Australian Government

PUAOPE025 Manage planning for a complex incident

Release: 1

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.

Application

This unit of competency involves the skills and knowledge required to collect, analyse and apply information and to develop plans for the resolution of a complex incident. It includes establishing a planning section, managing the planning section, interpreting and applying information on current and forecast situation, disseminating information on current and forecast situation, preparing incident plans and briefing incident management team, participating in the incident management team and monitoring and reviewing planning functions.

A person performing the role of Planning Officer is delegated responsibility by the Incident Controller. This person supports the Incident Controller and other members of the incident management team.

Complex incidents are characterised by one or more of the following: impact on a widespread geographical area, detailed written Incident Action Plan (IAP) with multiple related incident control strategies, consequences extending beyond area of operations, need for relief and recovery operations, resources required beyond what can be obtained at local level and extended timeframe for resolution.

These incidents typically have an elevated level of risk and consequence to the community. Incident Controllers will need to establish an extended incident management structure to support the effective resolution of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

No licensing, legislative or regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR502 Develop incident control strategies

PUAOPE015 Conduct briefings and debriefings

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish planning section	**1.1** Initial briefing is obtained from Incident Controller with Incident Controller's intent confirmed and questions asked
	1.2 Current and forecast operational activities and resource levels are determined
	1.3 Planning section objectives and tasks are identified, in accordance with Incident Controller's intent
	1.4 Planning section structure is developed, and resources are identified and obtained
	1.5 Planning section units are established, tasks are delegated, and briefings are given to delegated personnel
	1.6 Safe work practices and health and welfare arrangements for work area are implemented and monitored
2 Manage planning section	**2.1** Allocated tasks are adjusted to meet incident objectives and planning requirements
	2.2 Work load, progress and performance of planning section is monitored and managed
	2.3 Planning section meetings are conducted
	2.4 Information flow within the Incident Management Team (IMT) and with external organisations is established and maintained
	2.5 Document management and record keeping systems are

			established and maintained, in accordance with organisational procedures
		2.6	Arrangements are made for a log and/or record of activities and decisions to be kept and maintained
		2.7	Management support services are provided, as requested, in a timely manner
3	**Interpret and apply information on current and forecast situation**	**3.1**	Information sufficient for incident prediction is collected on current incident situation
		3.2	Incident predictions and options analysis of risks provided by the intelligence function are interpreted
		3.3	Significance of specialist technical information and incident behaviour predictions is provided to the IMT
		3.4	Procedures to identify, mitigate and monitor risks related to the incident are established, in accordance with organisational procedures
		3.5	Current and predicted key risk exposures are identified and impacts are mitigated, where possible
		3.6	Risk mitigation strategies are monitored, and strategies are adjusted
4	**Disseminate information on current and forecast situation**	**4.1**	Appropriate incident information is provided to incident personnel
		4.2	Information is provided to the IMT on incident control and safety issues
		4.3	Information is prepared, displayed and maintained
		4.4	Maps and schematic plans are produced to meet incident requirements
		4.5	Information sharing and transition arrangements with recovery organisations are established and maintained
5	**Prepare incident plans and brief IMT**	**5.1**	Options and recommendations are produced in consultation with the IMT for their consideration including objectives and strategies for controlling the incident
		5.2	Risks and likely outcomes associated with preferred and

	alternative incident objectives and strategies are specified
5.3	Incident Controller and IMT members are briefed and incident objectives and strategies are confirmed by the Incident Controller
5.4	Incident Action Plan (IAP) is prepared for the subsequent operations period and is distributed and/or communicated about in a timely fashion
5.5	Communication plan is developed, reviewed and implemented
5.6	Records are kept of resources requested en route, allocated to and released from the incident
5.7	Resource planning and management, including fatigue management, is undertaken
5.8	Changeover plans are developed to complement the IAP
5.9	Planning for relief and recovery activities is undertaken in consultation with recovery organisations
5.10	Complementary incident plans are developed, in accordance with organisational policies, procedures, industrial awards and agreements

6	**Participate in IMT**	**6.1**	IMT planning meetings are scheduled and conducted, in accordance with organisational procedures and Incident Controller's requirements
		6.2	IMT is informed of current and predicted incident situation and progress towards incident objectives and strategies
		6.3	Specialist information requirements are obtained and provided to the IMT
		6.4	Strategic advice is provided to the IMT based on interpretation of information received
		6.5	Incident Controller is briefed on analysis of progress against IAP
		6.6	Liaison with other members of the IMT is undertaken
7	**Monitor and review planning functions**	**7.1**	Allocation and performance of resources is monitored and reviewed, in accordance with organisational

procedures

7.2   Incident reports are produced, as required

7.3   Briefings and debriefings are conducted

7.4   Post incident analysis is initiated and participated in

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

This unit replaces and is equivalent to PUAOPE025A Manage planning for a Level 2 incident.

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