



Australian Government

Department of Education, Employment and Workplace Relations

AHCPGD503A Manage parks and reserves

Release: 1

AHCPGD503A Manage parks and reserves

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the management of parks and reserves and defines the standard required to: discuss management plan objectives, deliverables and timeline with client; prepare a site plan detailing landscape values, physical features and characteristics, land uses (both past and present), physical condition and biological characteristics; identify land capability and conservation issues on and surrounding the site; analyse site information and description to assess feasibility of management objectives; support discussion points with maps, plans and technical reports; develop and cost recommended actions and present to client for discussion as a draft management plan; consult with stakeholders and incorporate feedback into the final management plan; document a management plan for parks, reserves, gardens or open spaces.
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Application of the Unit

Application of the unit	This unit applies to the process of managing parks, reserves, gardens and open spaces.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Implement business, financial, marketing and human resource management plans	1.1.Goals and objectives for park or reserve management, and the goals and objectives or charter of linked external agencies are identified. 1.2.Actions required to achieve plans are identified and operational objectives determined. 1.3.Roles, responsibilities and performance targets of staff and work groups are communicated to appropriate personnel.
2. Implement and monitor a purchasing plan	2.1.Purchasing plan is communicated to responsible personnel, systems initiated and monitored, and inventories maintained according to enterprise policy and procedures. 2.2.Quantity, quality and timing of supply of each input and service are determined according to the business plan and cash flow budgets. 2.3.The purchasing system and records facilitate the selection of suppliers and arrangement of orders. 2.4.Inefficiencies, stock outs and system problems are isolated, solutions identified and systems modified according to enterprise policy and procedures. 2.5.Asset databases are established and asset management reports are prepared and presented according to enterprise policy and procedures. 2.6.Occupational Health and Safety (OHS) criteria are considered in all purchase decisions.
3. Schedule park or reserve operations	3.1.Schedules and timelines of operations are documented in a form that is accessible and understandable to all relevant personnel. 3.2.Quantity, quality and timing of supply of each input and service are identified and coordinated according to the financial, physical and human resource requirements of the operation. 3.3.Operations are coordinated to ensure that available labour matches the quantity and type of work to be completed. 3.4.Key performance outcomes and indicators are established to measure performance of all park or reserve operations and personnel. 3.5.Benchmarking is undertaken according to enterprise policy. 3.6.Coordination inefficiencies and problems are isolated, solutions identified, and systems modified

ELEMENT	PERFORMANCE CRITERIA
	according to OHS requirements and enterprise policy and procedures.
4. Manage enterprise office	4.1. Office and administrative systems and communications necessary for the well-ordered running of a business enterprise are developed and implemented. 4.2. Equipment relevant to the well-ordered running of the enterprises office is acquired where appropriate and is cost effective. 4.3. OHS hazards are identified, risks assessed and suitable controls implemented. 4.4. Innovations in office procedures are assessed and implemented where appropriate.
5. Monitor, review and report on changing conditions	5.1. Systems are established to monitor operational objectives, identify variance from plans and adjust actions where necessary. 5.2. Systems are established to monitor the immediate and related environments. 5.3. Variances likely to affect the achievement of business, financial, marketing and human resource management goals and objectives are identified and reported to senior management in a timely fashion. 5.4. Records are maintained, reports provided and reviews documented according to enterprise policy.
6. Recommend improvements to operation	6.1. Operations are reviewed and possible improvements affecting business planning, personnel morale, productivity and systems efficiency are identified. 6.2. Recommendations for improvements to operations are documented, supported by appropriate evidence and reasoned arguments, and presented to senior management.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- interpret business, financial, marketing and human resource management plans

REQUIRED SKILLS AND KNOWLEDGE

- assign work, receive and interpret staff feedback and consultants reports, and respond effectively to achieve management objectives
- implement performance and OHS management systems
- 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
- assess environmental impacts on the immediate and related environments and impact reduction techniques
- research and consult to obtain the information required for effective maintenance and development of the park or reserve
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- enterprise management policies and procedures
- budgeting, monitoring systems and allocation of monetary resources
- asset and resource management
- sports and recreational land use applications and associated environmental implications
- management information systems
- performance management and benchmarking
- staff training and development principles, practices and techniques
- technologically assisted management tools such as computing systems, software and hardware, and telecommunications equipment
- legislative and regulatory requirements relevant to parks and reserve land use applications and management activities (e.g., OHS, HAZCHEM, dangerous goods, duty of care and Australian Standards as they apply to Parks and Gardens - AS/NZS 4486.1:1997)
- 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.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- discuss management plan objectives, deliverables and timeline with client
- prepare a site plan detailing landscape values, physical features and characteristics, land uses (both past and present), physical condition and biological characteristics
- identify land capability and conservation issues on and surrounding the site
- analyse site information and description to assess feasibility of management objectives
- support discussion points with maps, plans and technical reports
- develop and cost recommended actions and present to client for discussion as a draft management plan
- consult with stakeholders and incorporate feedback into the final management plan
- document a management plan for parks, reserves, gardens or open spaces.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

RANGE STATEMENT	
Parks and gardens may include:	a range of parks and gardens of cultural significance catering to public recreational and leisure activities.
Relevant charters may include:	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.

Unit Sector(s)

Unit sector	Parks and gardens
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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