



WESTERN AUSTRALIA

## STATE EMERGENCY MANAGEMENT COMMITTEE

# **WESTERN AUSTRALIAN EMERGENCY MANAGEMENT ARRANGEMENTS**

(Revised as at November, 2001)

## **POLICY STATEMENT No. 7**

### **INTRODUCTION**

1. On 18 July 1985, Cabinet approved the establishment of a State Counter Disaster Advisory Committee<sup>1</sup> to undertake the role of determining policy and development of necessary planning to achieve an effective response to disaster or emergency situations.
2. Western Australia does not have emergency management legislation. The emergency management arrangements are detailed in a series of State Emergency Management Committee<sup>1</sup> (SEMC) policy statements.
3. This document is the overarching Policy Document that reflects the findings of the Barchard and Evaluation Group Reports of 1997. They are subject to review and change with the approval of the Minister for Police and Emergency Services.

### **AUTHORITY**

4. This document is issued under the authority of the State Emergency Management Committee as approved by Cabinet on 18 July 1985 to determine policy and develop necessary planning to achieve an effective response to disaster or emergency situations.

### **AIM**

5. The aim of this Policy Statement is to outline the emergency management arrangements for Western Australia.

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<sup>1</sup> In a Cabinet Decision of 10 August 1992 the State Counter Disaster Advisory Committee (SCDAC) was renamed the State Emergency Management Advisory Committee (SEMAC). In a Cabinet Decision of 8 January 2001 the name was changed to State Emergency Management Committee (SEMC).

## **DEFINITIONS**

6. **COMBAT** - to take steps to eliminate or reduce the effects of a hazard on the community.
7. **COMBAT AGENCY** - an organisation which, because of its expertise and resources, is responsible for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.
8. **COMMUNITY EMERGENCY RISK MANAGEMENT** – a systematic process that produces a range of measures which contribute to the well being of communities and the environment. (See also – RISK MANAGEMENT)
9. **CONTROL** – The overall direction of emergency management activities during an *Incident* or *Operation*.
10. **COORDINATION** – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.
11. **DISASTER** - see EMERGENCY
12. **EMERGENCY** - an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation to manage or which requires the coordination of a number of significant emergency management activities.  
**NOTE:** The terms "emergency" and "disaster" are used nationally and internationally to describe events which require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community.  
The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".
13. **EMERGENCY COORDINATOR** - that person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.
14. **EMERGENCY MANAGEMENT** - is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.

15. **“FUNCTION” SUPPORT COORDINATOR** - that person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc., and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan.
16. **HAZARD** - a situation or condition with potential for loss or harm to the community or the environment.
17. **HAZARD MANAGEMENT AGENCY** - that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
18. **INCIDENT** – an *Emergency*, which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency emergency management activities at a district or state level.
19. **INCIDENT AREA** – the area, defined by the *Incident Manager*, incorporating the localised community or geographical area impacted by an *Incident*.
20. **INCIDENT MANAGEMENT GROUP (IMG)** – the group that may be convened by an *Incident Manager* in consultation with the relevant *Local Emergency Coordinator* to assist in the overall management of an *Incident*. The IMG includes representation from key agencies involved in the response.
21. **INCIDENT MANAGER** – the person designated by the relevant *Hazard Management Agency*, responsible for the overall management and *control* of an *incident* and the tasking of agencies in accordance with the needs of the situation.
22. **LIFELINES** – systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.
23. **OPERATION** – an *Incident* or multiple *Incidents* which impact, or is likely to impact, beyond a localised community or geographical area.
24. **OPERATIONS AREA** - that area, defined by the *Operations Area Manager*, incorporating the entire community or geographical area impacted, or likely to be impacted, by an *Operation* and incorporating a single or multiple *Incident Areas*.
25. **OPERATIONS AREA MANAGEMENT GROUP (OMG)** – the group that may be convened by an *Operations Area Manager*, in consultation with the relevant *District Emergency Coordinator(s)*, to assist in the overall management of an *Operation*. The OAMG includes representation from key agencies involved in the response.
26. **OPERATIONS AREA MANAGER** - that person designated by the *Hazard Management Agency*, responsible for the overall management of an *Operation* and provision of strategic direction to agencies and *Incident Manager(s)* in accordance with the needs of the situation.
27. **RISK** - a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.
28. **RISK MANAGEMENT** – The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating,

treating and monitoring risk. Refer to AS/NZS Standard 4360:1999 (Risk Management).

29. **STATE EMERGENCY COORDINATION GROUP (SECG)** - a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. It is the operational arm of the State Emergency Management Committee and includes representation, at State level, from key agencies involved in the response and recovery for the emergency.
30. **SUPPORT ORGANISATION** - an organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.

### **EMERGENCY MANAGEMENT CONCEPTS**

31. The emergency management concepts for Western Australia are consistent with those of the Commonwealth and are based on the following:

a. The All Hazards Approach. This approach deals with all types of emergencies or disasters and civil defence using the same set of management arrangements. Specific emergency response measures may vary from hazard to hazard. However, the broad-based management structure will remain the same.

b. The Comprehensive Approach. This approach to emergency management provides for a comprehensive and systematic way of managing each hazard. It separates the managing aspects of each hazard into the four elements of **Prevention, Preparedness, Response and Recovery** (PPRR). Each element represents a dynamic set of actions flowing into the next. Together they make up the full scope of a legitimate and valid system of emergency management.

**PREVENTION** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.

**PREPAREDNESS** activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.

**RESPONSE** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.

**RECOVERY** activities, support emergency affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.

c. The All Agencies (or Integrated) Approach. Arrangements for dealing with emergencies and disasters involving an active partnership between Commonwealth, State and Territory, and local levels of government, statutory authorities and voluntary and community

organisations. Emergencies recognise no boundaries, levels of response, organisations or timings. Their magnitude and scale of impact may effect all agencies at all levels.

- d. Community Emergency Risk Management. Western Australia has adopted AS/NZS Standard 4360:1999 (Risk Management) which provides communities with a systematic process in which they can identify, analyse, evaluate and treat risks within their community.

It focuses on the vulnerability rather than the emergencies that may result from risk.

- e. The Prepared Community. A community which has developed effective Emergency Management arrangements at the local level; resulting in:
- (1) an alert, informed and active community which supports its voluntary organisations;
  - (2) an active and involved local government;
  - (3) agreed and coordinated arrangements for prevention, preparedness, response and recovery (*SEMC Policy Statement No. 3 refers*); and
  - (4) an appropriate knowledge of emergency management arrangements.
- f. Graduated Response. Responsibility for resourcing and responding to an emergency initially rests at the local level. Where an emergency requires resources beyond the capability of local community support from district resources may be obtained. Similarly State resources can be provided should district resources be inadequate. This can be supplemented on request by Commonwealth resources (*SEMC Policy Statement No. 9 refers*).

## **EMERGENCY MANAGEMENT BOUNDARIES**

32. Western Australia is divided into emergency management Districts and sub-Districts aligned with Local Government and Police District and sub-District boundaries. Details of those boundaries are given at Annex A.

## **ORGANISATION FOR EMERGENCY MANAGEMENT**

33. The State emergency management organisation is based on:
- a. A committee structure established within the community at State, district and local level, to assist the Coordinating Authority in the

- development and implementation of the emergency management arrangements;
- b. A coordination structure, responsible for ensuring the development and implementation of emergency management arrangements on a State wide basis; and to assist the Hazard Management Agency (HMA) in the provision of an integrated management approach to incidents and operations;
- c. A hazard management structure that utilises government departments and non-government organisations identified as "hazard management agencies", "combat agencies" and "support organisations" to prevent, prepare for, respond to and recover from (PPRR) the effects of an emergency;
- d. An operations management structure, managed by the respective hazard management agency, for the provision of a coordinated multi-agency response to an emergency; and
- e. A recovery management structure based upon the principle that recovery should be coordinated and managed at the community level.

### **Committee Structure**

34. The emergency management committee system is based on a three tier structure at the State, district and local level.
- a. State Emergency Management Committee (SEMC). Chaired by the Commissioner of Police, as State Emergency Coordinator, with the Chief Executive Officer of the Fire and Emergency Services Authority (FESA) as Deputy Chair. The Executive Director, Emergency Management Services, FESA, is the Executive Officer. The SEMC is comprised of an executive and four functional groups whose membership includes those organisations essential to the State's emergency management arrangements. The chair of each of the functional groups is also a member of the SEMC Executive group. The functional groups are:
    - (1) Emergency Services Group;
    - (2) Public Information Group;
    - (3) Lifeline Services Group; and
    - (4) Recovery Services Group.
  - b. District Emergency Management Committees (DEMC). Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, (except for the Metropolitan Emergency Management Coordination Group which is chaired by the Assistant Commissioner Metropolitan) with a Regional Director of Fire and Emergency Services Authority as Deputy Chair. Executive Officer support is provided by FESA managers nominated by CEO FESA.
  - c. Local Emergency Management Committees (LEMC). Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government.

35. The role, functions and composition of these committees are fully detailed at Annexes B, C, D and E.

### **Coordination Structure**

36. On 18 July 1985, Cabinet assigned responsibility for the overall coordination of emergency management arrangements within Western Australia to the Commissioner of Police as the State Emergency Coordinator. The State Emergency Coordinator reports to the Minister for Police and Emergency Services. These responsibilities are:
- a. The development and implementation of emergency management arrangements for Western Australia; and
  - b. For coordination during emergencies.
37. As the State Emergency Coordinator, the Commissioner of Police delegates emergency coordination responsibilities at district and local level to the Assistant Commissioner (Metropolitan), Police District Superintendents and Officers in Charge of Police sub-Districts.
38. The responsibilities of the Emergency Coordinator at district/local level are divided into two distinct areas:
- a. Planning (in non-emergency situations):
    - (1) Chair and manage the activities of the State, Metropolitan, and District Emergency Management Committees to ensure that the roles and functions of the committee are performed. (*Refer to Policy Statement No. 4 for separate Metropolitan arrangements*); and
    - (2) In partnership with local government, and other agencies and stakeholders, Emergency Coordinators at the local level will ensure that the roles and functions of the Local Emergency Management Committee are performed.
  - b. Operations (in emergency situations):
    - (1) Participate as a member of the Operations Area/Incident Management Group(s) as determined in consultation with the relevant Operations Area/Incident Manager;
    - (2) Chair and manage the State Emergency Coordination Group, as required, during major multi-agency emergency events;
    - (3) Assist the Hazard Management Agency (HMA) with the coordination of resources and/or services, when required;
    - (4) Monitor the Incident or Operation, maintaining a strategic overview; and
    - (5) Provide input to the HMA for a Post Operation Report.

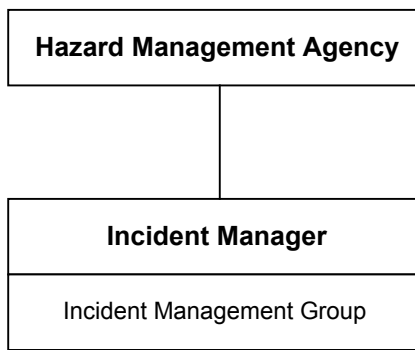
### **Hazard Management Structure**

39. The hazard management structure consists of "hazard management agencies", "combat agencies" and "support organisations" who are at some level involved with preventing, preparing for, responding to and recovering from the effects of a hazard.
40. Hazard Management Agency (HMA)

- a. A HMA is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken.
  - c. The identified HMAs are listed at Annex F.
  - d. HMA responsibilities are listed at Annex H
41. Combat Agency.
- a. A Combat Agency is an organisation with expertise and resources that has responsibility for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials.
  - b. Combat Agency responsibilities are listed at Annex H.
42. Support Organisation.
- a. A Support Organisation is an organisation whose response in an emergency is to provide support functions such as welfare, medical and health, transport, communications, engineering and essential services.
  - b. The designated “function” support agencies are detailed at Annex J.
  - c. Support Organisations responsibilities are listed at Annex H.

### **Operations Management Structure**

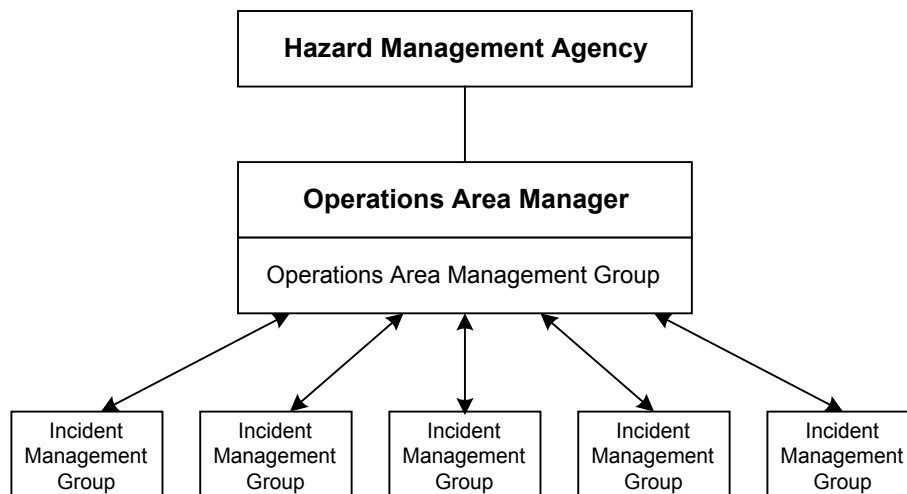
43. The Operations Management Structure consists of:
- a. Incident Management Group(s) (IMG)
    - (1) Activation. Activated by the HMA Incident Manager, in consultation with the relevant Local Emergency Coordinator.
    - (2) Composition.
      - (a) Chair – the Incident Manager appointed by the HMA.
      - (b) Members – representatives from those agencies and the community directly involved in the response and recovery of the event as determined by the Incident Manager.
    - (3) Role. Assist the Incident Manager with the overall management of the Incident.
    - (4) The Incident Management Group is the operational arm of the respective Local Emergency Management Committee.



**Figure 1 – Operations Management Structure for a Localised Incident**

b. Operations Area Management Group (OAMG):

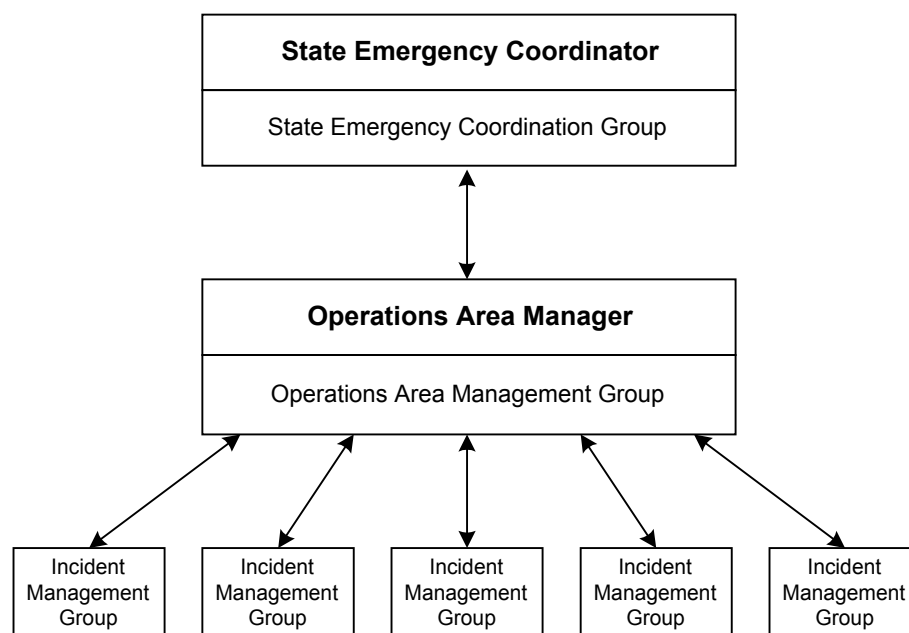
- (1) Activation. Activated by the HMA Operations Area Manager, in consultation with the relevant District Emergency Coordinator.
- (2) Composition.
  - (a) Chair - as determined by consultation between the Operations Area Manager and the relevant District Emergency Coordinator.
  - (b) Members – representatives from the key agencies involved in the response and recovery for the event.
- (3) Role. Assist the Operations Area Manager in the overall management of the operation.
- (4) The Operations Area Management Group is the operational arm of the respective Metropolitan, or District Emergency Management Committee.



**Figure 2 – Operations Management Structure for a Multiple Incident Event or beyond a Localised Area**

c. A State Emergency Coordination Group (SECG):

- (1) Activation. A SECG **may** be established by the State Emergency Coordinator at the request of, or in consultation with, the HMA.
- (2) Composition. Membership includes representation, at State level, from the key agencies involved in the response and recovery for the emergency.
- (3) Role: To assist in the provision of a coordinated multi-agency response to and recovery from the emergency.
- (4) The SECG is the operational arm of the State Emergency Management Committee.



**Figure 3 – Operations Management Structure for a Major or Complex Emergency**

44. The composition of the Incident Management Group(s), Operations Area Management Group and State Emergency Coordination Group must be flexible to the needs of the emergency and the membership will change as the incident/operation progresses.
45. The sequence of events for the Operations Management Arrangements are detailed at Annex I.

### **Recovery Management Structure**

46. The recovery management structure applied in Western Australia comprises the following components:

- a. a Local Recovery Coordinator, appointed by the relevant local government authority;
  - b. a Local Recovery Committee, chaired by the elected municipal head. Its membership should include relevant local community and business leaders, a representative from the HMA and appropriate State Government officers;
  - c. a State Recovery Management Agency, being the Department of the Premier and Cabinet;
  - d. a State Recovery Coordinator, appointed by the Department of the Premier and Cabinet to coordinate the management of recovery at the State level; and
  - e. a State Recovery Coordinating Committee, chaired by the Department of the Premier and Cabinet, with the Department for Community Development as Deputy Chair. Membership includes senior state government officers and representation from the Insurance Council of Australia, Lord Mayor's Disaster Relief Fund and the WA Municipal Association. The role of the committee is to detail the arrangements for the provision of recovery from emergency and assist the State Recovery Coordinator coordinate the management of recovery at the State level.
47. State policy and arrangements for recovery, including recovery management structures and responsibilities, are detailed in the State Recovery Emergency Management Plan.

## **REVIEW**

48. Responsibility for management and review of this document rests with the State Emergency Coordinator as Chair of the State Emergency Management Committee and will be reviewed within a period not exceeding two years.

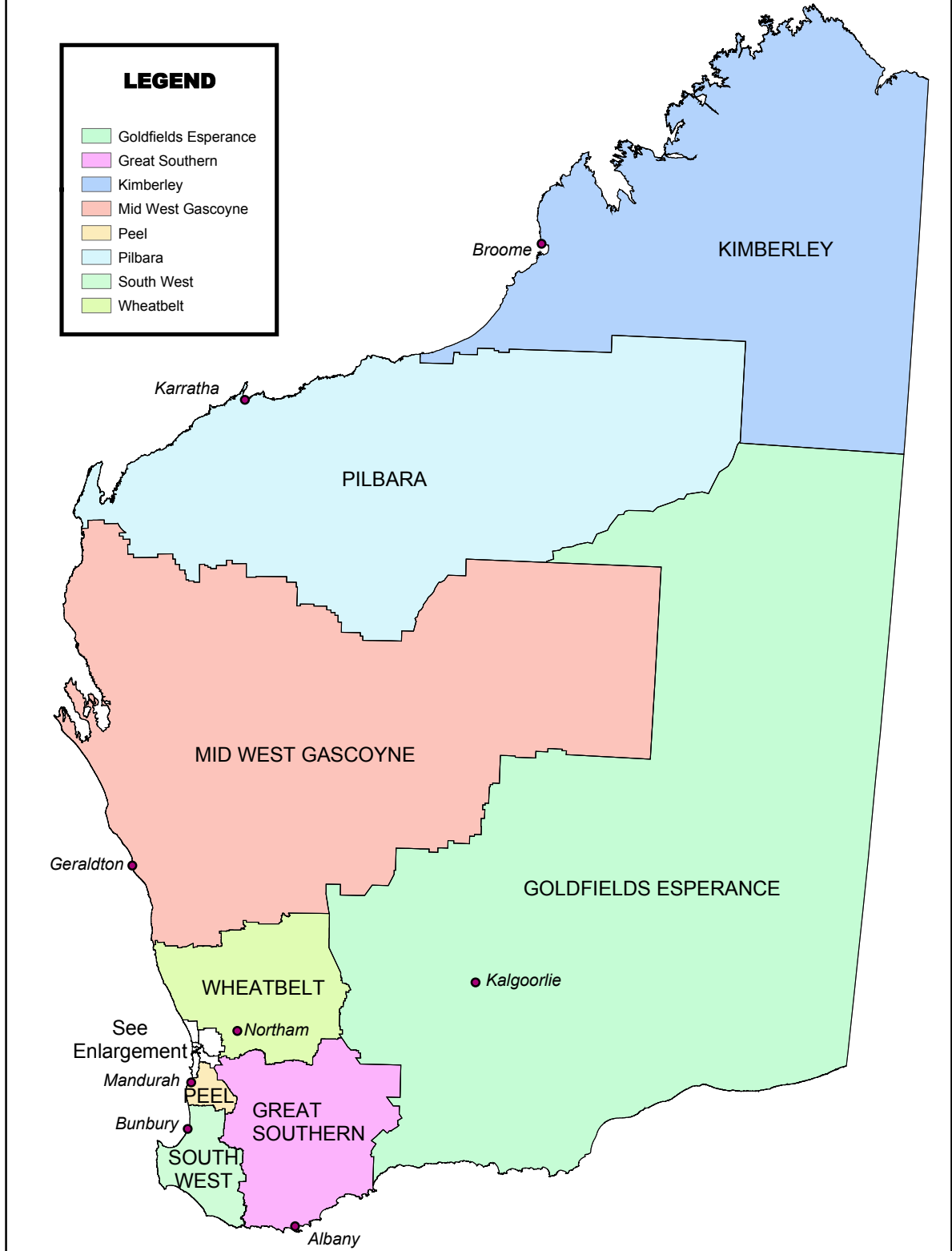
**B E MATTHEWS**  
**CHAIRMAN**

November, 2001

- Annex:**
- A. Emergency Management Boundaries – LGA Allocation to Districts
  - B. State Emergency Management Committee
  - C. District Emergency Management Committee
  - D. Metropolitan Emergency Management Committee

- E. Local Emergency Management Committee
- F. Hazard Management Agencies
- G. Function Support Agencies
- H. HMA, Combat and Function Support Agency Responsibilities
- I. Operations Management Arrangements

# EMERGENCY MANAGEMENT DISTRICTS COUNTRY



**EMERGENCY MANAGEMENT DISTRICTS**  
**(LOCAL GOVERNMENT LISTINGS)**

**COUNTRY DISTRICTS**

**Kimberley Emergency Management District**

Shire of Broome  
Shire of Derby/West Kimberley

Shire of Halls Creek  
Shire of Wyndham/East Kimberley

**Pilbara Emergency Management District**

Shire of Ashburton  
Shire of East Pilbara  
Shire of Exmouth

Shire of Port Hedland  
Shire of Roebourne

(Excludes that area east of the Canning Stock Route in the East Pilbara Shire but includes the top portion of the Shire of Meekatharra, which forms part of the Newman Police sub-district.)

**Mid West-Gascoyne Emergency Management District**

Abroholos Islands  
City of Geraldton  
Shire of Carnamah  
Shire of Carnarvon  
Shire of Chapman Valley  
Shire of Coorow  
Shire of Cue  
Shire of Greenough  
Shire of Irwin  
Shire of Upper Gascoyne  
Shire of Meekatharra  
Shire of Mingenew

Shire of Morawa  
Shire of Mt Magnet  
Shire of Mullewa  
Shire of Murchison  
Shire of Northampton  
Shire of Perenjori  
Shire of Sandstone  
Shire of Shark Bay  
Shire of Three Springs  
Shire of Wiluna  
Shire of Yalgoo

(Excludes approximately one quarter of the top portion of the Shire of Meekatharra but includes the northern half of the Shire of Leonora, which forms the Leinster Police sub-district.)

**Goldfields-Esperance Emergency Management District**

City of Kalgoorlie Boulder  
Shire of Coolgardie  
Shire of Dundas  
Shire of Esperance  
Shire of Laverton

Shire of Leonora  
Shire of Menzies  
Shire of Ngaanyatjarraku  
Shire of Ravensthorpe  
Shire of Yilgarn

(Includes that area east of the Canning Stock Route in the East Pilbara Shire, but excludes the northern half of the Shire of Leonora, which forms part of the Meekatharra emergency management district.)

**South West Emergency Management District**

City of Bunbury  
Shire of Augusta/Margaret River  
Shire of Boyup Brook  
Shire of Bridgetown/Greenbushes  
Shire of Busselton  
Shire of Capel

Shire of Donnybrook/Balingup  
Shire of Harvey  
Shire of Nannup  
Shire of Manjimup  
Shire of Collie  
Shire of Dardanup

**Wheatbelt Emergency Management District**

Shire of Bruce Rock  
Shire of Beverley  
Shire of Chittering  
Shire of Cunderdin  
Shire of Dalwallinu  
Shire of Dandaragan  
Shire of Dowerin  
Shire of Gingin  
Shire of Goomalling  
Shire of Kellerberrin  
Shire of Koorda  
Shire of Merredin  
Shire of Moora  
Shire of Mt Marshall

Shire of Mukinbudin  
Shire of Narembeen  
Town of Northam  
Shire of Northam  
Shire of Nungarin  
Shire of Quairading  
Shire of Tammin  
Shire of Toodyay  
Shire of Trayning  
Shire of Victoria Plains  
Shire of Westonia  
Shire of Wongan-Ballidu  
Shire of Wyalkatchem  
Shire of York

**Peel Emergency Management District**

City of Mandurah  
Shire of Boddington  
Shire of Murray

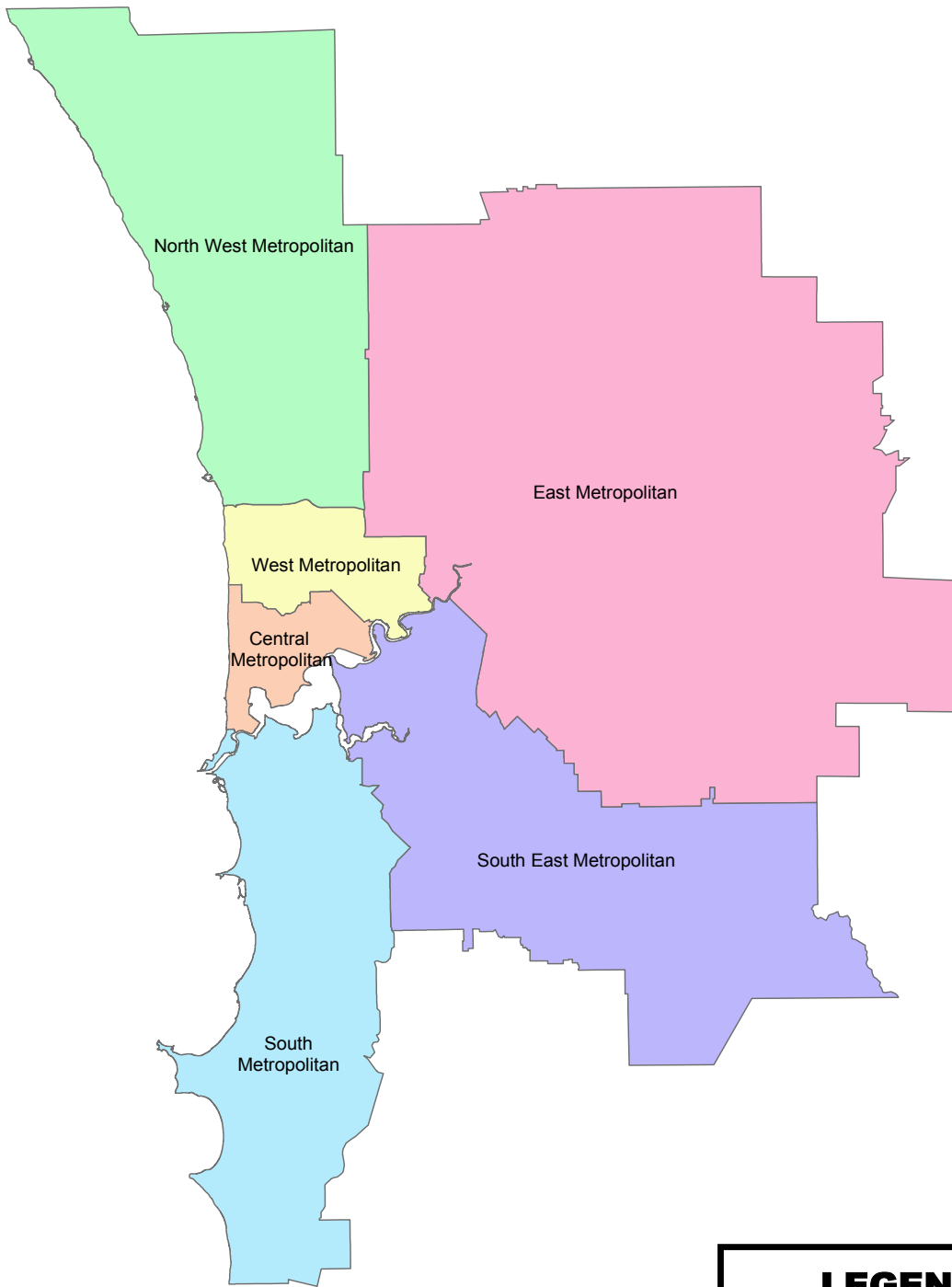
Shire of Serpentine-Jarrahdale  
Shire of Waroona

**Great Southern Emergency Management District**

City of Albany  
Shire of Brookton  
Shire of Broomehill  
Shire of Corrigin  
Shire of Cranbrook  
Shire of Cuballing  
Shire of Denmark  
Shire of Dumbleyung  
Shire of Gnowangerup  
Shire of Jerramungup  
Shire of Katanning  
Shire of Kent  
Shire of Kojonup  
Shire of Kondinin

Shire of Kulin  
Shire of Lake Grace  
Shire of Narrogin  
Shire of Pingelly  
Shire of Plantagenet  
Shire of Tambellup  
Shire of Wagin  
Shire of Wandering  
Shire of West Arthur  
Shire of Wickopin  
Shire of Williams  
Shire of Woodanilling  
Town of Narrogin

# EMERGENCY MANAGEMENT DISTRICTS METROPOLITAN



## LEGEND

- Central Metropolitan
- East Metropolitan
- North West Metropolitan
- South East Metropolitan
- South Metropolitan
- West Metropolitan

**EMERGENCY MANAGEMENT DISTRICTS**  
 (LOCAL GOVERNMENT LISTINGS)  
**METROPOLITAN**

<b><u>South East Metropolitan Emergency Management District</u></b>	
City of Armadale City of Belmont City of Canning	City of Gosnells City of South Perth Town of Victoria Park
<b><u>South Metropolitan Emergency Management District</u></b>	
City of Cockburn Town of East Fremantle City of Fremantle Town of Kwinana	City of Melville Rottnest Island City of Rockingham
<b><u>North West Metropolitan Emergency Management District</u></b>	
City of Joondalup	City of Wanneroo
<b><u>East Metropolitan Emergency Management District</u></b>	
Shire of Mundaring Shire of Kalamunda	City of Swan Town of Bassendean
<b><u>West Metropolitan Emergency Management District</u></b>	
City of Stirling	City of Bayswater
<b><u>Central Metropolitan Emergency Management District</u></b>	
Town of Cambridge Town of Claremont Town of Cottesloe Town of Mosman Park City of Nedlands	Shire of Peppermint Grove City of Perth City of Subiaco Town of Vincent Kings Park

**STATE EMERGENCY MANAGEMENT COMMITTEE**

The State Emergency Management Committee (SEMC) is comprised of an executive and four functional groups.

**1. SEMC Executive**

a. Composition:

- (1) Chair: Commissioner of Police (State Emergency Coordinator)
- (2) Deputy: FESA Chief Executive Officer
- (3) Members: Chairs of each Functional Group:
  - Emergency Services
  - Lifelines Services
  - Public Information
  - Recovery Services
- (4) Executive Officer: FESA Executive Director, Emergency Management Services

b. Role:

To assist in the development of emergency management policy and provide direction, advice and support to Government agencies, industry, commerce and the community so as to ensure an efficient emergency management capability for the State of Western Australia.

c. Functions:

- (1) Provide a forum for the purpose of whole of community coordination, relating to the minimisation of the effects of emergencies.
- (2) Provide a forum for the development of community wide information systems contributing to the improvement of emergency management in Western Australia.
- (3) Develop and coordinate risk management strategies that will clearly provide accurate assessments of community vulnerability to all levels of Government.
- (4) Provide statewide policies and plans governing emergency management across the prevention, preparedness, response and recovery spectrum.
- (5) Ensure that emergency management becomes a standard planning consideration across the community.
- (6) Provide advice to the Minister of Police and Emergency Services.

## **2. Emergency Services Group**

### a. Composition:

- WA Police Service (Chair)
- Department for Community Development
- Department of Agriculture
- Department of Conservation and Land Management
- Department of Defence
- Department of Health
- Department of Minerals and Energy
- Department for Planning and Infrastructure
- Fire Services, FESA
- St John Ambulance/WA Ambulance Service
- State Emergency Service, FESA
- WA Municipal Association
- Water Corporation
- Emergency Management Services, FESA

### b. Role:

To develop policies and emergency management protocols to assist Hazard Management Agencies and Support Agencies to meet their emergency management responsibilities.

### c. Functions:

- (1) Provide a forum for development of inter-agency emergency management arrangements and to ensure effective inter-agency co-operation;
- (2) Undertake reviews, research and other emergency management projects to identify and/or improve the systems and processes associated with multi-agency events;
- (3) Provide advice and recommendations to the SEMC to improve the State's emergency management arrangements; and
- (4) Contribute to the implementation of the SEMC Strategic Plan.

## **3. Lifelines Services Group**

### a. Composition:

- Office of Energy (Chair)
- AlintaGas
- Department for Planning and Infrastructure
- Epic Energy
- Main Roads WA
- Telstra
- Water Corporation
- Western Power
- Westrail
- Emergency Management Services, FESA.

Lifelines are defined as systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.

b. Role:

The role of the Lifeline Services Group is to provide a forum for the exchange of information that will assist or improve the operation of lifeline services or functions at times of emergency, for the benefit of the community.

c. Functions:

The Lifeline Services Group will undertake discussions, policy development and projects that will foster, in an emergency management context, the following outcomes:

- (1) A state of professional preparedness by each lifeline organisation;
- (2) Mutual understanding and support between lifeline organisations, both at the operational and strategic level;
- (3) Participation by lifeline organisations, where relevant, in the emergency management planning and development of procedures by emergency services agencies;
- (4) Sound operational working relationships between lifeline organisations and emergency services agencies; and
- (5) Better understanding of lifeline issues by the community.

#### **4. Public Information Group**

a. Composition:

- Bureau of Meteorology (Chair)
- Australian Journalists Association
- Department for Community Development
- Department of Conservation and Land Management
- Fire and Emergency Services Authority
- Government Media Office
- WA Police Service
- Emergency Management Services, FESA.

b. Role:

To develop and maintain arrangements for the provision of public information and public education related to emergencies in accordance with SEMC policies.

c. Functions:

- (1) Prepare and maintain a plan for the provision of public information and public education related to emergencies;
- (2) Provide advice to SEMC on all aspects of emergency public information and education.

#### **5. Recovery Services Group**

a. Composition:

- Department of the Premier and Cabinet (Chair)
- Department for Community Development (Deputy Chair)
- Department of Agriculture
- Department of Commerce and Trade
- Department of Defence (Co-opted)
- Department of Education (Co-opted)
- Department of Environmental Protection (Co-opted)
- Department of Health
- Business Services, FESA
- Insurance Council of Australia
- Lord Mayor's Relief Fund
- WA Municipal Association
- Emergency Management Services, FESA.

b. Role:

To develop policies and sound practical emergency management protocols that will assist an affected community to recover subsequent to a major emergency in accordance with SEMC policies.

c. Functions:

- (1) Make appropriate recommendations to the SEMC to improve the State's emergency recovery preparedness;
- (2) Prepare and maintain a State Recovery Emergency Management Plan, which prescribes the concepts, organisation, responsibilities for the planning and management of recovery from emergencies on WA;
- (3) To provide advice and support to those persons, organisations and Local Government involved in or responsible for planning and/or managing the recovery process;
- (4) Provide an open forum for discussion/resolution of emergency recovery issues;
- (5) Review post operations/exercise reports involving recovery issues with the view to amending arrangements in "WESTPLAN – RECOVERY", where appropriate; and
- (6) Provide advice to the SEMC on all aspects of Recovery Management.

## **6. Functional Group Administrative Arrangements**

- a. Functional Groups may co-opt such other members as they consider necessary to fulfil their Terms of Reference. The SEMC should be advised through the Secretary SEMC.
- b. Executive and Secretariat support to be provided by the chairing agency.
- c. Groups are to meet at least quarterly.
- d. Copies of the minutes of each Functional Group meeting are to be provided to the SEMC Secretary as soon as they are available.
- e. Each Group is to provide a written report to the SEMC prior to each SEMC meeting.
- f. Notice of Agenda Items for the SEMC is to be provided to the SEMC Secretary at least three weeks prior to the date of the meeting together with supporting papers. Each agenda item is to be supported by an "Agenda Paper", in the form available from the Secretary SEMC. The paper is to clearly indicate the action required by the SEMC.
- g. All papers are to be provided to the SEMC Secretary at least three weeks prior to the relevant SEMC meeting to allow for their issue to members with the notice of meeting.
- h. Each year each Group is to provide, by 30 July, to the SEMC Secretary a report detailing the activities and achievements of the Group, as they relate to the SEMC Strategic Plan, over the past financial year, and planned activities for the next financial year.
- i. Functional Group Chairpersons are to ensure that the Secretary SEMC has a list of all members of each Group with full contact details and that these details are kept up to date.

**DISTRICT EMERGENCY MANAGEMENT COMMITTEE**

1. Composition

- a. Chair: District Police Superintendent (District Emergency Coordinator)
- b. Deputy Chair: To be nominated by CEO FESA
- c. Executive Officer: FESA District Manager nominated by CEO FESA
- d. Members: Drawn from organisations, which have emergency management responsibilities or special expertise essential to the development of emergency management arrangements.

2. Role:

To assist the District Emergency Coordinator (Police District Officer) to establish and maintain effective emergency management arrangements for the district.

3. Functions:

- a. Prepare a strategic plan for the District Emergency Management Committee.
- b. Monitor the development, maintenance and testing of local emergency management plans within the district in accordance with the state emergency management policy.
- c. Liaise with participating agencies in the preparation of emergency management arrangements for application throughout the district.
- d. Prepare an annual report on Committee activities for submission to the State Emergency Management Committee.
- e. Contribute to the development and implementation of State Emergency Management Committee policy in the District.
- f. Carry out other emergency management functions as directed by the State Emergency Management Committee.

**METROPOLITAN EMERGENCY MANAGEMENT COORDINATION GROUP**

1. Composition:

- a. Chair. Assistant Commissioner (Metropolitan Region) (Metropolitan Emergency Coordinator) .
- b. Deputy Chair. Nominated by CEO FESA (*FESA SES Regional Director Metropolitan*)
- c. Executive Officer. Nominated by CEO FESA (*FESA SES District Manager*)
- d. Members
  - (1) Nominated by CEO FESA (*FESA Regional Director Fire Services*).
  - (2) Emergency Services Coordinator, Department for Community Development.
  - (3) WA Municipal Association representative (*Nominated by WAMA Committee*).
  - (4) OIC Response and Emergency, WA Police Service.
  - (5) Other HMA representatives as co-opted by the standing committee.
  - (6) Lifelines Agencies representative.

2. Role

Assist the Assistant Commissioner (Metro Region) (Metropolitan Emergency Coordinator) to ensure effective emergency management arrangements for the Perth Metropolitan Region.

3. Functions

*Refer to SEMC Policy Statement No. 4.*

**LOCAL EMERGENCY MANAGEMENT COMMITTEE**

1. Composition:
  - a. Chair: Shire President/Town or City Mayor (or nominee)
  - b. Deputy Chair: Local Emergency Coordinator
  - c. Executive Officer: A nominee of Local Government
  - d. Members: To include those agencies which have specific emergency management responsibilities (i.e. HMAs) or have expertise which are essential to the development of emergency management arrangements. As a guide, membership may include the following where appropriate:
    - (1) WA Police Service representative.
    - (2) a senior officer of the Local Government.
    - (3) the Captain of the local Fire and Rescue Brigade.
    - (4) the Chief Bush Fire Control Officer.
    - (5) the Manager of the local FESA SES unit.
    - (6) the Officer in Charge of the local ambulance service.
    - (7) a health/medical representative.
    - (8) the Department of Conservation and Land Management Senior Officer located in the area.
    - (9) the Officer in Charge of the local Meteorological Office.
    - (10) a representative from the Lifelines agencies.
    - (11) a representative of industry.
    - (12) a Department for Community Development Officer.
    - (13) a representative for community groups.
  
2. Role:

To assist the Local Emergency Coordinator (Officer in Charge of Police sub-district) to develop and maintain effective emergency management arrangements for the local area.
  
3. Functions:
  - a. Liaise with participating agencies in the development, review and testing of emergency management arrangements.
  - b. Assist with the preparation of emergency management operating procedures for application in the local area.
  - c. Prepare an annual report on Committee activities for submission to the District Emergency Management Committee.
  - d. Participate in the emergency risk management process.
  - e. Carry out other emergency management functions as directed by the District Emergency Management Committee.

**HAZARD MANAGEMENT AGENCIES****(HMA LIST BY HAZARD)**

The following list of hazards/emergencies identifies the HMA responsible for that hazard/emergency. The hazards/emergencies identified are by no means exhaustive and will be added to as required.

<b>SER</b>	<b>HAZARD/EMERGENCY</b>	<b>HAZARD MANAGEMENT AGENCY</b>
1	Air Transport Emergencies	WA Police Service
2	Dam Break (including major hydraulic structures)	Water Corporation of WA (1)
3	Earthquake	Fire and Emergency Services Authority
4	Exotic Animal Disease	Department of Agriculture
5	Fire (CALM Managed Land)	Gazetted Fire Districts: Fire and Emergency Services Authority Other: Department of Conservation and Land Management
6	Fire (Rural and Urban)	Gazetted Fire Districts: Fire and Emergency Services Authority Other: Local Government Authorities
7	Flood	Fire And Emergency Services Authority
8	Fuel Shortage Emergencies	Office of Energy
9	Hazardous Materials Emergencies (including radioactive materials)	Fire and Emergency Services Authority
10	Human Epidemic	Department of Health
11	Land Search and Rescue	WA Police Service
12	Landslide	Fire and Emergency Services Authority
13	Marine Oil Pollution	Department for Planning and Infrastructure
14	Marine Transport Emergencies	Department for Planning and Infrastructure
15	Nuclear Powered Warships	WA Police Service
16	Offshore Petroleum Operations Emergencies	Department of Minerals and Petroleum Resources
17	Rail Transport Emergencies	Westrail (1)
18	Road Transport Emergencies	WA Police Service
19	Sea Search and Rescue	WA Police Service
20	Space Re-Entry Debris	WA Police Service
21	Storm/Tempest	Fire and Emergency Services Authority
22	Tropical Cyclone	Fire and Emergency Services Authority
23	Tsunami	Fire and Emergency Services Authority

**NOTES**

- (1) HMA responsibilities are limited to those rail systems and hydraulic structures for which Westrail and WCWA are the managing agencies.

## HMA LIST BY AGENCY

<b>AGENCY</b>	<b>HAZARD</b>
Department of Agriculture	<ul style="list-style-type: none"> <li>▪ Exotic Animal Disease</li> </ul>
Department of Conservation and Land Management	<ul style="list-style-type: none"> <li>▪ Fire (CALM managed land other than in Gazetted Fire Districts)</li> </ul>
Department of Health	<ul style="list-style-type: none"> <li>▪ Human Epidemic</li> </ul>
Department of Minerals and Petroleum Resources	<ul style="list-style-type: none"> <li>▪ Offshore Petroleum Operations Emergencies</li> </ul>
Department for Planning and Infrastructure	<ul style="list-style-type: none"> <li>▪ Marine Oil Pollution</li> <li>▪ Marine Transport Emergencies</li> </ul>
Fire and Emergency Services Authority	<ul style="list-style-type: none"> <li>▪ Earthquake</li> <li>▪ Fire (CALM managed land in Gazetted Fire Districts)</li> <li>▪ Fire (Rural and Urban in Gazetted Fire Districts)</li> <li>▪ Flood</li> <li>▪ Hazardous Materials (including radioactive materials)</li> <li>▪ Landslide</li> <li>▪ Storm/Tempest</li> <li>▪ Tropical Cyclone</li> <li>▪ Tsunami</li> </ul>
Local Government Authorities	<ul style="list-style-type: none"> <li>▪ Fire (Rural and Urban in areas other than Gazetted Fire Districts)</li> </ul>
Office of Energy	<ul style="list-style-type: none"> <li>▪ Fuel Shortage Emergencies</li> </ul>
WA Police Service	<ul style="list-style-type: none"> <li>▪ Air Transport Emergency</li> <li>▪ Land Search and Rescue</li> <li>▪ Nuclear Powered Warships</li> <li>▪ Road Transport Emergencies</li> <li>▪ Sea Search and Rescue</li> <li>▪ Space Re-entry Debris</li> </ul>
Water Corporation of WA	<ul style="list-style-type: none"> <li>▪ Dam Break (including major hydraulic structures but only those for which WCWA are the managing agency)</li> </ul>
Westrail	<ul style="list-style-type: none"> <li>▪ Rail Transport Emergencies (only those rail systems for which Westrail is the managing agency)</li> </ul>

**“FUNCTION” SUPPORT AGENCIES**

The following table lists the agencies responsible for managing the provision of support functions in emergencies are:

<b>Support Function</b>	<b>Responsible Agency</b>
Communications	Respective HMA
Health and Medical Services	Department of Health
Lifelines	Office of Energy
Public Information	WA Police Service
Recovery	Department of the Premier and Cabinet
Resources	Respective HMA
Welfare Services	Department for Community Development

**RESPONSIBILITIES OF HMAs, COMBAT AND SUPPORT AGENCIES**

**1. HMA RESPONSIBILITIES**

- a. Ensuring emergency management activities relating to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken;
- b. Preparing a strategic plan or arrangements (WESTPLANS) designed to cope with the particular hazard, that includes details of joint agency operational arrangements;
- c. Appointing an Incident Manager(s) and Operations Area Manager, where appropriate, responsible for:
  - (1) management of the *Incident* or *Operation*, within the context of planning, leading, organising and control;
  - (2) preparing and implementing an operational plan;
  - (3) public information and community awareness;
  - (4) activating the Incident Management Group or Operations Area Management Group where appropriate, in consultation with the relevant Emergency Coordinator(s);
  - (5) ensuring the activation of the appropriate recovery arrangements;
  - (6) providing progress/situation reports to the higher levels of their parent organisation and the emergency management organisation (*refer Policy Statement No. 1 for details*); and
  - (7) submitting a post operations report (*see Policy Statement No.12 for details*).

**2. COMBAT AGENCY RESPONSIBILITIES**

- a. executing combative action in accordance with their statutory responsibilities;
- b. executing tasks as allocated in the tactical response plan;
- c. providing progress reports to the designated Incident Manager or Operations Area Manager;
- d. providing progress reports to the higher levels of their parent organisation; and
- e. contributing to a post operations report.

**3. SUPPORT ORGANISATION RESPONSIBILITIES**

- a. restoring essential services affected by the emergency;
- b. providing “function” support as part of the tactical plan, e.g. Department for Community Development to provide welfare services;
- c. managing their own resources and those given to them in support of their specific function;
- d. providing progress reports to the designated Incident Manager or Operations Area Manager;
- e. providing progress reports to the higher levels of their organisation; and
- f. contributing a post operations report.

## **OPERATIONS MANAGEMENT ARRANGEMENTS**

When an emergency occurs or warning of a possible emergency is received the following sequence of events will occur:

1. The HMA will nominate an Incident Manager.
2. The Incident Manager will define the Incident Area. This is the locality or geographical area affected or likely to be affected by the emergency.
3. The Incident Manager, in consultation with the relevant Local Emergency Coordinator, may establish and chair an Incident Management Group, to assist in the provision of a coordinated multi-agency response to the Incident.
4. If the Incident escalates beyond the capabilities of local resources or beyond a single localised community or geographical area (Incident Area) the Incident Manager may seek the appointment of an Operations Area Manager by the HMA.
5. If required, the HMA will nominate an Operations Area Manager. For some events, such as a cyclone the HMA may appoint an Operations Area Manager prior to impact, and subsequently appoint Incident Manager(s) once the impact area is known.
6. The Operations Area Manager defines the Operations Area. This is the entire community or geographical area impacted, or likely to be impacted, by the emergency and may incorporate a single or multiple Incident Areas.
7. The Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), may establish an Operations Area Management Group to assist in the overall management of the Operation.
8. The Chair of the Operations Area Management Group is to be determined by consultation between the Operations Area Manager and the relevant District Emergency Coordinator
9. A State Emergency Coordination Group (SECG) may be established by the State Emergency Coordinator at the request of, or in consultation with, the HMA to assist in the provision of a coordinated multi-agency response to the emergency.
10. The requirement for an SECG may be determined by the Operations Area Manager based upon criteria specified in the HMA's Hazard Management Plan.