



Australian Government

Department of Education, Employment and Workplace Relations

PSPLAND601A Manage unallocated 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 to manage unallocated Crown land, unleased land and reserved land with no appointed manager. It includes identifying land requiring management action; undertaking consultations; developing strategies for the management of land; implementing land management strategies; monitoring land use, condition and trend; and taking a strategic approach to the jurisdiction's land asset portfolio.

In practice, management of unallocated land may overlap with other generalist or specialist public sector work activities such as ethical leadership, compliance with legislation, applying government systems, managing resources, providing strategic direction, managing 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. Identify land requiring management action	1.1 Unallocated Crown and reserved land requiring management action is located and its boundaries are confirmed. 1.2 Systematic site inspection is undertaken ensuring all relevant issues are observed 1.3 Results of site inspection are recorded in accordance with organisational procedures. 1.4 Issues are listed and notes taken to underpin subsequent consultations and actions.
2. Undertake consultations	2.1 Key stakeholders and other interested parties are identified. 2.2 Joint site inspections, meetings and other consultative arrangements are organised in accordance with organisational policy and procedures. 2.3 Various points of view/perspectives are listened to and documented. 2.4 Issues of concern are identified and discussed with management to determine options. 2.5 Feedback is given and received on the consultation process.
3. Develop strategies for the management of land	3.1 Land information, evidence of use, town planning provisions and consultation outcomes are analysed to identify key issues. 3.2 Draft management planning strategies are developed and consultation is undertaken with interested parties. 3.3 Alternative strategies are evaluated and the best options are selected. 3.4 The cost implications of selected strategies are assessed. 3.5 Strategies are formalised in written reports or submissions. 3.6 Well-researched reports are prepared and presented to management and stakeholders outlining management strategies.
4. Implement land management strategies	4.1 Budgets and financial strategies are prepared to achieve land management outcomes. 4.2 Priorities and targets are developed for achieving outcomes. 4.3 Work projects are administered and supervised in accordance with best practice guidelines, budgets and agreed timelines. 4.4 Progress with implementation is reported on at regular intervals in accordance with organisational policy and procedures.
5. Monitor and report on land use	5.1 Regular inspection of land is undertaken subject to management planning regime. 5.2 Ongoing management issues and emerging issues are identified and addressed promptly in accordance with organisational procedures. 5.3 Consultations are held with interested parties for input on land use, condition and trend. 5.4 Reports are provided to management on emerging issues. 5.5 Plans and land management strategies are revised on a regular

ELEMENT**PERFORMANCE CRITERIA**

basis as required.

6. Take a strategic approach to the jurisdiction's land asset portfolio

- 6.1 Existing organisational systems are utilised to update information and strategies on managed lands.
- 6.2 Opportunities are identified for effective utilisation of resources in accordance with ***legislation, policy and procedures***.
- 6.3 Land management budgets for works, maintenance, and other items are developed in accordance with organisational priorities.
- 6.4 Strategic planning for land assets is promoted through linkages with local and regional land management initiatives and partnerships.
- 6.5 A planned and strategic framework is implemented for Crown land and reserved land management.

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
- researching issues relating to particular land from organisational databases, files and other sources
- managing and coordinating activities
- consulting and negotiating with diverse stakeholders using a range of techniques to suit different audiences
- 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 land management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, policies and procedures relating to Crown/State land administration and land management
- resource condition and trend
- local/regional physical and environmental characteristics
- consultation processes and methodologies
- budgeting and project management
- contemporary land management issues and environmentally sustainable development principles
- strategic planning and management planning techniques
- public sector legislation including occupational health and safety and environment in the context of land management

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:
 - PSPETHC601B Maintain and enhance confidence in public service
 - PSPGOV601B Apply government systems
 - PSPGOV602B Establish and maintain strategic networks
 - PSPLEGN601B Manage compliance with legislation in the public sector
 - PSPMNGT602B Manage resources
 - PSPMNGT605B Manage diversity
 - PSPMNGT608B Manage risk
 - PSPPOL603A Manage policy implementation

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)
- management of unallocated 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 protocols relating to management of unallocated land
- case studies and workplace scenarios to capture the range of situations likely to be encountered when managing unallocated land

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 managing unallocated land,

including coping with difficulties, irregularities and breakdowns in routine

- management of unallocated 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 ***bold italics*** in the Performance Criteria is explained here.

Unallocated land may include:

- Crown land
- reserved land
- unleased land
- variable amounts and extent in a locality/region requiring management
- different physical characteristics
- different locations
- varying levels of community interest in issues relating to the land
- varying hazards and levels of risk
- special, unique environmental features

Boundaries may be ***confirmed*** using:

- plans
- aerial photographs
- databases

Site inspection results may be recorded through:

- photos
- diagrams
- sketches, etc

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

Key stakeholders and other interested parties may include:

- Aboriginal groups
- Aboriginal land councils
- environmental groups
- internal customers
- local charities/clubs/sporting organisations
- Local Governments
- Members of Parliament
- other government agencies

Emerging issues may include:

- other user groups
- the public
- complaints from the public re nuisance issues such as:
 - weeds
 - pests
 - fire hazards
 - urgent matters affecting life and property

Legislation, policy and procedures 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

Unit Sector(s)

Not applicable.

Competency field

Public Land Administration.