



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

Elements describe the essential outcomes.

1 Identify and plan physical resource requirements

2 Coordinate acquisition and allocation of physical resources

PERFORMANCE CRITERIA

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

- 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
- 2.1** 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

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| | 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>

Assessment Requirements for PUAMAN008 Manage physical resources

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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

- adhering to reporting requirements
- analysing costs and benefits of resource acquisition and utilisation
- applying legislation, industry standards, codes of practice and regulations
- coordinating acquisition and allocation of physical resources
- determining obsolescence of equipment and machinery
- developing and implementing acquisition and disposal plans
- developing maintenance schedules and budgets
- developing resource specifications
- evaluating and reporting on physical resource provision
- evaluating resource performance
- identifying and planning for physical resource requirements
- identifying physical resources requirements
- implementing organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- monitoring and maintaining physical resource provisions
- monitoring resource acquisition and allocation
- utilising resource inventory and/or assets register
- working with a variety of budget formats
- working 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

- budget formats and processes

- legislation, industry standards, codes of practice and regulations
- obsolescence of equipment and machinery
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and the procedures for the acquisition and allocation of resources
- physical resource monitoring
- requirements for reporting
- resource and/or asset management systems
- types of physical resources
- types of stakeholders.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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