

Queensland Coastal Contingency Action Plan

Appendix 2 - Australasian Inter-Service Incident Management System (AIIMS-4)

2017

Australasian Inter-Service Incident Management System (AIIMS-4)

The incident management system used for the command, control and coordination of marine pollution incidents in Australia is known as the Australasian Inter-Service Incident Management System (AIIMS-4). AIIMS-4 is based on five principles:

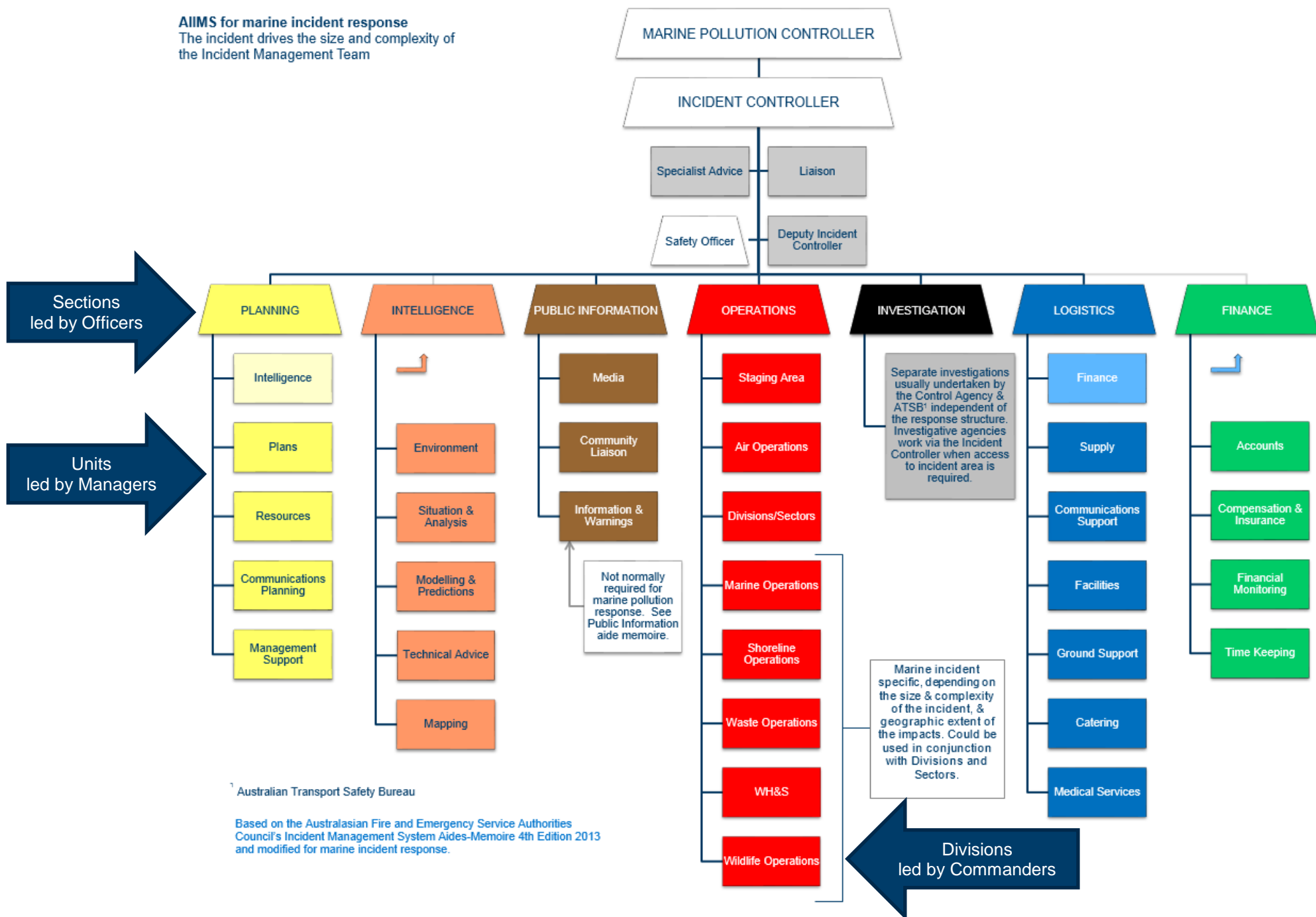
- (1) flexibility – applicable to all hazards and all agencies
- (2) management by objectives – the Incident Controller, in consultation with the Incident Management Team determines the desired outcomes of the incident for the purpose of ensuring all responders understand the direction being taken during the response
- (3) functional management – the utilisation of specific functions (defined as an activity or grouping of activities addressing core responsibilities of the Incident Controller) to manage an incident
- (4) unity of command - the response organisation should work to one set of common objectives and each individual should report to only one supervisor
- (5) span of control – relates to the number of groups or individuals that can be successfully managed by one person.

Structural Terminology

AIIMS employs a particular terminology to describe reporting relationships. As far as possible, an Incident Management Team with responsibility for a response to a maritime emergency will apply and use consistent terminology:

- Sections are led by Officers
- Units are led by Managers
- Divisions are led by Commanders
- Sectors (only within Operations and beneath Divisions) are led by Commanders
- Strike Team(s)/Task Force(s) are led by Team Leaders

AIIMS for marine incident response
The incident drives the size and complexity of the Incident Management Team



Roles and Responsibilities

Marine Pollution Controller

- Section 93A of the TOMPA provides for appointment of a Marine Pollution Controller.
- The Marine Pollution Controller is the General Manager of Maritime Safety Queensland.
- The function of the Marine Pollution Controller is to direct and coordinate, for the State, the response by the State and other entities if:
 - there is a discharge, or probable discharge, of pollutant into coastal waters, and
 - the discharge or probable discharge, is serious or potentially serious.
- The function of the Marine Pollution Controller, which is described under section 93A of the TOMPA, may only be performed if the Marine Pollution Controller:
 - is reasonably satisfied it is necessary to perform the function, and
 - has given written notice to the chief executive that states
 - the Marine Pollution Controller intends to perform the function
 - an outline of the circumstances of the discharge or probable discharge.
- In performing this function the Marine Pollution Controller has all the powers under the TOMPA of the general manager and an authorised officer.
- The Marine Pollution Controller is in overall charge of the response to all incidents within the scope of this plan.

Incident Controller

Role

- 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 all response personnel and members of the public who may be involved at an incident
- Issuing of warnings and incident information to the public and affected stakeholders
- Management of the relationship with agencies and people affected, or likely to be affected, by the incident
- Liaison with the Marine Pollution Controller, when activated, to ensure the response is managed and coordinated effectively and appropriately within senior levels of supporting agencies and government.

Responsibilities

- Take charge and exercise leadership, including the establishment of the incident management structure
- Set objectives for the incident response, considering the safety of the community as a priority
- Develop and approve plans and strategies to control the incident
- Implement the IAP and monitor its progress
- Provide information and warnings to communities so that they can make informed decisions
- Establish effective liaison and cooperation with all relevant agencies, affected communities and others external to the IMT
- Obtain and maintain human and physical resources required for the resolution of the incident
- Apply a risk management approach, and establish systems and procedure for the safety and welfare of all response personnel
- Ensure effective communications with the Marine Pollution Controller, when activated
- Ensure appropriate financial delegations are in place and these delegations are made known to the appropriate response personnel.
- Ensure relief and recovery considerations are addressed
- Ensure collaborations between response and recovery agencies

Planning Officer

Role

- Evaluation and analysis of intelligence on the current and forecast situation
- Preparation of options analysis, and development of incident objectives and strategies
- Undertake risk assessments
- Preparation and distribution of the IAP, monitor and review the IAP implementation
- Development of a Communications Plan for the incident (as part of the IAP) & other plans as required
- Collection and maintenance of information on resources allocated to the incident
- Provision of management support services

Responsibilities

- Obtain a briefing from the Incident Controller or the position that you report to
- Establish the Planning Section appropriate to the size and complexity of the incident
- Appoint unit coordinators as required and delegate tasks
- Manage the personnel within the Planning Section
- Adjust the structure of the Planning Section throughout the incident
- Provide a safe working environment for personnel within the Planning Section
- Establish and maintain a log of activities and decisions for the Planning Section
- Communicate Section performance to the Incident Controller or the position you report to
- Prepare shift handover and brief incoming Planning Officer
- Manage the continuity of Planning activities across shift changes Checklist
- Obtain intelligence from the Intelligence Unit/Section to support the development of the IAP
- Consider sources of local knowledge and information relevant to the incident. Communications with the Community Liaison Unit, if established, to facilitate obtaining of local knowledge
- Identify new and emerging risks for the incident and address these in the IAP
- Monitor effectiveness of risk mitigation strategies
- Provide strategic advice to the IMT based on information received
- Undertake options analysis involving alternate incident objectives and strategies and identify the risks and likely outcomes associated with each
- As part of options analysis, make recommendations on incident objectives and strategies, including justifications for discussion by the IMT and approval by the incident Controller
- Schedule and conduct meetings for the IMT and the Planning Section
- Prepare the IAP for the next operations period and any longer term planning required
- Disseminate the IAP throughout the incident management structure
- Develop changeover and demobilisation plans and manage their implementation
- Develop and review the Communications Plan and its implementation

- Develop and maintain an effective register of all resources, required, en route, allocated to and released from the incident
- Regularly communicate progress of strategies and the IAP to the Incident Controller
- Provide management support services (radio, telephone, computer operators, support in information transfer within the IMT and administrative support)
- Collect, collate and store incident records
- Maintain a personal log of activities and decisions made
- Conduct handover briefing

Intelligence Officer

Role

- Collection of information on the current and forecast incident situation
- Analysing and processing that information into timely, accurate, and relevant intelligence
- Organising and displaying that intelligence in the form of a Common Operating Picture
- Disseminating intelligence products, particularly to the Planning Section
- Share intelligence products with others beyond the Incident Management Team
- Focusing activities so that critical intelligence needs are met and a Common Operating Picture is shared to support decision-making, planning and monitoring of the response

Responsibilities

- Obtain a briefing from the Incident Controller or the position that you report to
- Establish the Intelligence Section appropriate to the size and complexity of the incident
- Appoint unit coordinators as required and delegate tasks
- Manage the personnel within the Intelligence Section
- Adjust the structure of the Intelligence Section throughout the incident
- Provide a safe working environment for personnel within the Intelligence Section
- Establish and maintain a log of activities and decisions for the Intelligence Section
- Communicate Section performance to the Incident Controller or the position you report to
- Prepare shift handover and brief incoming Intelligence Officer
- Manage the continuity of Intelligence activities across shift changes

Public Information Officer

Role

- Dissemination of information, advice and safety messages to the public
- Provision of timely and relevant information and safety messages to those who may be impacted by the incident
- Ensure that the Marine Pollution Controller is involved in the development and approval of media releases
- Ensure that the Marine Pollution Controller is kept up-to-date regarding media conferences and media releases

Responsibilities

- Obtain a briefing from the Incident Controller
- Establish the Public Information Section appropriate to the size and complexity of the incident
- Appoint unit coordinators as required and delegate tasks · Manage the personnel within the Public Information Section
- Adjust the structure of the Public Information Section throughout the incident
- Obtaining information on the current and projected incident situation from the Planning or Intelligence Section when established
- Maintain ongoing communications with the Planning/Intelligence Section regarding accuracy of information released to the public
- Disseminating incident information to the public and affected communities
- Liaison with affected communities
- Liaise and coordination with other agencies media personnel to ensure one consistent picture is provided to the public and affected communities
- Provide a safe working environment for personnel within the Public Information Section
- Establish and maintain a log of activities and decisions for the Public Information Section
- Communicate Section performance to the Incident Controller or the position you report to
- Prepare shift handover and brief incoming Public Information Officer
- Manage the continuity of Public Information activities across shift changes Checklist
- Liaise with the Incident Controller regarding the Marine Pollution Controller's role in any media conferences and approval of media releases
- Prepare safety messages and other media releases for the Incident Controller's approval
- Assess the level of media interest in the incident and response
- Establish a media centre (within or close to the ICC) with appropriate equipment and personnel to assist so that the level of media interest can be effectively dealt with
- Notify other agency's' media officers of the media centre location and contact information
- Prepare a schedule for media briefings and distribute
- Determine which supporting agencies media representatives should be present at media conferences
- Coordination of the media and information being released about the response

- Oversee the liaison with other agency's media officers to ensure a consistent media messages are being presented
- Be available for media interviews
- Coordinate press conferences and the interviewing of the Incident Controller and other Maritime personnel by media organisations

Operations Officer

Role

- Managing and supporting the Division or Sector Commanders or Functional Unit Coordinators
- Providing advice and direction to the Division or Sector Commanders or Functional Unit Coordinators
- Undertaking strategic planning
- Briefing the Incident Controller and IMT
- Maintaining effective communications within the Operations Section and with other sections
- Issues resolution
- Implementation of strategies to resolve the incident
- Management of all activities that are undertaken directly (in the field) to resolve the incident
- Management of all resources (people and equipment) assigned to the Operations Section

Responsibilities

- Obtain a briefing from the Incident Controller or the position that you report to
- Establish the Operations Section appropriate to the size and complexity of the incident
- Appoint unit coordinators as required and delegate tasks
- Manage the personnel within the Operations Section
- Adjust the structure of the Operations Section throughout the incident
- Provide a safe working environment for personnel within the Operations Section
- Establish and maintain a log of activities and decisions for the Operations Section
- Communicate Section performance to the Incident Controller or the position you report to
- Prepare shift handover and brief incoming Operations Officer
- Manage the continuity of Operations activities across shift changes

Logistics Officer

Role

- Providing support for control of the incident through the organisation and provision of:
 - Human and physical resources
 - Facilities (such as the ICC, equipment staging area, shoreline staging areas, wildlife washing and rehabilitation facilities, assembly areas, forward command bases etc.)
 - Services
 - Materials
- Providing support and control for the demobilisation of equipment and services

Responsibilities

- Obtain a briefing from the Incident Controller or the position that you report to
- Establish the Logistics Section appropriate to the size and complexity of the incident
- Appoint unit coordinators as required and delegate tasks
- Manage the personnel within the Logistics Section
- Adjust the structure of the Logistics Section throughout the incident
- Provide a safe working environment for personnel within the Logistics Section
- Establish and maintain a log of activities and decisions for the Logistics Section
- Communicate Section performance to the Incident
- Manage the continuity of Logistics activities across shift changes

Finance Officer

Role

- Accounting for expenditure during the incident
- Managing insurance and compensation issues during the incident
- Collection and recording of cost data
- Cost estimation for the incident
- Cost recovery from the polluter (This can continue for several months after the response has been completed)

Responsibilities

- Obtain a briefing from the Incident Controller or the position that you report to
- Establish the Finance Section appropriate to the size and complexity of the incident
- Appoint Unit coordinators as required and delegate tasks
- Manage the personnel within the Finance Section
- Adjust the structure of the Finance Section throughout the incident
- Provide a safe working environment for personnel within the Finance Section
- Establish and maintain a log of activities and decisions for the Finance Section
- Communicate Section performance to the Incident Controller or the position you report to
- Prepare shift handover and brief incoming Finance Officer
- Manage the continuity of Finance activities across shift changes