



National Resource Sharing Centre

Interstate Deployments

Level 2/3 Planning Officer

Functional Area

IMT

Core Capability Area

Planning

Role Summary

This role requires the collection, analyses and dissemination of information and the development of plans for the resolution of an incident. This may take the form of a Level 2 or Level 3 incident.

Level 2 incidents are complex either in size, resources or risk. They are characterised by the need for: deployment of resources beyond initial response; sectorisation of the incident; establishment of functional sections due to the levels of complexity (e.g. operations and planning); or a combination of the above. Level 2 incidents may be characterised by the need for:

- Coordination of a multi-agency response.
- Resources need to be sourced from Regional or State level
- There is some actual or imminent impact on critical infrastructure and community
- The potential evacuation and/or relocation of a community
- Delegation of several IMT functions

Level 3 incidents are very complex either in size, resources or risk. They may be characterised by the need for:

- A significant coordination of a multi-agency response.
- Resources need to be sourced from State, National and even international level
- There is a significant - actual or imminent impact on critical infrastructure and community
- The evacuation and/or relocation of a community
- Actual or potential loss of life or multiple, serious injuries

Key duties

- Level 2: Collect, analyse and apply information and develop plans for the resolution of a complex incident. It includes establishing a planning section, managing the planning section, interpreting and applying information on current and forecast situation, disseminating information on current and forecast situation, preparing incident plans and briefing incident management team, participating in the incident management team and monitoring and reviewing planning functions.
- Level 3: All of the above Level 2 duties, in conjunction with supporting the Incident Controller (and Operations Officer and Logistics Officer) and providing strategic advice to the Incident Management Team (IMT) and/or partner agencies.

Reporting Arrangements

Reports to:

The Planning Officer reports to the Incident Controller.

Direct reports:

The Planning Officer supervises all officers from the Planning Unit within the IMT where appointed, including:

- Plans Unit Leader
- Resources Unit Leader
- ILU Leader
- Communications Planning Unit Leader
- Manager Support Unit Leader
- Mapping Unit Leader

Role Considerations

Relevant Competencies

The following competencies and assessments are relevant to the following Level 2 and Level 3 roles:

- Level 2: PUAOPE025A - Manage planning for a Level 2 incident (Release 3) or any superseded equivalent unit of competency.
- Level 3: PUAOPE025 - Manage planning for a complex incident (Release 1) or any superseded equivalent unit of competency.

AFAC EMPS Credentials

The following AFAC EMPS credentials are relevant to the following Level 2 and Level 3 roles:

- Level 2: Registered as a Level 2 Planning Officer.
- Level 3: Registered as a Level 3 Planning Officer. The Certified Planning Officer credential is awarded to an individual who has successfully fulfilled all eligibility requirements. Individuals will be recognised as an expert in Planning, with substantial experience in planning in high impact, high consequence and complex emergencies.

Fitness or Other Standards

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

- None

References

- *Emergency Management Professionalisation Scheme Professional Standard: Registered Level 2 Planning Officer (2018)*

- *Emergency Management Professionalisation Scheme Professional Standard: Registered Level 3 Planning Officer (2018)*
- *Emergency Management Professionalisation Scheme Professional Standard: Certified Level 3 Planning Officer (2018)*
- *PUAOPE025 - Manage planning for a complex incident (Release 1)*
- *AIIMS Manual 2017*