

Subcommittee/Reference Group Name TERMS OF REFERENCE

Objective

(Detail the objective of the subcommittee/reference group and how it supports the SEMC)

Functions

(List the functions the subcommittee or reference group will complete. Where possible link these to functions of the SEMC or the SEMC Strategic Plan. These will often detail how the group will interact with other subcommittees, reference groups and existing procedures)

Sponsor:	
Chair:	
Deputy Chair:	
Effective Date	(insert effective date of terms of reference)
Membership:	Members representing the all-hazards EM sector will be nominated and selected based on demonstrated experience, expertise to fulfil the functions of the subcommittee / reference group. Through its membership, the group aims to ensure all aspects of the membership capabilities are represented. (List capabilities or organisations required to meet the objectives and functions)
Quorum	In order for decisions to be made at meetings there is to be a quorum of at least 50% of membership.
Governance	State EM Preparedness Procedure 20 established the procedures of this subcommittee / reference group.