



ICS 204a - Field Task Assignment

When blank, this form is classed as **OFFICIAL**, when filled out, this form is classed as **OFFICIAL-SENSITIVE**

Incident Name:		Date & Time Compiled:	
Compiled By:		IMT Section:	
Operational Period - From:		To:	
Division:			

Response Team:		Callsign:	
-----------------------	--	------------------	--

Operational Task

--

Execution Detailed Instructions

(Key times, Key locations, Key task steps, Key limitations and restrictions, Minimum task requirements, Task completion measures, Key safety reminders)

--

Administration and Resources

Team Leader		Phone	
--------------------	--	--------------	--

Team Members

Name	Phone	Name	Phone

Team Resources

--	--

Communications and Reporting

Refer to ICS 205f Incident Field Communications Plan for VHF channels and contact numbers

Standing Reporting Requirements

- Report when arriving or departing any sector or staging area.
- Report when each task is completed.
- Report all safety incidents or near misses.
- Report any requirement to deviate from the Execution Instructions
- Report any oiled wildlife as soon as possible

Standing Documentation Requirements	
1. Project Charter	2. Stakeholder Register
3. Business Case	4. Project Management Plan
5. Communication Management Plan	6. Risk Management Plan
7. Quality Management Plan	8. Resource Management Plan
9. Procurement Management Plan	10. Change Management Plan
11. Issue Management Plan	12. Performance Reporting
13. Project Closure Report	14. Lessons Learned Register

- Document all equipment usage.
- Document start, finish, and break times, including team check ins/outs (daily basis).
- Document key decisions and team actions.
- Complete a JSA prior to commencement of tasks

Additional Task Reporting Requirements

Additional Task Documentation Requirements

Task Assignment Attachments (If Applicable)	

1	
---	--

2	
---	--

3	
---	--

4	
---	--

5	
---	--

6	
---	--

Notes:

DTMI may collect your name, personal contact details, identifying details (e.g. position title and officer number, if applying in the course of your duties as a government officer) and signature to assess your application to access information collected by DTMI. The details you provide will be retained as a record of your request for this information.

Providing these details is voluntary but incomplete applications may be refused. DTMI may disclose your information to law enforcement agencies, interstate or overseas licensing authorities, courts or other entities as permitted by law, including for identity verification and law enforcement purposes.

DTMI is committed to protecting your privacy. For more information on how we handle your personal information, including the purposes for which it may be used and disclosed, visit transport.wa.gov.au/privacy. You may access or correct your personal information by emailing foi@transport.wa.gov.au or visiting transport.wa.gov.au/foi.