



Australian Government

PSPLND006 Investigate tenure applications

Release: 1

PSPLND006 Investigate tenure applications

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPLAND404A Investigate tenure applications. • 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 investigate tenure applications. It includes preparing complex land tenure and ownership reports, setting tenure conditions and/or covenants, determining rental, and providing advice on tenure administration.

This unit applies to those working in administration roles working with tenure applications.

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. Prepare a complex land tenure and/or ownership report	1.1 Establish the purpose of the land tenure and/or ownership report. 1.2 Establish extent of the area of the report. 1.3 Gather information required for the report. 1.4 Analyse and interpret information to determine the current land tenure and ownership of the area. 1.5 Prepare report and accompanying documentation.
2. Set tenure conditions and/or covenants	2.1 Establish the need to impose tenure conditions and/or covenants. 2.2 Prepare conditions and/or covenants. 2.3 Negotiate acceptance of conditions or covenants with affected parties. 2.4 Direct final documentation to the appropriate personnel for action.
3. Determine rental	3.1 Gather information required to determine rental or rebate. 3.2 Negotiate rental with applicant. 3.3 Record rental information.
4. Advise on tenure administration	4.1 Establish scope and type of advice that needs to be provided. 4.2 Identify and explain organisational procedures or standards associated with the advice. 4.3 Provide advice that is accurate, current and explained in a manner suited to the person requiring it.

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 PSPLAND404A Investigate tenure applications.

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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Assessment Requirements for PSPLND006 Investigate tenure applications

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting legislation relating to Crown and/or State land administration and land management
- interpreting documents including maps, plans, aerial photos
- preparing complex land tenure and ownership reports
- determining lease conditions and/or covenants
- determining rent
- advising staff and clients on tenure administration
- negotiating rent and/or conditions, covenants, disputes
- applying public sector legislation, including work health and safety, environment, anti-discrimination and diversity in the context of tenure application investigations

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, policies and procedures relating to Crown/State land administration and land management, including historical background
- the different types of organisational records that need to be noted or updated and in what circumstances
- regulations and policies relating to tenure administration
- land tenure and ownership
- departmental delegations

- public sector legislation, including work health and safety and environment in the context of tenure application investigations

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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