

EMERGENCY MANAGEMENT COUNCIL

Terms of reference

September 2017

Membership	
Premier	Hon Jay Weatherill (Chair)
Deputy Premier Attorney-General Minister for Planning	Hon John Rau (Deputy Chair)
Treasurer Minister for Mineral Resources and Energy	Hon Tom Koutsantonis
Minister for Sustainability, Environment and Conservation Minister for Water and the River Murray	Hon Ian Hunter
Minister for Agriculture, Food and Fisheries	Hon Leon Bignell
Minister for Regional Development Minister for Local Government	Hon Geoff Brock
Minister for Communities and Social Inclusion	Hon Zoe Bettison
Minister for Education and Child Development	Hon Susan Close
Minister for Transport and Infrastructure	Hon Stephen Mullighan
Minister for Health	Hon Peter Malinauskas
Minister for Police Minister for Emergency Services	Hon Chris Picton (Alternate Chair)

The Chair has the discretion to invite any Minister, departmental officer or external stakeholder to attend a meeting to assist the Council to meet its objectives. This may occur on an ad hoc or regular basis.

Each Council member is otherwise supported on a regular basis by no more than one adviser. Other ministerial staff or senior officials may attend for a presentation or a specific agenda item where requested or approved by the Chair (via the EMC Executive Officer).

In addition, the following roles will receive a standing invitation to attend regular meetings of the Council to provide advice as required:

- Commissioner of Police
- Chief Executive, Department for the Premier and Cabinet (Chair, State Emergency Management Committee (SEMC))
- Chief Executive, Department for Communities and Social Inclusion
- Chief Executive, South Australia Fire and Emergency Services Commission
- Chief Officer, Country Fire Service
- Chief Officer, Metropolitan Fire Service
- Chief Officer, State Emergency Service
- Chief Executive, SA Ambulance Service

Objectives

To provide strategic direction and executive government coordination of South Australia's all-hazards and comprehensive emergency management arrangements, both within and outside of an emergency situation.

To support the continuous improvement of South Australia's security and emergency management arrangements and the promotion of increased community resilience to disasters.

To streamline the Cabinet agenda by approving proposals and initiatives which assist to implement the public value proposition and strategic directions outlined above with the exception of items that have significant public impact or are otherwise controversial and should therefore be considered by full Cabinet, or a budget impact and should therefore be considered by the Budget and Performance Cabinet Committee (BPCC).

The Council is driven by the public value proposition that:

Strong leadership and effective coordination of emergency management arrangements will ensure that South Australian resources can be deployed in a strategic, appropriate and sustainable way. This, in turn, will place South Australia in a better position to reduce the impact of disasters and to respond and recover effectively when they do occur, maximising community safety and resilience.

Terms of reference

The Council will convene on a regular basis to meet its objectives by:

- Providing executive government strategic oversight and coordination of security and emergency arrangements within the State (including counter-terrorism policy and broad strategy consistent with the *National Counter-Terrorism Handbook, 2014*)
- Making recommendations to improve disaster preparedness, mitigation, response and recovery arrangements within South Australia's 'all-hazards framework'

- Considering and making determinations on non-budgetary dependent proposals and initiatives intended to improve the resilience of the state to security and natural disaster related emergency situations
- Considering proposals on relevant strategic policy issues requiring dedicated attention before their referral to the BPCC or to Cabinet
- Determining whether the South Australian Government should contribute to relevant national inquiries, and its position on relevant matters on the forward agenda for the Law, Crime and Community Safety Committee as appropriate
- Receiving briefings on emerging security and emergency management issues by receiving reports from the SEMC, and briefings from the State Coordinator, Assistant State Coordinator Recovery and/or the Chair of the State Recovery Committee, chief officers and senior officials
- Referring matters for action to, or seeking advice or support from, other relevant sources (e.g. SEMC, agencies, specialists or experts)
- Participating in appropriate exercises to practice decision making in a security or natural disaster emergency situation
- Reporting EMC business to Cabinet by submitting endorsed minutes via a Cabinet note, as soon as practicable after their approval, or on a quarterly basis
- Reviewing these terms of reference on a regular basis to accommodate changing trends and risk profiles.

During a significant security or natural disaster related emergency situation, EMC may also meet to:

- Provide strategic executive government coordination, particularly in relation to public messaging and appointing a Duty Minister(s), where necessary, to oversee Ministerial coordination to ensure timely government decision making (see Att. 1)
- Receive briefings by the State Coordinator and relevant State Controller and from the State Crisis Centre
- Prioritise the allocation of government resources where necessary
- Task SEMC or agencies in relation to the event.

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 that requires executive government coordination.

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

In an emergency situation, relevant SEMC members/departmental heads will be invited to attend meetings.

Location

Meetings will typically be held in the State Administration Centre, Victoria Square. During an emergency situation, extraordinary Council meetings will be held at times and locations designed to minimise interruption to the work of the State Coordinator and State Controller. Options to connect via tele or video conferencing will be explored where it is difficult or time consuming for parties to meet face to face, and consideration will be given to replacing some full Council meetings with briefings to the Premier or only to those Ministers most directly involved, to reduce distraction from operational priorities.

Secretariat

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

Attachment 1: Duty Minister

A Duty Minister may be appointed by the Premier to oversee Ministerial coordination to enable timely decision making, usually in consultation with the Emergency Management Council (EMC). Initially, this role may be assumed by the Premier but an additional or different Minister may be appointed as Duty Minister. The Duty Minister(s) may change as the event moves from the response to the recovery phase.

- A Duty Minister may be a member of the Council or of broader Cabinet.
- In recognition that there may be multiple or overlapping Duty Ministers, the scope of their appointment will be reflected in their title e.g. Recovery Duty Minister, Extreme weather event; Duty Minister [Agricultural Disease].
- While a Duty Minister's specific responsibilities will be tailored to the immediate situation, the broad Duty Minister role is to facilitate across-government strategic decision making relating to the incident by:
 - Assuming additional responsibilities and approvals specifically related to the event potentially beyond their usual portfolio
 - Demonstrating the government's support for affected communities
 - Providing government and community representatives with a direct connection to executive government to enable issues to be considered and decisions to be made and implemented in a timely manner.
- Duty Minister responsibilities are separate to legislated responsibilities of the State Coordinator, state controllers or agencies that have a role articulated in relevant legislation.
- The Duty Minister may be based in or visit an affected region depending on the specific circumstances and requirements of the role.
- A Duty Minister appointment will be on such terms as agreed by the Council and, where required, terms as agreed by Cabinet (e.g. timeframe of appointment; specific responsibilities; financial delegations).
 - The Council might consider it appropriate to change the appointed Duty Minister as the event moves from the response phase to the recovery phase.
 - In a very prolonged or intense event it might be appropriate for a succession of Duty Ministers to be appointed.
 - In widespread or multiple events, the Council might consider it appropriate to appoint a number of Duty Ministers covering different geographic areas or events.
 - The Premier will terminate the appointment(s) of Duty Minister(s) in consultation with the Council when formal recovery arrangements are dismantled or when it is determined that the role of Duty Minister is no longer required.

For more information:

Email: cabinetofficeandpublicvalue@sa.gov.au

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