



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM409A Draft planning permits and conditions

Release 2

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Modification History

LGAPLEM409A Release 2: Layout adjusted.

LGAPLEM409A Release 1: Primary release.

Unit Descriptor

This unit covers the drafting of permits and conditions that confer rights and obligations on the permit operator as part of the planning approval process. The preparation of permits and conditions occurs under the supervision of a planner and under delegation that reflects the council's operational procedures.

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 Research and prepare for the writing of permits and conditions | <ul style="list-style-type: none">1.1 Purpose for preparing <i>permits and conditions</i> is researched and understood.1.2 Council's procedures and protocols for preparing permits and conditions are determined and applied.1.3 Requirements for conditions and permits to be valid are understood and applied.1.4 Range of typical conditions applied are fully explored and understood. |
| 2 Prepare draft permits and conditions | <ul style="list-style-type: none">2.1 Proposed uses of the land described in planning application are explored and understood.2.2 Impact of planning application on community amenity and appropriate usage of the development site are assessed.2.3 Expert advice is sought as required to clarify issues and ensure the accurate drafting of the permit and conditions.2.4 Permit conditions are drafted that confer rights and obligations on the permit holder within the parameters of the planning scheme and council processes and requirements. |
| 3 Seek confirmation and revise permits and conditions | <ul style="list-style-type: none">3.1 Draft permit conditions are referred to appropriate senior personnel in line with standard council operating procedures.3.2 Revisions to draft permit conditions are made and reviewed.3.3 Communications are drafted to advise proponent of process outcomes and the content and requirements of the permit and conditions. |

Required Skills and Knowledge

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

Required Skills

- research, analytical and interpretative skills
- reading and interpreting a range of information relevant to job role, including plans and legislation
- records management
- report writing
- communicating and liaising with internal and external professional practitioners
- demonstrating clear communication with the community and stakeholders and managing stakeholder relationships using a range of communication techniques
- achieving effective working relationships that demonstrate an ability to work collaboratively with people from diverse backgrounds and across all sections of the organisation
- problem solving 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

Required Knowledge

- legislative and planning scheme framework for the development of permits and conditions to accompany planning approvals
- council development control, planning and customer service policies and practices
- relevant council procedures, including council building and planning application procedures

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.
Critical aspects of evidence to be considered	The demonstrated ability to: • demonstrate knowledge of planning schemes, planning processes and the role and purpose of planning permits and conditions • interpret and communicate information to community members and planning applicants about planning permits and conditions
Context of assessment	On the job or in a simulated work environment.
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 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 will need to be gathered over time across a range of variables depending on council work flow and planning cycle as long as the critical aspects of evidence can be demonstrated.
Resource implications	Access to a workplace or case study that encompasses such resources as: • copies of relevant building and planning legislation • examples of titles • examples of council policies and procedures • reports and council records • experts, such as building surveyors, engineers and town planners

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.

Permits and conditions are:

- legal documents that allow a certain use of land or development to occur on a specified parcel of land under certain conditions

Although the range of permits and conditions that can apply is extensive and dependent on each particular planning application, a series of typical conditions that may be applied include:

- colours and materials that may be used in the building process
- landscaping plan and maintenance
- impact on amenity (particularly from entertainment or industrial purposes), including noise, emissions, light and vibrations
- hours of operation of commercial premises
- regulation of sale of alcohol
- seating limits for restaurants
- parking and traffic plans
- installation of acoustic fencing
- screening requirements
- vehicular crossing
- provision of kerbs

Unit Sector(s)

Planning