



Australian Government

LGAPLEM612B Protect heritage and cultural assets

Revision Number: 2

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Modification History

LGAPLEM612B Release 2: Layout adjusted.

LGAPLEM612B Release 1: Primary release.

Unit Descriptor

This unit covers establishing an inventory, assessing opportunities and threats and developing strategies for heritage and cultural assets.

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 Prepare inventory of heritage and cultural assets	1.1 Heritage and cultural assets within the community, and council expectations and requirements relating to them, are identified. 1.2 The significance of each heritage and cultural asset is assessed according to established criteria and community expectations. 1.3 An adequate information base of significant places is obtained through comprehensive field investigation and research. 1.4 Data is collected accurately and objectively on heritage and cultural assets. 1.5 A comprehensive inventory of heritage and cultural assets is prepared with full and detailed descriptions of history and significance.
2 Assess threats and opportunities for the protection of heritage and cultural assets	2.1 Threats and opportunities are identified to ensure all factors are fully assessed. 2.2 Based on input from council and the community, criteria are established to enable threats and opportunities to be prioritised.
3 Identify and develop strategies for the protection of heritage and cultural assets	3.1 Criteria are established to identify priorities. 3.2 Consultation with the community and property owners is undertaken to seek views on the conservation action required to protect the significant attributes of the area. 3.3 A framework for the legal protection of heritage and cultural assets is established through existing legislation. 3.4 Practical and appropriate strategies to conserve heritage and cultural assets are determined. 3.5 The effectiveness of strategies is assessed through a comparison with methods used elsewhere. 3.6 The policy elements of the proposed heritage program are determined. 3.7 Innovative approaches are developed to protect heritage and cultural assets in response to the local community need.
4 Implement strategies for the protection of heritage and cultural assets	4.1 The study and program are adopted by the local authority. 4.2 Consultation is undertaken with the community and property owners about the study and proposed heritage program. 4.3 Financial resources are identified and procured within budget cycles to support the achievement of required outcomes.

ELEMENT**PERFORMANCE CRITERIA**

- 4.4 Personnel are identified, trained and assigned to tasks so that requirements for skills and knowledge are met.
 - 4.5 Physical facilities and equipment are identified and procured within budget cycles to support the achievement of required outcomes.
 - 4.6 Community education and **information** materials are prepared and distributed to ensure ongoing support for the strategy.
 - 4.7 The strategy is incorporated into council policies and procedures and relevant legislation.
 - 4.8 A timetable for implementation is established and priorities are set.
- 5 **Monitor and review the effectiveness of strategies to protect heritage and cultural assets**
- 5.1 Further research is undertaken on **places** listed as being of local significance in the study.
 - 5.2 Additional plans of significance are identified and reviewed.
 - 5.3 An annual heritage report is prepared if required.
 - 5.4 Information received from monitoring and review is used to develop new strategies that are based on accumulated knowledge and experience.

Required Skills and Knowledge

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

Required Skills

- research
- collation of information from local, national and international sources
- evaluation methodologies
- consultation with a range of community and government agencies
- strategic planning
- budgeting and lifecycle costings
- community education strategies
- project management

Required Knowledge

- heritage assets
- cultural assets
- asset classification
- council structures and services
- town planning
- community needs and expectations
- regulations, standards and policies
- community information

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: • identify and protect heritage and cultural assets • identify and implement strategies to protect heritage and cultural assets • put in place monitoring processes
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.
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 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 that provides the following resources: • relevant data such as survey information • historical research • existing reports • studies and texts • financial and budget information

- real or simulated consultation process
- copies of relevant regulations, standards and policies

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.

- Heritage*** may include:
- cultural and environmental issues
 - national and local area significance
 - danger component of heritage element or structure
- Significance*** may be:
- aesthetic, historical, scientific and social aspects
 - community expectations.
 - national
 - state
 - regional
 - local
 - contributory
- Data*** includes:
- survey information
 - historical research
 - existing reports
 - studies and texts
- Information*** may include:
- written and oral records
 - reports
 - instructions
 - directions from supervisor and management
 - formal and informal interviews
 - team meetings
 - reports from other services, agencies, specialists and experts
 - media
- Threats*** may include:
- political emphasis
 - reductions in maintenance
 - lack of planning
 - other authorities' planning
 - competing interests
 - community attitudes
- Criteria*** may include:
- community preferences
 - budget constraints
 - legislative provisions
 - resources
 - time frames
 - age
 - outstanding craftsmanship
 - architectural style

Places of significance
may include:

- construction technology
- an association with important events or figures
- building type
- rarity
- technical or creative achievement
- representing a way of life
- artistic
- religious or cultural associations
- buildings
- structures
- plantings
- subsurface remains

Unit Sector(s)

Land Management