



Australian Government

Department of Education, Employment and Workplace Relations

PSPLAND306A Dispose of public land

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 required to provide administrative support in the disposal of public land. It includes preparing routine property dealings, issuing a survey instruction, communicating with stakeholders, lodging a plan, preparing statutory notices and sale documentation, and maintaining an organisational database.

In practice, disposal of public land 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
1. Prepare routine property dealings	1.1 Routine <i>property dealings</i> for <i>disposal</i> of public land are prepared in accordance with organisational policy and procedures and legislative requirements. 1.2 Offers and contracts of sale of land are prepared according to <i>legislation, policy and procedures</i>.
2. Issue a valuation/survey instruction	2.1 A check is made that approval to issue an instruction has been granted by designated personnel. 2.2 A search is made and copies of plans and maps are obtained in accordance with the property for disposal. 2.3 Documents associated with the instruction are gathered and directed following organisational and best practice requirements. 2.4 The documents associated with the instruction are checked to ensure they are expressed clearly and concisely with no ambiguity.
3. Communicate with stakeholders	3.1 <i>Stakeholder</i> interest is identified using communication techniques tailored to stakeholder needs. 3.2 The interest of clients is addressed in line with organisational policy and procedures. 3.3 Individual situations/problems are dealt with sensitively in accordance with organisational procedures.
4. Lodge a plan	4.1 The <i>plan</i> is endorsed by an authorised officer to ensure compliance with lodging authority and regulatory requirements. 4.2 The plan is endorsed by all <i>relevant parties</i>. 4.3 Documentation required for plan lodgment is prepared according to <i>organisational procedures</i>. 4.4 Documents to accompany the plan are prepared. 4.5 The plan is lodged in accordance with regulatory requirements.
5. Prepare statutory notices and sale documentation	5.1 <i>Statutory notices and sale documentation</i> are prepared according to organisational format and <i>best practice requirements</i>. 5.2 Statutory notices and sale documentation are directed to the required organisations/parties according to organisational and regulatory requirements.
6. Maintain databases	6.1 Data is collected and converted to electronic form. 6.2 Organisational database/s are updated and <i>maintained</i> in accordance with organisational procedures and information security requirements. 6.3 Electronic information system is accessed and hard copy is generated to meet organisational and client needs. 6.4 The retrieval of information from electronic data is completed in accordance with organisational procedures.

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:

- preparing a standard contract
- preparing a routine dealing
- ordering a property search
- preparing a property diagram
- determining ownership and tenure
- preparing documentation for plan lodgment to statutory requirements
- communicating clearly and concisely with a diverse range of people
- responding to diversity, including gender and disability
- accessing the enterprise database to generate data in hard copy
- updating and maintaining the electronic database
- entering and retrieving data in database
- providing quality client service
- preparing statutory notices
- obtaining a copy of a land title
- applying public sector legislation including occupational health and safety and environment in the context of public land disposal

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation relating to land release
- legislation relating to conveyancing
- organisational procedures relating to the preparation of statutory notices
- the land title system
- basics of contract law
- public sector legislation including occupational health and safety, environment, privacy and diversity in the context of public land disposal

Evidence Guide

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
 - PSPGOV312A Use workplace communication strategies
 - PSPGOV313A Compose workplace documents
 - PSPLEGN301B Comply with legislation in the public sector

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)
- disposal of public land 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 disposal of public land
- access to conveyancing documents and electronic information systems
- case studies and workplace scenarios to capture the range of situations likely to be encountered when disposing of public land

EVIDENCE GUIDE

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 disposing of public land, including coping with difficulties, irregularities and breakdowns in routine
- disposal of public land 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 *italics* in the Performance Criteria is explained here.

Property dealings may be

- contracts of sale
- legal instruments
- leases
- licences
- transfer forms
- instruments and forms from land titles office

Disposal may be by

- sale by private treaty
- sale by auction
- sale by tender
- land exchange
- compulsory acquisitions
- sale of a reservation in title
- sale by:
- conditional purchase lease
- conditional tenure
- lease conversion
- amalgamation
- sale of former public works land

Legislation, policy and procedures may include

- legislation related to public land administration
- 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

Stakeholders may include

- government agencies
- Local Government
- private companies
- members of the public

- Plan*** may be for
- adjoining landholders
 - subdivision
 - easement
 - consolidation
 - boundary adjustment or re-definition
- Relevant parties for plan endorsement*** may be
- mortgagee
 - registered proprietor/s
 - government
 - council
 - departmental delegate
- Organisational procedures*** may include
- statutory and regulatory requirements
 - industry practices
 - manual or electronic application
- Statutory notices and sale documentation*** may be
- gazette notices
 - media advertisements
 - tabling action notices
 - notice to adjoining owners
 - notice to other authority
 - notice to other agencies
- Best practice requirements*** may include
- quality client service
 - quality system documentation
- Information required to maintain organisational database*** may be
- number of parcels of land for sale
 - categories of land for sale
 - development costs
 - sale costs
 - value of parcels
 - sale projections
 - for budgeting
 - project projections
 - project timeframe

Unit Sector(s)

Not applicable.

Competency field

Competency field Public Land Administration