



Amendment List **V. 02.00** – State Emergency Management Documents as at December 2018

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 7 December 2018 (resolution no. 90/2018) and came into effect on 21 December 2018.

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 to provide feedback or comment.

GENERIC AMENDMENTS TO THE SUITE OF DOCUMENTS	
AMENDMENT	COMMENT
<ul style="list-style-type: none"> ○ 'Version No. 02.00' has been inserted on the covers, replacing 'Version 01.04', as applicable. 	Version control.
<ul style="list-style-type: none"> ○ 'Version No.02.00' has been added to the footer of each page for document control purposes, as applicable. 	Version control.
<ul style="list-style-type: none"> ○ 'Date of Approval' of 07 December 2018 and 'Date of effect' of 21 December 2018 added to covers. 	Version control.
<ul style="list-style-type: none"> ○ Statement of fact changes amending 'Office of Emergency Management (OEM)' references to the 'State Emergency Management Committee (SEMC) Business Unit', 'SEMC', 'Department of Fire & Emergency Services (DFES)' or specific DFES directorates, as appropriate throughout the suite. <ul style="list-style-type: none"> ○ All hyperlinks to the former OEM website changed to link to the SEMC website or DFES website, as appropriate throughout the suite. 	The Office of Emergency Management and all administration functions of the SEMC were subsumed into the Department of Fire & Emergency Services on 1 July 2018.
<ul style="list-style-type: none"> ○ Revision of sections relating to public information to reflect the amended State Support Plan – Emergency Public Information (SSP – Public Information) throughout the suite. Summary of amendments as follows: <ul style="list-style-type: none"> ○ Replacement of the term 'emergency public information' with 'public information'. ○ The SSP – Public Information primarily reflects the whole of government public information response arrangements, with the more general public information arrangements now contained within the State EM Plan. ○ Clarified that the HMA is in control of the public information function during emergencies. ○ Inclusion of additional text to clarify the roles and responsibilities of HMAs and Controlling Agencies with regard to the public information function. ○ Inclusion of additional text to clarify the arrangements for the release of public information by agencies involved in the emergency response. 	Matters pertaining to these amendments were endorsed by the SEMC Response Capability Subcommittee on 14 November 2018 and approved by the SEMC in December 2018 (resolution no. 90/2018).



GENERIC AMENDMENTS TO THE SUITE OF DOCUMENTS

AMENDMENT	COMMENT
<ul style="list-style-type: none"> ○ Clarification provided regarding the whole of government coordination and support role of the State Emergency Public Information Coordinator (SEPIC). ○ Clarification of the support available to agencies through SSP – Public Information. ○ Replacement of the term ‘Emergency Public Information Group (EPIG)’ with ‘Public Information Team (PIT)’, and clarification provided regarding the role of the PIT. ○ Removal of the Emergency Public Information Coordinator (EPIC) role. ○ Inclusion of additional text regarding the public information arrangements during recovery, including information on the potential support role of the SEPIC. ○ Reorganising content within all documents for clarity and to aid readability. 	
<ul style="list-style-type: none"> ○ Addition of ‘State Support Plan(s)’ as appropriate throughout the suite. Additional amendments to support the inclusion of ‘State Support Plan(s)’ are as follows: <ul style="list-style-type: none"> ○ Revision of State EM Policy statement 4.8.2 to reflect: ‘Responsible Agencies must invite all organisations identified in their plan to participate, as appropriate to the exercise scenario and/or objectives’. –As the existing statement was duplicative to State EM Policy statement 4.8.1 (bullet 3) and to incorporate organisations that are not EMAs (as in some State Support Plans), a statement was included to ensure that organisations under the State EM plans were invited to exercise as appropriate (Note the EM Act 2005 only allows for the State EM Policy to direct Public Authorities (s. 20 EM Act) or EMAs). ○ Revision of wording in State EM Policy statement 5.3.2 from ‘agencies or organisations’ listed under State EM plans (State EM Plan, State Hazard Plans and State Support Plans) to ‘Public Authorities’ listed under the State EM plans (Note: the EM Act 2005 only allows for the State EM Policy to direct Public Authorities). ○ Inclusion of an additional statement in State EM Policy section 5.10.2, to define the responsibilities of initial contact with potential supporting state or territories, as outlines in the relevant State Support Plan (where established). 	<p>The SEMC Business Unit is undertaking a project to develop or convert existing plans into State Support Plans. With the approval of these plans, such as the State Support Plan – Emergency Public Information, it is appropriate to correctly reference them throughout the suite.</p>
<ul style="list-style-type: none"> ○ Statement of fact changes to amend ‘Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)’ references and supporting information to the new ‘Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA)’ throughout the suite. 	<p>The DRFA-WA came into effect on 1 November 2018, replacing the WANDRRA. Eligible claims for disaster events proclaimed under WANDRRA (up to 30 October 2018) will continue</p>



GENERIC AMENDMENTS TO THE SUITE OF DOCUMENTS	
AMENDMENT	COMMENT
	to be administered under the Natural Disaster Relief and Recovery Arrangements until 2020.
<ul style="list-style-type: none"> ○ Minor clarification to change ‘Responsible Officer’ to ‘Responsible Agency’ throughout the suite. 	Wording and definition of ‘Responsible Officer’ changed to ‘Responsible Agency’ to clarify the responsibility of preparing, maintaining and reviewing various State EM Documents.
<ul style="list-style-type: none"> ○ Statement of fact changes to reflect the new SEMC Recovery and Community Engagement Subcommittee throughout the suite. 	The new Recovery and Community Engagement Subcommittee was approved by the SEMC in May 2018 (resolution no.27/2018).
<ul style="list-style-type: none"> ○ Statement of fact changes to reflect the new SEMC Lessons Management Reference Group throughout the suite. 	The Lessons Management Reference Group was approved by the SEMC in August 2018 (resolution no. 60/2018).
<ul style="list-style-type: none"> ○ Corrections to name of the Response Capability Subcommittee throughout the suite (Previously Response and Capability Subcommittee). 	Initial name change was updated in December 2016 as per amendment list v.1.1, however some references were overlooked.
<ul style="list-style-type: none"> ○ Statement of fact changes to reflect a new State Emergency Coordinator Notification Hotline number. 	
<ul style="list-style-type: none"> ○ Corrections to typographical errors and outdated hyperlinks throughout the suite. 	

State Emergency Management Policy **Version 02.00**

SPECIFIC AMENDMENTS – State EM Policy			
PAGE	STATEMENT/ SECTIONS	AMENDMENT	COMMENT
15	3.2.4	Correction of the State Core Objective ‘social’ to ‘social setting’.	As consistent with the State Core Objectives detailed in State EM Policy Appendix B.



SPECIFIC AMENDMENTS – State EM Policy			
PAGE	STATEMENT/ SECTIONS	AMENDMENT	COMMENT
32	5.8.2	Addition of Department of Biodiversity, Conservation and Attractions (DBCA) to asset owners in regards to traffic management.	DBCA is a major asset owner of park roads and as such is appropriate to add to list.
34	5.9.7.1	Addition of ‘services’ to animal welfare.	As consistent with welfare sections.
70	Appendix A	Correction of EM act and policy references.	
		Refer also to the abovementioned generic amendments to the suite of State EM documents.	

State Emergency Management Plan **Version 02.00**

SPECIFIC AMENDMENTS – State EM Plan			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
10	2	Correction of Figure 1 - SEMC Committee Structure to: update subcommittee names; amend reference of ‘Office of Emergency Management’ to ‘SEMC Business Unit’; remove of the reporting line from the new SEMC Business Unit to the Minister of EM Services; and remove Prevention, Preparedness, Response and Recovery (PPRR) labels.	Amendments to reflect new subcommittees and MOG changes. Removal of PPRR to remove confusion regarding when phases begin and end.
29	5.1.4	Insertion of footnote clarifying early engagement of an Incident Support Group, with the inclusion of local government representation.	Amendment to include footnote from the previous State Emergency Management Policy 4.1 (now suspended).
50-51	5.3.2	Minor correction from ‘Controlling Agency’ to ‘Incident Controller (IC)’.	Clarification on the IC’s responsibilities during a community evacuation.
123	Appendix F	Responsible Agency for Facilitation of State-level recovery coordination amended from the ‘Department of Premier and Cabinet’ to the ‘State Recovery Coordinator’.	Reflection of current arrangements. Existing reference to the Department of Premier and Cabinet was overlooked in previous versions.



SPECIFIC AMENDMENTS – State EM Plan			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
		Refer also to the abovementioned generic amendments to the suite of State EM documents.	

State Emergency Management Procedures **Version 02.00**

SPECIFIC AMENDMENTS – State EM Procedures			
PAGE	PROCEDURE	AMENDMENT	COMMENT
87-92	Preparedness Procedure 20	Insertion of updated Terms of References for Risk, Response Capability and Recovery and Community Engagement Subcommittees.	To reflect statement of fact changes to terms of reference documents.
	Preparedness Procedure 20	Removal of Recovery Subcommittee and Community Engagement Subcommittee Terms of Reference documents.	Recovery Subcommittee and Community Engagement Subcommittees were amalgamated into the Recovery and Community Engagement Subcommittee.
95	Response Procedure 2	Correction of language within the conditions of a Level 1 incident.	Correction to align procedures with language used in section 5.1.5 of the State EM Plan.
96-97	Response Procedure 2	Insertion of a reference and footnote regarding the use of EMA Form 23 - Incident Level Declaration Form.	Clarification allows for the use of EMA Form 23 or an equivalent when reporting level 2 or 3 incidents to the SEMC.
101 - 104	Response Procedure 3	Correction of 'WA Police' to 'WA Police Force'. Correction of the position title for the WA Police Force Director, Media and Corporate Communications.	
106-107	Response Procedure 4	Correction of the composition of the State Emergency Coordination Group (SECG) to include the State Recovery Coordinator (and/or State Recovery Controller, where appointed) as a core member of the SECG.	Text moved from the optional membership of an SECG to core membership to reflect State EM Policy statement 6.4.2.



SPECIFIC AMENDMENTS – State EM Procedures			
PAGE	PROCEDURE	AMENDMENT	COMMENT
18; 174	Preparedness Procedure 2; Response Procedure 22	Insertion of updated SEMC agenda item template.	
178	Recovery Procedure 3	Correction of the executive officer of a State Recovery Coordination Group from the Department of Premier and Cabinet to the Department of Fire & Emergency Services.	As of July 2018, role of executive officer transferred over to DFES from OEM with the machinery of government changes. Existing reference to the Department of Premier and Cabinet was overlooked in previous versions.
		Amendments to replace 'chairman' to 'chair' throughout the document.	Reflection of modern gender neutral terminology, unless directly quoting the EM act.
		Refer also to the abovementioned generic amendments to the suite of State EM documents.	

State Emergency Management Glossary **Version 02.00**

SPECIFIC AMENDMENTS – State EM Glossary			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
12		Removal of Emergency Public Information Coordinator.	As per updates to the State Support Plan – Emergency Public Information.
26-27		Correction to the location of the term 'Residual Risk'	Term was out of alphabetical order.
		Refer also to the abovementioned generic amendments to the suite of State EM documents.	



Attachment to State EM Prevention and Mitigation Procedure 1 **Version 02.00**

SPECIFIC AMENDMENTS – Attachment to State EM Prevention and Mitigation Procedure 1			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
		Refer to the abovementioned generic amendments to the suite of State EM documents.	

State Hazard Plans – **Version numbers may differ from the rest of the State EM Documents**

SPECIFIC AMENDMENTS - All State Hazard Plans			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
		Minor amendments to standardise text and ensure consistency amongst all State Hazard Plans, including: <ul style="list-style-type: none">○ Organisational Roles and Responsibilities (usually section 1.4 or 1.5): language recommending agencies with roles and responsibilities have supporting operational procedures;○ Wording around establishment of Incident Support Groups for Level 2 and Level 3 incidents to reflect State EM Plan section 5.1.7;○ Appendix A: distribution of the plans to include SEMC subcommittees and SEMC reference groups;○ Appendix C: clarification that roles and responsibilities only relate to response (as appropriate); and○ Addition of version numbers to footers.	
		Refer also to the abovementioned generic amendments to the suite of State EM documents.	



State Hazard Plan – Energy Supply Disruption **Version 01.00**

SPECIFIC AMENDMENTS – State EM Tools			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
		Initial issue of State Hazard Plan – Energy Supply Disruption replacing Westplans Electricity Supply Disruption, Gas Supply Disruption and Liquid Fuel Disruption.	

State Hazard Plan – Search and Rescue **Version 01.01**

SPECIFIC AMENDMENTS – State EM Tools			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
10; 15	3.3.2; 4.2.3	Correction of the references to the area of responsibility 'between Two Rocks and Mandurah' to the 'Metropolitan Police Districts'.	Reflection of internal WA Police Force procedures and changes to Metropolitan Police Districts.
		Refer to the abovementioned generic amendments to the suite of State EM documents and amendments made to State Hazard Plans.	

State Support Plan – Emergency Public Information **Version 01.00**

SPECIFIC AMENDMENTS – State EM Tools			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
		Initial issue of State Support Plan – Emergency Public Information replacing the State Emergency Public Information Plan.	



All Hazards Evacuation Flagging Guideline **Version 02.00**

SPECIFIC AMENDMENTS - All Hazards Evacuation Flagging Guideline			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
i	Contact Officer	Amendment of Contact Officer for the guideline from WALGA representative to the SEMC Business Unit.	As consistent with other State EM Guidelines. WALGA representative supports this amendment.
		Refer also to the abovementioned generic amendments to the suite of State EM documents.	

District Emergency Management Committee Administrative Guideline **Version 02.00**

SPECIFIC AMENDMENTS – DEMC Administrative Guideline			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
		Refer to the abovementioned generic amendments to the suite of State EM documents.	

LEMA Guideline and Model **Version 02.00**

SPECIFIC AMENDMENTS - LEMA Guideline and Model			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
19	Local Emergency Coordinator	Correction of EM Act reference amended from 'section 36 EM Act' to 'section 37 EM Act' in regards to the responsibilities of the Local Emergency Coordinator.	
		Refer also to the abovementioned generic amendments to the suite of State EM documents.	



Local Recovery Guideline **Version 02.00**

SPECIFIC AMENDMENTS- Local Recovery Guideline			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
4	Introduction	Correction to Recovery Principles with updated National Principles for Disaster Recovery.	As consistent with national documents.
5	Objectives of Recovery	Removal of reference to the EM Policy section 6.	Correction to reference as objectives of recovery are only listed in State EM Plan section 6 and not the State EM Policy.
17	State Recovery Coordinator	Correction of State Recovery 'Controller' to State Recovery 'Coordinator'.	Correction to match title of section.
27	Appendix 3	Community-owned changed to 'community-led'.	As consistent with Recovery Principles.
37	Appendix 6	Addition of 'which may be sourced from the Comprehensive Impact Assessment'.	Addition of statement to clarify where the details of loss and damage may be sourced from.
40	Appendix 7	Finance (or Economic) Subcommittee functions updated to reflect Economic Environment recovery activities.	As referenced in the State EM Plan section 6.2
		Refer also to the abovementioned generic amendments to the suite of State EM documents.	

Traffic Management During Emergencies Guideline **Version 02.00**

SPECIFIC AMENDMENTS - Traffic Management During Emergencies Guideline			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
		Refer to the abovementioned generic amendments to the suite of State EM documents.	



WA Community Evacuation in Emergencies Guideline **Version 02.00**

SPECIFIC AMENDMENTS - WA Community Evacuation in Emergencies Guideline			
PAGE	SECTION NUMBER/ HEADING	AMENDMENT	COMMENT
		Refer to the abovementioned generic amendments to the suite of State EM documents.	

State Emergency Management Agency (EMA) Forms **Version 02.00**

SPECIFIC AMENDMENTS – State EMA Forms			
PAGE	FORM	AMENDMENT	COMMENT
1	EMA Form 23	Addition of form reference number for incident level declaration form within State Response Procedure 2.	To allow for improved referencing and version control of form.
		Refer to the abovementioned generic amendments to the suite of State EM documents.	

State EM Tools

SPECIFIC AMENDMENTS – State EM Tools			
PAGE	EM Tool	AMENDMENT	COMMENT
1-2	Traffic Management Planning cell checklist v 01.01	Minor corrections to: <ul style="list-style-type: none">○ update WA Police Force references;○ remove OEM logo○ correct 'section' references to 'page numbers'; and○ update DFES Restricted Access Permit SAP Version number.	Reflection of correct agency names, references within the Traffic Management During Emergencies Guideline and updated procedures.
		Refer to the abovementioned generic amendments to the suite of State EM documents.	