



**Australian Government**

# **PUAMAN008B Manage physical resources**

**Release 3**

## PUAMAN008B Manage physical resources

### Modification History

| Release | TP version | Comments                              |
|---------|------------|---------------------------------------|
| 3       | PUA12 V2.1 | Editorial changes.                    |
| 2       | PUA12 V1   | Layout adjusted. Application revised. |
| 1       | PUA00 V8.1 | Primary release on TGA.               |

### Unit Descriptor

This unit covers the competency to acquire and manage physical resources to achieve the jurisdiction's objectives.

### Application of the Unit

This unit applies to workers who, working with a management team, has responsibility for ensuring that physical resources are sourced and available for operational and support requirements.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

PUAMAN002B Administer work group resources (Fire sector specific)

### Employability Skills Information

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

| ELEMENT  | PERFORMANCE CRITERIA  |
|--|---|
| <b>1. Plan, determine and review physical resource requirements</b>                  | 1.1 Resource requirements are determined in line with demonstrated needs.<br>1.2 Cost benefit analyses demonstrate the return to the organisation.<br>1.3 Resource requirements are consolidated, rationalised and prioritised across workplaces.<br>1.4 Resource requirements are negotiated and acquired in the context of organisational priorities and <i>budget</i> .<br>1.5 Replacement/acquisition/refurbishment of major items are scheduled based on <i>expected lifetime of equipment</i> and anticipated needs of the organisation.  |
| <b>2. Direct and coordinate the acquisition and allocation of physical resources</b> | 2.1 Resources are acquired and deployed in accordance with organisational needs.<br>2.2 Resources inventory is established and maintained for easy tracking of resource location/history.<br>2.3 Maintenance schedules and <i>budgets</i> are developed and approved in consultation with <i>stakeholders</i> with due regard to occupational health and safety needs and in accordance with organisational policies and procedures.<br>2.4 Systems are developed and implemented which facilitate collection, processing and management of data on resource use and maintenance/asset management.<br>2.5 Resource performance is evaluated against agreed standards, to ensure efficient, effective and safe operation.<br>2.6 Resource use is maintained to ensure operational requirements are met.<br>2.7 Resources are re-allocated or disposed in accordance with <i>organisational policy and procedures</i> as necessary for maximum performance across the organisation. |
| <b>3. Evaluate and report on physical resource provision</b>                         | 3.1 Effectiveness of resource acquisition and allocation is monitored and assessed to meet organisational needs.<br>3.2 Inefficiencies in resources provision are identified and corrected.<br>3.3 <i>Acquisition and allocation of resources</i> and costs incurred are recorded and reported.   |

## **Required Skills and Knowledge**

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

### **Required Skills**

- analyse costs and benefits of resource acquisition and utilisation
- develop maintenance schedules and budgets
- evaluate resource performance
- monitor the effectiveness of resources acquisition and allocation
- utilise resource inventory

### **Required Knowledge**

- budget processes
- organisational policy and procedures relating to physical resource acquisition and allocation
- resource management systems
- stock handling procedures

## Evidence Guide

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

It is essential for this unit that competence be demonstrated in knowledge and application of asset management in a wide range of contexts in achieving the organisation's objectives.

### **Consistency in performance**

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

### **Context of and specific resources for assessment**

#### **Context of assessment**

Evidence of competent performance should be obtained by observing an individual in a physical resource management role within the workplace or exercise or operational environment.

Knowledge may be assessed through written assignments, projects, reports, debriefings and action learning projects.

#### **Specific resources for assessment**

No special requirements.

## 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.

- Physical resources:***
- properties/facilities
  - fixtures and plant
  - vehicles
  - equipment
  - stock and supplies
- Acquisition and allocation of resources based on:***
- identified priorities
  - suitability
  - type of physical resource
  - urgency
  - cost of use
  - accessibility
  - endurance
  - maintenance demands
  - deployment time
  - customer needs
  - hazard and risk analysis
- Organisational policy and procedures*** may vary between sectors and organisations and may include:
- legislation relevant to the management of physical resources
  - legislation relevant to the organisation, operational, corporate and strategic plans
  - organisational performance standards
  - organisational personnel practices and guidelines
  - organisational quality standards
  - government policies
- Budget formats*** may include:
- zero based budgeting
  - program budgeting
  - line item budgeting
  - organisation – specific budgets
  - output and outcome budgeting
- Budget*** may include:
- capital expenditure
  - recurrent expenditure
  - output investment proposals
  - cash flow
- Stakeholders*** may include:
- staff
  - managers
  - government (state
  - local

- federal)
- unions
- community
- industry
- owners of leased property
- vehicles or equipment

***Monitoring physical resource provision*** may include:

- site visits
- inspections
- partial or full audits of physical resources

***Expected lifetime of equipment*** may include:

- organisation's corporate and strategic plans
- organisation's financial and other resource management guidelines
- government policy
- capacity of equipment to perform to operational requirements

***Reporting requirements*** may include:

- spreadsheets
- written reports
- completion of proformas
- completion of forms
- verbal reports
- government budget submission proformas

## **Unit Sector(s)**

Not applicable.