



Role Descriptions - Local Logistics Section

1. Local Logistics Manager

Responsibilities

- Assist the Local Controller in planning the control activities in the region by assisting in the development of incident action plans, including forecasting resource needs to support operational strategies and tactics
- Establish and maintain control centre logistics and facilities
- Implement and maintain systems for the Logistics Section to support and service the resource requirements of the response, including finance, contract management, communications (IT) support, health and safety, facility management, supply acquisition, and response induction
- Manage staffing in the Logistics section including allocation of tasks, rosters, briefing/debriefing, fatigue and safety
- Stand-down operations of the LCC and FCP at the end of the response
- Participate in and conduct briefing/debriefing
- Facilitate effective liaison and cooperation with all relevant persons, sections and centres
- Provide progress reports on logistical support for the incident to the Local Controller
- Estimate future service and support requirements
- Establish and maintain FCP's if required

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Control multi-agency emergency response (PUAOPE006A)
- Identify & treat risks (PSPGOV417A)
- Liaise with other organisations (PUACOM007A)
- Manage emergency operations (PUADEFM205A)
- Manage physical resources (PUAMAN008A)
- Organise workplace information (PSPGOV307B)
- Plan & develop strategies to support organisational policy (PUAPOL017A)
- Work effectively in an emergency disease response (RTE3410A)

2. Local Administration Officer - Support

Responsibilities

- Responsible for purchasing, supply, finance and facilities to support LCC and FCP activities
- Plan, coordinate, manage and review administrative services at the LCC and FCP's by establishing and maintaining appropriate systems
- Manage an appropriate financial system through which payments can be made and operational expenditure clearly identified
- Manage administrative staff including rosters, briefing/debriefing, fatigue and safety
- Maintain asset list for LCC resources
- Insecticide register management / reconciliation
- Purchasing and resource/task requesting

Skills and Competencies

- Administer simple projects (PSPPM405A)
- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Identify & treat risks (PSPGOV417A)
- Lead small teams (PRSSO323A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

3. Local Finance Officer

Responsibilities

- Manage financial and purchasing functions at the LCC
- Monitor expenditure and provide financial reports for the LCC and FCP's
- Use tracking systems for expenditure at the LCC and FCP's
- Process invoices for LCC and FCP's
- Manage petty cash
- Maintain records

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

4. Local Purchasing & Supply Officer

Responsibilities

- Manage the purchase, acquisition, storage, deployment and security of all stores required by the LCC and any "non-local" stores required by the FCP's
- Implement and maintain a stores requisitioning, purchasing and control system, including use of task request forms
- Manage staff in the LCC stores area, including drivers/runners
- Manage issue and transport of insecticide from contractor depot to FCP's as required by task requests
- Produce daily stores report for sitrep (including insecticides)
- Organise mobile and outpost insecticide distribution stores
- Complete a stock take of assets at the end of the campaign

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

5. Facilities Officer

Responsibilities

- Ensure facilities meet operational requirements
- Organise provision of facilities, equipment, furniture etc
- Identify contractors for required building services

- Manage tasks that support the operation of the LCC and associated activities, such as cleaning, security, waste, traffic, parking, maintenance, heating, cooling and noise reduction
- Monitor adequacy of standards of facilities providers
- Forecast resource needs for the facility

Skills and Competencies

- Familiarity with contracting procedures for hiring/leasing equipment
- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

6. Local Administration Officer - Services

Responsibilities

- Responsible for IT services, OHS, registry and personnel services for LCC and FCP activities
- Plan, coordinate, manage and review services at the LCC and FCP's by establishing and maintaining appropriate systems
- Manage staff including rosters, briefing/debriefing, fatigue and safety
- Ensure efficient processing of task requests for IT services, accommodation, travel, and catering
- Collation of timesheets
- Responsible for LCC email
- Maintain emergency contact details for all local operational personnel

Skills and Competencies

- Administer simple projects (PSPPM405A)
- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Identify & treat risks (PSPGOV417A)
- Lead small teams (PRSSO323A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

7. Local Training & Induction Officer

Responsibilities

- Manage the briefing of incoming personnel on the requirements of each section, the operating procedures, OH&S, employment conditions, personal responsibility, and the nature/progress of the campaign
- Complete records of entry for personnel
- Advise Local Personnel Officer of required changes to briefing material
- Ensure the issue of personal identification cards to LCC and FCP personnel

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

8. Local OH&S Officer

Responsibilities

- Implement a system to maintain and monitor OH&S policies and procedures including reporting of hazards and incidents, risk assessments
- Implement a monitoring program at LCC and FCP's
- Investigate non-compliance and incidents at LCC and FCP's
- Ensure the LCC Incident Action Plan includes OH&S requirements, including a medical/evacuation plan for the LCC and FCP's
- Ensure personnel are inducted on OH&S matters
- Advise the State OH&S Manager on changes to OH&S documents

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

9. Local IT Services Officer

Responsibilities

- Install and maintain data management systems
- Provide onsite computer support to ensure effective operation of information systems
- Institute and manage backup procedures to ensure minimal loss of data
- Establish and advise on computer communications equipment and ensure data communications operate correctly

Skills and Competencies

- Extensive experience in computer and communication hardware and software
- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

10. Local Registry Clerk

Responsibilities

- Maintain records according to the Information Collection Movement & Storage in an EOC procedure
- Establish and secure the Central File and file systems in other adjacent areas as needed
- Assist each section to establish an information management system
- Make decisions on distribution of records
- Process all records in and out of the Central File
- Ensure all originals are in the Central File
- Ensure timely delivery of records to and from sections including faxes

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

11. Local Accommodation and Travel Officer

Responsibilities

- Process task request forms for travel (flights, taxi, train, hire cars) and accommodation for the LCC and FCP personnel
- Maintain records, including accommodation locations for personnel for emergency purpose (after hours contact), vehicle log sheets, task request register/forms
- Implement NSW DPI policies and procedures for vehicle hire and use, flights etc
- Maintain vehicles at the LCCs and FCPs – adequate number, parking, security, refuelling, cleaning, servicing

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

12. Local Personnel Officer

Responsibilities

- Implement a system to manage the records of personnel used in the response, eg worksheets, registration, identification cards, induction, payment, licences
- Coordinate the employment of agency staff in accordance with departmental procedures and policies
- Coordinate the payment of personnel
- Respond to enquiries from personnel regarding working conditions, payment etc
- Ensure all personnel are inducted into the response

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

13. Local Catering Officer

Responsibilities

- Arrange the provision of meals in accordance with NSW DPI policy
- Identify sources for the provision of meals for staff
- Take into account special dietary requirements and timely delivery to remote locations
- Maintain records - ensure staff sign for provision of meals; check invoices from suppliers

Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

Note:

1. Assistant positions (eg clerical officers, runners) can be and should be created to cover expanding work loads in any functional area. Personnel assigned to these roles must know the expectations of the position (ie responsibilities) and who they report to. Multiple positions can be created but must not exceed span of control for any supervisory position.