



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM411A Conduct initial assessments of minor planning applications

Release 2

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Modification History

LGAPLEM411A Release 2: Layout adjusted.

LGAPLEM411A Release 1: Primary release.

Unit Descriptor

This unit covers conducting initial assessments of minor planning applications. The work is undertaken under the supervision and delegation of more senior officers, including council planners.

What constitutes a 'minor' application will be determined by individual councils with reference to their own planning schemes and relevant legislative frameworks. The initial assessment is conducted in order to identify compliance with building controls, council requirements and environmental impact.

This unit, together with LGAPLEM410A and LGAPLEM412A, expand upon and replace LGAPLEM401B and LGAPLEM402B.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Conduct pre-application meeting with prospective applicants	1.1 <i>Arrangements</i> are made for the meeting. 1.2 Prospective applicants for <i>minor applications</i> are informed of the timing, purpose and format of the meeting. 1.3 <i>Pre-application meeting</i> is conducted in accordance with legal and organisational requirements. 1.4 Information is collected and documented in accordance with organisational policies and procedures. 1.5 <i>Applicants' rights and responsibilities</i> are explained and observed in accordance with organisational policy.
2 Undertake initial assessment of the application's compliance with building controls and council requirements	2.1 Adjoining property owners and affected parties are notified of application, and protection of adjoining properties is assessed. 2.2 <i>Documentation</i> is assessed for compliance with <i>statutory regulations</i> . 2.3 Specialist technical advice is obtained where required to protect owner and council interests. 2.4 Additional information or revised drawings are sought where necessary. 2.5 Technical reports and referral authority requirements are examined and assessed to determine impact on performance and compatibility requirements.
3 Refer applications to relevant authorities for comment and approval	3.1 Relevant copies of application and documentation are forwarded to <i>relevant external authorities</i> within prescribed time frames. 3.2 Decisions by relevant authorities are accurately recorded and required return date is noted.
4 Outcomes of initial assessment are referred for final decision	4.1 <i>Planning approval documentation</i> is prepared as appropriate within council and statutory requirements. 4.2 Conditions of approval are clearly stated on documents to avoid misinterpretation. 4.3 All actions are recorded accurately according to council procedures. 4.4 Recommendation is prepared for the delegated officer who is responsible for giving or withholding final approval of the application.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- reading, analysing and interpreting a range of information relevant to job/role, which may include plans and legislation
- assessing minor planning applications
- communicating and liaising with professional practitioners and consultants
- demonstrating clear verbal and written communication and consultation with the community and stakeholders
- achieving effective working relationships that demonstrate an ability to work collaboratively with people from diverse backgrounds
- problem solving, negotiation and conflict management
- monitoring own work and adjusting to meet agreed standards and expectations
- engaging in activities that promote own ongoing learning requirements, which may include maintaining current knowledge of legislation and common law
- using technology relevant to the job/role, which may include the use of computers and other relevant office technology
- record keeping
- negotiation and conflict resolution with individuals and groups
- performing relevant calculations
- writing reports

Required Knowledge

- relevant council procedures and protocols
- relevant environmental legislation and practices
- relevant planning schemes
- building Acts and regulations
- relevant Australian standards and building codes
- planning approval process associated with minor applications
- general understanding of domestic building construction techniques
- principles of neighbourhood design

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the elements to the required performance level detailed in the performance criteria. The unit's skill and knowledge requirements must also be demonstrated. For example, knowledge of the council's building scheme, the legislative framework and processes for approving planning application underpin the performance of the unit and must be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- conduct pre-application meetings with potential or prospective applicants in accordance with legal and legislative requirements
- undertake an initial assessment to determine compliance with building controls and council requirements
- refer applications to relevant authorities for comment and approval
- notify applicants of the decision
- prepare a submission that supports and protects council position and interests
- represent or assist council at the appeals hearing as required

Context of assessment

Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria applicable to the workplace environment, within the scope of the range statement.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials, including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance

Evidence should be gathered over a period of time in a range of actual or simulated management environments.

Resource implications

Access to building sites is essential as well as to a workplace or a simulated case study that provides relevant resources, including copies of:

- essential documentation, such as the Building Code of Australia (Volumes I and II)
- relevant Australian standards
- local laws
- planning schemes
- examples of council policies
- architect plans and drawings
- technical reports
- relevant certificates and authorities
- real or mock resident submissions
- reports from other services
- agencies and specialists

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Arrangements*** may include:
- format
 - structure and procedures
 - venue and equipment
 - type of interview and evidentiary purposes
 - record keeping
 - personnel involved
- Categorisation of ***minor applications*** will be determined by council policy but may include:
- subdivisions of buildings or land
 - temporary or permanent structures - typically domestic buildings
 - signage
 - changes of use
- Pre-application meeting*** may address:
- rights of applicant
 - representation of applicant
 - format and presentation of application for development
 - decision-making process of council
 - record-keeping requirements of council
 - codes of conduct that must be followed by council officers involved in the planning process
 - problem-solving and dispute resolution processes
- Applicants' rights and responsibilities*** may include:
- right of appeal
 - confidentiality
- Documentation*** may include:
- application forms
 - plans
 - specifications
 - technical reports
 - structural computations
 - referral authority reports
 - endorsed authority plans
 - certificates of title
 - soil reports
 - home warranty insurance certificates
 - working drawings
 - property information certificates
 - flooding certificates
 - resident submissions

- Statutory regulations* may include:
- state building legislation
 - national building codes
 - relevant Australian standards
 - local laws
 - planning schemes
 - council policies
 - principles of neighbourhood design
- Relevant external authorities* may include:
- building surveyor
 - environmental health officer
 - drainage authorities
 - water authorities
 - utilities
- Planning approval documentation* may include:
- permits
 - building rules consent
 - licences

Unit Sector(s)

Planning