



EMSINA Terms of Reference			
Version:	Date:	Author:	Comments:
0.1	16/05/2016	Aaron Cashion	First draft
0.2	27/06/2016	Aaron Cashion	SF, TS & KO feedback incorporated
1.0	21/7/2016	Aaron Cashion	EMSINA Meeting Feedback

Name of group: Emergency Management Spatial Information Network Australia (EMSINA)

Title: Terms of Reference

Purpose / role of the group:

On behalf of Australia's emergency management community, EMSINA will support improved emergency management through the use and promotion of location based information, services and capabilities

EMSINA 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 spatial information industry

Membership:

- Membership is open to Australian state, territory and federal government representatives from the spatial industry who have a direct professional interest in emergency management and national security matters.
- The executive of the committee shall comprise of a chairperson and co-chairperson or deputy chairperson
- The chairperson/s shall perform the role for a period of 2 years only
- Nominations for the role of chairperson/s and or deputy chairperson 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 on-line during the meeting and the outcome will be announced before the close of the meeting
- Secretariat support can be provided by any active member/s

Accountability:

- All members shall conduct the affairs of EMSINA 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 state, territory or federal government
 - As part of this representation members shall undertake broader consultation within their jurisdiction where applicable or when warranted
- The chairperson/s, or in their absence, the deputy chairperson, shall chair all meetings
- The chairperson shall have a deliberate vote and in the event of a tied vote, a casting vote
- Subject to any resolution of the group, the chairperson/s shall be signatory to all documents requiring execution by EMSINA

Working methods / ways of working:

Meetings

- EMSINA will hold three formal meetings each year, and, these will be rotated around the jurisdictions
- Members are required to fund their own airfares, accommodation and associated costs to attend meetings
- The chairperson, jurisdictional 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 Members Page of 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 chairperson.
- The chairperson will chair the meetings
- The nominated secretariat will take meeting minutes

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 website and google drive content

Meeting Expenses

- Hosting jurisdictions are responsible for finding suitable meeting venues and are responsible for funding both the meeting venue and catering (lunch, morning and afternoon tea)

Review:

- EMSINA will review the relevance and value of its work and the terms of reference upon the election of a new chairperson/s, or as required by the membership