

Policy

STATE EMERGENCY MANAGEMENT

A Strategic Framework for Emergency Management in Western Australia.

RESPONSIBLE AGENCY

State Emergency Management
Committee Business Unit

APPROVED BY

State Emergency
Management Committee

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Amendment Table

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May 2019	Version 02.01 - Amendments approved by SEMC (Resolution Number 41/2019) as per amendments table v02.01 .	SEMC Business Unit
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December 2021	Version 3.01 - Appendix AA amended approved by SEMC (Resolution Number 92/2021)	SEMC Business Unit
August 2022	Version 3.02 - approved by SEMC (Resolution Number 37/2022) 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
May 2023	Version 3.04 - Amendments approved by SEMC (Resolution Number 16/2023) and SEMC Executive Officer (Resolution Number 17/2021) for the removal of Appendix AA as per State EM documents amendments table May 2023 .	SEMC Business Unit
October 2023	Version 3.05 - Consequential amendments approved by SEMC to reflect the change in terminology from 'welfare' to 'emergency relief and support' (resolution number 77/2023) and to reflect the change to SEMC Emergency Management Capability Framework terminology (resolution number 83/2023). SEMC Executive Officer approved (resolution number 17/2021) consequential amendments relating to the outcomes of the 2023 SEMC Subcommittee review and statement of fact and accessibility amendments. All amendments are as outlined in State EM documents amendments table October 2023 .	SEMC Business Unit
December 2023	Version 3.06 - Consequential amendments to reflect the Emergency Risk Management Guideline (resolution number 101/2023) approved by the SEMC Executive Officer (resolution number 17/2021) and the initial publication of the Restricted Access Permit System Guideline (106/2023). All amendments are outlined in State EM documents amendments December 2023 .	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.

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

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Part One: Introduction

1.1 Summary

This State Emergency Management Policy (State EM Policy) provides a strategic framework for emergency management in Western Australia. It has been approved by the State Emergency Management Committee (SEMC).

The framework identifies the roles and responsibilities of emergency management agencies and other public authorities and organisations for the management of adverse effects from emergencies across the four aspects of emergency management – prevention, preparation, response and recovery (PPRR).

The State EM Policy also describes the guiding principles and objectives for the prompt and coordinated organisation of emergency management for public authorities, industry, commerce and the community in order to support their emergency management planning and preparedness.

This State EM Policy is supported by a suite of emergency management documents that should be read together for complete guidance on the strategic framework for emergency management in Western Australia.

The following documents comprise the suite of State emergency management documents:

- **State EM Policy** (this document).
- **State Emergency Management Plan** (State EM Plan), which details the emergency management arrangements for all the hazards (as defined in the *Emergency Management Act 2005* (EM Act) and prescribed in the *Emergency Management Regulations 2006* (EM Regulations) across the PPRR spectrum.
- **State Hazard Plans** – each defined and prescribed hazard has a dedicated State Hazard Plan that outlines the arrangements on how to manage that hazard across the PPRR spectrum.¹
- **State Support Plans** which outline support functions and services that support emergency management arrangements across all-hazards.
- **State Emergency Management Procedures** (State EM Procedures), which explain a step-by-step process for completion of tasks in accordance with this policy.
- **State Emergency Management Guidelines** (State EM Guidelines), which propose methods for conducting activities and are not formal instructions.
- **State Emergency Management Glossary** (State EM Glossary), which provides definitions for a range of terms encountered in emergency management, drawing together definitions from many sources.

The State EM Policy and State EM Plan are an amalgamation of the previous 15 State emergency management policies with statement of fact amendments.

Notes

¹ As of December 2021, all Westplans were converted into State Hazard Plans with similar hazards amalgamated into one plan where appropriate.

1.1.1 Interpretation of Statements in this Document

Specific terms and statements used in this document have the following meanings.

Emergency

The term 'emergency' means 'the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response' (section 3 EM Act).

Roles and Responsibilities

Under section 20(4) of the EM Act, a public authority that is given a role and responsibilities under State EM Policy is to comply with the State EM Policy. Therefore, for the interpretation of statements in this document:

- statements containing the words or terms, '**must**', '**directs**', '**is directed to**', and '**are/is responsible for**' are directions by the SEMC that the action must be undertaken by the nominated public authority/ authorities. Similarly, statements containing the term '**the SEMC has delegated**' are a delegation of a role or responsibility by the SEMC to a nominated public authority or emergency management agency
- statements containing the word '**may**' are directions by the SEMC that the action may be undertaken after taking into account the circumstances
- statements containing the word '**should**' are recommendations by the SEMC that the action be undertaken by the public authority as best practice.

Definition of 'public authority'

Under section 3 of the EM Act, 'public authority' means -

- (a) an agency as defined in the *Public Sector Management Act 1994*;
- (b) a body, corporate or unincorporated, that is established or continued for a public purpose by the State, regardless of the way it is established;
- (c) a local government or regional local government;
- (d) the Police Force of Western Australia;
- (e) a member or officer of a body referred to in paragraph (a), (b), (c) or (d); or
- (f) a person or body prescribed (or of a class prescribed) by the EM Regulations as a public authority for the purposes of this definition.

1.1.2 List of Emergency Management Roles and Responsibilities

- 1.1.2.1 A list of the emergency management roles and responsibilities is provided in Appendix A. Refer also to the State EM Plan, State Hazard Plan and State Support Plans for additional roles and responsibilities.

1.2 Authority

- 1.2.1 In Western Australia, emergency management arrangements are government by the EM Act and EM Regulations.

- 1.2.2 The SEMC is to arrange for the preparation of State emergency management policies (section 17(1) and (2) EM Act). A State emergency management policy, and any amendment to a State emergency management policy, has effect when it is approved by the SEMC (section 17(3) EM Act).
- 1.2.3 The SEMC may arrange for a State emergency management policy or a State emergency management plan to be reviewed, amended or replaced whenever the SEMC consider it appropriate (section 19(1) EM Act).

1.3 Purpose

- 1.3.1 The purpose of this policy is to provide a strategic framework for emergency management in the State and identify the roles and responsibilities of emergency management agencies and other public authorities (sections 17(2) and 20 EM Act).
- 1.3.2 This document also describes the State's guiding principles and objectives for the prompt and coordinated organisation of emergency management in the State.

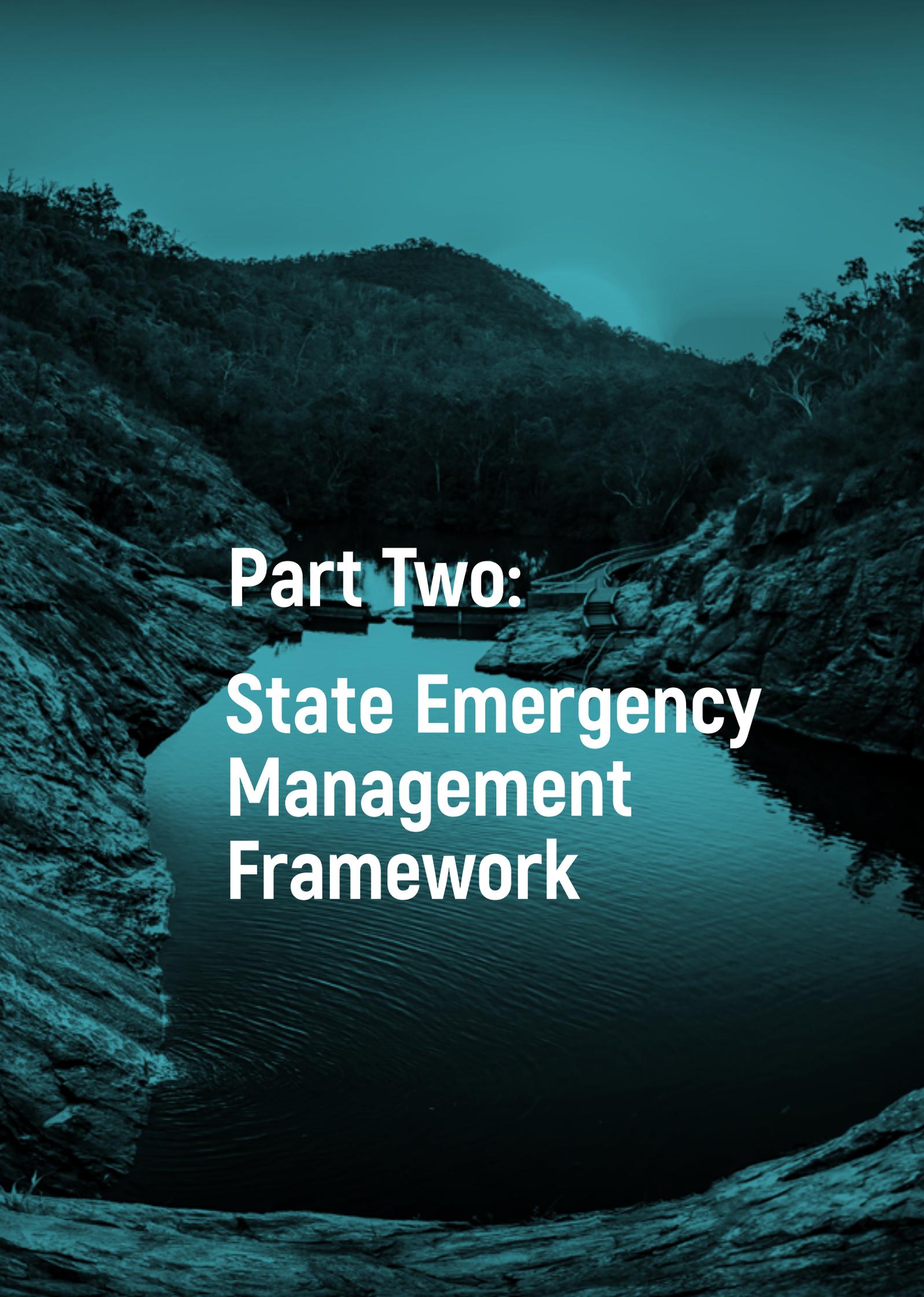
1.4 Scope and Application

- 1.4.1 All relevant emergency management policy statements approved by the SEMC are contained in this State EM Policy and supported by the State EM Plan, State EM Procedures and State EM Guidelines.
- 1.4.2 This State EM Policy applies to public authorities (as defined by section 3 EM Act) with roles and responsibilities under the State EM Framework as identified in this document. A public authority given a role and responsibilities under a State EM Policy is to comply with that State EM Policy (section 20(4) EM Act).
- 1.4.3 This policy also provides direction and advice on the guiding principles and objectives of emergency management for public authorities, industry, commerce and the community to support their emergency management planning and preparedness.

1.5 Policy and Plan Administration

- 1.5.1 The SEMC has arranged for the development, maintenance and review of this policy to be undertaken by the SEMC Business Unit, in consultation with relevant stakeholders.
- 1.5.2 The respective Responsible Agency for the State EM Policy, State EM Plan, State EM Procedures, State Hazard Plans and State Support Plans must conduct a complete review of the documents by the set date agreed by the SEMC.
- 1.5.3 The Responsible Agency must maintain this policy through a continued process of evaluation and review, to ensure compliance with legislation and organisational change.
- 1.5.4 The SEMC has delegated responsibility for the development, maintenance, review and exercising of State Hazard Plans to the relevant Hazard Management Agency (HMA) (section 20(1)(a) EM Act). The HMAs are prescribed in Part 3 of the EM Regulations.
- 1.5.5 All emergency management agencies and public authorities with agreed roles and responsibilities within the State EM Plan, State Hazard Plan or State Support Plan must assist in developing, reviewing, amending and/or replacing those plans, as required. All other agencies with agreed roles and responsibilities within a plan must be invited to participate in developing, reviewing, amending and/or replacing, as required.

- 1.5.6 The SEMC has delegated responsibility for the development and review of 'support services' to the Responsible Agency (section 20(1)(a) EM Act). The key concepts of the support services are included in the State EM Plan, with detail maintained by the Responsible Agency in a State Support Plan.
- 1.5.7 The suite of State emergency management documents must be developed, reviewed and revoked in accordance with State EM Preparedness Procedures 3.1–3.5 and in consultation with relevant stakeholders. They must also be consistent with the State emergency management principles summarised in section 2.1.3 of this document.
- 1.5.8 When developing a new policy/policy statement/plan or reviewing or amending an existing policy/policy statement/plan, the Responsible Agency must adhere to the framework of this policy and State EM Preparedness Procedures 3.1–3.5. These procedures outline a step by step process of policy and plan development and review.
- 1.5.9 The suite of State emergency management documents must be reviewed annually for statement of fact changes and reissued, when required, in accordance with State EM Preparedness Procedures 3.1–3.5. Amendment and reissuance of these documents may also arise to reflect a resolution by the SEMC.
- 1.5.10 A comprehensive review of the suite of State emergency management documents must be conducted at least every five years, in consultation with relevant stakeholders and in accordance with State EM Preparedness Procedures 3.1–3.5. Targeted reviews may occur at the conclusion of a major emergency or inquiry or on introduction of major government reform or legislative change.
- 1.5.10.1 Where significant amendments have been made during a comprehensive or targeted review, the State EM Plan, State Hazard Plans, State Support Plans and Local Emergency Management Arrangements (LEMA) must be validated through exercising or activation within 12 months, in accordance with State Preparedness Procedure 3.19.
- 1.5.10.2 Responsible agencies must incorporate the above mentioned exercises into their three year exercise schedules, as described within State EM Policy section 4.8 to section 4.11.
- 1.5.11 As far as practicable, the development of the suite of State emergency management documents must follow guidelines within the [Western Australian State Local Government Agreement](#) and codes of practice for consulting with local government, with a minimum of 12 weeks allowed for comment on documents which may affect local governments.
- 1.5.12 If considered appropriate by the Responsible Agency of a State Hazard Plan or State Support Plan, drafts should be submitted to the SEMC for inclusion on the SEMC website inviting public comment.

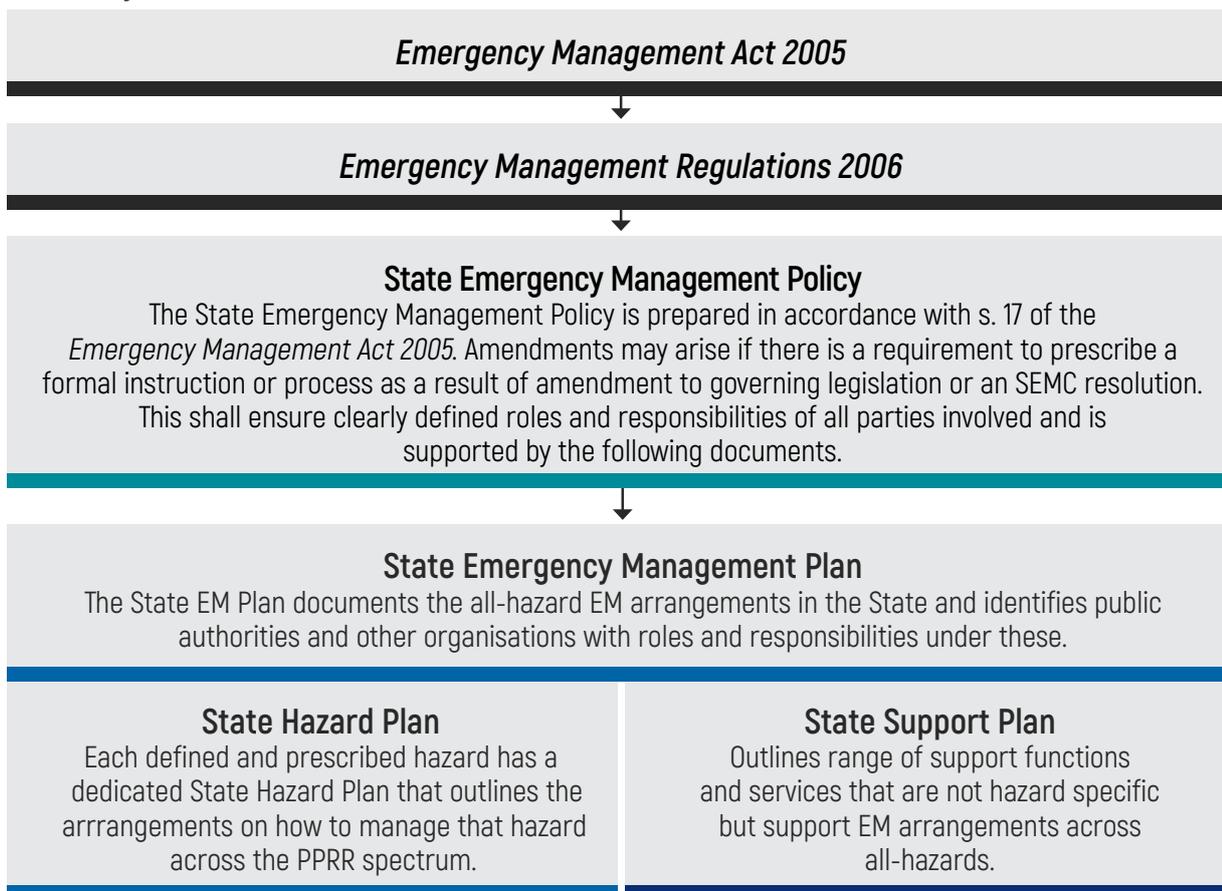


Part Two:
**State Emergency
Management
Framework**

2.1 The Legislative and Policy Framework

2.1.1 The overarching State emergency management legislative and policy framework consists of the State emergency management legislation (i.e. the EM Act and EM Regulations), this State EM Policy, the State EM Plan, State Hazard Plans, State Support Plans, State EM Procedures and State EM Guidelines to manage emergencies in Western Australia. This is outlined in Figure 1 and further detailed in the State EM Plan section 2.1.

Statutory



Procedural



Information

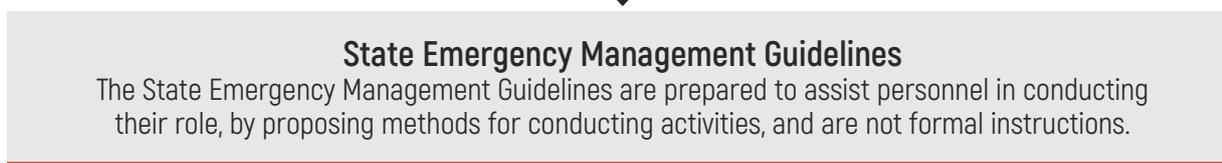


Figure 1: The State Emergency Management Framework

- 2.1.2 A governance structure is used to assist the SEMC in the development and implementation of State emergency management arrangements, as outlined in the State EM Plan section 2.2.
- 2.1.3 Emergency management arrangements in Western Australia must follow a common set of underpinning principles, as detailed in Appendix B of this policy. The principles are:
- a risk management approach
 - shared responsibility for resilience
 - all-hazards approach
 - graduated approach
 - all-agencies coordinated and integrated approach
 - continuous improvement
 - community engagement
 - integrated information management.

2.2 Emergency Management Arrangements

- 2.2.1 The development of emergency management arrangements are hazard focused and incorporate a hazard management structure and an emergency coordination structure.
- 2.2.2 The hazard management structure in Western Australia consists of emergency management agencies, which are HMAs, Combat Agencies and Support Organisations (as defined under section 3 of the EM Act). The specific public authorities and organisations prescribed in these roles are detailed in the State EM Plan Appendix E.
- 2.2.3 A public authority or other person prescribed as a HMA under the EM Regulations has a responsibility for the emergency management for relevant hazards as defined under the EM Act and prescribed in the EM Regulations. The State presently has 28 designated hazards, stemming from both natural and man-made origin.
- 2.2.4 The emergency coordination structure is established through legislation and policy and consists of the following:
- State Emergency Coordinator (SEC)
 - State Emergency Coordination Group (SECG)
 - State Emergency Public Information Coordinator (SEPIC)
 - State Recovery Coordination Group (SRCG)
 - State Recovery Coordinator
 - State Relief and Support Coordinator
 - District Emergency Coordinators (DECs)
 - Local Emergency Coordinators (LECs)
 - Local Recovery Coordinator

2.0 | STATE EMERGENCY MANAGEMENT FRAMEWORK

- Local Recovery Coordination Group
- Local Evacuation Centre Coordinator.

2.2.5 The hazard management and emergency coordination structures' roles and responsibilities are outlined in Appendix A of this policy and further detailed in the State EM Plan sections 24.2, 24.3 and 5.

2.3 State Emergency Coordinator

2.3.1 The Commissioner of Police, Western Australia Police Force (WA Police Force), holds the office of the SEC (section 10 EM Act) and provides advice to the Minister in relation to emergencies (section 11(2)(a) EM Act).

2.3.2 The SEC has various responsibilities in relation to emergency coordination including coordination of an emergency response during a 'state of emergency' (as declared under section 56 of the EM Act).

2.3.3 Additional SEC responsibilities are outlined in section five and Appendix A of this policy and section 5.2.2 of the State EM Plan.

2.4 Emergency Management Districts

2.4.1 For the purposes of the EM Act, the State is divided into such emergency management districts as the Minister, on the advice of the SEMC, may determine by order published in the Gazette (section 28(1) EM Act). The emergency management districts are detailed on the SEMC website. Prescription of emergency management boundaries should follow State EM Preparedness Procedure 3.9.

2.4.2 A District Emergency Management Committee (DEMC) is established for each emergency management district (section 31(1) EM Act). It is a function of the DEMC to assist in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted (section 32(1) EM Act).

2.4.3 Each DEMC must at a minimum, maintain a key contacts register.

2.4.4 Each emergency management district has a DEC appointed by the SEC (section 29 EM Act). The role of the DEC has been assigned to the relevant police district superintendent by the SEC.

2.4.5 The functions of the DEC (under section 30 of the EM Act) are to:

- provide advice and support to the DEMC for the district in the development and maintenance of emergency management arrangements for its district
- carry out other emergency management functions in accordance with the directions of the SEC.

2.4.6 The DEC's are members of the DEMC and, as appointed by the SEMC, also the Chair of the DEMC. The DEC's have the roles of:

- coordinating strategic planning for the relevant emergency management district
- assisting HMAs in the provision of a coordinated response to an emergency at a district level and undertaking various response activities outlined in section 5.3.16 of this policy
- undertaking additional functions as directed by the SEC and as outlined in State EM Response Procedure 4.21.

2.5 Local Arrangements

- 2.5.1 A local government is to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district (section 38(1) EM Act). If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions (section 38(2) EM Act).
- 2.5.2 It is a function (under section 36 of the EM Act) of a local government to:
- ensure that effective LEMA are prepared and maintained for its district
 - manage recovery following an emergency affecting the community in its district (section 36(b) EM Act), which is further explained in section six
 - perform other functions given to local government under the EM Act (section 36(c) EM Act), as outlined in Appendix A
 - in addition, under section 20(4) of the EM Act, carry out other emergency management activities as directed by the SEMC or prescribed in the EM Regulations.
- 2.5.3 The LEMA are to be consistent with the State emergency management policies (i.e. this document), the State emergency management plans (i.e. the State EM Plan and State Hazard Plans and State Support Plans (section 41(3) EM Act)) and set out specific matters identified in section 41(2) of the EM Act. Development, distribution/communication, review and testing of LEMA should be in accordance with State EM Preparedness Procedure 3.8.
- 2.5.4 The functions (under section 39 of the EM Act) of a LEMC are to:
- advise and assist the local government in ensuring that LEMA are established for the district
 - liaise with public authorities and other persons in the development, review and testing of LEMA.
- 2.5.5 The SEC is to appoint a LEC for each local government district (section 37(1) EM Act).
- 2.5.6 The role of the LEC for each local government district has been assigned to the Officer in Charge of the relevant police sub-district by the SEC. Where there is more than one police sub-district in a local government district, each Officer in Charge shall be a LEC for that district.
- 2.5.7 The LEC has the functions (under section 37(4) of the EM Act) to:
- provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district
 - assist HMAs in the provision of a coordinated response during an emergency in the district and undertake various other response activities outlined in section 5.3.16
 - carry out other emergency management activities in accordance with the directions of the SEC.
- 2.5.8 Local governments should follow guidance in the State EM Procedures in relation to:
- LEMC membership, roles and responsibilities and meetings established in State EM Preparedness Procedure 3.7
 - when applicable, uniting of two or more local governments for the purposes of emergency management (State EM Preparedness Procedure 3.14)

- when applicable, separation of combined local government for the purposes of emergency management (State EM Preparedness Procedure 3.15).

2.5.9 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. State EM Preparedness Procedure 3.16 should be followed where this designation is to occur.



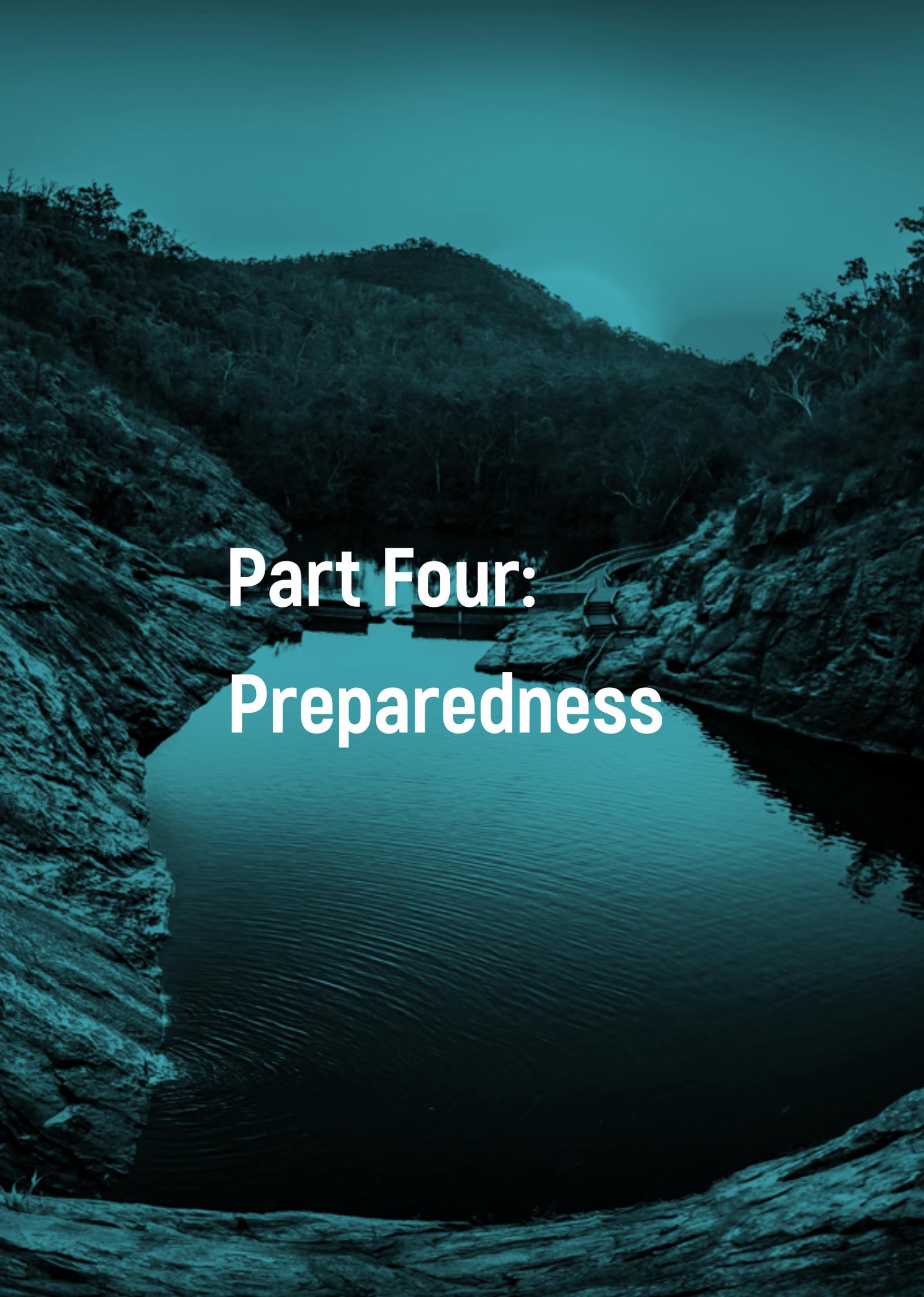
**Part Three:
Prevention
(Including
Mitigation)**

3.1 Prevention Activities

- 3.1.1 The HMAs' emergency management responsibilities for their hazards (as defined in the EM Act and prescribed in the EM Regulations) include responsibility for prevention, which is defined as 'the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency' (definition of 'emergency management', section 3 EM Act).
- 3.1.2 Hazard-specific prevention and mitigation activities are detailed in the relevant State Hazard Plans.

3.2 Emergency Risk Management Planning

- 3.2.1 Mitigation strategies should be guided by emergency risk management (ERM) planning.
- 3.2.2 One of the SEMC's functions is 'to develop and coordinate risk management strategies to assess community vulnerability to emergencies' (section 14(e) EM Act).
- 3.2.3 The SEMC has endorsed six State Core Objectives, which apply to Western Australia, to assist in measuring the risk posed to Western Australian communities as part of ERM planning. These highlight important objectives for the State which may be impacted by an emergency event, as they contain identifiable vulnerable elements (i.e. key vulnerabilities).
- 3.2.4 As further explained in Appendix B of this policy and on the SEMC website, the State Core Objectives relate to:
- people
 - economy
 - social setting
 - government
 - infrastructure
 - environment.
- 3.2.5 The SEMC has delegated roles and responsibilities for ERM to emergency management and local governments as detailed in State EM Prevention and Mitigation Procedure 2.1.
- 3.2.6 ERM planning must be undertaken in accordance with State EM Prevention and Mitigation Procedure 2.1. The State Emergency Risk Management Guideline may assist with this planning process.
- 3.2.7 Effective planning across PPRR activities, at State, district and local level, requires a robust understanding of levels of risk stemming from hazards (defined in the EM Act and prescribed in the EM Regulations) and key vulnerabilities.
- 3.2.8 As a large number of public authorities are involved across the State in the PPRR process, it is beneficial that a consistent and comprehensive ERM approach is adopted sector wide.
- 3.2.9 A comprehensive approach will cover all hazards (defined in the EM Act and prescribed in the EM Regulations) and the key vulnerabilities and be undertaken at a State, district and local level.
- 3.2.10 ERM plans must be developed at both State and district levels on a prioritised basis as led and administered by the SEMC and DEMCs respectively.



Part Four: Preparedness

4.1 Preparedness Activities

- 4.1.1 The HMAs' emergency management responsibilities for their hazards includes responsibility for preparedness, which is defined as 'preparation for response to an emergency' (definition of 'emergency management', section 3 EM Act).
- 4.1.2 Agencies or organisations prescribed as 'Combat Agencies' or 'Support Organisations' must prepare for the conduct of their prescribed emergency management activities (as described in the EM Regulations) to support the HMA during an emergency response.
- 4.1.3 Preparedness activities for emergencies also include, but are not limited to, those undertaken by the SEMC, emergency management agencies, DEMCs and LEMCs, as detailed in the State EM Plan section 4.
- 4.1.4 The State's preparedness for emergencies is assessed annually by the SEMC, as detailed on the SEMC website.
- 4.1.5 The [SEMC Emergency Management Capability Framework](#) and associated core capabilities should be used by emergency management agencies to guide capability development, which in turn will enhance preparedness for emergencies.

4.2 Emergency Preparedness Reporting

- 4.2.1 The SEMC reports annually on the State's emergency preparedness by submitting a report to the Minister. The reporting should be undertaken according to State EM Preparedness Procedure 3.18.
- 4.2.2 Emergency management agencies and local governments should advise the SEMC of their capacity to manage large-scale and/or multiple emergency events and identify capability areas that require development. The mechanism for reporting this data will be determined on an annual basis by the SEMC.

4.3 Planning for Emergencies

- 4.3.1 The SEMC is to arrange for the preparation of State emergency management plans as the SEMC considers necessary (section 18(1) EM Act). A State emergency management plan, and any amendment to a State emergency management plan, has effect when it is approved by the SEMC (section 18 (3) EM Act).
- 4.3.2 Emergency management planning should be consistent with the nature and potential impacts of a hazard, with a coordinated and integrated approach developed and based on:
- best practice principles
 - developments in technical and scientific knowledge
 - historical data and information
 - local knowledge and experience.
- 4.3.3 The State EM Plan, State Hazard Plans and State Support Plans must be developed and reviewed in accordance with the State EM Preparedness Procedures 3.2 and 3.5.

4.4 Shared Ownership

4.4.1 A cooperative State-wide effort is required to make the State better able to withstand and recover from an emergency. This means a shared ownership of preparedness activities across the emergency management and volunteer sectors, the community, business and relevant industries.

4.5 Community Involvement

4.5.1 Community involvement programs undertaken by public authorities with a role identified in this policy and the State EM Plan support and educate on the importance of preparedness.

4.5.2 Programs should be aimed at:

- raising awareness in high risk areas about the importance of planning and preparing, where possible, for hazards
- raising personal awareness of emergency risks and the need for adequate insurance
- increasing understanding on prevention of, preparing for, responding to and recovering from hazards particular communities will face
- increasing adoption of preparedness measures and appropriate response behaviours in high risk areas.

4.6 Special Considerations

4.6.1 Emergency management planning must consider where special arrangements will be required. For example, any groups within the community whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes but is not limited to:

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

In addition, emergency management planning must consider special arrangements for animals.

4.6.2 Further details on special considerations are provided in the State EM Plan section 4.6.1.

4.7 Volunteers

4.7.1 Part 9 of the EM Act provides protections in relation to pay, entitlements and continuity of service for employees who are absent from their employment because they are carrying out an emergency response activity as a volunteer. Part 9 also prohibits victimisation by their employer.

4.7.2 Emergency management agencies and local governments should develop plans and processes to manage spontaneous volunteers in line with the national [Spontaneous Volunteer Management Resource Kit](#).

4.8 Exercising

4.8.1 This policy section describes the State emergency management exercise framework. Under this framework, emergency management exercising must:

- be risk and capability-based
- be linked to clearly defined outcomes which will build confidence in State emergency management capabilities
- evaluate Western Australia's emergency management arrangements
- involve agencies, organisations, groups and individuals with roles and responsibilities under the State EM Framework²
- identify and assess the skills, resources, infrastructure, equipment, systems and plans necessary for the State to respond to and recover from the hazards impacting on Western Australia
- contribute to continuous improvement and lessons management.

4.8.2 The State emergency management exercise framework incorporates capability-based exercises conducted at the:

- single-agency
- multi-agency
- state-level.

4.8.3 The SEMC will strategically guide and facilitate a state-level exercise every three years based on Government and SEMC priorities.

4.8.3.1 The SEMC will publish a state-level exercise scenario for the State emergency management exercise at the start of each three-year exercise cycle to allow the emergency management sector time to build capabilities and conduct exercises, as required by this policy.

4.8.4 The State Exercise Coordination Team (SECT), a SEMC reference group, is the coordinating body for state-level emergency management exercises conducted within Western Australia. The SECT must:

- recommend a risk-based State EM Exercise scenario to the SEMC every three years, identifying the hazards to be exercised
- ensure high-level arrangements within the State EM Framework are exercised during the State emergency management exercise
- develop, coordinate, deliver and evaluate the State emergency management exercise
- maintain a statewide exercise calendar.

Notes

² As detailed in section 2.1 of this policy.

- 4.841 Upon request and subject to resourcing, the SECT may coordinate, assist and guide emergency management agencies³ and other public authorities in the preparation, coordination, delivery and evaluation of exercise activities.
- 4.8.5 Emergency management agencies (HMAs, Combat Agencies, and Support Organisations) and other public authorities with roles and responsibilities under the State EM Framework must:
- 4.8.5.1 conduct an annual capability analysis against the SEMC Emergency Management Capability Framework to identify which capabilities are needed to respond to and recover from a state-level emergency, in accordance with State EM Preparedness Procedure 3.19
 - 4.8.5.2 develop a three year exercise schedule, inclusive of single-agency, multi-agency and state-level exercises, in accordance with State EM Policy section 4.10 and State EM Preparedness Procedure 3.19
 - 4.8.5.3 lead or participate in exercises annually according to their exercise schedule
 - 4.8.5.4 where required by SEMC, contribute to the resourcing of the SECT with subject matter experts to develop and facilitate the State emergency management exercise
 - 4.8.5.5 where required by SEMC, participate in the State emergency management exercise
 - 4.8.5.6 report against their exercise schedule by submitting consolidated post-exercise reports, in accordance with State EM Policy section 4.11 and State EM Preparedness Procedure 3.19
 - 4.8.5.7 invite organisations identified in their state-level plan(s) to observe or participate in exercising and share in the lessons management, as appropriate to the exercise scenario and/or its objectives.
- 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.
- 4.8.7 DEMCs must:
- 4.8.7.1 conduct an annual capability analysis against the SEMC Emergency Management Capability Framework to identify which capabilities are required to enhance interagency coordination across their emergency management district during an emergency
 - 4.8.7.2 develop a consolidated three year exercise schedule, identifying all exercises which involve coordination across or with their emergency management district and local government exercises in accordance with State EM Policy section 4.10 and State EM Preparedness Procedure 3.19
 - 4.8.7.3 ensure their emergency management district is incorporated into an annual exercise
 - 4.8.7.4 report against their exercise schedule by submitting consolidated post-exercise reports, in accordance with State EM Policy section 4.11 and State EM Preparedness Procedure 3.19.

Notes

³ Emergency management agencies include HMAs, Combat Agencies and Support Organisations as prescribed in the EM Regulations.

4.8.8 Local governments must:

- 4.8.8.1 conduct an annual capability analysis against the to [SEMC Emergency Management Capability Framework](#) identify which exercisable capabilities pose a risk to their capacity to perform their functions under State EM Framework and their LEMA
- 4.8.8.2 develop a three year exercise schedule, in accordance with State EM Policy section 4.10 and State EM Preparedness Procedure 3.19
- 4.8.8.3 exercise annually according to their exercise schedule in consultation with their LEMC
- 4.8.8.4 where required by the SEMC, participate in the State emergency management exercise
- 4.8.8.5 report against their exercise schedule by submitting post-exercise reports, in accordance with State EM Policy and State EM Preparedness Procedure 3.19
- 4.8.8.6 invite organisations identified in their LEMA to observe and participate in exercising and share in the lessons management, as appropriate to the exercise scenario and/or its objectives.

4.9 Exercise Exemptions

- 4.9.1 Where an emergency management agency, public authority, DEMC or local government is involved in a multi-agency activation, they may apply for an exercise exemption providing they can demonstrate that the capabilities identified to be exercised in their exercise schedule have been demonstrated and assessed during their activation.
- 4.9.2 Agencies seeking an exercise exemption must prepare and submit a post-operation report to the SECT, which includes an assessment of the identified State emergency management capabilities,

4.10 Exercise Schedule

- 4.10.1 Emergency management agencies and other public authorities with roles and responsibilities under the State EM Framework, and DEMCs must submit exercise schedules (initial or amended) to the SECT prior to the start of each calendar year, in accordance with State EM Preparedness Procedure 3.19.
- 4.10.2 Local governments must submit exercise schedules (initial or amended) to DEMCs prior to the start of the calendar year, in accordance with State EM Preparedness Procedure 3.19. DEMCs must collate local government exercise schedules and forward to the SECT prior to the start of the calendar year.
- 4.10.3 The SECT must:
 - compile a register of emergency management agencies, public authority, DEMC and local government exercise schedules
 - endorse the submitted exercise schedules meeting the requirements under State EM Preparedness Procedure 3.19
 - monitor exercise completion and the submission of post-exercise report.

4.11 Post-Exercise Reports

- 4.11.1 Following an exercise identified within an exercise schedule, lead agencies must develop a consolidated post-exercise report in consultation with participants, in accordance with State EM Preparedness Procedure 3.19.

- 4.11.2 Emergency management agencies, public authorities and DEMCs must submit post-exercise reports to the SECT, as soon as practicable after the exercise.
- 4.11.3 Local governments must submit post-exercise reports to DEMCs, as soon as practicable after the exercise.
- 4.11.4 DEMCs must collate local government post-exercise reports and forward to the SECT, as soon as practicable.
- 4.11.5 The SECT must review submitted post-exercise reports and provide a summary of the State's exercise activity regularly to the SEMC, SEMC Subcommittees and Reference Groups as requested.
- 4.11.6 Agencies exercising capabilities of a sensitive, security or commercial nature may redact sensitive information from post-exercise reports but must provide the SECT with a high-level summary of State emergency management capabilities met.
- 4.11.7 Capability-based exercises conducted under the Australian New Zealand Counter Terrorism Committee (ANZCTC) framework may be reported in accordance with ANZCTC requirements.

4.12 Continuous Improvement

- 4.12.1 The Western Australian emergency management sector embraces the philosophy and practice of continuous improvement, in which tools such as post-incident analysis are of particular value to identify issues that may necessitate amendment of policies, plans and procedures.

4.13 Lessons Management

- 4.13.1 Recommendations and lessons identified through the exercise process must be considered by the relevant SEMC Subcommittee, which is to deal with the recommendations or refer them to the SEMC for consideration, noting or action.

4.14 Training

- 4.14.1 Training needs, both within an agency and interagency, must be determined by the agencies so staff and volunteers have the appropriate skills to ensure provision of services in accordance with the relevant State Hazard Plan or State Support Plan.



Part Five: Response

5.1 Incident Management and Emergency Management Frameworks

- 5.1.1 An incident management framework is used by various agencies when managing day-to-day incidents (i.e. events, situations and conditions) as part of their core business. For the purposes of this policy and the State EM Plan, 'an incident' means the occurrence or imminent occurrence of a hazard.
- 5.1.2 The State EM Framework is used to coordinate and manage a multi-agency response to an incident that has escalated to become an 'emergency' (i.e. an incident that meets the definition of 'emergency' under section 3 of the EM Act) and therefore means the provisions of the emergency management legislation are applicable.
- 5.1.3 The State emergency management response arrangements (contained within the State EM Framework) build on (rather than replace) the incident management arrangements in responding to an incident that has escalated to become an emergency. Some incidents will, from their outset, meet the definition of an emergency. Other incidents will begin as 'non-emergency incidents' and escalate to the point they become an emergency.
- 5.1.4 Due to their nature or magnitude, Level 2 and Level 3 incidents require a significant and coordinated response, which meets the definition of an emergency. The emergency management arrangements should be used to coordinate and manage the response to and recovery from that emergency.
- 5.1.5 A decision by the Incident Controller (IC) to make a Level 2 or Level 3 incident declaration does not bind:
- the SEC or the HMA in relation to the making of an emergency situation declaration
 - the Minister in relation to the making of a state of emergency declaration:
- as the escalation of an incident to become an emergency is just one of the criteria for making these declarations.
- 5.1.6 The SEMC has approved a set of Strategic Control Priorities for emergency response.

The **State Strategic Control Priorities** for all hazards are:

- PROTECTION AND PRESERVATION OF LIFE: This is the fundamental overarching priority for the State, and includes:
 - Safety of emergency service personnel
 - Safety of community members including at-risk community members located within the incident area
- Community warnings and information
- Protection of critical infrastructure and community assets
- Protection of residential property
- Protection of assets supporting individual livelihood and community financial sustainability
- Protection of environmental and heritage values.

The above priorities are not hierarchical; however, protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

5.1.7 To facilitate emergency responses, emergency management agencies, agencies and organisations should adopt interoperable incident management systems.

5.2 Controlling Agency and Incident Controller

5.2.1 The Controlling Agency is the agency with responsibility, either through legislation other than the EM Act, or by agreement between a HMA and one or more agencies, to control the response activities to an incident, as specified in the appropriate State Hazard Plan. In most instances, when an incident escalates to become an emergency, the Controlling Agency and the HMA are the same agency.

5.2.2 In response to an incident and in accordance with incident management systems, the Controlling Agency must appoint an IC. If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an Incident Support Group (ISG). If a Level 3 incident is declared, the Controlling Agency must establish an ISG. The ISG is activated by the IC.

5.2.3 The IC is responsible for:

- the overall control of an incident within a defined incident area, which may include the whole State in some incidents
- leading an incident management team
- assessing the incident level – if an incident is assessed as a Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with State EM Response Procedure 4.2
- ensuring the accuracy of the 'emergency public information', approving its release in coordination with all relevant agencies and terminating its broadcast
- in consultation with the HMA, ensuring effective strategies for evacuation are implemented
- management of traffic during an emergency response.

5.2.4 Specific State government agencies, local government and other organisations have Controlling Agency responsibilities, as outlined in the State EM Plan Appendix C.

5.3 Response Roles and Responsibilities

5.3.1 When an incident meets the definition of 'emergency' (section 3 EM Act), the emergency management response framework is used to coordinate and manage that emergency, as outlined below and further detailed in State EM Plan section 5. Response is defined to mean 'the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery' (definition of 'emergency management', section 3 EM Act).

5.3.2 The State EM Plan, State Hazard Plans and State Support Plans establish roles and responsibilities for the response to an emergency. Public authorities with assigned response roles in a State EM Plan, State Hazard Plans and State Support Plan must support the HMA in response to an emergency.

5.3.3 A Combat Agency is responsible for response tasks at the request of the Controlling Agency/HMA in accordance with their legislative responsibilities or specialised knowledge.

5.3.4 A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA, and may also support Combat Agencies and other Support Organisations upon request.

5.3.5 The SEC may declare that an emergency situation exists in any area of the State in respect of any hazard (section 50(1A) EM Act). A HMA may also declare that an emergency situation exists

in an area of the State in respect of a hazard of which it is a HMA for emergency management (section 50(1) EM Act).

- 5.3.6 The SEC or HMA must not make an emergency situation declaration unless satisfied that an emergency has occurred, is occurring or is imminent in that area of the State, and there is a need to exercise Part 6 Emergency Powers of the EM Act to prevent or minimise loss of life, prejudice the safety, or harm to the health, of persons or animals, destruction of or damage to property or any part of the environment (section 50(2) EM Act).
- 5.3.7 Prior to an emergency situation declaration, the SEC or HMA must take reasonable steps to consult with each other and the local governments affected by the proposed declaration, in accordance with State EM Response Procedure 4.5.
- 5.3.8 If an emergency situation declaration is made by the SEC in respect of a hazard, the SEC must notify the HMA for emergency management of the hazard as soon as practicable after the declaration is made (section 50(5A) EM Act). The SEC must also notify the DEC(s) and LEC(s) within the affected local government district(s).
- 5.3.9 If a HMA declares an emergency situation, or is notified of a declaration of an emergency situation by the SEC, it must notify each DEC and LEC for a local government district to which the emergency situation declaration applies as soon as practicable after the notification is given (sections 50(5A) and (6A) EM Act).
- 5.3.10 When an emergency situation is declared, the relevant HMA is responsible for the overall management of the response to the incident.
- 5.3.11 A HMA may authorise officers or employees of the HMA or other persons to act as a Hazard Management Officer (HMO) during an emergency situation that it has declared under section 50 of the EM Act (section 55(1) EM Act).
- 5.3.12 If an emergency is of such a nature or magnitude that extraordinary measures are required to respond effectively, then the Minister may make a state of emergency declaration (Part 5 EM Act).
- 5.3.13 When a state of emergency is declared (under section 56 of the EM Act), the SEC may appoint Authorised Officers to exercise emergency powers under Part 6 of the EM Act, as outlined in Appendix A of this policy.
- 5.3.14 The 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). The functions of the SDC (under section 64 of the EM Act) include liaising with and providing prompt advice to the State Government and the SECG in relation to a state of emergency. Additional functions are outlined in Appendix A of this policy.
- 5.3.15 The SEC has additional responsibilities for the response to emergencies. These include:
- responsibility for coordinating the response to an emergency during a state of emergency (as declared under section 56 of the EM Act) (section 11(1) EM Act)
 - during a state of emergency, responsibility for coordinating such activities of public authorities as the SEC considers necessary or desirable for responding to the emergency. For this purpose, the SEC may direct public authorities to do or refrain from doing any act or perform or refrain from performing any function and appoint a public authority officer to have overall control of particular public authority activities in the response to the emergency where a number of public authorities are involved (section 74 EM Act)

- providing advice to the Minister in relation to emergencies (section 11(2)(a) EM Act)
- providing advice to the SDC during a state of emergency (declared under s. 56 of the EM Act) (section 11(2)(b) EM Act)
- providing such advice and assistance to HMAs as the SEC considers appropriate (section 11(2)(c) EM Act)
- carrying out other emergency management activities as directed by the Minister (section 11(2)(d) EM Act)
- establishing and chairing a SECG (section 26 EM Act), as outlined under section 54.7 of this policy.

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

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

5.3.17 To ensure response and recovery operations are effective, emergency management agencies must follow a consistent approach to roles and responsibilities as detailed in the State EM Plan section 5 for a response during an emergency situation (as declared under section 50 of the EM Act) or a state of emergency (as declared under section 56 of the EM Act) in relation to:

- an ISG
- an Operational Area Manager
- an OASG
- the SEC (sections 10-12 EM Act)
- the DEC (sections 29-30 EM Act) and LEC (section 37 EM Act)
- a declared emergency situation (section 50 EM Act)
- HMOs (section 55 EM Act)
- a declared state of emergency (section 56 EM Act)
- a SECG (sections 26 and 27 EM Act)

- Authorised Officers (sections 61 and 62 EM Act)
- exchange of information (section 72 EM Act)
- SDC (sections 63 and 64 EM Act).

5.4 Control and Coordination Structure During Incidents and Emergencies

- 54.1 The State EM Plan section 5 establishes operational arrangements for the response to incidents and emergencies.
- 54.2 In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3 incidents. The IC must make incident level declarations as set out in State EM Response Procedure 4.2.
- 54.3 If a Level 2 incident has the potential to escalate to a Level 3 incident, or a Level 3 incident is declared, the Controlling Agency must contact the SEC to:
- advise of the incident level declaration
 - discuss activation of a SECG
 - consider an emergency situation declaration (under section 50 EM Act) in accordance with State EM Response Procedure 4.5.

When the Controlling Agency is not the HMA, the Controlling Agency must communicate through the HMA.

- 54.4 When required, the Controlling Agency should request the declaration of an emergency situation by the HMA or the SEC, which will allow for the authorisation by the HMA (under section 55 EM Act) of relevant officers and employees of the HMA or other persons to exercise the powers of a HMO.
- 54.5 Where an incident requiring an emergency response occurs and it is unclear which agency should be responsible for controlling the response under existing legislation or agency responsibilities, and agreement cannot be reached by responding personnel, then the most senior member of the WA Police Force who is present must assume control of the incident until the appropriate response agency is identified. The process set out in the State EM Response Procedure 4.1 must be followed.
- 54.6 If a state of emergency is declared by the Minister, a SECG is established and chaired by the SEC. If an emergency occurs or is imminent, the SEC may also establish a SECG on the request of the relevant HMA or on their own initiative in consultation with the relevant HMA (section 26 EM Act). If a Level 3 incident is declared, the relevant HMA must consult with the SEC to determine whether a SECG should be established.
- 54.7 The establishment and composition of a SECG is set out in State EM Response Procedure 4.4. The SECG may determine its own procedures (section 26(5) EM Act).
- 54.8 The functions of a SECG (under section 27 EM Act) are to:
- ensure the provision of coordinated emergency management by public authorities and other persons

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

5.4.9 Where an incident occurs involving an unlisted hazard (i.e. a hazard not defined under the EM Act and prescribed under the EM Regulations), the SEC may establish a coordination group outside of the emergency management legislative and policy framework. While the members of the group may be convened to coordinate at a State level, the group cannot be titled as a SECG and will not be entitled to the protections offered by the EM Act, such as protection from liability (section 100 EM Act).

5.5 Support Functions

5.5.1 To support emergency responses, numerous functions are required. These include emergency public information, community evacuation and traffic management, as outlined below and detailed in the State EM Plan section 5.3.

5.6 Emergency Public Information

5.6.1 The aim in the provision of public information during emergencies is to provide the public with accurate, coordinated timely and accessible public information, instructions, and warnings so people are aware of the situation and take appropriate actions to safeguard life, property and the environment.

5.6.2. The SEMC has delegated responsibility for the review of State public information policy and plans to the SEMC Public Information Reference Group (PIRG). The SEMC has also delegated responsibility for the State Support Plan - Emergency Public Information (SSP - Public Information) to the PIRG.

5.6.3 The SEPIC is appointed by the SEC, with oversight of this role provided by the PIRG. The SEPIC is Chair of the PIRG.

5.6.4 The SEPIC is responsible for maintaining strategic oversight of the State's public information arrangements for emergencies in conjunction with the PIRG and reporting to the SEMC and relevant subcommittees on this matter. The SEPIC is also responsible for various roles as described in the SSP - Public Information and State EM Plan, and for activation of the whole of government public information response arrangements in the SSP - Public Information, when these are required for coordination and resource arrangements across multiple agencies.

5.6.5 The SEPIC must appoint two deputy SEPICs to undertake the SEPIC coordination function in their absence. The deputies must be members of the PIRG. The SEPIC must provide the deputy SEPICs with appropriate training and information to undertake the role.

5.6.6 While the public information function is primarily a response function, the SEPIC is responsible for preparedness activities in relation to maintaining a strategic oversight of the State's public information arrangements, as outlined in the SSP - Public Information.

5.6.7 Emergency management agencies and Controlling Agencies are responsible for implementing various public information preparedness activities, as outlined in the State EM Plan section 5.3.1.

5.6.8 During incidents, Controlling Agencies are responsible for management and resourcing of public information activities as part of their business as usual activities, in consultation with the HMA when required.

- 5.6.9 When an incident escalates and becomes an emergency, the HMA is in control of the public information function during the response phase, in collaboration with the Controlling Agency (where they are separate organisations), unless other arrangements are in place as per State EM Policy section 5.6.10.
- 5.6.10 HMAs and Controlling Agencies may agree in advance that the Controlling Agency will be in control of the public information function during an emergency. These arrangements will be documented in the relevant State Hazard Plan.
- 5.6.11 HMAs and Controlling Agencies must share information relevant to public information with one another during emergencies.
- 5.6.12 During an emergency response, emergency management agencies and Controlling Agencies have various public information responsibilities in support of the HMA, which are identified in the State EM Plan and the SSP - Public Information.
- 5.6.13 All emergency management agencies and Controlling Agencies are to deploy public information and media staff to assist each other and/or the SEPIC during emergencies, where practicable.
- 5.6.14 Public authorities are to deploy trained⁴ public information and media staff on the request of the SEPIC, where this is practicable, to provide assistance with the HMA's public information activities during an emergency response.
- 5.6.15 Standard Emergency Warning Signal (SEWS) – the SEWS must only be used under strict instruction as advised by the HMA during an emergency, in circumstances when it is necessary for the community to take some action to prevent or minimise:
- the loss of life or prejudice to the safety or harm to the health of persons or animals
 - destruction of, or damage to, property
 - destruction of, or damage to, any part of the environment.
- The conditions and procedures for use of SEWS are detailed in State EM Response Procedure 4.3.
- 5.6.16 The SEPIC is responsible for the establishment and maintenance of the State Public Information Line (SPIL), in accordance with the SSP - Emergency Public Information, when it is required.
- 5.6.17 The SEMC may enter into formal arrangements with media organisations to reinforce relationships and agreements to broadcast warnings and public information. HMAs and Controlling Agencies must comply with these agreements where established.
- 5.6.18 The Superintendent, Western Australia Police Forensic Division (contactable through the State Operations Command Centre (SOCC)) is responsible for ensuring there is an interface between the State public information arrangements and the Disaster Victim Identification System.
- 5.6.19 As a Support Organisation, the Department of Communities is responsible for working cooperatively with the HMA and emergency management agencies to facilitate the provision of public information at evacuation centres.
- 5.6.20 During the recovery phase of an emergency, the relevant local government is responsible for provision of public information, such as information on impact and services.

Notes

- ⁴ 'Trained public information and media staff' is a reference to government agency staff who have undertaken training on public information duties during emergencies provided by the SEPIC and are included on the SEPIC's Public Information and Media Staff Contact List (an internal document).

- 5.6.21 Both the HMA and the relevant local government must communicate with the public in a coordinated manner until such time as the HMA hands over responsibility for the public information function to the relevant government, via the Impact Statement.
- 5.6.22 When required and appropriate during the recovery phase, the SEPIC will coordinate whole of government (high level) public information arrangements to assist the local government(s), the State Recovery Coordinator and/or the SRCG.

5.7 Community Evacuation

- 5.7.1 Community emergency evacuation planning should be undertaken in accordance with the principles of the Commonwealth Australian Institute for Disaster Resilience's Evacuation Planning (Handbook 4), the SEMC's Western Australia Community Evacuation in Emergencies Guideline and the State EM Plan section 5.3.2.
- 5.7.2 Evacuation planning should include all five stages of an evacuation (i.e. decision, warning, withdrawal, shelter and return).
- 5.7.3 The HMA has the overall responsibility for managing the response of a hazard, including evacuation. The Controlling Agency may have responsibility for recommending an evacuation. During an emergency situation or state of emergency, the Controlling Agency must comply with the directions of the relevant HMA or SEC, respectively.
- 5.7.4 Local governments, HMAs, relevant emergency management agencies (i.e. Support Organisations and Controlling Agencies), in consultation with relevant LEMCs, must identify and document in the LEMA, refuge sites and evacuation centres appropriate for the hazards identified as having a high risk to the area.
- 5.7.5 The Controlling Agency (where authorised by the HMA) is responsible for the decision to evacuate during an emergency. The criteria to be considered prior to a decision being made are outlined in the SEMC's Western Australian Community Evacuation in Emergencies Guideline.
- 5.7.6 The Controlling Agency is responsible for providing community warnings and timely advice on the likely threat of an emergency and the required actions of the community to assist community members in recognising a threat and being able to make an informed decision as to whether to move to another location.
- 5.7.7 Once a decision has been made to evacuate an area, the IC, in consultation with the HMA, is responsible for ensuring effective communication strategies are implemented.
- 5.7.8 The Controlling Agency (where authorised by the HMA) will determine if the evacuation is to be recommended (voluntary) or directed (compulsory). A directed evacuation may only be made by a HMO, Authorised Officer or Police Officer during an emergency situation or state of emergency using powers under the EM Act (see State EM Plan section 5.3.2 for other relevant legislation that may be used to allow for the movement of people and animals).

In relation to bushfire, despite the existence of the Prepare. Act. Survive. Policy, a direction to evacuate may be required under certain circumstances. The following are **examples only** of factors that may be taken into account when deciding whether to direct people to evacuate or not:

- the magnitude, or predicted magnitude of the fire. For example, buildings are unlikely to withstand and catastrophic fire conditions

- the presence of at-risk persons for example, children, the elderly, or the obviously or apparently physically or mentally disabled
- whether those evacuated will have enough time to travel safely out of the area
- the availability of egress routes.

Public Information should reflect the directed evacuation position.

5.7.9 During a directed evacuation, the HMO, Authorised Officer or Police Officer must provide clear instruction to persons conducting the evacuation on what action should be taken where a person refuses to evacuate. It is an offence to refuse to evacuate once directed to do so. However, there is discretion whether to force a person to evacuate once directed to do so, or to take punitive action for failing to comply with the direction.

Examples of factors that may be taken into account, in deciding whether to remove a person failing to comply with a direction to evacuate, may include:

- the resources that would need to be diverted from responding to the emergency
- the safety of personnel.

The HMO, Authorised Officer or Police Officer conducting the directed evacuation should advise individuals about the risks of staying and of potential prosecution.

5.7.10 The Controlling Agency should manage any additional risks that arise from 'non-prescribed hazards' (i.e. those not defined under the EM Act and prescribed under the EM Regulations), such as structural integrity, before allowing a community to return following evacuation.

5.8 Traffic Management

5.8.1 Emergencies have the potential to impact on the movement and safety of vehicle and pedestrian traffic. The prime responsibility of the HMA or Controlling Agency is the safety of people, property and the environment.

5.8.2 The management of traffic during the emergency response requires coordinated planning by both the Controlling Agency and the asset owners such as Main Roads WA, Department of Biodiversity, Conservation and Attractions, local government, other state government agencies, public and private organisations. Traffic management planning and activities should be in accordance with the State EM Plan section 5.3.3 and the SEMC's Traffic Management During Emergencies Guideline.

5.8.3 The IC is responsible for the management of traffic during an incident and this continues during an emergency response until the road is returned to the asset owner.

5.8.4 Traffic management plans must include direction as to the legislation that authorises and/or empowers the personnel conducting the activity to engage in the directed traffic management.

5.8.5 The HMA is responsible for developing and maintaining a Restricted Access Permit System (RAPS) applicable to their hazard(s) for use by the IC/Controlling Agency, if applicable. The SEMC's Restricted Access Permit System Guideline should be used by HMAs when developing specific internal RAPS for their hazards.

5.8.6 The HMA or Controlling Agency is responsible for the welfare of people affected by the road closures at all times, until the road is returned to the asset owner.

5.8.7 All critical decisions must be documented, in writing, to ensure transparency of decision making during any review process.

5.9 Support Services

5.9.1 Combat Agencies and Support Organisations

5.9.1.1 Certain agencies and local government are assigned roles as a Combat Agency or Support Organisation to undertake support services, as prescribed in EM Regulations Part 5 and outlined below and further detailed in the State EM Plan section 5.5.

5.9.2 Fire Suppression

5.9.2.1 The EM Regulations prescribe the Department of Biodiversity, Conservation and Attractions as a Combat Agency responsible for the emergency management activity of fire suppression (regulation 30 EM Regulations).

5.9.2.2 The EM Regulations prescribed the Department of Fire and Emergency Services as a Combat Agency responsible for the emergency management activity of fire suppression (regulation 30A EM Regulations).

5.9.2.2 The EM Regulations also prescribe a local government as a Combat Agency responsible for the emergency management activity of fire suppression (regulation 31 EM Regulations).

5.9.3 Health Services

5.9.3.1 The EM Regulations prescribe the Department of Health and St John Ambulance (Western Australia) as Combat Agencies responsible for the emergency management activity of providing health services (Part 5 EM Regulations).

5.9.4 Disaster Victim Identification

5.9.4.1 As required under the *Coroner's Act 1996*, a function of the State Coroner is to ensure that 'reportable deaths' are investigated.

5.9.4.2 The EM Regulations prescribe the Police Force of Western Australia (sworn police officers) and the Police Service (public servants) as Combat Agencies responsible for the 'emergency management activity of disaster victim identity management' (Part 5 EM Regulations).

5.9.5 Emergency Relief and Support

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

5.9.5.2 'ERS services' is the provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency. Further details on ERS services are provided in the State EM Plan section 5.5 and in the State Support Plan – Emergency Relief and Support.

5.9.5.3 Disaster Information Support and Care Centres (DISCCs) (the former State Humanitarian Assistance Centres) are established by the Department of Communities when requested by a HMA/Controlling Agency, WA Police Force or the SEC as a result of a major emergency, as detailed in the State EM Plan section 5.5.4.

5.9.5.4 The State Relief and Support Coordinator, in consultation with the SEC the HMA/Controlling Agency, activates the DISCCs.

5.9.5.5 LEMCs must ensure that LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by emergency management agencies or note where there are no facilities.

5.9.5.6 In some circumstances, the HMA may need to exercise emergency powers within the EM Act Part 6, through the appointed HMOs, to acquire suitable facilities for use in an emergency as deemed necessary.

5.9.6 Reception

5.9.6.1 Under arrangements with the Australian Government, the State may provide a range of reception services in line with the Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas (AUSRECEPLAN).

5.9.6.2 ERS services, including registration and reunification, may be provided and coordinated by the Department of Communities during reception activation, as outlined in the Department of Communities operational plan for emergency management.

5.9.7 Animal Welfare

5.9.7.1 The SEMC has assigned the role of and responsibility for coordinating animal welfare services in emergencies to the Department of Primary Industries and Regional Development.

5.10 Interstate Assistance

5.10.1 The SEC may approach the Australian Government for a range of assistance measures tailored to the needs of the community.

5.10.2 Where a requirement potentially exists for a request for interstate assistance:

- the HMA is responsible for initial contact with the potential supporting state or territories, as outlined in the relevant State Hazard Plan.
- the Responsible Agency is responsible for initial contact with the potential supporting state or territories, as outlined in the relevant State Support Plan (where established).

5.10.3 Formal arrangements have been established with Emergency Management Australia for the provision of Australian Government physical assistance under the Commonwealth Government Disaster Response Plan (COMDISPLAN⁵), as outlined in the State EM Plan section 5.6.1.

5.10.4 The SEC is authorised to liaise with the Australian Government and other persons, in or outside the State and enter into agreements and arrangements to assist the State to manage emergencies (section 11(3) EM Act).

5.10.5 Details on how Australian Defence Force assistance relevant to emergency management is accessed is provided in the State EM Plan section 5.6.1 and State EM Response Procedure 4.20.

Notes

⁵ Department of Home Affairs, COMDISPLAN, 2017.

5.11 Debriefs and Post-Operation Reports

- 5.11.1 Post-operation and SECG reports must be developed for all emergencies that involve the establishment of a SECG and submitted to the SEMC. The HMA for the emergency is responsible for developing the post-operation report. The SECG Executive Officer is responsible for developing the SECG Report. All other State agencies and local governments that participated in the response must contribute to the reports' development, as required.
- 5.11.2 Post-operation and SECG reports must be developed in accordance with State EM Plan section 5.7.2 and State EM Response Procedure 4.22 and tabled at a SEMC meeting.
- 5.11.3 Following any operational activity, it is important to identify any lessons so that actions can be taken to improve the State EM Framework. Debriefs, reviews and analysis should be conducted by all State agencies and be regarded as a routine practice following an event. Debriefs are to be undertaken in accordance with the State EM Plan section 5.7.1.

5.12 Funding Arrangements for Emergency Response

- 5.12.1 To ensure accountability for expenditure incurred, the HMA or Controlling Agency directing an emergency management agency or other agencies or organisations supporting the emergency response, is responsible for payment of costs associated with an emergency response, unless other arrangements are established as described in Situations A-D.
- 5.12.2 Funding arrangements for an emergency response is dependent on the situation as described below.

Situation A: A single Hazard Management Agency (HMA) or Controlling Agency response with no support from other organisations.

Where an emergency requires a single Hazard Management Agency (HMA) or Controlling Agency emergency response, with no support from other organisations, all costs associated with the emergency must be met by the HMA or Controlling Agency.

Situation B. Multi-agency response where prior arrangements are established for an emergency response activity.

Where prior arrangements are established, costs for emergency response activities directed by the HMA or Controlling Agency must be met as per those arrangements.

Prior arrangements may include State Hazard Plans, memoranda of understanding or service agreements agreed to before the emergency response activity occurs.

Situation C. Multi-agency response where prior arrangements are not established for an emergency response activity.

Where prior arrangements are not established, costs for emergency response activities, must be met by the HMA or Controlling Agency directing the response, unless it is a legislative responsibility of the emergency management agency or other agencies or organisations supporting the emergency response to carry out that response function or activity.

Situation D. An emergency is declared an eligible event under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

When an emergency is declared an eligible event under DRFAWA, agencies or organisations undertaking an emergency response activity can apply for eligible costs associated with the emergency response, in

accordance with DRFAWA, unless prior arrangements in relation to DRFAWA funding have been endorsed by the State Government.

5.12.3 Where response resources are inadequate because of insufficient funds or a lack of suitable/appropriate items for an emergency response, agencies, or organisations responsible for the cost of a requested emergency response activity may:

- request or negotiate with the HMA or Controlling Agency for reimbursement of costs on a fee for service basis prior to any expenditure; or
- apply for supplementary funding through their Minister, where applicable [ref: Treasurers Instruction 302].

5.12.4 No financial commitments can be entered into, or expenditure incurred for an emergency response activity unless authorised by the HMA or Controlling Agency.

5.12.5 All agencies must maintain a record of all costs incurred in carrying out emergency response activities or providing resources in emergency response.



Part Six: Recovery

6.1 Recovery Activities

- 6.1.1 Recovery is defined as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing' (definition of 'emergency management', section 3 EM Act).
- 6.1.2 The State's recovery activities are underpinned by the National Principles for Disaster Recovery, available within the [National Community Recovery Handbook](#).
- 6.1.3 Recovery activities are delivered across four environments: the social, built, economic and natural. These are further detailed in the State EM Plan section 6.2.
- 6.1.4 The Fire and Emergency Services Commissioner appoints a State Recovery Coordinator and Deputy State Recovery Coordinator who are to support a whole-of-government approach. The State Recovery Coordinator coordinates the maintenance of State recovery arrangements and plans through the SEMC Community Resilience and Recovery Subcommittee, in partnership with the State Recovery Team and the SEMC Business Unit. The State Recovery Coordinator also supports the operation of State-level recovery coordination through a SRCG (if established). The Deputy State Recovery Coordinator supports the State Recovery Coordinator's roles and responsibilities, described within this Policy.
- 6.1.5 HMAs must include recovery arrangements in State Hazard Plans.

6.2 Role of Controlling Agency

- 6.2.1 The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to the four recovery environments (social, built, economic and natural) prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Where required, an Impact Statement must be completed prior to the transfer of responsibility for management of recovery to the affected local government(s).
- 6.2.2 The relevant Controlling Agency with responsibility for the response to an emergency must initiate a range of recovery activities during the response to that emergency, as detailed in the State EM Plan section 6.4.

6.3 Role of Local Government

- 6.3.1 It is a function of local government to manage recovery following an emergency affecting the community in its district (section 36(b) EM Act).
- 6.3.2 Local governments must ensure the preparation and maintenance of LEMA includes the identification of a local recovery coordinator and inclusion of a Local Recovery Plan ([section 41\(4\) EM Act](#)) as detailed in State EM Preparedness Procedure 3.8 and guided by the SEMC's Local Recovery Guidelines.
- 6.3.3 The Local Recovery Coordinator is responsible for coordination of local-level recovery activities in conjunction with the Local Recovery Coordination Group (LRCG) (when formed) and in accordance with plans, strategies and policies that it determines.
- 6.3.4 Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators.
- 6.3.5 Local government must determine the establishment of a LRCG when appropriate.

- 6.3.6 When formed, the LRCG may have roles such as those suggested in the SEMC's Local Recovery Guidelines.
- 6.3.7 Local governments should consider the potential membership of a LRCG prior to emergencies occurring.

6.4 Determination of State Recovery Involvement

- 6.4.1 In some circumstances, the State Government may have an increased role through the State Recovery Coordinator or establishment of a SRCG and/or State Recovery Controller.
- 6.4.2 The State Recovery Coordinator has the roles of:
- reviewing the recovery arrangements framework established for local government in conjunction with the SEMC Business Unit
 - reviewing the effectiveness of local government recovery activities to inform the development of policy and planning frameworks
 - liaising with and supporting the Local Recovery Coordinator(s) for any emergency to ensure that local recovery arrangements are established and there is appropriate local government participation in an ISG
 - liaising with the SEC and Controlling Agency during the response phase of an emergency
 - coordinating the recovery activities of Government and non-government agencies
 - participating in a SECG if established for an emergency and considering recovery requirements such as State-level support
 - chairing the SRCG if established, unless a State Recovery Controller is appointed
 - assisting the State Recovery Controller to undertake their duties
 - following discussion with the SEPIC and Local Recovery Coordinator(s), initiating dissemination of information relating to State-level recovery coordination using the emergency public information arrangements detailed in section 5.3.1 of the State EM Plan
 - additional roles detailed in Appendix A of this policy.
- 6.4.3 In conjunction with the local government(s), the Controlling Agency/HMA and/or the SEC, the State Recovery Coordinator must consider the level of State involvement required, based on a number of factors pertaining to the impact of the emergency (as detailed in the State EM Plan section 6.6) and whether a SRCG and a State Recovery Controller should be established.
- 6.4.4 If extraordinary arrangements are required for a specific emergency, the State Recovery Coordinator may, in consultation with the Controlling Agency/HMA and SEC, recommend that the Premier appoint a State Recovery Controller and identify any legislative support and resources required, as detailed in the State EM Plan section 6.7.
- 6.4.5 The roles of the State Recovery Controller include:
- responsibility for ensuring the provision of a coordinated recovery support to emergency affected communities through the direction and coordination of the resources made available by public authorities and other persons

- reporting directly to the Premier/Minister as determined by the Government, keeping the SEC and Controlling Agency/HMA informed on the recovery progress
- chairing the SRCG, if established
- undertaking the recovery coordination responsibilities of the State Recovery Coordinator
- ensuring the State-level Recovery Plan, developed by the SRCG, is to include a public information plan, which should incorporate a social media strategy
- consulting with the State Recovery Coordinator and ensure they have visibility of and input into reports provided to the SRCG, where established
- representing relevant Ministers during consultation with local government(s) on recovery and reconstruction matters
- liaising with SRCG and SECG members and other relevant agencies to coordinate overlapping issues
- liaising with the SEPIC regarding media and public information support during the response and recovery phase
- disseminating information, in consultation with the SEPIC, relating to State-level recovery coordination and messaging (State EM Policy section 5.2 and State EM Plan section 5.3.1)
- facilitating the sharing of information to support local and regional recovery activities.

6.4.6 The SECG is responsible for State-level recovery coordination, until recovery is referred to the SRCG, if established.

6.4.7 The SRCG, when established by the State Recovery Coordinator or on the advice and direction of a SECG, is responsible for State-level recovery coordination in complex or prolonged recovery operations and reports to the Minister and the Premier. Further details on the SRCG are provided in State EM Recovery Procedure 5.3.

6.4.8 A list of criteria to be considered as triggers for escalation of recovery activity is provided in the State EM Plan Appendix G.

6.5 State-Level Recovery Plan

6.5.1 When developed, a State-level recovery plan is unique to each event, and guided by the needs of the community. The plan must be responsive to identified needs and cover the four environments (social, built, economic and natural). Further details are provided in the State EM Plan section 6.8 and State EM Recovery Procedure 5.3.

6.6 Cessation of State Recovery Arrangements

6.6.1 The State Recovery Coordinator is responsible for determining when the State-level recovery coordination arrangements cease, following consultation with the affected local government/LRCG, to ensure there are no gaps in service delivery or non-completion of tasks.

6.6.2 Where a State Recovery Controller is appointed, cessation will be informed by the completion of the recovery objectives and determined by the Premier or the Minister.

6.7 Financial Assistance

6.7.1 The primary responsibility for safeguarding and restoration of public and private assets affected by an emergency rests with the owner. However, a range of financial disaster relief measures is available to assist communities from eligible natural events. These are detailed in the State EM Plan section 6.10 and on the [SEMC website](#).

6.8 Non-Government Organisations

6.8.1 In some circumstances, non-government organisations (NGOs) provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, the LRCG should deal with all offers of, or requests for, assistance from non-government organisations to avoid duplication of effort and confusion. At the State Government level, coordination is undertaken by the State Recovery Coordinator or the SRCG, if established.

6.9 Volunteers and Donations

6.9.1 Where possible, all offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations should be coordinated through the LRCG to avoid duplication of effort.

6.10 Review of Recovery Activities

6.10.1 Following an emergency, the relevant local government(s) must undertake an evaluation of the effectiveness of the recovery activities in relation to its recovery plan, including an assessment of preparedness for any future event, within 12 months of the emergency.

6.10.2 Where a state-level recovery plan has been developed by the SRCG, an evaluation of its effectiveness must be conducted at the conclusion of the State-level recovery coordination arrangements.

6.10.3 Recovery evaluations must be provided to the State Recovery Coordinator and SEMC for review. Lessons learned will inform future recovery efforts, policy and resources.



Part Seven: Reporting

7.1 Annual Reporting

- 7.1.1 As soon as practicable after the end of the financial year, the SEMC is to prepare and submit to the Minister an annual report on activities in Western Australia undertaken by it during the financial year (section 25 EM Act). In producing an annual report, the SEMC is reliant on reports from SEMC Subcommittees and Reference Groups, DEMCs, LEMCs and HMAs.
- 7.1.2 Each DEMC is to prepare and submit to the SEMC an annual report on activities undertaken by it during the financial year. The annual report is to include the annual report prepared by each LEMC (section 33(1) EM Act).
- 7.1.3 After the end of each financial year each LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the financial year (section 40(1) EM Act).
- 7.1.4 Annual reports must be completed in accordance with the templates provided in State EM Preparedness Procedure 3.17.



Appendices

Appendix A: List of Emergency Management Roles and Responsibilities

The following table summarises some of the emergency management functions and responsibilities of bodies and roles within the EM Act, EM Regulations, State EM Policy and the State EM Plan.

NOTE: this table is a **guide only** – reference should be made to the EM Act and EM Regulations for the full citations of provisions and/or additional relevant provisions. Reference should also be made to the State EM Policy for additional relevant policy statements and the State EM Plan, State Hazard Plans, State Support Plans and State EM Procedures for additional roles and responsibilities and further explanation.

Body or Role	Function and Responsibilities
<p>Authorised Officers</p> <p>The SEC may authorise persons to act as Authorised Officers during a state of emergency (as declared under section 56 of the EM Act (section 61(1) EM Act). As per section 61(2) EM Act, the authorisation is to specify:</p> <ul style="list-style-type: none"> • whether it applies to any state of emergency or is limited to a particular state of emergency • the particular person or class of person to whom it applies • the terms and conditions on which it is given. 	<ul style="list-style-type: none"> • May exercise emergency powers under Part 6 of the EM Act subject to the terms and conditions of their authorisation. The emergency powers relate to obtaining identifying particulars (section 66 EM Act), movement and evacuation (section 67 EM Act), use of vehicles (section 68 EM Act), powers of officer to control or use property (section 69 EM Act), powers of officers in relation to persons, or class of persons exposed to hazardous substances (section 70 EM Act), exchange of information (section 72 EM Act) and general powers (section 75 EM Act). • Must comply with directions of the SEC when exercising an emergency power under Part 6 of the EM Act (section 61(6) EM Act). • During a state of emergency, for the purposes of emergency management, may disclose 'relevant information' to an emergency management agency (section 72(2) EM Act) and a person or entity engaged by an emergency management agency to provide welfare (Emergency Relief and Support) services (regulation 24(1) EM Regulations). • During a state of emergency, for the purposes of emergency management, may request that an emergency management agency that holds 'relevant information'⁶ disclose this to them (section 72(3) EM Act). • For the purposes of emergency management, may use a range of general powers provided under section 75 EM Act including entering or, if necessary, breaking into and entering a place or vehicle, removing or destroying an animal, vegetation or substance in the emergency area, and taking and using fuel, gas, electricity or water in the emergency area (section 75(1) EM Act). • May enter a place or vehicle in the emergency area without a warrant or the consent of the occupier of the place or the owner of the vehicle (section 75(2) EM Act). • If a person does not comply with a direction given under Part 6 of the EM Act, may do all such things as are reasonably necessary to ensure compliance with the direction, using such force as is reasonable in the circumstances and may exercise a power under Part 6 with the help, and using the force, that is reasonable in the circumstances (section 76 EM Act). • The abovementioned emergency powers are in addition to, and not in derogation from, the powers the person may have under another written law or other law (section 76 EM Act).

Notes

⁶ 'Relevant information' means specific personal details/information defined under s. 72(1) of the EM Act and prescribed under r. 23 of the EM Regulations

Body or Role	Function and Responsibilities
<p>Combat Agency</p> <p>This is a public authority, or other person, prescribed by the EM Regulations to be a Combat Agency for the purposes of the EM Act. They are prescribed because of their agency's functions under law or specialised knowledge, expertise and resources to perform an emergency management activity prescribed by the EM Regulations in relation to that agency (sections 6(1) and (2) EM Act).</p> <p>Combat Agencies, HMAs and Support Organisations are defined as emergency management agencies under the EM Act section 3.</p> <p>Refer to the EM Regulations Part 5 or the State EM Plan Appendix C for details of organisations prescribed as Combat Agencies.</p>	<ul style="list-style-type: none"> • Must prepare for the conduct of their prescribed emergency management activities (as described in the EM Regulations) to support the HMA during an emergency response (State EM Policy section 4.1.2). • Responsible for response tasks at the request of the Controlling Agency/HMA in accordance with the Combat Agency's legislative responsibilities or specialised knowledge (State EM Policy section 5.3). • Refer also to the functions and responsibilities for emergency management agencies, and if applicable, public authorities.

Body or Role	Function and Responsibilities
<p>Controlling Agency</p> <p>The Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p>	<ul style="list-style-type: none"> • Responsible, either through legislation other than the EM Act or by agreement between a HMA and one or more agencies, for controlling the response activities to an incident, as specified in the appropriate State Hazard Plan (State EM Policy section 5.2). • If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an ISG. For Level 3 incidents, an ISG must be established. • In response to an incident and in accordance with incident management systems, appoints an IC (State EM Policy section 5.2). • If a Level 2 incident has the potential to escalate to a Level 3 incident, or a Level 3 incident is declared, the Controlling Agency must contact the SEC to: <ul style="list-style-type: none"> – advise of the incident level declaration – discuss activation of a SECG – consider an emergency situation declaration (under section 50 EM Act) (State EM Policy section 5.4). <p>Note: When the Controlling Agency is not the HMA, the Controlling Agency must communicate through the HMA.</p> <ul style="list-style-type: none"> • When required, should request declaration of an emergency situation by the HMA or the SEC, which will allow for the authorisation by the HMA (under section 55 EM Act) of relevant officers and employees of the HMA or other persons to exercise the powers of a HMO (State EM Policy section 5.4). • When a pre-determined agreement with the HMA is in place, responsible for management of public information during emergencies (State EM Policy section 5.6). • Must comply with any formal arrangements that the SEMC has established with media organisations regarding broadcast warnings and public information (State EM Policy section 5.6). • Responsible for the management of a recommended evacuation and/or where authorised by the HMA, responsible for the management of a directed evacuation and this continues during an emergency response (State EM Policy section 5.7)

Body or Role	Function and Responsibilities
<p>Controlling Agency (continued)</p>	<ul style="list-style-type: none"> • Together with local governments, HMAs and relevant emergency management agencies (i.e. Support Organisations) and in consultation with relevant LEMCs, must identify and document in the LEMA refuge sites and evacuation centres appropriate for the hazards identified as having a high risk to the area (State EM Policy section 5.7). • Where authorised by the HMA, responsible for the decision to evacuate during an emergency (State EM Policy section 5.7). • In collaboration with the HMA, responsible for providing community warnings and timely advice on the likely threat of an emergency and the required actions of the community (State EM Policy section 5.7). • Makes the decision to undertake a recommended evacuation (State EM Policy section 5.7). • Must provide clear instruction to persons conducting the evacuation on what action should be taken where a person refuses to evacuate and must ensure these individuals understand the risks of staying and are capable of making an informed decision (State EM Policy section 5.7). • Should manage any additional risks that arise from non-prescribed hazards, before allowing a community to return following evacuation (State EM Policy section 5.7). • Responsible for the welfare of people affected by road closures at all times (State EM Policy section 5.8). • May request Department of Communities establish a DISC as a result of a major emergency (State EM Policy section 5.9.5). • Responsible for the coordination of an assessment of all impacts relating to the four recovery environments (social, built, economic and natural) prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area (State EM Policy section 6.2). • Where required, complete an Impact Statement prior to the transfer of responsibility for management of recovery to the affected local government(s) (State EM Policy section 6.2). • When responsible for the response of an emergency, must initiate a range of recovery activities during the response to an emergency as detailed in State EM Plan section 6 (State EM Policy section 6.2).

Body or Role	Function and Responsibilities
<p>Deputy State Emergency Public Information Coordinator (Deputy SEPIC)</p> <p>Deputy SEPICs are appointed by the State Emergency Public Information Coordinator (SEPIC)</p>	<ul style="list-style-type: none"> Undertakes the coordination function in the absence of the SEPIC (State EM Policy section 5.6). Members of the PIRG (State EM Policy section 5.6).
<p>Disaster Information Support and Care Centres (DISCC)</p> <p>These centres are established by the Department of Communities, when requested by a HMA, Controlling Agency, the WA Police Force or the SEC, as a result of a major emergency. Activation is determined by the State Relief and Support Coordinator in consultation with the SEC and the HMA or Controlling Agency.</p>	<ul style="list-style-type: none"> Special arrangements for DISCCs are outlined in the DISCC's operational procedures manual maintained by the Department of Communities (State EM Plan section 5.54).

Body or Role	Function and Responsibilities
<p>District Emergency Coordinator (DEC)</p> <p>The DECs are appointed by the SEC for each emergency management district (s. 29 EM Act). The role has been assigned by the SEC to relevant police district superintendents.</p>	<ul style="list-style-type: none"> • Have the functions under section 30 EM Act to: <ul style="list-style-type: none"> – provide advice and support to the DEMC for the district in the development and maintenance of emergency management arrangements – carry out other emergency management functions in accordance with directions of the SEC. • Members of the DEMC (section 31(4) EM Act). • Chair of the DEMC, as appointed by the SEMC (State EM Policy section 2.4). • Have the roles under State EM Policy section 2.4 of: <ul style="list-style-type: none"> – coordinating strategic planning for the relevant emergency management district – assisting the HMA in the provision of a coordinated response to an emergency at a district level – undertaking additional functions as directed by the SEC and set out in State EM Response Procedure 4.21. These may be a specific direction in relation to a particular matter or a general standing direction as to an emergency management issue (State EM Policy section 5.3). • As per State EM Policy section 5.3, during an emergency response, the relevant DECs and LECs are responsible for: <ul style="list-style-type: none"> – assisting the HMA in the provision of a coordinated response during an emergency. These activities may include: <ul style="list-style-type: none"> • providing advice and support to the HMA in support of effective coordination particularly in multi-agency responses • facilitating meetings if required • active participation in an ISG or OASG, as appropriate • assisting in the coordination of resources and information • facilitating information exchange at a local or district level – maintaining effective communication with all coordinators involved in the emergency.

Body or Role	Function and Responsibilities
<p>District Emergency Management Committees (DEMCs)</p> <p>DEMCs are established for each EM district (s. 31(1) EM Act). The SEMC appoints the Chair (s. 31(3) EM Act).</p>	<ul style="list-style-type: none"> • Assists in the establishment and maintenance of effective emergency management arrangements for its district (section 32(1) EM Act). • Leads and administers the development of ERM plans at the district scale on a prioritised basis (State EM Policy section 3.2). • Must at a minimum (under State EM Policy section 2.4) maintain a key contacts register. <p>Must conduct an annual capability analysis, develop a consolidated 3 year exercise schedule and ensure their emergency management district is incorporated into an annual exercise (State EM Policy section 4.8.7).</p> <ul style="list-style-type: none"> - Must submit their exercise schedule to the SECT prior to the start of the calendar year (State EM Policy section 4.10). - Following an exercise identified within an exercise schedule, lead agencies must develop a post-exercise report in accordance with State EM Preparedness Procedure 3.19 and submit to the SECT (State EM Policy section 4.11). <ul style="list-style-type: none"> • Must collate local government exercise schedules and post-exercise reports and forward to the SECT (State EM Policy sections 4.10.2 and 4.11.4). • Prepares and submits an annual report to the SEMC on its activities undertaken during the financial year. These are to include annual reports prepared by each LEMC within the district (section 33 EM Act).

Body or Role	Function and Responsibilities
<p>Emergency management agencies</p> <p>Emergency management agencies are defined as a HMA, Combat Agency or Support Organisation under s. 3 EM Act.</p>	<ul style="list-style-type: none"> • When having agreed roles and responsibilities within the State EM Plan, State Hazard Plan or a State Support Plan, must assist in developing, reviewing, amending and/or replacing those plans, as required (State EM Policy section 1.5). • Has a role in and responsibilities for ERM as detailed in State EM Prevention and Mitigation Procedure 2.1 (State EM Policy section 3.2). • Should advise the SEMC of their capacity to manage large-scale and/or multiple emergency events and identify capability areas that require development (State EM Policy section 4.2). • Should develop plans and processes to manage spontaneous volunteers in line with the national Spontaneous Volunteer Management Resource Kit (State EM Policy section 4.7). • When they have roles and responsibilities identified within the State EM Plan, State Hazard Plans and State Support Plans, must conduct an annual capability analysis, develop a consolidated three year exercise schedule and lead or participate in an annual exercise (State EM Policy section 4.8.5). <ul style="list-style-type: none"> – Must submit their exercise schedules to the SEMC's State Exercise Coordination Team prior to the start of the calendar year (State EM Policy section 4.10). – Following an exercise identified within an exercise schedule, lead agencies must develop a post-exercise report in accordance with State EM Preparedness Procedure 3.19 and submit to the SECT (State EM Policy section 4.11). • When assigned roles in the State EM Plan, State Hazard Plans or State Support Plans, must support the HMA in response to an emergency (State EM Policy section 5.3). • Must follow a consistent approach to roles and responsibilities for a response during an emergency situation and state of emergency (declared under section 56 EM Act) as detailed in the State EM Plan section 5, in relation to an ISG, an OAM, an OASG, multiple hazards, the SEC, the DEC, the LEC, a SECG, HMOs, SDC, • Authorised Officers and exchange of information (State EM Policy section 5.3).

Body or Role	Function and Responsibilities
<p>Emergency management agencies (continued)</p>	<ul style="list-style-type: none"> • Local governments, HMA, relevant emergency management agencies and controlling agencies, in consultation with the relevant LEMCs, must identify and document in the LEMA refuge sites and evacuation centres appropriate for the hazards identified as having a high risk to the area (State EM Policy section 5.7). • May comply with requests from a HMO or Authorised Officer to disclose 'relevant information' during an emergency situation despite any State law relating to secrecy or confidentiality (section 72(4) EM Act). • When holding operational control of any resource used during an emergency, responsible for payment of all related expenses associated with its operation unless other arrangements are established (State EM Policy section 5.12). <p>See also the functions and responsibilities listed under HMA, Combat Agency, Support Organisation and public authorities, as applicable.</p>

Body or Role	Function and Responsibilities
<p>Hazard Management Agency (HMA)</p> <p>A HMA is a public authority or other person prescribed by the EM Regulations to be a HMA for emergency management, or an emergency management aspect prescribed by the EM Regulations, of a hazard prescribed by the EM Regulations (section 4(1) EM Act). The EM Regulations may prescribe the whole of the State, or an area of the State, as the area for which the public authority or person is a HMA. HMAs are prescribed as HMAs because of their agency's functions under a law or specialised knowledge, expertise and resources (section 4(2) EM Act).</p> <p>HMAs, Combat Agencies and Support Organisations are defined as an emergency management agency under section 3 of the EM Act.</p>	<ul style="list-style-type: none"> • Emergency management responsibilities for their hazards includes emergency management activities in relation to prevention, preparedness, response and recovery (definition of emergency management, section 3 EM Act). • As delegated by the SEMC, responsible for the development, maintenance, review and exercising of relevant State Hazard Plans (State EM Policy section 1.5.4). • With the approval of the SEC, may delegate to a HMA officer or employee any power or duty of the HMA under section 50 (emergency situation declaration), section 53 (revocation of emergency situation declaration) and section 55 (authorisation of HMOs) of the EM Act (section 5 EM Act) and State EM Preparedness Procedure 3.10. • Must conduct an annual capability analysis, develop a consolidated three year exercise schedule and lead or participate in an annual exercise (State EM Policy section 4.8.5). <ul style="list-style-type: none"> – Must submit their exercise schedules to the SECT prior to the start of the calendar year (State EM Policy section 4.10). – Following an exercise identified within an exercise schedule, lead agencies must develop a post-exercise report in accordance with State EM Preparedness Procedure 3.19 and submit to the SECT (State EM Policy section 4.11). • Where they hold responsibility for a State Hazard Plan, arranges for its exercising within 12 months of any significant amendments made (State EM Policy section 1.10.5.1). • May in writing declare that an emergency situation exists in an area of the State in respect of a hazard of which it is a HMA for emergency management (section 50(1) EM Act). Must not make a declaration unless satisfied that an emergency has occurred, is occurring or is imminent in that area of the State and there is a need to exercise Part 6 Emergency Powers of the EM Act to prevent or minimise loss of life, prejudice to the safety, or harm to the health, of persons or animals or destruction of or damage to property or any part of the environment (section 50(2) EM Act).

Body or Role	Function and Responsibilities
<p>Hazard Management Agency (continued)</p>	<ul style="list-style-type: none"> • Prior to an emergency situation declaration, must take reasonable steps to consult with the SEC and the local governments affected by the proposed declaration, in accordance with State EM Response Procedure 4.5 (State EM Policy section 5.3.7). • Must notify the SEC and each DEC and LEC for a local government district to which an emergency situation declaration applies, as soon as practicable after it makes an emergency situation declaration (section 50(5) EM Act). • When notified of an emergency situation declaration by the SEC, must notify each DEC and LEC for a local government district to which the declaration applies, as soon as practicable after the notification is given (section 50(6A) EM Act). • As soon as satisfied that it is no longer necessary for emergency powers (under Part 6 of EM Act) to be exercised in relation to emergency situation it has declared to exist, revokes the emergency situation declaration (section 53(1) EM Act). • May authorise officers or employees of the HMA or other persons, to act as HMOs during an emergency situation declared by that HMA (section 55(1) EM Act). • When an emergency situation is declared, the relevant HMA is responsible for the overall management of the response to the incident resulting from that hazard (State EM Policy section 5.3). • If a Level 3 incident is declared, the relevant HMA must consult with the SEC to determine whether a SECG should be established (State EM Policy section 5.4). • Responsible for the public information function during the response phase of an emergency, in collaboration with the Controlling Agency (State EM Policy section 5.6). • Advises on the use of SEWS, which must only be used under the strict instruction of the HMA during an emergency (State EM Policy section 5.6). • Must comply with any formal arrangements that the SEMC has established with media organisations regarding broadcast warnings and public information (State EM Policy section 5.6).

Body or Role	Function and Responsibilities
<p>Hazard Management Agency (continued)</p>	<ul style="list-style-type: none"> • Local governments, HMAs, relevant emergency management agencies and Controlling Agencies, in consultation with relevant LEMCs, must identify and document in the LEMA refuge sites and evacuation centres appropriate for the hazards identified as having a high risk to the area (State EM Policy section 5.7). • Responsible for a restricted access permit system applicable to their hazard(s), for use by the IC as applicable (State EM Policy section 5.8). • Instructs on the use of SEWS (State EM Policy section 5.6). • May request the Department of Communities establish a DISCC as a result of a major emergency (State EM Policy section 5.9.5) • Provides a representative for a SECG, when required (State EM Plan Appendix E). • Responsible for initial contact with potential supporting state or territories, where a requirement potentially exists for interstate assistance, as outlined in the relevant State Hazard Plan (State EM Policy section 5.10). • Responsible for developing and submitting a post-operation report to the SEMC for operations that involved establishment of a SECG (State EM Policy section 5.11). • Must include recovery arrangements in State Hazard Plans (State EM Policy section 6.1). <p>Refer also to the functions and responsibilities for emergency management agencies and, if applicable, public authorities.</p>

Body or Role	Function and Responsibilities
<p>Hazard Management Officers (HMOs)</p> <p>A HMA may authorise officers or employees of the HMA or other persons to act as HMOs during an emergency situation that it has declared under section 50 of the EM Act (section 55(1) EM Act). As per section 51(2) EM Act, the authorisation is to specify:</p> <ul style="list-style-type: none"> • whether it applies to any emergency situation declared by the HMA or is limited to a particular emergency situation declared by the HMA • the particular person or class of employee, officer or person to whom it applies • the terms and conditions on which it is given. 	<ul style="list-style-type: none"> • May exercise emergency powers under Part 6 of the EM Act, subject to terms and conditions in which they are authorised to be a HMO, in relation to obtaining identifying particulars (section 66 EM Act), movement and evacuation (section 67), use of vehicles (section 68), powers of officer to control or use property (section 69), powers of officers in relation to persons, or class of persons, exposed to hazardous substances (section 70 EM Act) and exchange of information (section 72 EM Act). • Must comply with directions of the relevant HMA when exercising emergency powers under Part 6 of the EM Act (section 55(6) EM Act). • During an emergency situation, for the purposes of emergency management, may disclose 'relevant information' to an emergency management agency and a person or entity engaged by an emergency management agency to provide welfare (Emergency Relief and Support) services (section 72(2) EM Act and regulation 24(1) EM Regulations). • During an emergency situation, for the purposes of emergency management, may request an emergency management agency holding 'relevant information' disclose it to the HMO (section 72(3) EM Act). • If a person does not comply with a direction given under Part 6 Emergency Powers of the EM Act, may do all such things as are reasonably necessary to ensure compliance with the direction, using such force as is reasonable in the circumstances and may exercise a power under Part 6 with the help, and using the force, that is reasonable in the circumstances (section 76 EM Act). • The abovementioned emergency powers are in addition to, and not in derogation from, the powers the person may have under another written law or other law (section 76 EM Act).

Body or Role	Function and Responsibilities
<p>Incident Controller (IC)</p> <p>The IC is the person designated by the relevant Controlling Agency as being responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.</p> <p>[Note: agencies may use different terminology. However, the function remains the same]</p>	<ul style="list-style-type: none"> • As per State EM Policy section 5.2, the IC or their delegate is responsible for: <ul style="list-style-type: none"> – the overall control of an incident, within a defined incident area, which may include the whole State in some incidents – leading an incident management team – assessing the incident level – if an incident is assessed as Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with State EM Response Procedure 2 – ensuring the accuracy of the emergency public information and approving its release in coordination with all relevant agencies and terminating its broadcast – in consultation with the HMA, ensuring effective strategies for evacuation are implemented – management of traffic during an emergency response. • Considers activation of an ISG when a Level 2 is declared, and activates an ISG when a Level 3 incident is declared (State EM Policy section 5.2). • Once a decision has been made to evacuate an area, in consultation with the HMA, responsible for ensuring effective communication strategies are implemented (State EM Policy section 5.7). • Responsible for the management of traffic during an emergency response until the road is returned to the asset owner (State EM Policy section 5.8).
<p>Incident Support Group (ISG)</p> <p>A Controlling Agency must consider establishment of an ISG when a Level 2 incident is declared, and must establish an ISG when a Level 3 incident is declared. The ISG is activated by the IC (State EM Policy section 5.2).</p>	<ul style="list-style-type: none"> • Assists the IC through the provision of information, expert advice, support and resources relevant to their organisation (State EM Plan section 5.1).

Body or Role	Function and Responsibilities
<p>Local Emergency Coordinator (LEC)</p> <p>LECs are appointed by the SEC for each local government district (section 37(1) EM Act). The SEC has assigned the position of LEC to the Officer in Charge of the relevant police subdistrict. Where there is more than one police subdistrict in a local government district, each Officer in Charge is a LEC for that district.</p>	<ul style="list-style-type: none"> • Has the functions under section 37(4) of the EM Act to: <ul style="list-style-type: none"> – provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district. Under State EM Policy section 5.3, this may include: <ul style="list-style-type: none"> • providing advice and support to the HMA in support of effective coordination, particularly in multi-agency responses • facilitating meetings, if required • active participation in a ISG or an OASG • assisting in the coordination of resources and information • facilitating information exchange at a local or district level – assist HMAs in the provision of a coordinated response during an emergency in the district – carry out other emergency management activities in accordance with the directions of the SEC. This may be a specific direction in relation to a particular matter or may be a general standing direction as to an emergency management issue (State EM Policy section 5.3). • As per State EM Policy section 5.3, during an emergency response, the relevant DEC and LECs are responsible for: <ul style="list-style-type: none"> – assisting the HMA in the provision of a coordinated response during an emergency. These activities may include: <ul style="list-style-type: none"> • providing advice and support to the HMA in support of effective coordination particularly in multi-agency responses • facilitating meetings, if required • active participation in an ISG or an OASG, as appropriate • assisting in the coordination of resources and information • facilitating information exchange at a local or district level – maintaining effective communication with all coordinators involved in the emergency.

Body or Role	Function and Responsibilities
<p>Local Emergency Management Committee (LEMC)</p> <p>A local government is to establish one or more LEMCs for the local government district (section 38(1) EM Act).</p>	<ul style="list-style-type: none"> • Has the functions under section 39 EM Act in relation to the district or area for which it is established to: <ul style="list-style-type: none"> – advise and assist the local government in ensuring LEMA are established for its district – liaise with public authorities and other persons in the development, review and testing (through exercise or activation) of LEMA – carry out other emergency management activities as directed by the SEMC or prescribed in the EM Regulations. • Prepares and submits to the DEMC for the district an annual report on its activities undertaken during the financial year (section 40(1) EM Act). • Must liaise with local government(s) within LEMC in relation to exercising (State EM Policy section 4.8.8). • Local governments, HMAs, relevant emergency management agencies (i.e. Support Organisations) and Controlling Agencies, in consultation with relevant LEMCs, must identify and document in the LEMA refuge sites and evacuation centres appropriate for the hazards identified as having a high risk to the area (State EM Policy section 5.7). • Must ensure LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by emergency management agencies (including the Department of Communities) or note where there are no facilities (State EM Policy section 5.9.5).

Body or Role	Function and Responsibilities
<p>Local government</p> <p>A local government or regional local government is included in the definition of a 'public authority' under section 3 EM Act.</p>	<ul style="list-style-type: none"> • Under section 36 of the EM Act, has the functions of: <ul style="list-style-type: none"> – ensuring effective LEMA are prepared and maintained for its district – managing recovery following an emergency affecting the community in its district. • Has to establish one or more LEMCs for its local government district (section 38(1) EM Act). If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions (section 38(2) EM Act). • Must ensure that LEMA for emergency management in the local government district are prepared (section 41(1) EM Act) and set out specific matters specified under section 41(2) of the EM Act, including: <ul style="list-style-type: none"> – the local government's policies for emergency management – roles and responsibilities of public authorities and other persons involved in emergency management in the local government district – provisions about the coordination of emergency management operations and activities relating to emergency management performed by the above persons – description of emergencies likely to occur in the district – strategies and priorities for emergency management in the district (section 41(2) EM Act) – other matters about emergency management in the local government district considered appropriate – a recovery plan and nomination of a Local Recovery Coordinator (section 41(4) EM Act). • Must ensure LEMA are consistent with the State EM Policy, the State EM Plan, State Hazard Plans and State Support Plans (section 41(3) EM Act). • Must deliver a copy of LEMA, and any amendments to these, to the SEMC as soon as is practicable after they are prepared (section 41(5) EM Act). • Must ensure LEMA are reviewed in accordance with SEMC procedures (section 42(1) EM Act).

Body or Role	Function and Responsibilities
<p>Local government (continued)</p>	<ul style="list-style-type: none"> • Must keep a copy of LEMA at the local government offices and make them available for inspection, free of charge, by members of the public during office hours (sections 43(1) and (2) EM Act). • As per State EM Policy section 2.5, should follow the guidance in the State EM Procedures in relation to: <ul style="list-style-type: none"> – LEMC membership, roles and responsibilities and meetings established in State EM Preparedness Procedure 7 – when applicable, uniting of two or more local governments plan for the purposes of emergency management (State EM Preparedness Procedure 14) – when applicable, separation of combined local governments for the purposes of emergency management (State EM Preparedness Procedure 15). • Has a role in and responsibilities for ERM, as detailed in State EM Prevention and Mitigation Procedure 1 (State EM Policy section 3.2). • Should advise the SEMC of their capacity to manage large-scale or multiple emergency events and identify capability areas that require development (State EM Policy section 4.2). • Must conduct an annual capability analysis, develop a consolidated 3 year exercise schedule and lead or participate in an annual exercise, in consultation with their LEMC (State EM Policy section 4.8.8). <ul style="list-style-type: none"> – Must submit their exercise schedules to their DEMC prior to the start of the calendar year (State EM Policy section 4.10). – Following an exercise identified within an exercise schedule, lead agencies must develop a post-exercise report in accordance with State EM Preparedness Procedure 19 and submit to their DEMC (State EM Policy section 4.11). • Must arrange for the exercising of Local Emergency Management Arrangements within 12 months of any significant amendments made (State EM Policy section 1.10.5.1). • Prescribed as a Combat Agency and responsible for the EM activity of fire suppression (section 6 EM Act and regulation 31 EM Regulations).

Body or Role	Function and Responsibilities
<p>Local government (continued)</p>	<ul style="list-style-type: none"> • After participating in a response to an emergency that involved establishment of a SECG, must contribute to the post-operation report developed by the HMA for submission to the SEMC (State EM Policy section 5.12). • Must ensure the preparation and maintenance of LEMA includes identification of a Local Recovery Coordinator and includes a local recovery plan as detailed in State EM Preparedness Procedure 8 and guided by the SEMC's Local Recovery Guidelines (State EM Policy section 6.3). • Must determine the establishment of a Local Recovery Coordination Group, when appropriate (State EM Policy section 6.3). • Should consider the potential membership of a Local Recovery Coordination Group prior to events occurring (State EM Policy section 6.3). • In conjunction with the SEC and the State Recovery Coordinator, must consider (in conjunction with this person) the level of State involvement required for the recovery, based on a number of factors pertaining to the impact of the emergency (as detailed in the State EM Plan section 6.6) and whether a SRCG and a State Recovery Controller should be established (State EM Policy section 6.4). • Following an emergency, must undertake an evaluation of the effectiveness of the recovery activities in relation to its recovery plan, including an assessment of preparedness for any future event, within 12 months of the emergency (State EM Policy section 6.10). <p>Refer also to the functions and responsibilities under 'public authority' and 'Combat Agency'.</p>
<p>Local Recovery Coordinator</p> <p>The Local Recovery Coordinator is identified in the local recovery plan within a local government's LEMA.</p>	<ul style="list-style-type: none"> • Coordinates local-level recovery activities in conjunction with the LRCG (when formed) and in accordance with plans, strategies and policies that it deter (State EM Policy section 6.3). • Should facilitate a coordinated approach with other Local Recovery Coordinators when more than one local government is affected by an emergency (State EM Policy section 6.3).

Body or Role	Function and Responsibilities
<p>Local Recovery Coordination Group</p> <p>Local governments determine the establishment of a Local Recovery Coordination Group when considered appropriate.</p>	<ul style="list-style-type: none"> • When formed, coordinates local level recovery activities in conjunction with the Local Recovery Coordinator and in accordance with plans, strategies and policies that the group deter (State EM Policy section 6.3). • May have roles such as those suggested in the SEMC's Local Recovery Guidelines (State EM Policy section 6.3). • Where possible, the LRCG should deal with all offers of, or requests for, assistance from NGOs in relation to emergency relief funds, shelter, accommodation and household supplies (State EM Policy section 6.8). • Where possible, coordinates offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations (State EM Policy section 6.9).
<p>Evacuation Centre Coordinators</p> <p>The Department of Communities appoints the State Relief and Support Coordinator and Evacuation Centre Coordinators.</p>	<ul style="list-style-type: none"> • Support local government areas (State EM Plan Appendix E). • Determine evacuation centres in consultation with local government and endorsed by LEMCs (State EM Plan section 5.5.4). • Maintain and include lists of retail outlets agreeing to participate in arrangements for emergency clothing and personal requisites in local emergency relief and support plans, and ensures that procedures are in place to access these services (State EM Plan section 5.5.4).

Body or Role	Function and Responsibilities
<p>Minister</p> <p>The Minister responsible for the EM Act.</p>	<ul style="list-style-type: none"> • Appoints the Chair, Deputy Chair, members and deputy members, an executive officer and a representative of local government of the SEMC (sections 13(1) and (2) EM Act and regulations 2, 3 and 7 EM Regulations). • May give directions in writing to the SEMC with respect to the performance of its functions, either generally or in relation to a particular matter, and the SEMC is to give effect to any such direction (section 23(1) EM Act). • Deter emergency management districts, on the advice of the SEMC (section 28 EM Act). • May, in writing, declare that a state of emergency exists in the whole or any area or areas of the State (sections 56 and 57 EM Act), extend the declaration (section 58 EM Act) and revoke the declaration at any time (section 59 EM Act). • Deputy Chair of the SDC (section 63(3) EM Act). • Where a State Recovery Controller is appointed, either the Premier or the Minister determines the cessation of this appointment, informed by the completion of the recovery objectives (State EM Policy section 6.6.2). • Makes decisions on applications for compensation (sections 78–81 EM Act). • Reviews the operation and effectiveness of the EM Act as soon as practicable after the expiry of five years from the commencement of the EM Act and prepares a report on this and causes it to be laid before each House of Parliament (section 103 EM Act).
<p>Non-Government Organisations (NGOs)</p>	<ul style="list-style-type: none"> • In some circumstances, NGOs can provide assistance through emergency relief funds, shelter, accommodation or household supplies. Where possible, this should be dealt with by the local emergency relief and support coordination group or the LRCG (State EM Policy section 6.8).
<p>Officer in Charge of each police sub-district</p>	<ul style="list-style-type: none"> • Appointed by the SEC, as the LEC for the local government district (State EM Policy 2.5). <p>Refer to the functions and responsibilities of the LEC</p>

Body or Role	Function and Responsibilities
<p>Operational Area Manager (OAM)</p> <p>An OAM is the person designated by the relevant HMA.</p>	<ul style="list-style-type: none"> Facilitates control across an operational area during the response to an emergency area (State EM Plan section 5.2). Convenes an OASG (State EM Plan section 5.2). Responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and ICs in accordance with the needs of the situation (State EM Policy Appendix D).
<p>Operational Area Support Group (OASG)</p> <p>An OASG is a group of agency liaison officers convened by an OAM. It is activated by a HMA when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously in one operational area.</p>	<ul style="list-style-type: none"> Assists an OAM in the strategic support of an operational area for an incident through the provision of agency-specific information, expert advice, resources and support (State EM Plan section 5.2).
<p>Organisations assigned roles in the State EM Plan, State Hazard Plans or State Support Plans</p>	<ul style="list-style-type: none"> If prescribed under the EM Regulations as a Combat Agency or Support Organisation, must be prepared to support the HMA during an emergency response (State EM Policy section 4.1). Must support the HMA in response to an emergency (State EM Policy section 5.3).
<p>Public Information Team (PIT)</p> <p>The PIT may be established by the appointed SEPIC either on their own initiative or in consultation with the HMA.</p>	<ul style="list-style-type: none"> Coordinates emergency public information delivery by the HMA and other emergency management agencies (State EM Plan section 5.3). In conjunction with the SEPIC, supports the public information function during emergencies by coordinating a whole of government public information strategy and ensuring effective coordination of information dissemination to the media and public (State Support Plan - Emergency Public Information).
<p>Police District Superintendent</p>	<ul style="list-style-type: none"> Appointed by the SEC, performs the role of DEC (State EM Policy section 2.4). Refer also to the function and responsibilities of the DEC.

Body or Role	Function and Responsibilities
<p>Police Force of Western Australia (sworn Police Officers) and the Police Service (public servants)</p>	<ul style="list-style-type: none"> · Where an incident requiring an emergency response occurs and it is unclear which agency should be responsible for controlling the response under existing legislation or agency responsibilities and agreement cannot be reached by responding personnel, then the most senior member of the WA Police Force who is present must assume control of the incident until the appropriate response agency is identified (State EM Policy section 5.4). · For the purpose of emergency management during an emergency situation or state of emergency, a Police Officer present in the emergency area may direct the owner, occupier or person apparently in charge of any place of business, worship, 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). · During an emergency situation or state of emergency, a Police Officer present in the emergency area may exercise any of the powers of a HMO in relation to movement and evacuation (section 67 EM Act) or an Authorised Officer in relation to directing the owner or occupier or the person apparently in charge of any place of business, worship, 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(2) EM Act). But this power is not to be exercised in a manner that is contrary to or in conflict with a direction given to the Police Officer by the HMA that made the emergency situation declaration or the SEC, as the case requires, or the exercise of a power by a HMO in relation to movement and evacuation or an Authorised Officer in relation to the aforementioned closure of a place, or class of place, for a specified period (section 71(3) EM Act). · If a person does not comply with a direction given under Part 6 Emergency Powers of the EM Act, a Police officer may do all such things as are reasonably necessary to ensure compliance with the direction, using such force as is reasonable in the circumstances and may exercise a power under Part 6 with the help, and using the force, that is reasonable in the circumstances (section 76 EM Act).

Body or Role	Function and Responsibilities
<p>Premier of Western Australia</p>	<ul style="list-style-type: none"> · Chair of the SDC, which is established if a state of emergency is declared (section 63 EM Act). · May direct the SDC to perform functions (section 64(e) EM Act). · If extraordinary arrangements are required for a specific emergency, appoints a State Recovery Controller on the recommendation of the State Recovery Coordinator in consultation with the SEC (State EM Policy section 6.4.4). · Where a State Recovery Controller is appointed, cessation will be informed by the completion of the recovery objectives and determined by the Premier or the Minister (State EM Policy section 6.6).

Body or Role	Function and Responsibilities
<p>Public Authority</p> <p>Under section 3 EM Act, 'Public Authority' means:</p> <p>(a) an agency as defined in the <i>Public Sector Management Act 1994</i>;</p> <p>(b) a body, corporate or unincorporate, that is established or continued for a public purpose by the State, regardless of the way it is established;</p> <p>(c) a local government or regional local government;</p> <p>(d) the Police Force of Western Australia;</p> <p>(e) a member or officer of a body referred to in paragraph (a), (b), (c) or (d); or</p> <p>(f) a person or body prescribed (or of a class prescribed) by the EM Regulations as a public authority for the purposes of this definition.</p>	<ul style="list-style-type: none"> • When given roles and responsibilities under this State EM Policy, must comply with directions from the SEMC to prepare/assist in the preparation, review/assist in the review, amend/replace or assist in the amendment/replacement or test/assist in the testing of State Hazard Plans or State Support Plans within the time and manner specified in the direction (sections 20(1) and (3) EM Act). • When given roles and responsibilities under this State EM Policy, must comply with this State EM Policy (section 20(4) EM Act). • When having agreed roles and responsibilities within the State EM Plan, State Hazard Plan or a State Support Plan, agencies must assist in developing, reviewing, amending and/or replacing those plans, as required (State EM Policy section 1.5). • Responsibility for the development and review of 'support functions' within State Hazard Plans or State Support Plan, as delegated to the relevant Responsible Agency by the SEMC (State EM Policy section 1.5). • When prescribed as a HMA under the EM Regulations, has a responsibility for the emergency management for their assigned hazards (State EM Policy section 2.2). • Agencies must be prepared to support HMAs in response to emergencies, when assigned roles in the State EM Plan, State Hazard Plans or State Support Plans (State EM Plan section 4.1.2). • When assigned roles and responsibilities within State Hazard Plans or State Support Plan, agencies must conduct an annual capability analysis, develop a consolidated 3 year exercise schedule and lead or participate in an annual exercise (State EM Policy section 4.8.5). <ul style="list-style-type: none"> – Must submit their exercise schedules to the SECT prior to the start of the calendar year (State EM Policy section 4.10). – Following an exercise identified within an exercise schedule, lead agencies must develop a post-exercise report in accordance with State EM Preparedness Procedure 3.19 and submit to the SECT (State EM Policy section 4.11).

Body or Role	Function and Responsibilities
<p>Public Authority (continued)</p>	<ul style="list-style-type: none"> • Agencies must determine training needs, both internal and interagency, so staff and volunteers have the appropriate skills to ensure provision of services in accordance with the relevant State Hazard Plan or State Support Plan (State EM Policy section 4.10). • Must support the HMA in response to an emergency, when assigned roles in the State EM Plan, State Hazard Plans or State Support Plans (State EM Policy section 5.3) • After participating in a response to an emergency that involved establishment of a SECG, State agencies and local government must contribute to the post operation report developed by the HMA for submission to the SEMC (State EM Policy section 5.11). • Must comply with directions from the SEC during a state of emergency within the time and in the manner, if any, specified (section 74(3) EM Act). <p>Refer also to functions and responsibilities for emergency management agencies, HMAs, combat agencies and Support Organisations, as applicable.</p>
<p>Responsible Agencies for the State EM Policy, State EM Plan, State Hazard Plans and State Support Plans (respectively)</p>	<ul style="list-style-type: none"> • Must conduct a complete review of the documents by the set date agreed by the SEMC (State EM Policy section 1.5). • Must maintain the State EM Policy through a continued process of evaluation and review, to ensure compliance with legislation and organisational change (State EM Policy section 1.5). • Must arrange for its exercising within 12 months of any significant amendments made (State EM Policy section 1.10.5.1).
<p>State Coroner</p>	<ul style="list-style-type: none"> • Has the function to ensure that 'reportable deaths' are investigated (<i>Coroner's Act 1996</i>).
<p>State Disaster Council (SDC)</p> <p>The SDC is established when a state of emergency is declared (section 63(1) EM Act). It is chaired by the Premier with the Minister as the Deputy Chair (sections 63(2) and (3) EM Act) and includes the SEC and other members appointed by the Chair (section 63(5) EM Act).</p>	<ul style="list-style-type: none"> • Functions under section 64 EM Act are to: <ul style="list-style-type: none"> – liaise with the State government and a SECG in relation to a state of emergency (as declared under section 56 EM Act) – provide prompt and accurate advice and support to the Government and a SECG in relation to the state of emergency – liaise with the Australian Government as required – perform any other function as directed by the Premier.

Body or Role	Function and Responsibilities
<p>State Emergency Coordination Group (SECG)</p> <p>A SECG is established when a state of emergency is declared under section 56 of the EM Act (section 26(1) EM Act). In addition, if an emergency occurs or is imminent, the SEC may also establish SECG on request of the relevant HMA or on their own initiative in consultation with relevant HMA (section 26(2) EM Act).</p> <p>A SECG's membership consists of the SEC, the Chair of SEMC, the SEMC Executive Officer, representative of the relevant HMA, a representative of local governments in the emergency area or area where emergency is occurring or imminent, as the case requires, nominated by the SEC, and other members considered necessary by the SEC (section 26(3) EM Act). As of 2017, the State Recovery Coordinator is included as an 'other member'. The SEC is the Chair (section 26(4) EM Act).</p>	<ul style="list-style-type: none"> • May determine its own procedures (section 26(5) EM Act). • Ceases to be established when determined by the SEC (section 26(6) EM Act). • Has the functions (under section 27 of the EM Act) to: <ul style="list-style-type: none"> – ensure the provision of coordinated emergency management by public authorities and other persons – provide advice and direction to public authorities and other persons to facilitate effective emergency management – liaise between emergency management agencies and the Minister. • Responsible for State-level recovery coordination, until recovery is referred to the SRCG, if established (State EM Policy section 6.4).

Body or Role	Function and Responsibilities
<p>State Emergency Coordinator (SEC)</p> <p>The Commissioner of Police holds the office of the SEC (section 10 EM Act).</p>	<ul style="list-style-type: none"> • Appoints a LEC for each local government district (section 37(1)-(3) EM Act). • Appoints a DEC for each emergency management district (section 29 EM Act). • Responsible for coordinating the response to an emergency during a state of emergency (section 11(1) EM Act). • Has the functions under section 11(2) EM Act to: <ul style="list-style-type: none"> – provide advice to the Minister in relation to emergencies – provide advice to the SDC during a state of emergency – provide such advice and assistance to HMAs as the SEC considers appropriate – carry out emergency management activities as directed by the Minister. • May approve the delegation by a HMA to an officer or employee of its agency any power or duty of the HMA under section 50 (emergency situation declaration), section 53 (revocation of emergency situation declaration) and section 55 (authorisation of HMOs), or any of those sections (section 5 EM Act). • May delegate to any person any power or duty of the SEC under the EM Act (section 12 EM Act and State EM Preparedness Procedure 3.10). • When a state of emergency is declared (under section 56 of the EM Act), establishes a SECG (section 26(1) EM Act). • If an emergency occurs or is imminent, the SEC may also establish a SECG on request of relevant HMA or on own initiative and in consultation with relevant HMA (section 26(2) EM Act). • Chairs a SECG when established (section 26(4) EM Act). • May declare that an emergency situation exists in an area of the State in respect of any hazard (section 50(1A) EM Act). Must not make this declaration unless satisfied that an emergency has occurred, is occurring or is imminent in that area of the State and there is a need to exercise Part 6 Emergency Powers of the EM Act to prevent or minimise loss of life, prejudice the safety, or harm to the health, of persons or animals, or destruction of or damage to property or any part of the environment (section 50(2) EM Act).

Body or Role	Function and Responsibilities
<p>State Emergency Coordinator (continued)</p>	<ul style="list-style-type: none"> • Prior to an emergency situation declaration, must take reasonable steps to consult with the HMA and the local governments affected by the proposed declaration, in accordance with State EM Response Procedure 5 (State EM Policy section 5.3). • Upon making an emergency situation declaration in respect of a hazard, must notify the HMA for emergency management of the hazard as soon as practicable after the declaration is made (section 50(5A) EM Act). • May extend or further extend the duration of a declaration of an emergency situation (section 52 EM Act). • Appoints a SEPIC to coordinate emergency public information across multiple agencies during an emergency situation (declared under section 50 EM Act) or state of emergency (declared under section 56 EM Act) (State EM Policy section 5.6). • May authorise persons to act as Authorised Officers during a state of emergency (section 61(1) EM Act). • Member of the SDC, established when a state of emergency is declared under section 56 EM Act (section 63(5) EM Act). • During a state of emergency (under section 56 EM Act), responsible for coordinating such activities of public authorities as the SEC considers necessary or desirable for responding to the emergency subject to any limitations on powers when the Minister extends a declaration. For this purpose, the SEC may direct any public authority to do/refrain from doing any act or perform/refrain from performing any function, and appoint a public authority officer to have overall control of particular activities carried out by public authorities in response to an emergency where a number of public authorities are involved (sections 73 and 74 EM Act). • May request Department of Communities establish a DISCC as a result of a major emergency (State EM Policy section 5.9.5). • May approach the Australian Government for a range of assistance measures tailored to the needs of the community (State EM Policy section 5.10). • Authorised under the State EM Policy to liaise with the Australian Government and other persons in or outside the State and enter into agreements and arrangements with those persons to assist the State to manage emergencies (section 11(3) EM Act and State EM Policy section 5.10).

Body or Role	Function and Responsibilities
<p>State Emergency Management Committee (SEMC)</p> <p>The membership of the SEMC is provided for under sections 13(2) and (3) of the EM Act.</p>	<ul style="list-style-type: none"> • Has the functions (under section 14 EM Act) to: <ul style="list-style-type: none"> – advise the Minister on emergency management and the preparedness of the State to combat emergencies – provide direction, advice and support to public authorities, industry, commerce and the community in order to plan and prepare for an efficient emergency management capability for the State – provide a forum for the whole of community coordination to ensure the minimisation of the effects of emergencies – provide a forum for the development of community-wide information systems to improve communications during emergencies – develop and coordinate risk management strategies to assess community vulnerability to emergencies – perform other functions given to the SEMC under the EM Act. • May, on the advice of the relevant prescribed HMA, designate areas of the State as a cyclone area (section 16(1) EM Act). • Arranges for preparation of State emergency management policies that include provision for a strategic framework for emergency management in the State and the roles and responsibilities of EM agencies (section 17 EM Act). • Arranges for the preparation of State emergency management plans (including State Hazard Plans and State Support Plans) as the SEMC considers necessary (section 18(1) EM Act). • May arrange for a State emergency management policy, a State emergency management plan (including State Hazard Plans and State Support Plans) to be reviewed, amended or replaced, when considered appropriate (section 19(1) EM Act). • May arrange for a State emergency management plan (including State Hazard Plans and State Support Plans) to be tested whenever considered appropriate (section 19(2) EM Act).

Body or Role	Function and Responsibilities
<p>State Emergency Management Committee (SEMC)</p> <p>(continued)</p>	<ul style="list-style-type: none"> • May in writing direct public authorities, given roles and responsibilities in a State emergency management policy to prepare/assist in the preparation, review/assist in the review, amend/replace or assist in the amendment/replacement or test/assist in the testing of State emergency management plans (section 20(1) EM Act). • Gives effect to any directions by the Minister with respect to the performance of its functions (section 23(1) EM Act). • Appoints the Chair of the DEMCs (section 31(3) EM Act). • Prepares and submits an annual report to the Minister on SEMC activities undertaken during a financial year (section 25(1) EM Act). • Leads and administers development of ERM plans at the State scale on a prioritised basis (State EM Policy section 3.2). • Reports annually on the State's emergency preparedness by submitting a report to the Minister (State EM Policy section 4.2). • May enter into a formal arrangement with media organisations to formalise relationships and agreements to broadcast warnings and public information (State EM Policy section 5.6).
<p>State Emergency Management Committee Subcommittees</p> <p>The SEMC may establish any SEMC Subcommittees it thinks fit to advise the SEMC on any aspect of SEMC functions or to assist the SEMC with any matters relevant to the performance of its functions (EM Act s. 21(1)).</p>	<ul style="list-style-type: none"> • Must comply with any directions given by the SEMC with respect to the performance of its functions and procedures (section 21(4) EM Act). • Must follow State EM Preparedness Procedure 20 in relation to committee procedures. • Subject to the directions of the SEMC, may determine its own procedures (section 21(5) EM Act). • Relevant subcommittees must consider recommendations and lessons identified through the exercise process and deal with recommendations or refer them to the SEMC for consideration, noting or action (State EM Policy section 4.13).

Body or Role	Function and Responsibilities
<p>State Emergency Public Information Coordinator (SEPIC)</p> <p>The SEPIC is appointed by the SEC who has assigned the role to the Director of Media and Corporate Communications, WA Police Force.</p>	<ul style="list-style-type: none"> • Responsible (with oversight by the PIRG) for education of media in relation to public information roles and responsibilities (State EM Plan section 5.3.1). • Responsible under State EM Policy section 5.6 for: <ul style="list-style-type: none"> – ensuring emergency management agencies and public authorities are aware of their responsibilities under the State EM Plan (SSP - Public Information section 2.1) – assessing the capabilities of emergency management agencies and public authorities to discharge their responsibilities and advising the PIRG of any identified deficiencies (SSP - Public Information section 2.1) – maintaining a contact list of key media and public information officers (or equivalents) for controlling agencies and emergency management agencies (SSP - Public Information section 2.1) – exercising the emergency public information arrangements on a regular basis, as determined by the PIRG (SSP - Public Information section 2.3) – activating the emergency public information arrangements when required and immediately notifying the Controlling Agency and relevant emergency management agencies when this occurs (State EM Policy section 5.6) – coordinating and managing the provision of emergency public information when requested by the Controlling Agency during the response and recovery phases of emergencies (State EM Policy section 5.6 and State EM Plan section 5.3.1) – coordinating emergency public information across multiple agencies, during an emergency situation (as declared under section 50 EM Act) or state of emergency (as declared under section 56 EM Act) (State EM Plan section 5.3.1) – when required during an emergency, convening and chairing a Public Information Team to ensure effective coordination of information dissemination to the media and public and develop a whole-of-government public information strategy (State EM Plan section 5.3.1) – undertaking activities to ensure effective coordination over the public information function, including: <ul style="list-style-type: none"> • providing advice and support to a SECG and SEC as required (SSP - Public Information section 3.5)

Body or Role	Function and Responsibilities
<p>State Emergency Public Information Coordinator</p> <p>(continued)</p>	<ul style="list-style-type: none"> • calling and scheduling multi-agency media conferences, in close consultation with the controlling agency and relevant emergency management agencies (SSP - Public Information section 3.5) • enhancing existing media-monitoring services to aid the controlling agency and relevant emergency management agencies (SSP - Public Information section 3.6) • activating and ensuring the continued availability of the SPIL as required (SSP - Public Information section 3.6) • coordinating personnel and facilities to assist the HMA with the provision of public information during an emergency, as required. This may include facilitating a supply public information and media staff (including digital media staff) to support the HMA, other emergency management agencies and the State Recovery Coordinator (SSP - Public Information section 3.6). • Coordinates the provision of emergency public information support during the response and recovery phases of emergencies (State EM Plan section 5.3.1). • Arranges a multi-agency public information de-brief following the conclusion of the response phase of an emergency in which the SEPIC role is activated and submitting a report to the PIRG (SSP - Public Information section 3.5). • Arranges a public information briefing, with those emergency management agencies involved in recovery at the commencement of the recovery phase of an emergency (SSP - Public Information section 3.5). • Must appoint two deputy SEPICs (State EM Policy section 5.6). • Responsible for establishing and maintaining the state public information line and arranging its resourcing when it is required (State EM Policy section 5.6).

Body or Role	Function and Responsibilities
<p>State Recovery Controller</p> <p>The State Recovery Controller is appointed by the Premier, on the recommendation of the State Recovery Coordinator in consultation with the SEC, if extraordinary arrangements are required for a specific emergency</p>	<ul style="list-style-type: none"> • Roles under State EM Policy section 6.4 include: <ul style="list-style-type: none"> – responsibility for ensuring the provision of a coordinated recovery support to emergency affected communities through the direction and coordination of the resources made available by public authorities and other persons – reporting directly to the Premier/Minister as determined by the Government, keeping the SEC and Controlling Agency/HMA informed on the recovery progress – chairing the SRCG, if established – undertaking the recovery coordination responsibilities of the State Recovery Coordinator – ensuring the State-level Recovery Plan, developed by the SRCG, is to include a public information plan, which should incorporate a social media strategy – consulting with the State Recovery Coordinator and ensure they have visibility of and input into reports provided to the SRCG, where established – representing relevant Ministers during consultation with local government(s) on recovery and reconstruction matters – liaising with SRCG and SECG members and other relevant agencies to coordinate overlapping issues – liaising with the SEPIC regarding media and public information support during the response and recovery phase – disseminating information, in consultation with the SEPIC, relating to State-level recovery coordination and messaging. (State EM Policy section 5.6 and State EM Plan section 5.3.1) – facilitating the sharing of information to support local and regional recovery activities.
<p>State Recovery Coordination Group (SRCG)</p> <p>The SRCG is established by the State Recovery Coordinator or the State Recovery Controller on their own initiative or upon the advice and direction of a SECG</p>	<ul style="list-style-type: none"> • When established, responsible for State level recovery coordination in complex or prolonged recovery operations (State EM Policy section 6.4). • When a State-level recovery plan is developed by the SRCG, an evaluation of its effectiveness must be conducted at the conclusion of the State-level recovery coordination arrangements (State EM Policy section 6.10).

Body or Role	Function and Responsibilities
<p>State Recovery Coordinator</p> <p>The Fire and Emergency Services Commissioner appoints the State Recovery Coordinator to support recovery activities for an emergency.</p>	<ul style="list-style-type: none"> • Supports a whole-of-government approach and coordinates the maintenance of State recovery arrangements and plans through the SEMC Community Resilience and Recovery Subcommittee and in partnership with the State Recovery Team and the SEMC Business Unit (State EM Policy section 6.1). • Supports the operation of State-level recovery coordination through the SRCG, when that is established (State EM Policy section 6.1). • Must consider the level of State involvement required and whether the SRCG and State Recovery Controller should be established, in conjunction with the local government and the Controlling Agency/HMA and/or the SEC (State EM Policy section 6.4). • If extraordinary arrangements are required for a specific emergency, may in consultation with the Controlling Agency/HMA and SEC, recommend that the Premier appoint a State Recovery Controller and identify any legislative support and resources required, as detailed in the State EM Plan section 6.4 (State EM Policy section 6.4). • Responsible for determining when the State-level recovery coordination arrangements cease, following consultation with the affected local government(s)/LRCG(s), to ensure there are no more gaps in service delivery or non-completion of tasks (State EM Policy section 6.6). • Has the roles under State EM Policy section 6.4 of: <ul style="list-style-type: none"> – reviewing the recovery arrangements framework established for local government in conjunction with the SEMC Business Unit – ensuring the maintenance of contact details for all Local Recovery Coordinators – representing the State on national and other recovery committees, as required – reviewing the effectiveness of local government recovery activities to inform the development of policy and planning frameworks – liaising with and supporting the Local Recovery Coordinator(s) for any emergency to ensure that local recovery arrangements are established and there is appropriate local government(s) participation in an ISG

Body or Role	Function and Responsibilities
<p>State Recovery Coordinator (continued)</p>	<ul style="list-style-type: none"> - coordinating the recovery activities of Government and NGOs - participating in a SECG if established for an emergency and considering recovery requirements such as State-level support - contributing to the HMA's post-operation report for consideration by the SEMC - chairing the SRCG if established, unless a State Recovery Controller is appointed - assisting the State Recovery Controller to undertake their duties - following discussion with the SEPIC and Local Recovery Coordinator, initiating dissemination of information relating to State-level recovery coordination using the emergency public information arrangements detailed in section 5.2 State EM Plan - additional roles detailed in section 6 State EM Plan.
<p>State Relief and Support Coordinator</p> <p>The Department of Communities appoints the State Relief and Support Coordinator and Evacuation Centre Coordinators to support each local government area.</p>	<ul style="list-style-type: none"> · In consultation with the SEC and the HMA/Controlling Agency, activates DISCCs (State EM Policy section 5.9.5).
<p>State Emergency Relief and Support Committee</p> <p>The State Emergency Relief and Support Committee is established by the Department of Communities.</p>	<ul style="list-style-type: none"> · The Department of Communities establishes and manages the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Groups, including the provision of secretariat support (State EM Plan Appendix E).

Body or Role	Function and Responsibilities
<p>Support Organisations</p> <p>Support Organisations are public authorities or other persons prescribed by the EM Regulations to be a Support Organisation for the purposes of the EM Act (section 6(3) EM Act). They are prescribed because of the agency's functions under law or specialised knowledge, expertise and resources to provide support functions prescribed by the EM Regulations (section 6(4) EM Act). Combat Agencies, HMAs and Support Organisations are defined as an emergency management agencies under the EM Act (section 3).</p>	<ul style="list-style-type: none"> • Responsible for specific activities in support of the Controlling Agency/HMA, and may also support Combat Agencies and other Support Organisations upon request (State EM Policy section 5.3). • Responsible for the development and review of support functions within State Hazard Plans or a State Support Plan, as delegated by the SEMC. The key concepts of the support services are included in the State EM Plan, with detail maintained by the relevant agency in an operational plan or arrangement (State EM Policy section 1.5). • Must prepare for the conduct of their prescribed emergency management activities (as described in the EM Regulations) to support the HMA during an emergency response (State EM Policy section 4.1). • When assigned roles in the State EM Plan, State Hazard Plans or a State Support Plan must support the HMA in response to an emergency (State EM Policy section 5.3). <p>Refer also to functions and responsibilities for emergency management agencies and public authorities, as applicable.</p>
<p>Western Australia Police Force</p>	<ul style="list-style-type: none"> • May request the Department of Communities establish a DISCC as a result of a major emergency (State EM Policy section 5.9.5). <p>Refer also to the functions and responsibilities for Police Force of Western Australia (sworn police officers) and the Police Service (public servants).</p>

Appendix B: Emergency Management Principles

Emergency management arrangements follow a common set of underpinning principles, outlined below.

Risk management approach

Emergency risk management (ERM) is a systematic process that contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

The process begins with an understanding of the hazards, evaluates the likelihood and consequence of possible events, and produces a range of treatment options to minimise or eliminate the resulting risk.

Risk treatments include prevention and mitigation measures that reduce the frequency of events or consequence of the impacts, and preparation, response and recovery measures if an emergency event occurs. Ongoing risk identification and analysis is essential for the anticipation and management of the consequences of emergencies. This is underpinned by the six State Core Objectives, endorsed by the State Emergency Management Committee, which apply to Western Australia, to assist in measuring the risk posed to Western Australian communities as part of ERM planning. These highlight important objectives for the State which may be impacted by an emergency event, as they contain identifiable vulnerable elements (i.e. key vulnerabilities).

The six State Core Objectives are:

- **People:** protect lives and wellbeing of persons
- **Economy:** maintain and grow the State's productive capacity, employment and government revenue
- **Social setting:** ensure there is public order, under which people are housed and fed in a safe and sanitary manner and have access to social amenity including education and health services, and things of cultural importance are preserved
- **Government:** ensure there is, at all times, an effective and functioning system of government and societal respect for rule of law
- **Infrastructure:** maintain the functionality of infrastructure, particularly key transport infrastructure and utilities required for community health, economic production and effective management of emergencies
- **Environment:** protect the ecosystem and biodiversity of the state.

The adoption of a consistent and comprehensive state ERM approach – traditionally the prevention, preparedness, response and recovery approach – aids effective decision making, facilitates appropriate resource allocation and allows for a proactive approach towards emergency management.

Shared responsibility for resilience

Increasing resilience to emergencies is the collective responsibility of all sectors of society, including all levels of government, business, the non-government sector and individuals. Given the increasing severity and occurrence of natural hazards, all these sectors need to be empowered and work together with a united focus and a shared sense of responsibility to keep hazards from becoming emergencies.

Resilience minimises the vulnerability, dependence and susceptibility of a community by creating or strengthening social and physical capacity in the human and built environment to cope with, adapt and respond to, and recover from emergencies.

To improve resilience, we need to learn from emergencies in order to:

- lead change and coordinate effort
- understand the risks and communicate them to all levels of the community
- work with the people and organisations that can give effect to the necessary changes
- empower individuals and communities to exercise choice and take responsibility.

Our planning approaches need to include risk reduction strategies and our capacity to deal with disasters needs to be enhanced by greater flexibility and adaptability of our emergency services agencies and communities.

All-hazards approach

The 'all-hazards' approach assumes the functions and activities applicable to one hazard are often applicable to a range of hazards. The all-hazards approach increases efficiency by recognising and integrating common emergency management elements across all hazard types. However, it does not prevent the development of specific plans and arrangements for hazards that require a specialised approach.

Graduated approach

The 'graduated approach' is as follows:

- decisions should be made at the lowest appropriate level (subsidiarity); however, existing command, control and coordination arrangements apply
- where emergency management activities extends beyond the capability of the local community, support may be obtained from the district, State, interstate, national or international levels as appropriate.

All-agencies coordinated and integrated approach

The 'all-agencies coordinated and integrated' approach recognises that no single agency can address all of the impacts of a particular hazard. It is necessary for a lead agency to coordinate the activities of the large number of organisations and agencies that are involved. These can be drawn from across all levels of government, non-government, volunteer organisations and the private sector.

Emergency management requires collaboration, coordination and integration to facilitate complementary and coherent action by all partners to ensure the most effective use of resources and activities. Coherent actions rely on well-defined and appropriate roles, responsibilities, authorities and knowledge of the capacities of emergency management partners. This includes adherence to an incident management framework encompassing command, control and coordination.

Continuous improvement

Continuous improvement, including incremental and transformational change, is undertaken systematically as an integral part of emergency management measures and practices to improve outcomes. Improvement in arrangements is achieved through the regular monitoring and review of plans, arrangements, policy and procedures at all levels, as well as the capture and implementation of lessons identified by research, exercises and incident reviews.

Community engagement

Effective and timely communication with the community is a critical and continuous process before, during and after an emergency.

Prior to an emergency, communication focuses on:

- enhancing awareness of hazards, risks and vulnerabilities
- strengthening prevention, mitigation and preparedness measures
- providing information on all aspects of emergency management.

Public alerts communicate warning messages that an emergency is imminent.

Communications during and directly after an emergency explain and guide immediate response actions to minimise impacts and maintain safety and security. The provision of accessible, clear, consistent and reliable recovery information and advice improves the speed of community recovery after an emergency. Given the popularity and importance placed on social media by the community, it should be incorporated into community communication strategies.

Integrated information management

Information is critical to emergency management. The collation, assessment, verification and dissemination of relevant and appropriate information must be underpinned by integrated information management systems that adhere to governance and accountability standards. These systems need to support single and multi-agency decision making. Systems must also be flexible, multifaceted and dynamic to provide information that will allow members of the public to make informed decisions to ensure their safety.

Appendix C: Acronyms

Acronym	Meaning
ANZCTC	Australian New Zealand Counter Terrorism Committee
AUSRECEPLAN	Australian Government Plan for the Reception of Australian Citizens and Approved Foreign National Evacuated from Overseas
CaLD	Culturally and Linguistically Diverse
COMDISPLAN	Australian Government Disaster Response Plan
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DISCC	Disaster Information Support and Care Centres
EM Act	<i>Emergency Management Act 2005</i>
EM Regulations	<i>Emergency Management Regulations 2006</i>
ERM	emergency risk management
ERS	emergency relief and support
HMA	Hazard Management Agency
HMO	Hazard Management Officer
IC	Incident Controller
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements

Acronym	Meaning
LEMC	Local Emergency Management Committee
LRCG	Local Recovery Coordination Group
OAM	Operational Area Manager
OASG	Operational Area Support Group
PIRG	Public Information Reference Group
PPRR	Prevention, Preparedness, Response, Recovery - the four aspects of emergency management identified in the definition of emergency management in section 3 EM Act.
SDC	State Disaster Council
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
SPIL	State Public Information Line
SRCG	State Recovery Coordination Group

Appendix D: Definitions

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

Term	Definition
Controlling Agency	An agency responsible for response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either: <ul style="list-style-type: none"> • legislation other than the EM Act • by agreement between the relevant HMA and one or more agencies.
Incident	The occurrence or imminent occurrence of a hazard.
Incident Controller (IC)	The IC is the person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. Note: Agencies may use different terminology. However, the function remains the same.
Incident Support Group (ISG)	A group of agency/organisation liaison officers, including the designated emergency coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency-specific expert advice and support in relation to the response to an incident.
Minister	References to the Minister are references to the Minister responsible for the EM Act.
Operational Area Manager (OAM)	An OAM is the person designated by the relevant HMA to be responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and ICs in accordance with the needs of the situation.
Operational Area Support Group (OASG)	A group of agency/organisation liaison officers, including the designated emergency coordinator, convened by an OAM/HMA to provide agency-specific expert advice and support in relation to strategic management of an incident or incidents.
Policy	In the context of this document, policy refers to the SEMC approved State EM Policy.

Term	Definition
Responsible Agency	The agency responsible for preparing, maintaining and reviewing the State EM Policy, State EM Plan, State Hazard Plans or State Support Plans. An agency may be an individual, public authority, organisation, SEMC Subcommittee or SEMC Reference Group as directed by the SEMC

