

## State Emergency Management Documents Amendments List August 2022

The following list identifies amendments to suite of State emergency management documents (resolution number 36/2022). The amendments were approved by the State Emergency Management Committee (SEMC) came into effect on 18 August 2022 and includes:

- the revocation of the DEMC Administrative Guideline
- the initial issue of the DEMC Members Handbook – Attachment to State Emergency Management Procedure 3.6.

All new and reviewed documents have been redesigned to improve inclusivity and accessibility.

Redactions are shown in red strikethrough text and additions are shown with highlighted underlined text. Please email [semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au) to provide feedback or comment.

### Generic Amendments to All Updated State Emergency Management Documents

Amendment	Comment
State emergency management documents reissued in new accessible designs.	To comply with accessibility standards.
Version, SEMC resolution number, Date of Approval and Date of Effect added to cover and footers as applicable.	Version control
Acknowledgement to Country.	To acknowledge Aboriginal peoples as the Traditional Custodians of the lands where we live, work and volunteer.
All references to St John Ambulance Australia (Western Australia) Inc. amended to St John Ambulance Western Australia Ltd. (SJA)	Statement of fact amendment
All references to 'Westplan' removed.	Statement of fact amendment
Removal of overuse of acronyms (e.g EM for emergency management). Acronyms for key emergency management proper nouns such as personnel, groups and bodies (e.g. HMA, ISG, OASG, SEC) maintained.	Removal of overuse of acronyms, particularly common terms that are not proper nouns to comply with accessibility.
All tables reformatted to add appropriate header row and header titles and remove merged cells (where possible).	Amended to comply with accessibility standards for tables.

Amendment	Comment
Alternate text and captions inserted to all figures and table summaries provided for complex tables. Where figures have small print, an appropriate note has been inserted to print on A3 to ensure documents passes print accessibility.	Amendments to meet accessibility standards for tables and figures.
Consistent reference style to legislation and other State emergency management documents applied.	Amended for consistency across all State emergency management documents.
Inclusive language applied where applicable (e.g he/she replaced with they).	Amended to align with the Australian Government Style Manual.
Removal of the use of semicolons within bulleted lists. Where text is directly quoting formal documents such as legislation, semicolons were retained.	Amended to align with the Australian Government Style Manual recommending minimal punctuation for simplification of language.

### Specific amendments to State Emergency Management Policy **Version 3.01**

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
15 57	2.4.3 Appendix A	Each DEMC must <del>maintain</del> at a minimum <b>maintain a key contacts register.</b> ÷ <ul style="list-style-type: none"> <li><del>— a copy of the LEMA for each local government within its district</del></li> <li><del>— a key contacts register.</del></li> </ul>	Reflects change to direct enquiries regarding LEMA to relevant local government.

### Specific amendments to State Emergency Management Procedure **Version 3.01**

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
33	Background	In each emergency management district the relevant Police District Superintendent is <del>designated</del> <b>appointed by the State Emergency</b>	Updated to reflect EM Act and State EM Policy.

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
		Management Coordinator as the District Emergency Coordinator (DEC) (section 29 of the EM Act and State EM Policy section 2.4).	
33	Attachments	<p>The following attachment is relevant to this procedure:</p> <ul style="list-style-type: none"> <li>District Emergency Management Committee Handbook, an attachment to the State EM Preparedness Procedure 3.6.</li> </ul> <p>This attachment is available on the Procedure Attachments and Templates page of the SEMC website.</p>	Reflects transition from a Guideline to the DEMC Handbook, as an attachment to procedure 3.6.
33	Procedure	A DEMC is established for each emergency management district under section 31(1) of the EM Act. The legislative requirements regarding DEMC membership, function and annual reporting requirements are described within sections 31-33 of the EM Act. Additional constitution and procedures of the DEMC and terms and conditions of appointment of members are to be determined by SEMC (section 31(5) of the EM Act).	Reflects relevant sections of the EM Act.
33	DEMC Membership	<p>Executive Team:</p> <p>Under section 31(3) of the EM Act, the SEMC may appoint an appropriate person as the Chair of the DEMC. SEMC has appointed the relevant DEC as the chair of the relevant emergency management district (State EM Policy section 2.4.6). The executive team includes:</p> <ul style="list-style-type: none"> <li>Chair <del>which is the DEC – the position of Chair is</del> – the relevant District Emergency Coordinator for the emergency management district, as appointed by the SEMC</li> <li>Deputy Chair – the relevant DFES representative for the emergency management district, as endorsed <del>appointed</del> by the Fire and Emergency Services Commissioner</li> <li><del>District Emergency Coordinator (if not Chair) – appointed by SEG</del></li> <li>Executive Officer – the relevant SEMC District</li> </ul>	Reflects relevant sections of the EM Act and State EM Policy.

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		<p>Emergency Management Advisor.</p> <p>The Committee Members include:</p> <ul style="list-style-type: none"> <li>• local government representative(s) which may be the Chair of a LEMC such as an elected member, Chief Executive Officer or senior staff member. A local government member may represent one or many local governments which may consist of either: <ul style="list-style-type: none"> <li>— the Chair of each LEMC within the district or their appointed representative, or</li> <li>— the Chair of a LEMC who represents some or all local emergency management committees in the district, or</li> </ul> </li> <li>• relevant DEC for the emergency management committee, is required to be a member of the DEMC under section 31(4) of the EM Act regardless of their role as a Chair</li> <li>• a representative of each Emergency Management Agency in the District. e.g. HMA, Combat Agencies and Support Organisations (i.e. welfare agencies or essential services network operators), or</li> </ul> <p>The Chair may ask for representation from other groups or organisations as members or advisors. The Executive Team reviews the DEMC membership to make sure representation on the DEMC is suitable for the district.</p> <ul style="list-style-type: none"> <li>— a representative from relevant Department of Primary Industries and Regional Development, Tropical Cyclone Industrial Liaison Committee, industry groups], advisory committees, and similar advisory groups and committees, or</li> <li>— any other representatives as shall be determined by the DEMC Chair</li> <li>— the DEMC may co-opt such other members as may be required for consideration of a particular issue. Where the DEMC identifies the need for representation from a sector for which there is not a district</li> </ul>	

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		<del>representative, an appropriate alternative representative may be identified from existing community members. Such members may include chamber of commerce representatives, Western Australian Farming Federation (Inc) representatives, industry groups, and representative organisations, etc.</del>	
34	<del>Executive Committee Responsibilities</del>	<p><del>Executive members of the DEMC have the following responsibilities—</del></p> <p><del>Chair:</del></p> <ul style="list-style-type: none"> <li><del>• Chair the DEMC</del></li> <li><del>• ensure the provision of DEMC advice and support to LEMC with the development and maintenance of local emergency management arrangements (LEMA) within the district</del></li> <li><del>• ensure the development of the committee's reporting requirements in accordance with legislative and policy requirements</del></li> <li><del>• ensure the effective operation of the committee in accordance with legislation.</del></li> </ul> <p><del>Deputy Chair:</del></p> <ul style="list-style-type: none"> <li><del>• act as Chair to the committee in the absence of the Chair</del></li> <li><del>• provide such assistance and advice as requested by the Chair</del></li> <li><del>• undertake the role of Chair to committee working groups as required</del></li> <li><del>• facilitate the provision of relevant emergency management advice to the Chair and committee as required</del></li> <li><del>• provide support and direction to the Executive Officer as required.</del></li> </ul> <p><del>District Emergency Coordinator:</del></p> <ul style="list-style-type: none"> <li><del>• provide advice and support to the DEMC in the development and maintenance of emergency management arrangements for its district and carry out other emergency management functions in accordance</del></li> </ul>	Moved to Handbook.

PAGE	STATEMENT/ SECTION	AMENDMENT	COMMENT
		<p><del>with the directions of the SEC.</del></p> <p><del>Executive Officers:</del></p> <ul style="list-style-type: none"> <li><del>• provide executive support to the committee by:</del></li> <li><del>• ensuring the provision of secretariat support including:</del> <ul style="list-style-type: none"> <li><del>• meeting agenda</del></li> <li><del>• minutes and action lists</del></li> <li><del>• correspondence and</del></li> <li><del>• committee membership contact register</del></li> </ul> </li> </ul> <p><del>coordinating the development and submission of committee documents in accordance with legislative and policy requirements including:</del></p> <ul style="list-style-type: none"> <li><del>• Annual Report</del></li> <li><del>• Annual Business Plan</del></li> <li><del>• maintenance of LEMA.</del></li> </ul> <ul style="list-style-type: none"> <li><del>• facilitate the provision of relevant emergency management advice to the Chair and committee as required</del></li> <li><del>• participate as a member of subcommittees and working groups as required.</del></li> </ul> <p><del>A DEMC shall meet a minimum of twice yearly. Meetings shall be scheduled to coincide with identified high risk periods to ensure community preparedness.</del></p> <p><del>Attendance at DEMC meetings may be in person or instantaneous two way electronic medium (such as a telephone conference call)</del></p>	

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		<del>The Executive Officer is to be the only person responsible for the use of badging in all correspondence and electronic media on behalf of the DEMC.</del>	
35	Responsibilities of the DEMC	<ul style="list-style-type: none"> <li>• Assist in the establishment and maintenance of effective emergency management arrangements for their emergency management district (EM Act section 32 (1)).</li> <li>• Assist in the development of the emergency risk management plans (State EM Plan section 3.2.10).</li> <li>• prepare an Annual Business Plan</li> <li>• <del>prepare</del> Submit a DEMC Annual Report to SEMC in accordance with the (State EM Policy section 7.1 and EM Act section 33. of the EM Act</li> <li>• <del>confirm</del> Maintain a DEMC key contacts register (State EM Policy section 2.4.3) at least quarterly. a meeting does not have to be held for this purpose</li> <li>• Review any post-incident/exercise reports received and make recommendations in relation to operational effectiveness</li> <li>• Provide advice and support to LEMC in relation to LEMAs</li> <li>• Provide advice and support to the LEMC within the district in the development of an exercise schedule.</li> </ul>	Aligned to the EM Act, State EM Policy and Handbook.
35	<del>LEMAs within the District</del>	<p><del>Each DEMC will maintain at a minimum:</del></p> <ul style="list-style-type: none"> <li>• <del>a copy of the LEMA for each local government within its district</del></li> <li>• <del>a key contacts register.</del></li> </ul>	Reflect change in requirement for DEMCs to not maintain a copy of the LEMA to State EM Policy and Procedure.

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35	DEMC Administration and Meetings	DEMCs shall meet a minimum of twice a year to address general business of the committee. DEMC administration and meetings should be carried out in accordance with the attachment to this procedure, the DEMC Members Handbook.	Changes made to reflect Handbook.