

Use and maintain physical resources to deliver public service

Overview

This standard is for individuals working in public service. It is designed to ensure that the individuals are able to work in a way that ensures optimum use and maintenance of physical resources, including personal, team or equipment in their area of work. It is also designed to ensure that individuals know and understand any particular requirements concerning use and maintenance of these resources.

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Performance criteria

You must be able to:

1. follow organisational procedures at all times
2. maintain your own personal safety and the safety of others at all times
3. prepare physical resources correctly for use
4. achieve the specified objectives using physical resources in line with organisational procedures
5. maintain the continuing serviceability of the physical resources
6. maintain physical resources in line with organisational procedures
7. store physical resources in line with organisational procedures
8. account for physical resources at all times

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Knowledge and understanding

You need to know and understand:

1. the requirements of organisational procedures
2. your organisation's dress code
3. the range of physical resources available and their uses
4. any special requirements for the use, maintenance and storage in particular environments
5. how to identify unserviceable equipment
6. fault reporting procedures
7. how to account for physical resources and the action to take in the event of shortfalls and unserviceable resources

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Scope/range related to performance criteria	Different conditions which affect how you apply your knowledge, and in which you must demonstrate competence are: 1 Resources: 1.1 personal 1.2 team 1.3 equipment
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