



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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| | 1.3 | Records are completed clearly, accurately and legibly |
| | 1.4 | Records are filed accurately and systematically |
| 2 Distribute organisational information | 2.1 | Organisational information and instructions are communicated, in accordance with organisational procedures, to others on an ongoing basis |
| | 2.2 | Information is directed to appropriate personnel |
| | 2.3 | Communication is clear, unambiguous and relevant to the subject and target audience |
| 3 Prepare strategic plans | 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 | Strategic plans are regularly reviewed and updated to incorporate changing circumstances |
| 4 Administer organisation finances | 4.1 | A budget is prepared, considering local needs and funding limitations |
| | 4.2 | Budget is administered, in accordance with organisational financial policies and procedures |
| | 4.3 | Expenditure is controlled to meet budget outcomes |
| | 4.4 | Financial records are maintained, in accordance with organisational financial policies and procedures |
| | 4.5 | Standards of financial probity are adhered to, in accordance with organisational financial policies and procedures |
| 5 Arrange and conduct audits | 5.1 | Financial audits are arranged, in accordance with organisational procedures |
| | 5.2 | Safety audits are periodically conducted, in accordance with organisational procedures and Work, Health and Safety guidelines |
| | 5.3 | Equipment stocktakes are conducted, in accordance with organisational procedures |

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>

Assessment Requirements for PUACOM013 Administer a local public safety group

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- administering organisation finances
- arranging and conducting audits
- distributing organisational information
- evaluating resource usage
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- interpreting and monitoring financial reports
- managing administrative functions
- monitoring resource allocation and usage
- operating recognised filing system
- performing equipment stocktakes
- planning work activities and setting priorities
- preparing budgets and strategic plans
- producing resource reports
- undertaking safety audits

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- administrative functions including preparation of correspondence, requests for information are actioned, authorisation of equipment requisitions and expenditure and maintenance of records and the collection of statistics
- equipment and stock handling
- finance and budget processes
- financial records and reports
- legislative requirements
- management information systems

- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and budget development and financial management procedures
- privacy principles
- resources
- safety audit and risk mitigation processes
- strategic plans
- tools to keep records and produce resource reports

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, regulations, codes of practice and operation manuals.

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