Australian Government

Department of Education, Employment and Workplace Relations

PSPLAND304A Provide administrative support for public reserves

Revision Number: 3

INDUSTRY SKILLS COUNCILS

Creating Australia's Future

PSPLAND304A Provide administrative support for public reserves

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competency to provide administrative support for public reserve administration. It includes processing changes to the public reserve system and providing information on public reserves.

In practice, the provision of administrative support for public reserves may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, organising workplace information, working with diversity.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in **_bold italics_** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Process a change to the public reserves system**	1.1 Details of the **_change_** to the **_public reserve_** system are investigated to confirm processing requirements. 1.2 Documents associated with the change are prepared and directed following organisational and **_best practice requirements_**. 1.3 Documentation is endorsed by personnel with delegated authority. 1.4 Information is recorded in accordance with **_organisational procedures_**. 1.5 **_Management arrangements_** for the reserve change are made in accordance with **_legislation, policy and procedures_**.
2. **Provide information on public reserves**	2.1 The **_information_** that needs to be supplied to satisfy an enquiry is established. 2.2 Any statutory obligations associated with the request are identified and met. 2.3 Services available to assist in the management of public reserves are identified and outlined. 2.4 Relevant information is readily sourced. 2.5 Information is supplied that is accurate, current and explained to suit the needs of the enquirer in accordance with legislation, policy and procedures.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- reading a plan
- writing reports to organisational standards
- generating documentation to organisational standards
- determining ownership and tenure
- communicating with people of different ages, genders, cultures and language backgrounds
- handling difficult clients
- filing and retrieving organisational records
- collecting data and converting it to electronic form
- retrieving spatial and textual information from electronic data
- obtaining a copy of a land title
- checking the records and documentation of a community managed public reserve for completeness
- using computer technology in the context of providing administrative support for public reserves
- responding to diversity, including gender and disability
- applying public sector legislation including occupational health and safety and environment in the context of public reserves administration

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation relating to public reserve administration and land management
- organisational policies and procedures relating to public reserve administration
- impact of previous legislation on public reserves
- the different types of public reserves and the unique features of each
- the different types of organisational records that need to be noted or updated and in what circumstances
- management of public records
- land title system
- public sector legislation including occupational health and safety, environment, privacy and diversity

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together	• *Pre-requisite* units that must be achieved prior to this unit:*Nil*
	 • *Co-requisite* units that must be assessed with this unit:*Nil*
	 • *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
	   • PSPETHC301B Uphold the values and principles of public service
	   • PSPGOV301B Work effectively in the organisation
	   • PSPGOV305B Access and use resources and financial systems
	   • PSPGOV307B Organise workplace information
	   • PSPGOV308B Work effectively with diversity
	   • PSPLAND305A Provide administrative support for reserve management bodies
	   • PSPLEGN301B Comply with legislation in the public sector

Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework) • provision of administrative support for public reserves in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • legislation, policy, procedures and guidelines relating to the provision of administrative support for public reserves • access to computer information systems • case studies and workplace scenarios to capture the range of situations likely to be encountered when providing administrative support for public reserves
Where and how to assess evidence	Valid assessment of this unit requires: • a workplace environment or one that closely resembles

normal work practice and replicates the range of conditions likely to be encountered when providing administrative support for public reserves, including coping with difficulties, irregularities and breakdowns in routine

- provision of administrative support for public reserves in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in **bold italics i**n the Performance Criteria is explained here.

Changes to the public reserve system may include	• addition • adjustment • amalgamation • cancellation • change of management • change of purpose • commercial use of managed reserves • creation of a reserve • dedication • easements • exchange • leasing • licensing • mortgage • revocation • sale • vesting
Public reserves may include	• as listed in organisational guidelines • caravan parks • cemeteries • Class A reserves • coastal waterside reserves • commons • conservation estate reserves • Crown grants in trust (freehold reserves) • mall reserves • managed reserves • reservations • reserves for a community purpose • revocations • schools of art/mechanics institutes • showgrounds/racecourses

	• State recreation areas
	• walking tracks
***Best practice requirement*s:**	• quality client service
	• quality system documentation
***Organisational procedures* may include:**	• statutory and regulatory requirements
	• industry practices
	• manual or electronic application
***Organisational procedures* may be specified in:**	• organisational guidelines
	• workplace notices
	• computer training manuals
***Management arrangements* may include:**	• management plans
	• management orders
	• trust board (individual members)
	• incorporated bodies
	• appointment of committees of management
	• leases and licences
	• Local Government councils
	• State Government departments
	• Ministers
	• administrators
***Legislation, policy and procedures* may include:**	• legislation related to public land administration
	• public sector legislation such as equal employment opportunity, anti-discrimination, diversity, occupational health and safety
	• privacy legislation and freedom of information
	• public sector standards
	• jurisdictional and organisational code/s of practice and code/s of ethics
	• organisational standards
	• industry standards
***Information on reserves* may include:**	• insurance requirements
	• natural disaster relief
	• temporary licences
	• bush fire control
	• procedures for administration of leases and licences
	• advice on:
	• heritage issues
	• preparation of management plans
	• development, maintenance and reconciliation of

financial returns
- funding sources for reserve development
- statutory requirements for reserve development
- risk management for reserves
- pest, plant and animal control
- recruitment and management of volunteers

Unit Sector(s)

Not applicable.

Competency field

Public Land Administration.