



Role Descriptions - State Operations Section

1. State Operations Manager

Responsibilities

- Assist the State Controller in planning the control activities in the State by assisting in the development of strategic Incident Action Plan (IAP)
- Oversee and coordinate the operations of the Operations Section and LCCs
- Manage staffing in the State Operations section including rosters, briefing/debriefing, fatigue and health and safety
- Establish an operational structure
- Determine, allocate and plan for resources across State
- Ensure implementation and monitoring of an OH&S management system to support safe work practices by personnel
- Establish effective liaison arrangements and cooperation with all LCCs and other sections in the SCC
- Ensure implementation of the IAP to achieve incident objectives and strategies
- Ensure supply of competent and qualified personnel
- Keep personnel informed of the situation at the incident; in particular in relation to any issues that could affect their safety or welfare
- Provide regular reports on operational progress, incident situation and emerging risks to the Planning section and State Controller
- Identify new and emerging risks at the incident (including political, economic, social, public safety or environmental) and ensure these are either managed effectively and/or communicated to the State Controller and Planning Manager
- Brief staff before commencing duties and at the change of shift
- Ensure Situation Reports are provided on time to the Planning Section
- Coordinate daily operations for the Control Program including surveillance, and ground and aerial spray application

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 (PUADEFM205A)
- Organise workplace information (PSPGOV307B)
- Plan & develop strategies to support organisational policy (PUAPOL017A)
- Work effectively in an emergency disease response (RTE3410A)

2. State Air Operations Manager

Responsibilities

- Maintain communication with the State Operations Manager
- Establish and maintain communications with Local Air Operations Coordinators

- Provide aircraft operations advise and participate in the preparation of the Incident Action Plan
- Coordinate aerial operations for spray and survey aircraft
- Ensure monitoring of contractor's aircraft hours
- Ensure currency of plans, policies and procedures
- Identify new and emerging operational risks, implement appropriate controls and inform the State Operations Manager
- Ensure emergency plans are in place and implemented efficiently and effectively if required
- Liaise with external agencies and contractors regarding aircraft operations
- Ensure LCCs and FCPs comply with plans, policies and procedures and complete all NSW DPI record requirements as required eg ensure timely receipt of aerial spray records
- Ensure recording and reporting of any incidents involving aerial operations
- Ensure all staff fully understand the safety requirements when working during aerial operations including use of appropriately qualified, competent and approved personnel
- Provide daily summary reports to the State Operations Manager

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 (PUADEFM205A)
- Organise workplace information (PSPGOV307B)
- Plan & develop strategies to support organisational policy (PUAPOL017A)
- Work effectively in an emergency disease response (RTE3410A)

3. Regional Coordinator

Responsibilities

- Coordinate the response to control plan across designated LCCs
- Maintain liaison with LCCs
- Maintain liaison with LHPAs and district industry organisations in conjunction with the LCC
- Support the LCCs in establishing smooth operating procedures for all activities
- Review daily activities of the LCCs identifying problems, backlogs and reasons for backlogs
- Provide assistance to LCCs during establishment
- Provide advice on resources to State Operations Manager
- Provide Situation Reports to the State Operations Manager as required

Skills and Competencies

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