



Australian Government

PSPLND007 Administer public reserves

Release: 1

PSPLND007 Administer public reserves

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 PSPLAND405A Administer public reserves. • 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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Assessment Requirements for PSPLND007 Administer public reserves

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/State land administration and land management
- advising on legislation relating to reserve trusts
- determining ownership and tenure
- interpreting lease and licence documents
- using effective communicating with a diverse range of clients and colleagues, including negotiation and problem-solving
- providing advice in a manner and timeframe to suit the needs of the stakeholder, that is clear, concise, technically correct and meets organisational standards.

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
- the different types of organisational records that need to be noted or updated and in what circumstances
- policies and procedures relating to public reserves administration
- lease and licence agreements
- departmental delegations

- public sector legislation, including work health and safety and environment in the context of public reserves administration

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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