



Australian Government

Department of Education, Employment and Workplace Relations

PSPLAND407A Coordinate land board sittings

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 administer land boards. It includes maintaining and updating land board records, arranging land board sittings, and appointing land board members.

In practice, coordination of land board sittings 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. Maintain and update land board records	1.1 <i>Land board records</i> are updated and maintained according to legislative requirements and <i>organisational procedures</i> . 1.2 The records are filed and kept in custody in accordance with organisational procedures.
2. Arrange land board sittings	2.1 The jurisdiction of the land board in the <i>matters</i> to be heard is confirmed. 2.2 The date, venue and cases to be heard are confirmed. 2.3 All <i>parties</i> involved in the process are notified. 2.4 <i>Notices</i> /submissions before and after the <i>sitting</i> are prepared and issued in accordance with organisation policy and procedures.
3. Appoint land board members	3.1 The expiration date of any existing board membership is established. 3.2 Documentation is prepared for new appointments and directed in accordance with statutory requirements, organisational procedures and <i>best practice requirements</i> . 3.3 Applications are directed to the appropriate personnel for final selection and approval.

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
- communicating with diverse stakeholders including negotiation and problem solving
- responding to diversity, including gender and disability
- distributing land board material
- preparing sitting minutes and reports
- maintaining land board records
- coordinating land board sitting arrangements
- using computer technology for word processing
- accessing electronic information systems
- applying public sector legislation such as occupational health and safety, environment, anti-discrimination and diversity in the context of land board sittings

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- 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
- public sector legislation including occupational health and safety and environment in the context of land board sittings

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
 - 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)
- coordination of land board sittings 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 coordination of land board sittings
- case studies and workplace scenarios to capture the range of situations likely to be encountered when coordinating land board sittings

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 coordinating land board sittings, including coping with difficulties, irregularities and breakdowns in routine

- coordination of land board sittings 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.

Land board records may be:

- land board minute book
- register - local land boards
- decision sheets

Organisational procedures may be specified in:

- procedures manual
- office practice guidelines
- workplace notices
- computer training manuals

Organisational procedures may include:

- regulatory requirements
- industry practices
- manual or electronic applications

Matters that may be heard may be:

- appeals relating to decisions on leases, licences, enclosure permits
- fencing matters
- boundary fence neighbours
- road openings and closures
- water licensing matters
- rural land protection board carrying capacity
- naming of Crown roads
- enquiries and complaints regarding commons management
- land management proposals (such as change of land use)
- appeals relating to rental matters

Parties involved in the process may include:

- departmental officers
- land board members
- land holders
- members of the public
- chair of local land board

Notices may include:

- summons
- advertisements
- memoranda
- decision summary

A land board sitting
may be:

- to conduct hearings
- to conduct public inquiries
- to receive appeals
- to settle disputes

Land board sittings
may be for:

- Dividing Fences Act
- Roads Act
- Water Act
- Crown Land Acts
- Common Management Act
- Rural Land Protection Act

Best practice requirements:

- quality client service
- quality system documentation

Unit Sector(s)

Not applicable.

Competency field

Public Land Administration.