



Wimmera Municipal Emergency Management Planning Committee Yarriambiack Community Representative

Position title: Wimmera MEMPC – Yarriambiack Community Representative

Department: Emergency Management

Location: Yarriambiack Shire Council

Appointment: Two-year fixed term, with the opportunity to reapply for another two-year term (voluntary position)

Position objectives

The Wimmera Municipal Emergency Management Planning Committee (MEMPC) consists of representatives from government and non-government emergency response and recovery agencies. The purpose of the Wimmera MEMPC is to integrate resources to prevent, mitigate, respond to, and recover from emergencies in the Wimmera region.

The MEMPC plans for various emergencies that may occur within the Hindmarsh, Horsham, West Wimmera and Yarriambiack municipalities, and is responsible for preparing the Municipal Emergency Management Plan (MEMP).

Members are expected to participate in the MEMPC as a partnership, providing advice and making decisions in the best interest of the citizens of Victoria. The MEMPC acknowledges and respects members' existing responsibilities, accountabilities, and associated levels of resourcing.

Key responsibilities

The Wimmera MEMPC maintains an awareness of municipal capability and capacity to support effective mitigation, response, and recovery activities. All MEMPC members will:

- Facilitate or assist with activities that support capability and capacity uplift, including community engagement activities, multi-agency exercises, and training for continuous learning and improvement.
 - Prepare for, prioritize, and attend scheduled meetings (four meetings per year rotated across the Yarriambiack, Horsham, Hindmarsh and West Wimmera municipalities).
 - Proactively contribute to the work of the MEMPC.
 - Provide meeting papers to the chair at least one week before a meeting.
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- Respect confidential and privileged information.
 - Represent all areas of their agencies and associated entities.
 - Report on recent relevant agency activity relating to emergency management mitigation, response, or recovery activities, focusing on emerging risks or opportunities.
 - Engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks when decisions or actions are outside their authority.
 - Identify and liaise with subject matter experts or key representatives from their agencies to participate in the MEMPC, its sub-committees, or working groups.
 - Advocate for and report back to their agencies on MEMPC outcomes and decisions.
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Risk management

Municipal planning applies risk-based analysis to mitigate or reduce the consequences of emergencies on the built, economic, social, and natural environments and improve community outcomes. Planning considerations include prevention, preparedness, response, and recovery, and apply to all hazards and communities.

Specialist skills and knowledge

Ideally, the MEMPC community representative will have:

- An understanding of the Victorian emergency management arrangements.
 - An understanding of the Council's services, community, and resources.
 - Sound community links.
 - The ability to obtain, evaluate, and deliver information.
 - Strong interpersonal skills, and can work well as part of a team.
 - Excellent communication skills.
 - Stakeholder management experience.
 - A current driver's license.
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Community representation guidelines

Selection and appointment

Section 59A of the Act specifies that one or more community representatives must be appointed, as invited by the Chairperson on behalf of the MEMPC. The MEMPC has deemed that community representatives may be chosen from the following sectors:

- Industry/production
- Business/retail
- Tourism
- Agriculture/viticulture
- Education/school camps
- Youth - young leader(s) (16 years +)

The MEMPC will call for written expressions of interest from members of the community to fill the community representative positions. The call for expressions of interest will be advertised in local media.

Selection criteria

Expressions of interest will be assessed against the following selection criteria:

- Genuine interest in providing positive community emergency management outcomes.
- Confidence and capability to communicate between community and committee environments.
- Understanding or ability to learn/interpret emergency management dialogue.
- Ability to provide community perspective regardless of personal bias.
- Good understanding and knowledge of the local and broader Shire Council community.

Selection panel

The selection panel will consist of no more than three MEMPC members who are selected by the committee. Ideally, these members will represent local government, response, and relief and recovery areas of emergency management. The panel will:

- Assess submissions.
- Interview applicants (at its discretion).
- Select and appoint community representatives to the committee.

While selection will be based on merit, the panel will attempt to ensure geographical representation from across the municipal district.

Term of appointment

Community representatives will serve a term of two years on the MEMPC. After this time, the MEMPC can vote to keep the community representatives for another term, or existing community representatives may reapply. This is a voluntary position.