

Modification history

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 7.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

AHCPGD503	Manage parks and reserves
Application	<p>This unit of competency describes the skills and knowledge required to manage parks and reserves, including implementing plans, scheduling operations, managing the office, monitoring, reviewing and reporting on changing conditions, and recommending improvements to operations.</p> <p>The unit applies to individuals who apply specialist skills and knowledge to managing plant cultural programs, take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise 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 sometimes complex problems.</p> <p>All work is carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements, and sustainability and biosecurity practices.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Parks and Gardens (PGD)

Elements	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 Review park or reserve plans and identify management 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 operational objectives 1.3 Consult with appropriate personnel to determine and 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 stock 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 place health and safety requirements in all purchase decisions 2.6 Communicate purchasing plan to responsible personnel, initiate and monitor systems and maintain inventories

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Schedule park or reserve operations	<p>3.1 Document and communicate schedules and timelines of operations in a form that is accessible and understandable to all relevant personnel</p> <p>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</p> <p>3.3 Coordinate operations to ensure that available labour matches the quantity and type of work to be completed</p> <p>3.4 Establish key performance outcomes and indicators to measure performance of all park or reserve operations and personnel</p> <p>3.5 Undertake benchmarking as required by the particular organisation</p> <p>3.6 Isolate operations coordination inefficiencies and problems, identify solutions and modify systems as required</p>
4. Manage enterprise park or reserve office	<p>4.1 Develop and implement sound office and administrative systems and communications</p> <p>4.2 Ensure necessary office equipment is available, and or purchase where required according to budget and purchasing plan necessary and cost effective to do so</p> <p>4.3 Identify work health and safety hazards, and assess risks associated with work activities, and implement suitable control measures according to workplace health and safety procedures</p> <p>4.4 Assess office procedures and implement innovations in office procedures where appropriate</p>
5. Monitor, review and report on changing conditions	<p>5.1 Establish systems to monitor operational objectives, identify variance from plans and adjust actions where necessary</p> <p>5.2 Identify and minimise environmental impact of park or reserve operations according to environmental and biosecurity legislation, regulations and workplace procedures Establish systems to monitor the immediate and related environments</p> <p>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</p> <p>5.4 Maintain records, provide reports and document reviews</p>
6. Recommend improvements to operation	<p>6.1 Review operations and identify possible improvements affecting business planning, personnel morale, productivity and systems efficiency</p> <p>6.2 Document recommendations for improvements to operations that are supported by appropriate evidence and reasoned arguments, and present to senior management</p>

Foundation Skills	
<i>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.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Identify and interpret information regarding goals, objectives and requirements of park or reserve management plans
Oral communication	<ul style="list-style-type: none"> Initiate discussions with staff and work groups, using clear language and standard industry terminology to discuss roles, responsibilities, performance targets, key performance outcomes and indicators

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status

AHCPGD503 Manage parks and reserves

AHCPGD503 Manage parks and reserves Release 3	AHCPGD503 Manage parks and reserves Release 2	Minor changes to application Minor changes to performance criteria Foundation skills added Assessment requirements updated	Equivalent
AHCPGD503 Manage parks and reserves Release 2	AHCPGD503 Manage parks and reserves Release 1	Minor typographical error corrected	Equivalent

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72
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TITLE	Assessment requirements for AHCPGD503 Manage parks and reserves
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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual [has managed a park or reserve on at least one occasion and has seen:](#)

- ~~assess environmental impacts on the immediate and related environments and impact reduction techniques~~
- [applied relevant workplace health and safety and environmental and biosecurity legislation, regulations and workplace procedures](#)
- assess~~ed~~ financial systems, prepar~~ed~~ and monitor~~ed~~ budgets and liais~~ed~~ effectively with consultants and other industry contacts on ~~the spatial and logistical aspects of~~ management systems and on-ground operations
- assign~~ed~~ work, receiv~~ed~~ and interpret~~ed~~ staff feedback and consultants' reports, and respond~~ed~~ effectively to achieve management objectives
- interpret~~ed~~ business, financial, marketing and human resource management plans
- ~~researched~~ and ~~consult to~~ obtain~~ed~~ the information required for effective maintenance and development of the park or reserve
- [identified, documented and recommended improvements to operations and presented to senior management.](#)

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- [workplace health and safety and environmental and biosecurity legislation, regulations and workplace procedures relevant to managing parks or reserves](#)
- principles and practices of park and reserve management, [including:](#)
 - 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 [relevant to managing parks or reserves](#)
 - 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~~ [computer~~ing~~ systems](#), software and hardware, and telecommunications equipment [relevant to managing parks or reserves.](#)

Assessment Conditions

[Assessment of the skills in this unit of competency must take place under the following conditions:](#)

- [physical conditions:](#)
 - [a workplace setting or an environment that accurately represent workplace conditions](#)
- [resources:](#)
 - [park or reserve business, financial, marketing and human resource management plans](#)
 - [computer software and hardware, and telecommunications equipment relevant to managing parks or reserves](#)
- [specifications:](#)
 - [workplace health and safety and environmental and biosecurity legislation, regulations and workplace procedures relevant to managing parks or reserves](#)

Assessment Conditions
<ul style="list-style-type: none">• legislative and regulatory requirements relevant to parks and reserve land use applications and management activities including 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 relevant to managing parks or reserves• 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• relationships:<ul style="list-style-type: none">• staff, consultants and senior management• timeframes:<ul style="list-style-type: none">• according to job requirements. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>

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