



**Australian Government**

# **PUAFIR602B Manage the implementation of community safety strategies**

**Release 3**

# PUAFIR602B Manage the implementation of community safety strategies

## Modification History

Release	TP Version	Comments
2	PUA12 V2	Content reviewed Application of the Unit added Performance Criteria amended to make intent clearer but intent has not changed Method of assessment added
1	PUA00 V8.1	Primary release on TGA

## Unit Descriptor

This unit covers the competency required to establish and manage the implementation of a range of intervention strategies which can be used to reduce the risk to communities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

## Application of the Unit

This unit applies to personnel required to develop and implement community safety strategies for their area of responsibility consistent with the organisation's policy for community safety and related areas.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

PUAFIR509B Implement prevention strategies

## 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. Identify prevention, preparedness, response and recovery strategies	1.1 Characteristics of the <i>risk</i> are fully identified.
	1.2 Existing <i>prevention, preparedness, response and recovery strategies</i> are identified through research and stakeholder consultation.
	1.3 Range of potential prevention, preparedness, response and recovery strategies is identified through researching current best practice, alternative options, and seeking expert opinion.
2. Evaluate draft strategies	2.1 <i>Evaluation of draft strategies</i> are carried out, and limitations and impacts are identified and communicated to <i>stakeholders</i> .
	2.2 Feedback on draft strategies is obtained from stakeholders and collated.
	2.3 Stakeholder needs are addressed and negotiated.
	2.4 Draft strategies are reviewed taking stakeholder feedback into account.
3. Select strategies	3.1 Reviewed strategies are negotiated with stakeholders and agreement and commitment is obtained.
	3.2 <i>Strategies are documented</i> according to organisational requirements.
	3.3 Strategies are submitted for approval in line with organisational policies, procedures and guidelines.
4. Communicate approved strategies	4.1 Approved strategies are widely <i>publicised</i> to stakeholders and support is gained.
	4.2 <i>Technologies</i> and processes are selected which most <i>effectively communicate the information</i> .
5. Organise the implementation of documented strategies	5.1 Implementation strategies relevant to the risk are identified.
	5.2 Actions required to implement the strategies are documented.
	5.3 <i>Action plans</i> are developed to facilitate the implementation process.
	5.4 Action plans are implemented with minimal conflict and disruption.
6. Review effectiveness of implemented strategies	6.1 Implementation review process is established.
	6.2 Effectiveness of the selected intervention strategies is reviewed as appropriate.
	6.3 Implementation action plans are adjusted following the review process if required.
	6.4 Any required adjustments to the action plans are

implemented.

## Required Skills and Knowledge

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

### Required Skills

- conduct needs analysis
- define and anticipate implementation barriers
- establish communication networks
- identify relevant stakeholders
- monitor and review the planning process
- negotiate with client groups and stakeholders
- resolve conflicts
- review procedures, action plans and strategies for implementation
- use information technologies to communicate information

### Required Knowledge

- benchmarking best practice in the implementation and review of management processes
- current principles and practices to conduct activities which exercise elements of public safety management
- effective communication
- emergency management concepts and principles
- legislative and regulatory requirements relevant to emergency management, coronial inquests, royal commissions, commissions of inquiry, environmental Acts, local government regulations, safety standards
- organisational approval procedures
- organisational policy and procedures
- planning theory and processes
- potential hazards and their consequences
- problem solving and decision-making techniques
- problems likely to preclude the implementation of strategies
- risk management and models
- techniques for the prioritisation and evaluation of public safety risk management systems

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

Assessment must confirm the ability to:

- select appropriate strategies that will be supported by the community
- implement action plans that are adopted by stakeholders
- establish an implementation process that is current to the community it protects

### Consistency in performance

Competency should be demonstrated over time and in a range of contexts

### Context of and specific resources for assessment

#### Context of assessment

Competency should be assessed in one or more actual situations or scenarios where there is the capacity to demonstrate the required evidence in a real or simulated environment in conjunction with portfolio evidence.

#### Specific resources for assessment

Access is required to:

- information about incidents and/or simulations based on actual events – these resources may involve complex scenarios sufficient to allow evidence to be gathered from a variety of sources and stakeholders on more than one occasion and over an extended period; controlled access to organisational records and personnel may have significant cost implications for the staging of scenarios

### Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an agency-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

## Range Statement

<p>The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. <b><i>Bold italicised</i></b> wording in the Performance Criteria is detailed below.</p>	
<p><b><i>Risk</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• commercial and legal relationships</li> <li>• criminal activity</li> <li>• economic</li> <li>• human behaviour</li> <li>• individual activities</li> <li>• management activities and controls</li> <li>• natural events</li> <li>• political circumstances</li> <li>• technology/technical issues</li> </ul>
<p><b><i>Prevention, preparedness, response and recovery strategies</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• community restoration</li> <li>• critical incident stress management</li> <li>• emergency management planning</li> <li>• implementing plans</li> <li>• financial support</li> <li>• land use management</li> <li>• mobilising resources</li> <li>• mutual aid agreements</li> <li>• personal support and counselling</li> <li>• public education</li> <li>• restoration and reconstruction</li> <li>• safety standards, legislation and regulation, building codes</li> <li>• training and exercises</li> <li>• warning systems</li> </ul>
<p><b><i>Evaluation of draft strategies</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• determination of advantages, disadvantages, deficiencies and limitations</li> </ul>
<p><b><i>Stakeholders</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• career and volunteer personnel</li> <li>• client groups</li> <li>• community groups</li> <li>• industry groups</li> <li>• members of parliament</li> <li>• members of the public</li> <li>• non-government organisations</li> <li>• public and private sector organisations</li> </ul>
<p><b><i>Strategies are documented</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• corporate plans</li> <li>• existing disaster plans</li> </ul>



	<ul style="list-style-type: none"> <li>• guidelines</li> <li>• historic time series data</li> <li>• legislation</li> <li>• operational manuals</li> <li>• policies</li> </ul>
Strategies are widely <i>publicised</i> may include:	<ul style="list-style-type: none"> <li>• electronic transmission of information</li> <li>• letters</li> <li>• meetings</li> <li>• small group or individual verbal communication</li> </ul>
<i>Technologies</i> may include:	<ul style="list-style-type: none"> <li>• computerised simulations</li> </ul>
<i>Effectively communicate the information</i> may include:	<ul style="list-style-type: none"> <li>• community information booklets</li> <li>• emergency service personnel</li> <li>• groups</li> <li>• media</li> <li>• municipalities</li> </ul>
<i>Action plans</i> may include:	<ul style="list-style-type: none"> <li>• aims and objectives of the strategy</li> <li>• monitoring and evaluative procedures</li> <li>• possible strategies to achieve objectives</li> <li>• possible tactics to implement strategies</li> <li>• reporting requirements</li> <li>• resources required including their availability, limitations, contingencies and alternatives</li> </ul>

## Unit Sector(s)

Not applicable.