



**Australian Government**

# **Assessment Requirements for PUAOPE025 Manage planning for a complex incident**

**Release: 1**

# Assessment Requirements for PUAOPE025 Manage planning for a complex incident

## Modification History

**Release 1.** This is the first release of this unit of competency in the Public Safety Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- collecting, evaluating and disseminating information on current and forecast incident situation
- conducting briefings and debriefings
- conducting meetings including preparing agendas
- delegating units within planning section
- determining communications plan
- establishing and managing planning section
- identifying characteristics of complex incident
- logging and recording actions and decisions
- maintaining and recording status of resources using resource management system
- managing and maintaining resource management systems
- managing teams within time critical and dynamic environment including resolving conflict and negotiating outcomes
- managing technical specialists
- participating and liaising with Incident Controller and incident management team members
- preparing and disseminating incident action plan
- preparing, presenting and communicating information including utilising maps and schematic plans
- providing feedback, monitoring performance and taking mitigation action to ensure completion of planning requirements at an incident
- providing management support services
- reviewing and monitoring planning functions
- working as a member of an incident management team to resolve an incident

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the

requirements of the elements and performance criteria and includes knowledge of

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- characteristics of complex incidents
- communication requirements for stakeholders, government, other agencies and community
- complementary incident plans
- incident action planning processes for a complex incident
- incident documentation and management of records and information including logs
- log of activities
- management support services
- national, state and territory emergency management legislation, policy, procedures and inter-organisational memorandums of understanding
- nature of incident
- organisational documentation, policies and procedures
- processes and procedures for briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) plus questions
- processes for monitoring and reviewing incident action plan for a complex incident
- protocols and procedures for meetings
- protocols and procedures for meetings
- requirements of planning section facility
- resource management systems and responsibilities
- risk management processes and arrangements including incident analysis
- risks including economic, environmental, political, public safety and social
- specialist technical information
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

## Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations relevant
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry

- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

## **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>