



**Australian Government**

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

# **PSPLAND504A Manage public land tenures and applications**

**Release 3**

## PSPLAND504A Manage public land tenures and applications

### 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 management of public land tenures and applications. It includes monitoring and dealing with debtors, liaising/negotiating with stakeholders, reviewing applications for compliance and reviewing development applications.

In practice, managing public land tenures and applications may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, coordinating and using resources, applying financial policies.

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. Monitor and deal with debtors	<p>1.1 Cases with outstanding debt on tenures are investigated to assess <i>options or solutions</i> in accordance with <i>organisational procedures</i>.</p> <p>1.2 Documentation is prepared outlining options or solutions and is directed to the applicant in accordance with organisational practices and procedures.</p> <p>1.3 A satisfactory outcome is negotiated where appropriate.</p> <p>1.4 Where a satisfactory outcome cannot be negotiated for outstanding moneys on tenures, recovery procedures are instigated in accordance with organisational procedures and guidelines.</p> <p>1.5 Endorsement of documentation is obtained from personnel with delegated authority.</p>
2. Liaise/negotiate with stakeholders	<p>2.1 <i>Issues</i> that require liaison or negotiation with <i>stakeholders</i> are identified.</p> <p>2.2 All the facts are gathered prior to any discussions or correspondence.</p> <p>2.3 Communication skills are used to establish the needs of the stakeholder.</p> <p>2.4 Options to resolve the issues in question are presented to the stakeholder.</p> <p>2.5 The outcome of the negotiations is confirmed as satisfactory to all parties involved.</p> <p>2.6 Unresolved issues are referred to the appropriate <i>arbitrator</i>.</p>
3. Review applications for compliance	<p>3.1 Applications are checked to ensure all <i>legal requirements</i> have been met during processing.</p> <p>3.2 <i>Departmental and government policies</i> are shown to have been considered and complied with in the application.</p> <p>3.3 Any amendments required to be made to the application being reviewed are directed to the appropriate personnel for attention.</p> <p>3.4 The review is conducted in accordance with organisational practices and procedures.</p>
4. Review development applications	<p>4.1 The tenure/ownership of the area that is the subject of the <i>development application</i> is established.</p> <p>4.2 An assessment is made to identify the impact of the likely effects of the proposal as submitted on the tenure.</p> <p>4.3 A check is made to ensure that any proposal is in accordance with legislative requirements and policies relating to the tenure.</p> <p>4.4 Organisational practices and procedures are followed for the review and assessment of the development application.</p> <p>4.5 Endorsement of the approval/refusal of the development is made in accordance with organisational procedures.</p> <p>4.6 Documentation associated with the review is prepared and</p>

**ELEMENT****PERFORMANCE CRITERIA**

directed following organisational *best practice requirements*.

## 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:

- interpreting legislation, regulations, policies and practices relating to public land management
- negotiating payment options
- deciding recovery options for rent arrears
- liaising/negotiating satisfactory outcomes with diverse stakeholders
- responding to diversity, including gender and disability
- identifying non-compliance with legislation and policy
- applying public sector legislation including occupational health and safety and environment in the context of public land management

### Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation and regulations relating to public land administration, native title, land management and development
- land tenure and ownership
- organisational regulations and policies relating to tenure administration
- organisational policies relating to land development
- organisational policies relating to rental arrears
- comprehensive knowledge of land title system
- plan registration and preparation of dealings
- organisational delegations
- public sector legislation including occupational health and safety and environment in the context of public land tenure management

## 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:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPFIN501A Apply public sector financial policies and processes
  - PSPGOV503B Coordinate resource allocation and usage
  - PSPLAND502A Develop and market public land
  - PSPLEGN501B Promote 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)
- management of public land tenures and applications 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 management of public land tenures and applications
- case studies and workplace scenarios to capture the range of situations likely to be encountered when managing public land tenures and applications

### 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 managing public land tenures and applications, including coping with difficulties, irregularities and breakdowns in routine
- management of public land tenures and applications 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*** in the Performance Criteria is explained here.

***Options or solutions*** may include:

- payment plans
- forfeiture of tenure
- waiver of rental
- waiver of fees
- deferral of payments
- rent rebate
- arrears notice
- writs
- judgments

***Organisational procedures*** may include:

- regulatory requirements
- industry practices
- manual or electronic applications

***Organisational procedures*** may be specified in:

- office practice guidelines
- workplace notices
- computer training manuals

***Issues*** that require liaison or negotiation may be:

- rental
- valuation
- purchase price
- conditions
- covenants
- fencing
- access

***Stakeholders*** may be:

- solicitors
- government authorities
- Local Government
- tenure holders

***Appropriate arbitrator*** may be:

- mediator
- panel
- land board
- land court
- land and environment court



***Legal requirements*** may be:

- auditor
- fees
- native title
- environmental
- community use
- scheduled forums

***Departmental and government policy*** may be specified in:

- organisational guidelines
- executive directives
- departmental/unit/organisational memos/circulars

***Development applications*** may be for:

- extractive industry
- agricultural development
- commercial development
- industrial development
- subdivision
- utilities

***Organisational best practice requirements*** may be:

- quality client service
- quality system documentation

## **Unit Sector(s)**

Not applicable.

## **Competency field**

Public Land Administration.