



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFPL006B Provide advice on operations law matters

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to provide advice on *operations law* matters.

This competency includes analysing the circumstances surrounding the matter, conducting research, consulting legal officers and providing information.

The advice provided in this competency must be within the legal limit of the individual's responsibility.

Application of the Unit

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The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills 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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for the provision of advice on operations law	1.1 <i>Circumstances that require the provision of advice on operations law</i> are identified in accordance with <i>legal practices and procedures</i> 1.2 Circumstances are analysed and the issues are interpreted and clearly defined
2. Receive enquiry	2.1 <i>Enquirer's</i> needs are identified, analysed and clarified in accordance with legal practices and procedures 2.2 <i>Legal limits of own responsibility</i> are clearly outlined to enquirer before any <i>information</i> is imparted in accordance with legal practices and procedures 2.3 Enquiries outside one's area of responsibility are identified and assistance is sought or enquiry is referred on to a legal officer where appropriate
3. Provide information on operations law	3.1 Enquirer's or event details and problem/s are recorded 3.2 Information is relayed where available and appropriate 3.3 Research is conducted within the scope of own responsibility 3.4 <i>Non-disclosable information</i> is not communicated and where any doubt exists as to the information's status it is not disclosed
4. Consult legal officer to resolve issues	4.1 Issues are discussed with legal officer in accordance with legal practices and procedures 4.2 Issues are communicated to legal officer and <i>resolution/action</i> is discussed in accordance with legal practices and procedures 4.3 Suggested action/resolution is <i>carried out</i> in accordance with legal practices and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- analyse information
- apply complex legal procedures
- apply legal practices and procedures
- communicate ideas, arguments and conclusions logically
- conduct research
- identify and evaluate status of information
- prepare complex legal documents
- use appropriate legal terminology

Required Knowledge

- applicable legal practices and procedures required in the full range of tasks covered
- codes of practice, ethical standards
- government foreign policy
- human rights, including international humanitarian law
- international treaties and other arrangements
- legal limits of own responsibility
- legal terminology
- legal terminology specific to operations law
- orders for Opening Fire
- relevant domestic law
- relevant legal process, legislation and sections, and stages involved in the legal process
- Rules of Engagement
- Use of Force

Evidence Guide

EVIDENCE GUIDE

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

Assessment must confirm the ability to identify the issues surrounding the provision of advice on operations law matters, and to research and analyse information in relation to these issues; to provide advice and information within the legal limits of own responsibility; to comply with professional codes of practice and ethical standards at all times; and to implement access, equity and diversity principles and practices.

Consistency in performance

Competency should be demonstrated providing a range of advice and information over time.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment providing a range of advice and information that could be expected in the workplace.

Specific resources for assessment

Access to appropriate documentation and resources normally found in the work environment and required for the job or task to be properly performed.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

Range Statement

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.

Operations law may include	Government foreign policy Human rights, including international humanitarian law International treaties and other arrangements (e.g. status of forced agreements, memorandum of understanding, environmental) Laws of Armed Conflict Law of the Sea Law of Aerial Warfare Rules of Engagement Orders for Opening Fire Relevant domestic law (e.g. fisheries, customs, immigration, Aid to the Civil Power) Use of Force
Circumstances that require the provision of advice on operations law may include	Complaint Event arising that may disclose a defence service activity Incidents arising or related to the Australian Defence Force (ADF) service Legal inquiry Non-legal inquiry Peacekeeping Seeking information Seeking referral Someone seeking disclosable information
Legal practices and procedures may include	Emergency procedures Handling contingencies Information sources Interviewing process Information specific to the defence legal service

RANGE STATEMENT

	Protocol for accommodating special client needs e.g. Case manager, social worker, parole officer, translator, interpreter, service requirement Protocol for handling enquiries Providing disclaimers Recording information Security/confidentiality/privacy procedures Telephone protocol Verifying and authorising information
Enquirer may include	Civilian employees of the defence organisation Commanders Defence civilians Outside agencies Other members of the ADF
Identification, analysis and clarification of enquirer's may include	Accommodating any communication difficulties Clarification of request or problem by summarising and repeating summaries to ensure information gathered is reflective of the information enquirer wishes to communicate And may include the requirement to communicate: • in writing • in person • verbally • via third party • electronically sensitivity to enquirer's emotional/physical state, cultural and service background
Legal limits of own responsibility may include those covered by	Client and the Defence legal service Provision of legal advice by a person who is not a qualified legal officer as defined by the Legal Practice Act Relevant state/territory/commonwealth legislation
Information may include	Areas of law/practice the Defence legal service handles Charges and review process

RANGE STATEMENT

	Correct contact in the defence legal service
	Disciplinary process
	Jurisdiction
	Non-disciplinary process
	Punishments and orders
Non-disclosable information may include that covered by	Legally privileged information
	Organisationally classified or caveated information
	Relevant state/territory/commonwealth legislation
Resolution/action may include	Advising enquirer after researching the appropriate information
	Not pursuing the matter
	Referring enquirer to another legal officer or practitioner
	Referring enquirer to the appropriate government department
	Referring enquirer to supervisor or appropriate authority
Carrying out suggested action/resolution may include	Alternate dispute resolution
	Documenting and filing communication
	Informing enquirer of resolution
	Notifying relevant department of enquiry
	Promptly contacting enquirer where appropriate
	Providing written or oral advice
	Recording contact on database

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil