Logistics Officer

Functional Area

IMT

Core Capability Area

Logistics

Role Summary

The Logistics Officer is delegated the role and responsibility to obtain and maintain human and physical resources, facilities, services and materials, in order to help achieve the objectives defined by the Incident Controller.

Key duties

- providing a safe working environment for all Logistics personnel
- obtaining a briefing from the Incident Controller
- developing the Logistics Section's component of the Incident Action Plan
- planning organisation of the Logistics Section
- allocating tasks to section personnel
- supporting control of the incident through the procurement and maintenance of human and physical resources, facilities, services and materials
- facilitating effective liaison and cooperation with all relevant persons
- providing progress reports on logistical support for the incident to the Incident Controller and the Incident Management Team
- estimating future service and support requirements
- facilitating the establishment and maintenance of staging areas (if required) in support of the Operations Section.

Reporting Arrangements

Reports to:

The Incident Controller

Direct reports:

To support the Logistics Officer during a complex or protracted incident, tasks may be delegated to the following units within the Logistics Section:

- Supply Unit
- Communications Support Unit

- Facilities Unit
- Ground Support Unit
- Finance Unit
- Medical Services Unit
- Catering Unit.

Role Consideration

Relevant Competencies

To be eligible to perform the role of Logistics Officer, the candidate must hold statements of attainment in:

- PUAOPE022 Manage logistics for a complex incident (40hrs)

AFAC EMPS Credentials
The following AFAC EMPS credentials are relevant to this role:

- Registration as a Logistics Officer is available to an individual who has successfully fulfilled all eligibility requirements. Individuals will be recognised as proficient in management of the Logistics function as defined in AIIMS, with experience in running a Logistics section at incidents of moderate to significant impact and complexity.
- No distinction is drawn between registration of Logistics Officers for level 2 and level 3 incidents. This is because in order to be eligible for registration, an applicant must demonstrate their ability to manage a developed Logistics Section at an incident. Familiarity with managing elements of logistics at a less complex incident, for example managing catering at a level 2 incident, is not sufficient to meet the requirements for registration. The practical difference between managing a developed Logistics section at a level 2 as opposed to a level 3 incident will be limited and there is no 'level 3' unit of competency in the Public Safety Training Package.

Fitness or Other Standards

- Authorisation to perform this role is subject to individual agency endorsement arrangements and timeframes.
- AFAC EMPS Registered practitioners are required to complete a minimum of **10 hours** of Continuous Professional Development (CPD) per Australian financial year 1 July – 30 June. Practitioners can attain the required hours from agency mandated training or refresher requirements, performance in the designated role, or participation in relevant theory-based professional development activities.
    - Please note, as part of these CPD requirements, each practitioner must have accumulated at least five hours performing the role actual or in a realistic (not desktop exercise) during those 12 months.
    - In adhering to CPD requirements, personnel maintain their eligibility to be a member of EMPS and demonstrate that skills remain current. See link for further information: AFAC EMPS CPD requirements.

References

- EMPS
- PUA
- AIIMS2017 Aide Memoire