



Diploma In Local Government (Planning)

Essential Skills to Manage Council's Development Assessment System Workshop

This is an enrichment workshop for those completing the Diploma in Local Government (Planning) via distance.

The workshop is also open to those not studying the Diploma, who would like to undertake the training necessary to perform the skills covered by the workshop.

Two units will be covered in this two day program:

- LGAPLAN511A – Manage council's development assessment system**
- LGAPLEM504A – Develop strategies and approaches to minimise environmental pollution**

See pg 3 for unit details

The workshop will provide a fundamental understanding of the principles of Town Planning supported with the necessary knowledge of local government work practices, principles of land use planning and underlying objectives of minimising land use conflict. The workshop provides a unique opportunity for council staff to participate in a face to face workshop in the Hunter area.

Assessment tasks will be required to be completed to gain competency and formal accreditation in these units. The tasks can be submitted within two weeks of completing the workshop.

A detailed program, including assessment task details will be provided upon registration.

This program is subsidised by the Department of Education and Training.

<u>DATES:</u>	30 September & 1 October, 2 days, 9am – 4pm
<u>COST:</u>	\$209 gst free (<i>This fee is a nominal administration fee</i>)
<u>VENUE:</u>	Local Government Training Institute, Thornton
<u>FACILITATOR:</u>	Rolf Fenner

Rolf has over twenty years professional experience in urban and regional planning and public policy development. He is currently the Senior Policy Adviser with the Australian Local Government Association (ALGA) based in Canberra. In his capacity as the Senior Policy Adviser, Rolf represents ALGA on the national Planning Officials Group (POG), Development Assessment Forum and a wide range of other policy areas impacting on local government.

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Local Government Training Institute

59 Bonville Ave Thornton NSW 2322
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Email: reception@lgti.com.au

www.lgti.com.au



Rolf's planning experience includes working for the NSW Department of Planning, as well as local governments in NSW, Victoria and Queensland. He has also worked as a planning consultant and lectured in planning at Newcastle University for several years in a part time capacity.

Rolf holds a Master Degree in Public Policy, Graduate Diploma in Management, Post Grad Diploma in Policy and Law and a Honours degree from UNE's Bachelor of Urban and Regional Planning. He completed his Certificate IV Assessment and Workplace Training in 2003.

PREREQUISITES: This workshop has been designed for those working within the Town Planning area or related fields.

REGISTRATION

To register, please complete a Local Government Training Institute registration form at www.lgti.com.au and submit online; or you can fax to Local Government Training Institute on (02) 4966 0588

Course enquiries may be directed to Training Administration on 4978 4013.

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LGAPLAN511A – Manage council’s development assessment system

Element	Performance criteria
1. Establish development assessment system outcomes	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

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- 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.
- 3.8 Strategies for system improvement are identified and established.

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LGAPLAN511A – Manage council’s development assessment system

Element	Performance criteria
<p>1. Gather and monitor data to determine the existence, location, severity and nature of pollution</p>	<p>1.1 Existing data is identified and collated in a comprehensive manner.</p> <p>1.2 Additional data is obtained to ensure comprehensive data is available for analysis.</p>
<p>2. Identify and assess the effectiveness of options for reducing pollution, from relevant sources</p>	<p>2.1 Consultation with the community and relevant authorities is undertaken to develop appropriate options and levels of performance.</p> <p>2.2 Practical and appropriate strategies to minimise pollution are identified and assessed for effectiveness.</p> <p>2.3 Trialling and sampling techniques are implemented in a controlled manner and results are assessed against projected performance levels.</p> <p>2.4 Strategies are prioritised for implementation based on local, regional and other relevant authority criteria .</p>
<p>3. Develop program to reduce pollution</p>	<p>3.1 Prioritised methods are identified based on identified strategies.</p> <p>3.2 Resources are identified within budget cycle.</p> <p>3.3 Effectiveness criteria are identified based on program targets, community expectations and resource constraints .</p> <p>3.4 Consultation on the draft program is carried out with stakeholders .</p>

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3.5 Feedback is evaluated and conflicting feedback is identified and incorporated into program plan as appropriate to targets, relevant policy, community expectations, legislation and resources.

4. Implement program to minimise environmental pollution

- 4.1 Actions are prioritised to achieve most effective and efficient results.
- 4.2 Resources are allocated to match priorities.
- 4.3 **Responsible parties** are identified that have the capacity and compatibility to carry out actions.
- 4.4 Time lines and schedules are established that enable **strategy** targets to be met within required time frame.

5. Monitor and review the effectiveness of the program

- 5.1 Regular data is collected and analysed to provide accurate measures of performance.
- 5.2 Comparisons are made with strategy objectives to assess effectiveness.
- 5.3 Changes to implemented strategy are made as required in a timely manner to ensure outcomes are achieved.
- 5.4 Information obtained during monitoring and review is used to develop new strategies that are based on accumulated knowledge and experience.

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