



**Australian Government**

# **PUACOM013 Administer a local public safety group**

**Release: 1**

# **PUACOM013 Administer a local public safety group**

## **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 administer a local public safety group such as a State Emergency Services (SES) unit, a surf lifesaving club, a local brigade or a volunteer marine rescue unit.

The unit is applicable to volunteer non-accountant managers of local public safety groups. It includes managing administrative functions for distributing organisational information, preparing strategic plans, administering organisational finances and arranging and conducting audits.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## **Pre-requisite Unit**

Not applicable.

## **Competency Field**

Community Program

## **Unit Sector**

Public Safety

## **Elements and Performance Criteria**

### **ELEMENTS**

Elements describe the essential outcomes.

#### **1 Manage administrative functions**

### **PERFORMANCE CRITERIA**

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1** Administrative functions are scheduled and allocated to self and/or others to meet agreed deadlines
  - 1.2** Records are maintained, in accordance with organisational procedures
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|--|------------|---|
|  | <b>1.3</b> | Records are completed clearly, accurately and legibly   |
|  | <b>1.4</b> | Records are filed accurately and systematically   |
| <b>2 Distribute organisational information</b> | <b>2.1</b> | Organisational information and instructions are communicated, in accordance with organisational procedures, to others on an ongoing basis |
|  | <b>2.2</b> | Information is directed to appropriate personnel  |
|  | <b>2.3</b> | Communication is clear, unambiguous and relevant to the subject and target audience   |
| <b>3 Prepare strategic plans</b>               | <b>3.1</b> | Strategic outcomes are established in the context of the organisation's direction   |
|  | <b>3.2</b> | Plans to meet the strategic outcomes are developed and implemented  |
|  | <b>3.3</b> | Strategic plans are regularly reviewed and updated to incorporate changing circumstances  |
| <b>4 Administer organisation finances</b>      | <b>4.1</b> | A budget is prepared, considering local needs and funding limitations   |
|  | <b>4.2</b> | Budget is administered, in accordance with organisational financial policies and procedures   |
|  | <b>4.3</b> | Expenditure is controlled to meet budget outcomes   |
|  | <b>4.4</b> | Financial records are maintained, in accordance with organisational financial policies and procedures                                     |
|  | <b>4.5</b> | Standards of financial probity are adhered to, in accordance with organisational financial policies and procedures                        |
| <b>5 Arrange and conduct audits</b>            | <b>5.1</b> | Financial audits are arranged, in accordance with organisational procedures   |
|  | <b>5.2</b> | Safety audits are periodically conducted, in accordance with organisational procedures and Work, Health and Safety guidelines             |
|  | <b>5.3</b> | Equipment stocktakes are conducted, in accordance with organisational procedures  |
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## **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**

This unit replaces and is equivalent to PUACOM013B Administer a local public safety group.

## **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>

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