



**Australian Government**

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

# **PSPLAND406A Monitor reserves management**

**Revision Number: 1**

## PSPLAND406A Monitor reserves management

### Modification History

Not applicable.

### Unit Descriptor

#### Unit descriptor

This unit covers the competency to monitor the management of public reserves. It includes reviewing planning documents, carrying out reserve inspections, attending meetings, and preparing reports and submissions that involve reserve management.

In practice, monitoring reserves management may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, coordinating and using resources, etc.

This is a new unit of competency, added to the *Public Land Administration* Competency field of the Training Package in 2004.

### Application of the Unit

Not applicable.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

### Employability Skills Information

**Employability skills** 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. Review planning documents for public reserves

- 1.1 The purpose of the *planning document* is established
- 1.2 The planning document is reviewed and assessed according to statutory and *organisational procedures*
- 1.3 Documentation associated with the review is prepared and directed, following organisational best practice requirements

#### 2. Inspect reserves

- 2.1 The need/reason to undertake the *inspection* is confirmed
- 2.2 Inspection activities are undertaken in compliance with occupational health and safety legislative requirements
- 2.3 Issues that require action are identified and noted
- 2.4 The outcome of the inspection and actions to be implemented are documented and directed in accordance with organisational practices and procedures

#### 3. Attend meetings

- 3.1 Information and resources required for the *meeting* are ascertained and gathered prior to the meeting
- 3.2 The issues addressed at the meeting are communicated in a clear and concise manner
- 3.3 The matters dealt with at the meeting are confined to the listed agenda
- 3.4 The desired outcomes are successfully negotiated
- 3.5 Any required actions are implemented in accordance with organisational policies and procedures

#### 4. Prepare submissions/ reports

- 4.1 The purpose of the *submission/report* is established
- 4.2 Information is gathered and presented in accordance with the organisational procedures and standards
- 4.3 Submission/report is directed to the appropriate personnel for endorsement/approval

## Required Skills and Knowledge

### 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:

- writing reports to organisational standards
- communicating with people of different ages, genders, culture and language backgrounds
- resolving conflict
- facilitating meetings
- mediating during meetings
- identifying risks to public safety on reserves
- identifying land management problems
- reading building plans
- interpreting strategic planning/zoning documents
- identifying public reserve issues in a development application
- interpreting aerial photographs
- applying public sector legislation including occupational health and safety and environment in the context of reserves management

#### Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation relating to Crown reserve administration and land management
- planning legislation
- strategic plans relating to reserves management
- land management principles and practices
- meeting procedures and protocols
- conflict resolution
- mediation/facilitation
- site identification and location
- building approvals
- development applications
- planning and land use/zoning principles
- organisational delegations
- public sector legislation including occupational health and safety and environment in the context of reserves management

## Evidence Guide

### 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:

PSPETHC401A Uphold and support the values and principles of public service

PSPGOV403B Use resources to achieve work unit goals

PSPGOV406B Gather and analyse information

PSPGOV422A Apply government processes

PSPLAND405A Administer public reserves

PSPLEGN401A Encourage compliance 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)
- monitoring reserves management 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 protocols relating to reserves management
- case studies and workplace scenarios to capture the range of situations likely to be encountered when monitoring reserves management

Valid assessment of this unit requires:

#### Where and how to assess evidence

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when monitoring reserves management, including coping with difficulties, irregularities and breakdowns in routine

## EVIDENCE GUIDE

- monitoring reserves management 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

### 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 *italics* in the Performance Criteria is explained here.

- Planning documents may be*
- plan of management
  - environmental impact statement
  - review of environmental effects
  - subdivision application
  - building application
  - development application
  - local environmental plan
  - regional environmental plan
- Organisational procedures may include*
- occupational health and safety requirements
  - organisational policy with regard to public reserves inspection
  - organisational policy in reviewing planning documents
- Organisational procedures may be specified in*
- office practice guidelines
  - workplace notices
  - computer training manuals
  - statutory regulations
  - procedural manuals
  - legislation
- An inspection may be for*
- risk management
  - land management issues
  - funding application
  - funding expenditure
  - proposed development
  - conflict resolution/mediation
  - routine monitoring
- Meetings may be for*
- focus group meeting
  - user group meeting
  - trust board
  - committee of management ordinary meetings

*A submission/report may be for*

- Minister's approval/concurrence
- application for funding
- risk assessment/management
- waiver of land assessment
- development approval
- land acquisition for a public purpose

## **Unit Sector(s)**

Not applicable.

## **Competency field**

**Competency field**            Public Land Administration