



DEMC Members Handbook

ATTACHMENT TO STATE EMERGENCY MANAGEMENT PREPAREDNESS PROCEDURE 3.6

RESPONSIBLE AGENCY

District Emergency
Management Committee
Executive Officers

APPROVED BY

State Emergency
Management Committee

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Contact Details

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Amendment Table

No.	Date	Details	Amended by
1.00	August 2022	Version 1.00 - Initial issue approved by SEMC (Resolution 36/2022). Replaces DEMC Administrative Guidelines.	DEMC Executive Officers (Department of Fire and Emergency Services)
1.01	December 2022	Version 1.01 - Amendments approved by SEMC Executive Officer (Resolution Number 17/2021). Statement of fact changes and updated hyperlinks to new SEMC website as per amendments table December 2022 .	SEMC Business Unit

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

This document was designed to be viewed electronically and aims to meet the West Australian Government's accessibility and inclusivity standard, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.1 (WCAG 2.1) at level AA. If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at semc.policylegislation@dfes.wa.gov.au.

All of the State emergency management legislation and documents can be accessed via the [State Emergency Management Framework](#) page of the State Emergency Management Committee website: www.wa.gov.au.

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An aerial photograph of a coastal landscape, possibly a beach or dunes, with a large, circular, light-colored structure in the foreground. The image is overlaid with a semi-transparent purple filter. The text "Part One:" is centered in the middle of the image, with a white horizontal line underneath it.

Part One:

Introduction

There are eleven emergency management districts in Western Australia. Each district has a District Emergency Management Committee (DEMC) established by the *Emergency Management Act 2005*. The DEMCs assist the State Emergency Management Committee (SEMC) and carry out their functions across the state.

1.1 Role

The role of the DEMC is to create strong interagency networks and to ensure effective coordination of emergency management activities across the district.

1.2 Purpose

DEMCs are committed to building district resilience by ensuring the following activities are undertaken:

- Support Local Emergency Management Committees (LEMC) and Local Governments to develop their Local Emergency Management Arrangements (LEMA) and exercise schedules.
- Collate data from exercise outcomes, risk assessments and debriefs to determine common issues to be raised at the state level.
- Support LEMCs and Local Governments to understand their risks and support mitigation initiatives against those risks. Share information on any emerging risks, across agencies and to the local level.
- Provide a platform to support a coordinated, interagency approach to regional resilience.
- Encourage projects to build resilience and reduce vulnerability within the district.
- Strengthen engagement around critical infrastructure.
- Build emergency management knowledge and networks within the district.
- Fulfil specific responsibilities as directed by the SEMC and outlined in State emergency management arrangements including, but not limited to:
 - Assist in the establishment and maintenance of effective emergency management arrangements for their emergency management district.
 - Assist in the development of emergency risk management plans.
 - Prepare an Annual Business Plan.
 - Submit a DEMC Annual Report to SEMC.
 - Maintain a key contacts register.
 - Review post-incident/exercise reports.
 - Undertake exercise activities.

1.3 Membership

DEMC membership reflects the unique environment of each emergency management district. Membership consists of organisations which have emergency management responsibilities or special expertise. The DEMC has an Executive Team and Committee Members.

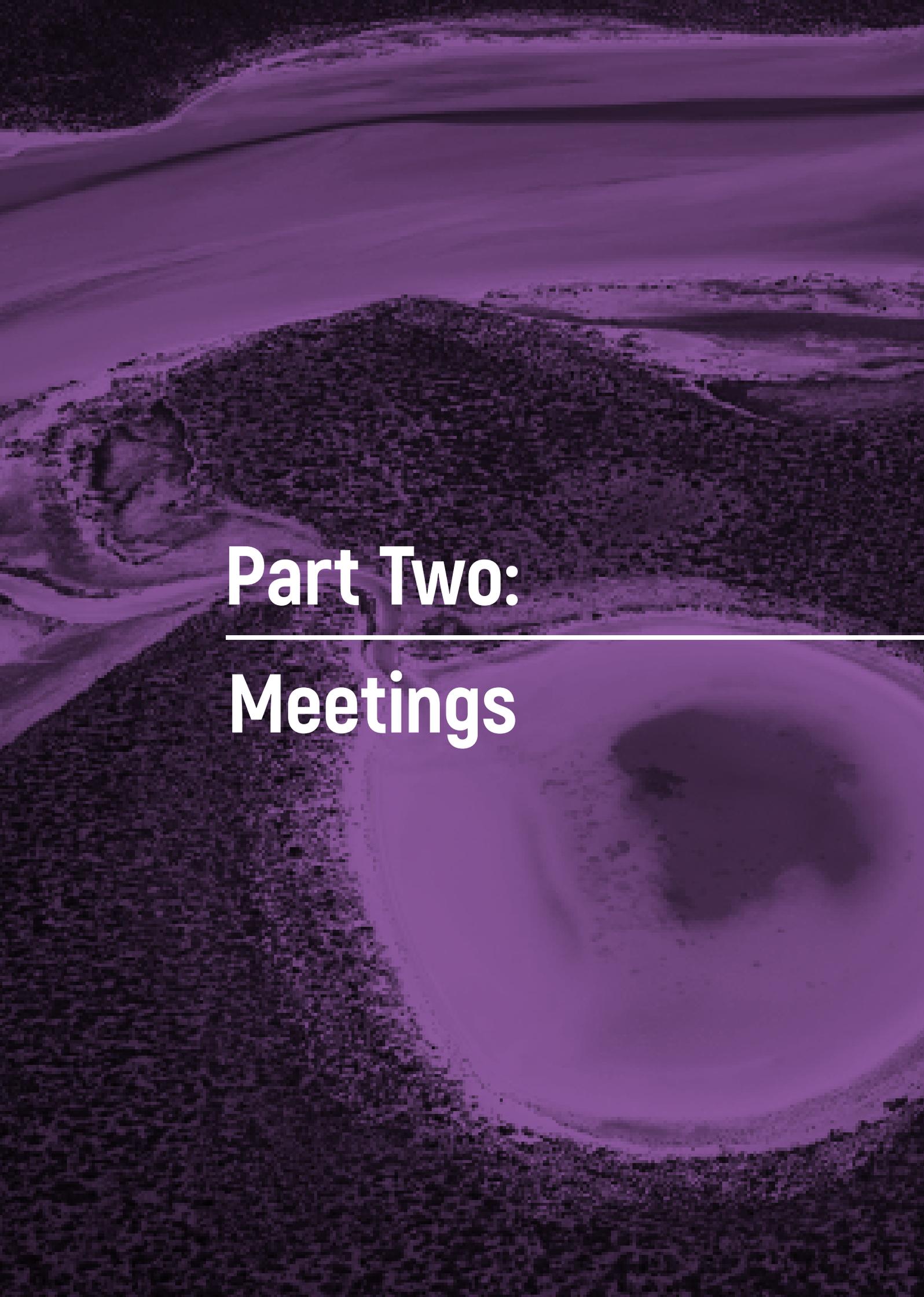
The Executive Team members are outlined in the following table.

Executive Team Position	Appointed/Endorsed By	Executive Team Member
Chair	SEMC (Appoint)	District Emergency Coordinator (DEC)
Deputy Chair	Fire and Emergency Services Commissioner (Appoint)	Representative for the emergency management district from from the Department of Fire and Emergency Services (DFES)
District Emergency Coordinator (if not chair)	State Emergency Coordinator (Appoint)	District Emergency Coordinator for that district (relevant Police District Superintendent)
Executive Officer	Fire and Emergency Services Commissioner (Endorse)	District Emergency Management Advisor (DEMA) for the emergency management district (DFES)

The Chair, Deputy Chair and Executive Officer positions are ex-officio. If the substantive individual is away from their position – such as annual leave – and a person is formally acting in the role then the acting person fulfills the Executive Team position. There is no proxy for the Executive Team positions.

Committee members (and their proxies) are drawn from a wide range of groups but must include local government and emergency management agencies. Local government representation is very important. The local government representative 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.

The Chair may ask for representatives from other groups or organisations as members or advisors. The Executive Team reviews the DEMC membership each year to make sure representation on the DEMC is suitable for the district. More information on members is provided in Appendix B.

An aerial photograph of a coastal landscape, possibly a wetland or marsh area, with a large circular structure in the foreground. The image is overlaid with a dark purple gradient. The text "Part Two: Meetings" is centered in white, with a horizontal line underlining "Part Two:".

Part Two: Meetings

2.1 Administrative Support

The Executive Officer is the DEMC secretariat. This includes preparing meeting papers, coordinating activities and providing emergency management specific advice.

2.2 Attendance

Members

DEMC members need to attend all DEMC meetings. If a member cannot attend a meeting in person, they can attend virtually, or send a proxy. The proxy has the same rights as a member in the member's absence. If a member consistently does not attend DEMC meetings, the Chair should work with the member and agency to resolve the issue, including considering an alternative representative.

Non Members

Advisors to the DEMC - The DEMC Chair may invite people to participate in an advisory capacity. Advisor participation is highly valued; however, meeting resolutions can only be carried by DEMC members.

Observers - On occasion organisations may approach the DEMC to observe meetings and exercises. The Chair will decide if observers will be permitted to attend a meeting. The attendance of observers will be recorded in the meeting minutes.

2.3 Chairing Meetings

The Chair presides over meetings unless they are unavailable, in this case the Deputy Chair presides. If both the Chair and the Deputy Chair are absent, then the following actions can occur:

- the Chair can nominate a member to preside;
- if the Chair has not nominated a member, the Deputy Chair can nominate a member to preside; or
- if neither the Chair nor Deputy Chair have nominated a member to preside, the DEMC may choose a member to preside.

2.4 Quorum

A quorum is the minimum number of members required to attend a meeting to make the proceedings valid. A quorum is equal to:

- one-half of the members plus one; or
- in the case where one-half of its members is not a whole number, the next highest whole number.

Non-members at the meeting such as advisors or observers do not contribute to the quorum.

If a quorum cannot be met, the Chair can:

- proceed with the meeting on the proviso that members endorse or approve any proposed resolutions out of session;
- reschedule the meeting if agenda items need discussion by a quorum;

- cancel the meeting if the agenda items can be held over until the next scheduled meeting; and/or
- progress any or all agenda items out of session.

2.5 Meeting Types

The following meeting types may be held:

- **Ordinary Meeting** - Scheduled regularly to address the general business of the committee. DEMCs shall meet a minimum of twice a year.
- **Extraordinary Meeting** – The Chair may call an extraordinary meeting to deal with a specific or urgent issue. Individual members are contacted and advised of the extraordinary meeting date/s, venue/s and time/s.
- **Out of Session Meeting** - Unscheduled meetings are held without a requirement for the presence of members and usually conducted via means of electronic communication. Out of session meetings are only held for urgent items, at the discretion of the Executive. An example of an out of session meeting may be to note a set of LEMA.

2.6 Working Groups

When a DEMC is required to work on a specific issue or task, it can establish a working group. Progress reports from the working group are tabled at each DEMC meeting.

2.7 Meeting Agenda

Members are expected to read the agenda before the meeting. Agenda items should be consistent with the aims and objectives of the DEMC and relate to items from the DEMC strategic plan or raise relevant, contemporary issues.

- Items for noting - are for information only.
- Items for resolution - require a vote, however the Chair may move by exception and/or en bloc. Items which are urgent, or if a quorum has not been met may be dealt with out of session.

LEMC Issues

Issues beyond a LEMCs capacity or of significance can be raised to the DEMC. There are three ways this can happen:

- A LEMC member representing their individual LEMC that sits on the DEMC can table the issue directly; or
- The LEMC member representing several local governments can raise the issue; or
- The LEMC Executive Officer can liaise directly with the DEMC Executive Officer to have issues tabled.

Consent Agenda

Routine matters may be dealt with through a Consent Agenda. This process allows more time to discuss strategic and important issues. Consent Agenda items are moved en bloc unless a member wishes to discuss a specific item.

Items tabled on the Consent Agenda may include:

- minutes of previous meetings
- action items status
- correspondence
- membership
- key contact register updates
- LEMA – status and tabling for noting
- risk management status
- SEMC reports.

Extraordinary Meeting Agenda

The Chair can call an extraordinary meeting to deal with urgent items. The Executive Officer prepares the agenda on the advice of the Chair and then liaises with members to coordinate the meeting.

Out of Sessions Meeting Agenda

The most common scenario for an out of session agenda is to note LEMA. This may be done to expedite the approval process, so the Arrangements can be tabled with SEMC.

2.8 Voting

The DEMC votes when a resolution is required. Voting rules are:

- each committee member (including the Executive) is entitled to vote
- each committee member's vote is an equal value
- a committee member may elect to abstain from voting (for example due to a conflict of interest)
- voting is by simple majority
- if the vote is tied the Chair has the deciding vote
- the Chair or a member may request the vote/s to be recorded in the minutes.

2.9 Minutes

The Executive Officer is responsible for the minutes. The minutes should:

- be a summary of key discussion points (not 'A said', 'B said')
- list all resolutions
- list all attendees, apologies, absences and proxies.

2.10 Action Items List

The Executive Officer maintains a list of all action items and their status. This provides a running log of actions and an audit trail. Members assigned action items should provide an update before the meeting.

2.11 Correspondence Register

The Executive Officer maintains a correspondence register. A summary of correspondence since the last meeting forms part of the agenda. Members may request to view copies of correspondence.

An aerial photograph of a coastal landscape, possibly a beach or dunes, with a large, circular, light-colored structure in the foreground. The image is overlaid with a semi-transparent purple filter. The text "Part Three: Governance" is centered in white, with a horizontal line underlining "Part Three:".

Part Three:

Governance

3.1 Confidentiality

Sensitive subjects can be discussed at DEMC meetings. Attendees must keep these conversations confidential.

3.2 Records Management

A record is any document used in the actions, decisions, activities and functions of a DEMC. The Executive Officer maintains the official records of the DEMC.

3.3 Contact Register (Membership records)

A key contact register is kept by each DEMC. The information contained in the register:

- is confidential
- should only be circulated to members
- should only be used to communicate with members for meetings and in emergencies.

An aerial photograph of a coastal landscape, possibly a beach or dunes, with a large, circular, light-colored structure in the foreground. The image is overlaid with a semi-transparent purple filter. The text "Part Four: Reporting" is centered in white, with a horizontal line underlining "Part Four:".

Part Four: --- Reporting

4.1 Annual Report

An Annual Report detailing the activities of the DEMC is to be completed by the Executive Officer and sent to the SEMC at the end of each financial year.

4.2 Business Plan

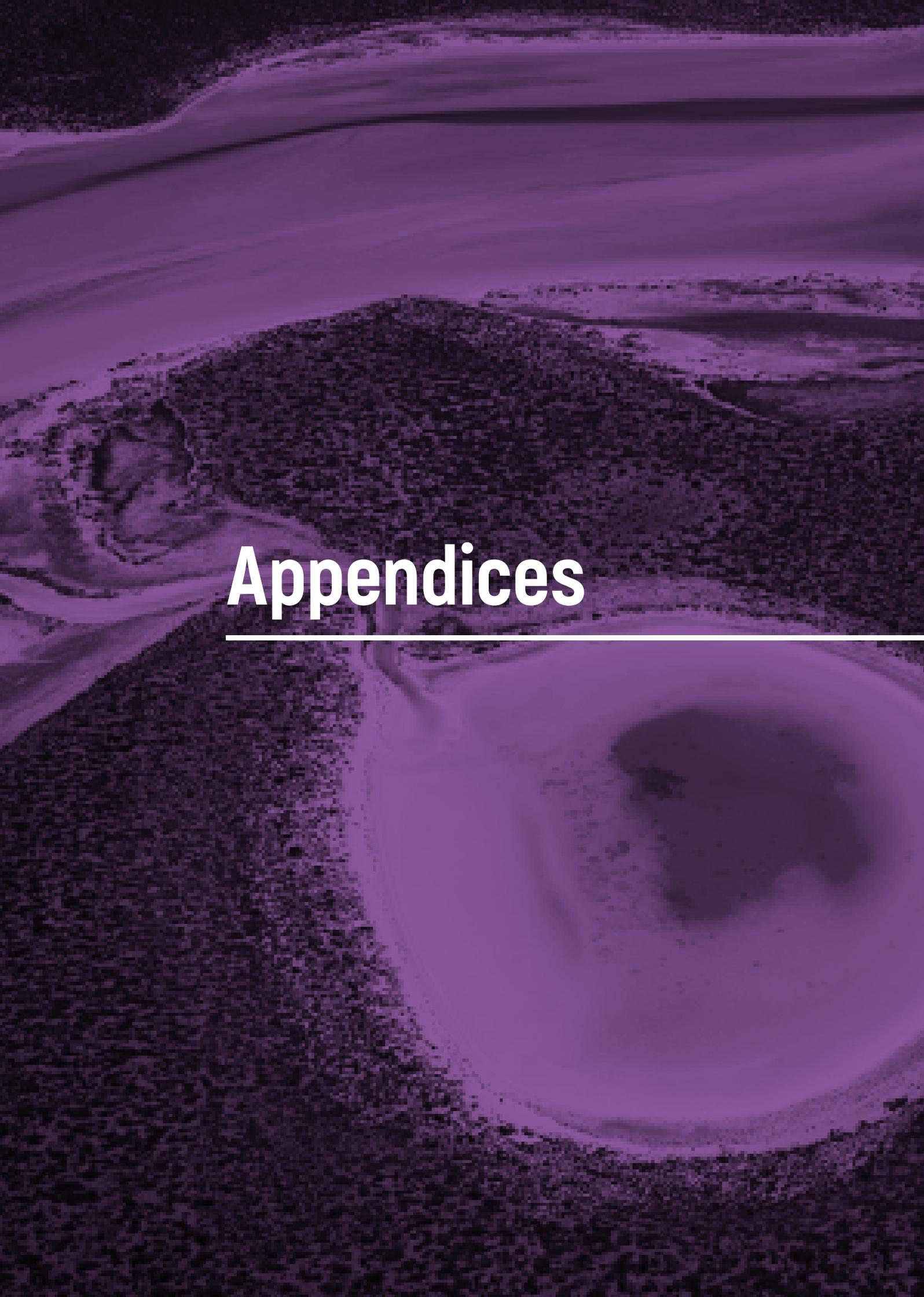
Business Plans are created by the DEMC Executive Team based on the SEMC Strategic Plan and State EM Policy requirements. The plan may run over a period to reflect the SEMC Strategic Plan. The Plan is reviewed and endorsed by the DEMC.

4.3 Exercise Coordination

State Emergency Management Policy sections 4.8 – 4.11 provide for a range activities DEMCs must undertake.

4.4 DEMC Reports to SEMC

Reports from each DEMC meeting are shared with the SEMC Business Unit. The SEMC Business Unit compiles a DEMC Outcomes Summary Report which is tabled at each SEMC meeting.

An aerial photograph of a coastal landscape. In the foreground, there is a large, circular, light-colored structure, possibly a well or a small pond, surrounded by a dark, textured ground. The background shows a mix of dark, textured areas and lighter, sandy or silty regions, with some linear features that could be paths or ditches. The overall scene is captured from a high angle, providing a clear view of the terrain's layout.

Appendices

Appendix A: Role Statements

Chair

The Chair leads the committee, ensures its effective operation, maintains the committee's strategic focus, monitors its overall performance and manages its principal relationships. The Chair plays a vital role in ensuring committee members, the SEMC and other stakeholders have confidence in the committee's leadership and discharge of its functions.

Specific Responsibilities

- Chair the District Emergency Management Committee (DEMC).
- Ensure the DEMC functions effectively – The Chair is responsible for making sure that each meeting is planned and conducted according to this handbook and that matters are dealt with in an orderly and efficient manner.
- Provide support and advice to the Executive Officer.
- Represent the district emergency management committee in the community.
- Settle the agenda for each meeting with the Executive Officer.
- Lead discussions and encourage the participation of other members and focus the committee's deliberations on priority issues.
- Seek the contribution of observers or other experts to maximise the information available for deliberation of the committee.
- Assist committee members to understand the committee's objectives, business needs, risks and priorities.
- During meetings ensure:
 - the agenda is followed.
 - meetings correctly convened.
 - motions and amendments are unambiguous and in order.
 - all members are given equal opportunity to speak.
 - a quorum is present for all decisions.
 - order is maintained.
- Ensure the provision of advice and support to Local Emergency Management Committees with the development and maintenance of local emergency management arrangements.
- Ensure the development of the committee's reporting requirements in accordance with legislative and policy requirements.
- Ensure relevant information and policies are brought to the attention of the committee members to support the committee's performance, objectives and governance framework.
- Lead committee members efficiently, encouraging rather than directing and seeking consensus in decision making.

- Lead by example in demonstrating behaviors desired in committee members which includes professionalism, punctuality, integrity and respect.
- Motivate committee members and where appropriate dealing with underperformance.
- Manage risk and reporting concerns to SEMC.

Deputy Chair

The role of the Deputy Chair is to lead the committee in the absence of the Chair and provide support to the committee.

Specific Responsibilities

- Act as Chair to the committee in the absence of the Chair.
- Provide such assistance and advice as requested by the Chair.
- Facilitate the provision of relevant emergency management advice to the Chair and committee.
- Provide support to the Executive Officer.

Executive Officer

The role of the Executive Officer is to assist the Executive Team to fulfil the strategic and governance roles of the committee, manage the operations of the committee, and ensure the proper administration of the committee.

Specific Responsibilities

- Assist the Executive Team to develop, monitor, report on and review the business plan.
- Implement the business plan.
- Build strong connections and positive working relationships with people inside the committee and with external stakeholders.
- Manage records and communications/correspondence for the committee.
- Provide support and guidance to the Executive Team, DEMC, DEMC subcommittees and DEMC working groups.
- Facilitate workshops to gain committee and stakeholder opinion.
- Compile meeting agendas on behalf of the Executive Team.
- Record minutes of all meetings.
- Maintain the key contact register.
- Keep committee members properly informed by sending them notices of meetings, agendas and copies of correspondence, reports, etc. as required.
- Liaise with the Chair between meetings so that the business of the committee is attended to and, when necessary, work with the Chair to call extraordinary or out-of-session meetings.
- Compile the Annual Report of the committee.

Committee Members

DEMC Committee Members represent the interests of their agency or organisation, committee or group at committee meetings.

Specific Responsibilities

- Attend and actively participate in meetings.
- Advise the Executive Officer in advance of non-attendance and arrange for proxy attendance.
- Read the agenda and meeting papers prior to attending the meeting.
- Bring copies of meeting documents.
- Keep confidential all committee information.
- Own the decisions made by the committee, i.e. once a decision is made it is a decision of the entire committee as an entity.
- Declare any conflict of interest.
- Represent the region/district for their organisation.
- Seek input and feedback from within their organisation prior to the DEMC meetings.
- Provide feedback of the outcomes of the DEMC into their organisation, as appropriate.

Local Government Representative

The local government representative will represent the interests of local government at committee meetings. In addition to the member responsibilities, local government representatives are to carry out the specific responsibilities described below.

Specific Responsibilities

- Advise the committee during matters under consideration of the implications - whether positive or negative on local government
- Advise the committee on the most appropriate way to proceed in matters affecting local government.
- Advise the committee of the position of local government on certain matters.
- Provide advice and information back to local government/s following a DEMC meeting.

Appendix B: Example Members

To reflect the unique environment of each emergency management district, DEMC membership consists of organisations which have emergency management responsibilities or expertise, or as determined by the DEMC Chair. The below is not an exhaustive or comprehensive list of DEMC members but may be used as a guide.

DEMC membership must include:

- Local Government - this may be the Chair of a LEMC such as elected member, Chief Executive Officer or senior staff member.
- A representative of each Emergency Management Agency in the district as required - includes Hazard Management Agencies, Combat Agencies and Support Organisations.

Emergency Management Agencies

Hazard Management agencies	Combat agencies/ support organisations	Emergency support services
Arc Infrastructure Pty Ltd	Department of Communities	Bureau of Meteorology
Agriculture Director General	Department of Health	Department of Defence
Coordinator Of Energy	Department of Fire and Emergency Services	Department of Water and Environmental Regulation
Fire And Emergency Services Commissioner	Department of Biodiversity, Conservation and Attractions	Department of the Premier and Cabinet
Chief Executive Officer, Department of Health	Local Governments	Main Roads WA
Chief Executive Officer, Department of Transport	St John Ambulance Western Australia Ltd.	
Public Transport Authority	Western Australia Police Force	
Commissioner of Police		

DEMCs may also consider membership from:

- service providers that manage critical infrastructure and play an important role in keeping the community safe during an emergency, including:
 - ATCO GAS Australia
 - Dampier Bunbury Pipeline
 - Horizon Power
 - Media (6PR, ABC)
 - NBN Co Limited
 - Telstra
 - Water Corporation
 - Western Power
- social service providers
- non-government organisations (including but not limited to Aboriginal service providers)
- care providers
- representative bodies
- major industries
- similar advisory committees and groups.

