

EMSINA Terms of Reference

for

**Australian Capital Territory
&
Australian governments
EMSINA Chapter**

EMSINA ACT & Australian governments Terms of Reference:			
Version	Date	Primary Author(s)	Comments
0.1	10/04/2018	Kane Orr & Steve Forbes	TOR First Draft
0.2	20/6/2018	Kane Orr	TOR First Draft review following feedback



Name of chapter: ACT & Australian governments Emergency Management Spatial Information Network Australia (EMSINA)

Parent Group: Emergency Management Spatial Information Network Australia (EMSINA) National

Document Title: Terms of Reference

Purpose / role of the chapter:

On behalf of the ACT and Australian government's emergency management community, EMSINA ACT & Australian Government will support improved emergency management through the use and promotion of location based information, services and capabilities

EMSINA ACT & Australian governments will:

- Promote and encourage the use of spatial information and capabilities to support decision making
- Provide strategic advice and direction on spatial information issues
- Facilitate the sharing of spatial information resources and knowledge
- Encourage partnerships with the local spatial information industry
- Provide direct input and/or feedback to the EMSINA National Group

Membership:

- Membership is open to Australian Capital Territory and Australian government employees who have a direct professional interest in spatial information and emergency management and/or national security matters.
 - Exemptions:
 - NSW government employees whose business borders or crosses over into the Australian Capital Territory

Committee:

- The executive of the committee shall comprise of a (1) chairperson from the Australian Capital Territory and a (1) Chairperson from the Australian Government
 - The chairperson/s shall perform the role for a period of 2 years only
 - The outgoing chairperson can apply to be re-elected as many times as they choose
- Nominations for the role of chairperson/s will be included as an agenda item at the beginning of the last meeting of the current tenure of chairperson/s. Voting will be conducted online during the meeting and the outcome will be announced immediately.
- Secretariat support can be provided by any active member/s.
 - The secretariat shall perform this role for 12 months.
 - Appointment of a Group secretariat shall occur annually and will be conducted by 'majority vote of hands' during a meeting.

Accountability:

- All members shall conduct the affairs of EMSINA ACT & Australian Government in accordance with these Terms of Reference
- A record shall be kept of all meetings, including but not limited to; meeting agenda items; record of discussion; and assigned action items
- All members are responsible for representing their respective jurisdiction
- As part of this representation members shall undertake broader consultation within their agencies, department and jurisdiction where applicable or when warranted
- The chairperson/s, shall chair all meetings
- The chairperson/s shall have a deliberate vote and in the event of a tied vote, the casting votes
- Subject to any resolution of the Chapter, the chairperson/s shall be signatory to all documents requiring execution by EMSINA ACT & Australian Government

Working methods / ways of working:

Meetings:

- EMSINA ACT and Australian Government will hold two formal meetings each year, one post summer (April) and one pre-summer (October)
- The location of the meeting will be rotated around the Member Agencies
 - Meeting locations will be decided at least 6 months in advance
- Members are required to fund 100% of their associated costs/expenses to attend meetings
- The chairperson, agency host and the secretariat will coordinate the meetings
- Agenda topics will be requested well in advance of the next meeting with a draft agenda prepared no less than four weeks prior to the confirmed meeting date
- Details of meetings, links to agenda papers, meeting minutes and action items and related documentation will be made available to members via the Chapter's Members Page within the EMSINA website
- The private sector or general public can be invited to attend meetings at pre-determined times, either as observers and/or to present to the group on approval by the chairpersons.
- The chairpersons will co-chair the meetings
- The nominated secretariat will take meeting minutes

Annual Workplan:

- EMSINA ACT and Australian Government will have an annual workplan aimed at supporting the **Purpose / role of the chapter.**
- The workplan will be:
 - decided upon by the Group's members
 - published on the Chapters webpage
 - reported at each National Group meeting

Sharing of Information and Resources (including confidential materials):

- EMSINA will share non-secure information and resources through the EMSINA website <http://www.emsina.org/>
- EMSINA will share restricted information and resources through a secure members only google drive space accessible via the EMSINA website
- It is the responsibility of all members to support the maintenance and currency of the Chapter's website and associated google drive content

Host Expenses:

- EMSINA ACT and Australian Government will endeavour to keep expenses associated with our business to a minimum:
 - Venue:
 - Host agencies are responsible for finding suitable meeting venue and room
 - Catering:
 - The Host Agency has an option of
 - Full catering (lunch, morning and afternoon tea)
 - Part catering (morning and/or afternoon Tea) or (Lunch)
 - No catering (individuals will be expected to bring their own food/drink requirements).

Review of Chapter:

- EMSINA ACT and Australian Government will review the Chapter's relevance and value of its work and the terms of reference upon the election of a new chairperson/s, or as required by the parent group or membership.



Attachment 1.

Temporary Committee Requirement:

- Until the Chapter becomes fully established the EMSINA National Group will oversee the Chapter. In doing so EMSINA National will identify two (2) of its Members from the ACT and Australian Governments to perform the role of Co-Chair.
 - A Secretariat will be identified by the Chapter's members following the first meeting.
- Establishment time is to be no more than 12 months from the first meeting
- Election of two new Chairs will be held in the first meeting following the 12 month establishment date

IMPORTANT NOTE:

- Once these elections are finalised this attachment/page titled 'Temporary Committee Requirement' will be removed from the Chapter's TOR.