

<b>Title</b>	<b>Demonstrate knowledge of the Planning function within the Coordinated Incident Management System</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	<p>This unit standard is intended for individuals operating as a Planning function team member within New Zealand's Coordinated Incident Management System (CIMS).</p> <p>People credited with this unit standard are able to demonstrate knowledge of the Planning function within the CIMS.</p>
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<b>Classification</b>	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Recommended skills and knowledge for entry: Unit 29554, *Apply operational knowledge of New Zealand's Coordinated Incident Management System*.
- 2 All performance criteria must be in accordance with: CIMS manual, principles, and guidelines.
- 3 References  
The primary reference for this unit standard is the most current edition of the *New Zealand Coordinated Incident Management System (CIMS)*, available at <https://www.civildefence.govt.nz>;  
The secondary reference for this unit standard is the most current edition of the *Response Planning in CDEM: Director's Guideline for Civil Defence Emergency Management Groups [DGL 19/15]*, available at <https://www.civildefence.govt.nz/cdem-sector/guidelines/response-planning-cdem/>.
- 4 CIMS Terminology is used throughout this unit standard. Definitions of key terms are found in the Glossary section of the primary reference. The 'Planning P' is found in the Appendix section of the primary reference.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of the Planning function within the CIMS.

**Performance criteria**

- 1.1 Describe the roles and responsibilities of the Planning function in relation to incident management.  
  
Range must include but is not limited to – sub-functions, inputs, outputs, key responsibilities.
- 1.2 Describe key internal and external relationships and interdependencies for the Planning function.  
  
Range internal relationships must include – the Controller, Response Manager, Intelligence, Operations, Logistics; external relationships may include but are not limited to – partner agencies, support agencies, coordination centres, community; evidence of at least two external relationships is required.
- 1.3 Explain how the structure of the Planning function and sub-functions may change in relation to response size and incident complexity.  
  
Range may include but is not limited to – the need for each sub-function; how sub-functions may be amalgamated and staffed.
- 1.4 Explain how the focus and requirements of the Planning function vary across different response levels, size and incident complexity.
- 1.5 Explain how factors can limit the Planning function in relation to incident management.  
  
Range factors may include but are not limited to – the Controller’s intent and direction; Governance intent; freedoms and constraints; products from Intelligence; information from other functions and support agencies; accuracy, timeliness and reliability of information; response characteristics; evidence of three factors is required.
- 1.6 Explain the planning process in relation to the ‘Planning P’ for the Planning function.

<b>Replacement information</b>	This unit standard, unit standard 32160, unit standard 32161, and unit standard 32162 replaced unit standard 22446.
<b>Planned review date</b>	31 December 2024

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	26 November 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.