



**Australian Government**

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

# **PUAEMR022 Establish context for emergency risk assessment**

**Release: 1**

## **PUAEMR022 Establish context for emergency risk assessment**

### **Modification History**

<b>Release</b>	<b>TP version</b>	<b>Comments</b>
1	PUA12 V1	First release.

### **Unit Descriptor**

This unit describes the outcomes required to determine an emergency risk assessment's objectives, scope, stakeholders, and risk criteria.

### **Application of the Unit**

This unit applies to people required to initiate an emergency risk assessment with a community or part of a community. Such assessments are conducted at local, regional or state level by local governments, emergency management committees, public safety agencies, major event managers or other organisations that need to understand emergency risk to a community.

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

### **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

### ELEMENTS

### PERFORMANCE CRITERIA

- |   |  |
|---|--|
| <p><b>1. Identify objectives and scope by research and consultation</b></p> | <p>1.1 Objectives and scope are identified using emergency risk management <b><i>standards and guidelines</i></b>.</p> <p>1.2 <b><i>Stakeholder</i></b> roles and required inputs are determined in accordance with <b><i>policies and procedures</i></b>.</p> <p>1.3 Budget, timeframe and schedule for research and consultation are determined.</p> <p>1.4 Information about communities is obtained.</p> |
| <p><b>2. Identify and consult with stakeholders</b></p>                     | <p>2.1 Stakeholders are identified.</p> <p>2.2 Existing and potential liaison networks are identified and evaluated for relevance.</p> <p>2.3 Stakeholder networks are developed using a range of strategies.</p> <p>2.4 Communication and consultation are established.</p> <p>2.5 Communication options are selected to develop a communication plan.</p>  |
| <p><b>3. Clarify roles and requirements with stakeholders</b></p>           | <p>3.1 Stakeholders' roles and the need for their input are clearly defined and emphasised in seeking their cooperation.</p> <p>3.2 Stakeholders are informed of the aims, objectives, risk management context and structure within which they must operate.</p> <p>3.3 Stakeholders' needs are determined and conflicting needs identified and noted.</p>   |
| <p><b>4. Develop risk criteria with stakeholders</b></p>                    | <p>4.1 Social, environmental, financial and timeframe needs are identified in consultation with stakeholders.</p> <p>4.2 Legal, technical and political considerations are identified in consultation with stakeholders.</p> <p>4.3 Reasons for, and selection of, criteria are negotiated with stakeholders and agreed upon.</p> <p>4.4 <b><i>Risk criteria</i></b> are recommended which take into</p>     |

account *practical constraints* and the community's acceptance of risk.

4.5 Community expectations of acceptable risk are established.

- 5. Monitor and review**
- 5.1 Context and evaluation criteria are monitored in accordance with policies and procedures.
  - 5.2 Context and evaluation criteria are reviewed in accordance with standards and guidelines.

## Required Skills and Knowledge

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

### Required Skills

- stakeholder analysis
- communication and consultation in a group context
- facilitation of group processes
- negotiation
- problem solving
- project management
- research skills to conduct geographic, demographic and socio-economic analysis

### Required Knowledge

- emergency risk management concepts and principles included in the current National Emergency Risk Assessment Guidelines
- legislative and regulatory requirements relevant to emergency risk management
- problem solving and decision making techniques

## Evidence Guide

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

Stakeholders are comprehensively identified and consulted to establish a clear context, which includes objectives, scope and risk criteria.

### Consistency in performance

Candidates should be expected to present evidence from at least two different contexts, one of which may be simulated.

### Context of and specific resources for assessment

### Context of assessment

Evidence of competence in this unit may be collected in a simulated environment and a real environment, often as part of a larger project with concurrent assessment of other emergency risk management competencies.

### Specific resources for assessment

For the demonstration of competence in this unit it will

be necessary to participate in a real-world project. Underpinning knowledge may be assessed through written assignments, project reports, debriefings and action learning projects in real or simulated environments.

**Guidance information for assessment**

This unit contains many transferable skills, such as communication, consultation, research and analysis skills that can be applied in the emergency risk management context. Assessors should use formative assessment strategies in a simulated environment to contextualise underpinning knowledge. Summative assessment requires application of the unit in a real-world project, often in an action-learning context. This unit may be assessed with other units that address other parts of the emergency risk management process.

## 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.

***Standards and guidelines*** may include:

- AS/NZS ISO 31000:2009, Risk management—Principles and Guidelines
- HB 327:2010, Communicating and consulting about risk
- ISO Guide 73:2009, Risk management—Vocabulary
- National Emergency, Management Committee (2010), National Emergency Risk Assessment Guidelines
- jurisdictional or organisational emergency risk management policies and procedures

***Stakeholders*** may include:

- staff
- client groups
- decision makers
- members of the public
- community groups
- industry groups
- public and private sector organisations
- non-government organisations
- elected officials

***Policies and procedures*** may include:

- arrangements specified in legislation
- organisational or jurisdictional emergency risk management policies or procedures
- existing disaster plans, agreements or memoranda of understanding

***Information about communities*** may include:

- demographic measures
- socio-economic measures
- local economy and industry makeup and interdependencies
- cultural makeup and mix

***Risk criteria*** may include:

- the nature and types of causes and consequences that can occur and how they will be measured
- how likelihood will be defined
- the timeframe(s) of the likelihood and/or consequence(s)
- how the level of risk is to be determined
- the views of stakeholders
- the level at which risk becomes acceptable or tolerable

*Practical constraints* may include:

- whether combinations of multiple risks should be taken into account and, if so, how and which combinations should be considered
- arrangements, roles and responsibilities set down in existing emergency management plans
- availability of technical expertise, technology, equipment
- budgets, time, availability and capability of people
- land use planning policy, authority and regulation
- legislation covering emergency management, environmental management, safety standards, local government regulations
- limited community knowledge of emergency risk management processes and benefits
- political, social and cultural considerations

## **Unit Sector(s)**

Not applicable.