



TERMS OF REFERENCE

STATE EMERGENCY MANAGEMENT COMMITTEE REVIEW

O'SULLIVAN (SHIRE OF MANJIMUP) AND LOWER HOTHAM (SHIRE OF BODDINGTON) BUSHFIRES

Aim:

To undertake a thematic review of the recent major bushfires experienced in the Shires of Manjimup (O'Sullivan) and Boddington (Lower Hotham) utilising a methodology to identify opportunities for continuous improvement.

Output:

Prepare a report for the State Emergency Management Committee (SEMC) that addresses and examines the following themes:

1. Operational vertical communications. The incident management policy and doctrine provides for a command, control and coordination structures to be established suited to the size and scale of an incident. The incidents subject to this review invoked all of the available arrangements and structures, across multiple agencies. This theme seeks to examine the efficacy of operational communications between the structures during their establishment, maintenance and de-mobilisation.
2. Interstate resource deployment. Substantial interstate resources were drawn on during these incidents. This theme seeks to examine how these deployments were effected and utilised.
3. Interagency Collaboration. Multiple agencies were involved during the bushfires. Involvement ranged across all tiers of government including private and not-for-profit sectors. This theme seeks to examine how well this involvement worked.

Governance:

The report's development will be overseen by a subcommittee of the SEMC comprising, as a minimum, the SEMC Chair; Fire and Emergency Services Commissioner; and Department of Parks and Wildlife (DPaW) Director General.

Committee support will be sourced through the lead agencies (i.e. Department of Fire and Emergency Services [DFES], DPaW and SEMC Secretariat). Expertise will also be drawn from organisations such as the Australasian Fire & Emergency Services Council (AFAC) as needed. The Chair will provide progress reports to the SEMC as required. The final report will be tabled at the October 2015 meeting of the SEMC.

Method:

The themes identified will draw on the following agencies, resources and information sources.

Theme	Method & Resources
Operational vertical communications	<ol style="list-style-type: none"> 1. What needs to be done 2. What will be gained 3. How it will be done. <ol style="list-style-type: none"> 1. DFES, in collaboration with DPaW and affected Local Governments (LGs), will examine the opportunities for learning between and within Incident Management Teams (IMT), Region Operations Centres (ROC) and the State Operations Centre (SOC). 2. Learnings may relate to logistics, planning, situational awareness, decision-making and public information. 3. A working group comprising representatives of DFES, affected LG, DPaW, Western Australian Police (WAPoL), SEMC Secretariat and other specialists as required (e.g. Information and Communications Technology [ICT]).
Interstate resource deployment	<ol style="list-style-type: none"> 1. AFAC, supported by networks such as the Commissioners and Chief Officers group, will examine the effectiveness of interstate deployment policy and agreements. 2. Learnings may relate to compliance with policy and agreements, the effectiveness of processes and how well interstate resources were deployed. 3. DFES will provide a background paper to AFAC to commence the examination, the matter will appear on the next agenda of the Commissioners and Chief Officers group to ensure input and SEMC Secretariat will coordinate AFAC report inclusion in the overall report.
Interagency Collaboration	<ol style="list-style-type: none"> 1. SEMC Secretariat, with input from all affected agencies and volunteers, will examine how effectively

	<p>agencies worked together towards a common aim.</p> <ol style="list-style-type: none">2. Learnings may relate to the extent and quality of cooperation, coordination and horizontal communications.3. SEMC Secretariat will employ the services of an independent person sourced from either AFAC and/or the Bushfire & Natural Hazards CRC to facilitate the development of an intersect matrix. This may involve a survey followed by a series of workshops.
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Overall coordination of the review will be managed by the SEMC Secretariat, including scheduling and attending to the needs of the Review Subcommittee. DFES, and DPaW will nominate agency representatives to support the review and provide an agency point of contact.