

## 3.3 Revocation of State Emergency Management Plans

### Background

The EM Act provides for the SEMC to arrange for the review, amendment or replacement of State emergency management plans as it deems necessary. This includes the State Emergency Management Plan, State Hazard Plans and State Support Plans.

The SEMC may approve to revoke plans that are no longer considered necessary.

The objective of this administrative procedure is to formally document the process for revoking a section of the overarching State Emergency Management Plan, State Hazard Plan or State Support Plan.

In this procedure, Responsible Agency means the HMA, agency supporting the HMA or agency delegated by the SEMC with responsibility for preparing, monitoring and reviewing the relevant plan. The DFES State EM Policy Branch supports the SEMC Business Unit develop, maintain and review the State Emergency Management Plan.

### Forms and Templates

The following forms and templates are relevant to this procedure:

- EM Form 18: Revocation of a State Hazard Plan
- Plan Revocation Communication and Marketing Strategy
- Plan Revocation Report
- SEMC Agenda Item Paper

An editable version of EM Form 18 is available by emailing [semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au) and templates are available on [Procedure Attachments and Templates](#) page of the [SEMC website](#).

### Procedure

#### Reviewing State Emergency Management Plans

Before the State Emergency Management Plan, State Hazard Plan or State Support Plan, or section of a plan, can be revoked, the Responsible Agency must undertake a full examination of the impacts of the revocation, including a thorough gap analysis and risk assessment.

#### Consultation

The Responsible Agency will consult directly with all emergency management agencies, SEMC Subcommittees and Reference Groups and other stakeholders, who have a role under the plan and seek support for the revocation.

#### Communication and Marketing Strategy

Where the revocation of a plan, or section of a plan, is proposed, the Responsible Agency must develop a communication and marketing strategy (Plan Revocation Communication and Marketing Strategy). The aim of the communication and marketing strategy is to ensure stakeholders are adequately informed of the changes.

The following information must be provided:

- a communication strategy that includes recipients being advised of the revocation
- marketing strategies such as presentation or discussion at appropriate forums, information sessions, and development of frequently asked questions and
- education strategies such as training and integration into upcoming exercises, as applicable.

### Endorsement

Following endorsement from all relevant stakeholders, the Responsible Agency will prepare a comprehensive report (Plan Revocation Report) seeking formal endorsement from the relevant SEMC Subcommittee.. This report should outline:

- the reason(s) for seeking a revocation of the plan
- a detailed analysis of any gaps and risks that this revocation will leave in the State's emergency management arrangements. The report should document how any identified gaps will be addressed and risks mitigated
- a list of the stakeholders consulted
- a communications and marketing strategy detailing how stakeholders and the emergency management community will be advised of the revocation of the plan
- endorsement for revocation from the:
  - HMA for State Hazard Plans
  - Chief Executive Officer (or equivalent) of the Responsible Agency for State Support Plans or
  - Executive Officer – SEMC for plans which the SEMC Business Unit is the Responsible Agency.
- a recommendation for the relevant SEMC Subcommittees to provide endorsement of the revocation.

'Relevant' refers to the SEMC Subcommittee with primary responsibility for that function, as determined by the DFES State EM Policy Branch (i.e. cyclone = Response Policy Subcommittee, recovery coordination = Community Resilience and Recovery Subcommittee). The DFES State EM Policy Branch may determine endorsement must be sought from more than one subcommittee.

The Responsible Agency will address all feedback from the relevant SEMC Subcommittee then submit to SEMC Response Policy Subcommittee (if not submitted previously). The following documents are to be submitted:

- the Plan Revocation Report
- completed EM Form 18: Revocation of a State Hazard Plan
- communication and marketing strategy
- a recommendation for formal endorsement for revocation.

### Approval

Following confirmation of endorsement by the Response Policy Subcommittee, the Responsible Agency, in consultation with the DFES State EM Policy Branch, will prepare a SEMC Agenda Item Paper seeking approval for revocation.

Following the SEMC meeting, the DFES State EM Policy Branch will advise the Responsible Agency of the outcome of the SEMC submission. If revocation is approved by the SEMC, the DFES State EM Policy Branch will:

- remove the plan from the SEMC website
- together with the Responsible Agency, communicate the revocation to all stakeholders in accordance with the marketing and communication strategy.