



**Australian Government**

# **LGAPLA002 Perform minor development assessments**

**Release: 1**

# LGAPLA002 Perform minor development assessments

## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required for development planning including planning and conducting site inspections and assessing minor development applications.

This unit applies to individuals who work in local government.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

## Competency Field

Not applicable.

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

*Elements describe the essential outcomes*

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

1. Prepare for assessment.

- 1.1. Plan, schedule and conduct pre-application meeting with prospective applicant.
- 1.2. Receive, interpret and review minor development application for completeness.
- 1.3. Consult with applicant to resolve identified administrative inconsistencies and gaps.
- 1.4. Confirm application is within delegated authority and refer applications outside delegated authority to supervisor.

2. Perform preliminary assessment.

- 2.1. Interpret and apply planning legislation, schemes and instruments to identify conformance issues and risks.
- 2.2. Coordinate and communicate with statutory authorities and other parties to gather and confirm assessment information.

- 2.3. Prepare and issue public notification according to statutory requirements and organisational policies and procedures.
- 2.4. Refer application to statutory and non-statutory requirements.
- 2.5. Receive, interpret and analyse submissions from interested parties and objectors to identify development issues.
3. Visit site.
  - 3.1. Review minor development application impacts to determine need for site inspection.
  - 3.2. Review application information to identify site visit health and safety hazards and risks, assess risks and implement risk controls.
  - 3.3. Plan, schedule and conduct site visit to inspect site for development impacts.
  - 3.4. Record site inspection outcomes according to organisational procedures.
4. Perform and report on final assessment.
  - 4.1. Negotiate with applicants and interested parties to resolve identified issues and maximise development outcomes.
  - 4.2. Review minor development application amendments to confirm preconditions for development consent are met.
  - 4.3. Document assessment report and recommendation and submit to officer authorised to make determination.
  - 4.4. Prepare planning approval and conditions documentation and notify applicant of assessment decision.

## Foundation Skills

*Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below.*

| SKILLS                        | DESCRIPTION                                                                                                                                                                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading skills to:            | <ul style="list-style-type: none"> <li>interpret planning legislation, schemes and instruments, organisational policies and procedures, planning records, planning permits and conditions, titles and covenants.</li> </ul>                                                                        |
| Writing skills to:            | <ul style="list-style-type: none"> <li>correspond with applicants, internal staff and interested parties about development assessment matters.</li> </ul>                                                                                                                                          |
| Oral communication skills to: | <ul style="list-style-type: none"> <li>listen and respond to development assessment enquiries</li> <li>provide pre-lodgement advice</li> <li>ask open and closed questions to gather and confirm assessment information</li> <li>report assessment progress and outcomes to applicants.</li> </ul> |
| Numeracy skills to:           | <ul style="list-style-type: none"> <li>read, interpret, use and discuss geometric, geospatial and</li> </ul>                                                                                                                                                                                       |

- measurement information embedded in applications, maps and site plans
- conceptualise 2D to 3D on site.
- Problem-solving skills to: • facilitate outcomes where there are competing interests.
- Teamwork skills to: • collaborate with team members to discuss and debate merits of minor development applications.
- Planning and organising skills to: • adhere to development application timelines.
- Self-management skills to: • manage personal workload.
- Technology skills to: • use information systems relevant to development planning including geospatial information systems.

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>

# Assessment Requirements for LGAPLA002 Perform minor development assessments

## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- perform minor development assessments including:
  - assessing two minor development applications
  - planning and conducting one site visit.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures applicable to performing minor development assessments
- legislation, planning schemes and instruments applicable to performing minor development assessments
- geospatial principles applicable to performing minor development assessments
- pre-application meeting topics:
  - rights of applicant including right of appeal and confidentiality
  - representation of applicant
  - format and presentation of application for development
  - decision-making process of council
  - record-keeping requirements of council
  - code of conduct that must be followed by council officers involved in the planning process
  - problem-solving and dispute resolution processes
- pre-conditions for development consent
- types of assessments:
  - preliminary assessment
  - final assessment
- site visit considerations:
  - external site impacts
  - siting
  - scale

- context
- role of external authorities in the assessment process:
  - building surveyor
  - environmental health officer
  - drainage authorities
  - water authorities
  - utilities
- basic principles of council planning processes
- types of minor development applications:
  - boundary alignment
  - domestic buildings
  - signage
  - changes of use
- types of site hazards and risks, and associated risk controls:
  - physical hazards
  - conflict
- types of inspections:
  - pre-inspection
  - progress inspection
- types of development impacts
- types of development outcomes:
  - environmental impacts
  - statutory
  - character
  - amenity
  - council development controls
- peer review
- principles of occupational health and safety risk management and the hierarchy of control
- types of planning approval documentation:
  - permits
  - building rules consent
  - licences including liquor licences
- types of enquiries:
  - pre-lodgement
  - during development application assessment
  - post determination
- types of development assessment records and methods of maintaining.

## Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated work environment that reflects workplace conditions in a local government environment.

Assessment must ensure access to:

- organisational policies and procedures applicable to performing minor development assessments
- legislation applicable to performing minor development assessments
- geospatial information system and plans
- information systems relevant to planning.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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