



**Australian Government**

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

# **PSPLAND302A Investigate tenure and land use history**

**Revision Number: 3**

## PSPLAND302A Investigate tenure and land use history

### 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 the competency to undertake a tenure and land use history. It includes identifying land, reading plans/maps, searching records, interpreting information, recording investigation findings and organising plans/diagrams.

In practice, investigation of tenure and land use history may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, organising workplace information, working with diversity.

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

- |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Identify land</b>                 | 1.1 Sufficient details are obtained to identify the map, plan or aerial photo containing the area of land.<br>1.2 The map, plan or aerial photo is obtained using <b>organisational procedures</b> .<br>1.3 The area of land is located on the map, plan and aerial photo using the information gathered.                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2. Read plans/maps</b>               | 2.1 The <b>purpose of the plan or map</b> is established.<br>2.2 The <b>type of information</b> that can be obtained from the different types of plans and maps is identified.<br>2.3 Information is obtained from the plan or map to suit the intended purpose.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3. Search public land records</b>    | 3.1 The purpose for the investigation of tenure and/or land use history is established to determine the level of detail required.<br>3.2 <b>Electronic data sources</b> are accessed and searched in accordance with organisational policy and procedures.<br>3.3 <b>Key repositories</b> are identified and <b>data sources and historic records</b> are accessed to obtain <b>information</b> relating to the identified land.<br>3.4 Consultations are conducted when necessary to identify/corroborate tenure and/or land use information.<br>3.5 All available land records related to the area are sourced and analysed and <b>evidence</b> is compiled in accordance with the purpose of the investigation. |
| <b>4. Interpret information</b>         | 4.1 <b>Legislation</b> relevant to the jurisdiction is interpreted.<br>4.2 Information in tenure-related and land use <b>documentation</b> is interpreted.<br>4.3 <b>Expert assistance</b> is obtained for interpretation as required.<br>4.4 Evidence of past and present tenure and/or land use is identified and analysed in accordance with organisational policy and procedures.                                                                                                                                                                                                                                                                                                                              |
| <b>5. Record investigation findings</b> | 5.1 Accurate chronology of tenure and/or land use history is compiled with sufficient detail to meet the purpose for which the investigation was conducted.<br>5.2 History is recorded in a format and style to suit the intended purpose and audience.<br>5.3 Investigation is conducted and findings are presented in accordance with <b>legislation, policy and procedures</b> .                                                                                                                                                                                                                                                                                                                                |
| <b>6. Organise plans/diagrams</b>       | 6.1 The purpose of the plan or <b>diagram</b> is established.<br>6.2 The information and <b>resources</b> required to <b>arrange</b> for the diagram or plan are accessed and obtained.<br>6.3 The diagram or plan is checked to see that it suits the intended purpose and is in accordance with legislation and <b>accepted</b>                                                                                                                                                                                                                                                                                                                                                                                  |

|                |                                  |
|----------------|----------------------------------|
| <b>ELEMENT</b> | <b>PERFORMANCE CRITERIA</b>      |
|                | <i>organisational practices.</i> |

## 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:

- finding information in systems, databases and other sources
- researching data repositories such as libraries, archives
- interpreting legislation and instruments
- interpreting tenure documents, correspondence, maps, plans
- reading a gazette
- using microfiche
- producing accurate reports, setting out facts in logical sequence
- making assessments/judgments of facts where interpretation is required
- using computer technology in the context of investigating land history
- responding to diversity, including gender and disability
- applying public sector legislation including occupational health and safety and environment in the context of investigating land use and tenure history

### Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- the organisation's spatial and textual information systems, databases and archival storage/s
- land tenure legislation, tenure types and the effect of these
- maps, plans, title documents and related legal matter
- sources of historical information and how to access them (for example, enrolments, relationship of Crown grants to certificates of title and original grants, tenure codes used under prior legislation, accessing records held in archives, storage)
- public sector legislation including occupational health and safety, environment, privacy and diversity

## 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:
  - PSPETHC301B Uphold the values and principles of public service
  - PSPGOV301B Work effectively in the organisation
  - PSPGOV305B Access and use resources and financial systems
  - PSPGOV307B Organise workplace information
  - PSPGOV308B Work effectively with diversity
  - PSPLEGN301B Comply with legislation in the public sector
  - FPIFGM147A Read and interpret maps

### 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)
- investigation of tenure and land use history 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 the investigation of land use and tenure history
- access to land information system/s
- case studies and workplace scenarios to capture the range of situations likely to be encountered when investigating land use and tenure history

### 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 investigating land use and tenure history, including coping with difficulties, irregularities and breakdowns in routine

- investigation of tenure and land use history 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
- demonstration
- portfolios
- projects
- 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.

***Organisational procedures*** may include:

- statutory and regulatory requirements
- industry practices
- manual or electronic application

***The purpose of a plan*** may be:

- to calculate an area and show dimensions
- to identify abutments
- to use as a diagram to process an application

***Plans*** may include:

- detailed survey plans
- compiled plans
- limited folio plans
- non-certified survey plans
- data plans

***Maps*** may include:

- parish maps (current and cancelled)
- topographical maps
- county maps
- tourist maps
- town maps
- topographical plans (particularly reserves)
- spatial information systems

***Type of information*** that can be obtained:

- areas
- dimensions
- road and street names
- names of watercourses
- reference marks
- permanent marks
- corner marks
- topographical information
- date
- grid references
- contours
- north points
- covenant details
- location of bores, buildings

- gazette details

***Electronic data sources***  
may include:

- departmental systems
- databases
- files
- archives

***Key repositories*** may  
include:

- public libraries
- archives
- storage

***Data sources and  
historical records*** may  
include:

- cancelled maps
- cancelled public plans
- certificates of titles
- certified plans
- correspondence files
- Crown allotments
- Crown leases
- Crown surveys
- deeds registers
- deposited plans
- electronic records
- files - policy statutory planning and land files
- gazette notices
- government authorities
- guidelines
- Hansard
- historical records
- instruments registered against title
- Internet
- land accounts
- legal precedents
- Local Government
- maps
- newspapers
- original plans
- plans
- public libraries
- reserve plans
- resumption plans
- television
- tenure cards
- tenure documents

- Territory Plan/s (ACT jurisdiction)
- titles

**Information** may be affected by:

- geographic location (coastal site tenure histories may be more complicated than for inland sites due to more intensive settlement history)
- legibility
- state of repair
- survival of files (some key information may have been destroyed or lost)

**Evidence** may include:

- dimensions
- areas
- pencil notes
- dates
- colours
- map or plan notations
- names
- lot or portion number
- plan numbers
- watercourses
- gazette details
- guardbook details
- land grants
- certificates of title
- folio identifiers

**Legislation** may include:

- jurisdictional
- earlier legislation
- repealed Acts
- regulations

**Documentation** may include:

- tenure documents
- gazettals
- plans
- files
- correspondence
- Crown leases and instruments
- notification of decisions

**Expert assistance** may include:

- surveyors
- cartographers
- archivists
- historians
- legal advisers
- persons with historical knowledge of issue (corporate

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                               | knowledge)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><i>Legislation, policy and procedures</i></b> may include: | <ul style="list-style-type: none"><li>• legislation related to public land administration</li><li>• public sector legislation such as equal employment opportunity, anti-discrimination, diversity, occupational health and safety</li><li>• privacy legislation and freedom of information</li><li>• public sector standards</li><li>• organisational standards</li><li>• quality standards</li><li>• jurisdictional and organisational code/s of practice and code/s of ethics</li><li>• planning policy</li><li>• zoning policy</li><li>• Territory Plan/s (ACT jurisdiction)</li></ul> |
| <b><i>Diagrams</i></b> may include:                           | <ul style="list-style-type: none"><li>• spatial printouts</li><li>• digital printouts</li><li>• freehand sketches</li><li>• parts of parish maps</li><li>• parts of topographical maps</li><li>• enlargements/reductions of survey plans</li></ul>                                                                                                                                                                                                                                                                                                                                         |
| <b><i>Required resources</i></b> may include:                 | <ul style="list-style-type: none"><li>• skilled persons to undertake plan preparation</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><i>Arranging for plans/diagrams</i></b> may include:       | <ul style="list-style-type: none"><li>• undertaking the preparation of plans</li><li>• arranging for preparation of plans by others</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><i>Accepted organisational practices</i></b> may be:       | <ul style="list-style-type: none"><li>• organisational standards</li><li>• statutory requirements</li><li>• manual</li><li>• computer generated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## Unit Sector(s)

Not applicable.

## Competency field

Public Land Administration.