

State Emergency Management Documents Amendments List November 2022

On 7 May 2021, the State Emergency Management Committee (SEMC) approved statement of fact amendments and/or amendments to improve the inclusivity and accessibility of the State emergency management documents (resolution number 32/2021). Additional redesigned documents will be released in due course.

On 1 November 2022, the redesigned State Hazard Plan – Fire was published to improve inclusivity and accessibility. This plan was published under resolution number 32/2021.

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

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
The Australian Government's Crisis Coordination Centre (CCC) updated to Australian Government National Situation Room (NSR)	Statement of fact amendment
All references to St John Ambulance Australia (Western Australia) Inc. amended to St John Ambulance Western Australia Ltd. (SJA)	Statement of fact amendment
All references to 'Westplan' removed.	Statement of fact amendment
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.
Alternate text and captions inserted to all figures and table summaries provided for complex tables. Where figures have small print, an 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	Amended for consistency across all State emergency

Amendment	Comment
documents applied.	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 to State Hazard Plan - Fire v1.02

Page	Statement/ Section	Amendment	Comment
3	1.5 Assurance Activities	<p>The HMA engages with other subject matter experts to ensure an ongoing awareness and a contemporary understanding of the hazard and mitigation strategies. The HMA ensures aspects of operational performance are reviewed, and that a consistent and structured approach is applied to all aspects of operational performance that:</p> <ul style="list-style-type: none"> Complies with relevant State Emergency Management Policy and plans Ensures that identified lessons and opportunities for improvement are actioned Ensures that the HMA's service delivery meets community expectations. This includes the implementation and evaluation of the outcomes (lessons identified, findings, recommendations, etc.) of such reviews. <p>DFES will undertake operational lessons management activities after all incidents in accordance with DFES' Operational Lessons Management Policy and directives. DFES has adopted three types of After Action Reviews. The relevant Assistant Commissioner or Command Head will determine which After Action Review is utilised.</p> <p>DFES Operations applies lessons management principles in the following</p>	Updated to align to assurance activities in other DFES State Hazard Plans.

		<p>manner:</p> <ul style="list-style-type: none">• Observations made during operations or in support of operations are analysed to develop insights and identify lessons for consideration by DFES Operations management.• Approved lessons are validated by relevant personnel.• Approved lessons are implemented and tested to ensure operational improvements are embedded.• Lessons learned and operational successes are sustained by sharing with all DFES personnel and relevant emergency management partners. <p>The Operational Area Manager (OAM)/Incident Controller (IC) will ensure that all agencies involved in a multi-agency emergency are able to provide input to any post operation analysis. DFES will work towards a collaborative multi- agency debrief, analysis and lesson development process that informs DFES operations.</p> <p>DFES reviews operational lessons management activities to ensure ongoing effectiveness.</p> <p>Operational performance assurance activities identify and generate opportunities for improvement in operational performance to ensure incident management and response capabilities are continuously improved to provide the most effective service to the community. The types of performance reviews conducted are:</p> <ul style="list-style-type: none">• Reactive operational performance reviews• Live incident reviews• Operational investigations• Hot debrief• Formal operational debrief• Post incident analysis• Major incident review• External reviews/investigations• Proactive operational performance reviews	
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	<ul style="list-style-type: none">• Post-exercise debriefs• Operational readiness review• External Agency Report Reviews. <p>Information relating to two types of review (Post Incident Analysis (PIA) and Major Incident Reviews (MIR) conducted by DFES) is included in the DFES Annual Report; this is an essential component of external performance reporting to the Minister for Emergency Services, State Parliament and the wider community. This information also facilitates decision-making affecting DFES operations.</p> <p>Post Operation Reports shall must be provided to SEMC in accordance with State Emergency Management Policy section 5.11 and State EM Plan section 5.7.</p>	
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