

5.16. LAND USE PLANNING TRAINING FOR ELECTED MEMBERS

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DEPARTMENT: Governance

RECOMMENDATION

That Council resolves to support and fund attendance by Councillors Abigail Noli, David Carey and Michael Kerr at the Land Use Planning Training to be conducted by the Local Government Association of Queensland (LGAQ) in Cairns on 20 June 2016.

EXECUTIVE SUMMARY

Land use planning is one of the most common items brought to Council for consideration. It is important for elected members to have a thorough understanding of the purpose of planning and how the process of planning is managed in order to meet statutory obligations and the expectations of the community. Councillors Noli, Carey and Kerr have expressed their interest in attending this training.

BACKGROUND

The Local Government Association of Queensland (LGAQ) is considered the industry leader in providing relevant and up to date training to Councillors and Local Government staff across Queensland, on a variety of topics. LGAQ is a not-for-profit association formed to serve the State's 77 councils and their individual needs. Some topics covered within the training include local planning instruments, community consultation and roles and responsibilities. Should participants choose to be assessed following the training, the unit of competency will form part of the Diploma of Local Government (Elected Member).

COMMENT

This is an ideal opportunity for Councillors to attend training being offered locally in Cairns without incurring other additional travel and related costs.

FINANCIAL/RESOURCE IMPLICATIONS

The cost of the training is \$880 per person, with an additional cost of \$220 per person should the participants choose to complete the assessment.

RISK MANAGEMENT IMPLICATIONS

Updating and increasing Councillors' skills through this type of training will enhance their ability to fulfil responsibilities and obligations of Councillors as defined in local government legislation.

SUSTAINABILITY IMPLICATIONS

Economic: While there is some cost involved for registration and assessment, the content of the course will provide sound planning knowledge for Councillors to draw on during the next 4 years.

Environmental: There is minimal travel involved for Councillors as the training is being held in Cairns and an opportunity to car pool, further reducing any potential carbon output.

Social: Training of this type provides an opportunity for Councillors to network with other elected members from across the region and share ideas specific to the content.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2014-2019 Initiatives:

Theme 3 - Improve Environmental Performance

3.1.3 - Develop management plans for Council's parks and reserves including coastal reserves and foreshore areas.

Theme 4 - Engage, Plan, Partner

4.2.3 - Work with regional, state, national and international stakeholders to promote beneficial partnerships to support strong, resilient and sustainable communities.

Operational Plan 2015-2016 Actions:

G8 - Councillor Induction/On boarding training.

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

Information Provider Bringing people together to develop solutions to problems.

CONSULTATION

Internal: Nil

External: LGAQ Training Solutions

ATTACHMENTS

Attachment 1 - LGAQ Elected Member Program

The Diploma content covers areas that directly relate to the roles and responsibilities of elected members and will provide a nationally recognised qualification specifically for councillors and mayors.

- Understanding Local Government
- Councillor Roles and Responsibilities
- Effective Decision Making
- Governing Councils
- Effective Community Leadership
- Strategic Planning
- Financial Reports and Budgets
- Change Management
- Rates and Charges
- Land Use Planning
- Sustainable Asset Management
- Manage Conflict

The Diploma program takes a modularised approach to suit a busy work schedule. Participants can undertake courses and associated assessments in any order, which enables them to demonstrate competence as they progress through the program.

There is also the option of completing two core units to complete the Elected Member Skill Set LGASS00002. The completion of this Skill Set provides a pathway into the Diploma of Local Government LGA50712

It is not compulsory to complete the post course assessments if participants decide to opt for the 'learning-only' pathway. In this case, instead of a national qualification a Statement of Attendance will be issued.

An 'assessment-only' pathway is also available for participants who qualify for Recognition of Prior Learning. A Student Information Pack will be made available to all prospective students before enrolment.

COUNCILLOR ROLES AND RESPONSIBILITIES

UNDERSTANDING LOCAL GOVERNMENT

Understanding Local Government provides a broad introduction to working effectively in a local government environment. The unit covers a wide range of issues including code of conduct, health and safety basics, working within council policy and procedures.

UNITS COVERED

Work effectively in local government LGACORE104B

Work with others in local government LGACORE105B

CONTENT

Topics covered within this unit include: code of conduct, workplace health and safety principles, council policy and procedures, effective workplace relationships and communication skills.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- work effectively with other councillors and council staff
- understand policy and procedure frameworks.

Cost: \$530 (GST exempt)

Duration: 1 day

COUNCILLOR ROLES AND RESPONSIBILITIES (SKILL SET)

Councillor Roles and Responsibilities covers the behaviours and actions required of elected members in meeting their roles and responsibilities.

Using legislation as its basis, the units explore in practical ways how the framework of laws, regulations, and codes create a clear path that guide the steps of elected members and help them to carve out a successful role at council and within the community.

UNITS COVERED

Perform role of Elected Member LGAGENE503

Undertake councillor roles and responsibilities LGAGENE501A

CONTENT

Topics covered within these units include: powers and influences; roles, responsibilities and jurisdiction; expectations of elected members; meetings, chairmanship, debating and public communication; and decision making and handling conflicts of interest.

LEARNING OUTCOMES

As a result of attending these units, participants should be able to:

- demonstrate awareness of roles and responsibilities in the performance of council activities
- conduct productive meetings in line with compliance requirements
- uphold council's legislative responsibilities.

Cost: \$530 (GST exempt)

Duration: 1 day

EFFECTIVE DECISION MAKING (SKILL SET)

Effective Decision Making principally explores decision-making processes and the capabilities required by those in positions of authority within council. It recognises the impact of personal and community influences upon councillors when making clear and strong decisions.

UNIT COVERED

Contribute to effective decision making LGAGENE302A

CONTENT

Topics covered within this unit include: identifying problems which need responses, developing solutions, evaluating solutions and implementing decisions.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- research factors impacting on problems
- evaluate options in relation to a range of factors
- develop a range of options
- effectively implement decisions.

Cost: \$530 (GST exempt)

Duration: 1 day

GOVERN COUNCILS

GOVERN COUNCILS

Govern Councils focuses on how councillors can ensure that high levels of governance are applied in a complex environment. The unit explores management of processes, public accountability, ethical behaviour, transparency and statutory compliance.

UNIT COVERED

Govern Councils LGAGCM701A

CONTENT

Topics covered within this unit include: understanding the legal and regulatory requirements affecting council, principals of ethical conduct and working with governance systems.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- analyse legal and regulatory requirements
- research and apply best practice
- manage governance processes
- report appropriately within council structures.

Cost: \$530 (GST exempt)

Duration: 1 day

EFFECTIVE COMMUNITY LEADERSHIP

Effective Community Leadership focuses on the skills that councillors require to work successfully with other organisations in the community.

UNIT COVERED

Establish co-operative arrangements with other organisations LGACOM404B

CONTENT

Topics covered within this unit include: identifying opportunities for cooperative arrangements, development of cooperative projects and monitoring and evaluating effectiveness of a collaborative venture.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- develop co-operative projects
- measure project performance
- structure projects to meet community needs
- develop communications plans.

Cost: \$530 (GST exempt)

Duration: 1 day

STRATEGIC PLANNING

Strategic Planning uses existing legislation as its basis to explore the way in which local governments are required to plan for the future. Legislation establishes links between planning objectives, funding and reporting. Links are explored between operational and strategic business planning, land use planning, policy development and major strategy documents such as asset management and infrastructure plans.

UNIT COVERED

Undertake business planning LGADMIN525A

CONTENT

Topics covered within this unit include: putting operational and strategic planning in perspective, the integrated business planning and reporting framework, the analysis and consultation process, and formulation and implementation of a strategic plan.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to understand:

- the strategic planning process
- integrated business planning and reporting
- analysis and consultation
- formulation and implementation of a strategic plan.

Cost: \$530 (GST exempt)

Duration: 1 day

FINANCIAL REPORTS AND BUDGETS

Financial Reports and Budgets explore the way in which local governments are required to plan for the future, develop an annual budget and monitor, review and interpret financial reports. The unit outlines the linkage between strategic planning, asset management planning and long term financial planning so participants gain an understanding of the benefits of undertaking financial forecasting and the impacts key decisions may have on the organisation's financial bottom line.

UNIT COVERED

Analyse financial reports and budgets BSBGOV403A

CONTENT

Topics covered within this unit include: the legislative requirements for local government accounting, understanding budget documents, familiarisation with budget processes and discussing accounting terms and financial reports.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to understand:

- basic accounting principles and concepts
- the roles and responsibilities of council, councillors and the CEO
- financial management and the strategic linkages
- annual budgets
- financial management and reporting.

Cost: \$530 (GST exempt)

Duration: 1 day

CHANGE MANAGEMENT

Change Management includes planning for and initiating organisational change. It stresses the leadership role of the council in sponsoring change and recognises that there is a need for the council and the CEO to work together to achieve significant change. The council must introduce change using its legislated role and act within jurisdiction at all times.

UNIT COVERED

Coordinate and facilitate a change process LGACOM602B

CONTENT

Topics covered within this unit include: identifying and implementing change management strategies and cause and effects and change.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- understand the change environment
- establish need for change
- evaluate and monitor change programs
- plan change
- facilitate change.

Cost: \$530 (GST exempt)

Duration: 1 day

RATES AND CHARGES

Rates and Charges outlines the range of rating options available to council. Rates form a major portion of council revenues and are an important area of focus for councils. In making changes to rating provisions, councils must bear in mind legislative and regulatory requirements as well as existing council policies. Participants will be provided with a sound understanding of the principles and processes in levying rates and charges.

UNIT COVERED

Recommend rates and charges LGAGOVA508A

CONTENT

Topics covered within this unit include: the options and methods of rating and rating differentiation, legislative and regulatory requirements in applying rating and processes for revising rates and charges.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- identify major legislative and policy provisions impacting on rates
- evaluate rating options
- understand rating structure options
- make decisions concerning council policy changes.

Cost: \$530 (GST exempt)

Duration: 1 day

LAND USE PLANNING

Land Use Planning is a function of local government that places one of the greatest demands upon elected members and can be one of the most difficult areas to deal with. Ordinary council meeting agendas are typically dominated by planning items and often deal with complex issues that may generate a great deal of interest and controversy within the local community. It is important for elected members to have a thorough understanding of what the purpose of planning is and how the process of planning is managed in order to meet the expectations of the community.

UNIT COVERED

Manage council's development assessment system LGAPLAN511A

CONTENT

Topics covered within this unit include: an introduction to land use planning, various roles and responsibilities, types of legislation, regional planning instruments, local planning instruments and community consultation processes.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- understand the purpose of land planning
- define the role of Elected Members in land use planning
- identify relevant legislation and understand its impact
- understand the planning and development process
- identify and understand local and regional planning instruments and issues.

Cost: \$880 (GST exempt)

Duration: 1 day

SUSTAINABLE ASSET MANAGEMENT

Sustainable Asset Management will assist elected members in understanding asset management issues in three key ways: understanding your stewardship responsibilities, knowing what your community can afford and the need to move from annual budgeting to long term planning. Sustainable asset management is the combination of management, physical, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required levels of service in the most cost effective manner.

UNIT COVERED

Develop an asset management strategy for council LGAGOVA605A

CONTENT

Topics covered within this unit include: annual budgeting, budgeting constraints, long term financial planning, risk analysis, asset management plans, stewardship, community affordability and sustainable services.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- identify the risks associated with the management of infrastructure assets
- understand the life cycle costs of infrastructure asset
- identify the revenue gap
- develop a plan for financial sustainability.

Cost: \$530 (GST exempt)

Duration: 1 day

MANAGE CONFLICT

Manage Conflict provides the skills to manage conflict within the council, and between the local government and the wider community. This unit will enable elected members to identify common communication roadblocks, the source of conflicts within the council and develop techniques for resolving conflict situations.

UNIT COVERED

Manage conflict BSBATSIL503C

CONTENT

Topics covered within this unit include: understanding and respecting the difference between governance and operational matters, communication and conflict resolution ideas and the development of an action plan to implement better channels of communication.

LEARNING OUTCOMES

As a result of attending this unit, participants should be able to:

- assess the potential for conflict
- identify existing conflict
- consider the conflict situation
- carry out strategies to resolve conflict.

Cost: \$530 (GST exempt)

Duration: 1 day

LGQAQ ELECTED MEMBER PROGRAM

DIPLOMA OF LOCAL GOVERNMENT
(ELECTED MEMBER) LGA50712

DIPLOMA OF LOCAL GOVERNMENT (ELECTED MEMBER)

COURSE STRUCTURE

Units	Course Duration	Diploma Units of Competence
Understanding Local Government	1 day	LGACORE104B LGACORE105B
Councillor Roles and Responsibilities (Skill Set)**	1 day	LGAGENE501A LGAGENE503
Effective Decision Making (Skill Set)**	1 day	LGAGENE302A
Governing Councils	1 day	LGAGCM701A
Effective Community Leadership	1 day	LGACOM404B
Strategic Planning	1 day	LGADMIN525A
Financial Reports and Budgets	1 day	BSBG0V403A
Change Management	1 day	LGACOM602B
Rates and Charges	1 day	LGAGOVA508A
Land Use Planning*	1 day	LGAPLAN511A
Sustainable Asset Management	1 day	LGAGOV605A
Manage Conflict	1 day	BSBATSIL503C

SCHEDULE OF FEES

Qualification	Price (GST exempt)
Course Fee (per day)	\$530.00*
Assessment Fee (per unit of competence)	\$220.00
Recognition of Prior Learning/RPL Fee (per unit of competence)	\$395.00

*Land use planning unit \$880

** Skill Set: These two units create Skill Set LGASS00002 Elected Member Skill Set. The completion of this Skill Set provides a pathway into the Diploma of Local Government LGA50712.

TO REGISTER

For further information or to register your interest, email the training team on training@lgaq.asn.au or phone 1300 542 700.

