



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM412A Support the planning application, notification and appeals process

Revision Number: 2

LGAPLEM412A Support the planning application, notification and appeals process

Modification History

LGAPLEM412A Release 2: Layout adjusted.

LGAPLEM412A Release 1: Primary release.

Unit Descriptor

This unit covers the provision of support for the stage following the planning assessment. The unit covers the provision of support for the notification and appeals processes associated with planning applications, and other general administrative tasks that underpin the smooth operation of the planning area.

This unit, together with LGAPLEM410A and LGAPLEM411A, 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 Notify applicant of decision | 1.1 <i>Planning approval documentation</i> is prepared as appropriate in line with council and <i>statutory requirements</i> .
1.2 Conditions of approval are clearly stated on documents to avoid misinterpretation.
1.3 All actions are recorded accurately according to standard council procedures and protocols.
1.4 Decision is communicated to applicant according to standard council procedures and protocols. |
| 2 Provide administrative support for the final stages of the planning application process | 2.1 Subsequent correspondence with applicant is received and recorded according to standard council procedures and protocols.
2.2 Accurate and timely advice is conveyed to applicant as required and according to standard council procedures and protocols.
2.3 Notification of the outcome of planning process is communicated to other affected parties according to standard council procedures and protocols. |
| 3 Represent council at appeals as required | 3.1 Full and detailed evidence is collected and collated to ensure position of the council is properly represented.
3.2 Specialist advice is obtained where required to ensure technical advice supports council or authority's position.
3.3 Submission is prepared that supports and protects council position and interests.
3.4 Submission is presented at appeals hearings.
3.5 Report on the outcomes is prepared for council according to standard council procedures and protocols. |

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
- communicating and liaising with professional practitioners and consultants
- negotiation and conflict resolution with individuals and groups
- performing calculations
- preparing legal briefs
- writing reports
- assessing minor building applications
- 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

Required Knowledge

- relevant council procedures and protocols
- relevant planning schemes
- building Acts and regulations
- relevant Australian standards and building codes
- planning approval and appeals processes associated with minor applications
- general understanding of domestic building construction techniques
- principles of neighbourhood design
- provision of evidence
- court and tribunal processes

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 legislative framework and council planning processes (including appeals) also required to be demonstrated.
Critical aspects of evidence to be considered	<p>The demonstrated ability to:</p> <ul style="list-style-type: none">• notify applicants of the decision• prepare a submission that supports and protects council position and interests• represent council at an appeals hearing
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	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none">• 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	<p>Access to building sites is essential as well as to a workplace or a simulated case study that provides relevant resources, including copies of:</p> <ul style="list-style-type: none">• 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.

Planning approval documentation may include:

- permits
- building rules consent
- licences

Statutory requirements may include:

- state building legislation
- national building codes
- relevant Australian standards
- local laws
- relevant environmental legislation
- planning schemes
- council policies
- principles of neighbourhood design

Unit Sector(s)

Planning