



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>

Assessment Requirements for PUAOPE001 Manage the investigation function at an incident

Modification History

Release 1. This is the first release of this qualification in the PUA – 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

- analysing investigation data and information
- applying ethical standards to an investigation
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- conducting meetings including preparing agendas
- completing documentation and investigation reports
- implementing investigation and security plans
- implementing organisational policies and procedures
- liaising with Incident Controller or operations officer and other personnel
- maintaining logs
- managing a team including technical specialists
- monitoring resources
- operating in an investigational management role including delegating responsibility, allocating tasks, monitoring performance and providing feedback
- performing briefings and debriefings
- preparing, presenting and communicating information
- taking mitigation action to ensure completion of investigations
- working as a member of an incident management team to resolve an incident investigation
- working with maps and schematic plans

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
- communication requirements for stakeholders
- ethical standards for investigations
- investigation and security plans
- investigation data and information analysis

- investigation planning requirements and processes
- investigation report requirements
- maintenance of logs
- management and facilitation of team work
- maps and schematic plans
- organisational documentation, policies and procedures
- procedures for meetings
- processes and procedures for briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) plus questions
- resource requirements for an investigation

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 and 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 operation manuals.

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