State Emergency Service
Association of NSW

Terms of Reference

Advocacy Sub-Committee

1. Purpose

The Advocacy Sub-Committee provides advice and recommendations on external representation and advocacy matters. It focus includes issues raised by members, advocacy positions, submissions, legislative or policy matters, emerging issues and member consultation.

2. Authority

The Advocacy 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

- Review issues raised by members and make recommendation to the Committee.
- Draft advocacy positions, submissions and statements for approval.
- Identify emerging policy or legislation issues affecting members.
- Recommend when broader member consultations is appropriate.
- Research and share best practice approaches to emergency service advocacy.

4. Membership

The Committee will appoint at least three members of the Association, including a Chair. Membership may also be extended to subject matter experts or advisors from outside the Association, where specialist knowledge or skills are required.

5. Reporting

- 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

Approved by	Executive Committee
Approval Date	05 Oct 2025
Effective Date	05 Oct 2025
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Version	1.0

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