



Australian Government

Department of Education, Employment and Workplace Relations

PSPLAND305A Provide administrative support for reserve management bodies

Revision Number: 3

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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 provide administrative support for reserve management bodies. It includes processing establishment of reserve management body, processing appointment of members to the body, providing information on reserve management matters, processing applications to the management body, monitoring records and dissolving a management body.

In practice, the provision of administrative support for reserve management bodies may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, organising workplace information, working with diversity, etc.

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. Establish reserve management body | 1.1 Approval to establish and name a <i>reserve management body for a public reserve</i> and appoint a <i>manager</i> is granted.
1.2 Documentation is prepared and directed in accordance with statutory requirements and organisational practices and procedures.
1.3 Endorsement for documentation is obtained from personnel with delegated authority. |
| 2. Appoint members to reserve management body | 2.1 The expiration date of any existing membership is established.
2.2 Documentation is prepared and directed in accordance with statutory requirements and organisational practices and procedures.
2.3 Applications received are checked for completeness and that they have been received within the advertised timeframe.
2.4 Applications are directed to the appropriate personnel for selection.
2.5 <i>Approval</i> by the appropriate personnel is obtained for appointments.
2.6 Endorsement for documentation is obtained from personnel with delegated authority. |
| 3. Provide information on reserve management matters | 3.1 The <i>information</i> that needs to be supplied to satisfy an enquiry is established.
3.2 Any statutory obligations associated with the request are identified and outlined to applicant.
3.3 Any services available to assist in the management of public reserves are outlined to applicant.
3.4 Relevant information is readily sourced.
3.5 Information is supplied that is accurate, current and explained to suit the needs of the applicant in accordance with <i>legislation, policy and procedures</i> . |
| 4. Prepare/assess applications for reserve management body assistance | 4.1 A check is made that the right <i>application</i> form has been used and all relevant documentation is attached.
4.2 Verification is carried out that any proposed/completed development or use has been approved by the relevant authorities.
4.3 An inspection of the proposed development site is completed if required.
4.4 A report is prepared in accordance with the organisational guidelines and procedures.
4.5 Endorsement for documentation is obtained from personnel with delegated authority.
4.6 The information is directed to the appropriate person for action in accordance with organisational policy and procedures. |
| 5. Monitor records | 5.1 Management bodies that are required by statute to submit |

ELEMENT**PERFORMANCE CRITERIA**

records are identified.

5.2 Records are checked for any *abnormalities or discrepancies* in accordance with organisational procedures.

5.3 Any abnormalities or discrepancies are referred to the management body for verification.

5.4 Any unresolved problems are referred to the appropriate personnel for checking and remedial action.

**6. Dissolve
management body**

6.1 The reason for the dissolution is established in accordance with legislation and procedures.

6.2 Approval is obtained from authorised delegate in accordance with organisational policy and procedures.

6.3 Documentation is prepared and directed in accordance with statutory requirements and organisational practices and procedures.

6.4 Endorsement for documentation is obtained from personnel with delegated authority.

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:

- reading a plan
- writing reports to organisational standards
- generating documentation to organisational standards
- determining ownership and tenure
- communicating with people of different ages, genders, cultures and language backgrounds
- handling difficult clients
- filing and retrieving records
- collecting data and converting it to electronic form
- retrieving spatial and textual information from electronic data
- obtaining a copy of a land title
- where relevant, checking financial records and identifying discrepancies
- checking the records and documentation of a community managed public reserve for completeness
- using computer technology in the context of providing administrative support for trust boards
- responding to diversity, including gender and disability
- applying public sector legislation including occupational health and safety and environment in the context of public reserves administration

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation relating to public reserve administration and land management
- organisational policies and procedures relating to public reserve administration
- impact of previous legislation on public reserves
- the different types of public reserves and the unique features of each
- the different types of organisational records that need to be noted or updated and in what circumstances
- management of public records
- land title system
- the different types of loans and grants, if any, that are available within the organisation
- the different types of insurance that are available through the organisation
- insurance requirements and liability relating to public reserves
- standard meeting procedures and documentation

- 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
 - PSPLAND304A Provide administrative support for public reserves

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)
- provision of administrative support for reserve management bodies 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 guidelines relating to the provision of administrative support for reserve management bodies
- access to computer information systems
- case studies and workplace scenarios to capture the range of situations likely to be encountered when providing administrative support for reserve management bodies

Where and how to assess evidence

Valid assessment of this unit requires:

- an environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered when providing administrative support for reserve management bodies, including coping with difficulties, irregularities and breakdowns in routine
- provision of administrative support for reserve management bodies 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.

Reserve management bodies may include:

- trust boards
- committees of management
- land councils

Public reserves may include:

- as listed in organisational guidelines
- caravan parks
- cemeteries
- permanent reserves
- coastal waterside reserves
- commons
- conservation estate reserves
- Crown grants in trust (freehold reserves)
- mall reserves
- permanent and temporary reservations
- reserves for a community purpose
- schools of art/mechanics institutes
- showgrounds/racecourses
- State recreation areas
- walking tracks

Manager of a reserve management body may be:

- a Local Government council
- a corporation (non-profit)
- government department
- administrator
- trust board (individual members)
- committee of management
- land council
- Minister
- incorporated body

Approval by relevant authority may include:

- government agency or authority
- Local Government

Information on reserves may include:

- insurance requirements
- loans and grants available (internal and external)

- Legislation, policy and procedures*** may include:
- natural disaster relief
 - temporary licences
 - cultural heritage
 - legislation related to public land administration
 - native title legislation
 - public sector legislation such as equal employment opportunity, anti-discrimination, diversity, occupational health and safety
 - privacy legislation and freedom of information
 - public sector standards
 - jurisdictional and organisational code/s of practice and code/s of ethics
 - organisational standards
 - industry standards
- Applications*** may be for:
- grant (internal and external)
 - loan
 - subsidy (internal and external)
 - commercial use of managed reserves (by Local Governments, for example)
- Trust records*** may be:
- minutes/secretary's report
 - treasurer's records/reports
 - commoners' roll
 - copies of temporary licences
 - investment accounts
 - rent register
 - wages books
 - asset register
 - receipts and payment statement
 - bank reconciliation statement
 - financial handover statement
 - balance sheet
 - income and expenditure statement
 - cash flow statement
 - notes to financial statements
 - auditor's certification
 - electronic databases kept by trusts
- Abnormalities or discrepancies*** may include:
- mathematical errors
 - supply of incomplete documentation
 - missing documentation

- errors revealed through organisational checklist
- procedure

Unit Sector(s)

Not applicable.

Competency field

Public Land Administration.