

## Local Emergency Management Committee (LEMC) Representative

NSW Department of Primary Industries (DPI) is the combat agency for biosecurity and food safety emergencies and the responsible agency for agricultural and animal services functional area (AASFA) which supports combat agencies when agricultural and animals are impacted by emergencies in NSW. AASFA is led by the Agriculture and Animal Services Functional Area Coordinator (AASFAC).

The Local Emergency Management Committee (LEMC) representative is responsible for liaising with local authorities on emergency management (EM) and reporting on behalf of DPI to the DPI Regional Emergency Management Committee (REMC) representative. The role encompasses prevention, preparedness, response and recovery (PPRR) across all hazards that DPI has responsibility for in the Local Emergency Plans (LEMPs).

### Responsibilities

#### Preparedness

1. Represent AASFA and DPI biosecurity on a Local Emergency Management Committee (LEMC).
2. Provide animal and agricultural advice and expertise for the preparation of local emergency plans.
3. Report meeting outcomes to the DPI REMC representatives and contribute DPI/AASFA initiatives to LEMC meetings.
4. Build and maintain strong relationships to actively reinforce and promote emergency prevention and preparedness to reduce the impact of emergencies on primary industries and animals (including pets and wildlife), including:
  - a. Provision of advice and guidance to local stakeholders
  - b. Coordinate/participate in local risk-based projects
  - c. Establish and maintain communication networks with local stakeholders
5. Implement State Emergency Management Committee (SEMC) and REMC plans, policies and procedures at a local level
6. Ensure inter-agency coordination and cooperation including contributing to development, conduct, evaluation and/or reporting on local EM exercises

#### Response

7. Assists the Local Emergency Operations Controller (LEOCON) as required as Agency (AASFA) Liaison Officer role and representative for the AASFAC

#### Recovery

8. Represent AASFA on recovery committees if requested
9. Lead and/or contribute to AASFA recovery if requested

### Outcomes

- Local emergency management committees are represented as a functional area and combat agency
- Quarterly local reporting to state and regional AASFA representatives
- Engaged local stakeholders, including maintenance of contact lists
- Local capacity and capability status determined
- Local biosecurity and AASFA risks identified and planned for



### Position criteria

1. Sufficient time and resources to allocate to the LEMC role (additional to substantive role responsibilities)
2. Knowledge and understanding relevant to the role, including
  - a. DPI's role in all-hazards approach to prevention, preparedness, response and recovery
  - b. State, supporting and sub-plans, regional and local plans, and MoUs including roles of agencies and organisations
  - c. Local area agricultural industry, networks, facilities and resources
  - d. DPI/LLS and AASFA emergency management capacity and training
3. Ability and experience in liaising with other organisations and stakeholders including the community.
4. Experience in identification and treatment of risks, including work, health and safety.
5. Effective communication (oral and written) and interpersonal skills, including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel.
6. Demonstrated ability to work effectively in a team and independently.