



Australian Government

Department of Education, Employment and Workplace Relations

LGALAND403A Assess applications for the use of land in council care, control and management

Release: 2

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Modification History

LGALAND403A Release 2: Layout adjusted.
LGAGLAND403A Release 1: Primary release.

Unit Descriptor

This unit covers assessing applications for the short-term use of land being cared for, controlled and managed by council. The unit looks at the stages of assessing applications and includes the processing of applications, referral of applications to other agencies and the notification of outcomes.

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 Process applications	1.1 <i>Application</i> is checked for compliance with relevant land management plan and other statutory requirements. 1.2 Details of application are accurately recorded and appropriate file is created. 1.3 <i>Affected parties</i> are identified and notified in accordance with council and statutory requirements.
2 Refer applications to relevant state agencies and other council officers	2.1 <i>Referrals</i> are made to other agencies and council officers in accordance with council's land management plan and other statutory requirements. 2.2 Copies of relevant documents are forwarded to affected parties.
3 Assess the application	3.1 Site inspection is undertaken to ascertain site conditions and likely <i>impact on adjoining properties and neighbourhood</i>. 3.2 Application is assessed for compliance with relevant council management plan and other statutory controls and policies. 3.3 Feedback from referrals is considered. 3.4 Written submissions from the public are considered. 3.5 The applicant is notified in writing of any objections. 3.6 Conditions are negotiated with applicants as required. 3.7 Appropriate documentation is prepared for submission to council or delegate for approval of the application. 3.8 The terms and conditions of approval are documented. 3.9 If application is refused, justifiable reasons are clearly documented.
4 Notify relevant parties of council decision	4.1 Applicant is notified in writing of council's decision, including any conditions. 4.2 Other relevant stakeholders are notified in writing of council's decision.

Required Skills and Knowledge

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

Required Skills

- interpretation of documentation
- strategies for different audiences
- negotiation and mediation
- interpersonal
- analytical
- site evaluation

Required Knowledge

- relevant provisions of planning and associated legislation
- land use development and applications
- relevant council policies and practices
- environmental policies and practices
- community preferences and expectations
- council code of conduct and ethics

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 knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- process applications to ensure compliance with the relevant management plan and/or other statutory requirements
- maintain accurate record-keeping systems
- refer applications to relevant agencies and other council officers
- conduct a site inspection and document the outcome
- communicate effectively with affected parties
- assess the application, provide the appropriate documentation including a rationale for submission to council or delegate, and notify relevant parties of the decision

Context of assessment

Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

Relationship to other units(prerequisite or co-requisite units)

To enable holistic assessment this unit may be assessed with other units that form part of the job role.

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/or 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 collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
Resource implications	The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

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.

<i>Applications</i> may relate to:	• licences or leases • temporary or permanent structures • changes of use
<i>Affected parties</i> may include:	• neighbourhood residents • adjoining property owners • other lessees
<i>Referrals</i> may include:	• state government agencies • other lessees
<i>Impact on adjoining properties and neighbourhood</i> may include:	• health and safety issues • contaminated soil • access and egress • social, environmental or physical • traffic • shadowing • overlooking • vegetation • water quality • economic • urban design

Unit Sector(s)

Land Management