



Australian Government

PUAOPE022 Manage logistics for a complex incident

Release: 1

PUAOPE022 Manage logistics for a complex incident

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to acquire and provide human and physical resources, facilities, services and materials to support achievement of incident objectives. It includes establishing a logistics section, developing logistics plans, managing activities for provision of logistics support, managing logistics processes, participating in the incident management team and monitoring and reviewing logistics functions.

An individual performing in a logistics role is delegated responsibility by the Incident Controller. They support the Incident Controller and other members of the incident management team.

Logistics Officers are required to manage those activities necessary to provide logistical support during an incident and take responsibility for managing the staff appointed to the logistics section of the incident management team. Logistics Officers contribute to objectives and strategies through input into the development of the incident action plan.

Complex incidents are characterised by one or more of the following: impact on a widespread geographical area, detailed written incident action plan with multiple related incident control strategies, consequences extending beyond area of operations, need for relief and recovery operations, resources required beyond what can be obtained at local level and extended timeframe for resolution. These incidents typically have an elevated level of risk and consequence to the community.

Incident Controllers will need to establish an extended incident management structure to support the effective resolution of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

No licensing, legislative or regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAOPE015 Conduct briefing and debriefings

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 Establish logistics section | 1.1 Initial briefing is obtained from the Incident Controller and Incident Controller's intent is confirmed and questions are asked |
| | 1.2 Forecast operational, planning and other incident activities including logistical requirements are determined |
| | 1.3 Logistics section objectives and tasks are identified, in accordance with requirements of the incident action plan and Incident Controller's intent |
| | 1.4 Logistics structure for incident is developed and required logistical resources are identified and obtained |
| | 1.5 Logistics units are established, tasks are delegated, and briefings are provided to personnel |
| | 1.6 Safe work practices and health and welfare arrangements for work area are established |
| 2 Develop logistics plans | 2.1 Logistics plans for the delivery of resources, services, facilities and materials including demobilisation arrangements are identified and delegated to personnel for development |
| | 2.2 Information for the development and implementation of logistics plans is identified and sourced |
| | 2.3 Logistics plans are produced on time and provided to personnel for implementation |

- 2.4 Logistics plans and components of plans required for inclusion in the incident action plan are developed
 - 2.5 Incident management team members are briefed on progress of the logistics plans
- 3 **Manage activities for provision of logistics support**
 - 3.1 Financial management oversight is maintained, in accordance with controlling organisation's requirements
 - 3.2 Provision of food and drink to incident personnel, support staff and others is made, in accordance with organisational procedures, nutritional guidelines and nominated timeframes
 - 3.3 Transport for personnel, equipment, supplies and food is provided within required timeframes
 - 3.4 Equipment, vehicles and/or vessels are prepared, maintained and secured, as required
 - 3.5 Establishment and maintenance of staging areas is facilitated, in accordance with operational requirements
 - 3.6 Medical support is provided consistent with incident action plan requirements
 - 3.7 Communication systems, networks and equipment are established and maintained, in accordance with incident communications plan and incident action plan requirements
 - 3.8 Locations and facilities where personnel work, sleep, cook, maintain and repair equipment are selected, established and managed based on organisational requirements
 - 3.9 Requests for resources, services, facilities and materials are met and feedback is provided
 - 3.10 Facilities, services and materials are procured consistent with organisational policies and procedures
 - 3.11 Resources, equipment and materials are accounted for at the conclusion of the incident
- 4 **Manage logistics processes**
 - 4.1 Logistics requirements are managed, in accordance with organisational policies and procedures

- 4.2 Safe work practices and health and welfare arrangements are implemented and monitored
 - 4.3 Logistics section meetings are conducted, as required
 - 4.4 Work load and progress against logistics plans is monitored and maintained across work periods
 - 4.5 Logistics plans are reviewed to meet current and projected requirements throughout the incident
 - 4.6 Information exchange between logistics and other functional sections is maintained
 - 4.7 Relationships between logistics section, external organisations and providers are established and maintained
 - 4.8 Arrangements are made for a log and/or record of activities and decisions to be kept and maintained, in accordance with organisational procedures
- 5 **Participate in incident management team**
 - 5.1 Incident management team planning meetings are attended
 - 5.2 Strategic advice is provided to the incident management team about prioritisation and provision of resources, services, facilities and materials
 - 5.3 Incident management team is kept informed of logistical arrangements
 - 5.4 Incident Controller is briefed on analysis of progress against logistics portion of the incident action plan
 - 5.5 Liaison with incident management team members on logistics is undertaken
 - 5.6 Incident management team is kept informed of the status of inter organisational and external supplier arrangements
- 6 **Monitor and review logistics functions**
 - 6.1 Allocation and performance of resources are monitored and reviewed
 - 6.2 Demobilisation of the logistics section is planned and staged without compromising resources required to maintain response and support activities

- 6.3** Incident reports are produced, as required
- 6.4** Post incident analyses are initiated and participated in
- 6.5** Briefings and debriefings are conducted

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAOPE022A Manage logistics for a Level 2 incident.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAOPE022 Manage logistics for a complex incident

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- completing reports
- conducting meetings and preparing agendas
- contributing as a member of an incident management team to resolve an incident
- developing and supervising logistics review processes and documentation appropriate to a complex incident
- developing logistics plans
- establishing logistics section and delegating units within it
- forecasting operational logistic requirements for an incident
- implementing and monitoring logistics portion of an incident action plan
- implementing organisational requirements on the acquisition of logistics resources
- logging and recording all actions and decisions
- logistics section appropriate to incident requirements is established and resources are identified and obtained
- making decisions in a time critical and dynamic environment including managing time, prioritising tasks, resolving conflict and negotiating outcomes
- managing a team within a dynamic environment and monitoring performance
- planning for demobilisation activities
- preparing, presenting and communicating information
- providing advice
- providing feedback and taking mitigation actions to ensure completion of logistics requirements at an incident
- working with logistics plans

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- arrangements for obtaining suppliers of services, equipment and material
- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- characteristics of a complex incident
- demobilisation planning
- logistic unit roles and responsibilities including catering unit, communications support unit, facilities unit, finance unit, ground support unit, medical services unit and supply unit
- logistics plans
- national, state and territory emergency management legislation, policy, procedures and interorganisational memorandums of understanding
- operational logistics forecasting
- organisational arrangements for acquisition of resources from local area and wider regions including state, territory and national and other providers and/or organisations
- organisational documentation, policies and procedures including communication policy and procedures for logistics section
- organisational specific purchasing arrangements
- processes and protocols for briefings and debriefings
- protocols and procedures for meetings
- resource management systems and responsibilities
- use of information management systems
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) regulations and requirements

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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