



National Resource Sharing Centre

## Interstate Deployments

### Level 2/3 Public Information Officer

Functional Area

IMT

Core Capability Area

Coordination

#### Role Summary

The Level 2/3 Public Information Officer is responsible to gather, assemble and disseminate timely, tailored and relevant information to the community and media and if the Incident Controller requires and can also include government, incident personnel and their organisations.

An individual performing this role has the title of Public Information Officer and is typically appointed by the Incident Controller. Public Information Officers are required to liaise with the planning section, intelligence section/unit and other Incident Management Team (IMT) units to gather information about the incident. They then assemble this information into a form suitable for dissemination to the public, media and other stakeholders.

They will also provide timely and relevant information to stakeholders; provide warnings and information to threatened communities, other stakeholders and the public; liaise with news media; manage media liaison issues and consult with affected communities in conjunction with relief and recovery organisations and/or agencies. Authorisation to perform this role is subject to organisational policies and procedures.

#### Key duties

- provision of warnings and information to threatened communities, other stakeholders and the general public
- liaison with news media and management of media liaison issues
- consultation and liaison with affected communities (in conjunction with relief and recovery agencies).

#### Reporting Arrangements

##### **Reports to:**

The Public Information Officer reports to the Incident Controller.

##### **Direct reports:**

Information and Warnings Unit Lead; Media Unit Lead; and Community Liaison Unit Lead.

#### Role Requirements

##### **Training pathway**

N/A

### **Competency requirements**

To be eligible to perform the role of Public Information Officer, the candidate must hold statements of attainment in:

- PUAOPE003 - Manage the public information function at an incident (Release 1) (40hrs)

### **Professional Standard:**

Registration as a Public Information Officer is available to an individual who has successfully fulfilled all eligibility requirements. Individuals will be recognised as proficient in management of the Public Information function as defined in AIIMS, with experience in running a Public Information section at incidents of moderate to significant impact and complexity.

No distinction is drawn between registration of Public Information Officers for level 2 and level 3 incidents. This is because in order to be eligible for registration, an applicant must demonstrate their ability to manage a developed Public Information Section at an incident. Familiarity with managing elements of public information, for example issuing a warning, at a less complex incident is not sufficient to meet the requirements for registration. The practical difference between managing a developed Public Information section at a level 2 as opposed to a level 3 incident will be limited and there is no 'level 3' unit of competency in the Public Safety Training Package.

Certification as a Public Information Officer as part of AFAC's Professionalisation Scheme.

### **Fitness or Other Standards**

The following fitness or other standards are applied by AFAC member agencies to persons undertaking this role:

- Authorisation to perform this role is subject to individual agency endorsement arrangements and timeframes.
- AFAC EMPS Registered practitioners are required to complete a minimum of **10 hours** of Continuous Professional Development (CPD) [per Australian financial year 1 July – 30 June](#). Practitioners can attain the required hours from agency mandated training or refresher requirements, performance in the designated role, or participation in relevant theory-based professional development activities.
  - Please note, as part of these CPD requirements, each practitioner must have accumulated at least five hours performing the role actual or in a realistic (not desktop exercise) during those 12 months.
  - In adhering to CPD requirements, personnel maintain their eligibility to be a member of EMPS and demonstrate that skills remain current. See link for further information: [AFAC EMPS CPD requirements](#).

## References

- EMPS
- PUA
- AIIMS2017 Aide Memoire