



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RTD5910A Contribute to regional planning process**

**Release: 1**

## **RTD5910A Contribute to regional planning process**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This competency standard covers the process of contributing to and assisting in the regional planning process under the broad direction of technical specialists, facilitator and/or group and panels. It requires the ability to participate in community groups, meetings and panels, interpret technical advice, research information, establish data collection processes, and work with volunteers. Contributing to regional planning process requires knowledge of land management issues for local area/region, legislative, program and other requirements for regional plans and the planning process, regional planning concepts, natural resource management processes, consultation approaches, and cross cultural and cultural factors relevant to social structures.

### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

### Elements and Performance Criteria

| Element                                                              | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| 1 Participate in panels and group discussion on the planning process | <p>1.1 <b>Natural resource management issues</b>, economic and social factors, and <b>potential solutions</b>/directions are submitted to panels/groups for discussion.</p> <p>1.2 Contributions to discussions and panels/groups are positive to assist panel/group to develop course of action and recommendations.</p> <p>1.3 Contributions to discussions and <b>panels and groups</b> are structured to comply with legislative, program and <b>agency</b> requirements.</p>                                                                                                                                                                                                                                 |
| 2 Collect data and background information                            | <p>2.1 Information on local natural resource management issues is collected through <b>monitoring and surveys</b> conducted in conjunction with <b>local groups</b>, projects and programs.</p> <p>2.2 Arrangements are made for additional data on natural resource management issues and associated <b>economic, industry and social factors</b> to be collected for input into analysis and the planning process.</p>                                                                                                                                                                                                                                                                                          |
| 3 Contribute to the plan                                             | <p>3.1 Local natural resource management issues are highlighted to the planning team for inclusion in planning considerations.</p> <p>3.2 Relationship between local and wider issues is explored to submit views on natural resource management priorities and solutions.</p> <p>3.3 <b>Draft plans</b> are reviewed in terms of impact on the local and wider region to identify deficiencies and propose solutions.</p> <p>3.4 Participation in community consultation assists the facilitator/regional planner to obtain feedback on the draft plan.</p> <p>3.5 Proposals for improvement to draft plans are based on natural resource management within relevant economic, industry and social contexts.</p> |

## Required Skills and Knowledge

Not applicable.

## Evidence Guide

### What evidence is required to demonstrate competence for this standard as a whole?

Competence in contributing to regional planning process requires evidence that regional planning processes have been completed and that a significant contribution was made throughout the process according to community and agency guidelines and best practice procedures. The skills and knowledge required to contribute to regional planning process must be **transferable** to a range of work environments and contexts. For example, this could include different community groups, regions and planning processes.

### What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:

Local community including economic, industry and social factors.

Group development.

Natural resource management issues for local area/region.

Legislative, program and other requirements for regional plans and the planning process.

Regional planning concepts.

Natural resource management processes.

Consultation approaches.

Cross cultural and cultural factors relevant to social structures.

**What specific skills are needed to achieve the performance criteria?**

To achieve the performance criteria, some complementary skills are required. These skills include the ability to:

Participate in groups, meetings and panels.

Interpret technical advice.

Research information.

Establish data collection processes.

Work with volunteers.

Effectively present.

## What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

- |                                                                                |                                                                                                                                                                              |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. How can <b>communication of ideas and information</b> (2) be applied?       | By discussing verbally or in writing regional planning processes with supervisors and others.                                                                                |
| 2. How can <b>information be collected, analysed and organised</b> (2)?        | Contributing to regional planning processes will require information to be collected, analysed and organised by consultation with others and research of existing resources. |
| 3. How are <b>activities planned and organised</b> (2)?                        | Regional planning activities are planned and organised by convening relevant groups and meetings.                                                                            |
| 4. How can <b>team work</b> (3) be applied?                                    | Contributing to regional planning processes will require development and management of work teams to achieve outcomes.                                                       |
| 5. How can the use of <b>mathematical ideas and techniques</b> (2) be applied? | Mathematical techniques relating to data gathering and interpretation can be applied.                                                                                        |
| 6. How can <b>problem-solving skills</b> (3) be applied?                       | While contributing to regional planning processes, technical, organisational and cultural problems may arise requiring complex solutions.                                    |
| 7. How can the <b>use of technology</b> (1) be applied?                        | Data gathering and presentation technology may be required.                                                                                                                  |

**Are there other competency standards that could be assessed with this one?**

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

For information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, refer to the Assessment Guidelines for this Training Package.

## Range Statement

### Range of Variables

The Range of Variables defines the different contexts, work environments and parameters governing the performance of this competency standard. The variables chosen in training and assessment will need to reflect local industry and regional contexts

|                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                   |
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| What <b>natural resource management issues</b> may be included in this standard? | Damage to natural resources, activities or lack of activity causing ecosystems operating outside their natural states, risk of damage and degradation to natural resources, and restoration of degraded areas.                                                                                                                                                                                    |
| What could be the <b>potential solutions</b> that may be relevant?               | Those which address natural resource management issues and take account of relevant economic, industry and social factors.                                                                                                                                                                                                                                                                        |
| From where might <b>panels and groups</b> come?                                  | They might be formed at regional level to oversee planning development process, formed at local level, formed with common or diverse interest groups, e.g., industries, cultural, community etc, and may have formal or informal status in terms of agency or enterprise.                                                                                                                         |
| Which <b>agencies</b> might be relevant?                                         | Commonwealth, State or Territory department or statutory body managing a program.                                                                                                                                                                                                                                                                                                                 |
| What forms of <b>monitoring and surveys</b> may be included?                     | Surveys may include counts of species or events, or of particular state of natural resources, or of activities of industry or community. Monitoring is designed to record status and change of natural resources over time.                                                                                                                                                                       |
| Which <b>local groups</b> may be included?                                       | Groups formed in the context of a program, and industry or community groups.                                                                                                                                                                                                                                                                                                                      |
| What <b>economic, industry and social factors</b> may be relevant?               | Productive industry terms, use of regional resources, social patterns and groupings, generators of economic activity, including government and industry, the existence and strength of primary, secondary and tertiary industry in the region, the impact of the industries on the region in economic, social and environmental terms, the growth or reduction in the various industries, various |

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|                                                                                                                      | cultural aspects and heritage of area, including Aboriginal Heritage and requirements for consultation and engagement.                                                                                                                                                                                                                      |
| What <b>draft plans</b> may be included?                                                                             | Those prepared by facilitators/specialist planners with community, group and panel advice and input from other specialists.                                                                                                                                                                                                                 |
| What might be termed <b>goals</b> within this standard?                                                              | Visionary statements or clear qualitative/quantitative results for whole region may include more than one, which may require a balanced response and may include priorities.                                                                                                                                                                |
| What could be included in the <b>program</b> ?                                                                       | Commonwealth Government community programs under the Natural Heritage Trust, Rural Industry Programs, Business Programs and State Government community programs related to the environment.                                                                                                                                                 |
| How may <b>projects</b> be described in this standard?                                                               | Discrete series of actions leading to defined outcome(s) which are eligible for funding under a relevant program and/or for which State/Territory, or private funding may be sourced.                                                                                                                                                       |
| What forms of <b>communication</b> may be relevant?                                                                  | Ability to work and communicate in teams, groups and panels with similar or different viewpoints, convey reports and report back on the status of planning processes to program and community groups, convey context of issues and potential solutions to both technical experts and lay people, and participate in community consultation. |
| What levels of <b>literacy</b> are included?                                                                         | Review technical submissions, draft documents for circulation to panels, groups, and community groups, and interpret plans, maps charts, graphs and tables of information.                                                                                                                                                                  |
| For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet. |                                                                                                                                                                                                                                                                                                                                             |

## **Unit Sector(s)**

Not applicable.