



State Emergency Management Committee: Membership Guidelines

Scope

The Membership Guidelines for the State Emergency Management Committee (SEMC) set out the membership of the Committee, as well as the terms and conditions under which members of the Committee will hold office.

These Membership Guidelines are to be read in conjunction with Part 2 of the *Emergency Management Act 2004* (the Act), and the SEMC Terms of Reference.

Role and Functions

SEMC is a high-level, strategic planning committee established by Part 2, Section 6 of the Act, which provides leadership and maintains oversight of emergency management planning for South Australia.

The role and functions of SEMC are detailed in the Terms of Reference.

Membership

The membership of SEMC is derived from the roles and functions of SEMC as per Section 6 of the Act and consists of:

- the *Presiding Member*, being the Chief Executive of the Department of the Premier and Cabinet (Chair);
- the *Deputy Presiding Member*, being the State Co-ordinator, (i.e., the Commissioner of the South Australia Police);
- *ex officio members* as specified by the Membership Guidelines in force (Appendix A); and
- at least 2, but no more than 4 *appointed members*, i.e., persons appointed by the Presiding Member in accordance with the Membership Guidelines in force.

The qualifications, expertise, procedural matters governing appointment of appointed members and terms and conditions under which appointed members will hold office are determined by the Premier as outlined in Section 6 of the Act.

Deputies and proxies

A member of SEMC may appoint a suitable person to be their Deputy, and that person may, in the absence or resignation of that member, act as a member of SEMC.

A member and deputy member may appoint a suitable person to be a proxy for either the member or deputy member. The proxy will attend as an observer only and will not have voting rights.

When determining deputies and proxies, members are encouraged to consider government policies regarding gender, culture, and diversity.

Nominations, resignations or removal of appointed members

Nominations and resignations must be made to the Presiding Member.

A vacancy in membership or a defect in the appointment of a member will not invalidate an act or proceeding of SEMC.

Should an *appointed member* resign from SEMC or be removed by the Presiding Member, then the deputy member may remain a member with full voting rights until a replacement is appointed.

Should an *ex-officio* member resign or be absent from their position for an extended period, then the relevant acting Chief Executive / Officer will be considered a member of SEMC.

Role of members

Members should actively engage with their agency and other relevant stakeholders to ensure that appropriate and strategic matters are being raised to SEMC, and that initiatives and decisions deliver value for South Australia.

To maximise the effectiveness of SEMC, members should have some knowledge or understanding of emergency management or emergency management frameworks. As a minimum, members are encouraged to complete the *Introduction to Emergency Management in South Australia*¹.

Non-members

Other attendees may only attend with prior approval by the Presiding Member. Requests must be made through the SEMC Secretariat within 14 days of the relevant meeting.

Chief Executives who are not members of SEMC (or their delegates) can attend a meeting of relevance to their organisation as observers, subject to prior approval by the Presiding Member. Appendix A lists current approved observers.

Chief Executives who are not members may also request that they, or an appropriate representative from their organisation, be granted standing observer status for a nominated period in relation to a specific strategic issue, subject to Presiding Member approval.

¹ The Introduction to Emergency Management module is overseen by the State Emergency Service.

Review

The Membership Guidelines will be reviewed every two years by the Presiding Member and approved by the Premier.

For more information, email DPCSEMC@sa.gov.au.