meetings should be carried out in accordance with the attachment to this procedure, the DEMC Members Handbook.

3.7 Local Emergency Management Committee

Background

Under sections 38 - 40 of the EM Act, local governments are required to establish and carry out the functions of a local emergency management committee.

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

Procedure

LEMC

Each local government is required to establish, administer and maintain a LEMC. In order to meet this requirement, a local government may:

- have a single committee (i.e. one LEMC covers the entirety of the local government district)
- have more than one committee (i.e. if there are areas with very different emergency management needs within a local government, each area may have a separate LEMC. The entirety of the local government district must be covered, and the boundaries of the individual committees must be clearly set out)
- join with another local government and establish a LEMC for their combined districts (i.e. if two local governments are closely located and have very similar emergency management needs, the LEMC may cover more than one local government district).

LEMC Membership

Noting the requirements of the EM Act, the following provides guidance on the composition of LEMCs:

- the Chair should be an elected member of council
- the Local Emergency Coordinator should be appointed as Deputy Chair
- an Executive Officer, who should be an officer of the relevant local government, and should be appointed to coordinate the business of the committee and/or provide administrative support
- the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan (section 41(4) EM Act), should be appointed a member of the committee
- consideration should be given to appointing local government officers engaged in key roles and functions affecting emergency management (for example, community services, engineering services, corporate services or planning)
- membership should include representatives from emergency management agencies in the local government district (for example, the Department of Fire and Emergency Services) emergency relief and support agencies or non-government organisations (for example, the Department of Communities, the Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district)
- consideration should be given to appointment of persons able to represent or advise on the interests of CaLD community members or community members with special needs

- LEMCs should, where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.

Where the local government identifies the need for representation from a sector for which there is no local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which a local general practitioner attends the LEMC meetings as a representative of the medical services in the district, if the Director of Nursing from the nearest hospital cannot attend.

The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members.

During the drafting process, the District Emergency Management Advisor responsible for the region may be consulted to provide advice on all facets of the process (i.e. structure, process and legislation).

LEMC Membership Roles and Responsibilities

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC.

The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of emergency management discussion and significant outcomes from LEMC meetings.

The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of LEMAs
- provide advice to the Chair and LEMC as required
- facilitate communication between the LEMC and Executive Officer of the relevant DEMC.

LEMC Meeting Frequency

LEMCs should meet quarterly or more frequently if required.

LEMC Meeting Business

Agenda items to be considered, in line with the annual reporting requirements, should include:

- confirmation of LEMA contact details and key stakeholders
- committee membership and resources
- status of LEMA including local recovery plans
- exercises that include the local government(s) and/or test the LEMA
- subcommittees or working groups
- projects undertaken
- key achievements.

Additional considerations should include:

- local training needs or opportunities

- funding opportunities, (for example, the Natural Disaster Resilience Program and All West Australian Reducing Emergencies
- Incident Support Group (ISG) activations/or incidents
- emergency risk management processes – including any treatment strategies
- post-incident reports and post-exercise reports
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

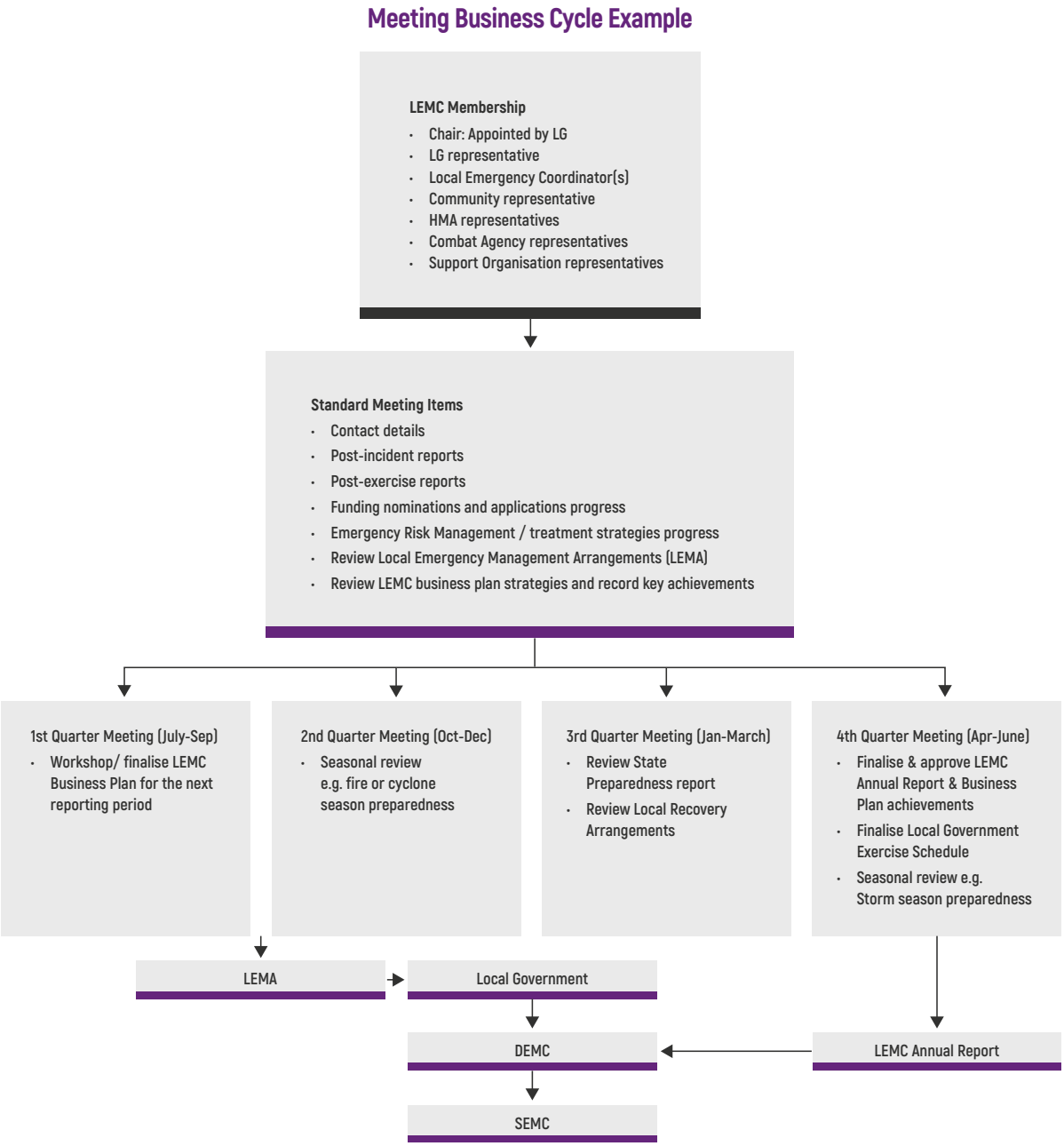


Figure 1: Procedure Meeting Business Cycle Example

Note: Print on A3 to pass print accessibility.

3.8 Local Emergency Management Arrangements

Background

LEMAs set out the local government's policies, strategies and priorities for emergency management. They describe emergencies that are likely to occur, define roles and responsibilities, resources and facilities within the community, and detail recovery arrangements.

The LEMA should be practical and easy to use and must be easily accessible by community members and emergency managers.

Procedure

Stakeholder Consultation

The development process must identify key stakeholders and undertake appropriate consultation. This should occur when developing, reviewing, amending or replacing the LEMAs.

Local governments and LEMCs preparing LEMAs may be expected to convene forums and/or to provide the substance of the consultation in the form of papers, displays or other materials prepared.

Effective consultation should allow sufficient time and flexibility for the emergence of new ideas and proposals. It should commence early in the process to allow a greater range of input and to maximise the opportunity to enhance the arrangements.

Drafting

The LEMA are to be consistent with the State emergency management policies, the State emergency management plans (i.e. the State EM Plan and State Hazard Plans and, in accordance with section 41(2) of the EM Act, include:

- the local government's policies for emergency management
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district
- provisions concerning the coordination of emergency operations and activities relating to emergency management
- a description of emergencies that are likely to occur in the local government district
- strategies and priorities for emergency management in the local government district
- other matters about emergency management in the local government district prescribed by the regulations
- other matters about emergency management in the local government district the local government considers appropriate (for example, provision for support to, or from, other government districts)
- a recovery plan (section 41(4) EM Act).
- The recovery plan should be incorporated within the LEMA and be prepared prior to an emergency event occurring, with the Local Recovery Coordinator being nominated in the recovery plan by the local government in accordance with the requirements of section 41(4) of the EM Act.

In developing the recovery plan, reference should be made to the State EM Plan section 6 to ensure alignment with the National Principles for Disaster Recovery.

During the drafting process of the LEMA, the District Emergency Management Advisor responsible for the region may be consulted to provide advice on all facets of the process (i.e. structure, process & legislation).

Broader consultation

Upon completion of the draft LEMA the document must be distributed for comment to:

- the local government's DEMC who may make recommendations to the LEMC should it identify matters that would enhance the operational effectiveness of the LEMA
- the LEMC members
- to the District Emergency Management Advisor responsible for the district who will validate the document for compliance with the State EM Policy, State EM Plan, State EM Procedures and State EM Guidelines
- all emergency management agencies with responsibilities within the LEMA
- all support organisations with responsibilities within the LEMA
- agencies who have contributed to the development of the LEMA
- the public for comment (where appropriate – with confidential information and contact details removed).

A record of stakeholder consultation, including comments and actions, should be maintained by the local government.

Approval

Prior to approval by council, local government should:

- review the plan to ensure that relevant parties have been consulted in the development of the LEMA
- ensure that endorsement has been gained from their LEMC, with the date of endorsement reflected in the minutes and the arrangements
- table the LEMA at a local government council meeting as soon as reasonably practicable for approval.

Distribution/Communication

Once approved by Council, the LEMA are to be distributed:

- to the LEMC for noting
- to the LEMC to forward to the DEMC for noting
- from the DEMC to the SEMC for noting at the next SEMC meeting
- to the Local Emergency Coordinator for noting and reference
- to other agencies, industries and persons as considered appropriate by the local government including neighbouring local governments, local libraries and related committees.

The SEMC will send a letter of acknowledgement to the Council and a copy to the Executive Officer of the DEMC.

A copy of the LEMA must be kept at the offices of the local government and be available for inspection, free of charge, by members of the public during office hours.

The LEMA may be made available in either written or electronic form. Copies of the LEMA which are made available to the public should have the contact details and other confidential information removed.

Contact details may be released by the local government at the discretion of the Chief Executive Officer or their delegate in response to a request, having regard to the circumstances and merits of the request.

Review and Testing

It is the local government's responsibility to ensure that its LEMAs are reviewed in accordance with this procedure.

LEMA must be exercised following a comprehensive or targeted review to ensure details remain up to date and accurate (State EM Policy section 1.5.10).

The local government must ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an ISG or after an incident requiring significant recovery co-ordination
- every five years
- whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Business Unit.

3.9 Prescription of Emergency Management Boundaries

Background

So far as is practicable, emergency management districts are to be established by reference to the boundaries of local government districts.

If an emergency management district is proposed to be established other than by reference to the boundaries of a local government district, the Minister responsible for the EM Act is to notify each local government in whose district any part of the area proposed to be established is situated and allow a reasonable time for submissions on the proposal.

In making an order under section 28(1) EM Act, the Minister is to have regard to any submissions of the local governments.

Requests to change emergency management district boundaries could be initiated by any stakeholder. For historical and legislative reasons, such changes are most likely to be requested by a local government or by WA Police Force.

Requests for changes initiated by local governments could potentially fall into three categories:

- changes that do not require gazettal under the EM Act. For example, if a local government elected to change its district boundary under section 2.1 of the *Local Government Act 1995*. This would generally also require a change to the boundary of an adjoining local government district changes that might not technically require gazettal under the EM Act, but which should be gazetted. For example, if two or more local governments were consolidated, or if a local government district was divided amongst other local government districts. Typically, the transitional local government arrangements would cover such matters, but to ensure clarity of intent it would be prudent to gazette an updated list of the local governments which fall within the affected emergency management districts and
- changes that would clearly require gazettal, e.g. where a local government requests to be grouped in another emergency management district, for practical/DEMC reasons.
- Requests from the WA Police Force for changes to emergency management district boundaries might result from changes to Police districts, regions, divisions, sub- divisions, sections, branches or sub-branches (under sections 39(1) and (2) of the *Police Act 1892*, or from personnel changes.
- Pursuant to section 39(1) of the *Police Act 1892*, details of Police districts and their boundaries are to be published in the Government Gazette and
- Section 39(2) of the *Police Act 1892* provides that the Commissioner of Police 'may for the purposes of the administration of the Police Force by order in writing divide the State, or any part of the State, into regions, divisions, sub-divisions, sections, branches, or sub-branches wherein portions of the Police Force may be stationed or carry out duties.'

Procedure

When changes are proposed to local governments' district boundaries, the proposal is to be referred to the relevant LEMC, for consideration of potential implications for:

- emergency risk management
- LEMAs (including local hazard plans)
- LEMC members
- DEMC members.

The LEMC is to document matters accordingly, and to initiate the necessary action(s) to ensure that community safety is not adversely affected.

When changes are proposed to emergency management district boundaries, the following matters are to be documented by the agency/department/local government proposing the change:

- details of the proposed changes to the emergency management districts to which individual Local Governments are allocated
- the practical implications of such a proposal – from the perspective of the agency/department/ local government proposing the change, and from the local government perspective if an agency or department is the proposer, e.g. the representative of the LEMC will be required to attend DEMC meetings at location X instead of at location Y
- the benefits to emergency management arrangements that the proposed changes will bring
- the implications for community safety
- any contentious issues in respect of the proposed change(s)
- the implications for the proposing agency/department/local government if the proposed changes to emergency management district boundaries are not made and
- any other information that the proposer believes would assist in the SEMC consideration of this matter.

The following are to be consulted by the proposer:

- local government(s)
- LEMC(s), and DEMC(s) affected by the proposed change(s).

When consulting local government, consideration needs to be given to the provisions of the Western Australian State Local Government Agreement (2017), which outlines the principles and code of practice for consulting with local government.

Following the completion of the required consultation, the proposer is to prepare a formal submission for consideration by the SEMC Response Policy Subcommittee.

If the proposed changes to the boundaries of emergency management districts are endorsed by the Response Policy Subcommittee, the proposal is then to be referred to the SEMC Executive Officer for progression to the SEMC – either for inclusion in the Agenda for the next SEMC meeting, or for consideration by SEMC members 'out of session'.

If changes to emergency management district boundaries are approved by the SEMC, the SEMC Executive Officer is to arrange for:

- the revised emergency management district boundaries to be published in the Government Gazette
- each local government, LEMC and DEMC affected by the changes to be provided with a copy of the relevant page(s) of the Gazette, or advice that the changes have been made, together with details or how to access those pages on the State Law Publisher's website
- the SEC to be provided with a copy, for dissemination to the relevant Local Emergency Coordinator(s) and District Emergency Coordinator(s)
- the revised EM districts to be published on the SEMC website
- a copy of the Gazette page(s) to be included with the Agenda of the next SEMC meeting.

3.10 Delegation Of Powers

Background

The EM Act makes provision for the delegation of powers of both a HMA and the State Emergency Coordinator.

Section 4 of the EM Act allows for HMAs to be prescribed under the EM Regulations.

Section 5 of the EM Act provides for the delegation of some or all of the powers and duties of a HMA given under section 50 (Hazard management agency may make emergency situation declaration), section 53 (Revocation of emergency situation declaration) and section 55 (Authorisation of hazard management officers) of the EM Act. Delegations made under section 5 must be approved by the SEC.

Section 12 of the EM Act provides for the delegation of some or all of the powers and duties of the SEC given under the EM Act.

Forms and Templates

The following forms are relevant to this procedure:

- EM Form 1: Delegation by Hazard Management Agency
- EM Form 1A: Revocation of Delegation by Hazard Management Agency
- EM Form 2: Delegation by State Emergency Coordinator
- EM Form 2A: Revocation of Delegation by State Emergency Coordinator

These forms can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

HMA

Application

- Identify which powers and/or duties, provided for under sections 50, 53 and 55 of the EM Act, are to be delegated and to which officer(s) or employee(s) the delegation will apply
- Determine who is the person approved to sign on behalf of the HMA. Where the HMA is prescribed to a position within a public authority, that position should sign the request. Where the HMA is a public authority, the request should be signed by the Chief Executive Officer
- Determine the commencement date and duration for the delegation and include this on EM Form 1: Delegation by Hazard Management Agency
- Provide the completed EM Form 1: Delegation by Hazard Management Agency with accompanying justification for each delegation to the person prescribed in the regulations as the HMA or the person approved to sign on behalf of the public authority prescribed as the HMA in the regulations for approval
- Forward EM Form 1: Delegation by Hazard Management Agency to the SEC: Commissioner@police.wa.gov.au and cc: Executive and Ministerial Services, Western Australia Police Force (WA Police Force): executive.services@police.wa.gov.au
- Upon approval of the SEC, both the person receiving the delegation and the person making it are to make a notation in the operational running sheet and/or operational diary of the issuing, acceptance and understanding of the terms of the delegation

- Communicate the delegation details to appropriate organisations as soon as possible.

The original copy of the delegation instrument should be retained on file by the HMA and a copy forwarded to the SEMC Business Unit by email (semc.policylegislation@dfes.wa.gov.au) as soon as possible.

Variation/Revocation

- Where a delegation is to be varied, EM Form 1: Delegation by Hazard Management Agency must be completed detailing the revised delegation details
- Where a delegation is to be revoked, EM Form 1A: Revocation of Delegation by Hazard Management Agency must be completed, detailing the revocation details
- The variation/revocation instrument must be signed by the person prescribed in the EM Regulations as the HMA or the person approved to sign on behalf of the public authority prescribed as the HMA in the EM Regulations. Forward the instrument to Commissioner@police.wa.gov.au and cc: Executive and Ministerial Services, WA Police Force: executive.services@police.wa.gov.au for approval by the SEC
- Upon approval by the SEC both the person named in the delegation and the person who originally made it are to acknowledge the variation/revocation by making a notation in the operational running sheet and/or operational diary of the revocation or variation and understanding of the effect of that
- Communicate the delegation variations/revocation details to appropriate organisations as soon as possible
- The original copy of the delegation instrument variation/revocation should be retained on file by the HMA and a copy forwarded to SEMC Business Unit by email (semc.policylegislation@dfes.wa.gov.au) as soon as possible.

SEC

Application

- Identify which powers and/or duties provided under the EM Act are to be delegated and to which person the delegation will apply
- Determine the commencement date and duration for the delegation and include this on EM Form 2: Delegation by State Emergency Coordinator
- Sign the delegation instrument EM Form 2: Delegation by State Emergency Coordinator
- Both the person receiving the delegation and the SEC are to make a notation in the operational running sheet and/or operational diary of the issuing, acceptance and understanding of the terms of the delegation
- Communicate the delegation details to appropriate organisations as soon as possible
- Retain the original copy of the delegation instrument on file and forward a copy to SEMC Business Unit by email (semc.policylegislation@dfes.wa.gov.au) as soon as possible.

Variation/Revocation

- Where a delegation is to be varied, EM Form 2: Delegation by State Emergency Coordinator must be completed detailing the revised delegation details
- Where a delegation is to be revoked, EM Form 2A: Revocation of Delegation by State Emergency Coordinator must be completed detailing the revocation details

- The variation/revocation instrument must be signed by the SEC
- Both the person named in the delegation and the SEC are to acknowledge the variation/revocation by making a notation in the operational running sheet and/or operational diary of the revocation or variation and understanding of the effect of that
- Communicate the delegation variations/revocation details to appropriate organisations as soon as possible
- The original copy of the delegation instrument variation/revocation should be retained on file by the HMA and a copy forwarded to SEMC Business Unit by email (semc.policylegislation@dfes.wa.gov.au) as soon as possible.

3.11 Prescribe, Review and Revoke a Hazard

Background

State emergency management arrangements are hazard focused and incorporate a hazard management and emergency coordination structure (State EM Policy statement 2.2.1).

A hazard is an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 (WA) (EM Act) and prescribed in the Emergency Management Regulations 2006 (WA) (EM Regulations).

The Western Australian emergency management landscape is dynamic, with changing risk profiles and vulnerabilities. A potentially hazardous event, situation or condition may need to be prescribed as a hazard in the EM Regulations if a significant risk emerges. Furthermore, some existing prescribed hazards may no longer present the same level of risk or require a coordinated response.

The State Emergency Management Committee (SEMC) is responsible for the development and coordination of risk management strategies to assess community vulnerability to emergencies (EM Act section 14(c)) and to develop advice for the Minister for Emergency Services on emergency management and preparedness of the State (EM Act section 14(a)).

Procedure 3.11 defines the processes required to prescribe a new hazard, review existing hazards, and revoke a currently prescribed hazard that no longer meets the criteria for prescription.

Procedure 3.11 is to be read in conjunction, and may be carried out concurrently, with State EM Preparedness Procedures:

- 3.12 Prescription of a Hazard Management Agency (HMA)
- 3.2 Development and Review of State Emergency Management Plans
- 3.3 Revocation of State Emergency Management Plans

3.11a Prescribe a Hazard

Identification of a Proposed Hazard

Where a public authority or other person identifies a potentially hazardous event, situation or condition that may pose a significant risk to the State and believes it should be assessed for prescription as a hazard under the EM Regulations, they must submit a formal request to the SEMC. The public authority/person making the request is to include an overview of the proposed hazard and a clear justification for why it should be assessed for prescription, addressing the following criteria:

The potentially hazardous event, situation or condition has potential:

- to cause or result in in loss of life, prejudice to safety or harm to the health of persons or animals, OR destruction or damage to property or any part of the environment;
- to become an emergency of such a nature or magnitude that it may require a significant and coordinated multi-agency, district- or state-level coordinated response (as per EM Act section 3);
- to require a comprehensive emergency management approach encompassing prevention, preparedness, response and recovery arrangements;

- to require the appointment of an appropriate HMA, with the relevant functions, expertise, knowledge, and/or resources, to manage the proposed hazard.

Preliminary Review

Any submission to the SEMC requesting the assessment of a hazard for prescription will first be reviewed by the SEMC Business Unit in collaboration with the relevant SEMC subcommittees to determine if it meets the relevant criteria.

- If the submission does meet the criteria, the proposed hazard will be referred to the SEMC for approval to progress to a consultative hazard assessment.
- If the submission does not meet the criteria, the matter will be referred to the SEMC to notify the public authority/person making the request of this decision.

Consultative Hazard Assessment

Following SEMC approval, the SEMC Business Unit will arrange for a consultative hazard assessment of the proposed hazard in collaboration with the relevant SEMC subcommittees and other stakeholders such as, but not limited to, relevant:

- HMAs
- combat agencies and support organisations (EM Regulations)
- organisations who provide emergency support services (State EM Plan, Appendix E, Section 3)
- service providers (State EM Plan, Appendix E, Section 4)
- industry and commercial sectors which may be affected
- subject matter experts (for example, Geoscience Australia and the Bureau of Meteorology).
- agencies with functional responsibilities.

The hazard assessment process will:

- develop a credible worst-case scenario for the proposed hazard;
- assess the proposed hazard and the systemic risks it presents;
- evaluate the extent to which current emergency management arrangements could be utilised to manage the proposed hazard;
- determine whether the appointment of an appropriate HMA, with the relevant functions, expertise, knowledge, and/or resources, to manage the proposed hazard is required.

Following the consultative hazard assessment, the SEMC Business Unit will arrange for the preparation of a consultative hazard assessment report that includes:

- a definition and overview of the proposed hazard;
- outcomes of the consultative hazard assessment including consolidated stakeholder feedback;
- whether the proposed hazard meets the criteria for prescription under the EM Regulations;
- recommendations and a clear justification on whether the proposed hazard should be prescribed in the EM Regulations;

- any implications to emergency management if the proposed hazard is or is not prescribed;
- if prescription is supported, a recommendation on the appropriate HMA with a justification of the capacity and capability of the proposed HMA to fulfill their duties as part of the arrangements in accordance with 3.12 Prescription of a Hazard Management Agency (HMA), and
- if prescription is not recommended, any alternative arrangements identified through the assessment to manage the proposed hazard.

SEMC Approval

Following the completion of the consultative hazard assessment, the SEMC Business Unit will arrange for the preparation of formal submissions for consideration by the relevant SEMC subcommittees and the SEMC. The submissions will include:

- an agenda paper;
- the original request for the hazard assessment;
- the consultative hazard assessment report;
- if applicable, a request for progressing the prescription of a new HMA with justification in accordance with State EM Preparedness Procedure 3.12;
- if applicable, a letter of agreement from the nominated HMA;
- if applicable, the proposed drafting amendment instructions; and
- if applicable, a marketing and communications strategy to advise EM stakeholders.

Following endorsement by the SEMC Response Policy subcommittee and other relevant SEMC subcommittees, the SEMC Business Unit will arrange for the formal submission to the SEMC with a request to either:

- approve a submission to the Minister seeking approval of a new hazard to be prescribed within the EM Regulations;

OR

- note that the proposed hazard has been assessed as not requiring prescription; and
- approve to notify the public authority/person making the request of this decision.

If the proposed hazard is approved for prescription, the nominated HMA is responsible for preparing comprehensive emergency management arrangements in accordance with State EM Preparedness Procedure 3.2. Where a new HMA is required, the assignment of a HMA must be carried out in line with State EM Preparedness Procedure 3.12.

The SEMC Business Unit will arrange to notify the public authority/person making the request of the SEMC decision.

Prescription

Upon SEMC approval of the prescription of a new hazard under the EM Regulations, the Department of Fire Emergency Services (DFES), Legal and Legislative Services branch, in collaboration with the proposed HMA, will arrange the drafting, endorsement and publication of the enabling Amendment Regulations. This process includes:

- seeking Ministerial approval for the proposed amendments to the EM Regulations;
- collaboration with the Parliamentary Council's Office (PCO) for legislation drafting;
- obtaining endorsement by the Governor in Executive Council;
- publication of the instrument in the Western Australian Government Gazette; and
- arranging the provision of documentation to the Joint Standing Committee on Delegated Legislation.

Communication

Following the prescription of a new hazard, the SEMC Business Unit and assigned HMAs must communicate the prescription to all stakeholders in accordance with the marketing and communication strategy.

3.11b. Review of a Prescribed Hazard

A hazard review may be prompted by a change in the emergency management landscape, following a major emergency or inquiry, upon the introduction of significant government reform or legislative change affecting Western Australian emergency management (State EM Policy 1.5.10), as part of a comprehensive or targeted review, or whenever the SEMC considers it appropriate.

Initiation of Hazard Review

A hazard review of one or more currently prescribed hazards may be initiated by the HMA, or directed by the SEMC or the Minister for Emergency Services.

Preliminary Review

Once initiated, the SEMC Business Unit, in collaboration with the relevant SEMC subcommittees, will arrange for a preliminary assessment to determine whether the hazard(s) under review continues to meet the criteria for a prescribed hazard, such that:

- it has potential to cause or result in loss of life, prejudice to safety or harm to the health of persons or animals, OR destruction or damage to property or any part of the environment.
- it has potential to become an emergency of such a nature or magnitude that it may require a significant and coordinated multi-agency, district- or state-level coordinated response (as per EM Act section 3);
- it requires a comprehensive emergency management approach encompassing prevention, preparedness, response and recovery arrangements;
- the current HMA, has the relevant functions, expertise, knowledge, and/or resources, to manage the proposed hazard.

If the hazard(s) continues to meet the criteria for hazard prescription, a report with a recommendation to retain the hazard prescription will be submitted to the SEMC for noting and the relevant stakeholders advised.

Any hazard that no longer meets the criteria will be referred to the SEMC for approval to progress a consultative hazard assessment to determine if a revocation of that hazard is required.

Consultative Hazard Assessment

Following SEMC approval, the SEMC Business Unit will arrange for a consultative hazard assessment of the proposed hazard in collaboration with the relevant SEMC subcommittees and other stakeholders such as, but not limited to, relevant:

- HMAs
- combat agencies and support organisations (EM Regulations)
- organisations who provide emergency support services (State EM Plan, Appendix E, Section 3)
- service providers (State EM Plan, Appendix E, Section 4)
- industry and commercial sectors which may be affected
- subject matter experts (for example, Geoscience Australia and the Bureau of Meteorology).
- agencies with functional responsibilities.

The hazard assessment process will:

- develop a credible worst-case scenario for the prescribed hazard(s);
- assess the hazard(s) and the systemic risks it presents;
- evaluate the effectiveness of the current emergency management arrangements in managing the prescribed hazard(s);
- determine whether the current HMA of the prescribed hazard is still appropriate or if there is a more suitable HMA with the relevant functions, expertise, knowledge, and/or resources, to manage the prescribed hazard.

Following the consultative hazard assessment, the SEMC Business Unit will arrange for the preparation of a report to be submitted to the SEMC an relevant subcommittees on the prescribed hazard(s) under review that includes:

- a definition and overview of the prescribed hazard(s) under review;
- outcomes of the consultative hazard assessment including consolidated stakeholder feedback;
- whether the hazard(s) under review continue to meet the criteria for prescription;
- recommendations on whether the hazard(s) should continue to be prescribed in the EM Regulations or if a revocation of the hazard(s) should be progressed;
- a clear justification for the recommendations;
- any implications to emergency management if the hazard prescription is revoked;
- if prescription is to be retained, the appropriateness of the current HMA, or if a transfer of HMA is recommended, the justification for an alternative HMA prescription, in accordance with State EM Preparedness Procedure 3.12; and
- if revocation of a hazard is recommended, any alternative arrangements identified to manage that hazard.

SEMC Approval

Following the completion of the consultative hazard assessment, the SEMC Business Unit will arrange for the preparation of formal submissions to the relevant SEMC subcommittees and the SEMC for their consideration. The submissions will include:

- an agenda paper;
- the original submission;
- the consultative hazard assessment report;
- if applicable, a request to progress the revocation of hazard and the current HMA with justification in accordance with State EM Preparedness Procedure 3.12;
- if applicable, a letter of agreement from the current HMA for which the revocation applies;
- if applicable, request for the prescription of an alternative HMA with justification in accordance with State EM Preparedness Procedure 3.12;
- if applicable, a letter of agreement from the current and alternative HMA for which a transfer of HMA applies;
- if applicable, the proposed drafting amendment instructions; and
- if applicable, a marketing and communications strategy to advise EM stakeholders.

Following endorsement by the relevant SEMC subcommittees, the SEMC Business Unit will arrange for the formal submission to the SEMC with a request to either:

- note the retention of the prescription of the hazard(s) under the EM Regulations;

OR

- approve that the revocation of the prescribed hazard(s) and the current HMA under the EM Regulations be progressed.

Where the SEMC has resolved that a prescribed hazard no longer meets the requirements for classification and a revocation is to be progressed, amendment to the EM Regulations must be undertaken, guided by Procedure 3.11c Revocation of a Hazard.

The SEMC Business Unit will arrange to communicate the outcomes of the review the prescribed hazard/s and the SEMC decision with relevant stakeholders.

3.11c. Revocation of a Hazard

Revocation

Upon SEMC approval of the revocation of a prescribed hazard under the EM Regulations, the DFES, Legal and Legislative Services branch, in collaboration with the proposed HMA, will arrange the drafting, endorsement and publication of the enabling Amendment Regulations. This process includes:

- seeking Ministerial approval for the proposed amendments to the EM Regulations;
- collaboration with the Parliamentary Council's Office (PCO) for legislation drafting;
- obtaining endorsement by the Governor in Executive Council;

- publication of the instrument in the Western Australian Government Gazette; and
- arranging the provision of documentation to the Joint Standing Committee on Delegated Legislation.

Communication

Following the official revocation of a prescribed hazard, the SEMC Business Unit and relevant HMAs will communicate the revocation to all stakeholders in accordance with the marketing and communication strategy developed as part of the review process.

3.12 Prescription of a Hazard Management Agency

Background

The SEMC is responsible for ensuring the prescription of relevant HMAs for prescribed hazards in Western Australia.

Procedure

Identify

- Where a public authority or other person identifies the need to prescribe a new HMA or modify an existing prescribed HMA, a formal request must be made to the SEMC. It is the responsibility of the agency/person making the request to ensure a thorough investigation has been conducted to support any request and
- Where a hazard or potential hazard exists that requires the appointment of a HMA, the SEMC may direct a person or public authority to undertake an investigation as to the prescription of a HMA in accordance with this procedure.

As part of the investigation to support the appointment of a HMA, the following actions must be undertaken.

Define

The requirements of HMAs must be defined in accordance with section 4 of the EM Act. This includes:

- the prescribed hazard to which the appointment would relate *(new or existing)*
- defining the area of the State (whole or specific parts) for which the person or public authority would be the HMA
- whether the HMA is to be prescribed for all, or specific emergency management aspects
- the reasons why the person or public authority should be prescribed as the HMA (i.e. legislation, *specialised knowledge, expertise and resources*)
- if the proposed HMA is not an individual or body corporate, which position in the organisation will be designated the HMA under section 4(4)(a) & (b) of the EM Act
- identification of relevant delegations.

Consult

Before a HMA is presented for consideration by SEMC, broad consultation must be undertaken. This consultation should be undertaken with all key stakeholders including:

- the SEMC Business Unit
- the SEMC Subcommittees
- any HMAs currently prescribed for the same or similar roles
- relevant Combat Agencies and Support Organisations
- relevant local government(s) as required
- industry and commercial sectors which may be affected.

Results of all consultation undertaken (both positive & negative) should be included in any request.

Justify

A clearly defined justification for the requirement of the new or alternative HMA prescription must be provided. This should include the following type of information:

- to which prescribed hazard the request relates
- whether the hazard is new or existing?
- if it refers to a new hazard, has the hazard been prescribed under the EM Regulations yet?
- if not, how will the hazard be prescribed within the EM Regulations
- if the role relates to an existing hazard, what are the circumstances to add/change the prescribed HMA?
- what, if any, alternatives have been identified?
- what will the implications be in respect to emergency management if the proposed prescription is not undertaken?
- what stakeholder consultation has been undertaken and what are the outcomes of such consultation?
- a recommendation in relation to the need for a State Hazard Plan for a new hazard.

Document

All requests for the prescription of a new HMA and alteration to an existing one must address the issues outlined in this procedure and provide sufficient information to justify the recommendation and adequately inform the SEMC Response Policy Subcommittee and the SEMC.

Approval

Once completed, the request must be submitted for endorsement to the SEMC Business Unit.

The SEMC Business Unit will arrange for preparation of the draft enabling regulations and consult with the proposed HMA in respect to that process.

Once that has been completed, the submission and the draft enabling regulation will be considered by the SEMC Response Policy Subcommittee for endorsement.

Following endorsement by the Response Policy Subcommittee, the SEMC Business Unit will prepare a formal submission to the SEMC. This submission must include the following information:

- the SEMC agenda paper
- a communications and marketing plan for the proposed changes
- the supporting submission
- the draft enabling regulation.

Prescription

Upon endorsement by the SEMC, the approved request will be returned to the SEMC Business Unit to undertake the approved prescription process.

Communicate

Following completion of the prescription, the HMA will implement its communications and marketing plan to communicate the outcome to key stakeholders.

3.13 Prescription of Combat and Support Agencies

Background

The EM Act provides for the prescription of a public authority or other person to be a Combat Agency or Support Organisation within the EM Regulations (sections 6(3) and (4) EM Act).

Those public authorities or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, are responsible for:

- performing an emergency management EM activity prescribed by the regulations in relation to that agency (Combat Agency)
- providing support functions prescribed by the regulations in relation to that organisation (Support Organisation).

Procedure

Identify

Where a public authority or other person identifies the need to prescribe a new Combat Agency or Support Organisation or modify an existing prescribed Combat Agency or Support Organisation, through changes in circumstances, a formal request must be made to the SEMC. It is the responsibility of the agency/person making the request to ensure a thorough investigation has been conducted to support any request.

Prior to any formal request the following actions must be undertaken.

Define

The requirements of the Combat Agency or Support Organisation must be defined in accordance with section 6 of the EM Act. This includes:

- defining the area of the State (whole or specific parts) for which the person or public authority will be a combat agency or support organisation
- the reasons why the person or public authority should be prescribed as outlined above (i.e. legislation, specialised knowledge, expertise and resources) and
- the emergency management activity (e.g. fire suppression, emergency relief and support, health services, hazardous materials and rescue) for which the proposed Combat Agency or Support Organisation is to be prescribed.

Consult

Before requesting prescription, broad consultation must be undertaken. This consultation should be undertaken with all key stakeholders including:

- the SEMC Business Unit
- any HMAs, Combat Agencies and Support Organisations currently prescribed for the same or similar roles
- relevant Combat Agencies and Support Organisations
- relevant local government(s)
- industry and commercial sectors which may be affected
- relevant Emergency Coordinator(s).

Results of all consultation undertaken (both positive & negative) should be included in any request.

Justify

A clearly defined justification for the requirement of the new or alternative Combat Agency or Support Organisation prescription must be provided. This should include the following type of information:

- the activity to which the request relates
- what the implications may be in respect to emergency management if the proposed prescription is not undertaken and
- what stakeholder consultation has been undertaken, and the outcomes of such consultation.

Document

All requests for either the prescription of a Combat Agency or Support Organisation, or the alteration to an existing Combat Agency or Support Organisation, must address the issues outlined in this procedure and provide sufficient information to justify the recommendation and adequately inform the SEMC and the Response Policy Subcommittee.

Approval

Once completed, the request must be submitted for endorsement to the SEMC Business Unit.

The SEMC Business Unit will arrange for preparation of draft regulations amendments and consult with the proposed combat agency or support organisation in respect to that process.

Once that has been completed the submission and the draft amendments will be considered by the Response Policy Subcommittee for consideration and endorsement.

Following endorsement by the Subcommittee, the SEMC Business Unit will prepare a formal submission to the SEMC. This submission must include the following information:

- the SEMC agenda paper
- the supporting submission
- the draft regulations amendments.

Prescription

Upon endorsement by the SEMC, the approved request will be returned to the SEMC Business Unit to complete the approved prescription process.

Communicate

The SEMC Business Unit will update the relevant section of the SEMC website.

3.14Amalgamation of Local Governments for the Purpose of Emergency Management

Background

The EM Act requires local governments to establish one or more local emergency management committees for the local government district (section 38 EM Act).

Two or more local governments may, with the approval of the SEMC, agree to unite for the purposes of emergency management. If two or more local governments (the 'combined local government) unite, the provisions of section 34(2) of the EM Act apply.

Procedure

Where two or more local governments request SEMC approval to unite for the purposes of emergency management, the following procedure applies.

Each local government must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to emergency management. This analysis must examine the local government's ability to provide both effective and efficient emergency management and identify any associated risks.

Where it is established that the local government will be either unable to comply with the provisions of the EM Act or it would be more effective to unite with one or more local governments for the provisions of emergency management, a report with accompanying recommendations must be tabled to the relevant LEMC. This report must detail the identified risks and rationale for the recommendations presented.

Upon endorsement by the relevant LEMC of a recommendation to unite with another local government, communication with adjacent local governments must be undertaken.

Following agreement by two or more local governments to unite, a working group must be established, consisting of members of each of the local governments and relevant LEMCs to establish administration arrangements including:

- membership of the combined LEMC
- appointment of a committee chair
- provision of secretariat support
- emergency management arrangements
- recovery arrangements
- a community communication and marketing strategy.

A letter requesting SEMC endorsement for the proposed amalgamation of identified local governments for the purposes of emergency management should be forwarded to the Executive Officer - SEMC, for consideration.

A request for endorsement must include the following details:

- local governments to be united under the proposal
- the outcome of risk assessments and rationale for amalgamation

- agreed administrative and reporting arrangements
- an outline of a community communication and marketing strategy.

The letter to the Executive Officer - SEMC, must be endorsed by each of the respective local governments' Chief Executive Officers.

Following endorsement of the proposal by the SEMC, the SEMC Business Unit will advise each local government and LEMC of the decision in writing.

The SEMC Business Unit will arrange for the revised arrangements to be included in all relevant policies and procedures.

3.15 Separation of Combined Local Governments for the Purpose of Emergency Management

Background

Where one or more local governments who have combined under section 34 of the EM Act for the purposes of emergency management wish to separate from the arrangement and undertake their responsibilities under section 38 of the EM Act as a single local government the following procedure will be adopted.

Procedure

Each local government which is part of the 'combined local government' must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to emergency management. This analysis should examine the local government's ability to provide both effective and efficient emergency management and identify any associated risks.

Where a local government establishes that it will be able to more effectively comply with the provisions of the EM Act by undertaking its responsibilities as a single local government, a report advising of its intention to separate must be tabled to the relevant LEMC. This report must detail the rationale for the decision.

Following the decision to separate from a combined arrangement, the local government concerned should establish a working group to establish administration arrangements including:

- membership of the LEMC
- appointment of a committee Chair
- provision of secretariat support
- emergency management arrangements
- recovery arrangements
- a community communication and marketing strategy.

The local government wishing to manage its emergency management responsibilities as a single local government must forward written advice of its intention to establish a LEMC for its local government district to the Executive Officer - SEMC. A copy must also be forwarded to the Chair of the relevant DEMC.

This advice should include the following details:

- the name of the combined LEMC
- the name of the local government withdrawing from the arrangement
- the outcome of risk assessments and the rationale for separation,
- administrative arrangements.
- The letter to the Executive Officer - SEMC must be endorsed by the relevant local government Chief Executive Officer.

Following receipt of the advice by the SEMC, the SEMC Business Unit will:

- acknowledge receipt of the advice in writing
- list the correspondence for noting on the agenda of the next meeting of the SEMC.
- The SEMC Business Unit will arrange for the revised arrangements to be included in all relevant policies and procedures.

3.16Gazettal of Specified Public Authority for the Purpose of Emergency Management

Background

The SEMC, by notice published in the Government Gazette, may designate a specified area of one or more local government districts or a specified area that is not part of a local government district, as an area in which a specified public authority is to perform and exercise all of the functions of a local government for the purposes of emergency management within Part 3 of the EM Act.

Procedure

Where a public authority requests SEMC approval to be a specified public authority to perform and exercise all of the functions of a local government for the purposes of emergency management, the following procedure applies.

The local government or public authority instigating the request should:

Identify

Clearly identify the specified area of one or more local government districts or the specified area that is not part of a local government district, to which the request is to apply.

Consult

Liaise with all stakeholders including local governments and the specified public authority impacted to analyse the effectiveness of emergency management arrangements currently in place within the specified area of the request. This analysis should examine the local government's (if present) ability to provide both effective and efficient emergency management arrangements and identify any associated risks which support the request.

Justify

Where it is established that the local government will be either unable to comply with the provisions of the EM Act or it would be more effective to specify a public authority to perform and exercise all of the functions of a public authority for the provisions of emergency management, a report with accompanying recommendations should be tabled to the relevant local emergency management committee and or local government.

Document

This report must detail the identified risks and rationale for the recommendations presented.

Approval

Upon endorsement by the relevant LEMC and/or local government, a working group consisting of members of relevant organisations must be established, consisting of members of relevant organisations to create proposed administration arrangements including:

- membership of the combined LEMC
- appointment of a committee Chair
- provision of secretariat support
- emergency management arrangements

- recovery arrangements and
- community communication and marketing strategy.

Endorsement

A letter requesting SEMC endorsement for the proposed designation of a specified public authority for the purposes of emergency management should be forwarded to the Executive Officer - SEMC for consideration. A request for endorsement must include the following details:

- local governments impacted under the proposal
- the outcome of risk assessments and the rationale for the proposal
- agreed administrative and reporting arrangements
- an outline of a community communication and marketing strategy.

The letter to the Executive Officer - SEMC must be endorsed by respective local governments' Chief Executive Officers and the proposed specified public authority.

Following Endorsement

Following endorsement of the proposal by the SEMC, the SEMC Business Unit will advise relevant parties of the decision in writing.

Communicate

The SEMC Business Unit will arrange for the revised arrangements to be published in the Gazette and included in all relevant policies and procedures.

3.17 Annual Reporting

Background

An annual report of the SEMC is to be produced under the provisions of section 25 of the EM Act, to provide evidence of the emergency management activities in Western Australia undertaken by SEMC. In producing an annual report, SEMC is reliant on reports from SEMC Subcommittees, the DEMC, the LEMC and HMA.

Forms and Templates

The following templates are relevant to this procedure:

- SEMC Subcommittee Annual Report Template
- DEMC Annual Report Template
- LEMC Annual Report Template

Templates will be provided by the SEMC Business Unit.

Procedure

Annual Report Content

Templates are provided as attachments to this Procedure for the respective committees to use when completing the SEMC annual report.

SEMC Subcommittees

The annual reports of the SEMC Subcommittees are to be completed and submitted to the SEMC Business Unit within four weeks of the end of the financial year following the financial year for which the annual report is prepared.

The SEMC Subcommittee annual reports are to contain, for the reporting period:

- a description of activities undertaken by each of them, including:
  - the number of meetings and the number of meetings each member, or their deputy, attended
  - a summary of emergencies in the State involving the activation of State-level functional support coordinating committees relevant to the subcommittee
  - a summary of training that was facilitated and exercises that exercised the functional support coordinating committees relevant to the subcommittee
  - a description of major achievements against the SEMC Annual Business Plan.

HMAs may contribute to the relevant SEMC Subcommittees annual reports on activities undertaken by them in support of the subcommittees' annual business plans.

The SEMC Subcommittee annual reports are to be forwarded to the SEMC Business Unit in both printed (signed by the Chair of the subcommittee) and electronic forms for inclusion in the SEMC annual report.

The electronic copy of the SEMC Subcommittee annual report is to be in MS Word format (.doc), Rich Text Format (.rtf) or portable document format (pdf). The title of the electronic copy is to be "<SEMC Subcommittee> Annual Report <reporting years>". (For example, "Community Resilience and Recovery Subcommittee Annual Report 2022-2023").

DEMC

The annual report of each DEMC is to be completed and submitted to the SEMC Business Unit within four weeks of the end of the financial year following the financial year for which the annual report is prepared.

The DEMC annual report is to contain, for the reporting period:

- a description of activities undertaken by it, including:
  - the number of DEMC meetings and the number of meetings each member, or their deputy, attended
  - a description of emergencies within the area covered by the DEMC involving the activation of an Operational Area Support Group (OASG)
  - a description of exercises that exercised the OASG arrangements for the area covered by the DEMC
  - the number of local government exercises attended by one or more DEMC members
  - a description of achievements against the DEMC Annual Business Plan and
- the major objectives of the annual business plan of the DEMC for the next financial year.

The DEMC annual report, which will include each of the LEMC annual reports from within the emergency management district, is to be forwarded to the SEMC Business Unit in printed (signed by the Chair of the DEMC) form.

The electronic copy of the DEMC annual report is to be in MS Word format (.doc). The title of the electronic copy is to be "<Name of DEMC> DEMC Annual Report<reporting years>". (For example, "Wheatbelt DEMC Annual Report 2013-2014")

LEMC

The annual report of each LEMC is to be completed and submitted to the relevant DEMC within two weeks of the end of the financial year for which the annual report is prepared. LEMCs are required to submit a signed hard copy of the annual report to the Executive Officer of the relevant DEMC.

The annual report is also to be forwarded to the SEMC Business Unit in electronic form. The electronic copy of the LEMC annual report is to be in MS Word format (.doc).

The title of the electronic copy is to be "<Name of LEMC> LEMC Annual Report<reporting years>". (For example, "Kalamunda LEMC Annual Report 2013- 2014") The LEMC annual report is to contain, for the reporting period:

- a description of the area covered by the LEMC
- a description of activities undertaken by it, including:
  - the number of LEMC meetings and the number of meetings each member, or their deputy, attended
  - a description of emergencies within the area covered by the LEMC involving the activation of an ISG
  - a description of exercises that exercised the LEMAs for the area covered by the LEMC
  - the level of development of the LEMAs for the area covered by the LEMC (e.g. draft, approved 2014, under review, last reviewed 2013)
  - the level of development of the local recovery plan for the area covered by the LEMC
  - the progress of establishing a risk register for the area covered by the LEMC

  - a description of major achievements against the LEMC Annual Business Plan
- the text of any direction given to it by:
  - the local government that established it
- the major objectives of the annual business plan of the LEMC for the next financial year.

HMAs

The annual report of HMA is to be completed and submitted to the SEMC Business Unit within four weeks of the end of the financial year following the financial year for which the annual report is prepared.

The HMAs annual reports is to contain, for the reporting period a description of activities undertaken by each of them, including:

- the identified hazards for which they are responsible
- whether each of those hazards have current State emergency management plans developed
- whether each of those hazards have current local emergency management plans developed
- what community preparedness strategies have been developed against those hazards at a state and local level
- what risk assessment strategy tools have been developed and deployed.

3.18 Preparedness Reporting

Background

In fulfilling its function of advising the Minister on the preparedness of the State to combat emergencies, required under the provisions of section 14 of the EM Act, the SEMC provides a report annually to the Minister on Western Australia's capacity to deal with large-scale emergencies, called the Emergency Preparedness Report.

Process

The SEMC submits the annual Preparedness Report to the Minister for Emergency Services by the 31st October each year. To complete the preparedness report, a series of targeted and tailored surveys were supplied to all HMAs, emergency management agencies, service providers, and local government agencies. This tool allows for the self-assessment and reporting of individual agency's preparedness against the 28 hazards with a designated HMA.

The results of the Emergency Preparedness Report enable the State to gain a greater understanding of the requirements to manage large scale and/or multiple emergency events, therefore identifying areas where we need to increase capacity and improve capability.

The capability questions are sent to stakeholders by mid-April, to be completed and returned by the first week of June.

3.19 Exercise Management

Background

Effective emergency management requires coordinated arrangements and emergency management plans which are validated through regular exercises. The SEMC directs emergency management agencies[1], public authorities, DEMCs and local governments to annually participate in exercises to evaluate their emergency management capabilities and arrangements.

Participation in the State Emergency Management Exercise Framework will progressively build the State's capability to respond to and recover from a state-level emergency. These capabilities will be evaluated through the State Emergency Management Exercise every three years.

Procedure

The purpose of this procedure is to provide agencies with a comprehensive and cohesive approach to exercising across government, which will ensure the State is appropriately prepared to respond to and recover from emergencies.

Exercise Capability Analysis

The SEMC Emergency Management Capability Framework (the Capability Framework) identifies the capability elements of people, resources, governance, systems and processes. Each capability element is further broken down into core capabilities. Agencies must use the Capability Framework as a basis to determine their exercise needs and requirements to close capability gaps and report on their activity.

To complete a capability analysis agencies will:

- identify the capabilities required to perform their role and responsibilities under the State EM Framework[2]
- assess their ability to perform their emergency management roles and responsibilities
- determine their exercising needs based on any capability gaps identified during the analysis.

Exercise Schedule

Exercise schedules must be developed and submitted to the State Exercise Coordination Team (SECT) for emergency management agencies, public authorities and DEMCs or to the DEMC for local governments in accordance with the following procedure (State EM Policy section 4.10). It is recommended that exercise schedules are designed to build in complexity, allowing participants to progressively build knowledge and thoroughly practice their roles and responsibilities under the State EM Framework.

To progressively build on learnings, it is recommended agencies exercise capabilities internally (single-agency exercises) during the first year, exercise capabilities within a multi-agency environment in the second year and participate in a state-level exercise the third year.

Every three years, the SEMC will facilitate a State Emergency Management Exercise, which will be a summative exercise designed to bring the capabilities exercised across the State together.

The SECT will develop the risk-based State Emergency Management Exercise scenario, identifying the aim and capability-based objectives to be assessed through the State Emergency Management Exercise.

Notes

1 Emergency management agencies include Hazard Management Agencies, Combat Agencies and Support Organisations as prescribed in the EM Regulations.
2 The State EM Framework is detailed in State EM Policy section 2.1.

A summative exercise focuses on the outcomes of the previous exercises and evaluates the performance of the participants. The State Emergency Management Exercise will provide an environment where participants are challenged to demonstrate capability and capacity to respond to a state-level emergency brought about by multiple hazards.

As stated in State EM Policy section 4.8.6, emergency management agencies and public authorities not required to participate in the State Emergency Management Exercise must plan an exercise demonstrating how they will operationalise their capabilities during a state-level emergency.

The three year exercise schedule must also report the exercises validating significant amendments to the State EM Plan, State Hazard Plans, State Support Plans and LEMAs, as required by State EM Policy section 1.5.10.

Exercise schedules must include the following:

- Single-agency exercises:
  - capabilities identified
  - emergency management plans to be activated
  - proposed time, date, place
  - exercise type
  - agency contact.
- Multi-agency exercises:
  - capabilities identified
  - emergency management plans to be activated
  - proposed time, date, place
  - exercise type
  - agency contact
  - lead agency
  - participating agencies.
- State-level exercises (participation in the State Emergency Management Exercise will satisfy this requirement):
  - capabilities identified
  - emergency management plans to be activated
  - proposed time, date, place
  - exercise type
  - agency contact
  - lead agency
  - participating agencies.

Exercise schedules must be submitted to the SECT for emergency management agencies, public authorities and DEMCs or to the DEMC for local government prior to the start of the calendar year (State EM Policy section 4.10).

Exercise Planning

The SEMC recommends that exercise planning is undertaken in accordance with the Western Australia Managing Exercises Guideline. Use of this guideline will ensure a consistent approach to the development, running and evaluation of exercises.

The Guideline:

- provides a simple overview of the exercise management process
- provides a step-by-step guide through the phases of exercise management
- can be used for single-agency, multi-agency or whole-of-government exercises
- has been designed to support small exercises, while also providing more comprehensive information for larger or more complex exercises
- includes useful templates and resources.

Templates provided within the Western Australia Managing Exercises Guideline are consistent with the national approach to exercise management. They are based upon documentation from the Australian Disaster Resilience Handbook 3: Managing Exercises (2012, Australian Institute for Disaster Resilience) and the Tasmanian Government templates for managing emergency management exercises.

Post-Exercise Reports

Following all exercises identified within an exercise schedule, lead agencies must develop a post-exercise report in consultation with participants. The post-exercise reports must be submitted to the SECT for emergency management agencies, public authorities and DEMCs or to the DEMC for local governments as soon as practicable after the exercise (State EM Policy section 4.11).

Where capability gaps are identified through exercising, agencies are responsible for proposing an improvement plan specifying how they will close these gaps.

Multi-agency post-exercise reports must be compiled by the lead agency and submitted on behalf of all participating agencies, organisations or local governments.

The SECT will develop a consolidated State Emergency Management Exercise report in consultation with participating agencies. Capability gaps and lessons identified during the exercise will inform the SEMC of future training and development requirements across the emergency management sector.

A post-exercise report template can be found in the Western Australia's Managing Exercises Guideline. To ensure a consistent approach to reporting and evaluating both large and small exercises, the following components are required regardless of the post-exercise format:

Executive Summary

- overview
- insights
- lessons identified for action.

Exercise Details

- title of exercise
- date of exercise
- lead agency
- exercise style/type - provide details on what type of exercise was conducted - discussion, functional, field
- participating agencies/organisations and roles
- overview - provide details on what the exercise achieved and who the target participants were
- aim – provide details on the aim of the exercise
- capability-based objectives – provide details on the objectives developed for the exercise
- scope - What was included and what was excluded in the exercise?
- scenario - describe the exercise scenario, identifying the hazard(s) exercised.

Exercise Evaluation

- methodology
- evaluation of each capability-based objective, including[3]
  - observation - detail of what happened
  - insight(s) - detail what worked and what didn't. Why?
  - lesson(s) identified - detail what can be fixed, what needs to remain the same, and/or what do we need to do more of
  - lesson(s) learned - detail if previous lessons identified have been assessed as lessons learned through the exercise, as applicable.

Action Plan

- objective/capability
- lessons identified for action
- actions/activities
- responsible agency/business unit and point of contact
- timeframes for completion.

Notes

3 This reporting process is aligned to the lessons management process described within Lessons Management Handbook (AIDR, 2019).

3.20 SEMC Subcommittees and Reference Groups

Background

SEMC may create subcommittee and reference groups to support it fulfil its functions. These groups should be created sparingly when the collective will deliver a more effective outcome than a single agency.

Templates and Resources

The following templates and resources are relevant to this procedure and can be obtained from the SEMC Business Unit as required:

- Subcommittee, reference group and working group terms of reference templates
- Meeting agenda and minutes templates
- Agenda item templates
- SEMC Subcommittee / Reference Groups Sponsor, Chair, Executive Officer and Member role statements
- SEMC Code of Conduct.

Definitions

The following groups may operate under the SEMC.

Subcommittee

- a SEMC subcommittee has particular actions, duties or powers of the SEMC delegated to it under the provision of section 22(1) of the EM Act.
- a SEMC Subcommittee is established in accordance with the EM Act section 21(1), to "...advise the SEMC on any aspect of its functions or to assist with any matters relevant to the performance of its functions". In relation to this procedure a SEMC subcommittee is one that is established directly under the SEMC.

Reference Group

- a reference group provides impartial, expert advice and/or information to the SEMC or a SEMC subcommittee on a particular area or from a specific point of view.
- a SEMC reference group is one which, under the 'sub-committee' provision in the EM Act section 21(1), is established to "...advise the SEMC on any aspect of its functions". In relation to this procedure a SEMC reference group is one that is established directly under the SEMC.

Working Group

- a working group is one which can be established by a subcommittee or reference group with finite timeframes and documented deliverables which are consistent with the SEMC Strategy or the establishing group's workplan or terms of reference.
- a working group is distinct from a subcommittee or reference group in that it has a specific, documented deliverables and a defined end date or timeframe.

Procedure

Establishment

- The SEMC may establish a SEMC subcommittee or reference group through the appointment of a SEMC Sponsor and the approval of the group's terms of reference.

- A SEMC subcommittee may establish a reference or working group through the amendment of their own terms of reference or as required within their workplan to support an emerging issue or project.
- A SEMC reference group may establish a working group within their own terms of reference or as required within their workplan to support an emerging issue or project.
- Reference groups established under a SEMC Subcommittee may establish a working group within their own terms of reference or as required within their workplan to support an emerging issue or project.

Terms of Reference

- SEMC should approve the terms of reference for any newly established SEMC subcommittee or reference group.
- Amended terms of reference for a SEMC subcommittee or reference group should be endorsed by the group's members and submitted to the SEMC for approval.
- SEMC subcommittee or reference group terms of reference should be consistent with templates provided by the SEMC BU and include:
  - membership specifications (a list of organisations providing members and the organisations/individuals/ex-officio positions appointed to specific roles)
  - any established reference groups (formal working groups may be listed as required).
- Dependent on the size and scale of a group established under a SEMC subcommittee or reference group, a terms of reference document describing the group's members and governance arrangements should be endorsed by members and submitted to the establishing group for approval.
- The SEMC Business Unit can provide terms of reference templates upon request.

Duration

- SEMC subcommittees and reference groups continue to exist until discharged by the SEMC.
- Groups established under a SEMC subcommittee or reference group continue to exist until discharged by the establishing group or the SEMC.

Secretariat Support

- The SEMC Business Unit will provide secretariat support for each subcommittee and reference group established directly under the SEMC.
- SEMC subcommittees and reference groups should coordinate secretariat support as necessary to support a reference or working group established under their group.

Appointment of Chairs

- The SEMC Sponsor is responsible for appointment of the SEMC subcommittee or reference group Chair.
- The SEMC subcommittee or reference group Chair should appoint the Chair of any groups established under their group unless other arrangements are established.
- A deputy chair may be nominated and endorsed by the group members dependent on the size and scale of the group.

Appointment of Executive Officers

- A SEMC subcommittee or reference group Chair is responsible for the appointment of an Executive Officer. These may be sourced from any emergency management agency.
- The Chair of a group established under a SEMC subcommittee or reference group may appoint an executive officer, dependent on the size and scale of the group.

Appointment of members

- SEMC subcommittee or reference groups "...may, but need not, consist of or include members of the SEMC" (EM Act section 21(2)).
- Member organisations are appointed within a group's terms of reference and should be submitted to the establishing group for approval.
- Amendments to SEMC subcommittee or reference group member organisations should be endorsed by the group members. The amended terms of reference should be submitted to the SEMC for approval.
- SEMC subcommittee and reference group Chairs will invite member organisations to nominate their representative and deputy representative. One representative from each organisation should be endorsed. In exceptional circumstances additional representatives may be endorsed by agreement of the Chair, in discussion with the Sponsor.
- SEMC subcommittee and reference group members must observe and comply with the Western Australian Public Sector Code of Ethics and the SEMC Code of Conduct.

Resignation of Members

- Resignation or changes in SEMC subcommittee or reference group members should be confirmed by the relevant organisation head (CEO, Commissioner, Director General) by providing written notice to the respective Chair.
- For groups established under SEMC subcommittees or reference groups, resignation or changes in members should be managed within the relevant terms of reference.

Roles and Responsibilities

The following roles and responsibilities apply to SEMC subcommittee and reference group members. Roles and responsibilities of members of SEMC subcommittees and reference groups may reflect the following or as governed by the establishing group.

Detailed SEMC subcommittee and reference group Sponsor, Chair, Executive Officer and Member role statements were approved by SEMC (resolution 59/2023). These are provided to SEMC subcommittee and reference group members upon appointment. The role statements can be obtained from the SEMC Business Unit upon request.

Sponsors must be a member of the SEMC and are responsible for:

- providing advice, guidance and feedback to the SEMC subcommittee or reference group Chair
- communicating critical information discussed at the SEMC to the relevant subcommittee or reference group.
- raising issues, items for decision, and work plans on behalf of the Subcommittee Chair that require attention or endorsement from the SEMC.

Chairs are responsible for:

- ensuring greater strategic alignment with the functions of the SEMC, more effective information exchange, and greater clarity regarding the Subcommittee purpose.
- providing leadership and developing members as a cohesive and effective team and seeking consensus when making decisions.
- providing advice, guidance and feedback to members.
- ensuring relevant information and policies are brought to the attention of members to support the performance, objectives and governance framework
- the implementation of workplans / strategic objectives
- raising matters with the relevant group (SEMC, other subcommittees or reference groups) for referral, approval or endorsement where required.
- meeting reporting requirements as outlined in the relevant terms of reference.
- working with the Chairs of other subcommittees and reference groups to ensure consistency in approach and minimise gaps and duplication.

Deputy Chairs are responsible for:

- assuming the responsibilities of the Chair when the Chair is unavailable.

Executive Officers are responsible for:

- ensuring that the administrative needs are provided for
- developing meeting agendas in consultation with the Chair
- reviewing and endorsing key meeting documentation including the agenda, agenda items and minutes within required timeframes.
- contributing to and monitoring the workplan and action registers to ensure the implementation and progress of tasks.
- inducting new members
- assisting the Chair to meet their responsibilities
- providing advice to members on governance principles and plans
- carrying out the instructions of the subcommittee or reference group.

Members are responsible for:

- attending all meetings and inviting the nominated deputy when unable to attend
- actively participating at meetings
- raising relevant issues, policies, items for decision and contributing to work plans and projects
- communicating key outcomes to relevant stakeholders within the organisation they represent
- maintaining the confidentiality of documents and discussions.

Observers are invited at the discretion of the Chair, to permanently attend, or be invited for a particular meeting, to provide expertise but are not permitted to formally vote.

Deputy members and observers are responsible for assuming the responsibilities of the member or observer when they are unavailable.

Accountability and decision making authority

- SEMC subcommittees and reference groups are accountable to the SEMC. Groups established under SEMC subcommittees and reference groups are accountable to their establishing group.
- Decisions are arrived at by consensus. Where a consensus cannot be achieved, the matter is to be determined by the Chair.
- Quorum - In order for decisions to be made at meetings there is to be a quorum of at least 50% of the number of the core membership.

Reporting

- SEMC Subcommittees and reference groups report annually to the SEMC relating to each respective objective and functions and as described within their individual terms of reference.
- Groups established under SEMC subcommittees and reference groups may be required to meet reporting requirements as described within their terms of reference, approved by their establishing group.

Frequency of meetings

- SEMC subcommittees and reference groups hold at least three regular meetings per year.

Meeting Papers

- The agenda and agenda papers are endorsed by the Chair prior to distribution to members. The endorsed agenda and agenda papers should be distributed at least five working days prior to the next scheduled meeting.
- Minutes of meetings may be recorded, including outcomes of decisions.
- Draft minutes should be provided to members no later than 10 working days following each meeting.
- Draft meeting minutes should to be approved at the next meeting. Once approved, the minutes should be signed by the Chair.
- The agenda and agenda item templates are available from the SEMC Business Unit.

Referral and Assistance

- The SEMC may refer matters to the SEMC subcommittees or reference groups for consideration, action, or advice.
- SEMC subcommittees and reference groups may refer matters of relevance to groups established under that SEMC subcommittee or reference group or another SEMC subcommittee or reference group for consideration and guidance.
- SEMC subcommittees and reference groups may table papers, seek guidance and advice, and/or recommend actions to SEMC for delegation.
- Referrals must be made in writing addressed to the respective executive officer.
- Groups established under SEMC subcommittees or references groups may refer relevant matters, table papers, seek guidance and advice, and/or recommend actions to their establishing SEMC subcommittee or reference group.

Part Four: Response

4.1 Unclear Controlling Agency

Background

Where an incident requires an emergency response, however, it is unclear as to which agency is responsible for controlling that response under existing statutory law or agency responsibilities, and agreement cannot be reached by responding personnel, then the most senior member of the WA Police Force that is present must assume control of the incident until the appropriate response agency has been identified.

Procedure

To identify the appropriate agency to control an incident, the following procedure applies:

- the WA Police Force shall immediately request the relevant Emergency Coordinator (Local or District depending on the level of the incident) to establish an ISG and an OASG
- the Emergency Coordinator shall facilitate, through the ISG or OASG, the identification of the agency most appropriate to control the response to the incident and negotiate their agreement to assume the role (this may be in person or via teleconference)
- when identifying the most appropriate agency to control an incident, the following factors should be considered
  - Is there a designated Combat Agency for that type of emergency management activity?
  - Which agency has the most relevant legislative responsibilities required to manage the incident?
  - Which agency has the most relevant expertise and resources available to manage the incident?
- where an agreement cannot be reached, the decision to determine the most appropriate controlling agency must immediately be referred by the Emergency Coordinator, through the relevant chain of command, to the next level of coordination (District Emergency Coordinator and OASG, or State Emergency Coordinator (SEC) and the State Emergency Coordination Group (SECG) for confirmation
- the Emergency Coordinator should also ensure the issue is clearly identified in any Post-Operations Report or Post-Incident Analysis.

4.2 Incident Level Declaration

Background

The declaration of an appropriate incident level is a critical component of emergency management in terms of triggering the responsibilities and actions of emergency management stakeholders. An Incident Controller is to assess the incident level of each emergency incident.

Forms and Templates

The following form is relevant to this procedure:

- EM Form 23: Incident Level Declaration

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au

Procedure

Determining the Appropriate Incident Level

The Controlling Agency, through the Incident Controller is to determine the appropriate incident level as soon as practicable.

The Incident Controller will note the declared incident level in all communications (internal and external). This includes the Incident Controller's personal log and all situation reports sent through the command line.

The incident is to be continually monitored and re-assessed in order to ensure that any changes are identified and the incident level escalated or de-escalated, where necessary.

Due to the nature or magnitude, Level 2 and Level 3 incidents require a significant and coordinated response, which meets the definition of an emergency.

NOTE: Satisfying one or more of the typical conditions of an incident does not automatically necessitate an escalation to that level, however, it should provoke a consideration for escalation. The escalation of an incident is at the discretion of the Incident Controller.

Level 1 Incident

An incident is a Level 1 incident unless:

- it is deemed by the Incident Controller to warrant an escalation to Level 2 or Level 3 incident
- an incident level declaration is made.

A Level 1 incident is broadly defined by meeting one or more of the following conditions:

- 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/district)
- 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 Incident Management Team (IMT) only
- there is a low level of complexity
- there is potential for low incident escalation.

No subsequent action, under this Operational Procedure, is required for a Level 1 Incident.

Level 2 Incident

Incident Level Conditions

A Level 2 incident is broadly defined by meeting one or more of the following typical conditions:

- requires 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'.

Incident Controller Responsibilities

At the declaration of a Level 2 Incident, the Incident Controller shall:

- complete an Incident Level Declaration form – (EM Form 23 or equivalent[4]) and
- communicate the Level 2 declaration through the Controlling Agency's reporting lines to its central operations centre.

Controlling Agency Responsibilities

The Level 2 declaration must be communicated to other agencies involved, or potentially involved in the incident. The SEMC Business Unit must be notified of any Level 2 incident declarations. The Incident Level Declaration Form should be emailed to semc.policylegislation@dfes.wa.gov.au as soon as practicable after the declaration. If the Controlling Agency is not the HMA, the Controlling Agency shall liaise with the HMA who is to undertake the responsibilities below.

Where there is the potential for a Level 2 Incident to escalate to a Level 3 Incident, the Controlling Agency/ HMA shall contact the SEC, through the SEC Notification Hotline (1800 647 857) to:

- advise of the incident level and consider an emergency situation declaration (see State EM Response Procedure 4.5 Emergency Situation Declaration for more information) and
- discuss the likelihood of escalation to a Level 3 incident, whether the SECG shall be established and determine likely membership of an SECG.

The SEC will distribute an Alert Notification to SECG core membership and any other agencies identified as potential members.

Notes

4 Agencies may use their own incident level declaration form if it contains all of the information within EM Form 23.

Level 3 Incident

Incident Level Conditions

A Level 3 incident is broadly defined by meeting one or more of the following typical conditions:

- requires significant coordination of 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 required.

Incident Controller Responsibilities

At the declaration of a Level 3 Incident, the Incident Controller shall:

- complete an Incident Level Declaration form – (EM Form 23 or equivalent[5])
- communicate the Level 3 declaration through the Controlling Agency's reporting lines.

Controlling Agency Responsibilities

The Level 3 declaration must be communicated to all relevant emergency management agencies involved, or potentially involved in the incident. The SEMC Business Unit must be notified of any Level 3 incident declarations. The Incident Level Declaration Form should be emailed to semc.policylegislation@dfes.wa.gov.au as soon as practicable after the declaration.

If the Controlling Agency is not the HMA, the Controlling Agency shall liaise with the HMA who is to undertake the responsibilities below.

At the declaration of a Level 3 Incident, the Controlling Agency/HMA shall:

- consult with the SEC to activate the SECG in accordance with State EM Response Procedure 4.4 State Emergency Coordination Group
- consider, in consultation with the SEC, the potential for declaring an emergency situation in accordance with State EM Response Procedure 4.5 Emergency Situation Declaration
- consider, in consultation with the SEC, recommending to the Minister a state of emergency declaration and establishment of the State Disaster Council in accordance with State EM Response Procedure 4.11 State of Emergency Declaration
- provide regularly updated situation reports to other emergency service agencies and the SEC.

Notes

5 Agencies may use their own incident level declaration form if it contains all of the information within EM Form 23.

4.3 Standard Emergency Warning Signal (SEWS)

Background

The SEWS is a warning signal that is broadcast immediately prior to major emergency announcements on the radio, television and other communication systems. It can be used for various hazards and does not relate to any particular emergency situation or state of emergency, as defined by the EM Act. The Bureau of Meteorology is not bound by this procedure in respect to the use of SEWS.

The purpose of SEWS is to alert the community that an official emergency announcement is about to be made concerning an actual or imminent emergency that has the potential to affect them, and is intended to instruct the community to take, or be prepared to take, specific action in order to protect life, property and/or the environment.

Electronic media organisations are to maintain a copy of SEWS and the Guidelines for Use of SEWS at appropriate operational sites. The State Emergency Public Information Coordinator (SEPIC) is the custodian of the SEWS recording in WA and is responsible for the maintenance of a register of organisations in receipt of the SEWS recording.

Forms and Templates

The following templates are relevant to this procedure:

- SEWS Request Form
- Guideline for Formatting Emergency Public Information Warnings and Alerts - Common Alerting Protocols

Editable versions of these templates are available on the Procedure Attachments and Templates page of the SEMC website.

Procedure

Criteria for the Use of SEWS

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 Incident Controller may use SEWS in a localised Emergency, as defined in the EM Act, for broadcasting over vehicle public address systems by police, emergency services and local government where there is an immediate requirement to warn the community of a threat. Channels for the delivery of the SEWS will be through television, radio, public address systems (e.g. police vehicles and in buildings), or other appropriate means.

SEWS is not to be broadcast with telephone voicemail, landlines or mobile phones. Recipients of telephone messages expect to hear a voice, rather than a warning signal, and may hang-up before listening to the message.

Requests to use SEWS and make an emergency announcement may be made verbally but must be confirmed via fax or email to the relevant media outlet.

Authority to Use SEWS

Use of SEWS can only be authorised following consultation with the relevant State, District or Local Emergency Coordinator by:

- an authorised Emergency Public Information Officer nominated by the respective HMA (see Listing of HMA - Authorised Emergency Public Information Officers for a list for HMA – authorised Emergency Public Information Officers table) or
- an Incident Controller in a localised emergency, as defined by the EM Act, for broadcasting over static and vehicle mounted public address systems by Police, emergency services and local government where there is an immediate requirement to warn the community of a threat.

Requests to Broadcast SEWS

Broadcast media outlets may be requested by the HMA to broadcast SEWS for five seconds prior to an emergency announcement. An instruction to use SEWS as part of an emergency announcement is to be done in accordance with the attached SEWS Request Form and needs to include:

- the name, title and contact details of authorising HMA officer
- the text of the formal emergency announcement to be read verbatim together with directions for repeat broadcasts
- directions on how to verify the request.

Upon receipt of the request, media outlets should seek verification of the request through the nominated HMA officer.

HMAs should monitor media outlets to ensure SEWS is used correctly. A summary of roles and responsibilities in respect to the operation of SEWS is shown in SEWS Roles and Responsibilities table.

Cancellation of SEWS Requests

A SEWS broadcast will be cancelled immediately once it is determined by the respective HMA that it is no longer required. It is subject to the same verification process as a request to broadcast SEWS.

Availability of SEWS

The master copy of SEWS is retained by the WA Police Force (Media and Public Affairs). Copies of SEWS are distributed to all broadcasting agencies operating in Western Australia. Periodically the SEPIC will ensure that all broadcast agencies have a suitable copy of SEWS.

Listings of HMA - Authorised Emergency Public Information Officers SEWS

Hazard Management Agency	Controlling Agency	Authorised Emergency Public Information Officers
Director General, Department of Primary Industries and Regional Development	Department of Primary Industries and Regional Development	Manager of Emergency Services
Coordinator of Energy	Energy Policy WA	Director of Energy Safety
N/A	Department of Biodiversity, Conservation and Attractions	Manager, P&W Management Services
Chief Executive Officer, Department of Health	Department of Health	• Director, Communicable Disease Control • State Health Coordinator
Fire and Emergency Services Commissioner	Department of Fire and Emergency Services	• Commissioner • Deputy Commissioner Operations • Assistant Commissioner - Metro • Assistant Commissioner - Hazard Planning and Response • Assistant Commissioner - Capability • Assistant Commissioner - Professional Development • Chief Superintendents • Director Strategic and Emergency Communications
N/A	Local government	Not designated
Chief Executive Officer, Department of Transport and Major Infrastructure	Department of Transport and Major Infrastructure	Not designated

Hazard Management Agency	Controlling Agency	Authorised Emergency Public Information Officers
Public Transport Authority	Public Transport Authority	Not designated
N/A	Water Corporation	• General Manager, Bulk Water & Wastewater Division • General Manager, Customer Services Division
Commissioner of Police	Western Australian Police Force	• Police Operations Centre • District Officer • Duty Patrol Commander • Director, Media and Corporate Communications
Arc Infrastructure Pty Ltd	Arc Infrastructure Pty Ltd	No designated

SEWS Roles and Responsibilities

SEWS Function	Responsibility of
Decision to use SEWS and request an emergency announcement	HMA in consultation with the relevant State, District or Local Emergency Coordinator as appropriate
Determine the area to receive SEWS	HMA
Determine method of SEWS transmission	HMA in consultation with the relevant State, District or Local Emergency Coordinator as appropriate
Authorise the use of SEWS	Authorised HMA Officer
Requests to the media	Authorised HMA Officer
Verification of the request to broadcast SEWS	Media to confirm with authorised HMA Officer
Cancellation of the SEWS	Authorised HMA Officer
Retention of master copy of the SEWS	WA Police Force (Media and Corporate Communications)
Maintaining a register of broadcast media organisations in possession of a copy of the SEWS	WA Police Force (Media and Corporate Communications)

4.4 State Emergency Coordination Group

Background

Establishment of the SECG ensures the provision of coordinated and effective emergency management by public authorities and other persons.

Forms and Templates

The following template is relevant to this procedure:

- SECG Report to SEMC

An editable version of this template is available on the Procedure Attachments and Templates page of the SEMC website.

Procedure

Pursuant to sections 26(1) and 26(2) of the EM Act, there are three scenarios for establishing the SECG:

- a state of emergency is declared by the Minister
- the SEC establishes a SECG on his own initiative and in consultation with the relevant HMA if an emergency occurs or is imminent and
- the SEC establishes a SECG on the request of the relevant HMA if an emergency occurs or is imminent.

Functions of the SECG

Section 27 of the EM Act states that the SECG has the following functions:

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

Composition

Section 26(3) of the EM Act states that the SECG is to consist of:

- the SEC
- Chair of the SEMC
- Executive Officer of the SEMC, appointed under section 13(2)(c) EM Act
- a representative of the relevant HMA
- a representative of the local governments in the emergency area, or in the area where the emergency is occurring or imminent, as the case requires, nominated by the SEC.

In addition:

- State Recovery Coordinator (and/or [Event] Recovery Coordinator or Controller, where appointed) and
- other members as are, in the opinion of the SEC, necessary.

Other such members to be considered by the SEC as above may be dependent on the emergency. However, the following agencies should be considered:

- Controlling Agency (if not the HMA)
- WA Police Force
- Department of Health
- Department of Communities
- Department of the Premier and Cabinet
- Department of Fire and Emergency Services
- Energy Policy WA
- Department of Biodiversity, Conservation and Attractions.

In addition, State EM Plan may contain suggestions to guide the SEC. The composition of the SECG may change throughout the emergency.

Members of the SECG shall be either the Chief Executive Officer or a senior officer of the agency or organisation who has the knowledge, experience and authority to commit their agency in support of the operation.

Establishment Criteria

Section 26(1) of the EM Act provides that, "If a state of emergency is declared, a SECG is established".

Section 26(2) of the EM Act provides that, "If an emergency occurs or is imminent, the SEC may, on request of the relevant HMA, or on his own initiative and in consultation with the relevant HMA establish a SECG".

In addition, the State EM Plan directs that if a Level 3 incident is declared, the HMA will consult with the SEC to determine whether a SECG should be established.

Where an incident occurs, involving an unlisted hazard that is, an event that has not been defined or prescribed as a hazard in the EM Act or the EM Regulations, the SEC may establish a coordination group outside of the emergency management legislative and policy framework. Whilst the members of the coordination group may be convened to coordinate at State level, the group cannot be titled SECG and would not be entitled to the protections offered by the EM Act such as section 100 Protection from liability.

Establishment Procedure

A State of Emergency is Declared

If a state of emergency is declared (refer to State EM Plan section 5.2.4) the SEC will contact the HMA (except if the HMA is WA Police Force) to discuss the:

- date, time, location and likely agenda items for the first meeting of the SECG and
- additional SECG members that are necessary pursuant to section 26(3)(f) of the EM Act.

The HMA must supply the SEC with contact names and details for proposed members.

The SEC will organise the SECG meeting and notify all members.

On the SEC's own initiative:

The SEC will contact the Director General/CEO (or delegate) of the HMA to discuss the requirement for the establishment of a SECG (except if WA Police Force is the HMA).

The HMA and the SEC are to discuss the:

- date, time, location and likely agenda items for the first meeting of the SECG and
- additional SECG members that are necessary pursuant to section 26(3)(f) of the EM Act.

The HMA must supply the SEC with contact names and details for proposed members.

The SEC will organise the SECG meeting and notify all members.

On the request of the relevant HMA

The HMA is to contact the SEC Notification Hotline (1800 647 857). The HMA will be connected to the SEC (or a SEC delegate)and is to provide a brief overview of the situation.

If the SEC agrees a SECG should be established, the HMA and the SEC will agree on the:

- date, time, location and likely agenda items for the first meeting of the SECG and
- additional SECG members that are necessary pursuant to section 26(3)(f) of the EM Act.

The HMA must supply the SEC with contact names and details for the proposed members.

The SEC will organise the SECG meeting and notify all members.

Location of the SECG

The SECG will meet at the WA Police Force Maylands Incident Command Centre, located at the Maylands Police Complex unless decided otherwise between the SEC and the HMA.

SECG Meeting Procedures

Agenda

The following items must be addressed at each SECG meeting:

- HMA briefing – an overview of the current situation
- situation reports – a briefing by relevant members to adequately update the group on the current situation. With the exception of the first meeting, this should include an update on the progress of relevant action items from previous meetings
- action required – identification of issues and determination of action required (action items)
- strategic focus/goals – identification of short-term, medium-term and long- term strategies and consider developing issues, support from the Australian Government, media management and public information arrangements
- future meetings – confirmation of date, time and location for the next meeting.

Record of Meeting

The SEC will arrange and maintain records of meetings. Members will be asked to provide electronic or paper copies of information provided in their briefings and updates.

Action Lists

A list of action items identifying the member(s) responsible for each item will be attached to the notes of meetings. The responsible agencies are required to report on the progress of each action item at subsequent meetings.

Executive Support and Secretarial Support

The SEC is to arrange for the appointment of an SECG Executive Officer and the provision of secretarial support for the SECG.

Stand Down of the SECG

When the SEC determines the SECG ceases to be established in accordance with section 26(6) of the EM Act, the SEC is to notify all SECG members.

Review of SECG Activities

Following the stand down of the SECG, the SEC will arrange, through the Executive Officer of the SECG, for members to review the activities of the SECG and will draft a report to the SEMC as soon as is practicable (see SECG Report to SEMC).

4.5 Emergency Situation Declaration

Background

Section 50 of the EM Act provides for a HMA or the SEC to declare, in writing, that an emergency situation exists in an area or areas of the State for a specific hazard.

In the case of the HMA, the HMA must be prescribed for emergency management of that hazard in order to make an emergency situation declaration. In the case of the SEC, the SEC may declare an emergency situation in respect of any hazard.

A declaration of an emergency situation has effect from the time of the declaration or from such time as is specified in the declaration and remains in force for a period of three (3) days unless extended or revoked. A declaration of an emergency situation may be extended by the SEC under section 52 of the EM Act.

Forms and Templates

The following forms are relevant to this procedure:

- EM Form 3: Emergency Situation Declaration by Hazard Management Agency
- EM Form 3A: Emergency Situation Declaration by State Emergency Coordinator
- EM Form 4: Extension of Emergency Situation Declaration
- EM Form 5: Revocation of Emergency Situation Declaration

These forms can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where a HMA or the SEC wishes to declare an emergency situation, the following procedures must be followed:

HMA Making a Declaration (section 50 EM Act)

The HMA is to ensure that they are satisfied that the situation meets the requirements of the EM Act. That is:

- an emergency has occurred, is occurring or is imminent in that area of the State and
- there is a need to exercise powers under Part 6 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
  - destruction of, or damage to, any part of the environment.
- reasonable steps to be undertaken in consultation with the SEC and local governments affected by the proposed declaration
- the SEC is to be notified and each District and Local Emergency Coordinator for the local government district to which the declaration applies
- complete in full EM Form 3: Emergency Situation Declaration by Hazard Management Agency, as soon as is practicable
  - the Declaration is to include a date and time on which the declaration is made

  - the form is to be signed by the HMA, as prescribed in the regulations. Where the HMA is a body corporate, the form must be signed in accordance with the "authorised delegations" within the body corporate
  - publish the Declaration for general information as soon as is practicable after the declaration is made in any manner that the HMA considers to be appropriate having regard to the circumstances and what is practicable
  - publish the Declaration in the Gazette as soon as is practicable after the declaration is made.
- advise the relevant Minister(s), through regular Ministerial Briefings, of the emergency situation declaration.

SEC Making a Declaration (section 50 EM Act)

The SEC is to ensure that they are satisfied that the situation meets the requirements of the EM Act. That is:

- an emergency has occurred, is occurring or is imminent in that area of the State and
- there is a need to exercise powers under Part 6 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
  - destruction of, or damage to, any part of the environment.
- complete in full EM Form 3A: Emergency Situation Declaration by State Emergency Coordinator as soon as practicable:
  - the Declaration is to include a date and time on which the declaration is made
  - be signed by the SEC
- the SEC must notify the relevant HMA as soon as practicable after the declaration is made
- having been notified by the SEC, the HMA must notify each District and Local Emergency Coordinator for the local government district to which the declaration applies
- publish the Declaration for general information as soon as is practicable after the declaration is made in any manner that the SEC considers to be appropriate having regard to the circumstances and what is practicable
- publish the Declaration in the Gazette as soon as is practicable after the declaration is made.

Extension of Declaration (section 52 EM Act)

An emergency situation declaration remains in force for 3 days; however, where the powers of Part 6 of the EM Act are still required after that period, the SEC may, in writing, extend its duration.

The HMA is to complete EM Form 4: Extension of Emergency Situation Declaration in full, including

- the time and date of declaration of extension
- the duration of which the emergency situation declaration is extended and
- the EM Act Part 6 powers that are sought.

The HMA or Controlling Agency requesting the extension must have the SEC endorse the declaration of extension with his signature.

The completed draft form should be sent to the WA Police Force State Operations Command Centre via the SOCC Divisional Office – SOCCDivisionalOffice@police.wa.gov.au and cc: SOCCGeneral@police.wa.gov.au (Tel: 131 444) for consideration by the SEC.

The Declaration must be published for general information as soon as is practicable after the declaration is made in any manner that the HMA, or the SEC, as the case requires, considers to be appropriate having regard to the circumstances and what is practicable, and the Declaration must be published in the Gazette as soon as is practicable after the declaration is made.

NOTE: The HMA may request an extension of an emergency situation through the SEC.

Revocation of Declaration (section 53 EM Act)

- as soon as a HMA is satisfied that it is no longer necessary to exercise the additional powers under Part 6 of the EM Act, the HMA is to revoke the emergency situation declaration it has declared.
- complete EM Form 5: Revocation of Emergency Situation Declaration
- publish the Revocation for general information as soon as is practicable after the revocation is made in any manner that the HMA considers to be appropriate having regard to the circumstances and what is practicable.
- publish the Revocation in the Gazette as soon as is practicable after the revocation is made.

4.6 Appointment of Hazard Management Officers (HMO)

Background

A HMA may authorise officers or employees of the HMA, or other persons (or class of persons), to act as HMOs during an emergency situation declared by that HMA, or by the SEC.

HMAs should give prior consideration to those position holders within the organisation (and possibly external to the organisation) who are to be appointed as HMOs in the case of an emergency situation declaration.

HMOs may exercise a power under Part 6 of the EM Act only subject to the terms and conditions under which the person is authorised.

A HMO is to comply with the directions of the relevant HMA when exercising a power under Part 6 of the EM Act.

Forms and Templates

The following forms are relevant to this procedure:

- EM Form 17: Authorisation of Hazard Management Officers in an Emergency Situation
- EM Form 17A: Revocation of authorised Hazard Management Officers during an Emergency Situation

These forms can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where an emergency situation has been declared, the relevant HMA may need to authorise persons to act as HMOs. In such circumstances, the following procedure should be followed:

Prior to Declaration of an Emergency Situation

- ensure that the agency has been prescribed within the EM Regulations as the HMA for emergency management of the identified hazard
- identify the persons to whom the authorisation is to apply (usually, these would be operational employees of the HMA or controlling agency)
- if persons are not employees of the HMA, written approval should be sought from the Chief Executive Officer/Director General of the relevant agency for the authorisation of their personnel to undertake the required activities
- complete EM Form 17: Authorisation of Hazard Management Officers in an Emergency Situation ensuring that all relevant information [including type of hazard, class of officer, person or employee and any terms and conditions] applicable to the authorisation are completed
- have the authorisation endorsed by the approved officer of the HMA making the appointment
- provide a copy of the authorisation to the appointed person and ensure they understand the provisions of the appointment and
- the original appointment instrument should be retained on file by the hazard management agency and a copy forwarded to the SEMC Business Unit.

During an Emergency Situation Declaration

- ensure an emergency situation has been declared for the relevant hazard

- identify the persons to whom the appointment is to apply
- where practicable seek approval from the relevant agency for the authorisation of their personnel (if not employed by the HMA) to undertake the required activities
- complete EM Form 17: Authorisation of Hazard Management Officers in an Emergency Situation ensuring that all relevant information [including type of hazard, class of officer, person or employee and any terms and conditions] applicable to the authorisation are completed
- have the authorisation endorsed by the approved officer of the HMA making the appointment
- if given orally, ensure the authorisation is confirmed in writing by the HMA as soon as is practicable
- ensure the appointed person understands the provisions of appointment
- when practicable provide a copy of the appointment to the appointed person
- the original appointment instrument should be retained on file by the HMA and a copy forwarded to the SEMC Business Unit.

Revocation of Authorisation

- complete EM Form 17A: Revocation of authorised Hazard Management Officers in an Emergency Situation ensuring that all relevant information [including date time, and location] applicable to the revocation of appointment are completed
- if given orally, ensure the revocation of authorisation is confirmed in writing signed by the relevant HMA as soon as is practicable
- when revoking an authorisation of a hazard management officer the HMA is to ensure that they are aware of the revocation of the appointment as soon as is practicable
- the original revocation instrument should be retained on file by the HMA and a copy forwarded to SEMC Business Unit.

4.7. Direction to Close Premises in an Emergency Situation

Background

For the purposes of emergency management during an emergency situation, the most senior police officer present in the emergency area may direct the owner, occupier or the person apparently in charge of any place of business, worship or entertainment, or may direct a class of place, in the emergency area to close that place to the public for the period specified in the direction (section 71(1) EM Act).

Forms and Templates

The following form is relevant to this procedure:

- EM Form 15: Direction to Close a Place of Business, Worship or Entertainment in an Emergency Situation

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where the HMA, SEC or senior police officer in the emergency area identifies a need to close a place of business, worship or entertainment, or a class of place, to the public the following procedure should be followed:

The senior police officer is to liaise with the HMA to determine the following:

- ensure an emergency situation has been declared
- that the premises, or class of place, to be closed are within the emergency area
- that the reasons why the premises need to be closed to the public are for the purpose of emergency management
- period that the premises are to be closed (time date from and to)
- liaise with the owner, occupier or person apparently in charge of the premises regarding the closure in order to seek voluntary closure for the specified period if possible
- where voluntary closure is not achieved after oral direction by the senior police officer in the emergency area, that officer is to complete EM Form 15: Direction to Close a Place of Business, Worship or Entertainment in an Emergency Situation ensuring completion of all details (including address, time and dates or period the premises is to remain closed)
- notify the owner, occupier or person apparently in charge of the premises of the direction to close the premises to the public and the period for which the closure applies
- where practicable supply the owner, occupier or person apparently in charge of the premise with a copy of the direction instrument
- a direction may be given orally or in writing (section 77(1) EM Act)
- where a direction is given orally it is to be confirmed in writing within two working days after it is given unless within that period it is complied with or cancelled (section 77(2) EM Act) but failure to confirm the direction in writing does not invalidate the direction (section 77(3) EM Act)
- where the direction is no longer required prior to the expiry the owner, occupier or person apparently in charge should be advised as soon as is practicable

- the original direction instrument should be retained by the officer making the direction and a copy supplied to the HMA as soon as is practicable.

Where a direction is given in relation to a class of place the direction:

- does not need to be given directly to the persons to whom it applies (section 77(2A)(a) EM Act)
- does not have to be published in the Gazette (section 77(2A)(b) EM Act)
- must be published in a manner that the Minister considers suitable in the circumstances of the emergency (section 77(2A)(c) EM Act) but failure to publish does not invalidate the direction (section 77(3) EM Act).

4.8 Direction Concerning Movement and Evacuation in an Emergency Situation

Background

For the purposes of emergency management during an emergency situation, a HMO may:

- direct or, by direction, prohibit, the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of any emergency area (section 67(a) EM Act)
- direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area (section 67 (b) EM Act).
- close any road, access route or area of water in or leading to the emergency area (section 67(c) EM Act)
- direct that any road, access route or area of water in or leading to the emergency area be closed (section 67(d) EM Act).

Forms and Templates

The following form is relevant to this procedure:

- EM Form 13: Direction Concerning Movement and Evacuation during an Emergency Situation

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where a HMO identifies the need to direct the movement, evacuation, removal of persons or animals in an emergency area or direct that any road, access route or area of water in or leading to the emergency area be closed the following procedure should be followed:

- liaise with the HMA or the SEC to determine the following:
  - ensure an emergency situation has been declared
  - that the location to which the direction is to apply is within the emergency area
  - that the reasons for the direction are for the purpose of emergency management
  - details of the direction to be issued.
- liaise with the person(s) to whom the direction will apply in order to seek voluntary compliance with the officer's direction if possible
- where voluntary compliance is not achieved, complete EM Form 13: Direction Concerning Movement and Evacuation during an Emergency Situation ensuring completion of all details of the specific direction to be given
- notify the person(s) to which the direction is issued including the explanation of specific details of the direction given
- where practicable provide the person(s) to whom the direction is made with a copy of the direction instrument
- a direction may be given orally or in writing (section 77(1) EM Act)

- where a direction is given orally it is to be confirmed in writing within two working days after it is given unless within that period it is complied with or cancelled (section 77(2) EM Act) but failure to confirm the direction in writing does not invalidate the direction (section 77(3) EM Act)
- where the direction is no longer required prior to its expiry the person(s) to whom the direction is made should be advised as soon as practicable
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the HMA as soon as practicable.

Where a direction is given in relation to a class of persons or premises the direction:

- does not need to be given directly to the persons to whom it applies (section 77(2A)(a) EM Act)
- does not have to be published in the Gazette (section 77(2A)(b) EM Act)
- must be published in a manner that the Minister considers suitable in the circumstances of the emergency (section 77(2A)(c) EM Act) but failure to publish does not invalidate the direction (section 77(3) EM Act).

4.9 Direction to Person Exposed to Hazardous Substances in an Emergency Situation

Background

During an emergency situation, a HMO may for the purposes specified (section 70(2) EM Act) direct any person, or class of persons, who has been exposed to a hazardous substance to do all or any of the following:

- to remain in an area specified by the officer for such period as is specified by the officer (section 70(1)(a) EM Act)
- to remain quarantined from other persons for such period, and in such reasonable manner, as is specified by the officer (section 70(1)(b) EM Act)
- to submit to decontamination procedures within such reasonable period, and in such reasonable manner, as is specified by the officer (section 70(1)(c) EM Act).

The period specified under section 70(1)(a) or (b) of the EM Act must not be more than 24 hours unless the SEC has given authorisation for a longer period to be specified in relation to the person exposed to the hazardous substance.

Forms and Templates

The following form is relevant to this procedure:

- EM Form 14: Direction to Person(s) Exposed to Hazardous Substance in an Emergency Situation

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where a HMO identifies the need to direct a person, or class of persons, who has been exposed to hazardous substances the following procedure should be followed where practicable:

- liaise with the HMA and agency managing the HAZMAT incident to determine the following
  - ensure an emergency situation has been declared
  - ensure that the location in which the direction is to apply is within the emergency area
  - ensure that the reasons for the direction are for the specified purpose of:
    - ensuring that the hazardous substance is contained (section 70(2)(b) EM Act) or
    - ensuring that the person, or class of person, to whom the direction is given does not pose a serious risk to the life or health of others or to the environment because of the hazardous substances involved (section 70(2)(b) EM Act).

Details of the Direction to be Issued:

- liaise with the person(s) to whom the direction will apply in order to seek voluntary compliance with the officer's direction if possible
- where voluntary compliance is not possible complete EM Form 14: Direction to Person(s) Exposed to Hazardous Substance in an Emergency Situation ensuring completion of all details of the specific direction to be given

- notify the person(s) to whom the direction is issued including the explanation of specific details of the direction given
- take all practicable measures to ensure the comfort, dignity and safety of the person(s) to whom the direction is made
- make all practicable efforts to provide information to next of kin regarding circumstances of direction when requested by person(s) affected
- where practicable provide person(s) to whom the direction is made with a copy of the direction instrument
- a direction may be given orally or in writing (section 77(1) EM Act)
- where a direction is given orally it is to be confirmed in writing within two working days after it is given unless within that period it is complied with or cancelled (section 77(2) EM Act) but failure to confirm the direction in writing does not invalidate the direction (section 77(3) EM Act)
- where the direction is no longer required, prior to its expiry the person(s) to whom the direction is made should be advised as soon as is practicable
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the HMA as soon as is practicable.

4.10 Exchange of Information in an Emergency Situation

Background

The EM Act allows the exchange of certain information between hazard management officers and emergency management agencies during an emergency situation.

Forms and Templates

The following form is relevant to this procedure:

- EM Form 19: Request for Relevant Information during an Emergency

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

This procedure applies to all emergency management agencies engaged in emergency response activities in Western Australia and officers appointed as HMOs during the declaration of an emergency situation.

HMA

HMAs should ensure that occupants of the positions who may be the subject of an appointment as a HMO are trained and conversant with the requirements of section 72 of the EM Act and Part 4 of the EM Regulations.

HMAs are to establish facilities and procedures to enable them to receive requests (including via electronic means) made under section 72 of the EM Act and to respond to all requests in a timely manner. In developing such procedures, HMAs should have regard to the large numbers of requests that could be received during the declaration period.

During declarations, HMAs should provide EMAs with contact details for the HMOs who will manage requests for relevant information.

Emergency Management Agencies

Emergency management agencies requiring information of a kind stipulated in section 72(1) EM Act and/or regulation 23 EM Regulations may request the provision of such information from a HMO. Such requests may be made verbally but are to be confirmed in writing, utilising EM Form 19: Request for Relevant Information during an Emergency as soon as practicable, but not later than seven days following the request.

Emergency management agencies requesting such information are to ensure they are fully conversant with the provisions of section 72 of the EM Act and Part 4 of the EM Regulations and the obligations created by them.

Emergency management agencies are to ensure that officers making requests for relevant information are provided with appropriate identification to allow HMOs to identify them as employees or representatives of the emergency management agency.

HMO

HMOs receiving requests for the provision of relevant information from emergency management agencies are to provide such information unless there is evidence to suggest that the request has not been made in accordance with the purpose and intent of the EM Act.

When disclosing relevant information, HMOs are to record (at a minimum):

- the name, employing organisation and position of the person making the request
- the type of relevant information requested
- the date and time the request for information was requested
- the date and time the information was disclosed
- the particular details described by clause 11 should be recorded in the HMO's log book.

4.11 State of Emergency Declaration

Background

A declaration of a state of emergency has effect from the time of the declaration or from such time as is specified in the declaration and remains in force for a period of three days unless extended or revoked.

A declaration of a state of emergency provides additional powers under Part 6 of the EM Act and may be extended by the Minister under the provisions of section 58 of the EM Act.

Forms and Templates

The following forms is relevant to this procedure:

- EM Form 7: Declaration of State of Emergency
- EM Form 8: Extension of State of Emergency Declaration
- EM Form 9: Revocation of State of Emergency Declaration

These forms can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where the Minister wishes to declare, extend or revoke a state of emergency the following procedures must be undertaken:

Making a Declaration (section 56 EM Act)

Ensure that the Minister meets the requirements of the EM Act:

- has considered the advice of the SEC
- is satisfied that an emergency has occurred, is occurring or is imminent
- Is satisfied that extraordinary measures are required 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
  - destruction of, or damage to, any part of the environment.
- complete in full EM Form 7: Declaration of State of Emergency:
  - publish for general information as soon as is practicable after the declaration is made in any manner that the Minister considers to be appropriate having regard to the circumstances and what is practicable
  - publish in the Gazette as soon as is practicable after the declaration is made.

Extension of Declaration (section 58 EM Act)

The Minister may extend a state of emergency declaration by:

- completing in full EM Form 8: Extension of State of Emergency Declaration including:
  - time and date of declaration of extension
  - the duration of which the state of emergency declaration is extended and
  - the Minister's signature.
- publish for general information as soon as is practicable after the declaration is made in any manner that the Minister considers to be appropriate having regard to the circumstances and what is practicable
- publish in the Gazette as soon as is practicable after the declaration is made.

Revocation of Declaration (section 59 EM Act)

The Minister may revoke a state of emergency declaration at any time by:

- completing EM Form 9: Revocation of State of Emergency Declaration
- publishing for general information as soon as is practicable after the declaration is made in any manner that the Minister considers to be appropriate having regard to the circumstances and what is practicable and
- publishing in the Gazette as soon as is practicable after the declaration is made.

4.12State Disaster Council

Background

A State Disaster Council (SDC) is established when a state of emergency is declared by the Minister (section 63(1) EM Act). The Premier is the Chair and the Minister is the Deputy Chair (section 63(2) and (3) EM Act).

Procedure

Establishment Procedure – State of Emergency

- The Minister for Emergency Services is to notify the Premier of the declaration of a state of emergency. Advice to other Ministers may be by direct communication between Ministers or through their respective Chiefs of Staff
- The SEC is to advise the Director General, Department of the Premier and Cabinet and the Chief Executive Officer of the relevant HMA
- The Director General, Department of the Premier and Cabinet, will then liaise with the Premier to determine the composition of the State Disaster Council and the time and location for the first meeting
- The Department of the Premier and Cabinet will disseminate meeting details to all required members.

Composition

Sections 63(2), 63(3) and 63(5) of the EM Act provide that:

- the Premier is to be the Chair
- the Minister for Emergency Services is to be the Deputy Chair.

The State Disaster Council is to include:

- the SEC and
- other members as appointed by the Chair.

The Director General, Department of the Premier and Cabinet, is to recommend to the Premier, members who would comprise "...such other members as are appointed by the Chairman" (section 63(5)(b) EM Act). Those who are to be considered for recommendation are as follows:

- Director General, Department of the Premier and Cabinet (Executive Officer of the State Disaster Council)
- Chief Executive Officer of the HMA dealing with the emergency (if the SEC, as Commissioner of Police, is not the HMA)
- Minister responsible for the HMA dealing with the emergency (if not the Minister responsible for the EM Act)
- Fire and Emergency Services Commissioner, Department of Fire and Emergency Services (if not the HMA)
- Director General, Department of Health (in the majority of cases)
- Minister for Health
- Treasurer
- State Solicitor's Office representative and
- a representative of local government.

If the Premier is not available, the Minister for Emergency Services will chair the meetings.

The Premier or the Minister must be present at meetings of the State Disaster Council; however, other members who are unavailable may send a delegate if attendance of that agency is required by the Premier or Minister.

Security and Emergency Committee of Cabinet

As the membership of a State Disaster Council may mirror that of the Security and Emergency Committee of Cabinet (SECC), the Premier may determine to run the SECC and State Disaster Council concurrently.

Where a State Disaster Council is established, Executive Government decisions would continue to be made by the SECC and may take effect prior to endorsement by Cabinet.

Functions of the State Disaster Council

Section 64 of the EM Act provides that the functions 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 in relation to the state of emergency
- provide support for the Government and the SECG in relation to the state of emergency
- liaise with the Australian Government as required
- perform any other functions as directed by the Premier.

Meeting Location

The State Disaster Council will meet at a location determined by the Premier.

Meeting Format

Agenda:

The following items will be addressed at each State Disaster Council meeting:

- incident overview and actions
  - HMA update
- SECG update by the SEC on matters requiring consideration and informed decision making by the State Disaster Council including
  - support for responding agencies
  - any intergovernmental considerations.
- proposed key messages for the community (HMA)
- future meetings
  - confirm date, time and location for the next State Disaster Council meeting
  - other scheduled significant meetings.

For the first meeting, and as required for any subsequent meetings if new members are appointed, the agenda should also include:

- appointment of State Disaster Council members (Chair) and
- review of the role of the State Disaster Council (Department of the Premier and Cabinet).

Record of Meeting

The Executive Officer of the State Disaster Council will arrange for a record of meetings to be maintained.

Information Management

The Executive Officers of both the State Disaster Council and the SECG shall ensure the timely exchange of information between the two groups. This information should be updated prior to and immediately following a meeting of either group and shall include:

- minutes of meetings
- briefing notes
- situation reports
- draft media statements.

Executive Support and Secretariat Support

The Director General, Department of the Premier and Cabinet, will be the Executive Officer of the State Disaster Council and will arrange for the provision for ongoing secretariat support.

Cessation of the State Disaster Council

Section 63(8) of the EM Act provides that the State Disaster Council ceases to be established on a day determined by its Chair.

4.13 Appointment of Authorised Officers

Background

The EM Act provides the SEC with the authority, during a state of emergency, to authorise persons to act as Authorised Officers within the meaning of the EM Act.

Consideration should be given to those position holders who may be the subject of recommendation to the SEC as potential appointees as Authorised Officers during a state of emergency.

Forms and Templates

The following forms are relevant to this procedure:

- EM Form 10: Authorisation to act as an Authorised Officer during a State of Emergency
- EM Form 10A: Revocation of Authorisation to act as an Authorised Officer during a State of Emergency

These forms can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where the Minister for Emergency Services has declared a state of emergency and the SEC is required to appoint Authorised Officers the following procedure is to be adopted:

- ensure that a state of emergency has been declared, in writing, by the Minister for Emergency Services
- ensure that the powers available to Authorised Officers are required in order to effectively assist the HMA to respond to the emergency
- complete EM Form 10: Authorisation to act as an Authorised Officer during a State of Emergency ensuring that all relevant information [including date time, and location] applicable to the authorisation are completed
- ensure any terms and conditions of the authorisation are listed on the authorisation
- if given orally, ensure the authorisation is confirmed in writing and signed by the SEC as soon as is practicable
- when appointing an Authorised Officer the SEC is to ensure that they are aware of the terms and conditions of the appointment
- Authorised Officers are to be given a copy of the appointment instrument as soon as is practicable
- where deemed necessary the SEC may issue identification to Authorised Officers in accordance with section 62 of the EM Act.

Revocation of Appointment

- complete EM Form 10A: Revocation of Authorisation to act as an Authorised Officer during a State of Emergency ensuring that all relevant information [including date time, and location] applicable to the revocation of authorisation are completed
- if given orally, ensure the revocation of authorisation is confirmed in writing and signed by the SEC as soon as is practicable and
- when revoking an Authorised Officer's appointment the SEC is to ensure that they are aware of the revocation of the appointment.

Authorised Officers

- Authorised Officers may exercise a power under Part 6 of the EM Act only subject to the terms and conditions under which the person is authorised
- an Authorised Officer is to comply with the directions of the SEC when exercising powers under Part 6 of the EM Act
- where practical wear an identification card when exercising a power if issued
- where an identification card is issued this must be returned when the appointment as an Authorised Officer ceases.

4.14Direction to Public Authority

Background

During a state of emergency the SEC is responsible for coordinating such activities of public authorities as the SEC considers necessary or desirable for responding to the emergency. For that purpose the SEC may direct any public authority to do or refrain from doing any act, or perform or refrain from performing any function.

Forms and Templates

The following form is relevant to this procedure:

- EM Form 12: Direction to Public Authority

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where the SEC considers it necessary or desirable to direct a public authority in relation to any act or function such direction will be made in accordance with the following procedure:

SEC

- ensure that a state of emergency has been declared in accordance with State EM Response Procedure 4.11 State of Emergency Declaration
- liaise with the HMA to determine the proposed direction required to be made to the public authority
- where practicable liaise with the relevant public authority in regards to the proposed direction, possible alternatives and any adverse impact such direction may cause to the authority or service delivery to the community
- where practicable seek endorsement of the direction from the SECG
- complete EM Form 12: Direction to Public Authority ensuring that all relevant information [including details of direction, date and manner direction is to be carried out] applicable to the direction are completed
- the direction should be communicated to the relevant public authority as soon as is practicable
- if given orally, ensure the authorisation is confirmed in writing signed by the SEC as soon as is practicable.

Public Authority

- If a direction is given to a public authority by the SEC under section 74(2)(a) of the EM Act the public authority is to comply with the direction within the time and in the manner, if any, specified in the direction. (section 74(3) EM Act).
- Such direction prevails to the extent of any inconsistency with any written law or other law.

4.15Appointment of Officer of a Public Authority

Background

During a state of emergency the SEC is responsible for coordinating such activities of public authorities as the SEC considers necessary or desirable for responding to the emergency. For that purpose the SEC may appoint an officer of a public authority to have overall control of particular activities carried out by public authorities in response to the emergency where a number of public authorities are involved (section 74(2)(b) EM Act).

Forms and Templates

The following form is relevant to this procedure:

- EM Form 11: Appointment of Officer of Public Authority During a State of Emergency

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where the SEC wishes to appoint an officer of a public authority to have overall control of particular response activities that will be carried out by a number of public authorities, such appointment will be made in accordance with the following procedure:

The SEC will:

- ensure that a state of emergency has been declared in accordance with State EM Response Procedure 4.11 State of Emergency Declaration
- liaise with the HMA to determine what activities require centralised control and which agencies will be impacted by the appointment
- request relevant public authorities to liaise regarding the appointment in order to provide a recommendation on the appropriate appointment to the SECG
- initiate, where practicable, a SECG meeting to discuss the appointment. This meeting should include members in accordance State EM Response Procedure 4.4 State Emergency Coordination Group
- complete EM Form 11: Appointment of Officer of Public Authority During a State of Emergency ensuring that all relevant information (including details of activities to be carried out) applicable to the authorisation are completed:
  - the appointment should be communicated to all relevant agencies as soon as practicable
  - if given orally, ensure the authorisation is confirmed in writing signed by the SEC as soon as is practicable
  - the original appointment instrument should be retained by the SEC and a copy supplied to the public authority receiving the appointment and
  - a copy of the appointment instrument should be forwarded to the SEMC Business Unit as soon as possible: semc.policylegislation@dfes.wa.gov.au.

4.16Direction to Close Premises During a State of Emergency

Background

For the purposes of emergency management during a state of emergency, the most senior police officer present in the emergency area may direct the owner, occupier or the person apparently in charge of any place of business, worship or entertainment, or class of place, in the emergency area to close that place to the public for the period specified in the direction (section 71(1) EM Act).

An Authorised Officer may also make a direction to close any place of business, worship or entertainment, or class of place, in the emergency area (section 75(1)(i) EM Act).

Forms and Templates

The following form is relevant to this procedure:

- EM Form 15A: Direction to Close a Place of Business, Worship or Entertainment in a State of Emergency

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where the senior police officer in the emergency area or Authorised Officer identifies a need to close a place of business, worship or entertainment, or class of place, to the public the following procedure should be followed:

- The senior police officer or Authorised Officer is to liaise with the SEC during a state of emergency to determine the following:
  - ensure a state of emergency has been declared
  - that the premise, or class of place, to be closed is within the emergency area
  - that the reasons why the premise, or class of place, needs to be closed to the public are for the purpose of emergency management
  - the period that the premise, or class of place, is to be closed (time date from and to)
- liaise with the owner, occupier or person apparently in charge of the premise regarding the closure in order to seek voluntary closure for the specified period if possible
- where voluntary closure is not achieved after oral direction by the senior police officer or Authorised Officer in the emergency area, that officer is to complete EM Form 15A: Direction to Close a Place of Business, Worship or Entertainment in a State of Emergency ensuring completion of all details (including address, time and dates or period the premises is to remain closed)
- notify the owner, occupier or person apparently in charge of the premise of the direction to close the premise to the public and the period for which the closure applies
- where practicable supply the owner, occupier or person apparently in charge of the premise with a copy of the direction to close place instrument
- a direction may be given orally or in writing (section 77(1) EM Act)
- where a direction is given orally it is to be confirmed in writing within two working days after it is given unless within that period it is complied with or cancelled (section 77(2) EM Act) but failure to confirm the direction in writing does not invalidate the direction (section 77(3) EM Act)

- where the direction is no longer required prior to the expiry the owner, occupier or person apparently in charge should be advised as soon as practicable and
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the SEC as soon as practicable.

Where a direction is given in relation to a class of place, the direction:

- does not need to be given directly to the persons to whom it applies (section 77(2A)(a) EM Act)
- does not have to be published in the Gazette (section 77(2A)(b) EM Act)
- must be published in a manner that the Minister considers suitable in the circumstances of the emergency (s 77(2A)(c) EM Act) but failure to publish does not invalidate the direction (section 77(3) EM Act).

4.17 Direction Concerning Movement and Evacuation During a State of Emergency

Background

For the purposes of emergency management during a state of emergency, an Authorised Officer may:

- direct or, by direction, prohibit, the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of any emergency area (section 67(a) EM Act)
- direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area (section 67(b) EM Act).
- close any road, access route or area of water leading in or leading to the emergency area (section 67(c) EM Act)
- direct that any road, access route or area of water in or leading to the emergency area be closed (section 67(d) EM Act)

Forms and Templates

The following form is relevant to this procedure:

- EM Form 13A: Direction Concerning Movement and Evacuation in a State of Emergency

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where an Authorised Officer identifies the need to direct the movement, evacuation, or removal of persons or animals in an emergency area or direct that any road, access route or area of water in or leading to the emergency area be closed the following procedure should be followed:

- liaise with the SEC to determine the following
  - ensure a state of emergency has been declared
  - that the location to which the direction is to apply is within the emergency area
  - that the reasons for the direction are for the purpose of emergency management and
  - details of the direction to be issued.
- liaise with the person(s) to whom the direction will apply in order to seek voluntary compliance to the officers direction if possible
- where voluntary compliance is not achieved, complete EM Form 13A: Direction Concerning Movement and Evacuation in a State of Emergency ensuring completion of all details of the specific direction to be given
- notify the person(s) to which the direction is issued including the explanation of specific details of the direction given
- where practicable provide the person(s) to whom the direction is made with a copy of the direction instrument
- a direction may be given orally or in writing (section 77(1) EM Act)

- where a direction is given orally it is to be confirmed in writing within two working days after it is given unless within that period it is complied with or cancelled (section 77(2) EM Act) but failure to confirm the direction in writing does not invalidate the direction (section 77(3) EM Act)
- where the direction is no longer required prior to its expiry the person(s) to whom the direction is made should be advised as soon as practicable
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the SEC as soon as is practicable.

Where a direction is given in relation to a class of persons or place, the direction:

- does not need to be given directly to the persons to whom it applies (section 77(2A)(a) EM Act)
- does not have to be published in the Gazette (section 77(2A)(b) EM Act)
- must be published in a manner that the Minister considers suitable in the circumstances of the emergency (section 77(2A)(c) EM Act) but failure to publish does not invalidate the direction (section 77(3) EM Act).

4.18 Direction to Person Exposed to Hazardous Substances During a State of Emergency

Background

During a state of emergency an Authorised Officer may for the purposes specified (section 70(2) EM Act) direct any person, or class of persons, who has been exposed to a hazardous substance to do all or any of the following:

- to remain in an area specified by the officer for such period as is specified by the officer (section 70(1)(a) EM Act)
- to remain quarantined from other persons for such period, and in such reasonable manner, as is specified by the officer (section 70(1)(b) EM Act)
- to submit to decontamination procedures within such reasonable period, and in such reasonable manner, as is specified by the officer (section 70(1)(c) EM Act).

The period specified under section 70(1) (a) or (b) of the EM Act must not be more than 24 hours unless the SEC has given authorisation for a longer period to be specified in relation to the person exposed to the hazardous substance.

Forms and Templates

The following form is relevant to this procedure:

- EM Form 14A: Direction to Person(s) Exposed to a Hazardous Substance in a State of Emergency

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where an Authorised Officer identifies the need to direct a person who has been exposed to hazardous substances the following procedure should be followed where practicable:

- liaise with the SEC and agency managing the HAZMAT incident to determine the following,
  - ensure a state of emergency has been declared,
  - ensure that the location in which the direction is to apply is within the emergency area,
  - ensure that the reasons for the direction are for the specified purpose of:
    - ensuring that the hazardous substance is contained (section 70(2)(a) EM Act) or
    - ensuring that the person, or class of persons, to whom the direction is given does not pose a serious risk to the life or health of others or to the environment because of the hazardous substances involved (section 70(2)(b) EM Act).

Details of the Direction to be Issued

- liaise with the person(s) to whom the direction will apply in order to seek voluntary compliance to the officers direction if possible
- where voluntary compliance is not possible complete EM Form 14A: Direction to Person(s) Exposed to a Hazardous Substance in a State of Emergency ensuring completion of all details of the specific direction to be given
- notify the person(s) to whom the direction is issued including the explanation of specific details of the direction given
- take all practicable measure to ensure the comfort, dignity and safety of the person(s) to whom the direction is made
- make all practicable efforts to provide information to next of kin regarding circumstances of direction when requested by person(s) affected
- where practicable provide person(s) to whom the direction is made with a copy of the direction instrument
- a direction may be given orally or in writing (section 77(1) EM Act)
- where a direction is given orally it is to be confirmed in writing within 2 working days after it is given unless within that period it is complied with or cancelled (section 77(2) EM Act) but failure to confirm the direction in writing does not invalidate the direction (section 77(3) EM Act)
- where the direction is no longer required prior to its expiry the person(s) to whom the direction is made should be advised as soon as practicable
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the SEC as soon as practicable.

Where a direction is given in relation to a class of persons the direction:

- does not need to be given directly to the persons to whom it applies (section 77(2A)(a) EM Act)
- does not have to be published in the Gazette (section 77(2A)(b) EM Act)
- must be published in a manner that the Minister considers suitable in the circumstances of the emergency (section 77(2A)(c) EM Act) but failure to publish does not invalidate the direction (section 77(3) EM Act).

4.19Exchange of Information During a State of Emergency

Background

The EM Act allows the exchange of certain information between Authorised Officers and emergency management officers, during a state of emergency.

Forms and Templates

The following form is relevant to this procedure:

- EM Form 19: Request for Relevant Information during an Emergency

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

This procedure applies to all emergency management agencies engaged in emergency response activities in Western Australia and officers appointed as Authorised Officers during the declaration of a state of emergency.

HMA

HMAs should ensure that occupants of the positions who may be the subject of an appointment as an Authorised Officer are trained and conversant with the requirements of section 72 of the EM Act and Part 4 of the Regulations.

HMAs are to establish facilities and procedures to enable them to receive requests (including via electronic means) made under section 72 of the EM Act and to respond to all requests in a timely manner. In developing such procedures, HMAs should have regard to the large numbers of requests that could be received during the declaration period.

During declarations, HMAs should provide emergency management agencies with contact details for the Authorised Officers who will manage requests for relevant information.

Emergency Management Agencies

Emergency management agencies requiring information of a kind stipulated in section 72(1) EM Act and/or regulation 23 EM Regulations may request the provision of such information from an Authorised Officer. Such requests may be made verbally but are to be confirmed in writing, utilising EM Form 19: Request for Relevant Information during an Emergency as soon as practicable, but not later than seven days following the request.

Emergency management agencies requesting such information are to ensure they are fully conversant with the provisions of section 72 of the EM Act and Part 4 of the EM Regulations and the obligations created by them.

Emergency management agencies are to ensure that officers making requests for relevant information are provided with appropriate identification to allow Authorised Officers to identify them as employees or representatives of the emergency management agency.

Authorised Officers

Authorised Officers receiving requests for the provision of relevant information from emergency management agencies are to provide such information unless there is evidence to suggest that the request has not been made in accordance with the purpose and intent of the EM Act.

When disclosing relevant information, Authorised Officers are to record (at a minimum) the following particulars:

- the name, employing organisation and position of the person making the request
- the type of relevant information requested
- the date and time the request for information was requested
- the date and time the information was disclosed.

The particular details described above should be recorded in the Authorised Officer's log book.

4.20 Australian Government Assistance

4.20.1 Australian Government Non-Financial Assistance

Background

During emergency response situations, there are times when the total resources of the State (local, government, industry and commercial) cannot reasonably cope with the needs of the situation.

Formal arrangements have been established under the Australian Government Disaster Response Plan (COMDISPLAN) for the provision of Australian Government non-financial assistance for such circumstances. Annex A of the COMDISPLAN provides an overview of capabilities that Australian Government agencies can typically provide. For the purposes of the State emergency management arrangements, these non-financial assistance arrangements are referred to as a Commonwealth Request for Assistance (Commonwealth RFA).

Immediate Assistance from the Department of Defence

Where there is an immediate threat to life or property that requires immediate assistance, a HMA may request localised, short-term support from the Department of Defence (Defence) through the Joint Operations Support Staff WA (JOSS WA), or their local Senior Australian Defence Force Officer (SADFO), Base Manager or Unit Commander directly. This type of support is referred to as Defence Assistance to the Civil Community Category 1 (DACC 1) – Local Emergency Assistance. The National Emergency Management Agency (NEMA) should be advised of such requests for situational awareness.

If Defence emergency assistance is expected to exceed localised support or extend beyond 48 hours, a request for Australian Government Non-Financial Assistance (Commonwealth RFA) must be made through NEMA. This type of support is referred to as DACC Category 2 – Significant Crisis Response. If a request for Australian Government non-financial assistance is under consideration, where Defence support under DACC Category 2 is a possibility, JOSS WA should be advised for situational awareness. JOSS WA may provide the HMA with a Defence Emergency Management Liaison Officer (DEMLO) to coordinate assistance under DACC 1 and 2 as required.

Forms and Templates

The following form is relevant to this procedure:

- EM Form 22: Request for Australian Government Non-Financial Assistance (Commonwealth Request for Assistance)

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Criteria for assessing Australian Government non-financial assistance

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

- the HMA is unable to access appropriate resources (local, state, community, industry and commercial resources) in time
- all local, government, industry and commercial resources are exhausted or are likely to be exhausted
- the Australian Government has a capacity that the State does not have.

Procedure – Commonwealth Request for Assistance

1. The HMA conducts a self-assessment to confirm that the criteria for Australian Government non-financial assistance have been met.
2. The HMA discusses the options and potential requests with a NEMA Liaison Officer (LO). HMAs may contact a NEMO LO by contacting the Australian Government National Situation Room. If the request may comprise Defence assistance, the HMA advises the JOSS WA, who may provide a Defence Emergency Management Liaison Officer (DEMLO) to the HMA if required.
3. If the criteria have been met, the HMA discusses the situation with the SEC (or their delegate).
4. With agreement from the SEC (or their delegate), the HMA completes EM Form 22. This should be done in consultation with the NEMA LO or through the 24/7 Australian Government National Situation Room, and JOSS WA if required.
5. Once completed, the HMA forwards EM Form 22 to the SEC (or their delegate) via the Commander Counter Terrorism and Emergency Response, WA Police Force State Operations Command Centre (Executive Officer for the SECG).
6. The SEC (or their delegate) reviews the submitted EM Form 22 to determine whether to endorse the request and progress it to NEMA. Where required, the JOSS WA should be advised of requests for situational awareness.
7. The SEC (or their delegate) provides a copy of the completed EM Form 22 back to the requesting HMA, advising the HMA of the endorsement or non-endorsement decision.
8. If endorsed, the SEC (or their delegate) forwards the request to NEMA via the Australian Government National Situation Room. The requesting HMA, and JOSS WA (where required) are to be copied in for visibility.
9. NEMA assesses the request in accordance with the COMDISPLAN and contacts the requesting HMA to progress outcomes.

4.20.2 Register.Find.Reunite

The State Inquiry Coordinator (Red Cross) shall recommend to the State Relief and Support Coordinator that assistance with the Register.Find.Reunite System be activated.

When making a recommendation the following information will be provided:

- total registrations to date
- approximate number of inquiries received including interstate/overseas figures and
- the public telephone number of the State Inquiry Centre.

(The recommendation may be submitted by telephone but must be confirmed in writing as soon as possible.)

The State Relief and Support Coordinator in consultation with the SEC shall request AGD National Emergency Management Agency to activate assistance with the Register.Find.Reunite.

The request shall include the following details:

- approximate number of registrations anticipated
- expected extent and duration of any evacuation/relocation
- any factors likely to contribute to the subsequent involvement of other
- states/territories as inquiry centres
- the public telephone number of the State Inquiry Centre.

(The request may be made initially by telephone but must be confirmed in writing as soon as possible).

4.21District Emergency Coordinators to Undertake Additional Functions

Background

Provision is made for the SEC to direct District Emergency Coordinator(s) to carry out specific emergency management functions which are in addition to those functions prescribed in section 30(a) of the EM Act.

Forms and Templates

The following form is relevant to this procedure:

- EM Form 16: Direction to District Emergency Coordinators to Undertake Additional Functions

This form can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where the SEC identifies the requirement for District Emergency Coordinator(s) to carry out additional emergency management functions, the following procedures should be applied:

- in consultation with SEMC, where practicable, identify what additional function(s) should be carried out by the District Emergency Coordinator(s)
- identify in which emergency management district(s) the additional function(s) should be carried out
- liaise with the relevant District Emergency Coordinator(s) to ascertain their ability to carry out the proposed additional functions and mitigate any associated risks
- complete EM Form 19: Request for Relevant Information during an Emergency ensuring completion of details of additional emergency management functions to be carried out
- ensure the direction instrument is signed and dated by the SEC
- promulgate the direction instrument to those District Emergency Coordinators to whom the direction applies
- the SEC should retain the original direction instrument and forward a copy, together with evidence of its promulgation, to SEMC for retention on file
- where the direction is to be varied or revoked, EM Form 19: Request for Relevant Information during an Emergency is to be completed and disseminated, as outlined above for a new direction.

4.22 Post-Operations Reports

Background

Post-operations reports are important formal documents developed by the HMA following an emergency. They provide the means by which HMAs, with input from all other agencies involved in a specific emergency management operation, develop a consolidated report as outlined in the State EM Policy.

Forms and Templates

The following templates are relevant to this procedure:

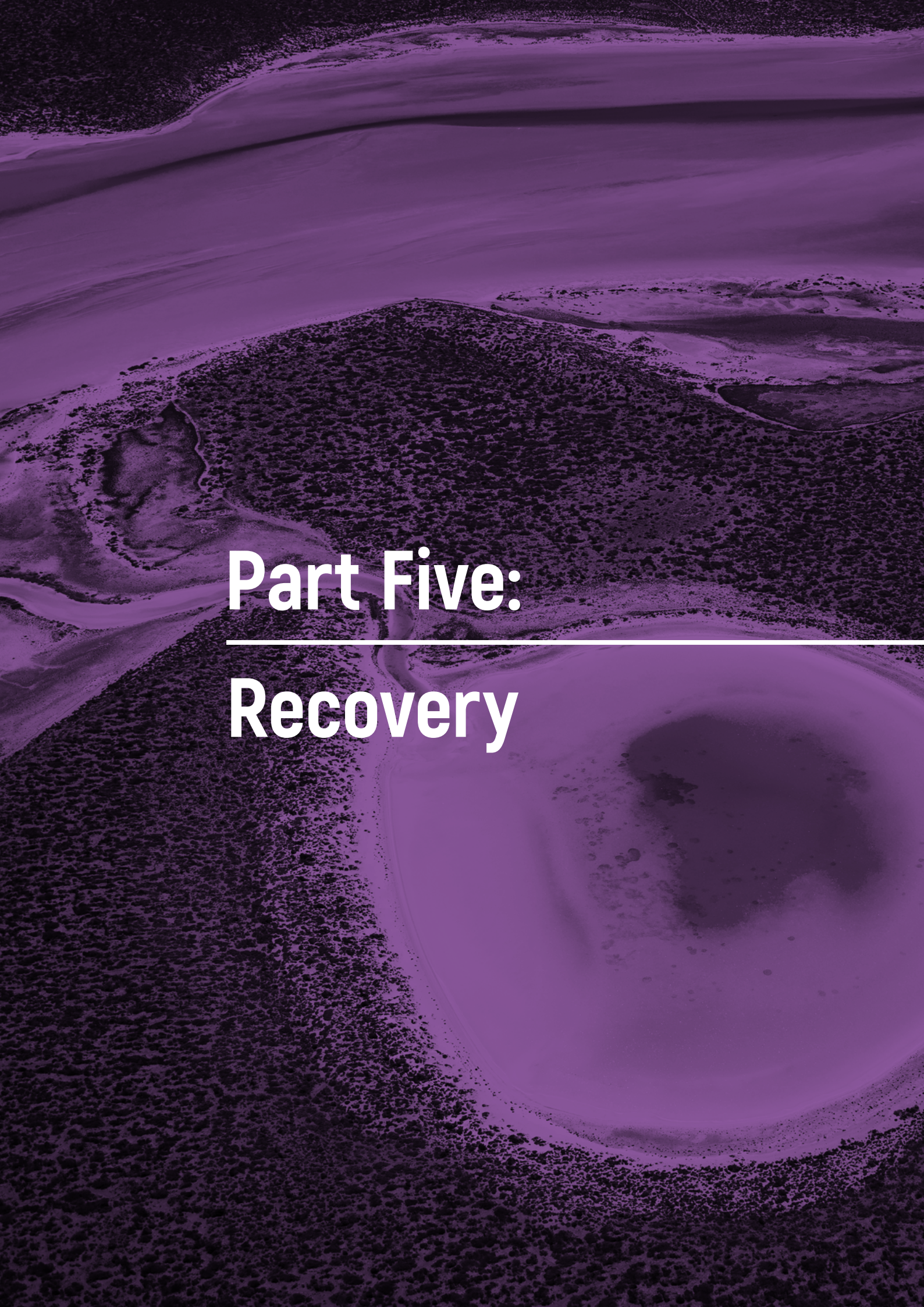
- SEMC Agenda Item

An editable version of this templates is available on the Procedure Attachments and Templates page of the SEMC website. A sample Post-Operations Report Template can be accessed by emailing semc.policylegislation@dfes.wa.gov.au.

Procedure

Where the relevant HMA responsible for the emergency identifies that the response to the emergency meets the criteria outlined in State EM Policy section 5.11, a post-operations report is to be prepared and forwarded for tabling at the next scheduled meeting of the SEMC as outlined below:

- Request an agency post-operations report from all emergency management agencies involved in the response operation, detailing the required information. The report should:
  - 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 emergency management plans and the development and conduct of specific emergency management training
  - clearly define the finalisation of the emergency response phase
  - the report shall include "lessons learnt" and recommendations for enhancing the State's emergency management arrangements.
- prepare a consolidated report utilising information received from all emergency management agencies in the format of the attached template
- prepare a SEMC Agenda Item paper to accompany the report for tabling at the next scheduled SEMC meeting
- forward the completed SEMC Agenda Item paper and post-operations report to the SEMC Business Unit via email, semc.policylegislation@dfes.wa.gov.au four weeks prior to the next scheduled SEMC meeting for inclusion on the agenda and
- forward a copy of the report to the Response Policy Subcommittee for information only (unless it is a HMA agenda item for discussion).



Part Five:

Recovery

5.1 State Recovery Coordination Group

Reviewed: December 2025

Background

The aim of this procedure is to outline the convening process, membership, roles and governance of a State Recovery Coordination Group (SRCG). This procedure supports State EM Policy section 6.8.

Convening the SRCG

The SRCG may be convened by the State Recovery Coordinator or [Event] Recovery Coordinator / Controller.

A SRCG must be convened for all Level R3 and R4 recovery events, and when directed by the State Emergency Coordination Group. For all other emergencies, the State Recovery Coordinator may convene an SRCG when needed to coordinate state support, following consultation with the HMA and State agencies involved in delivering recovery activities.

Membership

The SRCG is chaired by the State Recovery Coordinator or where appointed, the [Event] Recovery Coordinator or Controller.

Standing members of the SRCG for R1 – R4 recoveries are outlined in Part Five Table 1. Standing members must nominate a representative and deputy representative to the SRCG.

Nominated agency representatives must have sufficient delegated authority to represent the agency in the provision of strategic advice and decision making when the SRCG is convened.

Table 1 outlines the recommended seniority/level of agency representative(s) depending on the recovery level. As recovery planning progresses to a delivery mode, agency representation may be delegated down subject to agreement of the Chair.

Part Five Table 1. Standing Members of SRCG and recommended level of agency representative

Recovery level	R1	R2	R3	R4
Recommended level of agency representative	Level 6 or 7 (Senior Officer)	Level 8 or 9 (Director/ Regional Manager)	Deputy Director General	Deputy Director General
Core members	• State Recovery Coordinator (Chair) or Deputy • Department of Fire and Emergency Services • Social Recovery Domain Chair (Department of Communities) • Other State Recovery Domain Chairs (only where activated) • Affected local government(s) • Other advisors as invited by the Chair		• [Event] Recovery Coordinator / Controller (Chair) • State Recovery Coordinator • Department of Fire and Emergency Services • Host agency for the [Event] Recovery Coordinator / Controller (if not DFES) • State Recovery Domain Chairs • Department of Housing and Works • Department of the Premier and Cabinet • Department of Treasury and Finance • Affected local government(s)	

To ensure a suitable level of preparedness for the responsibilities associated with their role on the SRCG, member representatives will be expected to participate in regular meetings for the purpose of planning, training and exercising, as coordinated by the State Recovery Coordinator.

Depending on the needs of the specific recovery, the SRCG Chair may invite additional members to contribute to the recovery planning process, such as the HMA, other agencies and/or non-government organisations.

The State Recovery Coordinator may also invite the National Emergency Management Agency or another Commonwealth agency to participate as a member or observer of the SRCG and/or State Recovery Domains.

Role and Function of the SRCG

The responsibilities of a SRCG include:

- supporting the State Recovery Coordinator and if appointed, the [Event] Recovery Coordinator or Controller
- overseeing the planning of state-led recovery activities
- monitoring recovery progress
- resolving or referring complex policy issues and other matters.

The SRCG does not make decisions on behalf of the State Government outside of the remit of individual members of the group and is not authorised to make budget decisions on behalf of State Government.

The SRCG will:

- Work with and support the State Recovery Coordinator or, where appointed, the [Event] Recovery Coordinator/Controller to coordinate the outputs and recommendations of the State Recovery Domains, as well as the development and implementation of a State Recovery Plan.
- Identify and recommend suitable funding pathways for proposed recovery activities and programs, including State-level financial arrangements of Disaster Recovery Funding Arrangements Western Australia (DRFAWA), financial donations, in consultation with the Local Recovery Coordination Group(s).
- Manage complex cross-government policy or strategic issues referred from State Recovery Domains and, where required, escalate matters requiring further consideration and/or decisions to the agency responsible for relevant portfolio business area, and/or the Fire and Emergency Services Commissioner.
- Support the progression of specific assistance measures for consideration by the State Government through the Expenditure Review Committee process.
- Assist the local government(s) to implement the Local Operational Recovery Plan.
- Monitor and advise on the implementation of the State Recovery Plan and general progress of recovery via periodic reports from the local government / Local Recovery Coordination Group and other public authorities involved in the recovery process.
- Assist with the coordination of activities of State-level non-government organisations, in consultation with the Local Recovery Coordination Group.

A member of the SRCG with responsibility for a key area of recovery may convene working groups to assist coordination of the recovery process for that key area.

SRCG Chair responsibilities

The role and responsibilities of the Chair are to:

- Convene and chair the SRCG, including confirming appropriate membership for the specific recovery event and notifying members.
- Work collaboratively with the State Recovery Domain Chairs to ensure effective coordination of recovery activities across Domains.
- Develop an event specific terms of reference.
- Organise executive and administrative resourcing to facilitate and convene meetings of the SRCG and manage communications within, and on behalf of, the SRCG.
- Advise SRCG members of public information protocols set by the State Recovery Coordinator, [Event] Recovery Coordinator or Controller.

Member responsibilities

The role and responsibilities of SRCG members are to:

- Ensure the agency representative has the appropriate authority and delegation to drive outcomes across the agency.
- Attend and actively participate in meetings.
- Promptly respond to Chair requests for assistance and information.
- Identify and recommend recovery strategies and initiatives including opportunities that can be leveraged within existing agency portfolio programs.
- Contribute to the development of proposed recovery programs for funding consideration by State and Commonwealth governments.
- Contribute to reports as required by the Chair regarding outcomes, activities and risks across the Domain.
- Manage delivery of activities and actions allocated to their agency.
- Escalate recovery risks as they are identified.
- Notify the Chair of contentious issues arising within their agency.
- Brief their relevant agency executive and Minister.
- ensure all agency communications comply with public information protocols established by the State Recovery Coordinator and/or [Event] Recovery Coordinator / Controller.

Administration and governance

The following administration and governance standards provide a consistent approach to the functioning the SRCG.

- An Executive Officer will be provided by the Department of Fire and Emergency Services (DFES) for the specific recovery event.
- The Chair is responsible for contacting members, organising and convening meetings.
- The SRCG will meet at a location determined by the SRCG Chair.
- Members must treat meeting materials and discussions as confidential.
- Members must observe all public information protocols advised by the Chair.

Meeting agenda

The following items should be considered for inclusion on the agenda for the initial SRCG meetings:

- code of conduct / conflicts or declarations of interest
- local recovery arrangements
- emergency relief and support activities
- known or emerging impacts and needs across the four domains of social, built, environment and economic
- political/legal matters
- State Recovery Plan
- financial arrangements, such as DRFAWA
- non-government organisations and volunteer assistance
- public information arrangements.

When recovery programs progress into delivery, the SRCG may establish an agenda with a focus on monitoring of programs.

Record of meeting

The Executive Officer of the SRCG is responsible for preparing a record of meetings and distributing minutes to participants.

Reports

The Chair of the SRCG will provide update reports to the FES Commissioner, and State Emergency Coordinator if the State Emergency Coordination Group is activated.

Term

The SRCG will continue to meet where required to support State involvement in recovery activities.

The Chair will stand down the SRCG when it is no longer required. This decision will be made following consultation between the State Recovery Coordinator, [Event] Recovery Coordinator / Controller, local government(s) and the FES Commissioner to ensure there are no gaps in service delivery or non-completion of required tasks.

5.2 State Recovery Domains

Reviewed: December 2025

Background

The aim of this procedure is to outline the convening process, membership, roles and governance of the State Recovery Domains. This procedure supports the responsibilities assigned within State EM Policy section 6.8.

The specific needs of each recovery will determine which Domains are convened in an event, however four standing State Recovery Domains – Social, Built, Environment, and Economic – have been established within State EM Policy section 6.8 to enable early initiation of recovery planning.

Domain Scope

The scope of the State Recovery Domains is structured broadly around the four recovery domains (social, built, environment and economic) and will be confirmed in a terms of reference developed by the Domain Chair for a specific recovery event.

Social

The Social State Recovery Domain focuses on identifying and planning for recovery needs relating to the safety, security, shelter, health and psychosocial wellbeing of individuals, families and communities. This includes the provision of health, medical and psychosocial services, wellbeing programs, community development programs, post-disaster temporary accommodation, vector and vermin control, social recovery services and re-establishment of licensed premises relevant to environmental health requirements e.g. food premises, aged-care facilities and childcare centres.

Built

The Built State Recovery Domain focuses on identifying and planning for recovery needs relating to the restoration of essential physical infrastructure assets and essential services that underpin the functioning of a community. This includes homes and housing, utilities, public buildings, ICT infrastructure, transport infrastructure, assets and networks.

Environment

The Environment State Recovery Domain focuses on identifying and planning for recovery needs relating to the restoration of environmental, cultural and heritage values and assets that underpin the economy and society. This includes listed cultural heritage sites, flora and fauna values, air and water quality, land and soil management, management of and disposal of waste and environmental health issues.

Economic

The Economic State Recovery Domain focuses on identifying and planning for recovery needs relating to the local, regional and state economy. This includes business and industry, employment and jobs, insurance sector, access, supply and distribution of goods and services, as well as agricultural livestock needs.

Convening the Domains

The four standing State Recovery Domains may be convened by:

- State Recovery Coordinator, [Event] Recovery Coordinator or Controller
- a Domain Chair in consultation with the State Recovery Coordinator.

The State Recovery Coordinator, or if appointed an [Event] Recovery Coordinator or Controller, may create additional domains, merge domains or establish cross-domain working groups or other structures as required to suit the specific recovery needs and context.

Membership

Members of the standing State Recovery Domains are outlined below.

Social Recovery Domain

Domain Chair: Department of Communities

Members:

- Affected Local Government
- Department of Creative Industries, Tourism and Sport
- Department of Education
- Department of Health
- Department of Justice
- Department of Local Government, Industry Regulation and Safety
- Mental Health Commission

Built Recovery Domain

Domain Chair: Department of Fire and Emergency Services

Members:

- Affected Local Government
- Department of Housing and Works
- Department of Planning, Lands and Heritage
- Department of Training and Workforce Development
- Department of Transport and Major Infrastructure
- Department of Treasury and Finance
- Main Roads WA
- Water Corporation

Environment Recovery Domain

Chair: Department of Water and Environmental Regulation

Members:

- Affected Local Government
- Department of Biodiversity, Conservation and Attractions
- Department of Health
- Department of Local Government, Industry Regulation and Safety
- Department of Planning, Lands and Heritage
- Department of Primary Industries and Regional Development

Economic Recovery Domain

Chair: Department of Primary Industries & Regional Development

Members:

- Affected Local Government
- Department of Creative Industries, Tourism and Sport
- Department of the Premier and Cabinet
- Relevant Regional Development Commission
- Small Business Development Corporation
- Tourism WA

Depending on recovery needs, the role of Domain Chair may be delegated to another agency subject to agreement by the State Recovery Coordinator.

The Domain Chair may invite additional members (government and/or non-government) to ensure the Domain can identify and respond to specific recovery needs.

Agencies must nominate a representative and deputy representative to the Domain. Agency representatives should be empowered to make decisions on behalf of the agency when the Domain is convened and have a sound understanding of the agency/organisation portfolio. It is recommended that agency representatives are at least Executive Director level or equivalent when the Domain is first convened but may be delegated down subject to the agreement of the Domain Chair.

General Role and Function of the Domains

The role of State Recovery Domains is to support the State Recovery Coordination Group by identifying recovery needs and recommending a plan and program of recovery activities in relation to the relevant domain or a specific recovery need or issue.

The Domains do not make decisions on behalf of the State Government outside of the remit of individual members of the group and is not authorised to make budget decisions on behalf of State Government.

The general functions of the Domains include:

- Support efficient and coordinated service delivery and programming across government by agreeing on approaches and eliminating duplication.
- Assist in gathering intelligence, identifying recovery needs, gap analysis and prioritisation.
- Recommend strategies and activities to respond to recovery needs and opportunities and manage risk.
- If required, collect and report on agreed data metrics to assist with monitoring and evaluation of recovery operations.
- Provide strategic oversight of recovery activities including identifying emerging issues and removing obstacles for effective recovery operations.
- Provide timely and strategic advice to the State Recovery Coordinator and, where appointed, the [Event] Recovery Coordinator / Controller.

Domains are responsible for four key areas of work:

1. Identifying recovery needs across their relevant functional area, including identifying, quantifying and reporting on impacts, vulnerabilities, needs, risks, and gaps, together with capabilities, strengths and opportunities.
2. Recommending recovery activities and initiatives for inclusion in a State Recovery Plan.
3. Development of recovery programs, activities and initiatives for consideration by State and Commonwealth Governments for funding.
4. Monitoring program delivery and reporting as requested by the State Recovery Coordinator or [Event] Recovery Coordinator / Controller.

The Domain Chair may convene working groups to assist the Domain.

Member Responsibilities

The role and responsibilities of Domain members are to:

- Ensure the agency representative has the appropriate authority and delegation to drive outcomes across the agency.
- Attend and actively participate in meetings.
- Promptly respond to Domain Chair requests for assistance and information.
- Identify and analyse recovery needs (within agency portfolio) for incorporation in a Domain-wide needs assessment. This may involve consultation with portfolio stakeholders and clients.
- Identify and recommend recovery strategies and initiatives including opportunities that can be leveraged within existing agency portfolio programs.

- Contribute to development of proposed recovery programs and activities for funding consideration by State and Commonwealth Governments.
- Contribute to reports as required by the Domain Chair regarding outcomes, activities and risks across the Domain.
- Manage completion of actions allocated to agency.
- Escalate recovery risks as they are identified.
- Notify the Domain Chair of contentious issues arising within their agency.
- Brief their relevant agency executive and Minister.
- Ensure all agency communications comply with public information protocols established by the State Recovery Coordinator, [Event] Recovery Coordinator / Controller.

Domain Chair Responsibilities

The Agency who is responsible for chairing the Domain must nominate a representative to perform this role. It is recommended that the Domain Chair is initially a Deputy Director General or equivalent but may be delegated to a suitably senior officer subject to the agreement of the Chair of the State Recovery Coordination Group. The Domain Chair is responsible for the management and coordination of the Domain.

The role and responsibilities of a Domain Chair are to:

- Convene the Domain including confirming appropriate membership for the specific recovery event and notifying members.
- Work collaboratively with the State Recovery Coordinator or [Event] Recovery Coordinator / Controller and other Domain Chairs to ensure effective coordination of recovery activities.
- Develop an event specific terms of reference for the Domain.
- Provide executive and administrative resourcing to facilitate and convene meetings of the Domain and manage communications within and on behalf of the Domain.
- Coordinate members to deliver the four key areas of work identified above.
- Be a member of, and represent the Domain at, the State Recovery Coordination Group.
- Advise Domain members of public information protocols set by the State Recovery Coordinator, [Event] Recovery Coordinator or Controller.
- Coordinate the collection and organisation of information and data from Domain members for the purpose of generating reports on behalf of the Domain.

Administration and governance

The following administration and governance standards provide a consistent approach to the functioning of each State Recovery Domain.

- An Executive Officer will be provided by the Chair's agency. The Executive Officer of the Domain will arrange for a record of meetings to be maintained.
- The Domain Chair is responsible for contacting members, organising and convening meetings.
- The Domain will meet at a location determined by the Chair.
- Members must treat meeting materials and discussions as confidential.
- Members must observe all communication protocols set by the Chair.
- An optional draft meeting agenda and terms of reference templates will be provided by the Department of Fire and Emergency Services to assist with governance of the Domain. The Domain Chair may amend these documents as required.

Reports

The Domain Chair will report on progress and activities of the Domain to the State Recovery Coordination Group.

Term

The term of Recovery Domains will vary depending on the complexity of recovery needs. As a general guide, a Domain may no longer be required once a State Recovery Plan has been developed and ongoing implementation arrangements are in place.

The Domain Chair, in consultation with the State Recovery Coordinator, may stand down a Domain. This should be communicated to members in writing, along with any relevant information or requirements.

A Domain may be reconvened from time to time during the recovery process if necessary to manage an emerging need, issue or risk.

5.3 Impact Statement

Reviewed: October 2026

Background

The Impact Statement provides local governments, State Recovery Coordinator and other agencies with a role in recovery with a point-in-time overview of known and emerging impacts arising from the emergency.

The aim of this procedure is to support the HMA's responsibility to prepare an Impact Statement (State EM Policy statement 6.22), when required. Where a HMA has delegated this responsibility to a Controlling Agency, these arrangements should be documented in the relevant State Hazard Plan.

Resources

- Impact Statement Guideline
- Impact Statement Template

The guideline and editable version of the template are available on the Impact Statement Guideline and Resources page of the SEMC website.

The State Recovery Coordinator may modify and/or approve the use of an alternative template upon the request of a HMA.

Procedure

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 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.

Where an Impact Statement is required, the HMA must use best endeavours to provide the Impact Statement before transferring the responsibility for management of recovery activities to a local or state recovery coordinator.

Requesting an Impact Statement Exemption (Level 2 and 3 incidents)

A HMA or Controlling Agency may request the State Recovery Coordinator grant an exemption for the requirement for an Impact Statement. The request should be made in writing and include reasons and justifications supporting the request. The request should also outline any consultation with local government(s).

The State Recovery Coordinator should consult with local government(s) before granting an exemption.

Requesting an Impact Statement (Level 1 incidents)

The State Recovery Coordinator may request a HMA to complete an Impact Statement for a Level 1 incident where there are impacts arising from the emergency that may need to be addressed as part of a recovery process.

A HMA should comply with a request for an Impact Statement where practicable.

Impact Statement Approvals

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).

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).

Distribution of Impacts Statements

A copy of the final approved Impact Statement should be provided to the applicable local government(s), HMA and contributing agencies and organisations.

The State Recovery Coordinator may limit disclosure, restrict distribution or redact information to maintain privacy, confidentiality or protect commercially sensitive material.

5.4 State Recovery Plan and Local Operational Recovery Plan

Reviewed: December 2025

Background

A local government must prepare a Local Operational Recovery Plan for all R2, R3 and R4 recovery events (State EM Policy statement 6.9.1). The State Recovery Coordinator or, where appointed, an [Event] Recovery Coordinator / Controller, must lead the development of a State Recovery Plan for a R3 and R4 recovery event (State EM Policy statement 6.9.3).

Resources

The Local Recovery Guideline provides further guidance on the development of a Local Operational Recovery Plan.

Requirements

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

A Local Operational Recovery Plan and State Recovery Plan should be fit for purpose and contain a level of detail commensurate with the complexity of the event and recovery needs. The plan should:

- specify a timeframe/term of the plan (or triggers for review)
- describe impacts, consequences and recovery needs
- establish recovery objectives and outcomes
- establish a mechanism or model of ongoing community engagement
- provide for community public information and communication requirements
- detail a program of recovery activities and/or strategies across the four domains (social, built, environment and economic) to achieve the recovery outcomes and identify the agency or organisation responsible for delivery and implementation of each activity
- outline a funding strategy to deliver the planned activities and programs, including identifying activities funded by the local or State government and which are eligible for funding under the DRFAWA
- include a means of tracking progress of recovery e.g. key performance indicators or other measures of success to be reported against
- where necessary, outline a strategy for managing volunteers and donations.

5.5 [Event] Recovery Coordinator and [Event] Recovery Controller Appointment

Reviewed: December 2025

Background

Where the complexity of recovery exceeds the capacity and capability of the local government to manage, the Minister for Emergency Services may appoint an [Event] Recovery Coordinator or the Premier may appoint an [Event] Recovery Controller to assume responsibility for the overall coordination of recovery (State EM Policy statement 6.4.5). [Event] Recovery Coordinator and [Event] Recovery Controller responsibilities are assigned within State EM Policy section 6.5.

Capabilities, skills and attributes

An [Event] Recovery Coordinator / Controller should possess the following capabilities, skills and attributes:

Essential

- Availability to fulfill the role for the duration of the recovery.
- Ability to negotiate and coordinate outcomes across regional, State and Commonwealth Governments.
- Ability to listen, engage with community and bring people together.
- Demonstrable leadership skills and behaviours commensurate with Public Sector Leadership Capability Class 3 or 4 depending on the particular circumstances and responsibilities of the position.
- Ability to minimise conflict and develop solutions across recovery operations.
- High level skills in partnership development and collaborative approaches, recognising, supporting and building community, individual and organisational capacity.
- Ability to quickly identify risks and issues that will impact recovery operations and generate possible solutions, including lessons learnt that may influence legislation and policies.

Desirable

- Significant knowledge of, and networks across the affected sector(s) or region(s) or community/ communities.
- Significant knowledge of, and networks across relevant national and Commonwealth Government and industry sector bodies.

Procedure

Recommendation for Appointment

The Fire and Emergency Services Commissioner may recommend to the Minister for Emergency Services that an [Event] Recovery Coordinator (R3) or [Event] Recovery Controller (R4) is appointed for a recovery.

The advice may also recommend whether:

- the position requires any specific extraordinary legislative powers and/or resources
- the position should be hosted by an agency other than the Department of Fire and Emergency Services where that agency has specialised knowledge, expertise and/or resources relevant to recovery needs specific to that event
- some or all the functions of the Department of Fire and Emergency Services in the State EM Policy, Plan or Procedure should be assigned to the agency hosting the [Event] Recovery Coordinator / [Event] Recovery Controller.

The Minister for Emergency Services may recommend to the Premier that an [Event] Recovery Controller is appointed and whether that position and some recovery functions should be assigned to an agency other than the Department of Fire and Emergency Services.

A recommendation to appoint an [Event] Recovery Coordinator or [Event] Recovery Controller may include a recommended shortlist of candidates who meet the capabilities, skills and attributes outlined below.

Appointment

The appointment of an [Event] Recovery Coordinator or Controller should be made in writing and specifically address:

1. **Term of appointment**
   Including start and end dates, or conditions for review or termination.
2. **Reporting arrangements**
   Specify whether the position reports:
   - directly to the Minister for Emergency Services, another minister, or Premier; or
   - via the Fire and Emergency Services Commissioner or Director General of the host agency.
3. **Host Agency**
   Identify the agency assigned to support the position and outline its recovery related functions.
4. **Responsibilities**
   Define responsibilities, taking into account State EM Policy section 6.5.
5. **Additional Powers**
   Where applicable, specify whether the position is authorised (including but not limited) to:
   - represent the Minister, Premier or State Government in stakeholder engagement
   - direct recovery priorities and approaches of State agencies
   - direct agencies to make available specific resources for recovery.

5.6 Recovery Level Assessment Support Tool

Reviewed: December 2025

Background

The Model for Recovery Coordination outlines the recovery coordination arrangements between local and State governments through a four-tiered framework (R1 to R4), with the State's involvement increasing in line with the complexity the recovery event (State EM Policy sections 6.1 and 6.4).

The complexity of recovery is determined by the scale of disruption to community function from the emergency and the capacity and capability of local government to manage recovery.

The Recovery Level Assessment Support Tool (see Part Five Table 2) assists the State Recovery Coordinator to assess the complexity of recovery and recovery level under the Model for Recovery Coordination.

Procedure

The Recovery Level Assessment Support Tool can be used at any stage during a recovery event.

For each factor, select a statement that best reflects the level of complexity of recovery based on information available at the time of assessment. The assessment can consider what has already occurred, and/or what is expected or highly likely to occur.

The number of statements selected within each column will indicate how complex a recovery might be, and what level of State Government governance arrangements should be considered under the Model for Recovery Coordination. This recommendation should be considered as part of an overall strategic assessment and advice to government.

The following guidance explains how to interpret the terms used in the tool:

Nil, minimal or minor impacts/disruption means recovery can generally be facilitated with existing resources from the community, local government and State agencies.

Moderate impacts/disruption means a diversion of local and State resources is required to facilitate recovery, generally within an agency's existing portfolio/business but potentially requiring some additional funding support.

Significant impacts/disruption means a major program of interventions and resources is required to facilitate recovery, well beyond 'Business as Usual' for local and State government and requiring funding support from the Commonwealth Government.

Exceptional impacts/disruption means a whole-of-government program of intervention and extraordinary resourcing is required to facilitate recovery, with significant support from the Commonwealth Government and/or other state and territory governments.

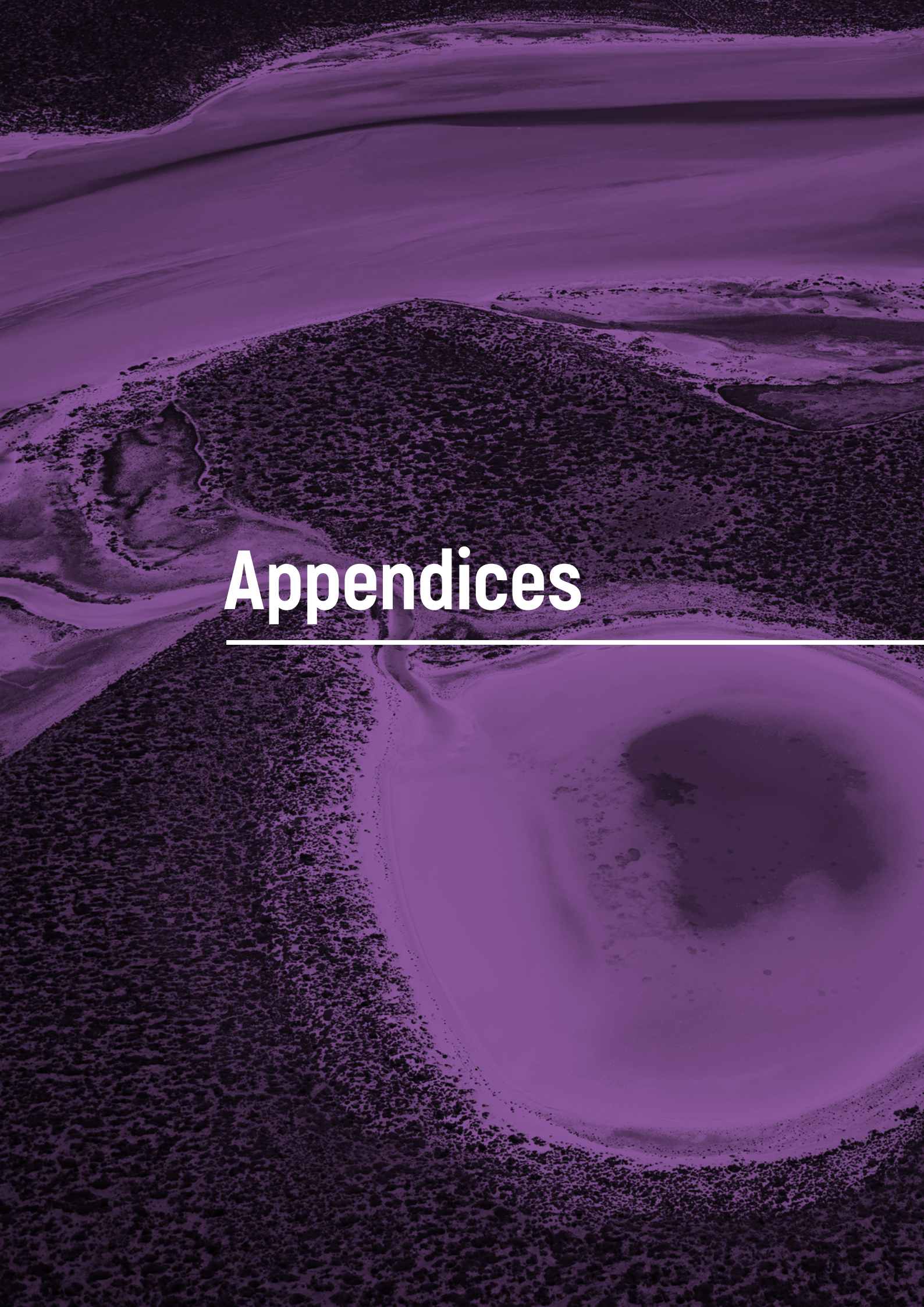
Part Five Table 2. Recovery Level Assessment Support Tool

Complexity Factor	Level of Complexity			
Essential services and essential public assets Consider disruption to delivery of essential community services e.g. food, water, fuel/energy/ gas, light, communications and data, transport and access, emergency services, public health, community wellbeing and pharmaceutical services, waste removal, and banking services, including cash withdrawals and non-cash transactions.	Nil or minor disruption to essential services e.g. access to essential services can be restored to most community members in the short term.	Moderate disruption to essential services and essential public assets, meaning some people/ areas may experience extended loss of essential services.	Significant disruption to essential services and essential public assets, meaning large part of the community will experience protracted loss of essential services.	Essential services and public assets unable to be restored to majority of community for the foreseeable future and most/all of the community cannot function or recover in-situ.
Housing needs and availability Consider disruption to the community's existing housing arrangements e.g. have many people been displaced, is there reasonable access to affordable and suitable housing options within or in close proximity to the community, what is the level of damage to housing and do people require support to repair/rebuild?	Nil impacts to homes OR some impacts but people displaced from homes have reasonable access to affordable temporary/ short term housing options within community. Limited/minimal support required to help people repair/rebuild homes.	Housing need exceeds supply and some people who are displaced from their homes require support to access temporary/ short term accommodation options and/or to repair/ rebuild homes.	Significant number of people are displaced from homes and scale of housing needs requires a coordinated response to provide access temporary/short term accommodation and/or facilitate repair and rebuild homes.	Large scale dispersal of a community. Most people have been displaced and cannot return for an extended period of time or possibly not at all. A major strategic coordinated response is required to house people and plan for community's future.
Public health and safety Consider the risk of public health and/or safety issues and coordination requirements to effectively manage risks e.g. asbestos, maintenance of law and order.	Nil major public health risks or safety issues, or minor hazards that can be managed by local government within existing resources.	Public health hazards and/ or safety issues can be managed effectively by responsible agency.	Significant public health hazards and/or safety issues which requires a coordinated government response to manage.	Exceptional public health hazards and/or safety issues affecting a large community that requires significant government intervention to manage.
Economy and jobs Consider the disruption to economic activity, industries and businesses including risk of job losses, potential for business closures / failure of industry sector.	Nil or minor impact - businesses can resume operations within 1-2 weeks and minimal impact on economic activity is expected.	Some moderate impacts on economic activity are expected: business closures likely to be extended and/ or some loss of local jobs and/or businesses/local industries may require some support to resume operations.	Significant impacts on economic activity, sector(s) or industry(s) are expected. There is a high risk of job losses or business closures.	Potential for failure of significant economic sector or industry. Regional and/or state-level impacts on economy. Community experiences large-scale job losses and business closures.

Complexity Factor	Level of Complexity			
Resilience of individuals Consider the capability and capacity of individuals and households to meet their own recovery needs and maintain wellbeing. Consider relative socioeconomic advantage, levels of self-insurance and presence and needs of at-higher risk groups.	Most members of community have high levels of capacity and capability to support own wellbeing and recovery process. Limited support required.	Some groups in the community require additional support to maintain wellbeing and/ or augment individual and household capacity and capability to recover.	Significant number of people/ large proportion of a community require additional support to maintain wellbeing and augment capacity and capability to recover.	Nature of impacts and consequences overwhelms majority of individuals and households capacity and capability to meet own recovery needs.
Community connections and cohesion Consider the disruption to community cohesion and ability of community to support each other: • Social groups and/or volunteer networks that help to facilitate community cohesion and participation e.g. sports clubs, Country Women's Association, Men's Shed, religious clubs, Alcoholics Anonymous, Mother Groups etc • People's relationships and networks with neighbours, friends, school communities etc • Loss of function of places (built and natural) that are important for the community to meet and gather.	Nil or minor impact on community/social groups and volunteer networks. People can draw on relationships and networks within community for support.	Moderate impact on some community/social groups and volunteer networks, however there are some groups still functioning. People's networks and relationships continue or can be re-established, or new ones created, for support.	Significant impacts on many social groups and/or volunteer networks. People's relationships and networks severely disrupted.	Majority of social groups/ volunteer networks important to wellbeing of community impacted and are unable to function for foreseeable future. People experiencing breakdown of relationships and networks, and collapse of community cohesion and participation.
Environmental value Consider disruption/damage to environmental value(s) that have significant cultural or social value to community e.g. nationally significant (protected) animals, plants, habitat under *Environment Protection and Biodiversity Conservation Act 1999* (Commonwealth)	Nil or Minor impacts to ecosystem and/or species with high community value, and the ecosystem or species is expected to recover fully with minimal intervention.	Moderate impacts to ecosystem and/or species with high community value and the ecosystem or species has good prospects of rehabilitation.	Significant impacts to ecosystem and/or species with high community value with potential for system/ species to be permanently altered from original state.	Permanent loss (or the potential for ongoing impacts leading to permanent loss) to major/extensive ecosystem or species which has significant community value.

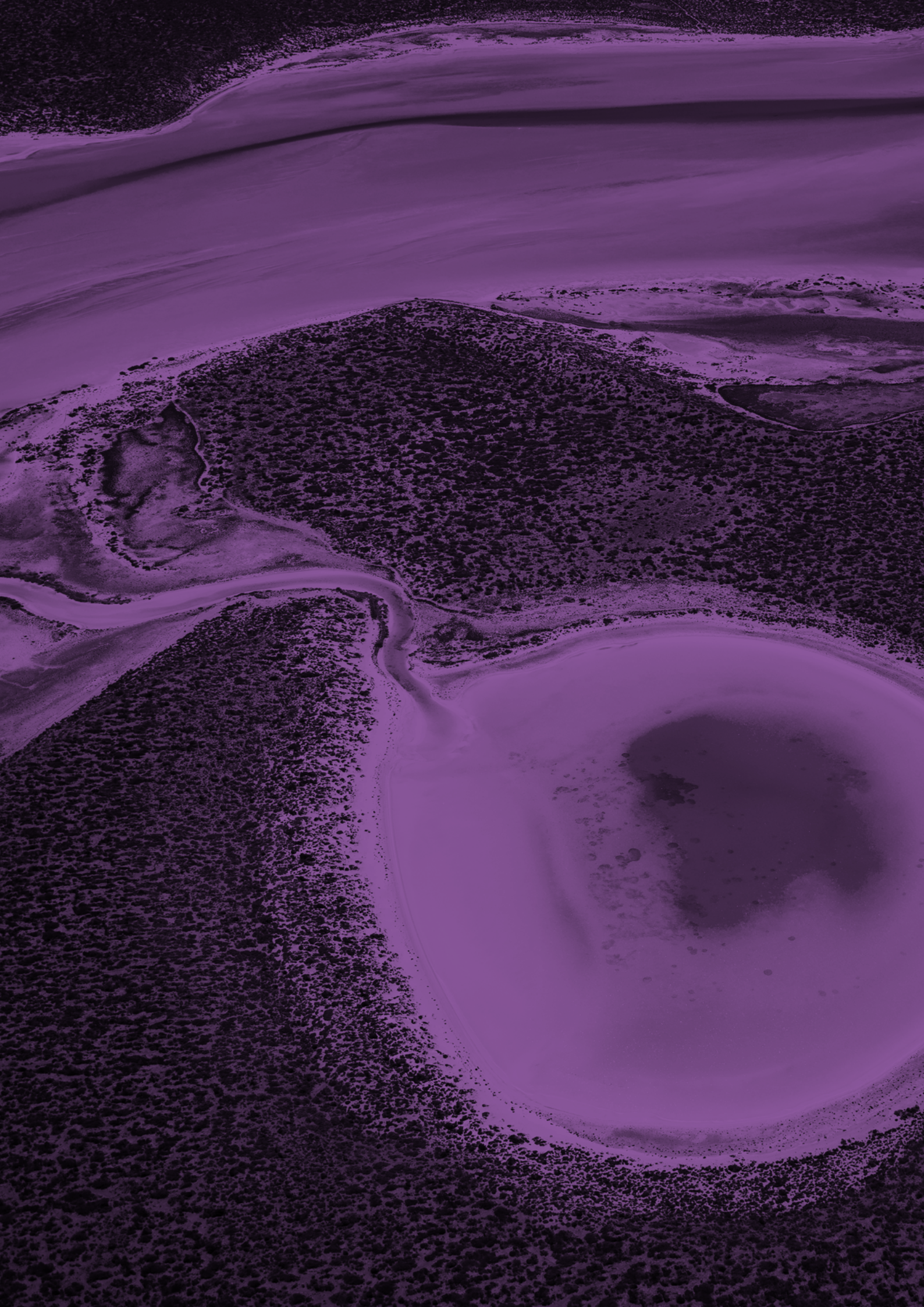
Complexity Factor	Level of Complexity			
Community access to resources Consider the scale of resources (physical and non-physical) required for the recovery program, how well serviced the community is to access these resources and the capacity of local providers to meet needs, e.g. remoteness, infrastructure, freight networks, local supply of trades and goods, accommodation options for recovery workforce, access to psychosocial services including mental, health, and legal etc.	Existing infrastructure and local providers can reasonably meet recovery needs via normal arrangements for supply of goods and services.	Recovery needs exceed existing infrastructure, capacity of local providers and/or normal arrangements for supply of some goods and services. Some support is required to coordinate additional external resources.	Significant assistance/ augmentation of existing infrastructure, capacity of local providers and/or normal arrangements for supply of goods and services to meet recovery needs.	Government intervention needed to ensure adequate provision of, and/or equitable use of, infrastructure and distribution of resources amongst communities with recovery needs.
National Recovery Coordination	Not Applicable	Not Applicable	National recovery coordination arrangements in place (for this event or other concurrent events)	
Other external factors impacting recovery Consider whether other external factors have the potential to impact the planning and delivery of recovery operations. For example: • Response operations are likely to be protracted and will occur in parallel with recovery operations for an extended period. • Multiple concurrent response/recovery operations occurring across WA for unrelated emergencies. • Significant, complex economic, political, social or environmental factors e.g. nationwide supply chain disruptions, industry or sector already undergoing transition or major change, impacts of drought.	Nil	The impacts/risks of external factors on recovery can be reasonably managed with moderate level of coordination.	External factor(s) likely to have significant and/or exacerbating impact on planning and delivery of recovery program, with risk that recovery will be delayed or compromised as a result. State-level coordination is required to manage complexity, mitigate risks and resolve issues.	

Complexity Factor	Level of Complexity			
Governance and leadership Consider whether the existing governance and public administration structures can meet community recovery needs and recovery coordination requirements, for example: • Capacity and capability of local government(s) • Involvement of multiple local governments. • Scale of resources and personnel required from State agencies and whether this is extraordinary to normal portfolio business. • Community expectations of government leadership. • Political stability/instability.	There is a high level of assurance that local government and relevant State agencies can coordinate recovery and meet community recovery needs and community expectations of leadership within existing arrangements.	There is a reasonable level of assurance that, with a moderate level of additional State support, the local government, with relevant State agencies can coordinate recovery and meet and community expectations of leadership.	Existing State recovery arrangements as provided by the State EM Framework are able to coordinate recovery and meet community expectations of leadership.	Existing structures cannot meet the recovery coordination requirements and community expectations of leadership and extraordinary arrangements are required.
Number of statements selected				
Indicative complexity of recovery	Recovery is likely to be **low** in complexity.	Recovery is likely to be **medium – high** in complexity.	Recovery is likely to be **very high** in complexity.	Recovery is likely to be **extraordinary** in complexity.
Suggested recovery level to consider in Model for Recovery Coordination	R1 Recovery	R1 or R2 Recovery depending on local government capacity and capability.	R3 Recovery	R4 Recovery



Appendices

Appendix A: Acronyms

Acronym	Meaning
ADF	Australian Defence Force
AGPA	Australian Government Physical Assistance
CaLD	Culturally and Linguistically Diverse
COMDISPLAN	Australian Government Disaster Response Plan
DACC	Defence Aid to the Civil Community
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
EM Act	*Emergency Management Act 2005*
EM Regulations	*Emergency Management Regulations 2006*
ERM	Emergency risk management
HMA	Hazard Management Agency
HMO	Hazard Management Officer
ISG	Incident Support Group
JOSS	Joint Operations Support Staff
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee

Acronym	Meaning
LRCG	Local Recovery Coordination Group
NGO	Non-government organisation
OASG	Operational Area Support Group
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SECT	State Exercise Coordination Team
SEMC	State Emergency Management Committee
SEPIC	State Emergency Public Information Coordinator
SEWS	Standard Emergency Warning Signal
SOCC	State Operations Command Centre
SRC	State Recovery Coordinator
SRCG	State Recovery Coordination Group