

Local Emergency Management Committee (LEMC) Representative

The Local Emergency Management Committee (LEMC) representative is responsible for liaising with local authorities on emergency management (EM), and reporting on behalf of Department of Primary Industries (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). The LEMC representative represents DPI as both a lead/combat agency (for animal and plant biosecurity emergencies) and as a functional area i.e. Agriculture and Animal Services Functional Area (AASFA).

Key responsibilities and outputs

Responsibilities	Outputs
Represent DPI as both a lead/combat agency and as a functional area (AASFA)	<ul style="list-style-type: none"> ▪ Attend and contribute to LEMC meetings – 100% attendance or delegate on behalf of ▪ Provision of animal and agricultural advice & expertise to the LEMC ▪ Contribution to communication flow, such as incident briefs, debriefs, plans, sitreps ▪ Maintain communication flow, e.g. report meeting outcomes to the DPI REMC representative and contribute DPI/AASFA initiatives to LEMC meetings ▪ Referral of requests for assistance to appropriate areas ▪ Effective allocation and utilisation of resources ▪ Perform an Agency Liaison Officer role in an EOC ▪ Maintain DPI, LLS and other local resources contact information
Build and maintain strong relationships to actively reinforce and promote PPRR and DPI responsibilities	<ul style="list-style-type: none"> ▪ Know and communicate with local stakeholders (eg community groups, AASFA supporting organisations, resource and service providers) ▪ Provide advice and guidance to stakeholders ▪ Coordinate/participate in local risk based projects in conjunction with the DPI EM Unit ▪ Liaise with REMC representatives, local EM personnel, AASFAC and delegates, and DPI State Coordination personnel
Implementation of SEMC, REMC and DPI plans, policies & procedures at a local level	<ul style="list-style-type: none"> ▪ Review and report on the local implementation of plans, policies and procedures for SEMC, REMC and DPI
Local emergency plans take into account DPI/LLS legislated responsibilities, plans, policies and procedures	<ul style="list-style-type: none"> ▪ Review and provide contribution to relevant local emergency plans ensuring capabilities and arrangements are correctly identified and understood
Local EM exercises test local sub plans and supporting plans	<ul style="list-style-type: none"> ▪ Contribute to development, conduct, evaluation and/or reporting on local EM exercises ▪ Participation in local and regional exercises
Local EM training	<ul style="list-style-type: none"> ▪ Coordinate, recommend and participate in local EM training for nominated personnel with the EM Unit and/or LEMC
Inter-agency coordination, cooperation and shared information through agreed pathways	<ul style="list-style-type: none"> ▪ DPI included in information distributed by other agencies ▪ DPI includes other agency information in communications

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 PPRR
 - 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.