



Australian Government

PUAOPE033 Undertake field liaison in a deployment context

Release: 1

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Modification History

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

Application

This unit of competency involves the skills and knowledge required to provide liaison in a field setting on behalf of an agency, or multiple agencies from the same jurisdiction, that have deployed resources to an emergency incident.

An individual performing this role has the title of Field Liaison Officer and is appointed by or on behalf of an agency that is deploying resources.

Field Liaison Officers are required to liaise with the authorities having overall management of the emergency response to support the effective sharing of resources and promote the sharing of information and strategic resource planning.

Field Liaison Officers are most commonly tasked in the context of an interstate or international deployment but may be used for intra-jurisdictional deployments where a liaison (as opposed to command or control) capability is considered necessary.

The unit is applicable to personnel who are deployed to carry out liaison functions in connection with a deployment of emergency management resources. The authorisation to perform this role is subject to state, territory and Commonwealth emergency management arrangements.

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

Pre-requisite Unit

Not applicable

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Establish liaison context and framework

- 1.1** Appointment as a Field Liaison Officer is confirmed with reference to legislation, organisational direction and/or managerial agreement
- 1.2** Communication pathways with sending agencies are established
- 1.3** Initial briefing is obtained in accordance with organisational procedures
- 1.4** Number and type of resources to be deployed is identified and location and length of deployment is confirmed
- 1.5** Contact is established with command personnel within the contingent to be deployed
- 1.6** Working location of the Field Liaison Officer is confirmed and receiving jurisdiction contact details obtained
- 1.7** The identity, location and contact details of the Field Liaison Officer are communicated to internal and external personnel within the sending jurisdiction chain of command

2 Support mobilisation of deployed contingent

- 2.1** Transport and logistical arrangements for deployed personnel are confirmed
- 2.2** Personnel are accounted for at mustering point and briefing provided on travel arrangements
- 2.3** Accountability is maintained for personnel for duration of travel
- 2.4** Personnel are accounted for at point of arrival and onward travel arrangements verified

3 Establish and maintain liaison networks

- 3.1** Receiving jurisdiction designated point of contact is located and communication pathways confirmed
- 3.2** Incident coordination arrangements are verified and contact established with incident chain of command
- 3.3** Other Liaison Officers are identified and cooperation processes and systems are confirmed

- 3.4 Incident briefings and Liaison Officer meetings are attended
 - 3.5 Logistical and operational issues arising during the deployment are identified and resolutions negotiated with the receiving chain of command
 - 3.6 Advice is provided to incident managers regarding the capability of deployed resources and personnel
 - 3.7 Contact and reporting arrangements are established with the Jurisdictional Liaison Officer or sending jurisdiction and reports on logistical and operational issues are provided
- 4 **Contribute to health, safety and welfare requirements of the deployment**
 - 4.1 Arrangements are confirmed for deployed personnel to be briefed on situational awareness, processes and safety
 - 4.2 Health, safety, fatigue and welfare of deployed personnel is monitored
 - 4.3 Reports on deployed personnel location, tasking, health, safety, welfare and human resource issues are provided to Jurisdictional Liaison Officer or sending jurisdiction
 - 4.4 Locations where crews are working and accommodated are evaluated to verify working and living conditions, and feedback is obtained from deployed personnel
 - 4.5 Welfare, counselling and peer support services are activated where required
 - 4.6 Critical incidents are managed in accordance with the critical incident plan and reports on critical incidents are communicated to Jurisdictional Liaison Officer or sending jurisdiction
 - 4.7 Plans for rest and relaxation periods are discussed and contributed to, approval obtained from sending and receiving jurisdictions, and plans disseminated to deployed personnel
- 5 **Support demobilisation of resources to home jurisdiction**
 - 5.1 Planned demobilisation dates are identified and monitored
 - 5.2 Arrangements for demobilisation are confirmed with

- Jurisdictional Liaison Officer or receiving jurisdiction and demobilisation plans are prepared
- 5.3 Proposals for early demobilisation are discussed with Jurisdictional Liaison Officer or receiving participant, and authority for early demobilisation is obtained as required
- 5.4 Briefing on demobilisation is provided to deployed personnel and accountability is maintained for personnel for duration of travel to home base
- 6 Conclude and review liaison activities**
- 6.1 Debriefing requirements are met in accordance with established procedures
- 6.2 Handover to incoming Liaison Officer is provided
- 6.3 Post-deployment analysis is initiated and/or participated in

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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAOPE033 Undertake field liaison in a deployment context

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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 include:

- applying work health and safety (WHS)/occupational health and safety (OHS) requirements
- commencing liaison activities
- completing and maintaining organisational reports and documentation
- concluding liaison activities
- delivering briefings and debriefings
- distributing reports to meet regulatory and organisational requirements
- establishing and maintaining a liaison network
- following organisational policies and procedures
- maintaining accountability for resources during mobilisation and demobilisation
- managing critical incidents involving deployed personnel
- managing stress and fatigue
- monitoring and reporting on the deployment of resources
- planning demobilisation of deployed resources
- reviewing liaison activities.

Knowledge Evidence

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

- capability of agency resources
- command, control and coordination structures
- communications processes and systems
- electronic data exchange and information management systems
- incident plans, including incident action plans, critical incident plans, safety plans and fatigue management plans
- legislative requirements relevant to job role and task
- liaison networks
- logistical needs for group movement of personnel
- organisational documentation, policies and procedures

- personnel support activities
- process and procedures for briefing and debriefing
- sources of information and/or documents
- WHS/OHS requirements, including risk mitigation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective equipment (PPE) currently used in industry
- incidents or simulations of incidents in a multi-agency response environment
- applicable documentation, including organisational procedures, industry standards, national resource sharing arrangements, equipment specifications, regulations, codes of practice and operation manuals.

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