



Government of Western Australia  
State Emergency Management Committee

# STATE EMERGENCY MANAGEMENT

A Strategic Framework for  
Emergency Management in  
Western Australia.

Legislation

**POLICY**

Plan

Procedure

Guidelines

Glossary

Responsible Agency

State Emergency Management Committee Business Unit

**APPROVED BY SEMC**

Resolution Number: 90/2018

Version number: v02.00

Date of Approval: 7 December 2018

Date document came into effect: 21 December 2018

Review Date: May 2021

## CONTACT DETAILS

To provide comment on this policy, please contact: State Emergency Management Committee Business Unit [semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au)

## AMENDMENT TABLE

AMENDMENT		DETAILS	AMENDED BY: (INITIALS)
NO.	DATE		
1	May 2016	Initial issue of amalgamated EM policies with statement of fact amendments	SEMC Secretariat
2	December 2016	Amendments approved by SEMC (Resolution Number 60/2016) as per <a href="#">amendments table v1.1</a>	Office of Emergency Management
3	August 2017	Amendments approved by SEMC (Resolution Number 29/2017) as per <a href="#">amendments table v1.2</a>	Office of Emergency Management
4	December 2017	Amendments approved by SEMC (Resolution Number 58/2017) as per <a href="#">amendments table v01.03</a>	Office of Emergency Management
5	May 2018	Amendments approved by SEMC (Resolution Number 22/2018) as per <a href="#">amendments table v01.04</a>	Office of Emergency Management
6	December 2018	Amendments approved by SEMC (Resolution Number 90/2018) as per <a href="#">amendments table v02.00</a>	SEMC Business Unit

This policy is available on the State Emergency Management Committee website [semc.wa.gov.au/resources/legislation-and-policy-framework/policy](http://semc.wa.gov.au/resources/legislation-and-policy-framework/policy)

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# 1 Introduction

# 1. 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 (EMAs) and other public authorities and organisations for the management of adverse effects from emergencies across the four aspects of emergency management (EM) — prevention, preparation, response and recovery (PPRR).

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

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

### The following documents comprise the suite of State EM documents:

- **State EM Policy** (this document);
- **State Emergency Management Plan** ([State EM Plan](#)), which details the EM 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** ([Westplans](#)) — each defined and prescribed hazard has a dedicated State Hazard Plan (Westplan) that outlines the arrangements on how to manage that hazard across the PPRR spectrum. A process is currently underway to amalgamate similar Westplans, and to convert all Westplans into State Hazard Plans. This is occurring in a staged approach over time;
- **State Support Plans** which outline support functions and services that support EM 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; and
- **State Emergency Management Glossary** ([State EM Glossary](#)), which provides definitions for a range of terms encountered in EM, drawing together definitions from many sources.

Where applicable, the abovementioned documents have been divided into the PPRR categories. For ease of referencing, individual [State EM Procedures](#) are referenced in this document as the State EM Prevention and Mitigation Procedure, State EM Preparedness Procedure, State EM Response Procedure and State EM Recovery Procedure.

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

### 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' (s. 3 EM Act).

#### Roles and responsibilities

Under s. 20(4) of the EM Act, a public authority that is given a role and responsibilities under a 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 (EMA);
- statements containing the word '**may**' are directions by the SEMC that the action may be undertaken after taking into account the circumstances; and
- 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 unincorporate, 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 Emergency Management Regulations 2006 (EM Regulations) as a public authority for the purposes of this definition.

### 1.1.2 List of EM Roles and Responsibilities

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

## 1.2 AUTHORITY

- 1.2.1 In Western Australia, EM arrangements are governed by the EM Act and EM Regulations.
- 1.2.2 The SEMC is to arrange for the preparation of State EM policies (s. 17(1) and (2) EM Act). A State EM policy, and any amendment to a State EM policy, has effect when it is approved by the SEMC (s. 17(3) EM Act).
- 1.2.3 The SEMC may arrange for a State EM policy or a State EM plan to be reviewed, amended or replaced whenever the SEMC considers it appropriate (s. 19(1) EM Act).

## 1.3 PURPOSE

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

## 1.4 SCOPE AND APPLICATION

- 1.4.1 All relevant EM 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 s. 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 (s. 20(4) EM Act).
- 1.4.3 This policy also provides direction and advice on the guiding principles and objectives of EM for public authorities, industry, commerce and the community to support their EM planning and preparedness.

## 1.5 POLICY AND PLAN ADMINISTRATION

- 1.5.1 The SEMC has delegated responsibility for the development, maintenance and review of this policy to 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 (Westplans) 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 (Westplans) to the relevant Hazard Management Agency (HMA) (s. 20(1)(a) EM Act). The HMAs are prescribed in the EM Regulations (Part 3).

- 1.5.5 All EMAs and public authorities with agreed roles and responsibilities within the State EM Plan, State Hazard Plan (Westplan) 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 (s. 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 EM documents must be developed, reviewed and revoked in accordance with [State EM Preparedness Procedures 1–5](#) and in consultation with relevant stakeholders. They must also be consistent with the State EM 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 1–5](#). These procedures outline a step by step process of policy and plan development and review.
- 1.5.9 The suite of SEMC documents must be reviewed annually for statement of fact changes and reissued, when required, in accordance with [State EM Preparedness Procedures 1–5](#). 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 EM documents must be conducted at least every five years, in consultation with relevant stakeholders and in accordance with [State EM Preparedness Procedures 1–5](#). Targeted reviews may occur at the conclusion of a major emergency or inquiry or on introduction of major government reform or legislative change.
- 1.5.11 As far as practicable, the development of the suite of State EM 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 (Westplan) or State Support Plan, drafts should be submitted to the SEMC for inclusion on the SEMC website inviting public comment.

# 2 State Emergency Management Framework

## 2. State Emergency Management Framework

### 2.1 THE LEGISLATIVE AND POLICY FRAMEWORK

2.1.1 The overarching State EM legislative and policy framework consists of the State EM legislation (i.e. the EM Act and EM Regulations), this State EM Policy, the State EM Plan, State Hazard Plans (Westplans), 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](#).



Figure 1: The State EM Framework

- 2.1.2 A governance structure is used to assist the SEMC in the development and implementation of State EM arrangements, as outlined in the [State EM Plan section 2.2](#).
- 2.1.3 EM 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; and
  - integrated information management.

## 2.2 EMERGENCY MANAGEMENT ARRANGEMENTS

- 2.2.1 The development of EM 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 EMAs, which are HMAs, Combat Agencies and Support Organisations (as defined under s. 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 EM for relevant hazards as defined under the EM Act and prescribed in the EM Regulations. The State presently has 27 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 Welfare Coordinator;
  - District Emergency Coordinators (DECs);
  - Local Emergency Coordinators (LECs);
  - Local Recovery Coordinator;
  - Local Recovery Coordination Group; and
  - Local Welfare Coordinators.
- 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 2.4.2, 2.4.3 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 (s. 10 EM Act) and provides advice to the Minister in relation to emergencies (s. 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 s. 56 of the EM Act).
- 2.3.3 Additional SEC responsibilities are outlined in section 5 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 EM districts as the Minister, on the advice of the SEMC, may determine by order published in the Gazette (s. 28(1) EM Act). The EM districts are detailed on the [SEMC website](#). Prescription of EM boundaries should follow [State EM Preparedness Procedure 9](#).
- 2.4.2 A District Emergency Management Committee (DEMC) is established for each EM district (s. 31(1) EM Act). It is a function of the DEMC to assist in the establishment and maintenance of effective EM arrangements for the district for which it is constituted (s. 32(1) EM Act).
- 2.4.3 Each DEMC must maintain at a minimum:
- a copy of the Local Emergency Management Arrangements (LEMA) for each local government within its district; and
  - a key contacts register.
- 2.4.4 Each EM district has a DEC appointed by the SEC (s. 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 s. 30 of the EM Act) are to:
- provide advice and support to the DEMC for the district in the development and maintenance of EM arrangements for its district; and
  - carry out other EM functions in accordance with the directions of the SEC.
- 2.4.6 The DEC is a member of the DEMC and, as appointed by the SEMC, also the Chair of the DEMC. The DEC has the roles of:
- coordinating strategic planning for the relevant EM 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; and
  - undertaking additional functions as directed by the SEC and as outlined in [State EM Response Procedure 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 (s. 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 (s. 38(2) EM Act).
- 2.5.2 It is a function (under s. 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 (s. 36(b) EM Act), which is further explained in section 6;
  - perform other functions given to local government under the EM Act (s. 36(c), EM Act), as outlined in Appendix A; and
  - in addition, under section 20(4) of the EM Act, carry out other EM activities as directed by the SEMC or prescribed in the EM Regulations.
- 2.5.3 The LEMA are to be consistent with the State EM policies (i.e. this document), the State EM plans (i.e. the State EM Plan and State Hazard Plans (Westplans) and State Support Plans (s. 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 8](#).
- 2.5.4 The functions (under s. 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; and
  - 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 (s. 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 s. 37(4) of the EM Act) to:
- provide advice and support to the LEMC for the district in the development and maintenance of EM 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; and
  - carry out other EM 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 7](#);
  - when applicable, uniting of two or more local governments for the purposes of EM ([State EM Preparedness Procedure 14](#)); and
  - when applicable, separation of combined local government for the purposes of EM ([State EM Preparedness Procedure 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 EM within Part 3 of the EM Act. [State EM Preparedness Procedure 16](#) should be followed where this designation is to occur.

# 3 Prevention (Including Mitigation)

## 3. Prevention (including mitigation)

### 3.1 PREVENTION ACTIVITIES

- 3.1.1 The HMAs' EM 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 'EM', s. 3 EM Act).
- 3.1.2 Hazard-specific prevention and mitigation activities are detailed in the relevant State Hazard Plans (Westplans).

### 3.2 EMERGENCY RISK MANAGEMENT PLANNING

- 3.2.1 Mitigation strategies should be guided by emergency risk management (ERM) planning. ERM is defined as 'a systematic process which contributes to the well being of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised'<sup>1</sup>.
- 3.2.2 One of the SEMC's functions is 'to develop and coordinate risk management strategies to assess community vulnerability to emergencies' (s. 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 and on the [SEMC website](#), the State Core Objectives relate to:
- people;
  - economy;
  - social setting;
  - government;
  - infrastructure; and
  - environment.
- 3.2.5 The SEMC has delegated roles and responsibilities for ERM to EMAs and local governments as detailed in [State EM Prevention and Mitigation Procedure 1](#).
- 3.2.6 ERM planning must be undertaken in accordance with [State EM Prevention and Mitigation Procedure 1](#) and its attachment, *Western Australian Emergency Risk Management*, which is aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) *Risk Management – Principles and Guidelines*.
- 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.

<sup>1</sup> Definition from [State Emergency Management Glossary](#).

- 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.

# 4 Preparedness

## 4. Preparedness

### 4.1 PREPAREDNESS ACTIVITIES

- 4.1.1 The HMAs' EM responsibilities for their hazards includes responsibility for preparedness, which is defined as 'preparation for response to an emergency' (definition of 'EM', s. 3 EM Act).
- 4.1.2 Agencies or organisations prescribed as 'Combat Agencies' or 'Support Organisations' must prepare for the conduct of their prescribed EM 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, EMAs, 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 Capability Framework and associated achievement objectives should be used by EMAs 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 18](#).
- 4.2.2 EMAs 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 EM plans as the SEMC considers necessary (s. 18(1) EM Act). A State EM plan, and any amendment to a State EM plan, has effect when it is approved by the SEMC (s. 18 (3) EM Act).
- 4.3.2 EM 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; and
  - local knowledge and experience.
- 4.3.3 The State EM Plan, State Hazard Plans (Westplans) and State Support Plans must be developed and reviewed in accordance with the [State EM Preparedness Procedures 2 and 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 EM 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; and
  - increasing adoption of preparedness measures and appropriate response behaviours in high risk areas.

#### 4.6 SPECIAL CONSIDERATIONS

- 4.6.1 EM 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; and
  - transient individuals and communities.

In addition, EM 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 EMAs 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 The SEMC directs that at least annually:
- HMAs with responsibilities for State Hazard Plans (Westplans) must arrange for exercising of those plans at the State level<sup>2</sup>. Further details are provided in [State EM Preparedness Procedure 19](#);
  - Responsible Agencies of State Support Plans must arrange for the exercising of those plans at the State level. Further details are provided in [State EM Preparedness Procedure 19](#);
  - all EMAs with roles and responsibilities identified within the State EM Plan, State Hazard Plans (Westplans) or State Support Plans must participate in exercises to test these plans;
  - all DEMCs must exercise district coordination/multiple agency liaison arrangements. These exercises are normally achieved as part of a HMA exercise; and
  - all local governments and LEMCs must exercise local-level arrangements.
- 4.8.2 Responsible Agencies must invite all organisations identified in their plan to participate, as appropriate to the exercise scenario and/or objectives.
- 4.8.3 Each LEMC must conduct at least one local-level exercise involving their local government area at least annually. LEMCs must ensure scenarios applied in the local-level exercise consider a range of situations and extend beyond those that exercise only limited parts of the arrangements as they apply to specific HMA exercises.
- 4.8.4 LEMCs and their related DEMCs must share information on planned exercises.
- 4.8.5 Where the response part of a State Hazard Plan (Westplan) or State Support Plan is activated or arrangements, including LEMA, are used during an emergency, this activation may satisfy the field exercise requirement. This is provided the agency involved prepares and submits a post-incident report that meets the post-exercise reports requirements, as detailed in [State EM Preparedness Procedure 19](#).

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<sup>2</sup> State-level exercises are those that require a coordinated response of resources from more than two EM districts or involve the activation of a SECG, either actual or notional.

#### 4.9 STATE-LEVEL EXERCISE SCHEDULE

- 4.9.1 The SEMC Response Capability Subcommittee's Exercise Management Advisory Group (EMAG) must maintain a register of State-level EM exercises on behalf of the SEMC.
- 4.9.2 EMAs and DEMCs must submit their annual State and district level exercise schedules to the EMAG by 1 May each year for inclusion in the agenda for the next SEMC meeting to enable better coordination of and assist planning by participating agencies.

#### 4.10 TRAINING

- 4.10.1 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 Plans (Westplan) or State Support Plans.

#### 4.11 POST-EXERCISE REPORTS

- 4.11.1 Following a State-level exercise, a post-exercise report must be developed in accordance with [State EM Preparedness Procedure 19](#).
- 4.11.2 HMAs must provide copies of the post-exercise report for each State-level exercise to the SEMC Response Capability Subcommittee for consideration and forwarding to SEMC as applicable. This will assist the SEMC to assess the effectiveness of the State's EM capability.
- 4.11.3 To ensure overall assessment of local communities' EM capability, all LEMCs must provide copies of their post-exercise reports for each local level exercise conducted to the DEMC Chair for referral to the SEMC for referencing in its annual report.

#### 4.12 CONTINUOUS IMPROVEMENT

- 4.12.1 The Western Australian EM 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.

# 5 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 s. 3 of the EM Act) and therefore means the provisions of the EM legislation are applicable.
- 5.1.3 The State EM 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 EM 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 to make a Level 2 or Level 3 incident declaration does not bind:
- the State Emergency Coordinator or the HMA in relation to the making of an emergency situation declaration; or
  - 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, in accordance with SEMC [Bulletins](#).

Table 1 State Strategic Control Priorities

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 vulnerable community members and visitors/tourists 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, EMAs, 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 (Westplan). 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 Incident Controller (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 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; and
  - 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' (s.3 EM Act), the EM response framework is used to coordinate and manage that emergency, as outlined below and further detailed in the [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 'EM', s. 3 EM Act).
- 5.3.2 The State EM Plan, State Hazard Plans (Westplans) 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 Plan (Westplan) or 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 (s. 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 EM (s. 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 (s. 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 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 EM of the hazard as soon as practicable after the declaration is made (s. 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 (s. 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 (s. 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 s. 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 (s. 63(1) EM Act). The Premier is the Chair and the Minister is the Deputy Chair (s. 63(2) and (3) EM Act). The functions of the SDC (under s. 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) (s. 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 (s.74 EM Act);
  - providing advice to the Minister in relation to emergencies (s. 11(2)(a) EM Act);
  - providing advice to the SDC during a state of emergency (declared under s. 56 under the EM Act) (s. 11(2)(b) EM Act);
  - providing such advice and assistance to HMAs as the SEC considers appropriate (s.11(2)(c) EM Act);
  - carrying out other EM activities as directed by the Minister (s. 11(2)(d) EM Act); and
  - establishing and chairing a SECG (s. 26 EM Act), as outlined under section 5.4.7 of this policy.

5.3.16 The responsibilities of the relevant DEC and LEC 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; and
  - facilitating information exchange at a local or district level;
- carry out other EM 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 EM issues; and
- maintain effective communication with all coordinators involved in the emergency.

5.3.17 To ensure response and recovery operations are effective, EMAs 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 s. 50 of the EM Act) or a state of emergency (as declared under s. 56 of the EM Act) in relation to:

- an ISG;
- an Operational Area Manager;
- an OASG;
- the SEC (ss. 10-12 EM Act);
- the DEC and LEC (ss. 29-30 EM Act and s. 37 EM Act);
- a declared emergency situation (s. 50 EM Act);
- HMOs (s. 55 EM Act);
- a declared state of emergency (s. 56 EM Act);
- a SECG (s. 26 and 27 EM Act);
- Authorised Officers (s. 61 and 62 EM Act);
- exchange of information (s. 72 EM Act); and
- SDC (s. 63 and 64 EM Act).

## 5.4 CONTROL AND COORDINATION STRUCTURE DURING INCIDENTS AND EMERGENCIES

5.4.1 The [State EM Plan section 5](#) establishes operational arrangements for the response to incidents and emergencies.

5.4.2 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 2](#).

- 5.4.3 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; and
  - consider an emergency situation declaration (under s. 50 EM Act) in accordance with [State EM Response Procedure 5](#).

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

- 5.4.4 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 s. 55 EM Act) of relevant officers and employees of the HMA or other persons to exercise the powers of a HMO.
- 5.4.5 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 1](#) must be followed.
- 5.4.6 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 (s. 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.
- 5.4.7 The establishment and composition of a SECG is set out in [State EM Response Procedure 4](#). The SECG may determine its own procedures (s. 26(5) EM Act).
- 5.4.8 The functions of a SECG (under s. 27 EM Act) are to:
- ensure the provision of coordinated EM by public authorities and other persons;
  - provide advice and direction to public authorities and other persons to facilitate effective EM; and
  - liaise between EMAs 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 EM 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 (s. 100).

## 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 (EMAs) 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 statement 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, EMAs 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 EMAs 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 trained<sup>3</sup> 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; or
  - 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 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 - 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 EMAs to facilitate the provision of public information at welfare centres.

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<sup>3</sup> '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).

- 5.6.20 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.
- 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 Comprehensive Impact Assessment.
- 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 State Recovery Coordination Group.

## 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 Controlling Agency is responsible for the management of evacuation during an incident, and this continues during an emergency response.
- 5.7.4 Local governments, HMAs, relevant EMAs (i.e. Support Organisations and Controlling Agencies), in consultation with relevant LEMCs, must identify and advise of refuge sites and evacuation centres appropriate for the hazard. The refuge sites should be documented in the LEMA.
- 5.7.5 The Controlling Agency 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 decision to undertake a controlled evacuation must be made by the Controlling Agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory). A direction to evacuate is a lawful instruction and may be made by a person authorised to do so. (See State EM Plan section 5.3.2 for relevant legislation).  
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 catastrophic fire conditions;
- the presence of vulnerable people 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; or
- the availability of egress routes.

Public Information should reflect the directed evacuation position.

- 5.7.9 The Controlling Agency 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. There is also discretion, however, 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; and
- the safety of personnel.

The Controlling Agency 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 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, DBCA, local government or a mining enterprise. These organisations should conduct their traffic management planning and activities 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 a Restricted Access Permit System applicable to their hazard(s) for use by the IC, if applicable.
- 5.8.6 The Controlling Agency is responsible for the welfare of people affected by the road closures at all times.
- 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 EM activity of fire suppression (r. 30 EM Regulations).
- 5.9.2.2 The EM Regulations also prescribe a local government as a Combat Agency responsible for the EM activity of fire suppression (r. 31 EM Regulations).

### 5.9.3 Health Services

- 5.9.3.1 The EM Regulations prescribe the Department of Health (WA Health) and St John Ambulance (Western Australia) as Combat Agencies responsible for the EM 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 EM Regulations prescribe the Police Force of Western Australia (uniformed 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 Welfare

- 5.9.5.1 The EM Regulations prescribe the Department of Communities as a Support Organisation responsible for the EM activity of providing welfare services (r. 32 EM Regulations). Refer to the State EM Plan (Appendix E) for further details.

- 5.9.5.2 'Welfare 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 support services are provided in the [State EM Plan \(section 5.5\)](#) the [SEMC website](#).
- 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 Welfare 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 EMAs 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 Welfare services, including registration and reunification, may be provided and coordinated by the Department of Communities during reception activation, as outlined in the CPFS operational plan for EM.

### 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 (Westplan).
  - 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 (COMDISPLAN)<sup>4</sup>, 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 (s. 11(3) EM Act).
- 5.10.5 Details on how Australian Defence Force assistance relevant to EM is accessed is provided in the [State EM Plan section 5.6.1](#) and [State EM Response Procedure 20](#).

### 5.11 DEBRIEFS AND POST-OPERATION REPORTS

- 5.11.1 Post-operation 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 report. All other State agencies and local governments that participated in the response must contribute to the report's development, as required.
- 5.11.2 Post-operation 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.
- 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 FOR EMERGENCY RESPONSES

- 5.12.1 To ensure accountability for expenditure incurred, the EMA with operational control of any resource is responsible for payment of all related expenses associated with its operation during emergencies, unless other arrangements are established.
- 5.12.2 Agencies that have assisted in responses to emergencies may be eligible for reimbursement of some expenses. Funding arrangements for emergencies are dependent on the situation and based on criteria detailed in the document, [Criteria for meeting costs associated with emergencies](#) under other financial assistance on the [SEMC webpage](#), and [State EM Recovery Procedure 2](#).

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<sup>4</sup> Department of Home Affairs, COMDISPLAN, 2014, p. 16.

# 6 Recovery

## 6. 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 'EM', s. 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 SEMC may appoint a State Recovery Coordinator who is 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).
- 6.1.5 HMAs must include recovery arrangements in State Hazard Plan (Westplans).

### 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 all recovery environments prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Comprehensive impact information is required by local governments to assist in planning recovery activities.
- 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 (s. 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 (s. 41(4) EM Act) as detailed in State EM Preparedness Procedure 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 (when formed) and in accordance with plans, strategies and policies that it deter.
- 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 Local Recovery Coordination Group when appropriate.
- 6.3.6 When formed, the Local Recovery Coordination Group 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 Local Recovery Coordination Group 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](#); and
  - additional roles detailed in Appendix A of this policy.

- 6.4.3 In conjunction with the local government(s) and 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 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;
  - chairing the SRCG, if established; and
  - undertaking the recovery coordination responsibilities of the State Recovery Coordinator.
- 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 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 Appendix H.

## 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/Local Recovery Coordination Group, 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 Local Recovery Coordination Group should deal with all offers of, or requests for, assistance from NGOs 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 SPONTANEOUS 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 Local Recovery Coordination Group 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.

# 7 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 (s. 25 EM Act). In producing an annual report, the SEMC is reliant on reports from SEMC Subcommittees, 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 (s. 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 (s. 40(1) EM Act).
- 7.1.4 Annual reports must be completed in accordance with the templates provided in [State EM Preparedness Procedure 17](#).

# Appendices

**APPENDIX A: LIST OF EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES**

The following table summarises some of the emergency management (EM) functions and responsibilities of bodies and roles within the *Emergency Management Act 2005* (EM Act), *Emergency Management Regulations 2006* (EM Regulations), *State Emergency Management Policy* (State EM Policy) and the *State Emergency Management Plan* (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 Plan (Westplans), State Support Plans and State Emergency Management Procedures for additional roles and responsibilities and further explanation.

Body or Role	Functions and Responsibilities
<p><b>Authorised Officers</b>  <i>The State Emergency Coordinator (SEC) may authorise persons to act as Authorised Officers during a state of emergency (as declared under s. 56 of the EM Act (s. 61(1) EM Act). As per s 61(2) EM Act, the authorisation is to specify:</i></p> <ul style="list-style-type: none"> <li>• <i>whether it applies to any state of emergency or is limited to a particular state of emergency;</i></li> <li>• <i>the particular person or class of person to whom it applies; and</i></li> <li>• <i>the terms and conditions on which it is given.</i></li> </ul>	<ul style="list-style-type: none"> <li>• 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 (s. 66 EM Act), movement and evacuation (s. 67 EM Act), use of vehicles (s. 68 EM Act), powers of officer to control or use property (s. 69 EM Act), powers of officers in relation to persons exposed to hazardous substances (s. 70 EM Act), exchange of information (s. 72 EM Act) and general powers (s. 75 EM Act).</li> <li>• Must comply with directions of the SEC when exercising an emergency power under Part 6 of the EM Act (s. 61(6) EM Act).</li> <li>• During a state of emergency, for the purposes of emergency management (EM), may disclose 'relevant information' to an Emergency Management Agency (EMA) (s. 72(2) EM Act) and a person or entity engaged by an EMA to provide welfare services (r. 24(1) EM Regulations).</li> <li>• During a state of emergency, for the purposes of EM, may request that an EMA that holds 'relevant information'<sup>5</sup> disclose this to them (s. 72(3) EM Act).</li> <li>• For the purposes of EM, may use a range of general powers provided under section 75 of the 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 (s. 75(1) EM Act).</li> <li>• 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 (s. 75(2) EM Act).</li> <li>• 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 (s. 76 EM Act).</li> <li>• 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 (s. 76 EM Act).</li> </ul>

<sup>5</sup> '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	Functions and Responsibilities
<p><b>Combat Agency</b></p> <p><i>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 EM activity prescribed by the EM Regulations in relation to that agency (ss. 6(1) and (2) EM Act).</i></p> <p><i>Combat Agencies, Hazard Management Agencies (HMAs) and Support Organisations are defined as EMAs under the EM Act (s. 3).</i></p> <p><i>Refer to the EM Regulations (Part 5) or the State EM Plan (Appendix C) for details of organisations prescribed as Combat Agencies.</i></p>	<ul style="list-style-type: none"> <li>• Must prepare for the conduct of their prescribed EM activities (as described in the EM Regulations) to support the HMA during an emergency response (State EM Policy section 4.1.2).</li> <li>• 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).</li> <li>• <i>Refer also to the functions and responsibilities for EMAs and, if applicable, public authorities.</i></li> </ul>

Body or Role	Functions and Responsibilities
<p><b>Controlling Agency</b>  <i>The Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</i></p>	<ul style="list-style-type: none"> <li>• 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 (Westplan) (State EM Policy section 5.2).</li> <li>• If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an Incident Support Group (ISG). For Level 3 incidents, an ISG must be established.</li> <li>• In response to an incident and in accordance with incident management systems, appoints an Incident Controller (IC) (State EM Policy section 5.2).</li> <li>• 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"> <li>– advise of the incident level declaration;</li> <li>– discuss activation of a SECG; and</li> <li>– consider an emergency situation declaration (under s. 50 EM Act). (State EM Policy section 5.4).</li> </ul> </li> </ul> <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"> <li>• 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 s. 55 EM Act) of relevant officers and employees of the HMA or other persons to exercise the powers of a Hazard Management Officer (HMO) (State EM Policy section 5.4).</li> <li>• 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).</li> <li>• Must comply with any formal arrangements that the State Emergency Management Committee (SEMC) has established with media organisations regarding broadcast warnings and public information (State EM Policy section 5.6).</li> </ul>

Body or Role	Functions and Responsibilities
<p><i>Controlling Agency (continued)</i></p>	<ul style="list-style-type: none"> <li>• Responsible for the management of evacuation during an incident and this continues during an emergency response (State EM Policy section 5.7).</li> <li>• Together with local governments, HMAs and relevant EMAs (i.e. Support Organisations) and in consultation with relevant Local Emergency Management Committees (LEMCs), must identify and advise of refuge sites and evacuation centres appropriate for the hazard (State EM Policy section 5.7).</li> <li>• Responsible for the decision to evacuate during an emergency (State EM Policy section 5.7).</li> <li>• 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).</li> <li>• Makes the decision to undertake a controlled evacuation (State EM Policy section 5.7).</li> <li>• 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).</li> <li>• 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).</li> <li>• Responsible for the welfare of people affected by road closures at all times (State EM Policy section 5.8).</li> <li>• May request Department of Communities establish a Disaster Information Support and Care Centre (DISC) as a result of a major emergency (State EM Policy section 5.9.5).</li> <li>• Responsible for the coordination of an assessment of all impacts relating to all recovery environments 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).</li> <li>• When they hold responsibility for the response to an emergency, must initiate a range of recovery activities during the response to an emergency, as detailed in the State EM Plan (section 6) (State EM Policy section 6.2).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>Deputy State Emergency Public Information Coordinator (Deputy SEPIC)</b></p> <p><i>Deputy SEPICs are appointed by the State Emergency Public Information Coordinator (SEPIC).</i></p>	<ul style="list-style-type: none"> <li>• Undertakes the coordination function in the absence of the SEPIC (State EM Policy section 5.6).</li> <li>• Members of the Public Information Reference Group (PIRG) (State EM Policy section 5.6).</li> </ul>
<p><b>Disaster Information Support and Care Centres (DISCC)</b></p> <p><i>These centres are established by the Department of Communities, when requested by a HMA, Controlling Agency, the Western Australia Police Force (WA Police Force) or the SEC, as a result of a major emergency. Activation is determined by the State Welfare Coordinator in consultation with the SEC and the HMA or Controlling Agency.</i></p>	<ul style="list-style-type: none"> <li>• Special arrangements for DISCCs are outlined in the DISCCs' operational procedures manual maintained by CPFS (<a href="#">State EM Plan section 5.5.4</a>).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>District Emergency Coordinator (DEC)</b>  <i>The DEC is appointed by the SEC for each EM district (s. 29 EM Act). The role has been assigned by the SEC to relevant police district superintendents.</i></p>	<ul style="list-style-type: none"> <li>• Have the functions (under s. 30 EM Act) to: <ul style="list-style-type: none"> <li>– provide advice and support to the District Emergency Management Committee (DEMC) for the district in the development and maintenance of EM arrangements; and</li> <li>– carry out other EM functions in accordance with directions of the SEC.</li> </ul> </li> <li>• Member of the DEMC (s. 31(4) EM Act).</li> <li>• Chair of the DEMC, as appointed by the SEMC (State EM Policy section 2.4).</li> <li>• Have the roles (under State EM Policy section 2.4) of: <ul style="list-style-type: none"> <li>– coordinating strategic planning for the relevant EM district;</li> <li>– assisting the HMA in the provision of a coordinated response to an emergency at a district level; and</li> <li>– undertaking additional functions as directed by the SEC and set out in <a href="#">State EM Response Procedure 21</a>. These may be a specific direction in relation to a particular matter or a general standing direction as to an EM issue (State EM Policy section 5.3).</li> </ul> </li> <li>• As per State EM Policy section 5.3, during an emergency response, the relevant DEC and Local Emergency Coordinators (LECs) are responsible for: <ul style="list-style-type: none"> <li>– assisting the HMA in the provision of a coordinated response during an emergency. These activities may include: <ul style="list-style-type: none"> <li>▶ providing advice and support to the HMA in support of effective coordination particularly in multi-agency responses;</li> <li>▶ facilitating meetings if required;</li> <li>▶ active participation in an ISG or an Operational Area Support Group (OASG), as appropriate;</li> <li>▶ assisting in the coordination of resources and information; and</li> <li>▶ facilitating information exchange at a local or district level; and</li> </ul> </li> <li>– maintaining effective communication with all coordinators involved in the emergency.</li> </ul> </li> </ul>

Body or Role	Functions and Responsibilities
<p><b>District Emergency Management Committees (DEMCs)</b>  <i>DEMCs are established for each EM district (s. 31(1) EM Act). The SEMC appoints the Chair (s. 31(3) EM Act).</i></p>	<ul style="list-style-type: none"> <li>• Assists in the establishment and maintenance of effective EM arrangements for its district (s. 32(1) EM Act).</li> <li>• Leads and administers the development of emergency risk management (ERM) plans at the district scale on a prioritised basis (State EM Policy section 3.2).</li> <li>• Must maintain at a minimum (under State EM Policy section 2.4): <ul style="list-style-type: none"> <li>– a copy of the local emergency management arrangements (LEMA) for each local government within its district; and</li> <li>– a key contacts register.</li> </ul> </li> <li>• Must exercise district coordination/multiple agency liaison arrangements at least annually. Such exercises are normally effectively achieved as part of a HMA exercise (State EM Policy section 4.8).</li> <li>• Must share information on planned exercises with its LEMC(s) (State EM Policy section 4.8).</li> <li>• Must submit their annual State and district level exercise schedules to the SEMC’s Exercise Management Advisory Group by 1 May each year for inclusion in the next agenda of the SEMC meeting (State EM Policy section 4.9).</li> <li>• 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 (s. 33 EM Act).</li> </ul>

List of EM roles and responsibilities continued on the next page.

Body or Role	Functions and Responsibilities
<p><b>Emergency Management Agencies (EMAs)</b>  <i>EMAs are defined as a HMA, Combat Agency or Support Organisation under s. 3 EM Act.</i></p>	<ul style="list-style-type: none"> <li>• When having agreed roles and responsibilities within the State EM Plan, State Hazard Plan (Westplan) or a State Support Plan, must assist in developing, reviewing, amending and/or replacing those plans, as required (State EM Policy section 1.5).</li> <li>• Has a role in and responsibilities for ERM as detailed in <a href="#">State EM Preparedness Procedure 20</a> (State EM Policy section 3.2).</li> <li>• 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).</li> <li>• Should develop plans and processes to manage spontaneous volunteers in line with the national <a href="#">Spontaneous Volunteer Management Resource Kit</a> (State EM Policy section 4.7).</li> <li>• When they have roles and responsibilities identified within the State EM Plan, State Hazard Plans (Westplans) and State Support Plans, must participate in exercises to test these plans at least annually (State EM Policy section 4.8).</li> <li>• Must submit their annual State and district level exercise schedules to the SEMC's EMAG by 1 May each year for inclusion in the next agenda for the SEMC meeting (State EM Policy section 4.9).</li> <li>• When assigned roles in the State EM Plan, State Hazard Plans (Westplans) or State Support Plans, must support the HMA in response to an emergency (State EM Policy section 5.3).</li> <li>• Must follow a consistent approach to roles and responsibilities for a response during an emergency situation and state of emergency (declared under s. 56 EM Act) as detailed in the <a href="#">State EM Plan section 5</a>, in relation to an ISG, an Operational Area Manager (OAM), an OASG, multiple hazards, the SEC, the DEC, the LEC, a SECG, HMOs, State Disaster Council (SDC), Authorised Officers and exchange of information (State EM Policy section 5.3).</li> <li>• Local governments, HMAs, relevant EMAs (i.e. Support Organisations) and controlling agencies, in consultation with relevant LEMCs, must identify and advise of refuge sites and evacuation centres appropriate for the hazard (State EM Policy section 5.7).</li> <li>• 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 (s. 72(4) EM Act).</li> </ul>

Body or Role	Functions and Responsibilities
<i>EMAs (continued)</i>	<ul style="list-style-type: none"><li>• 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).</li></ul> <p><i>See also the functions and responsibilities listed under HMA, Combat Agency, Support Organisation and public authorities, as applicable.</i></p>

List of EM roles and responsibilities continued on the next page.

Body or Role	Functions and Responsibilities
<p><b>Hazard Management Agency (HMA)</b></p> <p><i>A HMA is a public authority or other person prescribed by the EM Regulations to be a HMA for EM, or an EM aspect prescribed by the EM Regulations, of a hazard prescribed by the EM Regulations (s. 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 (s. 4(2) EM Act).</i></p> <p><i>HMAs, Combat Agencies and Support Organisations are defined as an EMA under section 3 of the EM Act.</i></p>	<ul style="list-style-type: none"> <li>• EM responsibilities for their hazards includes EM activities in relation to prevention, preparedness, response and recovery (definition of EM, s. 3 EM Act).</li> <li>• As delegated by the SEMC, responsible for the development, maintenance, review and exercising of relevant State Hazard Plans (Westplans) (State EM Policy section 1.5.4).</li> <li>• With the approval of the SEC, may delegate to a HMA officer or employee any power or duty of the HMA under s. 50 (emergency situation declaration), s. 53 (revocation of emergency situation declaration) and s. 55 (authorisation of HMOs) of the EM Act (s. 5 EM Act) and <a href="#">State EM Preparedness Procedure 10</a>.</li> <li>• Where they hold responsibility for a State Hazard Plan (Westplan), arranges for its exercising at the State level at least annually (State EM Policy section 4.8.1).</li> <li>• Following a State-level exercise, must develop a post-exercise report in accordance with <a href="#">State EM Preparedness Procedure 19</a> (State EM Policy section 4.11.1).</li> <li>• Must provide copies of post-exercise reports for each State level exercise to the SEMC Response Capability Subcommittee for consideration and forwarding to the SEMC as applicable (State EM Policy section 4.11.2).</li> <li>• 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 EM (s. 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 (s. 50(2) EM Act).</li> <li>• 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 <a href="#">State EM Response Procedure 5</a> (State EM Policy section 5.3.7).</li> <li>• 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 (s. 50(5) EM Act).</li> </ul>

Body or Role	Functions and Responsibilities
<i>HMA (continued)</i>	<ul style="list-style-type: none"> <li>• 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 (s. 50(6A) EM Act).</li> <li>• 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 (s. 53(1) EM Act).</li> <li>• May authorise officers or employees of the HMA or other persons, to act as HMOs during an emergency situation declared by that HMA (s. 55(1) EM Act).</li> <li>• 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).</li> <li>• 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).</li> <li>• 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).</li> <li>• Advises on the use of Standard Emergency Warning Signal (SEWS), which must only be used under the strict instruction of the HMA during an emergency (State EM Policy section 5.6).</li> <li>• 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).</li> <li>• Local governments, HMAs, relevant EMAs (i.e. Support Organisations) and Controlling Agencies, in consultation with relevant LEMCs, must identify and advise of refuge sites and evacuation centres appropriate for the hazard (State EM Policy section 5.7).</li> <li>• 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).</li> <li>• Instructs on the use of SEWS (State EM Policy section 5.6).</li> </ul>

Body or Role	Functions and Responsibilities
<i>HMA (continued)</i>	<ul style="list-style-type: none"> <li>• May request CPFS establish a Disaster Information Support and Care Centre as a result of a major emergency (State EM Policy section 5.9.5)</li> <li>• Provides a representative for a SECG, when required (State EM Plan Appendix E).</li> <li>• 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 (Westplan) (State EM Policy section 5.10).</li> <li>• 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).</li> <li>• Must include recovery arrangements in State Hazard Plans (Westplans) (State EM Policy section 6.1).</li> <li>• <i>Refer also to the functions and responsibilities for EMAs and, if applicable, public authorities.</i></li> </ul>

List of EM roles and responsibilities continued on the next page.

Body or Role	Functions and Responsibilities
<p><b>Hazard Management Officers (HMOs)</b></p> <p><i>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 s. 50 of the EM Act (s. 55(1) EM Act). As per s. 51(2) EM Act, the authorisation is to specify:</i></p> <ul style="list-style-type: none"> <li>• <i>whether it applies to any emergency situation declared by the HMA or is limited to a particular emergency situation declared by the HMA;</i></li> <li>• <i>the particular person or class of employee, officer or person to whom it applies; and</i></li> <li>• <i>the terms and conditions on which it is given.</i></li> </ul>	<ul style="list-style-type: none"> <li>• 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 (s. 66 EM Act), movement and evacuation (s. 67), use of vehicles (s. 68), powers of officer to control or use property (s. 69), powers of officers in relation to persons exposed to hazardous substances (s. 70 EM Act) and exchange of information (s. 72 EM Act).</li> <li>• Must comply with directions of the relevant HMA when exercising emergency powers under Part 6 of the EM Act (s. 55(6) EM Act).</li> <li>• During an emergency situation, for the purposes of EM, may disclose 'relevant information' to an EMA and a person or entity engaged by an EMA to provide welfare services (s. 72(2) EM Act and r. 24(1) EM Regulations).</li> <li>• During an emergency situation, for the purposes of EM, may request an EMA holding 'relevant information' disclose it to the HMO (s. 72(3) EM Act).</li> <li>• 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 (s. 76 EM Act).</li> <li>• 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 (s. 76 EM Act).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>Incident Controller (IC)</b>  <i>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. [Note: agencies may use different terminology. However, the function remains the same.]</i></p>	<ul style="list-style-type: none"> <li>• As per State EM Policy section 5.2, the IC or their delegate is responsible for: <ul style="list-style-type: none"> <li>– the overall control of an incident, within a defined incident area, which may include the whole State in some incidents;</li> <li>– leading an incident management team;</li> <li>– 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 <a href="#">State EM Response Procedure 2</a>;</li> <li>– ensuring the accuracy of the emergency public information and approving its release in coordination with all relevant agencies and terminating its broadcast;</li> <li>– in consultation with the HMA, ensuring effective strategies for evacuation are implemented; and</li> <li>– management of traffic during an emergency response.</li> </ul> </li> <li>• 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).</li> <li>• 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).</li> <li>• 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).</li> </ul>
<p><b>Incident Support Group (ISG)</b>  <i>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).</i></p>	<ul style="list-style-type: none"> <li>• Assists the IC through the provision of information, expert advice, support and resources relevant to their organisation (State EM Plan section 5.1).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>Local Emergency Coordinator (LEC)</b>  <i>LECs are appointed by the SEC for each local government district (s. 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.</i></p>	<ul style="list-style-type: none"> <li>• Has the functions under section 37(4) of the EM Act to: <ul style="list-style-type: none"> <li>– provide advice and support to the LEMC for the district in the development and maintenance of EM arrangements for the district. Under State EM Policy section 5.3, this may include: <ul style="list-style-type: none"> <li>• providing advice and support to the HMA in support of effective coordination; particularly in multi-agency responses;</li> <li>• facilitating meetings, if required;</li> <li>• active participation in a ISG or an OASG;</li> <li>• assisting in the coordination of resources and information; and</li> <li>• facilitating information exchange at a local or district level;</li> </ul> </li> <li>– assist HMAs in the provision of a coordinated response during an emergency in the district; and</li> <li>– carry out other EM 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 EM issue (State EM Policy section 5.3).</li> </ul> </li> <li>• 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"> <li>– assisting the HMA in the provision of a coordinated response during an emergency. These activities may include: <ul style="list-style-type: none"> <li>• providing advice and support to the HMA in support of effective coordination particularly in multi-agency responses;</li> <li>• facilitating meetings, if required;</li> <li>• active participation in an ISG or an OASG, as appropriate;</li> <li>• assisting in the coordination of resources and information; and</li> <li>• facilitating information exchange at a local or district level;</li> </ul> </li> <li>– maintaining effective communication with all coordinators involved in the emergency.</li> </ul> </li> </ul>

Body or Role	Functions and Responsibilities
<p><b>Local Emergency Management Committee (LEMC)</b></p> <p><i>A local government is to establish one or more LEMCs for the local government district (s. 38(1) EM Act).</i></p>	<ul style="list-style-type: none"> <li>• Has the functions under section 39 of the EM Act in relation to the district or area for which it is established to: <ul style="list-style-type: none"> <li>– advise and assist the local government in ensuring LEMA are established for its district;</li> <li>– liaise with public authorities and other persons in the development, review and testing of LEMA; and</li> <li>– carry out other EM activities as directed by the SEMC or prescribed in the EM Regulations.</li> </ul> </li> <li>• Prepares and submits to the DEMC for the district an annual report on its activities undertaken during the financial year (s. 40(1) EM Act).</li> <li>• Must exercise local-level arrangements at least annually (State EM Policy section 4.8).</li> <li>• Must conduct at least one local-level exercise involving their local government area at least annually and ensure scenarios applied consider a range of situations and extend beyond those that exercise only limited parts of the arrangements as they apply to specific HMA exercises (State EM Policy section 4.8).</li> <li>• Must share information on planned exercises with its DEMC (State EM Policy section 4.8).</li> <li>• Must provide copies of post-exercise reports for each local-level exercise conducted to the DEMC Chair for inclusion in the SEMC’s annual report (State EM Policy section 4.11).</li> <li>• Local governments, HMAs, relevant EMAs (i.e. Support Organisations) and Controlling Agencies, in consultation with relevant LEMCs, must identify and advise of refuge sites and evacuation centres appropriate for the hazard (State EM Policy section 5.7).</li> <li>• Must ensure LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs (including the CPFS) or note where there are no facilities (State EM Policy section 5.9.5).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>Local government</b>  <i>A local government or regional local government is included in the definition of a 'public authority' under section 3 of the EM Act.</i></p>	<ul style="list-style-type: none"> <li>• Under section 36 of the EM Act, has the functions of: <ul style="list-style-type: none"> <li>– ensuring effective LEMA are prepared and maintained for its district; and</li> <li>– managing recovery following an emergency affecting the community in its district.</li> </ul> </li> <li>• Has to establish one or more LEMCs for its local government district (s. 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 (s. 38(2) EM Act).</li> <li>• Must ensure that LEMA for EM in the local government district are prepared (s. 41(1) EM Act) and set out specific matters specified under s. 41(2) of the EM Act, including: <ul style="list-style-type: none"> <li>– the local government's policies for EM;</li> <li>– roles and responsibilities of public authorities and other persons involved in EM in the local government district;</li> <li>– provisions about the coordination of EM operations and activities relating to EM performed by the above persons;</li> <li>– description of emergencies likely to occur in the district;</li> <li>– strategies and priorities for EM in the district (s. 41(2) EM Act); and</li> <li>– other matters about EM in the local government district considered appropriate; plus</li> <li>– a recovery plan and nomination of a Local Recovery Coordinator (s. 41(4) EM Act).</li> </ul> </li> <li>• Must ensure LEMA are consistent with the State EM Policy, the State EM Plan, State Hazard Plans (Westplans) and State Support Plans (s. 41(3) EM Act).</li> <li>• Must deliver a copy of LEMA, and any amendments to these, to the SEMC as soon as is practicable after they are prepared (s. 41(5) EM Act).</li> <li>• Must ensure LEMA are reviewed in accordance with <a href="#">SEMC procedures</a> (s. 42(1) EM Act).</li> <li>• 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 (ss. 43(1) and (2) EM Act).</li> </ul>

Body or Role	Functions and Responsibilities
<p><i>Local government (continued)</i></p>	<ul style="list-style-type: none"> <li>• As per State EM Policy section 2.5, should follow the guidance in the <a href="#">State EM Procedures</a> in relation to: <ul style="list-style-type: none"> <li>– LEMC membership, roles and responsibilities and meetings established in <a href="#">State EM Preparedness Procedure 7</a>;</li> <li>– when applicable, uniting of two or more local governments plan for the purposes of EM (<a href="#">State EM Preparedness Procedure 14</a>); and</li> <li>– when applicable, separation of combined local governments for the purposes of EM (<a href="#">State EM Preparedness Procedure 15</a>).</li> </ul> </li> <li>• Has a role in and responsibilities for ERM, as detailed in <a href="#">State EM Prevention and Mitigation Procedure 1</a> (State EM Policy section 3.2).</li> <li>• 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).</li> <li>• Must exercise local level arrangements at least annually (State EM Policy section 4.8).</li> <li>• Prescribed as a Combat Agency and responsible for the EM activity of fire suppression (s. 6 EM Act and r. 31 EM Regulations).</li> <li>• 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).</li> <li>• Must ensure the preparation and maintenance of LEMA includes identification of a Local Recovery Coordinator and includes a local recovery plan as detailed in <a href="#">State EM Preparedness Procedure 8</a> and guided by the SEMC's <a href="#">Local Recovery Guidelines</a> (State EM Policy section 6.3).</li> <li>• Must determine the establishment of a Local Recovery Coordination Group, when appropriate (State EM Policy section 6.3).</li> <li>• Should consider the potential membership of a Local Recovery Coordination Group prior to events occurring (State EM Policy section 6.3).</li> </ul>

Body or Role	Functions and Responsibilities
<p><i>Local government (continued)</i></p>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> <li>• <i>Refer also to the functions and responsibilities under 'public authority' and 'Combat Agency'.</i></li> </ul>
<p><b>Local Recovery Coordinator</b> <i>The Local Recovery Coordinator is identified in the local recovery plan within a local government's LEMA.</i></p>	<ul style="list-style-type: none"> <li>• Coordinates local-level recovery activities in conjunction with the Local Recovery Coordination Group (when formed) and in accordance with plans, strategies and policies that it deter (<a href="#">State EM Policy section 6.3</a>).</li> <li>• Should facilitate a coordinated approach with other Local Recovery Coordinators when more than one local government is affected by an emergency (<a href="#">State EM Policy section 6.3</a>).</li> </ul>
<p><b>Local Recovery Coordination Group</b> <i>Local governments determine the establishment of a Local Recovery Coordination Group when considered appropriate.</i></p>	<ul style="list-style-type: none"> <li>• 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 (<a href="#">State EM Policy section 6.3</a>).</li> <li>• May have roles such as those suggested in the SEMC's <i>Local Recovery Guidelines</i> (<a href="#">State EM Policy section 6.3</a>).</li> <li>• Where possible, the Local Recovery Coordination Group should deal with all offers of, or requests for, assistance from non-government organisations (NGOs) in relation to emergency relief funds, shelter, accommodation and household supplies (State EM Policy section 6.8).</li> <li>• Where possible, coordinates offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations (<a href="#">State EM Policy section 6.9</a>).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>Local Welfare Coordinators</b>  <i>The CPFS appoints the State Welfare Coordinator and Local Welfare Coordinators.</i></p>	<ul style="list-style-type: none"> <li>• Support local government areas (<a href="#">State EM Plan Appendix E</a>).</li> <li>• Determine local welfare centres in consultation with local government and endorsed by LEMCs (State EM Plan section 5.5.3).</li> <li>• Maintain and include lists of retail outlets agreeing to participate in arrangements for emergency clothing and prerequisites in local welfare plans, and ensures that procedures are in place to access these services (State EM Plan section 5.5.3).</li> </ul>
<p><b>Minister</b>  <i>The Minister responsible for the Emergency Management Act 2005.</i></p>	<ul style="list-style-type: none"> <li>• Appoints the Chair, Deputy Chair, members and deputy members, an executive officer and a representative of local government of the SEMC (ss. 13(1) and (2) EM Act and rr. 2, 3 and 7 EM Regulations).</li> <li>• 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 (s. 23(1) EM Act).</li> <li>• Deter EM districts, on the advice of the SEMC (s. 28 EM Act).</li> <li>• May, in writing, declare that a state of emergency exists in the whole or any area or areas of the State (ss. 56 and 57 EM Act), extend the declaration (s. 58 EM Act) and revoke the declaration at any time (s. 59 EM Act).</li> <li>• Deputy Chair of the SDC (s. 63(3) EM Act).</li> <li>• 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).</li> <li>• Makes decisions on applications for compensation (ss. 78–81 EM Act).</li> <li>• 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 (s. 103 EM Act).</li> </ul>

Body or Role	Functions and Responsibilities
<b>Non-Government Organisations (NGOs)</b>	<ul style="list-style-type: none"> <li>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 welfare committee or the Local Recovery Coordination Group (State EM Policy section 6.8).</li> </ul>
<b>Officer in charge of each police sub-district</b>	<ul style="list-style-type: none"> <li>Appointed by the SEC, as the LEC for the local government district (State EM Policy section 2.5).</li> <li><i>Refer to the functions and responsibilities of the LEC.</i></li> </ul>
<b>Operational Area Manager (OAM)</b> <i>An OAM is the person designated by the relevant HMA.</i>	<ul style="list-style-type: none"> <li>Facilitates control across an operational area during the response to an emergency area (State EM Plan section 5.2).</li> <li>Convenes an OASG (State EM Plan section 5.2).</li> <li>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).</li> </ul>
<b>Operational Area Support Group (OASG)</b> <i>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.</i>	<ul style="list-style-type: none"> <li>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).</li> </ul>
<b>Organisations assigned roles in the State EM Plan, State Hazard Plans (Westplans) or State Support Plans</b>	<ul style="list-style-type: none"> <li>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).</li> <li>Must support the HMA in response to an emergency (State EM Policy section 5.3).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>Public Information Team (PIT)</b></p> <p><i>The PIT may be established by the appointed SEPIC either on their own initiative or in consultation with the HMA.</i></p>	<ul style="list-style-type: none"> <li>• Coordinates emergency public information delivery by the HMA and other EMAs (<a href="#">State EM Plan section 5.3</a>).</li> <li>• 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).</li> </ul>
<p><b>Police District Superintendent</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the SEC, performs the role of DEC (State EM Policy section 2.4).</li> <li>• <i>Refer also to the function and responsibilities of the DEC.</i></li> </ul>

List of EM roles and responsibilities continued on the next page.

Body or Role	Functions and Responsibilities
<p><b>Police Force of Western Australia (uniformed officers) and the Police Service (public servants)</b></p>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• For the purpose of EM 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 or entertainment in the emergency area to close that place to the public for the period specified in the direction (s. 71(1) EM Act).</li> <li>• 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 (s. 67 of the 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 or entertainment in the emergency area to close that place to the public for the period specified in the direction (under s. 71(2) of the 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 for a specified period (under s. 71(3) of the EM Act).</li> <li>• 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 (s. 76 EM Act).</li> </ul>

Body or Role	Functions and Responsibilities
Premier of Western Australia	<ul style="list-style-type: none"> <li>• Chair of the SDC, which is established if a state of emergency is declared (s. 63 EM Act).</li> <li>• May direct the SDC to perform functions (s. 64(e) EM Act).</li> <li>• 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).</li> <li>• 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).</li> </ul>

List of EM roles and responsibilities continued on the next page.

Body or Role	Functions and Responsibilities
<p><b>Public Authority</b>  <i>Under section 3 of the EM Act, 'Public Authority' means:</i></p> <p>a) <i>an agency as defined in the Public Sector Management Act 1994;</i></p> <p>b) <i>a body, corporate or unincorporate, that is established or continued for a public purpose by the State, regardless of the way it is established;</i></p> <p>c) <i>a local government or regional local government;</i></p> <p>d) <i>the Police Force of Western Australia;</i></p> <p>e) <i>a member or officer of a body referred to in paragraph (a), (b), (c) or (d); or</i></p> <p>f) <i>a person or body prescribed (or of a class prescribed) by the EM Regulations as a public authority for the purposes of this definition.</i></p>	<ul style="list-style-type: none"> <li>• 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 (Westplans) or State Support Plans within the time and manner specified in the direction (ss. 20(1) and (3) EM Act).</li> <li>• When given roles and responsibilities under this State EM Policy, must comply with this State EM Policy (s. 20(4) EM Act).</li> <li>• When having agreed roles and responsibilities within the State EM Plan, State Hazard Plan (Westplan) 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).</li> <li>• Responsibility for the development and review of 'support functions' within State Hazard Plans (Westplans) or State Support Plan, as delegated to the relevant Responsible Agency by the SEMC (State EM Policy section 1.5).</li> <li>• When prescribed as a HMA under the EM Regulations, has a responsibility for the EM for their assigned hazards (State EM Policy section 2.2).</li> <li>• Agencies must be prepared to support HMAs in response to emergencies, when assigned roles in the State EM Plan, State Hazard Plans (Westplans) or State Support Plans (<a href="#">State EM Plan section 4.1.2</a>).</li> <li>• When assigned roles and responsibilities within State Hazard Plans (Westplans) or State Support Plan, agencies must participate in exercises as required (State EM Policy section 4.8).</li> </ul>

Body or Role	Functions and Responsibilities
<p><i>Refer also to functions and responsibilities for EMAs, HMAs, combat agencies and Support Organisations, as applicable.</i></p>	<ul style="list-style-type: none"> <li>• 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 (Westplan) or State Support Plan (State EM Policy section 4.10).</li> <li>• Must support the HMA in response to an emergency, when assigned roles in the State EM Plan, State Hazard Plans (Westplans) or State Support Plans (State EM Policy section 5.3)</li> <li>• 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).</li> <li>• Must comply with directions from the SEC during a state of emergency within the time and in the manner, if any, specified (s. 74(3) EM Act).</li> </ul>
<p><b>Responsible Agencies for the State EM Policy, State EM Plan, State Hazard Plans (Westplans) and State Support Plans (respectively)</b></p>	<ul style="list-style-type: none"> <li>• Must conduct a complete review of the documents by the set date agreed by the SEMC (State EM Policy section 1.5).</li> <li>• 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).</li> </ul>
<p><b>State Coroner</b></p>	<ul style="list-style-type: none"> <li>• Has the function to ensure that 'reportable deaths' are investigated (<i>Coroner's Act 1996</i>).</li> </ul>
<p><b>State Disaster Council (SDC)</b>  <i>The SDC is established when a state of emergency is declared (s. 63(1) EM Act). It is chaired by the Premier with the Minister as the Deputy Chair (ss. 63(2) and (3) EM Act) and includes the SEC and other members appointed by the Chair (s. 63(5) EM Act).</i></p>	<ul style="list-style-type: none"> <li>• Functions (under s. 64 of the EM Act) are to: <ul style="list-style-type: none"> <li>– liaise with the State government and a SECG in relation to a state of emergency (as declared under s. 56 of the EM Act);</li> <li>– provide prompt and accurate advice and support to the Government and a SECG in relation to the state of emergency;</li> <li>– liaise with the Australian Government as required; and</li> <li>– perform any other function as directed by the Premier.</li> </ul> </li> </ul>

Body or Role	Functions and Responsibilities
<p><b>State Emergency Coordination Group (SECG)</b></p> <p><i>A SECG is established when a state of emergency is declared under section 56 of the EM Act (s. 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 (s. 26(2) EM Act).</i></p> <p><i>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 (s. 26(3) EM Act). As of 2017, the State Recovery Coordinator is included as an 'other member'. The SEC is the Chair (s. 26(4) EM Act).</i></p>	<ul style="list-style-type: none"> <li>• May determine its own procedures (s. 26(5) EM Act).</li> <li>• Ceases to be established when determined by the SEC (s. 26(6) EM Act).</li> <li>• Has the functions (under s. 27 of the EM Act) to: <ul style="list-style-type: none"> <li>– ensure the provision of coordinated EM by public authorities and other persons;</li> <li>– provide advice and direction to public authorities and other persons to facilitate effective EM; and</li> <li>– liaise between EMAs and the Minister.</li> </ul> </li> <li>• Responsible for State-level recovery coordination, until recovery is referred to the State Recovery Coordination Group (SRCG) if established (State EM Policy section 6.4).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>State Emergency Coordinator (SEC)</b>  <i>The Commissioner of Police holds the office of the SEC (s. 10 EM Act).</i></p>	<ul style="list-style-type: none"> <li>• Appoints a LEC for each local government district (s. 37(1)-(3) EM Act).</li> <li>• Appoints a DEC for each EM district (s. 29 EM Act).</li> <li>• Responsible for coordinating the response to an emergency during a state of emergency (s. 11(1) EM Act).</li> <li>• Has the functions (under s. 11(2) of the EM Act) to: <ul style="list-style-type: none"> <li>– provide advice to the Minister in relation to emergencies;</li> <li>– provide advice to the SDC during a state of emergency;</li> <li>– provide such advice and assistance to HMAs as the SEC considers appropriate; and</li> <li>– carry out EM activities as directed by the Minister.</li> </ul> </li> <li>• May approve the delegation by a HMA to an officer or employee of its agency any power or duty of the HMA under s. 50 (emergency situation declaration), s. 53 (revocation of emergency situation declaration) and s. 55 (authorisation of HMOs), or any of those sections (s. 5 EM Act).</li> <li>• May delegate to any person any power or duty of the SEC under the EM Act (s. 12 EM Act and <a href="#">State EM Preparedness Procedure 10</a>).</li> <li>• When a state of emergency is declared (under s. 56 of the EM Act), establishes a SECG (s. 26(1) EM Act).</li> <li>• 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 (s. 26(2) EM Act).</li> <li>• Chairs a SECG when established (s. 26(4) EM Act).</li> <li>• May declare that an emergency situation exists in an area of the State in respect of any hazard (s. 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 (s. 50(2) EM Act).</li> </ul>

Body or Role	Functions and Responsibilities
<i>SEC (continued)</i>	<ul style="list-style-type: none"> <li>• 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 <a href="#">State EM Response Procedure 5</a> (State EM Policy section 5.3).</li> <li>• Upon making an emergency situation declaration in respect of a hazard, must notify the HMA for EM of the hazard as soon as practicable after the declaration is made (s. 50(5A) EM Act).</li> <li>• May extend or further extend the duration of a declaration of an emergency situation (s. 52 EM Act).</li> <li>• Appoints a SEPIC to coordinate emergency public information across multiple agencies during an emergency situation (declared under s. 50 EM Act) or state of emergency (declared under s. 56 EM Act) (State EM Policy section 5.6).</li> <li>• May authorise persons to act as Authorised Officers during a state of emergency (s. 61(1) EM Act).</li> <li>• Member of the SDC, established when a state of emergency is declared under section 56 of the EM Act (s. 63(5) EM Act).</li> <li>• During a state of emergency (declared under s. 56 of the 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 (ss. 73 and 74 EM Act).</li> <li>• May request CPFS establish a DISCC as a result of a major emergency (State EM Policy section 5.9.5).</li> <li>• May approach the Australian Government for a range of assistance measures tailored to the needs of the community (State EM Policy section 5.10).</li> <li>• 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 (s. 11(3) EM Act and State EM Policy section 5.10)</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>State Emergency Management Committee (SEMC)</b></p> <p><i>The membership of the SEMC is provided for under ss. 13(2) and (3) of the EM Act.</i></p>	<ul style="list-style-type: none"> <li>• Has the functions (under s. 14 EM Act) to: <ul style="list-style-type: none"> <li>– advise the Minister on EM and the preparedness of the State to combat emergencies;</li> <li>– provide direction, advice and support to public authorities, industry, commerce and the community in order to plan and prepare for an efficient EM capability for the State;</li> <li>– provide a forum for the whole of community coordination to ensure the minimisation of the effects of emergencies;</li> <li>– provide a forum for the development of community-wide information systems to improve communications during emergencies;</li> <li>– develop and coordinate risk management strategies to assess community vulnerability to emergencies; and</li> <li>– perform other functions given to the SEMC under the EM Act.</li> </ul> </li> <li>• May, on the advice of the relevant prescribed HMA, designate areas of the State as a cyclone area (s. 16(1) EM Act).</li> <li>• Arranges for preparation of State EM policies that include provision for a strategic framework for EM in the State and the roles and responsibilities of EM agencies (s. 17 EM Act).</li> <li>• Arranges for the preparation of State EM plans (including State Hazard Plans (Westplans) and State Support Plans) as the SEMC considers necessary (s. 18(1) EM Act).</li> <li>• May arrange for a State EM policy, a State EM plan (including State Hazard Plans (Westplans) and State Support Plans) to be reviewed, amended or replaced, when considered appropriate (s. 19(1) EM Act).</li> <li>• May arrange for a State EM plan (including State Hazard Plans (Westplans) and State Support Plans) to be tested whenever considered appropriate (s. 19(2) EM Act).</li> <li>• May in writing direct public authorities, given roles and responsibilities in a State EM 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 EM plans (s. 20(1) EM Act).</li> </ul>

Body or Role	Functions and Responsibilities
<p><i>SEMC (continued)</i></p>	<ul style="list-style-type: none"> <li>• Gives effect to any directions by the Minister with respect to the performance of its functions (s. 23(1) EM Act).</li> <li>• Appoints the Chair of the DEMCs (s. 31(3) EM Act).</li> <li>• Prepares and submits an annual report to the Minister on SEMC activities undertaken during a financial year (s. 25(1) EM Act).</li> <li>• Leads and administers development of ERM plans at the State scale on a prioritised basis (State EM Policy (State EM Policy section 3.2).</li> <li>• Reports annually on the State's emergency preparedness by submitting a report to the Minister (State EM Policy section 4.2).</li> <li>• 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).</li> </ul>
<p><b>State Emergency Management Committee subcommittees</b></p> <p><i>The SEMC may establish any SEMC sub-committees 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)).</i></p>	<ul style="list-style-type: none"> <li>• Must comply with any directions given by the SEMC with respect to the performance of its functions and procedures (s. 21(4) EM Act).</li> <li>• Must follow <a href="#">State EM Preparedness Procedure 21</a> in relation to committee procedures.</li> <li>• Subject to the directions of the SEMC, may determine its own procedures (s. 21(5) EM Act).</li> <li>• 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).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>State Emergency Public Information Coordinator (SEPIC)</b></p> <p><i>The SEPIC is appointed by the SEC who has assigned the role to the Director of Media and Corporate Communications, WA Police Force.</i></p>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Responsible (under State EM Policy section 5.6), for: <ul style="list-style-type: none"> <li>– ensuring EMAs and public authorities are aware of their responsibilities under the State EM Plan (SSP - Public Information section 2.1);</li> <li>– assessing the capabilities of EMAs and public authorities to discharge their responsibilities and advising the PIRG of any identified deficiencies (SSP - Public Information section 2.1);</li> <li>– maintaining a contact list of key media and public information officers (or equivalents) for controlling agencies and EMAs (SSP - Public Information section 2.1);</li> <li>– exercising the emergency public information arrangements on a regular basis, as determined by the PIRG(SSP - Public Information section 2.3);</li> <li>– activating the emergency public information arrangements when required and immediately notifying the Controlling Agency and relevant EMAs when this occurs (State EM Policy section 5.6);</li> <li>– 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);</li> <li>– coordinating emergency public information across multiple agencies, during an emergency situation (as declared under s. 50 EM Act) or state of emergency (as declared under s. 56 EM Act) (State EM Plan section 5.3.1);</li> <li>– 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 5.3.1);</li> </ul> </li> </ul>

Body or Role	Functions and Responsibilities
<i>SEPIC (continued)</i>	<ul style="list-style-type: none"> <li>– undertaking activities to ensure effective coordination over the public information function, including:               <ul style="list-style-type: none"> <li>· providing advice and support to a SECG and SEC as required (SSP - Public Information section 3.5);</li> <li>· calling and scheduling multi-agency media conferences, in close consultation with the controlling agency and relevant EMAs(SSP - Public Information section 3.5);</li> <li>· enhancing existing media-monitoring services to aid the controlling agency and relevant EMAs (SSP - Public Information section 3.6);</li> <li>· activating and ensuring the continued availability of the State Public Information Line (SPIL) as required (SSP - Public Information section 3.6); and</li> <li>· 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 EMAs and the State Recovery Coordinator (SSP - Public Information section 3.6).</li> </ul> </li> <li>• coordinates the provision of emergency public information support during the response and recovery phases of emergencies (State EM Plan 5.3.1);</li> <li>• 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);</li> <li>• Arranges a public information briefing, with those EMAs involved in recovery at the commencement of the recovery phase of an emergency (SSP - Public Information section 3.5);</li> <li>• Must appoint two deputy SEPICs (State EM Policy section 5.6); and</li> <li>• Responsible for establishing and maintaining the state public information line and arranging its resourcing when it is required (State EM Policy section 5.6).</li> </ul>

Body or Role	Functions and Responsibilities
<p><b>State Recovery Controller</b>  <i>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.</i></p>	<ul style="list-style-type: none"> <li>• Roles (under State EM Policy section 6.4) include:               <ul style="list-style-type: none"> <li>– 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;</li> <li>– chairing the SRCG, if established;</li> <li>– undertaking the recovery coordination responsibilities of the State Recovery Coordinator; and</li> <li>– additional roles and responsibilities outlined in the <a href="#">State EM Plan section 6</a>.</li> </ul> </li> </ul>
<p><b>State Recovery Coordination Group (SRCG)</b>  <i>The SRCG is established by the State Recovery Coordinator on their own initiative or on the advice and direction of a SECG.</i></p>	<ul style="list-style-type: none"> <li>• When established, responsible for State level recovery coordination in complex or prolonged recovery operations (State EM Policy section 6.4).</li> <li>• 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).</li> </ul>

List of EM roles and responsibilities continued on the next page.

Body or Role	Functions and Responsibilities
<p><b>State Recovery Coordinator</b>  <i>The SEMC may appoint a State Recovery Coordinator to support recovery activities for an emergency.</i></p>	<ul style="list-style-type: none"> <li>• Supports a whole-of-government approach and 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 (State EM Policy section 6.1).</li> <li>• Supports the operation of State-level recovery coordination through the SRCG, when that is established (State EM Policy section 6.1).</li> <li>• 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 SEC (State EM Policy section 6.4).</li> <li>• If extraordinary arrangements are required for a specific emergency, may in consultation with the SEC, recommend that the Premier appoint a State Recovery Controller and identify any legislative support and resources required, as detailed in the <a href="#">State EM Plan section 6.4</a> (State EM Policy section 6.4).</li> <li>• Responsible for determining when the State-level recovery coordination arrangements cease, following consultation with the affected local government(s)/Local Recovery Coordination Group(s), to ensure there are no more gaps in service delivery or non-completion of tasks (State EM Policy section 6.6).</li> </ul>

Body or Role	Functions and Responsibilities
<p><i>State Recovery Coordinator (continued)</i></p>	<ul style="list-style-type: none"> <li>• Has the roles (under State EM Policy section 6.4) of:               <ul style="list-style-type: none"> <li>– reviewing the recovery arrangements framework established for local government in conjunction with the SEMC Business Unit;</li> <li>– ensuring the maintenance of contact details for all Local Recovery Coordinators;</li> <li>– representing the State on national and other recovery committees, as required;</li> <li>– reviewing the effectiveness of local government recovery activities to inform the development of policy and planning frameworks;</li> <li>– 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;</li> <li>– participating, in consultation with the Controlling Agency, in the collection, collation and distribution of impact/damage assessments for recovery purposes;</li> <li>– liaising with the SEC and Controlling Agency during the response phase of an emergency;</li> <li>– coordinating the recovery activities of Government and non-government agencies;</li> <li>– participating in a SECG if established for an emergency and considering recovery requirements such as State-level support;</li> <li>– contributing to the HMA’s post-operation report for consideration by the SEMC;</li> <li>– chairing the SRCG if established, unless a State Recovery Controller is appointed;</li> <li>– assisting the State Recovery Controller to undertake their duties;</li> <li>– 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 <a href="#">section 5.2 of the State EM Plan</a>; and</li> <li>– additional roles detailed in <a href="#">section 6 of the State EM Plan</a>.</li> </ul> </li> </ul>

Body or Role	Functions and Responsibilities
<p><b>State Welfare Coordinator</b>  <i>The Department of Communities appoints the State Welfare Coordinator and Local Welfare Coordinators to support each local government area.</i></p>	<ul style="list-style-type: none"> <li>In consultation with the SEC and the HMA/Controlling Agency, activates DISCCs (State EM Policy section 5.9.5).</li> </ul>
<p><b>State Welfare Emergency Committee</b>  <i>The State Welfare Emergency Committee is established by the Department of Communities. This agency manages the committee and Local Welfare Coordinating Groups, including the provision of secretariat support.</i></p>	<ul style="list-style-type: none"> <li>The Department of Communities establishes and manages the activities of the State Welfare Emergency Committee and Local Welfare Coordinating Groups including the provision of secretariat support (<a href="#">State EM Plan Appendix E</a>).</li> </ul>

List of EM roles and responsibilities continued on the next page.

Body or Role	Functions and Responsibilities
<p><b>Support Organisations</b>  <i>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 (s. 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 (s. 6(4) EM Act). Combat Agencies, HMAs and Support Organisations are defined as an EMA under the EM Act (s. 3).</i></p>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Responsible for the development and review of support functions within State Hazard Plans (Westplans) 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).</li> <li>• Must prepare for the conduct of their prescribed EM activities (as described in the EM Regulations) to support the HMA during an emergency response (State EM Policy section 4.1).</li> <li>• When they have been assigned responsibilities under the State EM Plan, <del>of</del> State Hazard Plans (Westplans) or a State Support Plan that are to be tested, must participate in the exercises as required (State EM Policy section 4.8).</li> <li>• When assigned roles in the State EM Plan, State Hazard Plans (Westplans) or a State Support Plan must support the HMA in response to an emergency (State EM Policy section 5.3).</li> <li>• <i>Refer also to functions and responsibilities for EMAs and public authorities, as applicable.</i></li> </ul>
<p><b>Western Australia Police Force</b></p>	<ul style="list-style-type: none"> <li>• May request the Department of Communities establish a DISCC as a result of a major emergency (State EM Policy section 5.9.5).</li> <li>• <i>Refer also to the functions and responsibilities for Police Force of Western Australia (uniformed) and the Police Service (public servants).</i></li> </ul>

## APPENDIX B: EMERGENCY MANAGEMENT PRINCIPLES

Emergency management (EM) 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<sup>5</sup>.

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; and
- **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 EM.

### 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; and
- 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 EM 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; and
- where EM 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.

EM 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 EM 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 EM 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; and
- providing information on all aspects of EM.

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 EM. 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**

DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DISCC	Disaster Information Support and Care Centres
EM	emergency management
EMA	Emergency Management Agency — for the purposes of this document, this acronym is not a reference to Emergency Management Australia
EM Act	<i>Emergency Management Act 2005</i>
EMAG	Exercise Management Advisory Group
ERM	Emergency risk management
HMA	Hazard Management Agency
HMO	Hazard Management Officer
IC	Incident Controller
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC (s)	Local Emergency Management Committee
PIRG	Public Information Reference Group
PPRR	prevention/preparedness/response/recovery — the four aspects of EM identified in the definition of EM in the EM Act (s. 3)
SDC	State Disaster Council
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEWS	Standard Emergency Warning Signal
SEPIC	State Emergency Public Information Coordinator
SRCG	State Recovery Coordination Group

## APPENDIX D: DEFINITIONS

Terminology used throughout this document shall have the meaning prescribed in section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary. In addition, the following definitions apply.

<b>CONTROLLED EVACUATION</b>	A recommended or directed evacuation, where a Hazard Management Agency (HMA) or Controlling Agency is undertaking a specific activity to manage the withdrawal of people from an area at risk or subject to the effects of a hazard.
<b>CONTROLLING AGENCY</b>	An agency nominated to control the response activities to a specified type of emergency.
<b>INCIDENT</b>	The occurrence or imminent occurrence of a hazard.
<b>INCIDENT CONTROLLER (IC)</b>	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 the different terminology. However, the function remains the same.
<b>INCIDENT SUPPORT GROUP</b>	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.
<b>MINISTER</b>	References to the Minister are references to the Minister responsible for the <i>Emergency Management Act 2005</i> .
<b>OPERATIONAL AREA MANAGER</b>	An Operational Area Manager (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.
<b>OPERATIONAL AREA SUPPORT GROUP</b>	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.
<b>POLICY</b>	In the context of this document, policy refers to the SEMC-approved State EM Policy.
<b>RESPONSIBLE AGENCY</b>	The agency responsible for preparing, maintaining and reviewing the State EM Policy, State EM Plan, State Hazard Plans (Westplans) or State Support Plans. An agency may be an individual, public authority, organisation, SEMC subcommittee or SEMC reference group as directed by the SEMC.

