



## Role Descriptions – Forward Command Post

### 1. Officer-in-Charge

#### Responsibilities

- Assist the LCC Operations Manager in planning the control activities in the district by assisting in the development of incident action plans
- Oversee and control the operations of the FCP including task analysis, priority setting, resource estimation and allocation, and personnel issues.
- Manage staffing in the FCP, including rosters, briefing/debriefing, fatigue and OH&S
- Ensure OH&S requirements (plans, policies, procedures and regulations) are implemented, maintained and monitored
- Ensure that the LCC is provided with regular and accurate situation reports of operational progress and other issues that arise
- Monitor the progress of the response and obtain authorisation from the LCC Operations Manager for modifications as required
- Maintain liaison with emergency service organisations, industry, and other government departments active in the post's area of operations
- Oversee the establishment of the forward command post
- Ensure induction of all personnel and daily briefing and debriefing
- Maintain an overview of expenditure to ensure that it is in accordance with policies and procedures.
- Anticipate and plan for potential problems (advising the LCC where necessary).

#### 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)

### 2. Surveillance Coordinator

#### Responsibilities

- Identify, prioritise, plan and coordinate surveillance activities within the FCP district
- Manage field surveillance staff including rosters, fatigue, OH&S and resources
- Maintain communications with all Surveillance Officers
- Implement a system for information management including provision of accurate and timely summaries, progress reports and data for mapping
- Estimate resource requirements including insecticides and provide to OIC
- Brief and debrief Surveillance Officers daily - review daily activities to identify problems, backlogs and reasons for backlogs
- Manage insecticide supplies

NOTE: Where there are more than 5 Surveillance Officers and they are operating independently, a Surveillance Coordinator should be in place to support the FCP OIC with the coordination of field activities.

#### Skills and Competencies

- Authorised under the Act
- Chemical Application training
- 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. Surveillance Officer

#### Responsibilities

- Carry out surveillance tasks as designated by surveillance coordinator, including completion of records
- Assist with planning and allocation of surveillance tasks
- Maintain resources
- Liaise with landholders on locust control activities ensuring that landholder consultation forms are signed by farmers and all appropriate paperwork for insecticide use and aerial application both prior to and upon completion of spray tasks is issued
- Inspect / confirm locust activity within respective areas of responsibility
- Report to FCP on locust activity
- Maintain records that indicate the times and activities undertaken in respect to locust control
- Implement appropriate action in respect to landholders who fail to meet their legal obligation in respect to locust control
- Identify and map potential aerial spray targets and areas where aerial survey is required and convey this information to the FCP
- Identify sensitive areas and potential safety/aircraft hazards in respect to potential spray targets
- Issue insecticide, manage local insecticide stocks and identify anticipated insecticide needs
- Liaise with aerial contractors in respect to safety issues, environmental issues and accurate spray targeting

#### 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. Airfield Controller

#### Responsibilities

- Manage aerial operations at airstrips out of which spray or survey aircraft operate, including documentation of critical incident response plans
- Ensure survey and spray pilots complete all NSW DPI record requirements including Flight Operations Return which must be signed on a daily basis by the Air Field Controller and the pilot, and aerial application data;

- Ensure completion of each SAR (Search and rescue) times and records at the airfield
- Ensure all staff and members of the public fully understand the safety requirements when working at airfields
- Ensure pilots provide a compulsory safety brief to all aircraft passengers before they take off and complete the Passenger Briefing Record
- Briefing/debriefing to aircraft operators
- Maintain records of aerial operations and provide summary reports at the end of each day to the OIC and Local Air Operations Coordinator
- Ensure personnel are appropriately qualified, competent and approved to fly in aircraft
- Outputs to include:
  - Job task request
  - Aircraft asset summary
  - Aerial control log
  - Passenger manifest
  - Passenger briefing record
  - SAR – Aircraft information - reporting and mapping
  - Flight Operations Return (signed daily by the Air Field Controller and pilot)
  - Cancellations
  - Weather Reports

#### Skills and Competencies

- SAR trained
- Fly the Wire
- Crew Resource Management
- Work Safely Around Aircraft (PUAFIR209A)

## 5. Ground Control Coordinator

#### Responsibilities

- Coordinate approved contracted ground control operators
- Monitor need for ground control and plan resources effectively
- Maintain records
- Liaise with contractors regarding insecticide distribution and use

#### Skills and Competencies

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

## 6. Industry Liaison Officer

#### Responsibilities

- Complete induction process
- Obtain briefing from FCP OIC
- Attend planning meetings as required
- Provide input on use of agency resources
- Cooperate fully with OIC and incident personnel
- Oversee the well-being and safety of agency personnel assigned to the incident

- Advise OIC 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 OIC prior to departure

#### Skills and Competencies

- Knowledge of home agency and NSW DPI emergency arrangements

## 7. Purchasing & Supply Officer

#### Responsibilities

- Maintain appropriate supplies of resources including insecticides
- Complete task requests
- Maintain records
- Assist Surveillance Officers in management of insecticides (if appropriately qualified)

#### Skills and Competencies

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

## 8. Personnel Officer – induction, catering, travel, accommodation

#### Responsibilities

- Manage the briefing of incoming personnel on the requirements of the FCP, the operating procedures, OH&S, employment conditions, personal responsibility, and the nature/progress of the campaign
- Complete records of entry for personnel
- Advise Local Personnel Officer (at LCC) of required changes to briefing material
- Ensure the issue of personal identification cards (from LCC)
- Organise catering requirements of FCP
- Liaise with LCC to ensure travel and accommodation arrangements for personnel, including completion of task request forms (where required)
- Maintain FCP facilities, eg waste, cleaning, parking, security etc

#### Skills and Competencies

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

## 9. Registry Clerk

### Responsibilities

- Maintain records according to the Information Collection Movement & Storage in an EOC procedure
- Establish and secure the Central File and file systems in other adjacent areas as needed
- Assist FCP in establishing an information management system
- Make decisions on distribution of records
- Process all records in and out of the Central File
- Ensure all originals are in the Central File
- Ensure timely delivery of records to and from sections including faxes

### Skills and Competencies

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