



Australian Government

AHCPGD503 Manage parks and reserves

Release: 2

AHCPGD503 Manage parks and reserves

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage parks and reserves.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

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

Pre-requisite Unit

Nil

Unit Sector

Parks and gardens (PGD)

Elements and Performance Criteria

Element	Performance criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Implement business, financial, marketing and human resource management plans	1.1 Identify goals and objectives for park or reserve management as well as the goals and objectives or charter of linked external agencies 1.2 Identify the actions required to achieve the plans and determine

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	operational objectives 1.3 Consult with appropriate personnel to communicate the roles, responsibilities and performance targets of staff and work groups
2. Implement and monitor a purchasing plan	2.1 Determine the quantity, quality and timing of supply of each input and service as required by the business plan and cash flow budgets 2.2 Confirm that the purchasing system and records facilitate the selection of suppliers and arrangement of orders 2.3 Isolate inefficiencies, stock outs and system problems, identify solutions and modify systems as required 2.4 Establish asset databases and prepare and present asset management reports 2.5 Consider work health and safety requirements in all purchase decisions 2.6 Communicate purchasing plan to responsible personnel, initiate and monitor systems and maintain inventories
3. Schedule park or reserve operations	3.1 Document schedules and timelines of operations in a form that is accessible and understandable to all relevant personnel 3.2 Identify and coordinate quantity, quality and timing of supply of each input and service as required by the financial, physical and human resource requirements of the operation 3.3 Coordinate operations to ensure that available labour matches the quantity and type of work to be completed 3.4 Establish key performance outcomes and indicators to measure performance of all park or reserve operations and personnel 3.5 Undertake benchmarking as required by the particular organisation 3.6 Isolate coordination inefficiencies and problems, identify solutions and modify systems as required
4. Manage enterprise office	4.1 Develop and implement sound office and administrative systems and communications 4.2 Ensure necessary office equipment is available or purchase where necessary and cost effective to do so 4.3 Identify work health and safety hazards, assess risks and implement suitable controls 4.4 Assess and implement innovations in office procedures where

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	appropriate
5. Monitor, review and report on changing conditions	5.1 Establish systems to monitor operational objectives, identify variance from plans and adjust actions where necessary 5.2 Establish systems to monitor the immediate and related environments 5.3 Identify variances likely to affect the achievement of business, financial, marketing and human resource management goals and objectives and report to senior management 5.4 Maintain records, provide reports and document reviews
6. Recommend improvements to operation	6.1 Review operations and identify possible improvements affecting business planning, personnel morale, productivity and systems efficiency 6.2 Document recommendations for improvements to operations that are supported by appropriate evidence and reasoned arguments, and present to senior management

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPGD503 Manage parks and reserves Release 2	AHCPGD503 Manage parks and reserves Release 1	Minor typographical error corrected	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCPGD503 Manage parks and reserves

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting.

The candidate must provide evidence that they can:

- assess environmental impacts on the immediate and related environments and impact reduction techniques
- assess financial systems, prepare and monitor budgets and liaise effectively with consultants and other industry contacts on the spatial and logistical aspects of management systems and on-ground operations
- assign work, receive and interpret staff feedback and consultants' reports, and respond effectively to achieve management objectives
- interpret business, financial, marketing and human resource management plans
- research and consult to obtain the information required for effective maintenance and development of the park or reserve.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- principles and practices of park and reserve management:
 - asset and resource management
 - budgeting, monitoring systems and allocation of monetary resources
 - legislative and regulatory requirements relevant to parks and reserve land use applications and management activities including OHS, HAZCHEM, dangerous goods, duty of care and Australian Standards as they apply to Parks and Gardens - AS/NZS 4486.1:1997
 - management information systems
 - performance management and benchmarking

- policies applying across all levels of government and within the specific region, including those under catchment plans
- principles of the Australian Natural Heritage Charter and the Draft Guidelines for the Protection, Management and Use of Aboriginal and Torres Strait Islander Cultural Heritage Places and the Burra Charter
- sports and recreational land use applications and associated environmental implications
- staff training and development principles, practices and techniques
- technologically assisted management tools such as computing systems, software and hardware, and telecommunications equipment.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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