



Role Descriptions - State Planning Section

1. State Planning Manager

Responsibilities

- Assist the State Controller in planning the control activities in the State by developing Incident Action Plans (IAP's), including forecasting resource needs to support operational strategies, integration of risk management, and developing communication strategies
- Manage the planning of the campaign, assessing strategies and providing direction, including advising Local Coordination Centres (LCC's)
- Establish information reporting requirements (collection, evaluation and dissemination) on the current and forecast situation, including timely and accurate Situation Reports (sitreps)
- Manage staffing in the Planning section including rosters, briefing/debriefing, fatigue and health and safety
- Provide weather and other necessary specialist information and incident behaviour predictions
- Identify key risk exposures relating to the incident
- Disseminate information relevant to controlling the incident and potential safety issues
- Develop alternative incident objectives and strategies and identify the risks and likely outcomes associated with each, ie plan for problems
- Identify the preferred incident objective and strategies, including justification, for discussion by the Incident Management Team and approval of the State Controller
- Conduct planning meetings;
- Arrange briefing/debriefing meetings;
- Develop, and review as necessary, an appropriate Communications Plan, including provision of incident information services as appropriate to incident personnel, the media and the public
- Prepare mapping information as appropriate
- Develop and maintain an effective register of resources requested at a state level (en route, allocated to and released from the incident)
- Consider recovery and rehabilitation in IAP
- Develop information sharing and transitional arrangements with recovery organisation(s)
- Liaise with State Council for LHPAs and other industry bodies as necessary
- Establish and maintain clear communication links with the LCC's
- Advise the State Controller on the Concepts of Operations
- Negotiate with other departmental programs on use of their staff
- Oversee areas of responsibility and workloads of State Logistics Manager and State Operations Manager
- Brief staff when they are commencing duty and at the change of a shift.

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Control multi-agency emergency response (PUAOPE006A)
- Identify & treat risks (PSPGOV417A)
- Liaise with other organisations (PUACOM007A)

- Manage emergency operations (PUADEFRM205A)
- Organise workplace information (PSPGOV307B)
- Plan & develop strategies to support organisational policy (PUAPOL017A)
- Work effectively in an emergency disease response (RTE3410A)

2. State Planning Coordinator

Responsibilities

- Supports the State Planning Manager in developing systems for the Planning Section to manage information, develop plans, and integration of risk management

Skills and Competencies

- Administer simple projects (PSPPM405A)
- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Identify & treat risks (PSPGOV417A)
- Lead small teams (PRSSO323A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

3. State Resource Officer

Responsibilities

- Identify and plan for resource needs within the SCC, by preparing estimates for personnel and equipment requirements for the Planning Officer
- Prepare and maintain an organisational chart and resource allocation / status (through liaison with the Operations and Logistics Sections)
- Provide the Logistics Section with information on future resource needs
- Provide resource summary lists to the Situation Officer

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

4. State Mapping & GIS Officer

Responsibilities

- Maintain current mapping of operation activities including evaluation of data quality
- Provide daily update of current activities to SCC, LCCs and FCPs as requested
- Coordinate entry of task onto mapping data system, e.g. permissions to spray, locust reports and insecticide application sites
- Ensure data are transferred to Frontgate system

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

5. State Situation Officer

Responsibilities

- Source information daily from SCC sections and all LCCs to produce current situation reports (sitreps) covering activities undertaken, milestones reached and proposed actions
- Attend all briefings
- Establish and maintain clear communication links with the State Planning Manager and State Controller
- Evaluation, analysis and display of incident status and situation information for personnel
- Prepare predictions at periodic intervals or upon request of Planning Manager
- Provide situation status information, including resources and maps, as requested
- Participate in incident planning meetings as required

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

6. State Information Officer

Responsibilities

- Maintain accurate and complete incident files
- Collects, collates and confirms information for the Planning section
- Ensures relevant information is available for each functional area
- Provides information in a timely manner for the Incident Action Plan (IAP) and sitreps

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

7. State Communications Officer

Responsibilities

- Keep the public, operational staff, other departmental staff (especially NSW DPI media) and local community informed of the background, progress and requirements of the response
- Prepare and implement a Communications Plan that supports the Strategic Plan from the SCC, including identification of relevant target groups
- Prepare and disseminate information for the media, staff and community (affected and general)
- Coordinate servicing of the media and SCC visitors
- Establish and manage the telephone, email and web systems for handling general requests from the community – information officers may need to be appointed
- Prepare initial news releases which may be required
- Liaise with section managers and the NSW Locust Commissioner and Deputy Commissioner to gather accurate and current technical details about the outbreak
- Liaise with the Minister's press secretary to ensure that the Minister and ministerial staff are kept fully briefed, and prepare ministerial releases where appropriate
- Liaise with the media units of other States/Territories and the Commonwealth to ensure consistency of information released

Skills and Competencies

- Authorised to handle media
- Manage public affairs (PSPPA601A)
- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

8. Technical Specialists

Responsibilities

- Review control activities, assessing strategies and identifying any technical issues
- Recommend enhancements/changes to policies and procedures to State Planning Manager
- Provide advice as requested
- Advise on compliance with policies and procedures
- Provide technical advice on:
 - Suitable insecticide choice for individual application sites experience
 - Buffer zone and sensitive area method of application
 - Biological control
 - Locust density assessment and general locust identification knowledge
- Provide information to landowners
 - Landowner briefings as per communications strategy and in conjunction with relevant control/coordination centre
 - Have input into strategic planning
 - Assist in major planning activities
 - Provide material for media release

Skills and Competencies

- Detailed knowledge of plague locusts and control methods
- Administer simple projects (PSPPM405A)
- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Identify & treat risks (PSPGOV417A)
- Lead small teams (PRSSO323A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

9. Legal Support

Responsibilities

- Prepare and arrange approved proclamations, delegations and orders
- Ensure all strategies and operations are legal
- Provide legal advice on specific issues as they arise
- Prepare and arrange approved prosecutions
- Check each key position has appropriate delegated powers and arrange if necessary
- Arrange for necessary gazettal and public advertisement of orders, notices etc
- Maintain a log of orders, notices etc and the time/date on which they came into effect
- Maintain a list of officers (on duty and on call) who are authorised to exercise various powers under legislation

Skills and Competencies

- Qualified legal officer
- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

10. Liaison Officer

Responsibilities

- Complete induction process
- Obtain briefing from Planning Manager
- Attend planning meetings as required
- Provide input on use of agency resources
- Cooperate fully with Controller and incident personnel
- Oversee the well-being and safety of agency personnel assigned to the incident
- Advise Planning Manager of any special agency needs or requirements
- Determine if any special reports or documents are required
- Report back to agency on prearranged schedule
- Ensure all agency personnel and/or equipment is properly accounted for and released prior to your departure
- Ensure all forms, reports and documents are completed prior to your departure
- Have debriefing session with Planning Manager prior to departure

Skills and Competencies

- Knowledge of home agency and NSW DPI emergency arrangements