



# SEMC BULLETIN

## **CONSEQUENTIAL AMENDMENTS TO HAZARD MANAGEMENT AGENCY AND CONTROLLING AGENCY PROCESSES**

**30 May 2018**

### **1. Background**

On 4 May 2018, the State Emergency Management Committee (SEMC) approved policy content and statement of fact amendments to the suite of State emergency management (EM) documents (**V01.04**) with a date of effect of 18 May 2018.

The updated and rereleased State EM documents are available on the [Office of Emergency Management \(OEM\) website](#).

### **2. Consequential amendments**

As a consequence of specific amendments to the State EM documents, Hazard Management Agency (HMA) and Controlling Agency policies, plans and procedures (as applicable) need to be updated to address specific matters.

A brief explanation on the amendments is outlined below. Attachment A outlines the specific amendments required to HMA/Controlling Agency processes.

#### **2.1 Emergency determinations**

The State EM documents have been amended to clarify that, due to their nature or magnitude, Level 2 and 3 incidents require a significant and coordinated response and therefore meet the definition of an 'emergency' (under the Emergency Management Act 2005 s. 3). The State EM arrangements are to be used to coordinate and manage the response to and recovery from these emergencies.

As part of the amendments, the incident level declaration form in State EM Response Procedure 2 has been amended to include:

- a section on emergency assessments for HMAs to indicate whether a hazard is of such a nature or magnitude that it requires a significant and coordinated response; and
- a statement requiring submission of completed incident level declaration forms for Level 2 and 3 incidents to the OEM via [policy@oem.wa.gov.au](mailto:policy@oem.wa.gov.au) as soon as practicable.



## 2.3 Establishment of Incident Support Groups (ISGs)

Clarifications have been made to the State EM documents regarding establishment of ISGs. In particular, Controlling Agencies must consider establishment of an ISG when a Level 2 incident is declared. If a Level 3 incident is declared, Controlling Agencies must establish an ISG.

Ref: State EM Policy (policy statement 5.2.2) and State EM Plan (Section 5.1.7)

## 2.4 State EM forms

The State EM forms have been reformatted to be editable forms for use on line before printing for signature. As part of the process to reformat the forms, minor formatting changes were made to specific forms, as indicated in the attachment. It is therefore recommended that copies of these forms are obtained from the [OEM website](#).

## 3. Additional amendments to the suite of State EM documents

For your information, the updates to the suite of State EM documents included the following amendments.

- **Rerelease of the Interim State Hazard Plan: Fire V01.01** – this plan has been rereleased with the text on ISGs amended to align with the above clarifications.
- **Department of Primary Industry and Regional Development (DPIRD) responsibility for animal welfare during emergencies** – the State EM Policy has been amended to indicate the SEMC has assigned this responsibility to DPIRD.  
Ref: State EM Policy (statement 5.9.7.1)
- **NBN Co Limited** – the State EM Plan now includes the role of NBN Co Limited in EM.  
Ref: State EM Plan (Appendix E Roles and Responsibilities, p. 107-108)
- **Western Australia Natural Disaster Relief and Recovery Arrangements** – State EM Recovery Procedure 2 has been updated to align with current arrangements.

*A complete listing of all the amendments is available on the Amendment List [webpage](#) on the OEM website.*

## 4. Referring to the correct versions of State EM documents

As the State EM documents are regularly updated with policy content and statement of fact changes, this is a reminder to check that the correct version is being referenced. The best way to check is to refer to the version number of the documents on the [OEM website](#). This is indicated on the covers and footer of each page.



**Amendments to Hazard Management Agency / Controlling Agency processes** (attachment to SEMC Bulletin No 4, 30 May 2018)

<b>Matter</b>	<b>Amendment</b>
<b>Use of incident level declaration form (in State EM Response Procedure 2)</b>	As the SEMC endorsed the incident level declaration form in State EM Response Procedure 2 as formally part of the suite of State emergency management (EM) forms, it is recommended that this form (available on the <a href="#">OEM website</a> ) is used for incident level declarations. Where a different form is preferred, please arrange for it to include a section on emergency assessments (as included in the State EM form) and a requirement to send completed forms for Level 2 and 3 incidents to the OEM.
<b>Submission of completed incident level declaration forms for Level 2 and 3 incidents to the OEM</b>	In alignment with the modification to the State incident level declaration form, all incident level declaration forms completed for Level 2 and 3 incidents from 18 May 2018 should be sent to <a href="mailto:policy@oem.wa.gov.au">policy@oem.wa.gov.au</a> as soon as practicable.
<b>Establishment of Incident Support Groups (ISG)</b>	Please ensure that internal policies, plans and procedures reflect clarifications on establishment of ISGs. That is, Controlling Agencies must consider establishment of an ISG when a Level 2 incident is declared. If a Level 3 incident is declared, Controlling Agencies must establish an ISG.
<b>State EM forms – reformatted as editable PDFs and modifications to forms 1, 1A, 2, 3, 3A, 4, 7, 8, 13, 13A, 14, 14A and 22</b>	Editable PDF versions of the State EM forms are now available for downloading for use on line, before printing for signature. In addition, specific forms have been reformatted (as indicated in the left hand column) and it is therefore recommended that new versions of these forms are downloaded. All the forms are available from the <a href="#">EM forms</a> web page. As this webpage is password protected, email <a href="mailto:publications@oem.wa.gov.au">publications@oem.wa.gov.au</a> if access is required.