



## Role Descriptions - Local Planning Section

### 1. Local Planning Manager

#### Responsibilities

- Assist the Local Controller in planning the control activities in the region by developing and reviewing Incident Action Plans (IAP's), including forecasting resource needs to support operational strategies and tactics, integration of risk management, recovery and rehabilitation and developing communication strategies
- Establish information reporting requirements (collection, evaluation and dissemination) on the current and forecast situation, including timely and accurate Situation Reports (sitreps), safety issues, and mapping
- Manage staffing in the Planning section including rosters, briefing/debriefing, fatigue (refer to policy) and health and safety
- Provide weather and other necessary specialist information and incident behaviour predictions
- Identify key risk exposures relating to the incident
- Develop alternative incident objectives and strategies and identify the risks and likely outcomes associated with each, ie plan for potential problems
- 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
- Liaise with State Council for LHPAs and other industry bodies as necessary
- Develop and maintain an effective register of all resources requested (en route, allocated to and released from the incident)
- Develop information sharing and transitional arrangements with recovery organisation(s)
- Provide accurate and timely advice to the Local Controller

#### 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. Local Planning Officer

#### Responsibilities

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

#### Skills and Competencies

- Communicate in the workplace (PUACOM001B)

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

### **3. Local Resource Officer**

#### Responsibilities

- Identify and plan for resource needs within the LCC and FCP's, 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. Local Situation Officer**

#### Responsibilities

- Source information from all LCC sections and FCP's daily 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 Local Planning Manager and Local 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)

### **5. Local 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)

## **6. Local Communications Officer**

### Responsibilities

- Keep the public, operational staff, other departmental staff 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 target groups
- Prepare and disseminate information for the media, staff and community (affected and general)
- Coordinate servicing of the media and LCC/FCP visitors
- Manage the local telephone and email system for handling general requests from the community – information officers may need to be appointed
- Liaise closely with SCC Communications Unit on release of information

### Skills and Competencies

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