



Australian Government

PUAEMR008 Contribute to an emergency risk management process

Release: 1

PUAEMR008 Contribute to an emergency risk management process

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 participate in working groups or other forums in contributing to developing an emergency risk assessment and treatment plan for a community. It includes clarifying community contacts, applying emergency risk management methodology, developing risk statements and treatment options, promoting emergency risk management ownership and working cooperatively with stakeholders.

The unit applies to personnel who undertake emergency risk assessments with a community or part of a community and is relevant to individuals with specific expertise who may be invited to participate in an emergency risk assessment working group.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Clarify community context

PERFORMANCE CRITERIA

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

1.1 Known risks, safety concerns and expectations of emergency risk management processes information are

- collected and analysed
- 1.2 Safety concerns, drivers of change, recent events, community views and sensitivities are identified
 - 1.3 Legislation, policies, procedures and existing emergency management documentation and arrangements are identified
 - 1.4 Input to building an initial picture of community characteristics, safety expectations and perceptions of risk is provided to stakeholders
 - 1.5 Significance of available information for own organisation and/or constituency is assessed and reported to stakeholders
 - 1.6 Scope and focus of a feasible emergency risk management project is determined
- 2 Apply emergency risk management methodology**
- 2.1 Organisational responsibilities, roles, limits of authority, scope of community knowledge and expertise are outlined to emergency risk group members
 - 2.2 Organisational resources to support the emergency risk management process are identified
 - 2.3 Sources of useful and credible information are identified through stakeholders, community networks and interested parties
 - 2.4 Consultation and communication is undertaken, in accordance with organisational procedures
 - 2.5 Processes for accountability and communication of accurate and consistent information to stakeholders are developed and applied
- 3 Develop risk statements and treatment options**
- 3.1 Accuracy and currency of available risk information is assessed
 - 3.2 Additional information is sought from specialist stakeholders regarding information gaps and conflicting data or views
 - 3.3 Risk statements are developed using sources of risk, elements at risk and vulnerability, in accordance with organisational procedures
 - 3.4 Risk statements are analysed considering consequences

- and likelihood of occurrences
- 3.5 Input is provided to assess effectiveness of existing treatment strategies
 - 3.6 Risk treatment options are developed considering practical constraints and assessment criteria, in accordance with organisational procedures
 - 3.7 Feedback on risks and treatment options is obtained from internal and external stakeholders
 - 3.8 Recommendations are developed with stakeholders and submitted for approval to authorised personnel
- 4 Promote emergency risk management ownership**
- 4.1 Stakeholder consultation is undertaken during risk management process
 - 4.2 Positions and commitments for emergency risk management are authorised before being communicated to others
 - 4.3 Management is kept informed of project progress, proposed variations in strategy, decisions and recommendations
 - 4.4 Resource variations are negotiated with authorised personnel
 - 4.5 Stages of emergency risk management processes, decisions and outcomes are documented, in accordance with organisational procedures, industry standards and legislative requirements
 - 4.6 Opportunities for improving emergency risk management processes are identified and reported to authorised personnel
- 5 Work cooperatively with stakeholders**
- 5.1 Allocated tasks are completed on time whilst encouraging stakeholders to help achieve common goals
 - 5.2 Meeting procedures are followed, in accordance with organisational procedures
 - 5.3 Accurate information is provided to stakeholders, in accordance with organisational procedures
 - 5.4 Opinions and advice are sought whilst appreciating the boundaries and cultures of organisations and diverse views of other stakeholders

- 5.5 A wide range of reactions and views are actively sought from stakeholders, in accordance with organisational procedures
- 5.6 Appropriate language is used when communicating with stakeholders in meetings, in accordance with organisational procedures
- 5.7 Confidentiality and privacy of information is maintained, in accordance with organisational procedures and privacy principles
- 5.8 Conflicts are resolved, 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 PUAEMR008B Contribute to an emergency risk management process.

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 PUAEMR008 Contribute to an emergency risk management process

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

- analysing risks, implications and impacts of proposed treatments
- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- clarifying community context
- communicating and consulting with stakeholders
- delivering constructive input and gaining organisational and/or constituency support
- determining and applying emergency risk management methodology
- developing risk statements and treatment options
- informing organisation and constituency of emergency risk management process
- participating and contributing to emergency risk management processes
- promoting emergency risk management ownership
- providing constructive information and advice
- resolving conflicts
- undertaking emergency risk management processes
- working cooperatively with stakeholders

Knowledge Evidence

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

- concepts and principles of emergency risk management
- emergency risk management methodology
- legislative and regulatory requirements for emergency risk management
- organisational documentation, policies and procedures including
 - arrangements specified in emergency management, land use and environmental or other legislation
 - disaster plans, agreements or memorandums of understanding
 - local planning regulations, development controls and environmental plans
 - meeting procedures

- organisational or jurisdictional emergency risk management policies or procedures
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- practical constraints including
 - arrangements, roles and responsibilities in existing emergency management plans
 - availability of technical expertise, technology and equipment
 - budgets, time, availability and capability of people
 - community knowledge of emergency risk management processes and benefits
 - existing hazards and risks
 - land use planning
 - legislation for emergency and environmental management, safety standards and local government regulations
 - political, social and cultural considerations
- principles of risk management and risk mitigation
- roles and responsibilities of key response and/or recovery organisations
- sources of useful and credible information
- stakeholder group dynamics and strategies for resolving conflict
- treatment options
- types of stakeholders

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 it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Competency should be demonstrated in a range of contexts throughout the life of a community emergency risk management project or during the components of a number of projects.

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 including
 - a community and the opportunity to contribute to an actual emergency risk management process and consideration of a range of community safety concerns
- applicable documentation including organisational procedures, industry standards, equipment

specifications, regulations, codes of practice and operational manuals.

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