

5.4 Emergency Management Committees

5.4.1 Typical Membership and Reporting Arrangements

This appendix summarises the typical membership and reporting arrangements for committees related to the *Emergency Management Act 2006*. Arrangements for Sub-Committees and Affected Area Recovery Committees are also included. While meeting frequency is not specified in the Act, a minimum of 2 meetings per year is recommended (meeting more frequently as required).

5.4.1.1 Ministerial Committee

Chairperson	Premier, Tasmania
Executive Officer	To be determined by the Premier
Title	Ministerial Committee
Membership (Determined by the Premier Section 12)	<ul style="list-style-type: none"> • Minister for Police and Emergency Management • State Controller • Any other Ministers or persons the Premier considers appropriate
Reports to	Premier, Tasmania

5.4.1.2 State Emergency Management Committee (SEMC)

Chairperson	State Controller (Commissioner Tasmania Police)
Executive Officer	Director, State Emergency Service
Title	State Emergency Management Committee
Membership (Determined by State Controller Section 8)	<ul style="list-style-type: none"> • Secretary, Department of Premier and Cabinet • Secretary, Department of Health and Human Services • All members of the Security and Emergency Management Advisory Group (SEMAG) • Any other persons the State Controller considers appropriate.
Reports to	Premier, Tasmania via Minister for Police and Emergency Management

5.4.1.3 Security and Emergency Management Advisory Group (SEMAG)

Co-Chairs	<ul style="list-style-type: none"> • Deputy Commissioner of Police, Department of Police and Emergency Management • Deputy Secretary, Department of Premier and Cabinet
Executive Officer	Director, State Security Unit
Title	Security and Emergency Management Advisory Group
Membership (Determined by SEMC)	<ul style="list-style-type: none"> • Deputy Secretaries: <ul style="list-style-type: none"> - Department of Infrastructure, Energy and Resources - Department of Primary Industries and Water - Department of Justice - Department of Education - Department of Treasury and Finance - Department of Environment, Parks, Heritage and the Arts - Department of Economic Development and Tourism • Department of Health and Human Services: <ul style="list-style-type: none"> - Chief Medical Officer - Director, Public Health - Chief Executive Officer, Tasmanian Ambulance Service • Department of Police and Emergency Management <ul style="list-style-type: none"> - Director, State Emergency Service - Director, Forensic Science Service Tasmania - Chief Officer, Tasmania Fire Service • Department of Premier and Cabinet <ul style="list-style-type: none"> - Head of Media, Government Communications Office - Manager, Office of Security and Emergency Management
Reports to	SEMC

5.4.1.4 Regional Emergency Management Committees (REMC)

Chairperson	Regional Controllers
Executive Officer	Regional Managers State Emergency Service
Title	Northern/North-West/Southern Regional Emergency Management Committee
Membership (Determined by the Regional Controller Section 15)	<ul style="list-style-type: none"> • Regional representatives for State agencies based in the region which can include: Fire, Ambulance, Police, Health (including the Regional Community Recovery Coordinators), Education, others • Municipal Coordinators and Municipal Community Recovery Coordinators within the region • Other stakeholders in the region (eg ports-sea/air, dams, major facilities, Non-Government Organisations)
Reports to	SEMAG (through Director State Emergency Service)

5.4.1.5 Municipal Emergency Management Committees (MEMC)

Chairperson	Municipal Chairperson (usually council's General Manager, Mayor or a senior Councillor)
Executive Officer	Municipal Coordinator
Title	Council or Area Emergency Management Committee
Membership (Determined by the Municipal Chairperson Section 21)	<ul style="list-style-type: none"> • Representatives from State agencies based in the municipal area which can include: Fire, Ambulance, Police, Health (including the Regional Community Recovery Coordinators), Education, others • Council workers including: Environmental Health Officer, Municipal Coordinator, Municipal Community Recovery Coordinator and Deputies • Other stakeholders in the municipal area (eg ports-sea/air, dams, major facilities, Non-Government Organisations)
Reports to	Regional Committee (may also report to council)

5.4.1.6 Sub-Committees (Municipal, Regional and State) and other Stakeholder groups

Chairperson	<ul style="list-style-type: none"> • Stakeholder Groups: Determined by existing legislation/regulation/other agreement • Sub-Committees: <ul style="list-style-type: none"> - Municipal/Regional: As determined by the relevant committee - State: As determined by the SEMAG/SEMC
Executive Officer	As for Chairperson (Arranged by chairing agency)
Title	As for Chairperson
Membership	<ul style="list-style-type: none"> • As for 'Chairperson', with consideration given to: <ul style="list-style-type: none"> - Content experts - Related policy/protocol and operational advisers, owners and managers - Other persons relevant to the scope of the group (eg airport, ports, dams, major facilities, Non-Government Organisations) etc
Reports to	<ul style="list-style-type: none"> • Municipal and Regional Sub-Committees and Stakeholder Groups report to the relevant committee • State Sub-Committees and Stakeholders Groups report to the SEMAG

5.4.1.7 Affected Area Recovery Committee (AARC)

Chairperson	<ul style="list-style-type: none"> • The Chairperson for the municipal or regional AARC is authorised by the Regional Controller. It is usually the Mayor of the affected municipal area. • The Chairperson for the State AARC is authorised by the State Controller.
Executive Officer	As for Chair
Title	<Area or event> Affected Area Recovery Committee
Membership may include but is not limited to	<ul style="list-style-type: none"> • Mayors and a community representative from each affected municipal area • Regional Community Recovery Coordinator/s • State Emergency Service managers from Regional or State Headquarters (as required) • Nominated representatives from State Government agencies: <ul style="list-style-type: none"> - Department of Treasury and Finance - Department of Premier and Cabinet - Department of Economic Development and Tourism - Department of Infrastructure, Energy and Resources • Relevant Commonwealth Government agencies • Non-Government Organisations involved in recovery efforts • Other persons relevant to the scope of the recovery effort
Reports to	<ul style="list-style-type: none"> • Municipal/regional AARCs report to the Regional Controller • State AARCs report to the State Controller

5.4.2 Model Terms of Reference

A model structure for the Terms of Reference for emergency management committees and sub-committees is provided below (a model Terms of Reference for Affected Area Recovery Committee is maintained in Microsoft Word format at www.ses.tas.gov.au).

Committee	Title of the committee
Date and status of these Terms	DRAFT or ACCEPTED and Issue X Year (use whole numbers only) Example: ACCEPTED Issue 1 2009
Enquiries	Executive Officer's substantive position and organisation
Review notes	Summary statement for reviewing the Terms of Reference. Example: These Terms of Reference are due for review in June 2010.
Background	Short statement about the committee's background. This could include when it was first formed, major/recent achievements and any notable events that affect its operation.
Purpose	Short statement about what the committee is for. Include titles/sections of relevant legislation.
Functions	Optional. Identify the main ways the committee will operate/the main things it will do to achieve its stated purpose. It is recommended to limit these to 3-5 points.
Membership	
Members	List the departments/organisations that typically make up the committee and their role (eg Chairperson, Executive Officer, member, proxy). Note that membership guidance included in this plan incorporates the requirements of the <i>Emergency Management Act 2006</i> .
Proxies	Note the general conditions for proxies. This should include the conditions or criteria for nominated proxies to take on the role. Example: Proxies should be nominated and they assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.
Stakeholders/ Observers/Guests	Optional. Note the general conditions associated with others who are likely to be involved in the committee's operation, and list the organisations/positions that have been identified.
Appendices	Include any other information that is important for operational continuity of the committee. This includes but is not limited to: <ul style="list-style-type: none"> • Roles and responsibilities (members, proxies, stakeholders, observers, guests etc) • Practices and protocols of the committee including but not limited to: maintaining core documents (eg Terms of Reference, risk context statement, work program); describing meeting arrangements (eg frequency, usual practices for agendas, meeting notes etc), decision-making protocols, quorum, reporting arrangements etc
Header and Footer	Page numbers. 'Page X of Y' format is recommended at the bottom right of each page. Other information to be considered for inclusion is: Draft/Issue number and year of acceptance.

5.4.3 Current State and Regional Committees and Sub-Committees

The following list provides a summary of the committees that are operating at regional and State level for emergency management. The agency that chairs the committee is shown in brackets. This list is current at the time of issue of this plan. It is updated at scheduled times and the current version can be found on the State Emergency Service website.

1	Bio-Security Preparedness Program Steering Committee	DPIW
2	Critical Incident Stress Management (CISM) Committee	TAS POL
3	Energy Coordination and Advisory Committee	DIER
4	Northern Regional Community Recovery Committee	DHHS
5	Northern Regional Emergency Management Committee	Regional Controller (TAS POL)
6	North-West Regional Community Recovery Committee	DHHS
7	North-West Regional Emergency Management Committee	Regional Controller (TAS POL)
8	Nuclear Powered Warships Visits Committee	SES
9	Security and Emergency Management Advisory Group	TAS POL and DPAC
10	Southern Regional Community Recovery Committee	DHHS
11	Southern Regional Emergency Management Committee	Regional Controller (TAS POL)
12	State Community Recovery Committee	DHHS
13	State Emergency Management Committee	State Controller (TAS POL)
14	State Emergency Media Committee	DPAC
15	State Health and Human Services Emergency Committee	DHHS
16	State Marine Pollution Committee	DEPHA
17	State Mitigation Assessment Panel	SES
18	Tasmanian Consultative Committee on Fire Weather Services	BoM
19	Tasmanian Colonial Services Committee	DoJ
20	Tasmanian Disaster Victim Identification Committee	TAS POL
21	Tasmanian Flood Warning Consultative Committee	BoM
22	Tasmanian Hazardous Materials and CBRN Advisory Group	TFS
23	Tasmanian Petroleum Products Emergency Management Committee	DIER
24	Tasmanian Search and Rescue Committee	TAS POL
25	Tasmanian Urban Search and Rescue (USAR) Working Group	TFS