



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM513A Conduct planning scheme research

Release 2

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Modification History

LGAPLEM513A Release 2: Layout adjusted.

LGAPLEM513A Release 1: Primary release.

Unit Descriptor

This unit covers the conduct of research to inform senior managers and decision makers of matters that may impact the operation of, or changes to, the local planning scheme. Research and analytical skills and the capacity to ensure the currency and accuracy of information are critical to effective performance in this unit.

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 Clarify purpose of the planning scheme research	1.1 Purpose, parameters and brief for planning scheme research to be conducted are confirmed with relevant senior staff. 1.2 Time frame for the conduct of the research is confirmed with relevant senior staff. 1.3 Required output format for research results is confirmed with relevant senior staff.
2 Identify and access relevant information sources	2.1 Information sources are scanned to identify relevant information that may impact local planning process and scheme. 2.2 Techniques for searching online and print-based resources are practised and refined. 2.3 Strategies for verifying the accuracy, authorship, currency and relevance of sources are identified and used. 2.4 Council procedures and legislative requirements to protect the privacy of personal or commercial information are applied.
3 Identify and analyse the impact of the information on the planning research task	3.1 Information related to the research project is sourced and checked for reliability and accuracy. 3.2 Examples of best practice demonstrated by other councils and planning bodies relevant to research task are sourced and considered. 3.3 Information gathered is collated, analysed and interpreted. 3.4 Results of research process are stored logically and according to standard council procedures.
4 Provide research report	4.1 Conclusions are drawn from available information. 4.2 Report of research findings and conclusions is prepared in required format. 4.3 Areas identified for further research are recorded and reported. 4.4 Report and other information gathered as part of the research process are stored for easy retrieval using standard council processes. 4.5 Report is presented in a timely manner.

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, including the ability to access, verify and check the validity of online and other sources
- reading and interpreting a range of information relevant to job role, including plans and legislation
- 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 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
- records management
- report writing

Required Knowledge

- relevant council procedures
- council's planning processes and requirements
- sources of information related to planning, urban design, population and demographic trends
- relevant provisions of planning and associated legislation
- relevant environmental legislation
- land use development processes
- 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 unit's skill and knowledge requirements must also be demonstrated. For example, knowledge of the range of information sources that impact upon and inform the planning process must be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to: • source and analyse complex information • conduct research that addresses a specific brief • provide accurate, timely and clear research reports
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 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.

Information sources may include:

- state or territory government and agency websites, such as:
 - Environmental Protection Agency
 - land/natural environment departments
 - plumbing regulator
 - building regulator
- federal government and agency websites, such as:
 - Department of Infrastructure, Transport, Regional Development and Local Government
 - Department of Environment and Water Resources
 - Australian Building Codes Board
 - Australian Bureau of Statistics
- national research bodies' websites, such as:
 - Development Assessment Forum
 - Australian Housing and Urban Research Institute
 - Centre for Population and Urban Research
 - Australian Institute of Family Studies
 - Australian Population Association
- industry association and professional body websites, such as:
 - Planning Institute of Australia
 - Australian Institute of Environmental Health
 - Housing Industry Association
 - Master Builders Association
 - Property Council of Australia
 - Royal Australian Institute of Architects
 - (state-based) Real Estate Institute
 - council library and information sources
 - regional universities
 - regional industry and community groups

Techniques for searching information services include:

- use of standard online search engines
- use of advanced search functions, such as Boolean searches
- use of library catalogues and indices

Strategies for ensuring the accuracy, authorship, currency and relevance

- authority of website and content providers
- date the information was created or added
- copyright details of information

of sources includes checking:

- to confirm information from multiple sources

Unit Sector(s)

Planning