



Australian Government

PUAOPE001 Manage the investigation function at an incident

Release: 1

PUAOPE001 Manage the investigation function at an incident

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 conduct investigations initiated during an incident.

Investigation officers may be required to liaise with police and enforcement agencies in relation to criminal or coronial matters; preserve and examine scenes; protect, collect and manage evidence and/or exhibits; identify and interview witnesses and manage information related to an incident.

An individual performing this role has the title of investigation officer and is delegated responsibility by the Incident Controller or Operations Officer. The investigation function is generally carried out by an investigation unit within the operations section.

If the Incident Controller determines the need to expand the investigation unit into a functional section, then it will become an investigation section reporting directly to the Incident Controller. Investigations initiated during an incident may continue after the resolution of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

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 Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

1 Establish investigation section or unit

- 1.1 Initial briefing for the incident is sought and obtained from the Incident Controller or Operations Officer where the Incident Controller's intent is confirmed
- 1.2 Investigation section or unit objectives and tasks are identified
- 1.3 Appropriate investigation section or unit structure is developed and resources are identified and obtained
- 1.4 Appropriate investigation section or unit is established, tasks are delegated and briefings are given to delegated personnel
- 1.5 Safe work practices and health and welfare arrangements for work area are implemented and monitored

2 Manage investigation section or unit

- 2.1 Allocated tasks are adjusted to meet incident objectives and investigation requirements
- 2.2 Workload, progress and performance of investigation section or unit is monitored and managed
- 2.3 Investigation section or unit meetings are conducted, as required
- 2.4 Information flow within the incident management team and with identified external organisations, is established and maintained
- 2.5 Investigation section or unit plan is developed and implemented, in accordance with organisational procedures
- 2.6 Maps and schematic plans are produced or obtained to meet investigation requirements
- 2.7 Arrangements are made for a log and/or record of activities and decisions to be kept and maintained

3 Undertake investigation activities at an incident

- 3.1 Incident investigation requirements are obtained from Incident Controller or Operations Officer
- 3.2 Intelligence and information for the incident investigation is gathered and analysed
- 3.3 Potential connections to other investigations are

- identified
- 3.4 Security plan is formulated to address investigation's requirements
 - 3.5 Investigators are briefed on the investigation plan, in accordance with organisational procedures
 - 3.6 Investigation progress is monitored and amended, as required
 - 3.7 Liaison with Planning or Information Officer to obtain intelligence and information is undertaken, as required
 - 3.8 Potential conflict between incident operations and investigative requirements is addressed through liaison with incident management team members
 - 3.9 Ethical standards are applied throughout the conduct of the investigation
 - 3.10 Local knowledge and information is sought, where appropriate
- 4 Monitor and review investigation activities**
- 4.1 Allocation and performance of resources is monitored and reviewed
 - 4.2 Briefings and debriefings are conducted
 - 4.3 Post incident analysis is initiated and/or participated in
- 5 Conclude investigation**
- 5.1 Continuity of investigation activities is maintained throughout the process of demobilisation of incident structure
 - 5.2 Investigation conclusions are documented in accordance with organisational procedures and investigation plan requirements
 - 5.3 Investigation reports are produced and communicated, in accordance with organisational procedures
 - 5.4 Documentation is completed and investigation evidence collected is stored securely

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 Companion Volume Implementation Guide.

Unit Mapping Information

New unit, no equivalent unit.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>