



Australian Government

PUAOPE004 Manage the intelligence function at an incident

Release: 1

PUAOPE004 Manage the intelligence 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 coordinate the collection, analysis and dissemination of intelligence to support informed decision making at an incident.

Intelligence Officers are required to collect, interpret, analyse and generate numerical, text and map based information, use and apply mathematical models and communicate complex information using a variety of formats. An individual performing this role has the title of Intelligence Officer and is delegated responsibility by the Incident Controller or Planning Officer. They will support the Incident Controller and the Incident Management Team (IMT).

The intelligence function is generally carried out by an Intelligence Unit within the Planning Section. If the Incident Controller determines the need to expand the intelligence unit into a functional section then it will become an intelligence section reporting directly to the Incident Controller. 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

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| 1 | Establish intelligence section or unit | 1.1 | Initial briefing is sought and obtained from Incident Controller or Planning Officer where the Incident Controller's intent is confirmed |
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| | 1.2 | Intelligence section or unit objectives and tasks are identified |
| | 1.3 | Intelligence section or unit structure is developed and resources are identified and obtained |
| | 1.4 | Intelligence section or unit is established including units or sub-units and tasks are delegated and briefings are given to assigned personnel |
| | 1.5 | Safe work practices and health and welfare procedures for work area are implemented and monitored |
| 2 | Manage intelligence section or unit | |
| | 2.1 | Allocated tasks are adjusted to meet incident objectives and intelligence requirements |
| | 2.2 | Workload, progress and performance of the intelligence section or unit is monitored and managed |
| | 2.3 | Intelligence 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 | Intelligence section or unit plan is developed and implemented |
| | 2.6 | Arrangements are made for a log and/or record of activities and decisions to be kept |
| 3 | Identify intelligence needs | |
| | 3.1 | Incident intelligence requirements are obtained from the Incident Controller or Planning Officer |
| | 3.2 | Focus of the intelligence section or unit's activities are directed towards achieving the Incident Controller's critical intelligence requirements |
| | 3.3 | Intelligence requirements are prioritised and communicated to the intelligence section or unit team |
| | 3.4 | Response, recovery and transition to recovery intelligence needs are identified |
| | 3.5 | Intelligence risks and opportunities are identified and communicated to Incident Controller or Planning Officer |

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| 4 Collect data and information | 4.1 Collection of data and information is planned |
| | 4.2 Sources of data and information including reports and pre-incident plans are identified and assessed |
| | 4.3 Data and information from reconnaissance and observations is collected |
| | 4.4 Data and information is monitored and updated to ensure accuracy and currency |
| | 4.5 Data and information sufficient for the intelligence tasks is collected |
| 5 Process information | 5.1 Information is formally received and recorded in a log |
| | 5.2 Information is validated, including consideration of the credibility of information sources |
| | 5.3 Information is collated to support analysis |
| 6 Analyse information | 6.1 Collected data and information is analysed systematically within required time frames |
| | 6.2 Conflict and uncertainties about information and analysis outcomes are identified, considered and reconciled, if possible |
| | 6.3 Intelligence requirements are addressed through information analysis, synthesis and interpretation |
| | 6.4 Predictions based on most likely, best and worst case scenarios for the incident are determined and evaluated |
| | 6.5 Risks and opportunities that may affect incident activities and planning are analysed |
| 7 Develop and disseminate intelligence products | 7.1 Intelligence products are generated to meet the identified intelligence requirements of key decision makers |
| | 7.2 A common operating picture is displayed and maintained |
| | 7.3 Intelligence products including reports are developed in a format suited to their intended audiences |
| | 7.4 Intelligence products are communicated and made |

		available to personnel within required time frames
	7.5	Receipt of intelligence product by intended audience is confirmed
8	Review intelligence and provide feedback	
	8.1	Feedback is sought and obtained from users of intelligence products
	8.2	Gaps in data and intelligence products are identified
	8.3	Value of operational effectiveness of intelligence products provided is evaluated
	8.4	Intelligence opportunities are identified
	8.5	Obstructions, limitations and opportunities for improvement are identified and processes are refined to improve and/or strengthen intelligence section or unit activity including how these are applied to the intelligence cycle
	8.6	Briefings and debriefings on intelligence activities are conducted

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>

Assessment Requirements for PUAOPE004 Manage the intelligence function at an incident

Modification History

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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
- assessing credibility of data and information sources
- collating feedback
- collecting data and information that addresses intelligence requirements
- communicating with stakeholders
- completing and presenting reports
- conducting briefings and debriefings
- dealing with complex, novel and rapidly changing incident situations
- determining and organising an intelligence plan for a section or unit
- developing a range of scenarios including identifying risks and opportunities
- evaluating intelligence information and data
- focussing intelligence products on meeting intelligence requirements
- implementing organisational policies and procedures
- maintaining a log and record of decisions taken
- maintaining shared situational awareness and communicating changes
- managing and monitoring a team within a time critical and dynamic environment including allocating tasks
- providing an initial appreciation of information on the operating environment and its likely effect on events
- providing and communicating intelligence products within the required time frames to appropriate personnel
- providing useful intelligence in time critical and high consequence situations without complete and accurate information
- representing intelligence through the common operating picture using available platforms that are readily accessible and easy to interpret structuring an intelligence section or unit
- using intelligence to update situational knowledge when key changes occur
- utilising analytical methods and tools

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

- analytical tools to support prediction modelling
- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- collation of feedback
- compilation and presentation of reports
- consequence management
- difference between data, information and intelligence
- evaluation techniques
- individual and shared situational awareness
- intelligence products including appreciation, common operating picture, decision and trigger points, estimates, evaluations, incident predictions, indications, intelligence, briefings, map products and warnings
- intelligence section or unit structure including mapping unit, modelling and predictions unit, situation and analysis unit and technical advice unit
- leadership and management of teams and the facilitation of team work
- organisational documentation, policies and procedures
- planning cycle requirements
- processes and procedures for conducting briefings and debriefings using Situation, Execution, Administration/logistics, Mission, Command/control and Safety (SMEACS) plus questions
- record keeping including using logs
- requirements and processes for planning cycle
- risk management principles and processes
- scenario planning for incidents
- sources of data and information
- structure and roles within an intelligence section or unit
- 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 including 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 operations manuals

Links

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