



Australian Government

PUAMAN008 Manage physical resources

Release: 2

PUAMAN008 Manage physical resources

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 undertake asset management. It includes planning for, acquiring and managing physical resources to achieve organisational objectives.

The unit is applicable to personnel who manage a specific category of resource for the organisation or for personnel who manage multiple resources within a large cost centre. It is not appropriate for personnel who only manage physical resources during incidents.

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

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAMAN002 Administer allocation of resources

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Identify and plan physical resource requirements

- 1.1** Physical resource requirements are identified, in accordance with demonstrated organisational needs
- 1.2** Comparative analyses demonstrating value to the organisation are undertaken, in accordance with organisational procedures
- 1.3** Resource requirements are consolidated and rationalised, in accordance with organisational procedures
- 1.4** Resource requirements are clarified and confirmed and a plan for resource acquisition and disposal is developed, in accordance with organisational procedures and available budget
- 1.5** Major items are scheduled for acquisition, refurbishment and/or replacement based on anticipated obsolescence of equipment and/or machinery and the anticipated needs of the organisation
- 1.6** Resource specifications are developed, including reference to service and maintenance requirements, consumables and shelf life

2 Coordinate acquisition and allocation of physical resources

- 2.1** Acquisition of resources is undertaken directly or by a third party, in accordance with organisational procedures
- 2.2** Resources received are inspected to ensure they meet supply specifications
- 2.3** Received resources are entered into asset and other inventory registers for tracking
- 2.4** Resources are stored, allocated, reallocated and/or distributed, in accordance with organisational procedures and needs
- 2.5** Maintenance schedules and budgets are developed and approved in consultation with stakeholders, in accordance with organisational procedures

- 2.6 Organisational systems are implemented which facilitate the collection, processing and management of data on resource use and maintenance of physical assets
 - 2.7 Resource performance is evaluated against industry and manufacturers' standards to ensure efficient, effective and safe operation of assets
 - 2.8 Resource use is maintained, in accordance with organisational policies and procedures, to ensure operational requirements are met
 - 2.9 Resources are reallocated and/or disposed of, in accordance with organisational policies and procedures
- 3 **Evaluate and report on physical resource provision**
 - 3.1 Resource acquisition and disposal activities are monitored and assessed, in accordance with organisational policies and procedures
 - 3.2 Information on acquisition, disposal, costs and operational effectiveness of resources is assessed and reported, in accordance with organisational procedures
 - 3.3 Cost and organisational inefficiencies are identified and addressed, 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 PUAMAN008B Manage physical resources.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

