

<b>Chair</b>	<p>Chair: MAV Board member.</p> <p>Deputy Chair: MAV Board member.</p> <p>Meetings held during the Board caretaker period are chaired by an MAV Officer.</p>
<b>Purpose</b>	<p>To provide advice to the MAV on local government emergency management matters identified by the sector in the MAV Strategic Plan, or in response to emergency management sector priority projects.</p>
<b>Scope</b>	<p>The committee will focus on strategic matters specifically related to the role of local government in emergency management, as identified in legislation, policy, or other sector doctrine (e.g.: State Emergency Management Plan).</p>
<b>Membership</b>	<p>The Board determines membership through an Expression of Interest process.</p> <p>The MAV will aim to ensure that the membership reflects the diversity of the local government sector including ethnicity, age, gender, role (councillors and senior council officers) and location (metropolitan, regional and rural). No more than two representatives from each council will be permitted.</p> <p>Members must nominate an ongoing substitute member who they can delegate meeting attendance to, should they be unavailable to attend. Substitute members can only attend when the primary member is unable to do so.</p> <p>Primary members who fail to attend three or more consecutive meetings without an apology or provision of a substitute will be deemed to no longer be a member of the Committee.</p>
<b>Role of members</b>	<ol style="list-style-type: none"> <li>1. To attend all meetings in-person or via video link (where available).</li> <li>2. To respond to out-of-session communications.</li> <li>3. To advise on emergency management matters specifically related to the role of local government within their municipality and/or region.</li> <li>4. To participate in the development of MAV state-wide policy positions.</li> <li>5. To support strategic decision making on emergency management matters specifically related to the role of local government (e.g.: relief and recovery).</li> </ol>
<b>Meetings, quorum and casting vote</b>	<p>Meetings will be held quarterly, and can be held virtually if required.</p> <p>A quorum is required to make decisions and will be achieved with the Chair, Deputy Chair or other nominated MAV Board Member, and 30 per cent of committee members.</p> <p>The Chair will have a casting vote in the event of a deadlock on any matter requiring a decision of the Committee.</p>

<p><b>Term of committee</b></p>	<p>The Committee will operate until 31 December 2022, at which time the membership and Terms of Reference will be reviewed by the MAV Board.</p> <p>A review of the Terms of Reference may be conducted at any other time, however, proposed updates will be subject to the approval of the MAV Board.</p>
<p><b>Reporting</b></p>	<p>Minutes and outcomes of Committee meetings will be reported to the MAV Board by the Chair.</p> <p>Member councils will be informed of the decisions and activities of the Committee as appropriate.</p>
<p><b>MAV resourcing</b></p>	<p>The MAV office will provide secretariat support to enable effective operation of the Committee.</p>
<p><b>Media and communications</b></p>	<p>The MAV President is the default media spokesperson for the MAV.</p> <p>The President may, at times, give express permission for the CEO or another person to act as a spokesperson on a specific emergency management matter.</p> <p>All media inquiries that occur in your capacity as a member of this committee should be directed to MAV Communications.</p>