



Australian Government

Assessment Requirements for PUAOPE002 Manage the finance function at an incident

Release: 1

Assessment Requirements for PUAOPE002 Manage the finance function at an 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
- conducting briefings and debriefings
- delegating responsibilities and monitoring performance
- delegating to sub-units within the finance section
- establishing finance section or unit
- implementing organisational documentation, policies and procedures
- keeping a log or record of activities
- liaising with Incident Controller, Logistics Officer and other members of the incident management team
- maintaining financial management system including payroll and accounts
- managing a team including allocating tasks within a time critical and dynamic environment
- managing and monitoring finance section or unit
- managing insurance requirements
- operating in a finance management role
- preparing, presenting and communicating complex financial information
- providing feedback
- recording the status of financial resources at an incident
- taking mitigation action to ensure completion of financial requirements
- using financial support services
- working as a member of an incident management team

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

- agreements with financial requirements including contractual arrangements, cooperative agreements, memorandums of understanding and organisational financial policies and procedures

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- finance section or unit structure including accounts, compensation and insurance, financial monitoring and time keeping units
- financial reporting requirements
- financial support services including analysis of financial risks, collection of cost data, maintenance of records of hire and procurement, provision of cost estimates, compensation and insurance claims processing, provision of financial summaries, receipt and payment of accounts, time keeping and cost analysis
- financial tasks including analyse financial risk, receive and process purchase or hire accounts, review and comply with agreements with financial requirements, maintain payroll and related systems and records, provide financial summaries and undertake costs analysis
- insurance information including equipment, personal effects and vehicles
- management and facilitation of teams and team work including task allocations
- national, state and territory emergency management legislation, policies, procedures and interagency memorandums of understanding
- organisational documentation, policies and procedures
- organisational financial requirements to support operational planning requirements and processes
- potential and existing financial issues including claims, injury compensation, pay and procurement
- processes and requirements for briefings and debriefings including Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- protocols and procedures for meetings including techniques for resolving conflict
- requirements of a finance section facility
- types of incidents
- 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 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.

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>