Australian Government

Department of Education, Employment and Workplace Relations

LGA50508 Diploma of Local Government (Planning)

Release 2

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

LGA50508 Diploma of Local Government (Planning)

Modification History

Release	TP version	Comments
2	LGA04 V3	Layout adjusted.
1	LGA04 V2.2	First release 2.2

Description

The Diploma of Local Government (Planning) reflects the role of personnel working in local government who perform tasks involving a high level of autonomy, requiring the application of significant judgement in planning and determining the selection of resources, roles and techniques for themselves and others. At the Diploma level, personnel are required to develop specific practices to ensure the implementation of management systems, plans and policies. They demonstrate the application of a broad range of managerial, coordination, technical and planning skills.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	• Demonstrating clear, open communication and consultation with the community and stakeholders to maximise the acceptance of preferred planning options • Managing stakeholder relationships using a range of communication techniques to assess needs and expectations • Writing to suit audience needs, which may include report writing and documenting strategies in an acceptable format • Engaging in a range of high-level communications, which may include providing timely advice to council and staff • Networking within and outside council • Reading and interpreting a range of information relevant to job/role, including data obtained through research and relevant legislation to determine impact on council operations • Participating in the design and development of communications materials such as brochures and newsletters aimed at informing and educating others • Conducting presentations and information workshops for a range of audiences and modifying own language to suit audience needs • Negotiating effectively with others
Teamwork	• Achieving effective working relationships which demonstrate an ability to work collaboratively with people from diverse backgrounds and all sections of the organisation • Liaising with and deferring to specialists from outside the organisation as appropriate, including associations, consultants, police and other levels of government
Problem solving	• Problem solving and conflict management • Analysing complaints, comments and observations • Solving problems by comparing identified problems to legislative requirements, codes of practice and community expectations • Engaging in effective problem solving based on research • Investigating disparities between data sets to ensure integrity of data being used
Initiative and enterprise	• Thinking and operating strategically, including the

Employability Skill	Industry/enterprise requirements for this qualification include:
	ability to develop strategies which reflect business objectives that are in line with council or departmental strategies
	• Undertaking business planning for a department or business unit, using strategic thinking and forward planning
	• Identifying and investigating opportunities for growth
	• Modifying existing systems and processes or introducing new processes to ensure ongoing evaluation of systems and processes

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Employability Skill	Industry/enterprise requirements for this qualification include:
Planning and organising	• Undertaking high-level planning activities, including scoping and developing departmental business plans • Undertaking research and analysis using a range of techniques to support the development of business plans; sourcing, collating and analysing statistical data, trends and patterns may be required • Analysing community needs, legislation and resources as part of the business planning process • Establishing measurable key performance indicators and targets with relevant parties to assist in monitoring and managing departmental performance, including customer satisfaction levels • Time management, which involves ensuring planned marketing activities are scheduled within appropriate time frames, and schedules for implementing change are determined and amended as necessary • Analysing and evaluating a range of options in terms of their contribution to council objectives • Planning, resourcing, managing and evaluating projects, including public transport facilities and other projects • Resource management which may include identifying relevant human and financial resources required and engaging in appropriate planning and control processes to achieve required resources
Self management	• Monitoring own work and adjusting accordingly to meet agreed standards and expectations • Managing own work area • Undertaking self-development opportunities where necessary
Learning	• Contributing to the workplace learning community by ensuring that relevant information on departmental activities and performance is made available for future planning and that appropriate training for staff is provided in a timely manner • Engaging in activities that promote own ongoing learning requirements, which may include maintaining current knowledge of legislation and common law • Undertaking formal training when required • Accessing appropriate forms of informal training and development, including attending relevant seminars, reading appropriate newsletters and participating in committees

Employability Skill	Industry/enterprise requirements for this qualification include:
Technology	• Using technology relevant to the job/role, including computers and software such as geographic information systems data • Accessing various data, including databases, spreadsheets, accounting packages, demographic data and census data • Using data management tools, techniques and procedures • Adapting to the use of new technology as appropriate

Packaging Rules

10 units of competency are required for the award of this qualification.

Choose 10 elective units from the lists below, including:

- 3 or more from Group A
- a minimum of 5 and a maximum of 7 units from Group B (Specialist Planning)
- up to 2 elective units from Group C (General Elective) **or** from elsewhere within this Training Package, or another endorsed Training Package or Accredited Course

NOTE:

- *No more than 1 elective unit may be drawn from an AQF level below or above the AQF level of this qualification.*
- *No specialist, general elective or imported elective units used in the packaging of a qualification are to be included in the packaging of subsequent qualifications undertaken by the candidate.*
- *Only 3 common units used in the packaging of a qualification for a candidate can be used in the packaging of a subsequent and higher level qualification for the candidate.*
- *The inclusion of additional electives may need to be considered to meet the specific needs of a State or Territory.*
- *Registered Training Organisations: please note that if the training is being developed to meet building and surveying licensing arrangements, then the specific state or territory licensing arrangements must be adhered to when packaging elective units and skill sets.*

Group A elective units	
LGACOM411A	Interpret and apply authority to act
LGACOMP024A	Develop community relations

LGACOMP025A	Manage a local government project
LGACOMP026A	Provide team leadership
LGACORE102B	Follow defined OHS policies and procedures
LGACORE104B	Work effectively in local government
LGACORE105B	Work with others in local government
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
Group B (**Specialist Planning**) **elective units**	
LGAPLAN511A	Manage council's development assessment system
LGAPLAN512A	Integrate land use and transport planning
LGAPLEM501A	Achieve an efficient and sustainable use of natural resources
LGAPLEM503B	Conserve and re-establish natural systems
LGAPLEM504A	Develop strategies and approaches to minimise environmental pollution
LGAPLEM506A	Improve community knowledge and skills in environmental management practices
LGAPLEM507A	Maintain spatial database
LGAPLEM508A	Manipulate and analyse data within geographic information systems
LGAPLEM509A	Plan facilities for the users of public transport
LGAPLEM510A	Plan for the safe movement of cyclists
LGAPLEM511A	Plan for the safe movement of pedestrians
LGAPLEM512A	Provide geographic information systems data
LGAPLEM513A	Conduct planning scheme research
LGAPLEM603B	Coordinate information gathering and geographic information systems development in council
LGAPLEM610A	Manage data within council's geographic information

	system

Group C (General Elective) elective units	
LGACOM403B	Conduct public educational presentations
LGACOM404B	Establish cooperative arrangements with other organisations
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section
LGACOM407B	Manage finances within a budget
LGACOM501B	Develop and organise public education programs
LGACOM502B	Devise and conduct community consultations
LGACOM503B	Prepare a budget
LGACOM602B	Coordinate and facilitate a change process
LGACOM603B	Develop, implement and review policies and procedures
LGACORE501B	Provide quality and timely advice to council
LGACORE601B	Develop, implement and review operational plans
LGACORE602B	Promote and facilitate organisational performance
LGACORE603B	Represent council's role and value in the community
LGALAND501A	Identify environmental assets and prioritise environmental issues
LGALAND502A	Identify native title issues relevant to local government context and functions
CPCCSV5001A	Assess the construction of domestic scale buildings
CPCCSV5004A	Apply legislation to urban development and building controls
CPCCSV5008A	Apply building control legislation to building surveying
CPCCSV5011A	Apply building codes and standards to residential buildings
CPCCSV5012A	Assess timber framed designs for one and two storey buildings

CPCCSV5014A	Apply building surveying procedures to residential buildings