



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM402B Assess minor applications for use or development

Release 2

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Modification History

LGAPLEM402B Release 2: Layout adjusted.

LGAPLEM402B Release 1: Primary release.

Unit Descriptor

This unit covers assessing minor applications in regard to compliance and environmental impact.

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 interview with potential/prospective applicants	1.1 Arrangements are made for meeting to discuss minor application. 1.2 Potential/prospective applicants are informed of timing, purpose and format of meeting. 1.3 Pre-application meeting is conducted in accordance with legislative and organisational requirements. 1.4 Information is collected and documented in accordance with organisational policies and procedures. 1.5 Potential/prospective applicants' rights and responsibilities are explained and observed in accordance with organisational policy.
2 Assess application and notify affected parties	2.1 Application is assessed in accordance with statutory and local requirements. 2.2 Affected parties are identified and notified in a manner and within time lines prescribed by statutory and council requirements.
3 Refer application for comment	3.1 Referrals are made in accordance with statutory and council requirements. 3.2 Relevant copies of application documentation are forwarded to appropriate authorities within prescribed time frames. 3.3 Appropriate non-statutory referrals are made.
4 Assess application for compliance with relevant statutory controls and policies	4.1 Site is inspected to ascertain site conditions and impact on the adjoining properties and neighbourhood. 4.2 Application is assessed against relevant planning provisions and principles of neighbourhood design to determine level of compliance. 4.3 Responses from referral authorities are reviewed to determine level of compliance with authority's requirements. 4.4 All written submissions are considered to ensure all issues have been taken into account. 4.5 Negotiations are held with applicant to seek satisfactory resolution of proposed amendments. 4.6 Achievable and equitable conditions of approval are formulated in a clear and concise manner. 4.7 Justifiable grounds of refusal are formulated in a clear and concise manner.
5 Notify relevant parties of council authority determination	5.1 Relevant parties are notified of local authority determination within statutory time limits. 5.2 All actions taken are recorded promptly and accurately.

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
- relevant environmental legislation and policies
- community aspirations and expectations
- council code of conduct and ethics
- 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 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

This unit requires demonstration of the ability to:

- conduct pre-assessment interviews with potential/prospective applicants
- assess applications and notify affected parties in accordance with statutory and council requirements
- refer the application to relevant statutory and non-statutory parties for comment
- assess the application for compliance with relevant statutory controls and policies
- negotiate amendments with the applicant
- notify parties in accordance with statutory and council requirements

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/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 gathered over a period of time in a range of actual or simulated management environments.

Resource implications

Access to a workplace or simulated case study that

encompasses such resources as:

- relevant legislation
- examples of council policies and codes
- real or simulated sites

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

Minor applications may include:

- subdivisions of buildings or land
- temporary or permanent structures
- changes of use

Conduct of the interview may include:

- rights of applicant
- representation of applicant
- questioning techniques
- types of questions
- record keeping
- personal conduct
- problem-solving skills

Applicants' rights and responsibilities may include:

- right of appeal
- confidentiality

Affected parties may include:

- neighbourhood residents
- adjoining property owners

Impacts may include:

- health and safety issues
- contaminated soil
- access and egress
- social, environmental and physical
- traffic
- shadowing
- overlooking
- vegetation
- water quality
- economic urban design

Unit Sector(s)

Planning Units