



Australian Government

PSPLND009 Coordinate land board sittings

Release: 1

PSPLND009 Coordinate land board sittings

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 PSPLAND407A Coordinate land board sittings. • 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 land boards. It includes maintaining and updating land board records, arranging land board sittings, and appointing land board members.

This unit applies to those working in administration roles dealing with the land board.

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 routine tasks in a familiar context.

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. Maintain land board records	1.1 Update and maintain land board records. 1.2 File refunds.
2. Arrange land board sittings	2.1 Confirm jurisdiction of the land board in the matters to be heard. 2.2 Confirm date, venue and cases to be heard. 2.3 Notify all parties involved in the process. 2.4 Prepare notices and/or submissions before and after the sitting.
3. Appoint land board members	3.1 Establish the expiration date of any existing board membership. 3.2 Prepare and direct documentation for new appointments. 3.3 Direct applications to the appropriate personnel for final selection and approval.

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 PSPLAND407A Coordinate land board sittings.

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 PSPLND009 Coordinate land board sittings

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
- communicating with diverse stakeholders including negotiation and problem-solving
- distributing land board material
- preparing sitting minutes and reports

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
- basic knowledge of court jurisdiction and procedures
- organisational guidelines in relation to land board sittings
- organisational standards for the preparation of documentation
- land board structure and members
- records that need to be maintained

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.

Links

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