



State Municipal Emergency Management Enhancement Group Governance Rules

What is the State Municipal Emergency Management Enhancement Group (MEMEG)?

- It is a state level committee of local government emergency management practitioners

Purpose:

- Supports and advises local government emergency management practitioners
- Provides a support and knowledge sharing network for local government emergency management practitioners
- Advocates on behalf of the local government emergency management practitioners on emergency management strategy and policy
- Avoids prescriptive rules and acts in a sharp and simple fashion which is outcome focussed

Vision:

- Promote best practice in municipal emergency management and reduce inconsistency across the state

Mission:

- Local Government Emergency Management Practitioners collaborating to ensure best practice emergency management at the municipal level

Role of MEMEG:

- Sharing of ideas to support local government emergency management practitioners
- Contribute to increased knowledge and awareness of emergency management within local government
- Promote the integration of emergency management into the business as usual of councils
- Identify, articulate, and support the needs of local government emergency management practitioners, through such means as professional development, leadership, and mentoring
- Raise awareness of local government roles, capabilities, and capacities in municipal emergency management across all relevant agencies
- Encourage and enhance collaboration of emergency management knowledge and skills
- Foster the regional local government emergency management forums, including representation on MEMEG
- Conduit for the Regional MEMEGs to communicate and collaborate
- Provide advice to Municipal Association of Victoria & Local Government Victoria
- Not to duplicate arrangements already in place or legislated for at the local, regional, or state levels

Chair / Deputy Chair:

- At the first meeting of each calendar year, a Chair and Deputy Chair will be elected for a 12 month term via a formal vote of all member councils
- The Chair (or Deputy in their absence) will
 - Chair meetings
 - Lead the group by advocating and influencing on behalf of MEMEG
 - Sign outgoing correspondence
 - Be the spokesperson for MEMEG as required, representing the position of MEMEG or nominate a spokesperson to represent MEMEG
 - Ensure that agendas and minutes are distributed in timely manner by the host council member
 - Build and maintain relationships with members (including regional MEMEGs / other collaborations)

Member Organisations:

- Local Government Emergency Management Practitioners from all Municipal Councils
- Regional MEMEG/Cluster/Partnership Forum Representatives
- Municipal Association of Victoria

Agency attendance:

- Agencies will attend meetings only at the request of State MEMEG to discuss any identified concerns

Meetings:

- Meetings will be held across the state or online, and be hosted by local government
- Notes will be taken by the host council and shared electronically on completion of the meeting



Annual Forum

- MEMEG will endeavour to run an annual forum hosted at a regional council to present case studies, and to share ideas which address emergency management related issues identified at local and regional levels

What does success look like?

- Outcomes to address issues are identified, including timeframes (short>medium>long term) and ownership
- Identifies what interventions are most needed or useful:
 - Advocate – identify and advise what we need from whom and how they can act to assist
 - Collaborate – drive and promote who needs to work together on what processes or outcomes
 - Act – take ownership and lead the production of an improvement or practice



State Municipal Emergency Management Enhancement Group:
Is a state level committee of local government emergency management practitioners.

“Connected”

“Knowledgeable”

“Collaborative”

“Authoritative”

“Capable”

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