



National Resource Sharing Centre

Level 1 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 the incident. The Incident Controller may 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:

- Establishing a control facility
- Developing and maintaining control structures
- Developing and maintaining coordination arrangements
- Assessing situation and determining priorities
- Providing public information
- Developing an incident action plan and complementary plans
- Maintaining control of incident
- Managing implementation of incident plans
- Concluding incident activities
- Reviewing incident activities

Key duties

- 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

The following competencies and assessments are relevant to this role:

- PUAOPE012 - Control a Level 1 incident (Release 1)

AFAC EMPS Credentials

The following AFAC EMPS credentials are relevant to this role:

- Nil

Fitness and Other Physical Standards

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

References

- *PUAOPE012 - Control a Level 1 incident (Release 1)*
- *AIIMS Manual 2017*