



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM603B Coordinate information gathering and geographic information systems development in council

Release: 2

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Modification History

LGAPLEM603B Release 2: Layout adjusted.

LGAPLEM603B Release 1: Primary release.

Unit Descriptor

This unit covers the maintenance of a quality geographic information system (GIS) and the coordination and promotion of the use of GIS across all Council departments and externally, as appropriate, to promote efficient and effective use of the system.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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
1 Provide information to users and monitor usage	<p>1.1 Work is planned to ensure information is provided to users in a timely manner.</p> <p>1.2 Use of information is audited and changes to procedures and output are recommended to maximise benefits from use of system.</p> <p>1.3 Information on availability of data is disseminated to appropriate personnel in all functional areas of council.</p>
2 Coordinate use of geographic information systems (GIS) within council	<p>2.1 User input into system is monitored to ensure data is not duplicated.</p> <p>2.2 Data directories are developed and maintained so that current information is readily available to all relevant council departments in line with council policy.</p>
3 Provide technical support, advice and assistance	<p>3.1 Advice on data content and suitability for particular use is provided on request.</p> <p>3.2 Individuals/teams from different functional areas are assisted to achieve results within time frame.</p> <p>3.3 Opportunities are identified to improve systems and processes and suggestions are provided to relevant personnel.</p> <p>3.4 GIS expertise is used to provide <i>technical support</i> to other systems.</p>
4 Assist with provision of training	<p>4.1 Assistance is provided in determining the technical <i>training</i> Planning Units needs of personnel.</p> <p>4.2 <i>Input</i> is given in developing courses and teaching materials for education and training.</p> <p>4.3 <i>Work procedures</i> and work instructions are prepared as required within areas of technical competence.</p>
5 Participate in policy and standards development within and outside council	<p>5.1 Contribution is made to the development of policy relating to use of GIS within council.</p> <p>5.2 Awareness of current standards, industry developments and quality improvement processes is maintained by accessing appropriate <i>information sources and networks</i>.</p> <p>5.3 Contribution is made to further development of appropriate standards across council and the industry.</p> <p>5.4 Information sources are shared with other individuals and organisations to negotiate solutions to problems and assist in solving common problems.</p> <p>5.5 Joint projects are organised or participated in as appropriate to improve validity of data.</p>

Required Skills and Knowledge

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

Required Skills

- analysing options
- researching and accessing information
- attention to detail
- negotiating with customers

Required Knowledge

- current standards and industry developments
- database structures
- scripting and commands
- line instructions and programming
- operating systems: UNIX, DOS, Windows, NT
- SQL or other generic query language
- relationship of spatial features of database
- specific GIS software such as Genamap, MapInfo or ArcInfo
- potential inaccuracies and problems
- internal and external policies and practices relating to custodianship of data, pricing and access
- legislation relating to trade practices, copyright, intellectual property, local government acts, roads act and freedom of information legislation

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to: <ul style="list-style-type: none">• monitor and review use of GIS• train end users and GIS personnel• represent GIS both within and outside council• provide technical support and advice
Context of assessment	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria, including the Range of Variables applicable to the workplace environment.
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role in particular: <ul style="list-style-type: none">• LGAPLEM404A Prepare and present geographic information systems data• LGAPLEM512A Provide geographic information systems information• LGAPLEM610A Manage data within council's geographic information systems
Method of assessment	The following assessment methods are suggested: <ul style="list-style-type: none">• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies• written and/or oral questioning to assess knowledge and understanding• completion of workplace documentation• third-party reports from experienced practitioners• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence should be gathered over a period of time in a range of actual or simulated management environments.

Resource implications Access to a workplace or simulated case study environment that encompasses the following resources:

- GIS software
- operating hardware
- database structures
- a group of users or GIS personnel
- copies of relevant legislation
- professional and technical literature
- manuals
- drawings

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.

Technical support may include:

- GIS support in the import and analysis of raster imagery
- user support

Training may include:

- in-house
- organised within council networks
- technical training outside the organisation

Input into training may include:

- preparing draft instructions, manuals, drawings and teaching aids
- assisting with fieldwork

Work procedures may be for:

- end users
- GIS personnel

Information sources and networks may include:

- GIS vendors, products and user groups
- GIS sites
- professional or technical literature

Unit Sector(s)

Planning