



EMERGENCY MANAGEMENT | PROGRAM NAME

DPI emergency response roles - Operations





Department of Primary Industries

Published by the NSW Department of Primary Industries

DPI Emergency Response Roles

First published March 2017

More information

Emergency Management Unit, Biosecurity and Food Safety

www.dpi.nsw.gov.au

INT17/27224

© State of New South Wales through the Department of Industry, Skills and Regional Development, 2018. You may copy, distribute and otherwise freely deal with this publication for any purpose, provided that you attribute the NSW Department of Primary Industries as the owner.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (March 2018). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the Department of Primary Industries or the user's independent adviser.

Contents

Contents	1
Introduction	2
How to use this manual	2
References	3
Chart 1: Biosecurity organisational chart example at the local control centre	4
Operations	5
Chart 6: Operations function roles and structure for biosecurity responses	5
Chart 7: Operations function roles and structure for natural disaster responses	5
Chart 8: Operations function roles and structure for locust responses	6
Operations Officer	7
Infected Premises Operations Manager	8
Movements Manager	9
Investigations Manager	10
Vaccinations Manager	11
Operations Manager (ND)	12
Officer-in-Charge (of FCP)	13
Infected Premises Operations Coordinator	14
Permit Coordinator	15
Mobile Security Coordinator	16
Tracing Coordinator	17
Surveillance Coordinator	18
Vaccinations Coordinator	19
Field Team Leader (Bio & ND)	20
Infected Premises Site Supervisor	21
Field Crew	22
Field Crew (Vet)	23
Field Crew (Movements)	24
Locusts Field Crew	25
Air Surveillance Crew (Locusts)	26
Air Surveillance Crew (Animal Welfare)	27

Introduction

NSW Department of Primary Industries (DPI) is the combat agency for plant and animal biosecurity emergencies in NSW (including locusts) and a supporting functional area agency for natural disasters (e.g. bush fire and floods) and other emergencies (e.g. marine pollution).

DPI incident management structures are consistent with Incident Control System (ICS) and Australasian Inter-service Incident Management System (AIIMS).

The five principles of AIIMS which guide the application of the system flexibility, management by objectives, functional management, unity of command, and span of control should be considered when interpreting the organisational charts and implementation of the roles in this manual.

Responsibility for incident resolution sits with the Incident Controller at the local level. Coordination activities may occur at the regional and state levels. The [NSW DPI Concept of Operations](#) outlines control and coordination levels.

Roles and structures may vary with biosecurity (combat agency) and functional area responses. Organisational charts are included to clarify structures, where relevant, for example [Chart 1](#).

How to use this manual

Team Leader and Support roles are generic in some functions. This allows for flexibility based on the complexity, scale and nature of the incident. For larger incidents, multiple support roles may be required with each role being assigned one or two responsibilities from the role description. It is the responsibility of the Team Leader or function Officer to assign tasks and ensure the unit or function responsibilities are met, respectively. In smaller incidents, support, team leader and officer role responsibilities maybe addressed by a single role, usually the officer role.

Each organisational chart is a guide and will vary with each incident. The roles are link to the organisational chart. Not all incidents and responses are the same but there are common management structures that apply across all hazards in which DPI is a controlling or supporting agency. There is a need to identify and communicate the management structure of an incident, to ensure that an appropriate level of coordination, resources and support are provided in order to achieve successful resolution.

This manual provides examples of management structures; resource coordination levels and operational centre capability will be applicable to certain responses depending on decision making requirements and whether the incident is of local, region or state significance. These are guides and serve to provoke thought about what factors would influence a controlling / commanding officer in gathering information, making and implementing decisions that resolve an emergency.

Decision making

This manual is a guide for decision making about roles required to resolve an emergency. To apply this manual consideration needs to be given to a number of factors. Factors that can be considered (but not limited to) in determining emergency response roles include:

- The number of agencies/organisations involved
- The scale and/or potential impacts of the emergency
- The number and types of emergency operations centres required
- The level of resource coordination required
- The nature, extent and the source of the resources required.

Local, region and state

This manual will be applied at local, region or state level using the principles (flexibility, management by objective etc) of incident management to determine the roles necessary. This manual will be applied during:

- An incident which requires a localised response, being managed by local resources with little or no external support. Facilities and roles needed for managing the response are small scale.
- An incident which requires a localised or regional response, being managed primarily at the local level, with some support being coordinated at a state level. A dedicated Local Control Centre and perhaps a small scale State Coordination Centre may be required to manage the response.
- An incident which requires a state wide response, being managed primarily at a state level. This may include the establishment of one or more Local Control Centres and a fully operational State Coordination Centre. Some resource support may be provided from outside the responsible agency or state, using established emergency management arrangements, or cross border agreements.

References

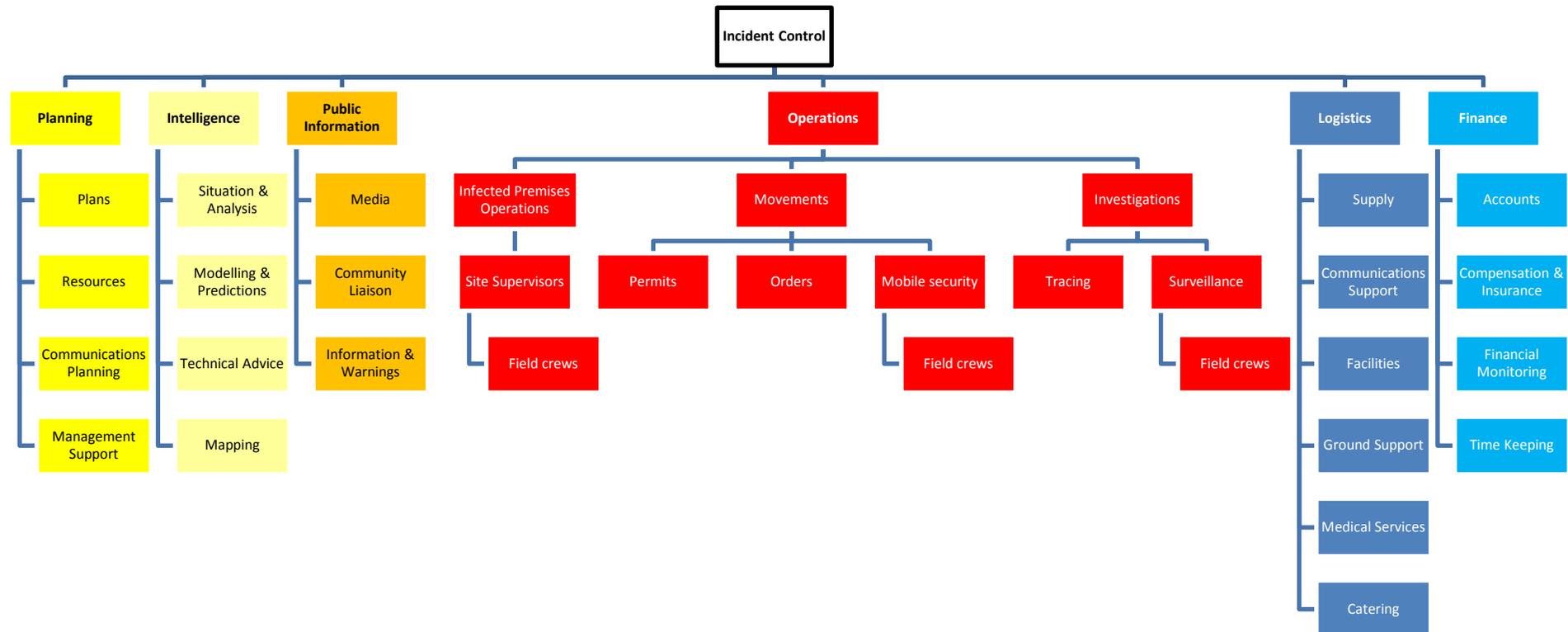
[Australian Veterinary Emergency Plan \(AUSVETPLAN\) - Control centre management manual Part 1 – Managing an emergency animals disease response](#)

[Australian Veterinary Emergency Plan \(AUSVETPLAN\) - Control centre management manual Part 2 – Operational centres: functions and linkages](#)

Australasian Inter-Service Incident Management System (AIIMS) – 2017

[NSW Department of Primary Industries Emergency Management](#)

Chart 1: Biosecurity organisational chart example at the local control centre



Operations

The Operations function varies with the hazard type and activities necessary to resolve the incident; however the general structure remains consistent with ICS.

The operations function provides support for control of the incident through:

- Implementation of strategies to resolve the incident
- Management of all activities that are undertaken directly to resolve the incident
- Management of all resources (people and equipment) assigned to Operations

Chart 6: Operations function roles and structure for biosecurity responses

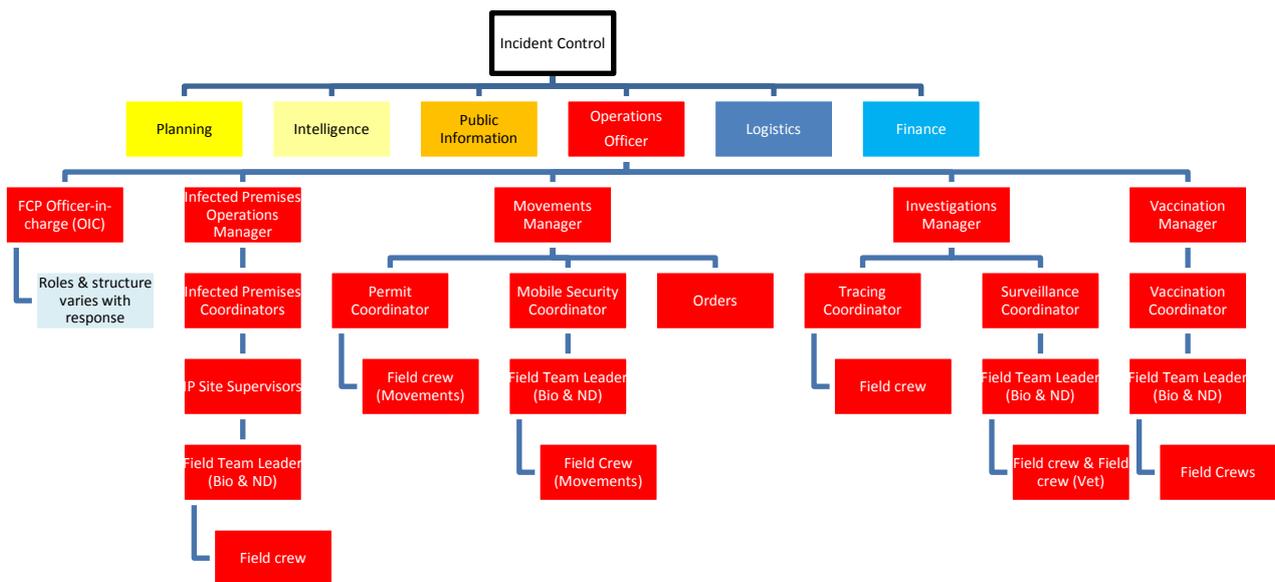


Chart 7: Operations function roles and structure for natural disaster responses

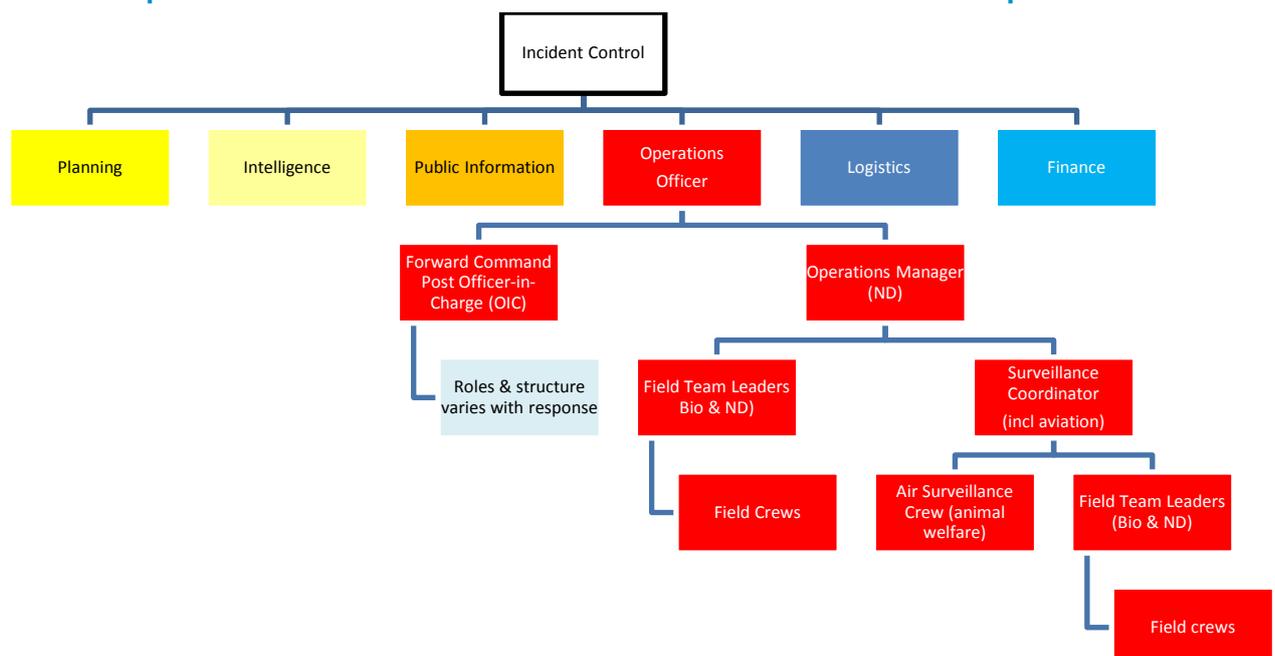
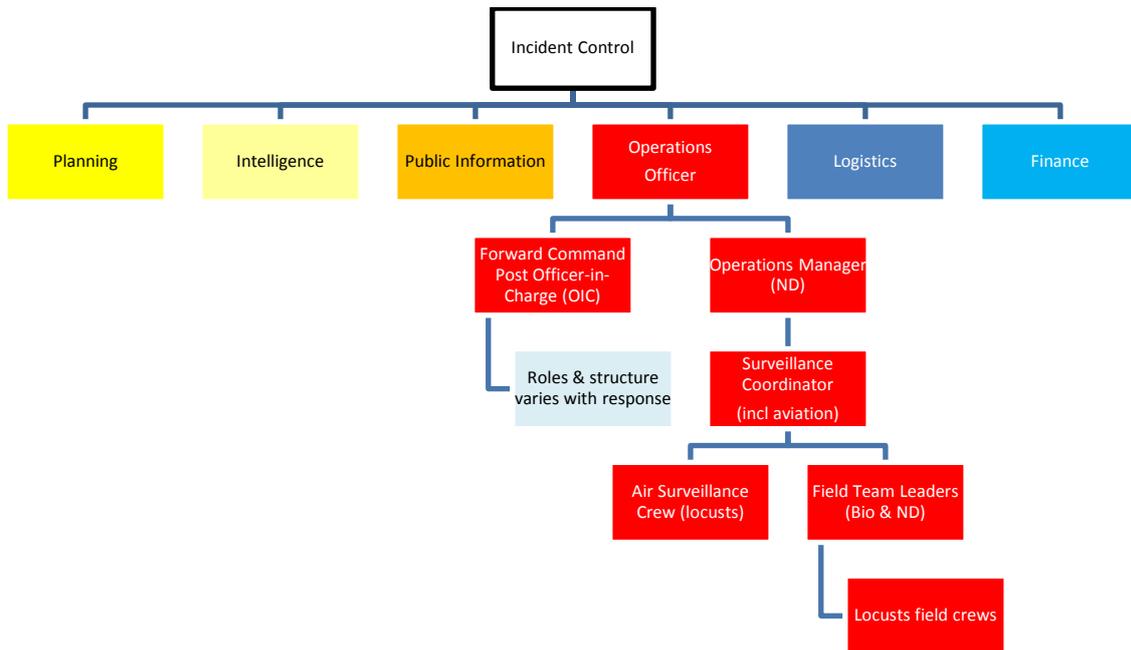


Chart 8: Operations function roles and structure for locust responses



Operations Officer

Operations Officer is part of the Incident Management Team (IMT) and leads the Operations function to implement actions to resolve the incident, consistent with the objectives defined by the [Incident Controller](#).

Responsibilities

1. Participate in the incident management team (IMT), representing and managing the Operations function including Forward Command Posts (FCPs)
2. Develop and implement supporting plans, and contribute to the development of the [incident action plan](#) (IAP)
3. Identify current and future resource requirements for operations function
4. Report on the implementation of plans and strategies, including emerging risks, resource status and costs

Outputs

- Maintain the Operations function appropriate to the size and complexity of the incident, including establishing and managing FCPs if required
- Ensure a safe work environment is established and maintained including investigating [WHS incidents](#)
- Establish and maintain effective liaison arrangements and cooperation with relevant people, sections, organisations and contractors
- Provide or coordinate advice in relation to operational activities, problems and solutions
- Ensure assigned resources are tracked and managed effectively
- Ensure systems are used to manage field data and information
- Monitor compliance to plans, policies and procedures, and implement improvements

Position criteria

1. Substantial experience relevant to role, including extensive experience in emergency operations management or similar.
2. Demonstrated ability to work effectively in a team, independently, and as a leader.
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy.
4. Ability to analyse complex problems and produce practical solutions with clear priorities.
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel.

Infected Premises Operations Manager

Infected Premises Operations (IP Ops) Manager leads the Infected Premises Operations Unit and is responsible for field biosecurity measures including inventory and valuation, destruction, disposal and decontamination activities on allocated premises.

Responsibilities

1. Participate in the incident management team (IMT) if requested, representing and managing the IP Operations unit
2. Plan and conduct biosecurity measures on allocated premises
3. Manage current and plan for future resource requirements
4. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Maintain the IP Ops Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan](#) (IAP)
- Establish and maintain a safe work environment
- Maintain effective liaison arrangements and cooperation with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide reports on activities conducted in support of the IAP
- Utilise systems to manage field data and information
- Assist in monitoring compliance to plans, policies and procedures, and implementation of improvements

Position criteria

1. Substantial experience relevant to role, preferably with experience in infected premises coordination, operations or similar
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel.

Movements Manager

Movements Manager leads the Movements Unit and is responsible for biosecurity measures, such as permits, orders, checkpoints and field biosecurity, to control the movement of animals, plants, products, vehicles, people and other things that pose a biosecurity risk.

Responsibilities

1. Participate in the incident management team (IMT) if requested, representing and managing the Movements unit
2. Plan and conduct biosecurity measures in the area of operation
3. Manage current and plan for future resource requirements
4. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Maintain the Movements Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan \(IAP\)](#)
- Establish and maintain a safe work environment
- Maintain effective liaison arrangements and cooperation with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide reports on activities conducted in support of the IAP
- Utilise systems to manage field data and information
- Assist in monitoring compliance to legislation, plans, policies and procedures, and implementation of improvements

Position criteria

1. Substantial experience relevant to role, preferably with experience in biosecurity compliance operations or similar
2. An Authorised Officer under the relevant legislation
3. Demonstrated ability to work effectively in a team, independently, and as a leader
4. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
5. Experience in identification, assessment and treatment of risks, including work, health and safety
6. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel.

Investigations Manager

Investigations Manager leads the Investigations Unit and is responsible for determining the extent and impact of the emergency by coordinating field surveillance, tracing and laboratory interface systems.

Responsibilities

1. Participate in the incident management team (IMT) if requested, representing and managing the Investigations Unit
2. Plan and conduct field surveillance in the area of operation, including coordinating aviation assets and contractors
3. Manage tracing and laboratory interface activities
4. Manage current and plan for future resource requirements
5. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Maintain the Investigations Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan \(IAP\)](#)
- Establish and maintain a safe work environment
- Maintain effective liaison arrangements and cooperation with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide reports on activities conducted in support of the IAP
- Utilise systems to manage field data and information
- Assist in monitoring compliance to legislation, plans, policies and procedures, and implementation of improvements

Position criteria

1. Substantial experience relevant to role, preferably with experience in field surveillance operations, compliance investigations or similar
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel.

Vaccinations Manager

Vaccination Manager leads the Vaccination Unit and is responsible for the use and control of vaccinations and/or medications to limit the extent and impact of the emergency.

Responsibilities

1. Participate in the incident management team (IMT) if requested, representing and managing the Vaccinations Unit
2. Plan and manage use of vaccine/medications in the area of operation, including coordinating contractors
3. Manage current and plan for future resource requirements
4. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Maintain the Vaccinations Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan](#) (IAP)
- Establish and maintain a safe work environment
- Maintain effective liaison arrangements and cooperation with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide reports on activities conducted in support of the IAP
- Utilise systems to manage field data and information
- Assist in monitoring compliance to legislation, plans, policies and procedures, and implementation of improvements

Position criteria

1. Sound knowledge of vaccination/treatment techniques, reporting and registration requirements, and biosecurity requirements for working with infected or at risk animals
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel

Operations Manager (ND)

Operations Manager reports to the Operations Officer and is responsible for an Operations Division. The role is responsible for field activities to respond to and recover from a natural disaster or locust emergency, including coordinating surveillance (ground and aerial); [damage assessments](#); treatment, destruction and disposal; and chemical distribution.

Responsibilities

1. Participate in the incident management team (IMT) if requested, representing and managing the Operations Division
2. Plan and manage field operations activities in the area of operation, including coordinating contractors
3. Manage current and plan for future resource requirements
4. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Maintain the Operations Division appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan](#) (IAP)
- Establish and maintain a safe work environment
- Establish and maintain effective liaison arrangements and cooperation with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide reports on activities conducted in support of the IAP
- Utilise systems to manage field data and information
- Assist in monitoring compliance to legislation, plans, policies and procedures, and implementation of improvements

Position criteria

1. Substantial experience relevant to role, including experience in managing field activities or similar.
2. Demonstrated ability to work effectively in a team, independently, and as a leader.
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy.
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel.

Officer-in-Charge (of FCP)

Officer-in-Charge leads the Forward Command Post (FCP) and is responsible for field activities, gathering intelligence and provision of links to the local community in biosecurity, locust and natural disaster emergencies for a designated area. Activities may include community engagement, surveillance, destruction, disposal, decontamination, vaccination and movement control.

Responsibilities

1. Manage the Forward Command Post
2. Plan and manage field operations activities in the area of operation, including coordinating contractors
3. Manage current and plan for future resource requirements
4. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Maintain the FCP appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan](#) (IAP)
- Establish and maintain a safe work environment
- Establish and maintain effective liaison arrangements and cooperation with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide reports on activities conducted in support of the IAP
- Utilise systems to manage field data and information
- Assist in monitoring compliance to legislation, plans, policies and procedures, and implementation of improvements

Position criteria

1. Substantial experience relevant to role, including experience in managing complex field activities or similar.
2. Demonstrated ability to work effectively in a team, independently, and as a leader.
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy.
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to brief/debrief personnel.

Infected Premises Operations Coordinator

Infected Premises Operations (IP Ops) Coordinator is part of the IP Ops Unit and is responsible for coordination of inventory and valuation, destruction, disposal and decontamination activities on allocated premises in biosecurity responses. Specific responsibilities will vary with the complexity, scale and nature of the incident. In smaller incidents IP Ops Coordinators may be assigned more than one of these responsibilities.

Responsibilities

1. Coordinate the IP Ops Unit responsibilities on allocated premises including operational planning, tasking, resources, records and safety for one or more of the following:
 - Inventory and valuation – provide inventory and valuation of all animals, plants and materials to be considered for destruction or damaged
 - Destruction – destruction of animals, plants and materials, including ensuring the welfare of animals
 - Disposal – disposal of destroyed animals, plants and materials, including coordinating bio-secure transport
 - Decontamination – removal of the disease/pest agent from premises by decontaminating facilities, buildings and equipment etc
2. Report on incident situation, operations progress, emerging risks and the status of resources

Outputs

- Assist in maintaining the IP Ops Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan](#) (IAP)
- Maintain a safe work environment
- Liaise and cooperate with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide data and information for reports on activities conducted in support of the IAP
- Utilise systems to manage field data and information
- Assist in monitoring compliance to plans, policies and procedures, and implementation of improvements

Position criteria

1. Experience relevant to role, preferably experience in infected premises operations or similar
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to task personnel.

Permit Coordinator

Permit Coordinator is part of the Movements Unit and is responsible for coordination the issuing of permits under the relevant legislation for the movements of animals, plants and materials that pose a biosecurity risk.

Responsibilities

1. Coordinate the issue of permits in compliance with the relevant legislation and policies
2. Manage current and plan for future resource requirements
3. Report on the implementation of policies and plans including emerging risks and resource status

Outputs

- Assist in maintaining the Movements Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan \(IAP\)](#)
- Maintain a safe work environment
- Liaise and cooperate with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide data and information for reports on activities conducted in support of the IAP
- Utilise systems to manage data and information
- Assist in monitoring compliance to plans, policies and procedures, and implementation of improvements

Position criteria

1. Experience relevant to role, preferably experience in biosecurity compliance operations or similar
2. An Authorised Officer under the relevant legislation
3. Demonstrated ability to work effectively in a team, independently, and as a leader
4. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
5. Experience in identification, assessment and treatment of risks, including work, health and safety
6. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to task personnel.

Mobile Security Coordinator

Mobile Security Coordinator is part of the Movements Unit and is responsible for coordination of field patrol teams who maintain biosecurity in the area of operation.

Responsibilities

1. Coordinate biosecurity in the field in compliance with the relevant legislation and policies
2. Manage current and plan for future resource requirements
3. Report on the implementation of policies and plans including emerging risks and resource status

Outputs

- Assist in maintaining the Movements Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan](#) (IAP)
- Maintain a safe work environment
- Liaise and cooperate with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide data and information for reports on activities conducted in support of the IAP
- Utilise systems to manage data and information
- Assist in monitoring compliance to plans, policies and procedures, and implementation of improvements

Position criteria

1. Experience relevant to role, preferably experience in biosecurity compliance operations or similar
2. An Authorised Officer under the relevant legislation
3. Demonstrated ability to work effectively in a team, independently, and as a leader
4. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
5. Experience in identification, assessment and treatment of risks, including work, health and safety
6. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to task personnel

Tracing Coordinator

Tracing Coordinator is part of the Investigations Unit and is responsible for coordination of tracing biosecurity risks based on priority for the area of operation.

Responsibilities

1. Coordinate the tracing of biosecurity risks
2. Manage current and plan for future resource requirements
3. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Assist in maintaining the Investigations Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan](#) (IAP)
- Maintain a safe work environment
- Liaise and cooperate with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide data and information for reports on activities conducted in support of the IAP
- Utilise systems to manage data and information
- Assist in monitoring compliance to plans, policies and procedures, and implementation of improvements

Position criteria

1. Experience relevant to role, preferably experience in field surveillance operations, compliance investigations or similar
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to task personnel

Surveillance Coordinator

Surveillance Coordinator is part of the Investigations Unit (biosecurity) or Operations function (natural disaster, locusts) and is responsible for coordination of surveillance operations, including ground and aerial surveillance, to collect and confirm information in support of the [incident action plan](#) (IAP).

Responsibilities

1. Coordinate ground and aerial field surveillance
2. Manage current and plan for future resource requirements
3. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Assist in maintaining the Investigations Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the IAP
- Maintain a safe work environment
- Liaise and cooperate with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide data and information for reports on activities conducted in support of the IAP
- Utilise systems to manage data and information
- Assist in monitoring compliance to plans, policies and procedures, and implementation of improvements

Position criteria

1. Experience relevant to role, preferably experience in field surveillance operations, compliance investigations or similar
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to task personnel

Vaccinations Coordinator

Vaccination Coordinator is part of the Vaccination Unit and is responsible for coordinating the use and control of vaccinations and/or medications to limit the extent and impact of the emergency.

Responsibilities

1. Coordinate distribution, storage, disposal and use of vaccines/medications in the area of operation
2. Manage current and plan for future resource requirements
3. Report on the implementation of plans and strategies, including emerging risks and resource status

Outputs

- Assist in maintaining the Vaccination Unit appropriate to the size and complexity of the incident
- Develop and implement plans and strategies in support of the [incident action plan](#) (IAP)
- Maintain a safe work environment
- Liaise and cooperate with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide data and information for reports on activities conducted in support of the IAP
- Utilise systems to manage data and information
- Assist in monitoring compliance to plans, policies and procedures, and implementation of improvements

Position criteria

1. Knowledge of vaccination/treatment techniques, reporting and registration requirements, and biosecurity requirements for working with infected or at risk animals
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to task personnel

Field Team Leader (Bio & ND)

Field Team Leader is responsible for leading and supervising field crews conducting field operation activities in biosecurity and natural disaster responses. Activities will vary with the type, size and complexity of the incident.

Responsibilities

1. Ensure safety and welfare of crew
2. Liaise with other units/crews to coordinate activities
3. Request, prepare, maintain, utilise and dispose of resources in accordance with procedures
4. Complete tasks in accordance with [procedures](#) and risk assessments in support of the [incident action plan](#) (IAP)

Outputs

- Allocate tasks and supervise crew, including induction and training
- Complete tasks, including appropriate records and [photos](#)
- Maintain biosecurity and animal welfare
- Provide regular reports on task progress, resource status, significant changes, emerging risks, near misses or injuries
- Provide input into operational planning
- Establish and maintain communication pathways

Position criteria

1. Demonstrated ability in field skills, such as animal handling, maintaining biosecurity
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Experience in operating in accordance with organisational WHS system
4. Demonstrated ability to conduct operational planning to support incident plans and policy
5. Ability to communicate (oral and written) information, advice and decisions
6. Sound interpersonal skills including conflict resolution and negotiation skills, and ability to task personnel

Infected Premises Site Supervisor

Infected Premises Site Supervisor (IPSS) is responsible for operational activities on allocated premises, including inventory and valuation, destruction, disposal and decontamination, to reduce the risk of pests/disease spread.

Responsibilities

1. Manage biosecurity activities (inventory, valuation, destruction, disposal and decontamination) on allocated premises including:
 - Developing and implementing operational plans
 - Ensuring activities comply with legal orders/permits, legislative requirements and policy
 - Tasking personnel including contractors
 - Liaising with site owner and/or manager
 - Ensuring site security and biosecurity
 - Managing resources including forecasting needs
 - Maintaining records include use of data collection/collation systems
 - Maintaining health, safety and well-being
2. Report on incident situation, operations progress, emerging risks and the status of resources

Outputs

- Maintain the premises appropriate to the size and complexity of the activities required to control the disease/pest
- Develop and/or implement operational plans in support of the [incident action plan](#) (IAP)
- Liaise and cooperate with relevant people, sections, organisations and contractors
- Track and manage assigned resources
- Provide data and information for reports on activities conducted in support of the IAP
- Utilise systems to manage field data and information
- Assist in monitoring compliance to plans, policies and procedures, and implementation of improvements

Position criteria

1. Experience relevant to role, preferably experience in infected premises operations or similar
2. Demonstrated ability to work effectively in a team, independently, and as a leader
3. Demonstrated ability to analyse data, plan and develop strategies to support organisational policy
4. Experience in identification, assessment and treatment of risks, including work, health and safety
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills, and ability to task personnel.

Field Crew

Field Crew is responsible for conducting field activities in biosecurity, locust and natural disaster emergencies. Activities may include surveillance, destruction, disposal, decontamination, vaccination and vector control. Where additional skills, qualification and/or authorisations are required, refer to [Field Crew \(Vet\)](#), [Field Crew \(Movements\)](#) and [Locusts Field Crew](#) roles.

In smaller incidents Field Crew may be assigned more than one of these activities. Specific responsibilities will vary depending with the size and complexity of the incident, and will be determined by the Operations Coordinator, Manager or Officer.

Responsibilities

1. Maintain safety, resources and records
2. Comply with incident plans, policies and procedures
3. Conduct and report on tasked field activities for one or more of the following activities:
 - a. Surveillance – observe, assess and record impact of pest, disease or disaster
 - b. Tracing – determine spread of disease/pest (may not be field role)
 - c. Destruction – destruction of biosecurity threat or impact from disaster
 - d. Disposal – removal of biosecurity threat or impact from disaster
 - e. Decontamination – cleaning to remove the biosecurity threat
 - f. Vaccination – delivery of vaccines/medicines to reduce the impact of disease
 - g. Vector control – remove vectors impacting on biosecurity
 - h. Evacuation sites – register and care for animals at an evacuation site
 - i. Any other field tasks required to meet the response objectives or support other field based response roles

Outputs

- Complete tasks safely, including appropriate records and [photos](#)
- Communicate information on task progress, resource status, significant changes, emerging risks, near misses or injuries
- Ensure all animals receive required veterinary treatment
- Maintain biosecurity and animal welfare

Position criteria

1. Demonstrated ability to work effectively in a team and independently
2. Experience in operating in accordance with organisational WHS system
3. Ability to communicate (oral and written) information and advice
4. Ability to understand and comply with instructions, procedures and workplace systems

Field Crew (Vet)

Field Crew (Vet) is responsible for conducting field activities requiring veterinarian qualifications in biosecurity and natural disaster emergencies. Activities may include humane destruction of animals, assessment of animal welfare, assessing and sampling of animals (surveillance), treatment of disaster affected animals and vaccination. Refer to the [Air Surveillance Crew \(Animal Welfare\)](#) as additional skills are required.

Responsibilities

1. Maintain safety, resources and records
2. Comply with incident plans, policies and procedures
3. Conduct and report on tasked field activities for one or more of the following activities:
 - a. Surveillance – observe, assess and record impact of pest, disease or disaster; collect samples from animals; collect epidemiological data; assess and report on animal welfare
 - b. Destruction – destruction of biosecurity threat or impact from disaster; assess and report on animal welfare during destruction activities
 - c. Vaccination – delivery of vaccines/medicines to reduce the impact of disease

Outputs

- Complete tasks safely, including appropriate records and [photos](#)
- Communicate information on task progress, resource status, significant changes, emerging risks, near misses or injuries
- Ensure all animals receive required veterinary treatment
- Maintain biosecurity and animal welfare

Position criteria

1. Qualified and registered as a veterinarian
2. Demonstrated ability to work effectively in a team and independently
3. Experience in operating in accordance with organisational WHS system
4. Ability to communicate (oral and written) information and advice
5. Ability to understand and comply with instructions, procedures and workplace systems

Field Crew (Movements)

Field Crew (Movements) require authorisation under the relevant legislation for biosecurity emergencies to maintain security, minimising the spread of disease/pests. Activities may include issue of permits and orders, field patrols, infected premises security and check points.

In smaller incidents Field Crew (Movements) may be assigned more than one of these activities. Specific responsibilities will vary depending with the size and complexity of the incident, and will be determined by the Movements Coordinator or Manager.

Responsibilities

1. Maintain safety, resources and records
2. Comply with incident plans, policies and procedures
3. Conduct and report on tasked field activities for one or more of the following activities:
 - a. permits and orders – issued under the relevant legislation
 - b. infected premises security – maintain security at designated sites
 - c. field patrols – maintain security on routes and temporary sites
 - d. check points – maintain security around designated areas

Outputs

- Complete tasks safely, including appropriate records and [photos](#)
- Communicate information on task progress, resource status, significant changes, emerging risks, near misses or injuries
- Maintain biosecurity and animal welfare

Position criteria

1. Authorised under the *Biosecurity Act 2015*
2. Demonstrated ability to work effectively in a team and independently
3. Experience in operating in accordance with organisational WHS system
4. Ability to communicate (oral and written) information and advice
5. Ability to understand and comply with instructions, procedures and workplace systems

Locusts Field Crew

Locusts Field Crew is responsible for conducting field activities in locust responses and may require authorisation under the relevant legislation to conduct some activities. Refer to the [Air Surveillance Crew \(Locusts\)](#) as additional skills are required for aerial control.

Specific responsibilities will vary depending with the size and complexity of the incident, and will be determined by the Surveillance Coordinator, Operations Manager (ND) or Operations Officer.

Responsibilities

1. Maintain safety, resources and records
2. Comply with incident plans, policies and procedures
3. Conduct and report on tasked field activities for one or more of the following activities:
 - a. [Surveillance and reporting](#)
 - b. [Ground control](#)
 - c. [Insecticide management](#)

Outputs

- Complete tasks safely, including appropriate records and [photos](#)
- Communicate information on task progress, resource status, significant changes, emerging risks, near misses or injuries
- Maintain biosecurity

Position criteria

1. Authorised under the *Biosecurity Act 2015*
2. Current chemical handling certificate (minimum Level 3)
3. Demonstrated ability to work effectively in a team and independently
4. Experience in operating in accordance with organisational WHS system
5. Ability to communicate (oral and written) information and advice
6. Ability to understand and comply with instructions, procedures and workplace systems

Air Surveillance Crew (Locusts)

Air Surveillance Crew (Locusts) is responsible for observing and recording locust distribution to enable planning for control and providing information to landholders and the community.

Responsibilities

1. Undertake air surveillance in accordance with [procedures](#) and [task profiles](#)
2. Maintain safety, resources and records
3. Knowledge of PPE requirements as detailed in relevant task profile and have access to required PPE

Outputs

- Complete tasks safely, including appropriate records and [photos](#)
- Communicate information on task progress, resource status, significant changes, emerging risks, near misses or injuries

Position criteria

1. Good working knowledge of aircraft operations, including an understanding of flight paths and flight planning
2. Ability to identify locusts, bands and swarms
3. Ability to operate in the aircraft cockpit environment, and read and interpret maps including application of GIS and GPS
4. Ability to operate mobile mapping applications to record flight path, locusts bands and spray target data
5. Current qualification/training according to the relevant task profile, for example:
 - Crew Resource Management
 - Work Safely Around Aircraft
 - HUET (optional)
6. Demonstrated ability to work effectively in a team and independently
7. Experience in operating in accordance with organisational WHS system
8. Ability to communicate (oral and written) information and advice
9. Ability to understand and comply with instructions, procedures, task profiles and workplace systems

Air Surveillance Crew (Animal Welfare)

Air Surveillance Officer (Animal Welfare) is responsible for observing, assessing and reporting animal welfare in natural disasters.

Responsibilities

1. Undertake air surveillance in accordance with procedures and task profiles
2. Maintain safety, resources and records
3. Knowledge of PPE requirements as detailed in relevant task profile and have access to required PPE

Outputs

- Complete tasks safely, including appropriate records and [photos](#)
- Communicate information on task progress, resource status, significant changes, emerging risks, near misses or injuries

Position criteria

1. Good working knowledge of aircraft operations, including an understanding of flight paths and flight planning
2. Ability to assess animal welfare
3. Ability to operate in the aircraft cockpit environment, and read and interpret maps including application of GIS and GPS
4. Ability to operate mobile mapping applications to record flight path, locusts bands and spray target data
5. Current qualification/training according to the relevant task profile, for example:
 - Crew Resource Management
 - Work Safely around Aircraft
 - HUET (optional)
6. Demonstrated ability to work effectively in a team and independently
7. Experience in operating in accordance with organisational WHS system
8. Ability to communicate (oral and written) information and advice
9. Ability to understand and comply with instructions, procedures, task profiles and workplace systems