



Australian Government

PSPLND007 Administer public reserves

Release: 1

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Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPLAND405A Administer public reserves.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to administer public reserves. It includes providing advice on public reserves, reviewing agreements and monitoring records.

This unit applies to those working in administration roles pertaining to public reserves.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Public land administration

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Provide advice on public reserves	1.1 Establish advice required by the stakeholder. 1.2 Provide advice on public reserves relevant to the request.
2. Review agreements	2.1 Check agreements to ensure they have been prepared in the correct format. 2.2 Include any statutory conditions and special conditions required by the organisation. 2.3 Check other inclusions to ensure compliance.
3. Monitor records	3.1 Check and submit records submitted in accordance with agreements. 3.2 Follow up issues up with the trust manager. 3.3 Refer unresolved issues for advice on the appropriate course of action.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPLAND405A Administer public reserves.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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