



## Role Descriptions - Local Operations Section

### 1. Local Operations Manager

#### Responsibilities

- Assist the Local Controller in planning the control activities in the region by assisting in the development of Incident Action Plans (IAP's)
- Oversee and coordinate the operations of the Operations Section and Forward Command Posts (FCP's) in accordance with NSW DPI policies, procedures and plans to achieve incident objectives and strategies
- Manage staffing in the Operations section and FCPs including rosters, briefing/debriefing, fatigue (refer to policy) and health and safety
- Establish an operational structure
- Determine, allocate and manage resources
- Determine need for logistical support
- Ensure all OH&S requirements are met to enable safe work practices to be implemented by personnel at the incident, including monitoring of compliance and efficient and accurate reporting of hazards and incidents
- Establish effective liaison arrangements and cooperation with all relevant sections and persons
- Implement process for briefing field personnel prior to deployment at the incident
- Ensure personnel are qualified and competent for their assigned task, properly equipped and effectively briefed
- Keep personnel informed of the situation at the incident; in particular in relation to any issues that could affect their safety or welfare
- Implement process for debriefing of personnel before being released from the incident or shift concerned
- Provide regular reports on operational progress, incident situation and emerging risks to the Planning section and Local 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 Local Controller as appropriate
- Brief staff before commencing duties and at the change of shift
- Ensure Situation Reports (sitreps) are provided on time to the Local Situation Officer
- Manage daily operations for the Control Program including:
  - surveillance
  - ground spray application
  - aerial spray application
- Ensure operation records are maintained according to procedures

#### 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 Air Operations Coordinator**

### Responsibilities

- Maintain communications with Local Operations Manager
- Maintain communications with FCP's and Airfield Controllers
- Ensure survey and spray pilots complete all NSW DPI record requirements including Flight Operations Return in consultation with the Airfield Controller
- Ensure aerial application records are supplied by the aircraft operator to the NSW DPI and the landholder
- Ensure all staff working at airfields fully understand the safety requirements and have appropriate qualification to be on-site
- Maintain records of aerial operations and provide summary reports at the end of each day to the State Air Operations Manager
- Ensure that any NSW DPI and LHPA staff assigned to fly in survey aircraft are appropriately competent and approved
- Record and report any incidents to the Local Operations Manager

### Skills and Competencies

- Work Safely Around Aircraft (PUAFIR209A)
- Crew Resource Management
- Experience in coordination of aircraft, including SAR training