



Australian Government

Department of Education, Employment and Workplace Relations

PSPLAND405A Administer public reserves

Release 3

PSPLAND405A Administer public reserves

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 administer public reserves. It includes providing advice on public reserves, reviewing agreements and monitoring records.

In practice, administration of public reserves may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, applying government processes, using resources, gathering and analysing 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. Provide advice on public reserves	1.1 Advice required by the <i>stakeholder</i> is established. 1.2 Advice is provided on <i>public reserves</i> relevant to the request. 1.3 <i>Advice</i> is provided in a manner and timeframe to suit the needs of the stakeholder, is clear, concise, technically correct and meets <i>organisational standards</i>.
2. Review agreements	2.1 <i>Agreements</i> are checked to ensure they have been prepared in the correct format, in accordance with <i>legislation, policy and guidelines</i>. 2.2 Any statutory conditions and <i>special conditions</i> required by the organisation are included. 2.3 Other inclusions are checked to ensure compliance with organisational practices and procedures and legislative requirements.
3. Monitor records	3.1 <i>Records</i> submitted in accordance with agreements are <i>checked</i> in accordance with <i>organisational procedures</i>. 3.2 <i>Issues</i> are followed up with the trust manager. 3.3 Unresolved issues are <i>referred</i> for advice on the appropriate course of action under legislation and the tenure agreement.

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:

- 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 license documents
- using effective communicating with a diverse range of clients and colleagues including negotiation and problem solving
- responding to diversity, including gender and disability
- applying public sector legislation such as occupational health and safety, environment, anti-discrimination and diversity in the context of public reserve administration

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- 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 occupational health and safety and environment in the context of public reserves administration

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:
 - PSPETHC401A Uphold and support the values and principles of public service
 - PSPGOV403B Use resources to achieve work unit goals
 - PSPGOV406B Gather and analyse information
 - PSPGOV408A Value diversity
 - PSPGOV422A Apply government processes
 - PSPLAND406A Monitor reserves management
 - PSPLEGN401A Encourage compliance 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)
- administration of public reserves 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 administration of public reserves
- case studies and workplace scenarios to capture the range of situations likely to be encountered when administering public reserves

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 administering public reserves, including coping with difficulties, irregularities

and breakdowns in routine

- administration of public reserves 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.

Stakeholders may be:

- Local Government
- other government agency
- Aboriginal land council
- Aboriginal groups
- rural lands protection board
- public
- trust member
- Member of Parliament
- internal customers
- local charities/clubs/sporting organisations
- other user groups
- committees of management

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
- managed reserves
- reservations
- reserves for a community purpose
- schools of art/mechanics institutes
- showgrounds/racecourses
- State recreation areas
- walking tracks

Advice may be for:

- insurance
- funding
- lease or licences
- unauthorised occupation or use

- purchase
- disposal
- trust membership
- trust or corporate management
- ownership and tenure
- revocations

Organisational standards may include:

- industry standards
- land titles office standards

Agreements may be:

- lease agreements
- licence agreements
- trustee leases and trustee permits issued by the reserve trustee
- leasing and licensing under management orders
- for purposes as listed in the organisational guidelines and Crown lands/commons management Act/s regulations
- funding agreements

Legislation, policy and guidelines may include:

- legislation related to Crown land, State land or public land administration, in particular Commonwealth Native Title Act 1993, regulations, and Wik amendments
- public sector legislation such as equal employment opportunity, anti-discrimination, diversity, occupational health and safety
- privacy legislation and freedom of information
- public sector standards
- organisational standards
- quality standards
- jurisdictional and organisational code/s of practice and code/s of ethics

Special conditions may include:

- rental
- maintenance
- sub-leasing
- insurance
- special uses
- access
- erection of improvements

Records may include:

- financial returns
- management body records:
 - committee of management records
 - incorporated body returns
 - records required by management plans/management orders

Checking records may include:

- checking for completeness
- checking for compliance with terms of the agreement or legislation
- checking financial returns

Organisational

- procedures manual

procedures may be specified in:

- office practice guidelines
- workplace notices
- computer training manuals

Organisational procedures may include:

- regulatory requirements
- industry practices
- manual or electronic applications

Issues may include:

- non-compliance with:
 - terms of the agreement
 - management orders
 - special auditing requirements for commercial use of managed reserves
- discrepancies or abnormalities, such as:
 - missing documentation
 - omissions in reporting
 - misappropriation of funds
 - reconciliation not balanced
 - outstanding debtors or creditors
 - incomplete audit trail

Referrals may be to:

- accountant/auditor for the organisation

Unit Sector(s)

Not applicable.

Competency field

Public Land Administration.