

RESPONSIBILITIES INCLUDE

- Ensure the Controller and wider IMT are informed of the logistical aspects of the response, including critical resource levels
- Provision of expert Logistics advice to the Controller and other functions
- Provision of coordination, direction, support, and/or mentoring to incident level Logistics leads
- Establishment and maintenance of facilities
- Source and maintain response personnel
- Assurance of effective procurement, management, and supply of resources
- Arrangement of catering, travel, and accommodation
- Establishment and maintenance of communication and information technology systems
- Assurance of fiscal responsibility across the response
- Record keeping and administration for the response
- Provision of health and wellbeing support for staff

KEY RELATIONSHIPS

- Controller (and deputy), Response Manager
- The IMT and other functions, particularly Operations
- Logistics functions at other EOCs and at incident and regional level (if applicable)
- Internal and external stakeholders, partners, and support agencies/organisations

LOGISTICS SUB-FUNCTIONS

- Supply
- Transport
- Finance
- Information Technology (IT)
- Communications
- Facilities
- Catering
- Personnel
- Administration and Document Registration
- Health and Wellbeing

KEY OUTPUTS

- Plans for supply, transport, accommodation, communications, and information technology
- Response facilities
- Logs/registers for resource and finance tracking
- Staff roster, health, and wellbeing plan
- Reporting capability (document management system)
- Logistics Status Reports
- Input into the Action Plan

CONSIDERATIONS

- Freedoms, constraints, operating boundaries, budgets, financial responsibilities and delegations, and reimbursable costs
- Role of the EOC, i.e. monitoring, supporting, coordinating, or directing the response
- Capacity and capability of own agency, ICPs, neighbouring EOCs, supporting agencies, and suppliers
- Contingencies for personnel, facilities, resources, or transport arrangements
- Interoperability of systems with other agencies and functions
- Existing people and equipment, finances, agreements, interdependencies, compliance, ethics, end-to-end lifetime of resources, sustainability, cultural requirements
- Go big early where possible, it is easier to scale down
- Privacy, legislation (e.g. Health and Safety at Work Act 2015) and organisational requirements
- How resources are tracked while in use by Operations

INITIAL TASKS

- Obtain briefing from the Controller to gain situational awareness / obtain Controller's intent
- Establish Logistics function; appoint, brief, and task staff; ensure staff have had an induction (including a Health and Safety induction)
- Establish the Coordination Centre and other facilities; communications and information technology networks; links with supporting logistics contacts and document management systems
- Work with other functions to identify existing and initial resource requirements (to meet the Controller's intent, objectives, existing plans, and procedures), including critical personnel; track and coordinate
- Contribute to the development of the Action Plan and develop additional Logistics content, e.g. Operational Communications Plan, and health and wellbeing plan
- Procure, issue or store resources (including transport) based on the Action Plan or response objectives
- Set up logs (as required) to record decisions and actions

DEMOBILISATION

Refer to *Appendix F Demobilisation* in page 96 of the 3rd edition of the CIMS Manual for more information.

ONGOING TASKS

- Provide reports, briefings (including handovers for incoming shifts) and situation updates (as required)
- Contribute to the planning process
- Source, monitor, and review resourcing requirements/allocations and use of facilities
- Work with other functions to forecast resource requirements
- Track and manage financial expenditure; enter into and manage contracts and agreements
- Plan for and work with Operations and/or resource owners to ensure maintenance of equipment
- Procure, issue, store, or release resources (including transport) based on the Action Plan or response objectives or as approved
- Manage and maintain facilities, document management systems, records, and filing used for the response
- Ensure communication and information technology systems meet the needs of the response; maintain networks
- Work with other functions to review and advise on personnel requirements; manage rosters, catering, travel, and accommodation for response personnel
- Work with Safety and Operations to ensure the health and wellbeing of response personnel
- Record decisions, actions, and other activities
- Manage demobilisation for Logistics