A Common Approach to Incident Management
A Common Approach to Incident Management: ICCS Plus

AUSTRALIA NEW ZEALAND POLICING ADVISORY AGENCY

This document is subject to copyright. Licence to reproduce this Document in unaltered form in its entirety (including with the copyright notice, disclaimer and limitation of liability notice intact) is granted to Australian and New Zealand Government bodies.

No other reproduction, or publication, adaption, communication or modification of this Document is permitted without the prior written consent of the copyright owner, or except as permitted in accordance with the Copyright Act 1968 (Cth). All requests and inquiries concerning reproduction or use of this Document other than as permitted by this copyright notice should be directed to ANZPAA, telephone 03 9628 7211 or email secretariat.support@anzpaa.org.au

The State of Victoria (represented by Victoria Police) is managing the Intellectual Property of this Document on behalf of the Members of ANZPAA in accordance with the current ANZPAA Memorandum of Understanding. The governance processes generally associated with ANZPAA will manage the development and review of this Document.

Disclaimer

This Document has been prepared to support incident management training for police in Australia and New Zealand and may not be relied upon for any other purpose.

ANZPAA has taken reasonable care to ensure that the information provided in this Document is correct and current at the time of publication. Changes in circumstances after the time of publication may impact the accuracy or completeness of the information. It is the responsibility of the user to ensure they are using the most up-to-date version of this Document.

The information contained in this Document is necessarily of a general nature only and ANZPAA makes no representation or warranty, either express or implied, concerning the suitability, reliability, completeness, currency or accuracy of this Document.

This Document is not a substitute for users obtaining independent advice specific to their needs, nor a substitute for any jurisdictionally appropriate policies, procedures, protocols or guidelines and it is not intended to take precedence over such documents. All users of this Document should assess the relevance and suitability of the information in this Document to their specific circumstances.

Third Party Resources

This Document may refer to other resources, publications or websites which are not under the control of, maintained by, associated with, or endorsed by ANZPAA (‘Third Party Resources’).

Links and citations to Third Party Resources are provided for convenience only. ANZPAA is not responsible for the content, information or other material contained in or on any Third Party Resource. It is the responsibility of the user to make their own decisions about the accuracy, currency, reliability and completeness of information contained on, or services offered by, Third Party Resources.

ANZPAA cannot and does not give permission for you to use Third Party Resources. If access is sought from a Third Party Resource this is done at your own risk and on the conditions applicable to that Third Party Resource, including any applicable copyright notices.

Liability

To the maximum extent permitted by law, the State of Victoria and Members of ANZPAA do not accept responsibility or liability (including without limitation by reason of contract, tort, negligence, or strict liability) to any person for any loss, damage (including damage to property), injury, death, cost, loss of profits or expense (whether direct, indirect, consequential or special) that may arise from, or connected to, the use of, reliance on, or access to any information provided or referred to in this Document or any information provided or referred to, or service offered by any Third Party Resource.

Members of ANZPAA

ANZPAA is established by a Memorandum of Understanding between the following members: Victoria Police; Australian Federal Police; Australian Capital Territory Policing; New South Wales Police Force; New Zealand Police; Northern Territory Police; Queensland Police Service; South Australia Police; Tasmania Police and Western Australia Police, collectively, the ‘Members of ANZPAA’.

References in this notice to ANZPAA are references to the Members of ANZPAA.

Document Control

Version Number: V2
Date Distributed: 2017
Approved By: ANZPAA Board
Foreword

I am pleased to introduce the 2017 edition of *A Common Approach to Incident Management: ICCS Plus* (ICCS Plus) on behalf of the ANZPAA Board.

ICCS Plus (ICCS Plus) was designed by police for police, making it unique to other incident management frameworks. It is intended to foster interoperability between jurisdictions and facilitate inter-agency co-operation when responding to different types of incidents, regardless of size, scale or complexity.

ICCS Plus is based on the incident command and control system developed by the Australia New Zealand Counter-Terrorism Committee (ANZCTC). The incident management principles outlined in the ANZCTC document have been expanded to present an incident management framework that provides for a broader application within policing.

This framework was reviewed by practitioners, subject matter experts, senior executives and operational police commanders of each Australia and New Zealand Police jurisdiction as nominated by the Police Commissioners of Australia and New Zealand.

The reviewed material is reflective of contemporary incident management practices as it relates to the functions and principles of operational policing.

ICCS Plus acknowledges the Australasian Inter-Service Incident Management System (AIIMS) which is predominantly used by fire and other emergency services. Considering AIIMS as part of this review ensures consistency between frameworks and reinforces a common understanding of principles and practices across different agencies.

I would like to thank the nominated representatives, and in particular the Deputy Commissioners-Operational Management Meeting (DC-OMM), who assisted ANZPAA in the review process. Their contributions ensure that the revised ICCS Plus is responsive to the increasingly complex challenges of incident management.
# Glossary

The following terms are understood by each jurisdiction as they relate to their internal processes, policies, procedures and legislation:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY</td>
<td>An organisation external to policing that is responsible for providing a service before, during and after an incident.</td>
</tr>
<tr>
<td>COMMAND</td>
<td>The authority exercised by a Commander to direct, organise and co-ordinate available resources to achieve the Commander's Intent.</td>
</tr>
<tr>
<td>COMMAND AND CONTROL</td>
<td>The structure which is assembled when an incident exceeds the span of control of an individual. Its establishment is based on the circumstances surrounding the incident.</td>
</tr>
<tr>
<td>STRUCTURE</td>
<td>A Command and Control Structure within ICCS Plus consists of two levels of command – the Police Commander (Strategic) and Police Forward Commander (Operational). Both levels of command consider the ten functions within ICCS Plus.</td>
</tr>
<tr>
<td>COMMANDER'S INTENT</td>
<td>A clear statement of intended action as defined by the Police Commander; this can also be referred to as the ‘mission’.</td>
</tr>
<tr>
<td>COMMUNITY</td>
<td>Members of the public affected by the incident.</td>
</tr>
<tr>
<td>CONTROL</td>
<td>The overall responsibility for managing the response to an incident.</td>
</tr>
<tr>
<td>CONTROL AGENCY</td>
<td>An agency that exercises control of an incident in accordance with State or Territory legislation. The Control Agency is responsible for managing the response and a recovery operation for the duration of the incident or until there has been a formal handover to another agency. The Control Agency is responsible for the strategic control of Support Agencies only. The Control Agency does not direct personnel of a Support Agency. A Control Agency is also known as: a combat agency, a control authority or a lead agency depending on the jurisdiction.</td>
</tr>
<tr>
<td>CO-ORDINATION</td>
<td>The facilitation of agencies and resources to ensure effective control.</td>
</tr>
<tr>
<td>DECISIONS LOG</td>
<td>A collection of decisions made when managing or resolving an incident. This can be understood as being an operation log, running sheet or equivalent.</td>
</tr>
<tr>
<td>FUNCTION</td>
<td>The functions outlined in this document refer to each element of incident management that is considered by all levels within the Command and Control structure.</td>
</tr>
<tr>
<td>FUNCTIONAL MANAGERS</td>
<td>An individual responsible for executing one or more of the ten identified functions.</td>
</tr>
<tr>
<td>INCIDENT</td>
<td>Any planned or unplanned event, incident or operation requiring a police response. An incident can range from a single vehicle accident to a multi-agency event, comprising several incidents.</td>
</tr>
<tr>
<td>LIAISON OFFICER</td>
<td>A nominated representative who must be included in inter-agency and inter-jurisdictional communications as it relates to the respective jurisdiction or function.</td>
</tr>
<tr>
<td>PLANS</td>
<td>Refers to developed jurisdictional arrangements. These include but are not limited to operational plans, operation orders, action plans and communication plans</td>
</tr>
<tr>
<td>POLICE COMMANDER</td>
<td>The individual who has overall strategic command of police resources in response to an incident and is responsible for providing direction, oversight and support to the Police Forward Commander.</td>
</tr>
<tr>
<td>POLICE FORWARD COMMANDER (PFC)</td>
<td>An individual who has operational command of police resources at an incident.</td>
</tr>
<tr>
<td>POLICE FORWARD COMMAND POST (PFCP)</td>
<td>The location where operational command and one or more of the ten functions is exercised</td>
</tr>
<tr>
<td>POLICE OPERATIONS CENTRE (POC)</td>
<td>A location from where strategic command and one or more of the ten functions is exercised.</td>
</tr>
<tr>
<td>SAFETY FRAMEWORK</td>
<td>An agreed jurisdictional approach for ensuring the health and safety of individuals involved, or potentially affected by, an incident as determined by Command or a Functional Manager.</td>
</tr>
<tr>
<td>STAKEHOLDER</td>
<td>A collective term to refer to people or agencies that can affect, be affected by, or perceive themselves to be affected by, an incident.</td>
</tr>
<tr>
<td>SUPPORT AGENCY</td>
<td>An agency that provides support to the Control Agency.</td>
</tr>
</tbody>
</table>
Introduction

Police in Australia attend incidents every day, ranging from those requiring a single-officer to those requiring a large-scale police deployment or a multi-agency or multi-jurisdictional response. The latter requires a greater understanding and preparedness by police when responding to and managing incidents. In 2012, at the request of the ANZPAA Board, *A Common Approach to Incident Management: ICCS Plus* (ICCS Plus) was developed to incorporate the seven functions of the Australia New Zealand Counter Terrorism Committee (ANZCTC) Incident Command and Control Structure (ICCS) into a broader incident management process. This included three additional functions of Communications, Safety and Recovery – the ‘Plus’ within ICCS Plus.
ICCS Plus

Is applicable to planned and unplanned events, operations and incidents.

Provides an overarching framework for management of incidents by police that enables and supports jurisdictional arrangements.

Facilitates an ‘all hazards’ approach to incidents irrespective of the size, nature or complexity.

APPLYING ICCS PLUS

ICCS Plus identifies ten core functions to ensure consistency of incident management practice within, and across, police jurisdictions in Australia. It is designed to support the successful planning, response and resolution of incidents, including emergency response.

It is designed to be scalable and flexible and can be adapted and integrated to suit relevant jurisdictional arrangements. ICCS Plus should be read in conjunction with relevant jurisdictional legislation, policies and procedures.

ICCS Plus has been developed specifically for police, by police, and is consistent and complementary to:

- Australia New Zealand Counter-Terrorism Committee’s (ANZCTC) arrangements
- Australasian Inter Service Incident Management System (AlIMS).
ICCS PLUS PRINCIPLES

ICCS Plus is based on the following principles. These principles provide guidance on the application of the framework which underpins the functions within ICCS Plus.

SAFETY
Operational and community safety is the primary objective of police in the management of incidents and involves the continuous assessment and control of risks and threats as circumstances change.

FLEXIBILITY
The functions outlined in ICCS Plus are scalable and flexible according to the size, nature and complexity of the incident. They can be adapted and integrated to suit relevant jurisdictional arrangements.

LEADERSHIP
Leadership includes taking command and being proactive and adaptive to changing circumstances.
Command decisions are often required in an environment of pressure, uncertainty and limited information. Delaying or avoiding a decision can lead to additional or elevated risk.
Leadership requires a collaborative approach with other agencies.

COMMUNICATION
Communications should be clear, timely and succinct.

MANAGEMENT BY OBJECTIVES
A process of management that determines objectives and associated priorities. These are communicated to ensure a common understanding. This process is continuously reviewed, re-assessed and amended where necessary.

FUNCTIONAL MANAGEMENT
Applying the ten functions, or any combination of these, to achieve the Commander’s Intent.

SPAN OF CONTROL
The number of functions and resources that can be managed by one person to prevent overwhelming an individual. It recognises the need to delegate functions which is often necessary in order to resolve large-scale incidents.
A Common Approach to Incident Management: ICCS PLUS
AUSTRALIA NEW ZEALAND POLICING ADVISORY AGENCY

PURPOSE

DEVELOPING A COMMON INCIDENT MANAGEMENT FRAMEWORK

The purpose of ICCS Plus is for police to:
- Support a nationally consistent approach to incident management
- Apply the key elements of incident management
- Support consistent and flexible training and education
- Inform the community and Support Agencies of the police approach
- Instil community confidence that police are aligned to a national common framework when managing incidents.

INCIDENT MANAGEMENT FRAMEWORK

LEGAL AND ADMINISTRATIVE
Responding to and resolving an incident may require police to work with stakeholders both within their jurisdiction and cross-jurisdictionally. Incident management, in particular multi-agency and multi-jurisdictional incidents, take place within the emergency management, legal and administrative systems of each jurisdiction. There are many similarities in these systems but their jurisdictional application during incidents, including emergency management, may differ.

A list of emergency management legislation and arrangements for each jurisdiction is provided in Appendix A.

GOVERNANCE AND REVIEW PROCESSES
The ANZPAA Board is responsible for this document, including monitoring, implementation and review. ICCS Plus is to be reviewed biennially or at the direction of the ANZPAA Board.
ICCS PLUS FUNCTIONS

ICCS Plus identifies ten core functions, with associated responsibilities, that are essential to supporting the successful resolution of an incident. These ten functions are the foundation for standardising incident management processes within, and across, police jurisdictions. A brief description of each function is provided below.

COMMAND, CONTROL AND CO-ORDINATION
Taking charge, establishing intent and providing leadership for the response to, co-ordination and resolution of the incident.

SAFETY
Managing risks to health, safety and wellbeing of police, support agencies and the community.

COMMUNICATION
Ensuring effective liaison, communication and co-operation amongst police involved in the resolution of the incident.

OPERATIONS
Implementing plans by assigning tasks, deploying human resources and assets, monitoring activities, and consulting on changes.

LOGISTICS
Ensuring the effective forecasting, acquisition, allocation and use of resources.

PLANNING
Developing plans to successfully achieve the Commander's Intent.

PUBLIC INFORMATION
Providing consistent and timely messages to the public in order to inform, protect and reassure the community.

INVESTIGATION
Determining the cause of an incident, and/or factors which have contributed to the impact of, and response to, the incident.

INTELLIGENCE
Undertaking the timely collection and collation of information, its analysis and dissemination as intelligence.

RECOVERY
Ensuring relief and recovery is considered through the provision of services to the community impacted by the incident. This includes co-ordinating the successful transition to the recovery phase.
ICCS PLUS FRAMEWORK

The Command and Control framework provides a series of overarching Principles and functions that are considered by all police in responding to any incident irrespective its size, complexity or the individual’s rank or designated responsibility. The image below provides a conceptual representation of the ten functions to be considered by police during an incident; they are dynamically applied and addressed as required.
A Common Approach to Incident Management: ICCS PLUS

When applying ICCS Plus, it is essential that the considerations of each function are managed collectively. The grouping of considerations by function, then by Command Leadership Level, assists in determining a range of duties that may need to be performed when responding to or managing an incident.

ICCS Plus outlines responsibilities for responding to and resolving incidents irrespective of size, nature or complexity, noting its application is to be scaled as circumstances change.

COMMAND LEADERSHIP LEVELS

ICCS Plus is based on two key Command Leadership Levels: Strategic and Operational. These levels can be undertaken individually or collectively. The application of these Command Leadership Levels does not detract from the role of an executive/policy level of leadership.

ROLES

When applying ICCS Plus, it is essential that the considerations of each function are managed collectively. The grouping of considerations by function, then by Command Leadership Level, assists in determining a range of duties that may need to be performed when responding to or managing an incident.

ICCS Plus outlines responsibilities for responding to and resolving incidents irrespective of size, nature or complexity, noting its application is to be scaled as circumstances change.

COMMAND LEADERSHIP LEVELS

ICCS Plus is based on two key Command Leadership Levels: Strategic and Operational. These levels can be undertaken individually or collectively. The application of these Command Leadership Levels does not detract from the role of an executive/policy level of leadership.

ICCS Plus

- **STRATEGIC**
  - Police Commander
  
  The individual undertaking this role has overall strategic command of police resources in responding to an incident and provides direction, oversight and support to the Police Forward Commander.

- **OPERATIONAL**
  - Police Forward Commander
  
  The individual undertaking this role is accountable and responsible for field operations.
  
  During incidents where there is no appointed Police Commander, the Police Forward Commander may also assume strategic level responsibilities.
APPLYING: COMMAND & CONTROL STRUCTURE

A command and control structure is the formal establishment of defined levels of command which may include Police Commander (Strategic) and/or Police Forward Commander (Operational) and may require the creation of a Police Operations Centre and Police Forward Command Post.

Where an incident exceeds a manageable span of control, the Police Commander and Police Forward Commander may need to establish a command and control structure.

The image below includes two roles, ‘Executive’ and ‘Specialist Capability’, that are understood to inform incident management but do not form part of the leadership levels within the ICCS Plus framework.

\[
\text{Commissioner/Assistant Commissioner} \quad \text{POLICY}
\]

\[
\text{Police Commander} \quad \text{STRATEGIC}
\]

\[
\text{Police Forward Commander} \quad \text{OPERATIONAL}
\]

\[
\text{Specialist Capability} \quad \text{NOT WITHIN SCOPE OF ICCS PLUS}
\]

In ACT Police these roles are assumed by the Chief Police Officer/Commander.
ICCS Plus acknowledges that an incident may require Command, Control and Co-ordination at different levels, depending on its size, nature and complexity. The incident may be managed at the following levels either separately or simultaneously.

MULTI-AGENCY INCIDENTS

Multi-agency incidents can involve both a Control Agency and Support Agency and their interaction will vary within jurisdictions depending on the type of incident and the resources involved.

CONTROL AGENCY

The Control Agency provides direction regarding the response activities, management of resources and delegates tasks (as required). There may be a need to delegate responsibility for one or more functions as the complexity of an incident increases. Where functions are delegated, the establishment of a clear command and control structure is essential.

SUPPORT AGENCY

Support Agencies generally operate as independent units responsible for the command of their own personnel and resources. Each agency is responsible for establishing and maintaining their respective command and control structures.

During incidents, agencies collectively work together at the Strategic and Operational levels through their respective agency or nominated Liaison Officers. The focus of their activities is aligned to the mission objectives as determined by the Control Agency. In some jurisdictions this is referred to as ‘Unified or Unity of Command’.

Police as Control Agency where police are the Control Agency the Police Commander nominates a primary point of engagement, often a Liaison Officer, to co-ordinate communication between agencies.

Where police are the Control Agency, they are accountable and responsible for the overall control and co-ordination of personnel and associated resources. Command of individuals from other agencies can only occur by agreement where not otherwise provided for in legislation.

Police as Support Agency where police are the Support Agency, the Police Commander is the primary point of engagement between agencies unless otherwise nominated.

During incidents where police are not the Control Agency, police are responsible for the command of their own resources and are subject to the direction of the Control Agency. Police will also provide a coordination role (as per local jurisdictional frameworks) to support the Control Agency accessing resources (where practicable) and other support agencies required to resolve the incident.
RULES

The rules for the resolution of incidents, including where ICCS Plus is applied, are summarised as below:

- For each incident there should be only one Control Agency at any one time.
- Agencies and Support Agencies that attend an incident are subject to the direction of the Control Agency.
- Each agency is accountable and responsible for the functions which contribute to resolving the incident.
- Support Agencies are accountable to their legislative or agreed activities in support of the Control Agency.
- Resolution of an incident includes undertaking response, relief and recovery operations.
- Support Agencies involved in an incident should nominate a Liaison Officer who is accountable and responsible for the activities their respective field resources.

MULTI-JURISDICTIONAL INCIDENTS

The application of the Command, Control and Co-ordination function will vary for incidents that cross jurisdictional boundaries. Factors that may influence the application of this function include, but are not limited to:

- legislative requirements
- the size, nature and complexity of the incident
- available resources
- tasks to be undertaken
- prior arrangements or co-operative instruments currently in place (e.g. the Police Assistance in Neighbouring States/Territories Agreement).

During multi-jurisdictional incidents it is the responsibility of the relevant Police Commissioner, through their respective Police Commanders, to agree on a command structure suitable for managing the incident.
COMMAND, CONTROL AND CO-ORDINATION

Command and Control requires taking charge, establishing intent and providing leadership for the response and resolution of the incident.

Co-ordination involves the facilitation of resources and agencies to ensure effective control.

RESPONSIBILITY

The responsibilities within the Command, Control and Co-ordination function are to take charge, establish intent and provide leadership for the response, co-ordination and resolution of the incident. This includes the establishment of a scalable and flexible management structure. Clear, succinct and timely communication (including briefings up and down) should occur across all leadership levels.

STRATEGIC CONSIDERATIONS1

The strategic considerations associated with this function may include, but are not limited to:

- establishing Commander’s Intent and ensuring operational objectives align to the strategic direction of the incident
- determining risk parameters and associated trigger points for an escalated response to ensure community safety
- maintaining strategic command, control and co-ordination (where applicable) and providing direction, oversight and support to the Police Forward Commander
- driving situational awareness
- identifying and managing consequences of the incident, potential or otherwise
- ensuring relevant information is recorded and communicated
- maintaining relationships with whole-of-government and non-government agencies
- recording of critical decisions through a decisions log5
- activating relevant ICCS Plus functions.

The above considerations should be undertaken in the context of maintaining a jurisdiction-wide capability.

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but are not limited to:

- identifying operational objectives and aligning them to the Commander’s Intent (where established)
- establishing and maintaining situational awareness
- activating relevant ICCS Plus functions and delegating these functions and tasks where appropriate
- building and maintaining an appropriate Command and Control Structure
- ensuring information is recorded and communicated
- confirming debriefs and/or post operational reviews are conducted as required
- ensuring community safety risks are understood and communicated
- identifying whether the incident is a high risk incident
- co-ordinating response with Support Agencies and stakeholders.

1 Given that this Framework is scalable, not all levels of Command, Control and Co-ordination are required at every incident.
SAFETY

The ultimate aim of the Safety function is to manage risks to health, safety and wellbeing of police, Support Agencies and the community. Where risks cannot be controlled, they should be mitigated. Safety is a shared responsibility and relates to recognising the site of an incident as a workplace subject to work health and safety laws.

Agencies involved in the response to, and resolution of, the incident are required, as far as is reasonably practical, to adopt safe operational work practices and safe systems of work.

RESPONSIBILITY

The responsibilities within the Safety function are to: apply a risk management approach and ensure a safe working environment. The health and safety of individuals\(^2\) involved in the response to, or resolution of, the incident are protected through safe systems and equipment. This function ensures all involved in responding to the incident are informed of their responsibility to take reasonable care of their own health and safety and that of the community.

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function may include, but are not limited to:

- confirming a safety framework is in place
- maintaining compliance with jurisdictional legislation, policies and plans
- monitoring and reviewing safety and welfare, relating to police and the community
- undertaking the identification and communication of risk.

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but is not limited to:

- complying with jurisdictional legislation, policies and plans as they relate to work health and safety\(^3\) which may also include:
  - ensuring individuals involved in the management of an incident are equipped to undertake their duties
  - maintaining a record of advice and issues/incidents relating to safety
  - ensuring risks are identified and communicated.
- providing advice to the Police Commander on current and emerging risks to police and community.

\(^2\) Individuals\(^2\) can refer to sworn and unsworn members of the Control Agency or Support Agency, and members of the Public, Community or Stakeholders.

\(^3\) Please refer to the ANZPAA Guide for Managing Work Health and Safety in Australian Policing (2017).
COMMUNICATIONS

The Communications function considers communications within police, and across Support Agencies. It includes reporting across levels\(^4\) and to government when required.

Communication should focus on the recording and sharing of information by maintaining jurisdictional information systems and or processes.

Communications with the media and the community are separate and form part of the Public Information function.

RESPONSIBILITY

The responsibilities within the Communications function are to ensure liaison, communication and co-operation within police and across Support Agencies involved in the resolution of the incident. Communications should align with jurisdictional information management and classification frameworks.

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function may include, but are not limited to:

- conducting briefings and sharing relevant information with relevant stakeholders
- implementing a jurisdictional communication system which allows for timely, accurate, recordable and retrievable information.

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but are not limited to:

- implementing information recording processes that supports communication
- conducting regular briefings and sharing relevant information
- facilitating the recording of critical decisions through a decisions log
- establishing and maintaining communication lines with police and Support Agencies involved in field operations
- assigning a Liaison Officer as required.

\(^4\) See section titled ‘Levels of Operation’.
OPERATIONS

The Operations function supports the implementation of plans through assigning tasks, deploying human resources and assets, monitoring activities, and consulting on changes.

RESPONSIBILITY

The responsibilities within the Operations function are to implement plans, resolve or assist in the resolution of an incident, and monitor and communicate the plans’ activities and progress.

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function includes, but are not limited to:

- confirming plans align with the Commander’s Intent
- confirming common functions and/or tasks are co-ordinated and supported where there are multiple incidents and/or sites
- providing support to the Police Forward Commander.

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but are not limited to:

- confirming personnel have capability to undertake assigned tasks
- assessing implementation of plans and making adjustments (where required)
- monitoring tasks and their status
- conducting risk assessments against activities undertaken
- monitoring police and Support Agency resources.
LOGISTICS

The Logistics function considers the forecasting, acquisition and allocation of resources and includes facilities, services and materials, in support of the response to, and resolution of, an incident. It also involves the administration and financial management of resources, including their release, once they are no longer required.

RESPONSIBILITY

The responsibilities within the Logistics function are to ensure the effective acquisition, mobilisation and de-mobilisation of appropriate resources.

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function may include, but are not limited to:

- co-ordinating support from other agencies, as required
- managing and prioritising human and physical resources in accordance with jurisdictional policies and processes
- forecasting future personnel or logistics needs
- managing the establishment, administration, finance and information management requirements of the operations centre.5

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but are not limited to:

- resourcing the incident including adequate administrative support (e.g. consumables, equipment and personnel)
- monitoring the availability, and current use of resources, while considering personnel welfare
- planning and arranging for future resourcing requirements
- confirming resources used during an incident are accounted for.

5 A location used to provide central point of command for co-ordinating and controlling the management of an incident.
PLANNING

The Planning function considers the development of plans to successfully achieve the Commander’s Intent and includes consultation within and across agencies to ensure plans are manageable and achievable.

RESPONSIBILITY

The responsibilities within the Planning function are to develop plans that support the Commander’s Intent.

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function may include, but are not limited to:

• aligning plans with the Commander’s Intent and organisational objectives
• facilitating inter-jurisdictional support (where required)
• monitoring the operational environment to forecast future planning requirements
• developing plans and risk assessment for the overall response and resolution of the incident
• communicating plans and subsequent changes to police and Support Agencies.

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but are not limited to:

• complying with jurisdictional procedures, policies and legislation
• developing plans (including risk assessments) and strategies in support of tactical activities
• monitoring, reviewing and updating plans (where required)
• communicating plans and subsequent changes to police and Support Agencies.
PUBLIC INFORMATION

The Public Information function ensures there is consistent and timely messaging regarding the incident as it relates to the community during the incident management process. Public Information should provide direction and reassurance to the community.

RESPONSIBILITY

The responsibilities within the Public Information function are to protect and reassure the community through the provision of timely and accurate information.

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function may include, but are not limited to:

- delivering consistent, accurate and clear messages to the community, from a single source
- supporting police and Support Agencies to work together to provide consistent messages to the community
- informing the community of the incident and associated risks, together with any action that may be required
- monitoring and maintaining ‘real-time’ awareness of open source information (e.g. social media).

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but are not limited to:

- managing media representatives
- contributing to the ‘real time’ accuracy of messages released to the community
- communicating with police and Support Agencies involved in the incident to ensure the delivery of co-ordinated and consistent messages.
INVESTIGATIONS

The Investigations function is to determine the cause of an incident, and/or determine factors which have contributed to the impact of and response to the incident.

RESPONSIBILITY

The responsibilities within this function are to set the structure and focus of the investigation relevant to jurisdictional requirements, in consultation with the Police Commander.

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function may include, but are not limited to:

- supporting collaboration between police and Support Agencies
- contributing to the identification of risks and threats
- understanding investigations may continue after the incident is resolved.

OPERATIONAL CONSIDERATIONS

The operational considerations associated with the Investigations function may include, but are not limited to:

- implementing appropriate investigation management frameworks
- maintaining collaboration between police and Support Agencies
- maintaining continuity and sustainability of investigations
- protecting the integrity of the scene.
INTELLIGENCE

The Intelligence function involves the timely collection and collation of information, its analysis, and dissemination as intelligence.

RESPONSIBILITY

The responsibilities within the Intelligence function are to support decision making and future planning in relation to the management and resolution of the incident and to identify potential threats and impacts.

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function may include, but are not limited to:

- confirming intelligence objectives and priorities are aligned to the Commander’s Intent
- consulting relevant intelligence sources
- maintaining identification and monitoring of risks and threats
- advising of other incidents and issues that may impact on the incident
- informing Control and Support Agencies of the current incident and potential changes
- identifying the impact of the incident upon the affected community.

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but are not limited to:

- advising of other incidents and operational issues that may impact upon the incident
- collecting, collating and analysing information
- recording and disseminating intelligence
- identifying, managing and monitoring risks and threats.
RECOVERY

The Recovery function has two parts: relief and recovery.

Relief:
Involves addressing the immediate needs of community impacted by the incident. This may include, but is not limited to, addressing their social, wellbeing, welfare and information needs.

Recovery:
is returning the scene, and the community impacted by an incident, back to its original state.

RESPONSIBILITY

The responsibilities within the Recovery function are to support relief and recovery arrangements in accordance with jurisdictional legislation, policies and plans. The Control Agency should consider the short and long term needs of the affected community and notify relief and recovery agencies (where required).

STRATEGIC CONSIDERATIONS

The strategic considerations associated with this function may include, but are not limited to:

- supporting jurisdictional relief and recovery arrangements
- considering long-term consequences of the incident on the community
- liaising with relief and recovery agencies when the incident has, or is likely to have, significant impact on the community
- confirming jurisdictional post-incident policies and procedures are followed.

OPERATIONAL CONSIDERATIONS

The operational considerations associated with this function may include, but are not limited to:

- determining the scope of relief and recovery required relevant to the incident
- supporting the impact assessment of the incident
- ensuring relief and recovery operations are undertaken including the provision of advice about support services
- facilitating the formal handover to the nominated recovery agency or agencies.
Appendix A

EMERGENCY MANAGEMENT LEGISLATION AND ARRANGEMENTS

AUSTRALIAN CAPITAL TERRITORY
- Emergencies Act 2004
- ACT Emergency Plan

NEW SOUTH WALES
- State Emergency and Rescue Management Act 1989

NORTHERN TERRITORY
- Northern Territory Emergency Management Act 2013
- Northern Territory All Hazards Emergency Management Arrangements

QUEENSLAND
- Disaster Management Act 2003
- Public Safety Preservation Act 1986
- State Disaster Management Plan

SOUTH AUSTRALIA
- Emergency Management Act 2004
- State Emergency Management Plan

TASMANIA
- Emergency Management Act 2006
- Police Powers (Public Safety) Act 2005

VICTORIA
- Emergency Management Act 1986
- Emergency Management Act 2013
- Emergency Management Manual Victoria

WESTERN AUSTRALIA
- Emergency Management Act 2005
- Emergency Management Regulations 2006
ICCS Plus
Common Incident Command and Control Framework

COMMAND, CONTROL AND CO-ORDINATION
Taking charge, establishing intent and providing leadership for the response, co-ordination and resolution of the incident.

LOGISTICS
Ensuring the effective forecasting, acquisition, allocation and use of resources.

INVESTIGATION
Determining the cause of an incident, and/or factors which have contributed to the impact of, and response to, the incident.

INTELLIGENCE
Undertaking the timely collection and collation of information, its analysis and dissemination as intelligence.

PUBLIC INFORMATION
Providing consistent and timely messages to the public in order to inform, protect and reassure the community.

PLANNING
Developing plans in order to successfully achieve the Commander’s Intent.

RECOVERY
Ensuring relief and recovery is considered through the provision of services to the community impacted by the incident. This includes coordinating the successful transition to the recovery phase.

SAFETY
Managing risks to health, safety and wellbeing of police, support agencies and the community.

COMMUNICATION
Ensuring effective liaison, communication and co-operation within police and other stakeholders involved in the resolution of the incident.

OPERATIONS
Implementing plans by assigning tasks, deploying human resources and assets, monitoring activities, and consulting on change.

LOGISTICS
Ensuring the effective forecasting, acquisition, allocation and use of resources.

INVESTIGATION
Determining the cause of an incident, and/or factors which have contributed to the impact of, and response to, the incident.

INTELLIGENCE
Undertaking the timely collection and collation of information, its analysis and dissemination as intelligence.

PUBLIC INFORMATION
Providing consistent and timely messages to the public in order to inform, protect and reassure the community.

PLANNING
Developing plans in order to successfully achieve the Commander’s Intent.

RECOVERY
Ensuring relief and recovery is considered through the provision of services to the community impacted by the incident. This includes coordinating the successful transition to the recovery phase.

SAFETY
Managing risks to health, safety and wellbeing of police, support agencies and the community.

COMMUNICATION
Ensuring effective liaison, communication and co-operation within police and other stakeholders involved in the resolution of the incident.