

Emergency Response Roles & Responsibilities

This document lists the roles performed in Biosecurity and Natural Disaster emergencies by personnel from Department of Primary Industries (DPI) and participating and supporting organisations. It provides guidance on the types and level of skills required and additional responsibilities performed by that role. It consists of two tables; the first lists all the role titles and is organised by employment level and functional area. The second table details the skills and responsibilities required by each role. Selecting the correct role level and function is critical to ensure individuals are employed in the most appropriate area for their capabilities.

Note: When selecting a role, the individual must have the skills for the level (as described in the left column of Table 2) and be able to carry out the role responsibilities (listed under the functions in Table 2).

Table 1: Role List

Table 2: Roles and Responsibilities - Roles are aligned to a [training level](#) and its functional employment. The skills required for each role are listed at each level (left column). In addition to the skills required for each level, each role has specific responsibilities associated to it. Responsibilities are listed under the role title in the functional columns and are applicable to both State (strategic) and Local (operational) roles. Additional response specific roles and function responsibilities are available in [AUSVETPLAN](#), [PLANTPLAN](#), [AQUAPLAN](#), and for [marine pollution \(oiled\) Wildlife Unit roles](#). A complete list of responsibilities, outputs and position criteria is in the [DPI emergency response roles](#).

Table 1: Role List

Level ↓	Functions →	Control	Planning/Intelligence	Public Information	Operations	Logistics	Finance
Command - Incident Management Team (IMT)		Incident Controller Deputy Incident Controller	Planning Officer Intelligence Officer	Public Information Officer	Operations Officer	Logistics Officer	Finance Officer
Group Leader					Operations Group Leader -IP Operations Manager -Movements Manager -Investigations Manager -Vaccinations Manager -Operations Manager (ND) Officer-in-Charge (FCP) Marine Division Commander -Oiled Wildlife Coordinator -Oiled Wildlife Divisional Commander -Oiled Wildlife Sector Commander	Marine Logistics -Oiled Wildlife Logistics Manager	
Team Leader			Planning Team Leader Resource Team Leader Intelligence Team Leader		Operations Coordinator -IP Operations Coordinator -Permit Coordinator -Mobile Security Coordinator -Tracing Coordinator -Surveillance Coordinator -Vaccination Coordinator Field Team Leader (Bio & ND) IP Site Supervisor Marine Crew Leader -Oiled Wildlife Crew Leader	Logistics Team Leader	
Responder			Planning Support Situation Support	Community Engagement Support Rural Resilience Support	Field Crew Field Crew(Vet) Field Crew (Movements) Locusts Field Crew Air Surveillance Crew (Locusts) Air Surveillance Crew (Animal welfare) Oiled Wildlife Field Crew	Logistics Support	Finance Support
Specialist		Agency Liaison Officer (ALO) Safety Advisor Industry Liaison Officer (ILO)	Mapping/GIS Technical specialist e.g. Epidemiologist & Legal Officer Auditor	Media Liaison		Communications Support	

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Table 2: Role skills and responsibilities

Level & Skills↓	Functions →	Control	Planning/Intelligence [#]	Public Information	Operations	Logistics	Finance
Command - Incident Management Team (IMT) <i>Ability to:</i> <ul style="list-style-type: none"> Develop & apply plans & policy to resolve the incident Provide leadership Liaise with inter- & intra-organisations, communities & incident personnel Undertake risk analysis & make critical decisions Work under pressure 	Incident Controller <ul style="list-style-type: none"> Provide leadership & direction for resolution of incident Oversee the IMT Maintain safety Approve & implement plans & strategies (IAP) Maintain effective liaison & cooperation with communities, agencies Initiate recovery activities Deputy Incident Controller <ul style="list-style-type: none"> Act as IC if required Support IC – liaison, safety, manage IMT 	Planning Officer Intelligence Officer <ul style="list-style-type: none"> Manage Planning/Intelligence section/s Risk analysis of the incident & potential control actions Develop alternate control objectives & strategies Develop the IAP & subordinate plans Plan incident demobilisation Collection, collation & analysis of intelligence /information Provision of reports (sitrep) Maintain safety 	Public Information Officer <ul style="list-style-type: none"> Manage PI section Gather accurate information from Planning Provide incident information to threatened communities, public & other stakeholders Prepare warning messaging Social media messaging Manage media Engage in community liaison Provide information to IMT Maintain safety 	Operations Officer <ul style="list-style-type: none"> Manage Operations section Contribute to & implement the IAP Manage, supervise & monitor operations Report on situation, control progress & emerging risks Maintain records of activities Ensure safety & report incidents/accidents 	Logistics Officer <ul style="list-style-type: none"> Manage Logistics section Procure & maintain resources, facilities, services & materials Contribute to the IAP Provide progress reports Estimate future requirements Administrative responsibilities; record keeping, personnel administration Maintain safety 	Finance Officer <ul style="list-style-type: none"> Manage Finance section Provide sound financial management Oversee financial management & financial record keeping Oversee insurance & compensation claims Maintain safety 	
Group Leader <i>Ability to:</i> <ul style="list-style-type: none"> Manage personnel & contractors Manage technical data & records Assess & plan resource requirements Liaise with stakeholders Provide leadership Work under pressure 					Operations Group Leader Officer-in-Charge (FCP) <ul style="list-style-type: none"> Implement IAP Report on activities Use record systems Manage resources & personnel for unit/FCP Maintain safety Capture improvements Manage sector, divisions or multiple teams to achieve incident objectives Marine Division Commander See Wildlife Unit Roles	Oiled Wildlife Logistics Manager See Wildlife Unit Roles	
Team Leader <i>Ability to:</i> <ul style="list-style-type: none"> Maintain safety & welfare Brief & debrief teams Supervise & allocate tasks to teams/crew Use information systems to manage data Communicate effectively 			Planning/Resource/Intelligence Team Leaders <ul style="list-style-type: none"> Coordinate relevant Unit Establish objectives to meet the goals of the planning section Lead completion of tasks & objectives Control output of team members towards objectives making changes if necessary Contribute to development of reports & plans 		Operations Coordinator <ul style="list-style-type: none"> Oversee field operations Manage resources Maintain safety IP Site Supervisor Field Team Leader <ul style="list-style-type: none"> Maintain site safety Supervise site activities Maintain site biosecurity Manage site resources & personnel Maintain records & report on activities 	Logistics Team Leader <ul style="list-style-type: none"> Establish objectives to meet the goals of the logistics section Lead completion of tasks & objectives Control output of team members towards objectives making changes if necessary Contribute to reports & plans 	

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Responder (i.e. general responder) <i>Ability to:</i> <ul style="list-style-type: none"> Work safely Maintain accurate records Conduct assigned tasks Follow incident plans, policies & procedures Communicate effectively 			Planning Support Situation Support <ul style="list-style-type: none"> Gather & analyse data to assess current & future requirements Use of systematic decision making processes Continually monitor intelligence & operations to determine situation Update systems to influence planning & decision making Based on objectives make recommendations for resolution of the incident Contribute to development & assessment of plans to resolve incidents 	Community Engagement Support <ul style="list-style-type: none"> Conduct stakeholder analysis Monitor & analyse public enquiries Interpret incident data into community information Liaise with incident functions & other government agencies Conduct community engagement activities Report on activities Contribute to reports & plans Rural Resilience Support <ul style="list-style-type: none"> Provide support services to affected communities Provide information, tools and development opportunities to build community skills Assist affected communities preparing for the future 	Field Crew Locust Field Crew <ul style="list-style-type: none"> Undertake field activities Complete records Maintain & track resources Interact with public/owners Maintain safety Air Surveillance Crew (Locusts) Air Surveillance Crew (Animal welfare) <ul style="list-style-type: none"> Undertake air surveillance in accordance with procedures & task profiles Ensure a safe work environment Participate in briefings & debriefings 	Logistics Support <ul style="list-style-type: none"> Plan & prioritise work to meet logistics section objectives Use & provide support for information management systems Maintain accurate records Maintain & coordinate unit resources Source resources Contribute to reports & plans 	Finance Support <ul style="list-style-type: none"> Maintain financial & administrative response requirements Contribute to finance & administration plans Coordinate contracts, procurement services, accounts payable & receivable services Maintain financial reporting Forecast financial needs
Specialist <i>Ability to:</i> <ul style="list-style-type: none"> Communicate effectively Work under pressure Maintain records & provide reports on activities Work safely Follow incident plans, policies & procedures 	Agency Liaison Officer (ALO) Industry Liaison Officer (ILO) <ul style="list-style-type: none"> Represent own agency/functional area Facilitate inter-agency cooperation & shared information Capture improvements Provide input to IAP development process Communicate outcomes & issues Safety Advisor <ul style="list-style-type: none"> Maintain WHS systems Implement WHS policies, procedures & processes Monitor, evaluate & recommend improvements Promote WHS 	Mapping/GIS <ul style="list-style-type: none"> Assist in maintenance of situational awareness by providing GIS support Provide GIS product to sections as required Attain & synthesise data & information Develop maps to represent current situation & planning for incident control Technical specialist e.g. Epidemiologist, Legal Officer <ul style="list-style-type: none"> Provide technical knowledge & input to the planning process Provide technical knowledge & input to operational units as required Attain & synthesise data & information Provide advice based on technical expertise Contribute to development & 	Media Liaison <ul style="list-style-type: none"> Develop material for release Monitor (social) media for reporting accuracy & address issues Liaise with media outlets & prepare for media visits Prepare spokespeople 		Communications Support <ul style="list-style-type: none"> Determine communications / ICT requirements Attain & maintain communications equipment Develop & maintain communications network 		

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			assessment of plans to resolve incidents Auditor <ul style="list-style-type: none"> • Conduct audits including providing timely reports • Liaise with response and recovery personnel • Investigate non-conformances • Contribute to risk assessments 				

The Planning and Intelligence roles maybe separated into two units in larger incidents (in accordance with AIIMS).