**PWS Broadbanding Advance Assessment Point Progression Criteria document**

Competencies can only be listed when:

1. the course is current and available;
2. any practical work is defined through policies and procedures; and
3. someone is available to assess/determine that the course, work has been completed to a satisfactory level.

**Notes:**

* Mandatory points indicate the minimum number of points required from each of the management themes.
* If the ticks are highlighted, then these are mandatory competencies.
* Under field officer and ranger columns ‘🗸’indicates the person in that role can claim the points; ‘🗴’ indicates that the points cannot be claimed (the competency is not relevant to the role)
* For a B3 ranger to be eligible to progress to B4 they must have accumulated 162 points if fire fit, or 144 points if not fire fit. In addition to the points that must be accumulated to be eligible for promotion a Ranger Band 4 must have a Bachelor Degree in Environmental Management or Parks and Recreation or equivalent.
* [There are 122 mandatory points if fire fit and 112 if not fire fit, the other points are made up from achieving other non-mandatory competencies.]
* For a B2 field officer to be eligible to progress to B3 they must have accumulated 109 points if fire fit, or 96 points if not fire fit.
* [There are 91 mandatory points if fire fit and 81 if not fire fit, the other points are made up from achieving other non-mandatory competencies.]
* So that that the competencies and process prescribed herein remains contemporary and relevant the PWS at its sole discretion may alter, add or subtract:
* the competencies required;
* points ascribed to competencies;
* evidence required;
* assessment lead; or
* assessment officers

The document may be subject to regular change.

| **Management Function -Competencies** | **Field Officer** | **Ranger** | **Points** | **Evidence** | **Assessment Lead** | **Assessment Officers** |
| --- | --- | --- | --- | --- | --- | --- |
| **Environmental Management – mandatory points (min):** | **5** | **15** |  |  |  |  |
| Prepared a RAA Checklist | 🗸 | 🗸 | 2 | Documentary – approved RAA Checklist | Landscape Programs | Environmental Assessment Officers |
| Use of LIST to investigate tenure and values | 🗸 | 🗸 | 3 | Observation | Major Projects & Infrastructure | Environmental Assessment Officers |
| Prepared a Level 1 Reserve Activity Assessment | 🗸 | 🗸 | 3 | Documentary – approved Level 1 RAA | Landscape Programs | Environmental Assessment Officers |
| Prepared a Level 2 Reserve Activity Assessment | 🗸 | 🗸 | 10 | Documentary – approved Level 2 RAA | Landscape Programs | Environmental Assessment Officers |
| Prepared a Level 3 Reserve Activity Assessment | 🗴 | 🗸 | 20 | Documentary – approved Level 3 RAA | Landscape Programs | Environmental Assessment Officers |
| **Compliance – mandatory points (min):** | **3** | **11** |  |  |  |  |
| Completed Tier 3 training | 🗸 | 🗸 | 3 | Attendance and completion of course | Landscape Programs | State Compliance Coordinator |
| Issued a park infringement notice | 🗸 | 🗸 | 1 | Documentary  | Landscape Programs | State Compliance Coordinator |
| Completed Tier 2 training - Investigations | 🗴 | 🗸 | 5 | Attendance and completion of course | Landscape Programs | State Compliance Coordinator |
| Undertake an investigation and prepare documentation.Prepared a complex offence brief of sufficient quality to be reviewed by the DPP | 🗴 | 🗸 | 5 | Documentary – report exec. | Landscape Programs | Regional Compliance Officer |
| Cert IV in Government Compliance or equivalent (PSP 40416) | 🗴 | 🗸 | 10 | Documentary – qualification (PSP 40416) | Landscape Programs | State Compliance Coordinator |
| Prepare and have approved an Authority under the *National Parks and Reserve Management Regulations 2019* | 🗴 | 🗸 | 3 | Documentary | Operations | Regional Managers |
| **Fire Management – mandatory points if fire fit (min):** | **10** | **10** |  |  |  |  |
| Basic Bushfire awareness consistent with 22023VIC [one day theory] | 🗸 | 🗸 | 2 | Attendance and completion of course | Landscape Programs | State Fire Manager |
| Qualified Firefighter (Certificate II Public Safety Firefighting Operations + min 5 deployments. | 🗸 | 🗸 | 5 | Attendance and completion of course |  | State Fire Manager |
| Complete Plan (PUAFIR413) and conduct (PUAFIR412) a simple burn. | 🗸 | 🗸 | 5 | Completion of course and undertake burn. | Landscape Programs | Regional Fire Management OfficersState Fire Operations Manager |
| Plan (PUAFIR511) and conduct a complex burn. | 🗴 | 🗸 | 10 | Completion of course and undertake burn. | Landscape Programs |
| Performed the role of Sector Commander on at least 3 deployments. | 🗴 | 🗸 | 5 | Documentary | Landscape Programs | State Fire Manager |
| Performed the role of Crew Lead on at least 3 deployments.  | 🗸 | 🗸 | 3 | Documentary | Landscape Programs | State Fire Manager |
| At least 3 deployments to a bushfire | 🗸 | 🗸 | 3 | Documentary | Landscape Programs | State Fire Manager |
| **Risk Management – mandatory points (min):** | **10** | **10** |  |  |  |  |
| Complete a visitor risk incident report and Level 1 Risk Assessment. | 🗸 | 🗸 | 5 |  | Landscape Programs | Regional Asset Coordinators |
| Complete a visitor risk incident report and Level 2 Risk Assessment. | 🗴 | 🗸 | 10 |  |  |  |
| Prepare and implement a Job Risk Assessment requiring the management of WHS, Visitor and Environmental risks. | 🗸 | 🗸 | 5 |  | Operations | Regional Managers |
| **WHS – mandatory points (min):** | **20** | **20** |  |  |  |  |
| Complete WHS Awareness Course. | 🗸 | 🗸 | 3 | Documentary – ripple records | Operations |  |
| Complete Safe T reports for WHS Incident and Hazard. | 🗸 | 🗸 | 3 | Documentary | Operations |  |
| Prepare a Job Risk Assessment for a one off-job. | 🗸 | 🗸 | 5 | Documentary | Operations |  |
| Prepare an Activity Risk Assessment for a local regular activity and associated local safe working procedures. | 🗸 | 🗸 | 10 | Documentary | Operations |  |
| Conduct safety job safety briefing. | 🗸 | 🗸 | 3 | Observation and documentary | Operations |  |
| Complete WHS workplace inspection.  | 🗸 | 🗸 | 3 | Documentary | Operations |  |
| Complete Asbestos Identification and Operations training (half day) | 🗸 | 🗸 | 3 | Documentary  | Operations |  |
| Complete Work Safety in the Construction Industry (CPCCOHS1001A) | 🗸 | 🗸 | 3 | Documentary – white card | Operations |  |
| Complete Manual handling training (MEM11011B) | 🗸 | 🗸 | 3 | Documentary | Operations |  |
| Complete WHS for Managers and Supervisors training. | 🗴 | 🗸 | 3 | Documentary | Operations |  |
| **Reserve and Recreation Planning – mandatory points (min):** | **8** | **18** |  |  |  |  |
| Attend Recreation Standards Framework Awareness training (1 day) | 🗸 | 🗸 | 3 | Attendance  | Landscape Programs |  |
| Prepare a map using geographic information system  | 🗸 | 🗸 | 5 | Documentary | Major Projects & Infrastructure |  |
| Undertake site classification using the Recreational Standards Framework. | 🗸 | 🗸 | 5 | Documentary | Landscape Programs |  |
| Prepared a site sign plan. | 🗸 | 🗸 | 5 | Documentary – approved sign plan | Landscape Programs |  |
| Prepared a site plan for a recreational site. | 🗴 | 🗸 | 20 | Documentary and oral | Landscape Programs |  |
| **Biosecurity – mandatory points (min):** | **3** | **3** |  |  |  |  |
| Use of the AMS to document weed infestation or record | 🗸 | 🗸 | 3 | Documentary | Operations |  |
| Prepared and implement a weed control plan. | 🗸 | 🗸 | 10 | Documentary and oral evidence | Operations |  |
| **Project and Asset Management: – mandatory points (min):** | **17** | **12** |  |  |  |  |
| Conduct Level 1 Asset Inspection | 🗸 | 🗴 | 3 | Documentary | Major Projects & Infrastructure | Engineers |
| Conduct Level 2 Asset Inspection | 🗸 | 🗸 | 5 | Documentary | Major Projects & Infrastructure | Engineers |
| Document and load asset on AMS | 🗸 | 🗸 | 3 | Observation and documentary | Major Projects & Infrastructure |  |
| Complete site inspections on AMS | 🗸 | 🗸 | 3 | Observation and documentary | Major Projects & Infrastructure |  |
| Complete Project Management Essentials Course [TTC] | 🗸 | 🗸 | 3 | Documentary | Major Projects & Infrastructure | Project Managers |
| Prepared a project initiating document  | 🗸 | 🗸 | 5 | Documentary | Major Projects & Infrastructure | Project Managers |
| Prepare a project plan | 🗴 | 🗸 | 5 | Documentary | Major Projects & Infrastructure | Project Managers |
| Managed implementation of a simple (operational) project | 🗸 | 🗸 | 10 | Documentary and oral evidence | Major Projects & Infrastructure | Project Managers |
| **Procurement: – mandatory points (min):** | **5** | **5** |  |  |  |  |
| Procuring goods and services [TTC] | 🗸 | 🗸 | 5 | Completion of training and procure goods/services | Business Services |  |
| Managing contracts for goods and services [TTC] | 🗴 | 🗸 | 5 | Completion of training and manage contract | Major Projects & Infrastructure | Project Managers |
| **Interpretation and Education (optional)** | **0** | **0** |  |  |  |  |
| Planned and develop interpretive media. | 🗴 | 🗸 | 8 | Documentary | Tourism and Visitor Experience |  |
| Develop and deliver educational/interpretive presentation. | 🗴 | 🗸 | 8 | Observation and documentary | Tourism and Visitor Experience |  |
| Attend Summer Discovery Ranger training program | 🗴 | 🗸 | 5 | Documentary | Tourism and Visitor Experience |  |
| **Community Engagement (optional)** | **0** | **0** |  |  |  |  |
| Managed community volunteer event | 🗴 | 🗸 | 10 | Observation and documentary | Operations |  |
| **Management – mandatory points (min):** | **10** | **18** |  |  |  |  |
| Participated in staff selection process | 🗴 | 🗸 | 3 | Documentary | Operations |  |
| Complete New Supervisor training course [TCC] 2 day | 🗴 | 🗸 | 3 | Documentary | Operations |  |
| Supervised workers to implement a project (on-the-job supervision) | 🗸 | 🗸 | 5 | Observation, documentary and oral. | Operations |  |
| Certificate IV in Leadership and Management (BSB42015) | 🗴 | 🗸 | 15 | Documentary - Qualification | Operations |  |
| Prepared external correspondence (e.g. letters, Ministerial) | 🗸 | 🗸 | 5 | Documentary | Operations |  |
| Prepared internal reports and correspondence | 🗸 | 🗸 | 5 | Documentary  | Operations |  |
| Satisfactory performance  | 🗸 | 🗸 | 0 | Documentary – approved PMR | Operations |  |