



Title: Safe Work Instruction BFB		SWI 07	
Intelligence / Safety Officer Function (Operational)		Authorised By: BFAC	
	Original Issue Date: Jan 2024 Last Reviewed: May 2024 Next Review Date: May 2026		

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Description of Work:	<p>Operates under the direction of the IC.</p> <p>Intelligence is the process of collecting, evaluating and analysing information on the incident, and provides intelligence products to the Incident Controller.</p> <p>Safety Officer is to directly support and advise the Incident Controller of current and future conditions.</p>
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Potential Hazards: Traffic, Smoke, Off road driving, Wildlife, Deadman zone

Personal Protective Clothing (PPC) (worn when required)

 Gloves	 Face Masks	 Eye Protection	 Protective Clothing	 Appropriate Footwear		
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Safe Work Procedure:

Intelligence / Safety Officer Duties:

During the high threat period may be required to be on a roster for short periods.

Will have the use of a Shire asset at their disposal while on duty, (Intel Vehicle).

Provides intel via PAFTACS to the IC.

Does not direct fire operations or control the Incident.

May be utilise for other positions at an incident at the discretion of the IC. (sector commander, ground controller, safety officer...)

The Intelligence function includes:

- 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.
- Focussing 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.

Intelligence Officer Checklist:

- Confirm the Incident Controller's incident objectives and key questions for decision making.

- Plan the collection and analysis of information based on the incident objectives and the needs of the Incident Controller.
- Consider sources of local knowledge and information relevant to the incident.
- Provide an analysis of the incident environment and the key risks and threats posed by the incident, including worst-case scenarios, and potential outcomes.
- Organise, collate, disseminate and display intelligence in the form of a Common Operating Picture.
- Provide specialist intelligence services, e.g. mapping information, weather and incident behaviour.
- In collaboration with the Public Information Section, prepare intelligence on the preparedness of communities and organisations impacted by the incident.

The Safety Officer role includes:

- Provision of advice to the Incident Controller on issues related to safety, health and welfare at an incident.
- Identification of safety issues, or potential problems affecting one or more aspects of the incident.
- Preparation of safety information for consideration by the Incident Management Team in the development of the Incident Action Plan.
- Implementation and monitoring of a safety incident and near miss reporting system.
- Oversight of the safety, health and welfare of all personnel involved in an incident.

Safety Officer Role Checklist:

- Identify current and potential safety issues.
- Consider the safety implications of incident predictions.
- Collect, collate and analyse safety, health and welfare information based on risks posed by an incident and its management.
- Establish arrangements for the reporting of safety, health and welfare issues within the structure, and adhere to the control agency's procedures.
- Safety, health and welfare issues identified, and actions taken, as required, are reported to relevant personnel.
- Provide advice to the Incident Controller and other personnel on immediate and future safety, health and welfare risks, and mitigating strategies.
- Implement and monitor the implementation of a safety issue, incident and near miss reporting process, and investigate reports as appropriate.
- Monitor and maintain safety, health and welfare requirements across an incident.
- Keep Incident Controller informed of emerging safety issues and recommended actions.