

## State Emergency Management Documents Amendments List October 2021

The following list identifies amendments to suite of State emergency management documents came into effect on 30 October 2021.

On 07 May 2021, State Emergency Management Committee (SEMC) approved statement of fact amendments and /or amendments to improve the inclusivity and accessibility of the documents (resolution number 32/2021). The first batch of redesigned documents were published on 10 June 2021. Additional redesigned documents will be released in due course.

On 13 August 2021, SEMC approved amendments to the State EM Plan and State EM Procedures resulting from the Incident Level Declaration review completed by a Response Capability Subcommittee working group resolution number 61/2021). In addition, a new version of EM form 23 – incident level declarations has been published to the State EM Forms section on the SEMC website.

Redactions are shown in red strikethrough text and additions are shown with highlighted underlined text. Please email [semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au) to provide feedback or comment.

### Generic Amendments to All Updated State Emergency Management Documents

AMENDMENT	COMMENT
State emergency management documents reissued in new accessible designs.	To comply with accessibility standards.
Version, SEMC resolution number, Date of Approval and Date of Effect added to cover and footers as applicable.	Version control
Removal of overuse of acronyms (e.g EM for emergency management). Acronyms for key emergency management proper nouns such as personnel, groups and bodies (e.g. HMA, ISG, OASG, SEC) maintained.	Removal of overuse of acronyms, particularly common terms that are not proper nouns to comply with accessibility.
All tables reformatted to add appropriate header row and header titles and remove merged cells (where possible).	Amended to comply with accessibility standards for tables.

AMENDMENT	COMMENT
Table summary, alternate text and captions inserted to all figures and complex tables. Where figures have small print, appropriate note has been inserted to print on A3 to ensure documents passes print accessibility.	Amendments to meet accessibility standards for tables and figures.
Consistent reference style to legislation and other State emergency management documents applied.	Amended for consistency across all State emergency management documents.
Inclusive language applied where applicable (e.g he/she replaced with they).	Amended to align with the Australian Government Style Manual.
Removal of the use of semicolons within bulleted lists. Where text is directly quoting formal documents such as legislation, semicolons were retained.	Amended to align with the Australian Government Style Manual recommending minimal punctuation for simplification of language.

## Specific Amendments State Emergency Management Plan v3.01

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
27	4.8.1	<p><u>Lessons Management seeks to introduce better practice and improvement opportunities for an organisation's systems and processes. Lessons management broadly involves collecting and analysing information and data to develop, implement, validate and share changes intended to improve efficiency and/or effectiveness.</u><sup>6</sup> <del>Lessons management is defined as 'an overarching term that refers to collecting, analysing and disseminating experiences from operations, exercises, programs and reviews'.</del></p> <p>In Western Australia, responsibility for lessons management is shared across the emergency management sector. HMAs must undertake post-</p>	Definition of lessons management updated to align with the updated AIDR Lessons Management Handbook. This handbook was approved by SEMC in 2019 for use across the Suite of State EM documents (resolution number 88/2019).

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		<p>exercise and post-incident reporting in accordance with State EM Policy section 4.11 and 5.11.</p> <p><b>Notes</b></p> <p>6 <del>Australian Institute of Disaster Resilience (2013). Handbook 8: Lessons Management, p. 1.</del> Australian Institute of Disaster Resilience (2019). Lessons Management Handbook (2<sup>nd</sup> edition).</p>	
32-33	Incident Levels	<p><b>Level 1</b></p> <ul style="list-style-type: none"> <li>• there are no significant issues</li> <li>• there is a single or limited multi-agency response (day-to-day business)</li> <li>• the incident area is limited in extent (i.e. to one jurisdiction or district)</li> <li>• the response duration is within a single shift</li> <li>• resources can be sourced from one local government district</li> <li>• there is minimal impact on critical infrastructure</li> <li>• there is minimal impact on the community <b>social, built, economic and natural</b></li> <li>• the incident can be managed by a Controlling Agency IMT only</li> <li>• there is a low level of complexity</li> <li>• there is potential for low incident escalation.</li> </ul> <p><b>Level 2</b></p> <ul style="list-style-type: none"> <li>• <del>a limited multi-agency response is required;</del> <b>requires a multi-agency response</b></li> <li>• <del>coordination of multi-agency resources is required;</del> <b>requires coordination of multi-agency resources</b></li> <li>• <del>there is a duration covering multiple shifts;</del> <b>has a duration covering multiple shifts</b></li> <li>• resources <del>are</del> <b>need to be</b> sourced from district or State level</li> <li>• there is a medium level of complexity</li> <li>• <del>one or two incident areas are involved;</del> <b>there are multiple incident areas</b></li> </ul>	<p>The incident level criteria descriptors outlined in the State EM Plan and State EM Procedure, are a guide to assist Hazard Management Agencies and Controlling Agencies in determining the appropriate incident level. A review of the State EM framework identified inconsistencies of incident level criteria across the suite of State EM documents. Amendments were made to ensure the criteria for each incident level are contemporary, fit for purpose, and consistent across the State EM Framework.</p>

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
		<ul style="list-style-type: none"> <li>• there is <b>a</b> medium <del>term</del> – actual or imminent impact on critical infrastructure</li> <li>• there is a medium impact on the community (<del>health, safety, economic, technological or other</del> <b>(social, built, economic and natural)</b>)</li> <li>• <b>may require delegation of a number of IMT functions</b></li> <li>• the incident involves multiple hazards; <del>and/or</del></li> <li>• there is potential for the incident <b>or a requirement</b> to be declared an ‘Emergency Situation’.</li> </ul> <p><b>Level 3</b></p> <ul style="list-style-type: none"> <li>• requires significant coordination of a multi-agency response</li> <li>• there is a protracted response duration</li> <li>• resources need to be sourced from State, National and even International level</li> <li>• there is a high level of complexity</li> <li>• there is <b>a</b> significant <b>- actual or imminent</b> impact on critical infrastructure</li> <li>• there is <b>a</b> significant impact on the <b>community</b> <del>routine functioning of the community (health, safety, economic, technological or other);</del> <b>(social, built, economic and natural)</b></li> <li>• there are multiple incident areas</li> <li>• evacuation and/or relocation of community is required</li> <li>• there is <b>an</b> actual or potential loss of life or multiple, serious injuries; <del>and/or</del></li> </ul> <p>a declaration of an ‘emergency situation’ or ‘state of emergency’ is likely.</p>	
69	6.7 State-Level Recovery Arrangements	<p>The <b>(SRCG)</b> can be established by the State Recovery Coordinator on their own initiative or on the advice and direction of the SECG, and is responsible for State-level recovery coordination in complex or prolonged recovery operations.</p> <p>The SECG is responsible for State-level recovery coordination following an emergency, until recovery is handed to the <b>SRCG</b>.</p>	Added in missing text published in version 3.00 – Text directly added from version 2.06 of the State EM Plan.

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		The <b>SRCG</b> reports to the Minister and the Premier. Further detail regarding the membership, purpose and functioning of the <b>SRCG</b> is available in State EM Recovery Procedure 5.3. The State Recovery Coordinator will chair the <b>SRCG</b> , unless a State Recovery Controller is appointed.	
71	6.11 Non-Government Organisations	In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort and confusion. At the State Government level, this coordination will be undertaken through the State Recovery Coordinator or the <b>State Recovery Coordination Group</b> , if established.	Added in missing text published in version 3.00 – Text directly added from version 2.06 of the State EM Plan.
76	Appendix A: Acronyms	<b>SRCG State Recovery Coordination Group</b>	Added in missing text published in version 3.00 – Text directly added from version 2.06 of the State EM Plan.

## Specific Amendments State EM Procedures v3.01

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
22	Preparedness Procedure 3.2	<p>Such corrective action <u>shall only be made at the request or endorsement of the Responsible Agency and where the intent of the existing plan is not changed.</u></p> <p><u>Upon approval, the DFES State EM Policy Branch will: publish the documents on the SEMC website notify all stakeholders.</u></p> <p><u>Minor amendments to plans will be tabled for noting at the subsequent SEMC meeting.</u></p>	Added in missing text published in version 3.00 – Text directly added from version 2.03 of the State EM Procedures.
36	Preparedness Procedure 3.7	<p><del>Under s. 41 of the EM Act, local governments are required to have LEMAs.</del></p> <p><u>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.</u></p>	Statement of fact update to include the appropriate reference to the EM Act. Section 41 of the EM Act refers to LEMAs. Preparedness Procedure 3.7 describes the procedures for LEMCs which align to sections 38-40 of the EM Act.
75	Response Procedure 4.2	<p><b>Level 1 Incident</b></p> <p>An incident is a Level 1 incident unless:</p> <ul style="list-style-type: none"> <li>it is deemed by the Incident Controller to warrant an escalation to Level 2 or Level 3 incident; and</li> <li>an incident level declaration is made.</li> </ul> <p>A Level 1 incident is broadly defined by meeting one or more of the following conditions:</p> <ul style="list-style-type: none"> <li>there are no significant issues</li> <li>there is a single or limited multi agency response (day to day business)</li> <li>the incident area is limited in extent (i.e. to one jurisdiction/district)</li> </ul>	The incident level criteria descriptors outlined in the State EM Plan and State EM Procedure, are a guide to assist Hazard Management Agencies and Controlling Agencies in determining the appropriate incident level. A review of the State EM framework identified inconsistencies of incident

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		<ul style="list-style-type: none"> <li>• response duration is within a single shift of the Controlling Agency</li> <li>• resources can be sourced from one local government district</li> <li>• there is minimal impact on critical infrastructure</li> <li>• there is minimal impact on the community (social, built, economic and natural)</li> <li>• the incident can be managed by a Controlling Agency Incident Management Team (IMT) only</li> <li>• there is a low level of complexity; and there is potential for low incident escalation.</li> </ul> <p><b>Level 2 Incident</b></p> <p>Incident Level Conditions</p> <p>A Level 2 incident is broadly defined by meeting one or more of the following typical conditions:</p> <ul style="list-style-type: none"> <li>• requires a multi agency response</li> <li>• requires coordination of multi-agency resources</li> <li>• has a duration covering multiple shifts</li> <li>• resources can need to be sourced from district or State level</li> <li>• there is a medium level of complexity</li> <li>• <del>one or two incident areas are involved;</del> there are multiple incident areas</li> <li>• there is a medium-term - actual or imminent impact on critical infrastructure</li> <li>• there is a medium impact on the community (health, safety, economic, technological or other); (social, built, economic and natural)</li> <li>• may require delegation of a number of IMT functions</li> <li>• the incident involves multiple hazards</li> <li>• there is a potential for the incident/or a requirement to be declared an 'Emergency Situation'.</li> </ul>	<p>level criteria across the suite of State EM documents.</p> <p>Amendments were made to ensure the criteria for each incident level are contemporary, fit for purpose, and consistent across the State EM Framework.</p>

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
		<p><b>Level 3 Incident</b> Incident Level Conditions A Level 3 incident is broadly defined by meeting one or more of the following typical conditions:</p> <ul style="list-style-type: none"> <li>• requires significant coordination of a multi-agency response</li> <li>• there is a protracted response duration</li> <li>• resources need to be sourced from State, National and even International level</li> <li>• there is a high level of complexity</li> <li>• there is a significant - actual or imminent impact on critical infrastructure</li> <li>• there is a significant impact on the community routine functioning of the community (health, safety, economic, technological or other); (social, built, economic and natural)</li> <li>• may require delegation of all IMT functions</li> <li>- there are multiple incident areas</li> <li>• evacuation and/or relocation of community is required</li> <li>• there is an actual or potential loss of life or multiple, serious injuries</li> <li>• a declaration of an 'Emergency Situation' or State of Emergency is required.</li> </ul>	

### Specific Amendments State Support Plan – Emergency Public Information v2.00

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
2	1.6	<p><del>This Plan is to be read in conjunction with the following documents:</del></p> <ul style="list-style-type: none"> <li>• <del>Emergency Management Act 2005 (EM Act);</del></li> </ul>	Standard statement inserted across suite of State

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
		<ul style="list-style-type: none"> <li>• <del>Emergency Management Regulations 2006 (EM Regulation);</del></li> <li>• <del>State Emergency Management Policy (State EM Policy);</del></li> <li>• <del>State Emergency Management Plan (State EM Plan);</del></li> <li>• <del>Relevant State Hazard Plans;</del></li> <li>• <del>Relevant State Support Plans;</del></li> <li>• <del>State Emergency Management Procedures (State EM Procedures);</del></li> <li>• <del>State Emergency Management Guidelines (State EM Guidelines); and</del></li> <li>• <del>State Emergency Management Glossary (State EM Glossary).</del></li> </ul> <p>This Plan is to be read in conjunction with the State Emergency Management Framework, including the Emergency Management Act 2005, Emergency Management Regulations 2006, State Emergency Management Policy, Plans, Glossary, Procedures and Guidelines.</p>	emergency management documents.
7	3.6	<p><b>3.6.3 State Public Information Line (SPIL)</b></p> <p>There is a formal arrangement between the Department of Transport (Driver and Vehicle Services) (DVS) and the SEMC which enables the DVS telephone call centre to be used for the SPIL. There is a formal arrangement with the <del>Commonwealth Department of Human Services</del> <b>Services Australia</b> (Centrelink) to provide surge capability for the SPIL and direction of an overflow of calls to the Centrelink national call centre.</p>	Statement of fact amendment to reflect new agency name.
23	Appendix B1	<p><b>State Public Information Line (SPIL)</b></p> <p>A large scale telephone call centre facility that may be established by the SEPIC to receive and respond to general enquiries from the public regarding an emergency. The surge capability for the SPIL is the National Call Centre, by formal arrangement through the <del>Commonwealth Department of Human Services</del> <b>Services Australia</b> (Centrelink).</p>	Statement of fact amendment to reflect new agency name.
14	Appendix B2	<p><del>DPG Department of the Premier and Cabinet</del></p> <p><del>EMA Emergency Management Agency</del></p>	Acronym list updated.

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
15	Appendix C	<del>Commonwealth Department of Human Services</del> <u>Services Australia</u> (Centrelink)	Statement of fact amendment to reflect new agency name.

### Specific Amendments State Hazard Plan – Heatwave v2.00

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
	Appendix E	<p>Additional populations who may be vulnerable to the effects of a heatwave including:</p> <ul style="list-style-type: none"> <li>• Aboriginal people</li> <li>• cultural and linguistically diverse people, who may have limited understanding of the impacts</li> <li>• other acutely unwell patients living in urban heat islands, such as the Perth Central Business District, where the temperature gradient across urban areas may be higher by several degrees Celsius due to reduction in green space, high building density and the nature of street surface coating material</li> <li>• homeless</li> <li>• suboptimal housing conditions</li> <li>• workers in hot workplaces, such as kilns in a brickwork factory</li> <li>• outdoor workers</li> <li>• <u>adult and children's</u> sports <del>men/women</del> and <del>children's</del> athletic groups.</li> </ul>	Statement amended to increase inclusive language

## State Hazard Plan – Crash **v2.00**

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
	1.4	Contingency Plan for Rail Crash (East of Kalgoorlie) (held by the <del>WA Police Force</del> <u>Goldfields-Esperence District Emergency Management Committee</u> )	Updated arrangements
		<p>4.4.1 Air Crash Emergency<del>ies</del></p> <p>Upon advice that an air crash emergency has occurred, or is likely to occur, the WA Police Force will assess the situation and directly notify key personnel of responding agencies and support organisations as required.</p> <p>The coordination of response activities to State Level 2 or Level 3 air crash emergencies will be via standing State and Commonwealth arrangements <u>as described in section 4.2.2 of this Plan.</u> <del>This is illustrated in Figure 1 below.</del></p>	Removal of Figure 1 as it did not meet accessibility standards, required rework to address inconsistencies and was redundant to the information contained within sections 4.2.2 – Response Arrangements: Air Crash Emergency and 4.4.1 – Notifications: Air Crash Emergency

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
		<p>Figure 1: State and Commonwealth air crash coordination arrangements</p>	

### State Hazard Plan – Human Biosecurity v2.00

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
2-3	1.3	<p>Table 1: Organisational roles and responsibilities table reformatted into 3 lists.</p> <p><b>HMA roles and responsibilities for actual or impending spillage, release off escape of biological substance <u>include:</u></b></p> <p>appoints Incident Controller</p>	<p>Prior table format did not meet accessibility standards. Typo amended within Operational Area Support Group.</p>

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
		<p>activates State Health Incident Coordination Centre</p> <p>Commonwealth representation (via Chief Health Officer) or State representation (SECG).</p> <p><b>HMA roles and responsibilities for human epidemic <u>include:</u></b></p> <p>appoints Incident Controller</p> <p>activates Public Health Emergency Operations Centre.</p> <p>activates State Health Incident Coordination Centre (if required)</p> <p>Commonwealth liaison and representation</p> <p>State representation – State Disaster Council (if requested).</p> <p><b>Director General’s Delegate <u>roles and responsibilities include:</u></b></p> <p>control and coordination across the WA health system (including hospitals)</p> <p>deployable assets</p> <p>patient allocation</p> <p>State representation – Operational <u>Area</u> Support Group/Incident Support Group.</p>	

**Note:** Page numbers listed refer to the previous document.