



Australian Government

PUATEA006 Lead a functional unit at an incident

Release: 1

PUATEA006 Lead a functional unit 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

A function is a defined grouping of related tasks and activities addressing core responsibilities of the Incident Controller. The work of a function is performed under the direction of a Functional Officer who reports to the Incident Controller. Functions are further divided into defined units (a functional unit) under the leadership of a unit leader reporting to a functional officer.

The unit of competency addresses the leadership, management and communication skills required to lead a functional unit in an operational environment. It includes establishing a functional unit, leading and managing a functional unit, communicating effectively within an incident environment and monitoring and reviewing a functional unit.

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

Pre-requisite Unit

Not applicable

Competency Field

Teamwork

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Establish functional unit

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Initial briefing, including information needed to lead the functional unit, is obtained from the Functional Officer

- and the Incident Controller's intent is confirmed
- 1.2 Functional unit objectives and tasks are identified
 - 1.3 Functional unit structure is developed, and resources required to perform activities are determined and sought
 - 1.4 Safe work practices and health and welfare arrangements for work area are established and monitored
- 2 Lead and manage functional unit**
- 2.1 Functional unit tasks are delegated based on an understanding of personnel and their capability, meetings are held, and briefings are given
 - 2.2 Additional information, equipment and resources are obtained, as required
 - 2.3 Performance of unit personnel is monitored, and support provided, as required
 - 2.4 Progress towards completion of tasks and achievement of objectives is monitored and work is adjusted and reallocated, as required
 - 2.5 Reports are provided through the chain of command
 - 2.6 Document and record management systems are established and maintained in accordance with organisational procedures
 - 2.7 Log of activities and decisions is maintained, in accordance with organisational procedures
 - 2.8 Injuries, accidents or near misses involving unit personnel are reported and critical incident support services for the unit are requested, in accordance with organisational procedures
- 3 Communicate effectively within incident environment**
- 3.1 Information sources and users required to perform, and support unit activities are
 - 3.2 Communication is undertaken with information sources and users
 - 3.3 Information received is recorded, clarified, confirmed, interpreted and accurately communicated and/or reported

- | | | |
|---|------------|---|
| | 3.4 | Procedures are implemented and followed when using communications systems during incident |
| | 3.5 | Information flows between own unit and other units and functions is established and maintained to support shared situational awareness |
| 4 Monitor and review functional unit | 4.1 | Functional unit activities are monitored and reviewed to determine the ongoing need for retaining the unit in support of the incident management team |
| | 4.2 | Unit objectives and task requirements are monitored and reviewed to ensure ongoing relevance and timeliness as incident situation changes |
| | 4.3 | Functional unit is demobilised, in accordance with incident demobilisation plan |
| | 4.4 | Briefings and debriefings are conducted, as required |
| | 4.5 | Performance of functional unit is reviewed, and a report is provided, in accordance with organisational requirements |

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, there is 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>