



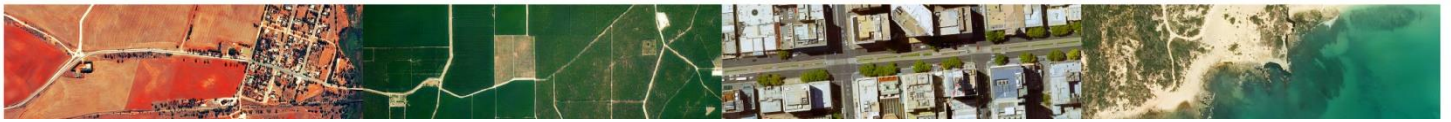
STATE EMERGENCY MANAGEMENT PLAN

Part 3: Guidelines and Frameworks

Annex D: ZONE EMERGENCY MANAGEMENT COMMITTEE GUIDELINES



**Government
of South Australia**



SEMP STRUCTURE

The State Emergency Management Plan (SEMP) is a four-part plan containing a range of documents that further detail strategies for dealing with emergencies in South Australia. The parts are described in more detail below.

STATE EMERGENCY MANAGEMENT PLAN

PART 1: OVERVIEW

Provides a strategic overview of the state's arrangements for senior executive and community information.

PART 2: ARRANGEMENTS

Provides the overarching details of the arrangements and structures in place to prevent, prepare for, respond to and recover from emergencies.

PART 3: GUIDELINES AND FRAMEWORKS

Consists of the various guidelines and frameworks that have been developed to document known best practice for key aspects of emergency management. These guidelines and frameworks provide guidance regarding the development of arrangements, administrative functions and plans.

PART 4: PLANS

Consists of the standards required of the various levels of detailed plans for implementing the arrangements, including naming conventions, review guidance and templates. It also includes the suite of supporting plans for implementing the arrangements.

Figure 1: The South Australian State Emergency Management Plan is actually a series of documents split over 4 Parts with a number of accompanying annexes.

SEMP REVIEW

The SEMC shall ensure that the SEMP is subject to a full review every five years. Ongoing updates and continual improvement is to occur in the interim period. Updates will be considered as below.

SEMP UPDATES

Proposals to amend, review or update the SEMP are managed by the State Emergency Management Committee Secretariat within the Department of Premier and Cabinet.

Inquiries should be directed to:

State Emergency Management Committee Secretariat

Department of Premier and Cabinet

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ZONE EMERGENCY MANAGEMENT COMMITTEE GUIDELINES

Purpose

These guidelines, provided by the State Emergency Management Committee (SEMC) to Zone Emergency Management Committees (ZEMCs) in accordance with Section 9(1)(e) of the Emergency Management Act, 2004, have been prepared to guide and assist ZEMCs in understanding their role and discharging their responsibilities.

Zone Emergency Management Committee (ZEMC)

The SEMP establishes a regional structure of eleven Emergency Management (EM) Zones, Local Police Commanders and ZEMCs, each with distinct responsibilities.

This structure will:

- ensure effective emergency risk management occurs at Zone level
- contribute to the development of state-wide disaster resilience.

Role and Responsibilities of a ZEMC

Role

The role of a ZEMC includes:

- working within the Zone Emergency Risk Management Framework to identify, analyse and evaluate emergency risks that could impact the Zone
- identifying and evaluating treatment options and developing a Zone Emergency Management Plan (ZEMP) to address residual risk
- providing assurance that arrangements are in place to prevent and/or mitigate, prepare for, respond to and recover from emergencies.

A ZEMC does not have an 'operational' role during emergencies. Some ZEMC members, as part of their broader day-to-day role, may form part of the Zone Emergency Support Team during its operations.

Responsibilities

A ZEMC will:

- establish and maintain emergency management networks across the Zone, and with adjacent Zones
- build emergency management knowledge and capability across the Zone;
- use an all hazards approach and work within the Zone Emergency Risk Management Framework methodology to ensure that emergency risks to a Zone are identified, analysed and evaluated, community vulnerabilities are considered, treatment options are identified, and residual risk is managed through a Zone Emergency Management Plan (ZEMP)
- ensure when developing the ZEMP that relevant plans are considered e.g. the State Emergency Management Plan, Hazard Plans, Functional Support Group Plans, ZEMPs of adjacent Zones and any Zone hazard or special plans (e.g. Council EM Plans, Bushfire Management Area Plans, Climate Change Integrated Vulnerability

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Assessments (IVA), Natural Resources Management Plans and Plan Amendment Reports)

- regularly monitor, review and improve processes across all elements of the Zone emergency risk management process
- report annually to the State Emergency Management Committee (SEMC) (via the State Mitigation Advisory Group (SMAG)) on activities and issues relating to Zone emergency management and specific training requirements of ZEMC members
- review debriefs of major emergencies and exercises, Inquiries, Royal Commissions etc relevant to the Zone
- use existing national guidelines when communicating risk to stakeholders within the Zone
- establish a succession plan for ZEMC members.

Outputs that a ZEMC is responsible for include:

- Zone Risk Study
- Zone Risk Register
- Zone Risk Treatment Plan
- Zone Emergency Management Plan
- Exercise Program
- a process for the monitoring, review and improvement of planning processes.

Membership of the ZEMC

ZEMC membership will include:

- ZEMC Chairperson;
- Police Local Commander;
- Zone Recovery Planner;
- Executive Officer (SES);
- Senior Managers from Local Government that know Local Government EM arrangements, capabilities etc. within the Zone; and
- Members representing agreed stakeholders, key agencies or functions including community, non-government organisations and business.

The National Strategy for Disaster Resilience (NSDR) calls for an integrated approach, enhanced partnerships and shared responsibility, and recognises that building disaster resilience is not solely the domain of emergency management agencies; rather it is a shared responsibility across the whole of society. A ZEMC will consider this when determining membership.

Representation on the ZEMC

The membership of the ZEMC will be:

- representative of communities, Local Government and State Government agencies in the context of mitigation, development and land use planning

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- connected to the range of community and government organisations associated with recovery functions
- representative of the business and corporate sector
- able to effectively deliberate on and contribute to the emergency risk management process, the preparation of plans and other committee business.

ZEMCs may establish working groups, as required. Representatives, particularly from multiple member organisations such as local government, must ensure that communication and consultation arrangements are in place to enable effective community engagement in the business of the ZEMC.

Some agencies and organisations may not be physically located within the boundaries of the Zone. Providing stakeholders have the ability to contribute to the overall emergency risk management and planning process and meet their emergency management objectives, overlap with other administrative or geographical boundaries is acceptable.

A balanced membership of the Committee will ensure:

- a comprehensive prevention, preparedness, response, recovery and resilience focus is maintained
- a holistic emergency risk management and planning process is implemented
- diversity factors within the community/zone such as location, gender, age, culture and vulnerability are reflected
- proposals to mitigate hazards can be assessed.

It is important that the responsibilities of the ZEMC members are clear and communication channels and reporting relationships to agencies, councils and others are clearly established.

Zone Emergency Management Committee Position Functions

The functions of positions with relation to the ZEMC are described below. These functions are in relation to the ZEMC function only. Other functions or roles may be performed by members during emergencies.

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ZEMC Chairperson

This is a senior person elected by the ZEMC biannually whose interests span the broader range of community safety and emergency management issues. This person will preferably have a long term investment in and connection with the Zone e.g. a senior role in Local Government.

Responsibilities of the position include:

- ensuring the effective operation of the ZEMC
- assisting the ZEMC to meet its core emergency risk management, planning and assurance functions
- ensuring the ZEMC focuses on high level, high consequence risks that could impact on the Zone
- providing advice and support to the Police Local Commander, Zone Recovery Planner, Executive Officer, Zone EM Project Officer and other stakeholders e.g. Local Government in relation to the operations of the committee
- liaising, as appropriate, with the community on relevant matters as raised through the committee
- reporting to the State Emergency Management Committee via the State Mitigation Advisory Group on the state of the Zone's preparedness for emergencies and any issues that need to be escalated to a higher decision making level
- ensuring that all ZEMC members have a nominated proxy
- ensuring that a succession plan is in place for ZEMC members.

Local Police Commander

The Local Police Commander for each regional EM Zone and an appointed Police Commander for the metropolitan zones will form part of the committee. This person exercises functions and powers under the Emergency Management Act 2004 as delegated by the State Coordinator.

Responsibilities of the position in relation to the ZEMC include:

- develop and review a Zone Emergency Support Team (ZEST) Operations Manual
- assuring the ZEMC that the ZEST will operate effectively
- providing advice on Zone EM arrangements to the State Coordinator
- coordination of post event debriefs in relation to the effectiveness of the Zone Emergency Management Plan and arrangements.

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Zone Recovery Planner

The Zone Recovery Planner is appointed by the Chair, State Recovery Committee.

Responsibilities of the position include:

- ensuring a holistic approach to recovery is considered across all emergency risk management, planning and preparedness activities of the ZEMC
- ensuring the National Recovery principles are understood and adopted in Zone EM planning
- developing and maintaining, with assistance of the State Recovery Office, the recovery component of the ZEMP
- assisting in the engagement of government, local government and community resources in recovery planning
- liaising, consulting and negotiating with recovery organisations
- assisting with collating and evaluating information gathered for any debrief and review of the ZEMP.

Executive Officer

The Executive Officer is appointed by the Chief Officer, SA State Emergency Service (SES) and facilitates the delivery of ZEMC outputs.

The Executive Officer will:

- provide effective executive support to the ZEMC
- book venue(s) for meetings
- draft an agenda for the ZEMC Chair, incorporating details of the time and location of the meeting, and once approved send the agenda to all ZEMC members at least five working days prior to the meeting
- take minutes and send a draft to the ZEMC Chairperson for approval prior to the minutes being sent to all ZEMC members within seven working days of the meeting
- provide advice in developing, implementing and maintaining the ZEMP
- assist the ZEMC with the preparation of mitigation strategies, public information, public education and emergency response training programs
- assist in the development of an exercise program to practice the Zone arrangements
- collate post event and post exercise debriefs for the committee to consider
- maintain copies of all minutes and agendas in line with the requirements of the State Records Act.

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Zone Emergency Management Committee Member

The ZEMC is responsible for the selection and appointment of ZEMC members.

Responsibilities of members include:

- presenting the collective views of the agency or area of responsibility they represent
- providing advice to the committee in their respective areas of expertise
- validating the strategic emergency management focus for the Zone
- validating the assessment of emergency risks across the Zone
- reporting to the organisation(s) they represent
- consulting outside of the ZEMC
- advocating the functions of the ZEMC within their agency or area of responsibility
- ensuring effective communication between their area of responsibility or function and the ZEMC
- contributing to the development of effective exercise programs
- presenting issues and matters for the attention of the ZEMC
- contributing to the review of event and exercise debriefs.

Zone Emergency Management Project Officer

Zone Emergency Management Project Officers (ZEMPOs) have been allocated to the State's 11 EM Zones.

The role of a ZEMPO includes:

- conducting research, compiling information, and preparing for and facilitating workshops
- summarising workshop outputs for ZEMC approval
- preparing draft documents for the next stage of the emergency risk management cycle
- compiling (with ZEMC and other stakeholders' input) a Zone Risk Register, Risk Treatment Plans, and a ZEMP to address residual risks.

A ZEMPO is a resource of a ZEMC, not a voting member. A ZEMPO reports to the ZEMC Chairperson and the ZERMS Project Manager (SAFECOM).

ZEMC Executive

A Zone Emergency Management Committee Executive, of up to six persons, consisting of key office holders (Chairperson, Police Commander, Zone Recovery Planner, Executive Officer and other representative/s) will meet regularly and separately from the full ZEMC to ensure that ongoing issues identified by the full ZEMC are continually progressed.

Where possible, an Executive member will chair any working group formed.

Zone Emergency Management Committee Meeting Guidelines

Proceedings of the Zone Emergency Management Committee

- The Chairperson will preside over the meeting. In the absence of the Chairperson, the Zone Emergency Management Coordinator shall preside over the meeting

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- A quorum consists of one half the total number of its members (ignoring any fraction resulting from the division) plus one
- A decision carried by a majority of the votes cast by the members present at a meeting is a decision of the ZEMC
- Each member present at a meeting has one vote on a matter arising for decision and, if the votes are equal, the member presiding at the meeting may exercise a casting vote
- A conference by telephone or other electronic means between the members of the ZEMC will, for the purposes of this section, be taken to be a meeting of the ZEMC at which the participating members are present if:
 - notice of the conference is given to all members in the manner determined by the committee for the purpose
 - each participating member is capable of communicating with every other participating member during the conference
- A ZEMC must have accurate minutes kept of its meetings.

Options if a quorum will not be achieved

If it is anticipated that a scheduled meeting will not achieve quorum, the Chairperson may:

- proceed with the meeting and seek endorsement of any proposed resolutions via out of session email
- reschedule the meeting – this is the preferred option if there are proposed agenda items requiring discussion or endorsement
- cancel the meeting – whilst not the preferred option, subject to requirements regarding minimum annual meetings, the Chairperson may cancel a meeting if the proposed agenda items can be held over until the next scheduled meeting or
- progress the business out of session via email, if the meeting is cancelled or rescheduled - this option allows progression of any urgent agenda items whilst not requiring a physical meeting of the ZEMC.

Out of Session Business

The ZEMC may conduct out of session business to meet specific business demands. Out of session business must be recorded in the minutes of the following meeting.

Resolutions can be made by the ZEMC, even if not passed at a ZEMC meeting, if a majority of the members provide written agreement to the resolution and if notice of the resolution is given under procedures approved by the ZEMC.

An email may be used to progress business of an urgent nature in the instance where convening a meeting of the ZEMC is not practicable.

Some guidelines for out of session business are:

- a resolution must be provided in writing and should detail necessary background on the matters being raised and should clearly articulate recommendations for ZEMC members' consideration

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- the resolution should contain a section for members to complete and indicate whether they agree or disagree with the proposed resolution
- out of session communiqués are only used for urgent business; they may be conducted via email
- the motion must be passed by a simple majority
- once the vote is decided, the results must be given to the members.

Member attendance at meetings

ZEMCs are encouraged to hold meetings, or allow members of the group to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen.

Accordingly, members may attend meetings via teleconference or video conference if appropriate. A member who takes part in a ZEMC meeting via teleconference or video conference is taken to be present at the meeting and should be marked on the attendance sheet.

Member non-attendance at meetings

If a member does not regularly attend ZEMC meetings it is suggested that the ZEMC Executive Team meet with the member to discuss the ongoing non-attendance at ZEMC meetings. A formal record of ZEMC member attendance should be maintained and this can be used to monitor member attendance across meetings.

Establishment of Working Groups

- A ZEMC may, at any time, establish working groups:
 - to advise the ZEMC on any matter
 - to carry out functions on behalf of the ZEMC
- The membership of a working group will be determined by the ZEMC and may include people who are not members of the ZEMC
- The ZEMC will determine who will be the presiding member (usually a member of the Executive) of a working group
- The procedures to be observed in relation to the conduct of the business of a working group will be:
 - as determined by the ZEMC
 - in so far as a procedure is not determined above - as determined by the working group.

Frequency of Meetings

The ZEMC will meet as a minimum on a quarterly basis. More regular meetings may be required to deal with specific business demands. Emergency Risk Management workshops will be scheduled as required.

Special Meetings

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The Chairperson may call a special meeting of the ZEMC at the request of at least two members. Special meetings of ZEMCs may be held at any time.

Notice of Meetings

The Chairperson is to ensure that each member of a ZEMC is provided, where practicable, with a notice of an ordinary meeting of a ZEMC at least three clear days before the meeting. In the case of a special meeting, at least one day's notice is required. The notice must be in writing and identify the date, time and location, and include the meeting agenda.

Order of Business

There is no set order of business for committee meetings, however, the following agenda structure is recommended:

- Opening of the meeting
- Apologies
- Confirmation of the minutes of previous meeting(s) and actions
- Business arising
- Correspondence In/Out
- Reports by Chairperson, Police Local Commander, Zone Recovery Planner, Zone EM Project Officer, and members
- Reports/Recommendations from ZEMC working groups
- Presentations
- Review of Debriefs/Exercises conducted since last meeting
- Training
- Programmed discussion topics
- Closure of the meeting.

Minutes

The Chairperson is responsible for ensuring that minutes are recorded for ZEMC meetings. The Executive Officer is responsible for taking the minutes.

The minutes of every committee meeting must include:

- the names of everyone present, and the times they entered and left the meeting
- details of all motions and amendments including the names of the mover and seconder and the outcome of the motion or amendment
- actions and agreements
- major points from presentations.

Minutes must be kept in a format with pages that are consecutively numbered.

Each member of the ZEMC must, within seven working days after a ZEMC meeting, be supplied with a copy of the minutes of the proceedings of the meeting.

Confirmation of the minutes

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The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting. Any correction to the minutes must be by resolution of the meeting. Corrections should be included in the motion to confirm the minutes. No discussion may occur before confirmation except as to the accuracy of the minutes as a record of proceedings.

Chairing the meeting

The role of the Chairperson is to ensure that:

- the business of the meeting is conducted in a proper and orderly manner
- guiding principles are observed
- all members who wish to contribute to the debate have an opportunity to do so
- all motions moved are legal, clear and able to be implemented
- discussions are kept to the subject being discussed and irrelevant and repetitious discussions are prevented
- discussions focus on higher-level, strategic emergency risk management issues of significance to the Zone
- a review of the ZEMC's effectiveness is regularly conducted.

Administrative and Financial Support Arrangements

State and Local Government members will not be reimbursed for their costs associated with attending meetings or other activities. Resources may be identified by the SEMC for the support of the outcomes of committees.

Administrative support to the ZEMC will be arranged through the offices of the Executive Officer (SES) for the Zone.

Reporting Arrangements

The SEMP requires ZEMCs to report annually (by 30 August) to the SEMC on its activities and achievements.

In addition, ZEMCs will report through SMAG any matters that need to be brought to the attention of SMAG or SEMC, or that need to be escalated to a higher level of decision-making.

ZEMCs communicate with SEMC through the Executive Officer - SMAG. As ZEMCs cover matters associated with prevention, preparedness, response, recovery and resilience, they may be referred or seek to refer items to any of the Advisory Groups established under the SEMP or the State Coordinator. In such cases direct reporting is appropriate.

Advice to the State Coordinator is to be provided through the Zone Police Commander or the SAPOL Emergency and Major Event Section.

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Zone EM Plans are to be reviewed annually by the ZEMC and submitted to SEMC for endorsement by 30 August each year.

ZEMCs will keep records of formal meetings, workshop outputs, deliberations and reports. All minutes, agendas and working papers will be stored and collated as per the State Records Act and the determinations issued.

ZEMC Performance Targets

ZEMCs are expected to adopt a business planning approach to their deliberations. Efforts are generally scoped on a 12 month rolling basis and linked to the planning and reporting cycles of the SEMC.

The following draft targets have been suggested for ZEMCs:

- A Zone EM Plan, focused on high level risks that could impact on a Zone, is completed and approved in line with the timelines specified in the ZERMS cycle
- The Zone EM Plan is reviewed by 30 August each year
- Zone emergency risk assessments are reviewed biennially
- An annual report from the ZEMC is provided to the SEMC by 30 August each year
- At least four ZEMC meetings are conducted annually
- The scope of the meetings is broad and focuses on prevention, preparedness, response, recovery and resilience themes.

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