



## Amendment List **V. 02.02** – State Emergency Management Documents as at 31 October 2019

The following list identifies amendments made to the suite of State Emergency Management (EM) documents. These amendments were approved by the State Emergency Management Committee (SEMC) on 04 October 2019 (resolution no. 91/2019) and came into effect on 31 October 2019.

The current version of each document is indicated below. It is also identified on the cover and footer of each document.

Please email [semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au) to provide feedback or comment.

GENERIC AMENDMENTS TO THE SUITE OF DOCUMENTS	
AMENDMENT	COMMENT
<ul style="list-style-type: none"> <li>Version numbers, date of approval and date of effect updated on the cover of each document, as applicable.</li> </ul>	Version control.
<ul style="list-style-type: none"> <li>Version numbers and amendment dates updated in the footer of each page, as applicable.</li> </ul>	Version control.
<ul style="list-style-type: none"> <li>‘Comprehensive Impact Assessment’ and ‘Impact Assessment’ language updated to ‘Impact Statement’</li> </ul>	Amendments to the State EM Policy, State EM Plan and State EM Procedures resulting from the Comprehensive Impact Assessment review project.  Project outcomes were endorsed by the SEMC Recovery & Community Engagement Subcommittee on 17 July 2019.
<ul style="list-style-type: none"> <li>‘Initial Impact Assessment’ term updated to ‘an understanding of known or emerging impacts’ or ‘known and emerging impacts,’ as applicable.</li> </ul>	Amendments to the State EM Policy, State EM Plan and State EM Procedures resulting from the Comprehensive Impact Assessment review project.
<ul style="list-style-type: none"> <li>‘Public Utilities Office’ updated to ‘Energy Policy WA’</li> </ul>	Public Utilities Office has been established as Energy Policy WA, a new sub-department of the Department of Mines, Industry Regulation and Safety, effective from 5 September 2019.
<ul style="list-style-type: none"> <li>‘Child Protection and Family Support (CPFS)’, ‘Department of Child Protection’, and Department of Child Protection and Family Support (DCPFS) updated to ‘Department of Communities’</li> </ul>	Reflection of the merging of Department of Child Protection and several other agencies into the Department of Communities.
<ul style="list-style-type: none"> <li>‘Department of Environmental Regulation (DER)’ updated to ‘Department of Water and Environmental Regulation (DWER)’</li> </ul>	Reflection of current agency name.



GENERIC AMENDMENTS TO THE SUITE OF DOCUMENTS	
AMENDMENT	COMMENT
<ul style="list-style-type: none"> <li>'Maylands Incident Control Centre' updated to 'Maylands Incident Command Centre (MICC)'</li> </ul>	Reflection of current name of command centre.
<ul style="list-style-type: none"> <li>'Police Force of Western Australia (uniformed officers)' updated to 'Police Force of Western Australia (sworn police officers)'</li> </ul>	Correction of defined term submitted by WA Police Force.
<ul style="list-style-type: none"> <li>Corrections to typographical, grammatical and formatting errors, contact details, and outdated hyperlinks throughout the suite.</li> </ul>	Noteworthy typographical and grammatical errors amended also included in the below amendment logs. Note numerous hyperlinks amended to reflect SEMC website restructure.

## State Emergency Management Policy **Version 02.02**

SPECIFIC AMENDMENTS – State EM Policy			
PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
6	1.5.1	<p>Revision of State EM Policy Statement 1.5.1:</p> <p>The SEMC has <del>delegated responsibility</del> <b>arranged</b> for the development, maintenance, amendment and review of this policy to <b>be undertaken by</b> the SEMC Business Unit, in consultation with relevant stakeholders.</p>	Correction to reflect section 19(1) of the EM Act.
37	5.11	<p>Revision of State EM Policy section 5.11:</p> <p>5.11.1 Post-operation <b>and SECG</b> 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 <b>post-operation</b> report. <b>The SECG Executive Officer is responsible for developing the SECG post-operation report.</b> All other State agencies and local governments that participated in the response must contribute to the report's development, as required.</p> <p>5.11.2 Post-operation <b>and SECG</b> reports must be developed in accordance with State EM Plan section 5.7.2 and State EM Response Procedure 22 and tabled at a SEMC meeting.</p>	Inclusion of SECG reports to provide clarification and reflect existing requirements described within State EM plan section 5.7.2.
39	6.1.4	Revision of State EM Policy statement 6.1.4:	Amendment of the State Recovery Coordinator



SPECIFIC AMENDMENTS – State EM Policy			
PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
		<p>The <del>SEMC may</del> Fire and Emergency Services (FES) Commissioner appoints <del>appoint</del> a State Recovery Coordinator and a Deputy State Recovery Coordinator who <del>are</del> <del>is</del> to support a whole-of-government approach. The State Recovery Coordinator coordinates the maintenance of State recovery arrangements and plans through the SEMC Recovery and Community Engagement Subcommittee and 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.</p>	<p>appointment process and inclusion of the Deputy State Recovery Coordinator in line with SEMC resolution 57/2018.</p>
39	6.2.1	<p>Revision of State EM Policy statement 6.2.1:</p> <p>The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to <del>all</del> the four recovery environments (social, built, economic and natural) to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Comprehensive impact Where required, an Impact Statement must be completed prior to the transfer of responsibility for management of recovery to the affected local government/s. This information is required by local governments to assist in planning recovery activities.</p>	<p>Clarification of when Impact Statement is to be completed resulting from the Comprehensive Impact Assessment review project.</p>
40-41	6.4.3- 6.4.4	<p>Inclusion of Controlling Agency and or HMA role in consideration the level of State-level recovery involvement.</p> <p>6.4.3 In conjunction with the local government(s) the Controlling Agency/HMA and/or SEC and 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.</p> <p>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.</p>	<p>Clarification of Controlling agency and HMA roles to reflect current practice.</p>



SPECIFIC AMENDMENTS – State EM Policy			
PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
41	6.4.5	Inclusion of additional roles and responsibilities of the State Recovery Controller to resulting from the State Recovery Controller project.	Inclusion resulting from the State Recovery Controller review.
42	6.9	Revision of State EM Policy section 6.9: <b>6.9 VOLUNTEERS AND SPONTANEOUS DONATIONS</b> 6.9.1 <i>Where possible, all offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort. Further details regarding volunteers and donations are provided in State EM Plan sections 6.10-6.12.</i>	Amendment to reflect that more details relating to volunteers and donations (including requested and monetary donations) are further described in the State EM Plan.
42	6.10.3 (new)	Inclusion of new State EM Policy statement 6.10.3 <i>Recovery evaluations must be provided to the State Recovery Coordinator and SEMC for review. Lessons learned will inform future recovery efforts, policy and resources.</i>	Clarification on how all recovery evaluations are to be submitted to reflect new State-level recovery function incorporated into DFES.
44	7.1.1	Revision of State EM policy statement 7.1.1: <i>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 (s. 25 EM Act). In producing an annual report, the SEMC is reliant on reports from SEMC subcommittees and reference groups, DEMCs, LEMCs and HMAs.</i>	Alignment with the clarification of SEMC subcommittees and reference groups definitions in State EM Preparedness Procedure 20.
50	Appendix A – Controlling Agency	Revision of appendix to reflect amendments to State EM Policy section 6 and inclusion of existing controlling agency responsibilities in relation to Recovery described in State EM Plan section 6.4.	Alignment with current policy and plan.
54	Appendix A – Emergency Management Agencies	Statement amended to: Has a role in and responsibilities for ERM as detailed in <del>State EM Preparedness Procedure 20</del> State EM Prevention and Mitigation Procedure 1 (State EM Policy section 3.2).	Correction to procedure reference.
79	Appendix A - Subcommittees	Statement amended to: Must follow State EM Preparedness Procedure <del>21-20</del> in relation to committee procedures	Correction to procedure reference.



SPECIFIC AMENDMENTS – State EM Policy			
PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
82	Appendix A – State Recovery Controller	Revision of appendix to reflect amendments to State EM Policy section 6.	Alignment with proposed policy statements within State EM Policy section 6.
83	Appendix A – State Recovery Coordinator	Revision of appendix to reflect amendments to State EM Policy section 6.	Alignment with proposed policy statements within State EM Policy section 6.
		Refer also to the abovementioned generic amendments to the suite of State EM documents	

## State Emergency Management Plan **Version 02.02**

SPECIFIC AMENDMENTS – State EM Plan			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
39	5.2.2 - 5.2.3	Section regarding State Emergency Coordination Group moved from section 5.2.3 – Emergency Situation under section 5.2.2 – Emergency Coordination.	Movement to provide clarification that a State Emergency Coordination Group (SECG) is not reliant on an Emergency Situation or State of Emergency. All level 3 incidents must consider establishment of an SECG.
64	5.7.2	Revision of section 5.7.2 Recovery Reports: <i>Following an emergency, the relevant local government(s) will 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 and provide a copy to the <b>State Recovery Coordinator and SEMC.</b></i>	Alignment to new State EM Policy statement 6.10.3
67	6.1	Revision of the first Recovery objective: <i>assist recovery at a <del>personal, community,</del> <b>social, built,</b> economic, and <b>natural</b> environmental level;</i>	Alignment with the standardised recovery environments described in the State EM Plan.



SPECIFIC AMENDMENTS – State EM Plan			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
69	6.3	<p>Revision of State EM Plan section 6.3:</p> <p>The <del>SEMC may appoint</del> Fire and Emergency Services (FES) Commissioner appoints a State Recovery Coordinator and Deputy State Recovery Coordinator who <del>is</del> are to support a whole-of-government approach to recovery preparation.</p>	Amendment of the State Recovery Coordinator appointment process and inclusion of the Deputy State Recovery Coordinator in line with SEMC resolution 57/2018.
70	6.4	<p>Revision of State EM Plan section 6.4:</p> <ul style="list-style-type: none"> <li>revision of requirement for the controlling agency to ‘undertake an initial impact assessment’ to the requirement to ‘provide of known or emerging impacts to be reported to the Local Recovery Coordinator and State Recovery Coordinator’</li> <li>revision of requirement for Impact Statements to be completed prior to the transfer of responsibility for management of recovery to the affected local government;</li> </ul>	Inclusion of Impact Statement amendments resulting from the Comprehensive Impact Assessment review project.
70	6.4.1 (new)	<p>Restructuring of former Comprehensive Impact Assessment content into a new section 6.4.1 – Impact Statement.</p> <p>Inclusion of additional details regarding Impact Statement arrangements:</p> <ul style="list-style-type: none"> <li>clarifying when and how the State Recovery Coordinator will determine if an Impact Statement is to be required where there are no recovery impacts; and</li> <li>describing the approval authority for the Impact Statement.</li> </ul>	Inclusion of Impact Statement amendments resulting from the Comprehensive Impact Assessment review project.
71	6.5	<p>Revision of State EM Plan section 6.7:</p> <ul style="list-style-type: none"> <li>Clarification of State Recovery Controller to support the facilitation of a coordinated approach when more than one local government is affected.</li> <li>Inclusion of State Recovery Coordinator, SRCG and/or State Recovery Controller roles to ensure that the affected community has equitable and appropriate access to available resources</li> </ul>	Clarification of where state-level recovery roles are to assist local government in recovery resulting from the State Recovery Controller review.
72-73	6.7	<p>Revision of State EM Plan section 6.7:</p> <ul style="list-style-type: none"> <li>Inclusion of state-level arrangements describing the role of the State Recovery team.</li> <li>Inclusion of considerations to take when appointing a State Recovery Controller.</li> </ul>	Amendments to incorporate current State Recovery arrangements and the addition of State EM Recovery Procedure 5 describing the appointment of a State Recovery Controller.



SPECIFIC AMENDMENTS – State EM Plan			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
126	Appendix G	Appendix G reformatted into table.	Reformatting to provide simplification and alignment to recovery aides memoire.
	Appendix H	Redundant State-Level Recovery Plan template removed. Reference within State EM plan (section 6.8) amended to State EM Recovery Procedure 3.	Removal of duplication and to provide consistency of template locations found within the suite of State EM documents.
		Refer also to the abovementioned generic amendments to the suite of State EM documents	

## State Emergency Management Procedures **Version 02.02**

SPECIFIC AMENDMENTS – State EM Procedures			
PAGE	PROCEDURE	AMENDMENT	COMMENT
8	Prevention and Mitigation Procedure 1	Inclusion of footnotes to Land and Marine Search ‘hazards’ include accurate description of legislative hazard.	Statement of fact clarification
11	Prevention and Mitigation Procedure 1	Version and review information updated for the Bushfire Risk Management Planning (BRMP) Guidelines.	Version information updated
29	Preparedness Procedure 6 – DEMC	Revision of SEMC Community Emergency Management Officers (CEMO) to current position title: District Emergency Management Advisor.	Statement of fact change to reflect current position title.
38	Preparedness Procedure 8 – LEMA	Statement amended to:  LEMA must be exercised following a comprehensive or targeted review <b>every year</b> to ensure details remain up to date and accurate (State EM Policy section 1.5.10 4.8).	Removal of condition to exercise LEMA every year to align with State EM exercise framework amendments approved 10 May 2019.





SPECIFIC AMENDMENTS – State EM Procedures			
PAGE	PROCEDURE	AMENDMENT	COMMENT
42-43	Preparedness Procedure 10 – Delegation of Powers	WA Police Force contact information updated.	Statement of fact change to reflect preferred communication methods and current emails and business unit names.
82-91	Preparedness Procedure 20 – Subcommittees and Reference Groups	Revisions include: <ul style="list-style-type: none"> <li>• Inclusion of SEMC subcommittees, reference groups and working group definitions;</li> <li>• Amalgamation of arrangements for Subcommittees and Reference Group arrangements to reflect that subcommittees and reference groups are to be governed in the same manner;</li> <li>• Revision of new roles and responsibilities for Sponsors, Chairs, Members, Proxy Members, and Executive Officers;</li> <li>• Removal of Subcommittee Terms of Reference – Terms of reference documents are available to all Subcommittee members on the SEMC members portal and may be made available upon request to the SEMC Business Unit; and</li> <li>• Inclusion of subcommittee, reference group and working group terms of reference templates.</li> </ul>	Revision of procedure to simplify and reflect current arrangements in alignment with the 2019 SEMC governance review (SEMC resolution 40/2019).
93	Response Procedure 1 – Unclear Controlling Agency	Statement amended to: where an agreement cannot be reached, the decision to determine the most appropriate controlling agency must immediately be referred by the Emergency Coordinator, through the relevant chain of command, to the next level of coordination (District Emergency <b>Coordinator</b> <del>Coordination</del> and OASG, or SEC and the SECG) for confirmation; and	Amended typo
107	Response Procedure 4 SECG	Minor correction to location of SECG (WA Police Force Maylands Incident Command Centre) address.	Statement of fact change to amend address





SPECIFIC AMENDMENTS – State EM Procedures			
PAGE	PROCEDURE	AMENDMENT	COMMENT
112; 162	Response Procedure 5 – Emergency Situation Declaration  Response Procedure 20- Australian Government Physical Assistance	Contact details updated for WA Police Force State Operations Command Centre (SOCC) to: <ul style="list-style-type: none"> <li>• SOCC Divisional Office – <a href="mailto:SOCCDivisionalOffice@police.wa.gov.au">SOCCDivisionalOffice@police.wa.gov.au</a></li> <li>• cc to SOCC Email – <a href="mailto:SOCCGeneral@police.wa.gov.au">SOCCGeneral@police.wa.gov.au</a></li> </ul>	Statement of fact change to amend contact details
177 – 185	Recovery Procedure 3 – SRCG	Revision to reflect new State Level Recovery arrangements Significant amendments include: <ul style="list-style-type: none"> <li>• State Recovery Checklist – EMA form 21 removed</li> </ul>	Revisions resulting from the State Recovery Controller review.
186	Recovery Procedure 4- Comprehensive Impact Assessment	Revision to reflect new Impact Statement arrangements: Significant amendments include: <ul style="list-style-type: none"> <li>• revision of requirement for Impact Statements to be completed prior to the transfer of responsibility for management of recovery to the affected local government;</li> <li>• clarification of Impact Statements to be required for all level 3 incidents and level 2 incidents where there are impacts requiring recovery;</li> <li>• inclusion of requirements for the Impact Statement to be approved by the Incident Controller, agreed to by the Local Government CEO and acknowledged by the State Recovery Coordinator; and</li> <li>• inclusion of procedures to define what information is required within the Impact Statement.</li> </ul>	Revision of procedure to reflect Impact Statement arrangement resulting from the Comprehensive Impact Assessment review project.
NEW	Recovery Procedure 5- State Recovery Controller	Creation of new procedure to reflect new State Recovery Controller arrangements	New Procedure resulting from the State Recovery Controller review.



SPECIFIC AMENDMENTS – State EM Procedures			
PAGE	PROCEDURE	AMENDMENT	COMMENT
		Refer also to the abovementioned generic amendments to the suite of State EM documents	

### State Hazard Plan HAZMAT – Annex A – NPW **Version v01.03**

SPECIFIC AMENDMENTS – State Hazard Plan HAZMAT - Annex A – NPW			
PAGE	SECTION / HEADING	AMENDMENT	COMMENT
Cover	Note	Inclusion of ‘Emergencies’ to the title of State Hazard Plan – Hazardous Materials Emergencies (HAZMAT).	Amending an omission
		Refer also to the abovementioned generic amendments to the suite of State EM documents	

### State Hazard Plan HAZMAT – Annex B – SPRED **Version v01.03**

SPECIFIC AMENDMENTS – State Hazard Plan HAZMAT - Annex B – SPRED			
PAGE	SECTION / HEADING	AMENDMENT	COMMENT
Cover	Note	Inclusion of ‘Emergencies’ to the title of State Hazard Plan – Hazardous Materials Emergencies (HAZMAT).	Amending an omission
8, 11, 12; 21	4.2.1; 4.3; 4.9; Appendix E	‘State Commander for the SCC’ or ‘SOCC’ updated to ‘Duty Assistance Commissioner/Commander’ during notification of out of hours, short notice incidents.	Revision to reflect current on call function and change of unit title.
		Refer also to the abovementioned generic amendments to the suite of State EM documents	



## Aides Memoire

DOCUMENT	AMENDMENT	COMMENT
Traffic Management	Permits, stickers, and logos updated to current versions.	Reflection of current images.
State Recovery Controller	New Aide Memoire	Developed in conjunction with the State Recovery Controller review
State Recovery Coordinator	New Aide Memoire	Developed in conjunction with the State Recovery Controller review

The following documents, not reflected in a table above, have been amended with the the generic amendments to the suite of State EM documents (**new version numbers listed in Red**):

### State Hazard Plans

- State Hazard Plan – Crash Emergency **Version 01.02**
- State Hazard Plan – Energy Supply Disruption **Version 01.02**
- State Hazard Plan – Heatwave **Version 01.03**
- State Hazard Plan – Maritime Environmental Emergencies **Version 01.02**
- State Hazard Plan – Search and Rescue Emergency **Version 01.03**
- State Hazard Plan – Terrorist Act **Version 01.05**
- State Hazard Plan – Tsunami **Version 01.02**

### State Support Plans

- State Support Plan – Emergency Public Information **Version 01.01**

### State EM Guidelines

- Local Recovery Guidelines **Version 02.02**
- LEMA Guideline and Model **Version 02.02**

### Tools and Resources:

ISG/OASG Meeting Template **October 2019**

**Note:** The generic amendments will also be included within the drafts of other State EM documents currently under review. Page numbers listed throughout refer to the previous documents.