



September 2020

# Emergency Management Council

## Terms of Reference

Membership	
Premier	The Hon Steven Marshall (Chair)
Deputy Premier Attorney-General	The Hon Vickie Chapman
Treasurer	The Hon Robert Lucas
Minister for Energy and Mining	The Hon Daniel van Holst Pellekaan
Minister for Education	The Hon John Gardner
Minister for Health and Wellbeing	The Hon Stephen Wade
Minister for Infrastructure and Transport	The Hon Corey Wingard
Minister for Environment and Water	The Hon David Speirs
Minister for Police, Emergency Services and Correctional Services	The Hon Vincent Tarzia
Minister for Primary Industries and Regional Development	The Hon David Basham

## **Objectives**

To provide executive government coordination of strategic emergency management arrangements during a significant security event or natural disaster.

To provide strategic executive government oversight of South Australia's all-hazards security and emergency management arrangements and support the continuous improvement of these arrangements and the promotion of increased community resilience.

## **Terms of Reference**

The Council's functions are divided between its regular function and its role during a significant security event or natural disaster. It will meet its objectives by:

### **Regular function**

- Providing strategic oversight of security and emergency management arrangements.
- Considering, at the discretion of the chair, any proposals or issues that may impact on South Australia's security and emergency management arrangements, including in relation to:
  - South Australia's contribution to relevant national inquiries.
  - South Australia's position on relevant matters to be considered by national Ministerial forums.
  - Emerging security and emergency management issues.
- Referring matters to or requesting advice from relevant bodies, including the State Emergency Management Committee (SEMC) and other agencies or experts.
- Participating in appropriate exercises to practice decision making in a security or natural disaster emergency situation.
- Considering any matter referred to it by Cabinet. The Committee will apply one of the following decisions to submissions it considers:
  - approved to proceed to Cabinet
  - approved to proceed to Cabinet as amended
  - not approved to proceed to Cabinet.

### **During a significant security event or natural disaster**

The Council's role is separate to the legislated responsibilities of the State Coordinator, State Controller(s) and relevant agencies. During a significant security event or natural disaster, the Council will be advised by these bodies and the State Crisis Centre.

- Making strategic executive government decisions in relation to:
  - public messaging
  - the appointment of a Duty Minister(s), if required, to oversee Ministerial coordination and to demonstrate support for affected communities
  - other matters as required.

- Prioritising the allocation of government resources where necessary.
- Determining a Duty Minister's specific responsibilities including any additional responsibilities and approvals, which are beyond their usual portfolio.
- Terminating the appointment(s) of Duty Minister(s) when formal recovery arrangements are finished or it is determined that the role is no longer required.
- Allocating tasks to the Chair of SEMC or specific members where necessary.

## **Operational matters**

### **Meetings**

The Council will meet at least four times per annum, or more frequently at the discretion of the Chair. It may also meet at short notice when an emergency situation arises.

The Council is chaired by the Premier. In their absence, the Deputy Premier. In the absence of the Premier and Deputy Premier, the Minister for Police and Emergency Services will chair and thereafter, in accordance with the ministerial order of precedence.

Ministers, including Assistant Ministers, and officials who are not designated Committee members may attend on approval of the Chair to assist in deliberations of individual proposals, noting Committee outcomes remain the prerogative of Committee members only.

From time to time, the Council may receive information with a security classification. All non-Ministerial attendees, including advisers, will be required to either have obtained a security clearance to the appropriate level or to leave the room during these items.

Quorum will consist of the Chair plus one other member, noting that during an emergency Council meetings may be replaced by briefings to the Premier and/or relevant Ministers.

### **Secretariat**

The secretariat function supporting the Council will be provided by the Department of the Premier and Cabinet (DPC).

### **Officials' group**

The SEMC, comprised of senior officials from across the sector and chaired by the Chief Executive of DPC, will support the deliberations and work of the Council.

### **Agenda**

The Chair may approve a range of strategic and cross portfolio items, consistent with the terms of reference, for the Council's discussion and consideration. Matters falling within the Council's terms of reference can also be referred to it by the Cabinet Secretary through the forward agenda process.

**Location**

During a significant security event or natural disaster, meetings will generally be held on level 15 or 16 of the State Administration Centre. If this is not accessible, Members will be advised of alternative locations by the secretariat.

Where possible meetings during an event will be held at times and locations to minimise interruption to the work of the State Coordinator and State Controller. This may include holding meetings at Police Headquarters, 100 Angas Street or using tele or video conferencing if appropriate. To avoid interruption to operational priorities, full Council meetings may be replaced by briefings to the Premier and/or relevant Ministers.

**For more information:**

EMC Secretariat

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