



National Resource Sharing Centre

Level 3 Incident Controller

Functional Area

Incident Management

Core Capability Area

Control

Role Summary

A person performing this role is appointed by the organisation with the legislative responsibility for overall management of a high impact, high consequence and complex incident. The Level 3 Incident Controller will delegate one or more functions to members of the Incident Management Team (IMT) based on the requirements of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

It includes:

- Overall responsibility for the management of all activities and personnel deployed to resolve the incident
- Establishment of systems and procedures for the safety, health and welfare of operational crews, supporting personnel and members of the public who may be involved at an incident
- Issuing warnings and incident information to the public and affected stakeholders
- Management of the relationships with organisations and people affected, or likely to be affected, by the incident.

Incident Controller Responsibilities

- Take charge and exercise leadership of the response, including the establishment of a management structure
- Set objectives for the response to the incident, considering the safety of affected communities as a priority
- Develop and approve plans and strategies (Incident Action Plan (IAP)) to control the incident
- Implement the IAP and monitor its progress
- Provide information and warnings to others so informed decisions can be made
- Establish effective liaison and cooperation with all relevant persons, including support agencies, affected business enterprises and communities, and those working beyond the Incident Management Team (IMT) at regional (and if appropriate) state levels
- Obtain and maintain human and physical resources required for the resolution of the incident
- Apply a risk management approach, and establish systems and procedures for the safety and welfare of all persons working at the incident

- Establish an appropriate structure to ensure relief and recovery considerations are addressed, and that services are provided to the persons and communities impacted by the incident
- Ensure collaboration between response and recovery agencies

Reporting Arrangements

Reports to:

Varies according to jurisdictional arrangements.

Direct reports:

The Incident Controller supervises all officers from functional groups within the IMT where appointed, including:

- Safety Officer
- Operations Officer
- Planning Officer
- Public Information Officer
- Intelligence Officer
- Investigations Officer
- Logistics Officer
- Finance and Admin Officer

Role Considerations

Relevant Competencies or Agency Equivalent

The following competencies and assessments are relevant to this role:

- PUAOPE019 - Control a Level 3 incident (Release 2) or any superseded equivalent unit of competency

AFAC EMPS Credentials

The following AFAC EMPS credentials are relevant to this role:

- Registered as a Level 3 Incident Controller by AFAC or Agency
- The Certified Incident Controller credential is awarded to an individual who has successfully fulfilled all eligibility requirements. Individuals will be recognised as an expert in Incident Control, with substantial experience in managing high impact, high consequence and complex emergencies.

Fitness and Other Physical Standards

Health and fitness standards may be applied by member agencies undertaking this role.

References

- *Emergency Management Professionalisation Scheme Professional Standard: Registered Level 3 Incident Controller (2018)*

- *Emergency Management Professionalisation Scheme Professional Standard: Certified Level 3 Incident Controller (2018)*
- *PUAOPE019 - Control a Level 3 incident (Release 2)*
- *AIIMS Manual 2017*