



# Regional Emergency Management Planning

UPDATED JUNE 2020

## Sub-committee and Working group Fact Sheet

---

This fact sheet has been produced for REMPCs to provide further information and guide the establishment of sub-committees and working groups.

### What is the difference between sub-committees and working groups?

Your REMPC will most likely establish both working group and sub-committees. The difference between the two relates to the purpose and ongoing governance of these sub-structures within your REMPC.

#### *Sub-committees*

A sub-committee will be established where there is a need to maintain a continuous or longer-term body of work. Sub-committees may be formed for hazard specific purposes, eg fire planning, or for capability focused reasons such as a training and exercising sub-committee.

#### *Working groups*

A working group is established with an express purpose and will generally be time limited. As an example, we would expect most IREMPCs to establish a 'Regional Emergency Management Plan (REMP)' Working group to develop your REMP prior to October 2020. It is expected that the working group would be dis-established when it has delivered the specified work.

### REMP membership on a sub-committee or working group.

There should be a member of the REMPC on each sub-committee or working group, and it is recommended this person undertakes the role of chair/lead.

This will:

- Provide appropriate oversight of the effective function of the sub-committee/working group
- Ensure that the priorities/objectives of the REMPC are being met through the work of the sub-committee/working group
- Provide an appropriate reporting channel back into the REMPC.

Whilst this is a recommendation, it is understood that there may be occasion where an alternate chair is identified. In this situation, the sub-committee or working group must ensure that they provide regular updates to the REMPC in accordance with the terms of reference.

### Who should sit on a sub-committee/working group?

The members of sub-committee/working groups should hold appropriate expertise, knowledge and experience to fulfil the objectives of the group.

REMPs can invite whomever they see as appropriate to sub-committees/working groups. This could include relevant experts, industry members, or staff from within their agencies. Sub-committees/working groups will likely be the 'doing bodies' that report up to the 'decision-making' body, the REMPC. Members do not have to be from agencies that are represented on the REMPC.

### **What governance requirements exist for sub-committees/working groups?**

Sub-committees and working groups are required to have a terms of reference (ToR). EMV has developed a draft ToR template for sub-committees/working groups to complete. EMV has also created several resources that will assist sub-committees/working groups and reduce the administrative burden of running these. This includes:

- A written report to the REMPC template
- An agenda template

These can be found [here](#) under the REMPC sub-committee and working group governance folder.

It is important to note that the sub-committee or working groups is responsible for resourcing all relevant positions/functions of the group, eg meeting facilitation services.