

## Regional Emergency Management Committee (REMC) Representative

The Regional Emergency Management Committee (REMC) representative is responsible for liaising with regional authorities on emergency management (EM) and reporting on behalf of Department of Primary Industries (DPI). REMC representatives report to the State Emergency Management Committee (SEMC) representative. The role encompasses prevention, preparedness, response and recovery across all hazards that DPI has responsibility for in the Regional Emergency Plans (REMPs). The REMC 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"> <li>▪ Attend and contribute to REMC meetings – 100% attendance or delegate on behalf of</li> <li>▪ Contribution to communication flow e.g. report meeting outcomes to the DPI SEMC representative, contribute DPI/AASFA initiatives to REMC meetings and DPI LEMC representatives</li> <li>▪ Provision of animal and agricultural advice and expertise to the REMC for the preparation of the REMPs &amp; advice on Local EM Plans</li> <li>▪ Referral of requests for assistance to appropriate areas</li> <li>▪ Effective allocation and utilisation of resources</li> <li>▪ Maintain contact information for DPI</li> </ul> |
| Build and maintain strong relationships to actively reinforce and promote PPRR and DPI responsibilities                             | <ul style="list-style-type: none"> <li>▪ Know and communicate with stakeholders (e.g. P&amp;S organisations, resource and service providers)</li> <li>▪ Provide advice and guidance to stakeholders</li> <li>▪ Coordinate/participate in regional risk based projects in conjunction with the DPI EM Unit</li> <li>▪ Liaise with LEMC representatives, EM personnel, AASFAC and delegates, and DPI State Coordination personnel</li> </ul>  |
| Implementation of SEMC, REMC and DPI plans, policies and procedures at a regional level   | <ul style="list-style-type: none"> <li>▪ Review and report on the regional implementation of plans, policies and procedures for SEMC, REMC and DPI</li> </ul>   |
| Regional emergency plans take into account DPI/LLS legislated responsibilities, plans, policies and procedures                      | <ul style="list-style-type: none"> <li>▪ Review and provide contribution to relevant regional emergency plans ensuring capabilities and arrangements are correctly identified and understood</li> <li>▪ Ensure relevant LEMC plan details are included in regional plans</li> </ul>   |
| Inter-agency coordination, cooperation and shared information through agreed pathways improves regional level management capability | <ul style="list-style-type: none"> <li>▪ DPI included in information distributed by other agencies</li> <li>▪ DPI includes other agency information in communications</li> <li>▪ Participation in regional exercises and planning</li> </ul>  |
| Regional EM exercises test regional sub plans and supporting plans  | <ul style="list-style-type: none"> <li>▪ Contribute to development, conduct, evaluation and/or reporting on regional EM exercises</li> <li>▪ Support LEMC representatives in exercises</li> </ul>   |
| Regional EM training  | <ul style="list-style-type: none"> <li>▪ Coordinate, recommend and participate in regional EM training for nominated personnel with the EM Unit and/or REMC</li> </ul>  |
| Regional EOC established for operations   | <ul style="list-style-type: none"> <li>▪ Assist the Regional Emergency Operations Controller as required as Liaison Officer and representative for the AASFAC</li> </ul>  |

### Position Criteria

1. 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. Regional area agricultural industry, networks, facilities and resources
  - d. DPI/LLS and AASFA emergency management capacity and training
2. Ability and experience in liaising with other organisations and stakeholders including the community.
3. Experience in identification and treatment of risks, including work, health and safety.
4. Effective communication (oral and written) and interpersonal skills, including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel.
5. Demonstrated ability to work effectively in a team and independently.