



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLAN511A Manage council's development assessment system

Release 2

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Modification History

LGAPLAN511A Release 2: Layout adjusted.

LGAPLAN511A Release 1: Primary release.

Unit Descriptor

This unit covers effectively and efficiently managing council's development assessment system and includes the steps of establishing outcomes, implementing the system and monitoring its performance.

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 Establish development assessment system outcomes	1.1 Constraints under which the development assessment system can operate are identified. 1.2 Clear strategic directions for development assessment are developed based on state, regional and local strategies. 1.3 Integrated policy framework is developed through exchanges of development control policies between all key assessment, referral and concurrence agencies. 1.4 Desired outcomes are stated for all planning and development controls. 1.5 Strategies and policies for high quality, sustainable development are clearly specified. 1.6 Innovation and variety are identified in the strategies and policies.
2 Implement the development assessment system	2.1 Policy and assessment systems are clearly documented and separated. 2.2 Relevant strategies, policies and controls are collated and made available for easy access to stakeholders. 2.3 Pre-application processes are established to ensure access information or compliance with conditions for lodgement. 2.4 Processes are established for larger development proposals. 2.5 Processes are established to ensure applicants are able to monitor status of applications. 2.6 All decisions are clearly documented. 2.7 Independent mediation is used for resolving conflict in difficult circumstances. 2.8 Independent appeals process is established with third-party rights for proposals with broad impacts. 2.9 Procedures for compliance and enforcement are clearly articulated and exercised according to council requirements and processes.
3 Monitor the development assessment system	3.1 Management structures and process models applicable to the scope of the development assessment system are identified. 3.2 Council agreement to a management structure and development assessment system, including appropriate resources, is obtained. 3.3 Assessment costs are regularly monitored. 3.4 Human resources requirements, facilities, consumables and equipment needs are identified. 3.5 Assessment agencies are coordinated to avoid unnecessary processes and costs. 3.6 Assessment of applications are monitored. 3.7 All key elements of the assessment process are monitored for effective performance according to desired outcomes.

ELEMENT**PERFORMANCE CRITERIA**

3.8 Strategies for system improvement are identified and established.

Required Skills and Knowledge

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

Required Skills

- collecting and analysing quantitative and qualitative data
- consulting with stakeholders
- presenting
- negotiating
- planning, implementation and review processes
- evaluation processes
- verbal and written reporting

Required Knowledge

- environmental issues
- environmental management and planning
- stakeholder needs and expectations
- council structure, policies and services
- relevant legislation
- resource availability

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:

- establish clear and comprehensive development assessment system outcomes
- implement development assessment system that provides clear processes for the assessment and documentation of applications and proposals
- put in place processes to monitor and evaluate the development assessment system.

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 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.

Human resources may include:

- existing staff
- project officers
- consultants
- government agencies
- representatives of community, business and industry organisations

Council policy may include:

- customer services
- fees and charges
- policies and guidelines
- notification procedures
- complaint handling
- appeals processes
- records information system
- enforcement policies and procedures

Stakeholders may include:

- council
- community
- government
- government agencies
- other local or regional authorities
- interest groups
- industry
- business
- state and commonwealth government agencies
- residents
- adjoining property owners

Constraints may include:

- budget
- resources
- time lines
- knowledge
- available data

Unit Sector(s)

Planning Units