State Emergency Service
Association of NSW

Terms of Reference

Technical Sub-Committee

1. Purpose

The Technical Sub-Committee provides the Association with informed, independent technical advice on relevant operational, professional, and industry matters.

Its purpose is to support evidence-based decision making by promoting contemporary standards, best practice, and professional development relevant to NSW SES members.

2. Authority

The Technical Sub-Committee is established under Clause 24 of the Constitution and Rule 22 of the Association Rules. Functions are delegated by the Committee as set out in the Instrument of Delegation. The Sub-Committee makes recommendations only and does not have the authority to bind the Association.

3. Responsibilities

The Technical Sub-Committee shall:

- Provide technical advice and subject matter insight to inform the Association on industry standards, emerging practice, and professional considerations relevant to the Association's objectives.
- Establish and oversee specialist Advisory Groups comprising subject matter experts on relevant topic areas.
- Coordinate input from Advisory Groups and consolidate advice into clear, practical recommendations for the Committee.
- Support the Association and its members through guidance on professional development, capability uplift, and contemporary best practice.
- Monitor developments, research, and innovations relevant to emergency management and related disciplines, and advise the Committee accordingly.

4. Membership

- Membership of the Technical Sub-Committee are appointed by the Committee.
- Membership should reflect a balance of technical expertise, professional experience, and credibility relevant to the Sub-Committee's scope.
- Advisory Groups may include external subject matter experts, appointed for their expertise.
- A Chair shall be appointed by the Committee to coordinate the Sub-Committee's activities.

5. Reporting

- The Technical Sub-Committee reports to the Committee through its Chair.
- Advice, findings, and recommendations are to be provided in written or verbal form as requested by the Committee.
- Minutes of meetings must be kept in accordance with Rule 30 and submitted to the Committee.
- The Chair will provide a summary report and recommendations to each Committee meeting.

6. Document Control

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This Terms of Reference may only be amended or revoked by resolution of the Committee, in accordance with Constitution and Association Rules.