



Australian Government

PUAOPE022A Manage logistics for a Level 2 incident

Release 3

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Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency required to acquire and provide human and physical resources, facilities, services and materials to support the achievement of the objectives for a Level 2 incident.

A person performing this role has the title of Logistics Officer and is responsible for the acquisition and provision of human and physical resources, facilities, services and materials to support achievement of incident objectives. The Logistics Officer contributes to objectives and strategies through input on implementation of the Incident Action Plan.

Level 2 incidents are complex either in size, resources or risk. They are characterised by the need for:

- deployment of resources beyond initial response:

OR

- sectorisation of the incident

OR

- establishment of functional sections due to the levels of complexity (such as operations and planning)

OR

- a combination of the above

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

Application of the Unit

This unit applies to people who perform the role of the Logistics Officer and who are required to provide support for control of the incident through the obtaining and maintaining of:

- human and physical resources
- facilities
- services
- materials

The authorisation to perform this role is subject to organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUAOPE015A Conduct briefings and debriefings (Fire sector specific)

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element.
Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Establish logistics section

- 1.1 Initial briefing is obtained from Incident Controller.
- 1.2 Current forecast operational, planning and other incident activities and their resultant logistical requirements are determined.
- 1.3 Logistics Section objectives and tasks are identified.
- 1.4 Logistics structure appropriate to incident requirements is developed and required logistical resources are identified and obtained.
- 1.5 **Logistics units** are established, tasks are delegated and briefings are given to delegated personnel.
- 1.6 Safe work practices, and health and welfare arrangements for work area are implemented and monitored.

2. Develop logistics plans

- 2.1 **Logistics plans** required for the delivery of logistics resources, services, facilities and materials are identified and delegated to personnel for development.
- 2.2 Information required 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 (IAP) are developed.
- 2.5 Incident Management Team (IMT) members are briefed on progress of the logistics plans as required.

3. Manage activities for provision of logistics support

- 3.1 Financial management and oversight is maintained in accordance with the controlling agency's requirements.
- 3.2 Refreshment and sustenance are provided to incident personnel and support staff within agreed timeframes and in accordance with nutritional guidelines.
- 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 Staging areas are established and maintained in accordance with operational requirements.
- 3.6 Medical support provided is consistent with the IAP

ELEMENT**PERFORMANCE CRITERIA****4. Manage logistics processes**

- requirements.
- 3.7 Communications systems, networks and equipment are established and maintained consistent with the incident communications plan and IAP requirements.
- 3.8 Locations and facilities where personnel work, sleep, cook, maintain and repair equipment are selected, established and managed based on ***agency criteria***.
- 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 agency protocols and guidelines.
- 3.11 Reusable resources, equipment and materials are accounted for at the conclusion of the incident.
- 4.1 Logistics requirements are managed in accordance with agency workplace policies.
- 4.2 Safe work practices, health and welfare arrangements for work area are implemented and monitored.
- 4.3 Logistics Section meetings are conducted as required.
- 4.4 Workload and progress against logistics plans are monitored.
- 4.5 Logistics plans are reviewed to meet current and projected incident requirements throughout the incident.
- 4.6 Information exchange between logistics and other incident sections is maintained.
- 4.7 Relationships between Logistics Section and external agencies and providers are established and maintained.
- 4.8 Records are kept of logistical transactions including resources requested, en route, allocated to, and released from the incident.
- 4.9 Record of activities is kept.

5. Participate in the IMT

- 5.1 IMT planning meetings are attended.
- 5.2 Strategic advice is provided to the IMT in regard to provision of resources, services, facilities and materials, and the prioritisation of requirements.
- 5.3 IMT is kept informed of logistical arrangements.
- 5.4 Incident Controller is briefed on analysis of progress against the logistics portion of the IAP as required.

ELEMENT**PERFORMANCE CRITERIA****6. Monitor and review logistics functions**

- 5.5 Liaison with other members of the IMT is undertaken as required.
- 5.6 IMT is kept informed of status of inter agency and external supplier arrangements.
- 6.1 Allocation and performance of resources is monitored and reviewed.
- 6.2 Incident reports are produced as required.
- 6.3 After action reviews and post incident analyses are initiated and/or participated as required.
- 6.4 Briefings/debriefings are conducted as required.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- conduct meetings and prepare agendas
- delegate units within the Logistics Section
- manage a team within a dynamic environment
- make decisions
- manage time effectively and efficiently
- prepare, present and communicate information
- prioritise work tasks
- problem solve
- resolve conflict and negotiate

Required Knowledge

- agency-specific purchasing arrangements
- agency workplace policies, procedures and welfare arrangements
- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- briefing/debriefing requirements
- emergency management and organisational arrangements in relation to acquisition of resources from the local area, wider region, state/territory resources and other agencies
- meeting protocols and procedures
- state/territory emergency management legislation, policy, procedures and interagency MOUs
- organisational policies and procedures (such as relevant legislation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)
- organisation's communications policy and requirements including requirements of a Logistics Section facility; requirements of different facilities (e.g. base camps, Incident Control Centre)
- resource management responsibilities and systems
- suppliers of services, equipment, material and protocols for obtaining these
- use of agency operational electronic systems

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- establish, implement and monitor the logistics portion of an IAP to deal effectively with the incident
- work effectively as a member of an IMT to resolve an incident
- develop logistics review processes and documentation appropriate to a Level 2 incident
- log and record all actions and decisions
- operate in a management role, effectively and efficiently delegating responsibility, monitoring performance, providing feedback and taking mitigation action to ensure completion of logistics requirements at an incident

Consistency in performance

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in an operational environment or in an industry-approved multi-agency simulated workplace environment.

Specific resources for assessment

Access is required to:

- Level 2 incident or simulation of Level 2 incident, in a multi-agency response environment
- equipment, personnel, facilities appropriate to a Level 2 incident and within the bounds of responsibility as designated to the Logistics Officer by the Incident Controller

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of

assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<i>Logistics units</i> may include	• Catering Unit • Communications Support Unit • Facilities Unit • Finance Unit • Ground Support Unit • Medical Services Unit • Supply Unit
<i>Catering Unit services</i> may include	• Contract delivery of prepared food and drink • Packaging of food and drink for delivery around incident • Preparing food and drink
<i>Communications Support Unit services</i> may include	• Providing technical advice, equipment, installation and service for incident communications systems such as: • information technology • landline, mobile and satellite telephones • radio
<i>Facilities Unit services</i> may include	• Provision and maintenance of: • accommodation facilities • ablutions • catering facilities and dining areas • fixed or mobile Incident Control Centre • operations point • staging areas • vehicle servicing areas
<i>Finance Unit services</i> may include:	• Keeping financial records in accordance with agency requirements • Maintaining accounts for purchases of supplies and hire of equipment • Maintaining information on insurance arrangements and compensation for personnel, property, machines and vehicles
<i>Ground Support Unit services</i> may include:	• Maintaining signage around incident • Pick up and delivery of goods, materials and equipment • Provision of fuel • Servicing vehicles including fixing tyres

Medical Services Unit services may include:	• Transport of personnel • Ambulance services • Advising hospital services of incident • First aid posts
Supply Unit services may include:	• Acquiring equipment, materials, goods and resources • Storing and issuing equipment, materials and goods
Logistics plans may include:	• Accommodation • Catering • Communications support • Facilities maintenance • Financial management • Goods pickup and delivery • Mechanical service and fuelling • Medical • Personnel transport • Rubbish removal • Traffic and signage
Agency criteria may include:	• Awards • Cost • Quality

Unit Sector(s)

Not applicable.