



**Australian Government**

# **PSPLAND509A Negotiate/mediate public land business agreements**

**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 negotiate/mediate public land business agreements including negotiating business agreements on behalf of the organisation, and mediating on contentious issues involving public land.

In practice, negotiating business agreements may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, coordinating and using resources, 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. Negotiate business agreements on behalf of the organisation	1.1 The need for a <i>business agreement</i> , its type and purpose are established. 1.2 Data and <i>information</i> required to evaluate and analyse a proposal are gathered and opinions or advice are sought where appropriate from technical or other personnel. 1.3 An assessment of the proposal is carried out in accordance with <i>organisational criteria</i> prior to entering into negotiations on behalf of the organisation. 1.4 Negotiations are conducted in a professional manner to ensure the best possible outcome for the organisation and in accordance with organisational and government policy.
2. Mediate on contentious issues involving public land	2.1 Parties or stakeholders involved in the discussions are each given an opportunity to express issues of concern. 2.2 Attentive listening is used to quickly identify the main <i>issues</i> and concerns. 2.3 The issues are clearly defined and set down and then options or courses of action to resolve the issues are discussed. 2.4 Agreement on desired outcomes is obtained and clearly documented to avoid further conflict. 2.5 Follow-up actions required to ensure agreed outcomes or solutions are completed.

## 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, regulations, policies and practices relating to public land management
- engaging in strategic influencing/using emotional intelligence
- calculating financial projections
- negotiating/mediating satisfactory outcomes
- assessing risks
- communicating at an advanced level
- active listening
- responding to diversity, including gender and disability
- applying public sector legislation including occupational health and safety and environment in the context of public land management

### Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation and regulations relating to public land administration, native title, land management and development
- negotiation techniques
- mediation techniques
- departmental and government policies relating to contractual arrangements
- risk management
- communication techniques
- public sector legislation including occupational health and safety and environment in the context of public land tenure 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:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV503B Coordinate resource allocation and usage
  - PSPGOV504B Undertake research and analysis
  - PSPGOV505A Promote diversity
  - PSPGOV507A Undertake negotiations
  - PSPGOV508A Manage conflict
  - PSPGOV516A Develop and use emotional intelligence
  - PSPLEGN501B Promote 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)
- negotiation/mediation of business agreements 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 negotiation/mediation of business agreements
- case studies and workplace scenarios to capture the range of situations likely to be encountered when negotiating/mediating public land business agreements

### 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 negotiating/mediating public

land business agreements, including coping with difficulties, irregularities and breakdowns in routine

- negotiation/mediation of business agreements 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.

*Business agreements* may be:

- service agreements
- joint venture agreements
- Crown land/public land projects
- negotiations with private developers

*Information* required to evaluate and analyse a proposal may be:

- field assessment
- survey report
- valuation
- consultant's report
- financial arrangements and projections
- feasibility study
- native title information
- development application
- statistical data
- demographics
- project costs

*Organisational criteria* may include:

- government policy
- organisational policy
- organisational business rules and conventions

Contentious *issues* may be:

- land assessment
- road opening or closure
- development on public land
- plan of management
- valuation of public land
- sale of public land
- use of public land

## Unit Sector(s)

Not applicable.

## **Competency field**

Public Land Administration.