



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUACOM013B Administer a local public safety group**

**Revision Number: 2**

## PUACOM013B Administer a local public safety group

### Modification History

PUACOM013B Release 2: Layout adjusted. Application added.

PUACOM013B Release 1: Primary release.

### Unit Descriptor

This unit covers the competency required to administer a local public safety group such as an SES unit, a surf life saving club, a local brigade, or a volunteer marine rescue unit.

### Application of the Unit

This unit applies volunteer managers of local public safety groups.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

### Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where *bold italicised* text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

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

## **Required Skills and Knowledge**

This describes the essential skills and knowledge and their level, required for this unit.

### **Required Skills**

- conduct equipment stocktakes
- conduct safety audits
- evaluate resource usage
- interpret financial reports
- monitor financial reports
- monitor resource allocation and usage
- operate a recognised filing system
- plan activities and set priorities
- prepare budgets
- produce resource reports
- write in clear, concise English

### **Required Knowledge**

- budget processes
- equal employment opportunity legislation
- legislative requirements and organisation's procedures for budget development and financial management
- management information systems
- occupational health and safety legislation
- standard operating procedures (SOPs), policies and procedures
- stock handling procedures
- tools to keep records and produce resource reports

## Evidence Guide

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Assessment must confirm the ability to complete accurate records in a timely manner.

### **Consistency in performance**

Competency should be demonstrated over time in a range of actual and/or simulated administrative contexts.

### **Context of and specific resources for assessment**

#### **Context of assessment**

Competency should be assessed by observing an individual in an administrative role in the workplace.

#### **Specific resources for assessment**

There are no special resource requirements for this unit.

## Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

***Administrative functions*** may include:

- Preparing correspondence
- Actioning requests for information
- Authorising equipment requisitions and expenditure
- Keeping records and collecting statistics

***Records*** may include:

- Planning and budget documents
- Financial records
- Operational records
- Training records
- Personal and personnel records
- Stock and equipment records
- Temporary loan books
- Equipment usage records
- Maintenance records
- Project briefs
- Inventories
- Standard operating procedures
- Reports and other documentation

***Organisational standards*** may include:

- Legislation including Audit Act
- Finance regulations
- Equal Employment Opportunity and Occupational Health and Safety legislation
- Organisation's corporate and strategic plans
- Organisation's financial and other resource management guidelines
- Technology and data associated with management information systems

***Organisational information*** may include:

- Schedule of events
- Training plans
- Potential training opportunities
- Policies and procedures
- Administrative instructions and information bulletins

***Strategic plans*** may relate to:

- Training
- Fundraising
- Building
- Maintenance
- Recruiting

- Membership retention
  - Community information
  - Public relations and profile
- Financial records* may include:
- Cash books
  - Bank reconciliation
  - Sales tax records
  - Order books
  - Petty cash records
  - Budget papers
  - Fundraising and social club records

## **Unit Sector(s)**

Not applicable.