



Australian Government

Department of Education, Employment and Workplace Relations

LGALAND402A Prepare plans of land management for land in council care, control and management

Release: 2

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Modification History

LGALAND402A Release 2: Layout adjusted.
LGAGLAND402A Release 1: Primary release.

Unit Descriptor

This unit covers preparing plans of management for discrete parcels of land cared for, controlled and managed by council. The unit outlines the stages involved in the preparation of a plan from the establishment of the process, including the consultative process, through to undertaking research into, and identifying options for, the use of the land.

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 Establish a process for preparing council land management plan	1.1 Project brief for preparation of management plan is developed. 1.2 Resources required to prepare plan are identified and secured. 1.3 Appropriate resources and consultation strategies for public involvement are identified. 1.4 Timetable for preparation of plan is developed and approved by council or senior management. 1.5 Reporting processes are established. 1.6 Relevant stakeholders and consultation processes are identified.
2 Identify current land use and activities	2.1 Existing data and information are collated and reviewed to identify current land use, conditions and practices. 2.2 Existing services and facilities on the land are mapped and documented. 2.3 Any additional information needs are assessed.
3 Undertake a land capability study	3.1 Suitable methods to collate information on land capability are established. 3.2 Information on land capability is collected from primary and secondary sources. 3.3 Data to identify major characteristics of land capability is collated and analysed. 3.4 A report is prepared on land capability and submitted to decision makers for consideration.
4 Develop options for land management	4.1 Information on land capability, conditions and use is assessed to identify evidence of inappropriate practices or activities. 4.2 Local, regional and state policy factors are analysed and considered in assessing land capability. 4.3 Preferred land use options are established. 4.4 Areas of degradation requiring attention are identified. 4.5 Appropriate land uses are clearly established based on an assessment of requirements and constraints of land capability planning, existing conditions and community needs and preferences. 4.6 Consultation is carried out with stakeholders and opportunities for public input are provided.
5 Develop land management plans	5.1 Action plans to implement strategies are prepared that include establishing priorities, time lines and relevant responsibilities. 5.2 Draft land management plan is prepared clearly presenting all relevant information and recommendations. 5.3 Draft land management plan is released for public comment

ELEMENT

PERFORMANCE CRITERIA

- providing adequate time for responses.
- 5.4 The final land management plan is prepared, incorporating public and expert input.

Required Skills and Knowledge

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

Required Skills

- data collection
- analytical
- presentation
- public consultation
- policy planning
- program planning
- consultation
- report writing

Required Knowledge

- land capabilities
- land management practices
- environmental protection practices
- council structure and services
- council planning
- relevant organisations

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:

- collect data and information to identify current land uses and map existing services and facilities
- collect and analyse information on land capability and sustainable practices
- write and appropriately illustrate a report that presents a number of options relating to land capability and sustainability challenges and opportunities
- develop a land management plan that clearly incorporates an action plan with time lines and responsibilities

Context of assessment

Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

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.

Method of assessment

The following assessment methods are suggested:

- 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 collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
Resource implications	The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

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.

<i>Primary and secondary sources</i> may include:	• council and council land records or reports • local government legislation • site inspections
<i>Preferred land use options</i> may include:	• uses consistent with public access for recreational purposes • uses consistent with conservation of the natural environment
<i>Degradation</i> may include:	• water • land • vegetation • fauna
<i>Land management plan</i> may include:	• measures for protection of natural and heritage values • water conservation measures • public access and egress arrangements • enforcement provisions

Unit Sector(s)

Land Management