

Diploma of Local Government (Environmental Health and Building Assessment), Certificate IV in Local Government (Planning) and Diploma of Local Government (Planning) are vocational qualifications that develop legislative knowledge and practical skills required by staff working in strategic planning, development and building assessment and environmental health sections in councils.

Designed for new and existing staff, these qualifications:

- Develop the capacity of staff to work in technical roles in strategic planning, development & building assessment and environmental health
- Provide national recognition and portability of qualifications between councils and states
- Increase the expertise and confidence of staff
- Provide pathways to a range of specialised qualifications in planning, environmental health and building assessment at degree and post-graduate degree levels

Each of these courses can be undertaken without any prior vocational qualifications.

Pathways also exist between the courses, so for example, students who complete Certificate IV in Local Government (Planning) can gain credit for the common planning units in both of the Diploma qualifications.

Diploma of Local Government (Environmental Health & Building Assessment)

- *Trainee Environmental Health & Building Surveyor*
- *Assistant Building Surveyor*
- *Development Assessment Officer*
- *Development Appraisal Planner*
- *Planning and Building Assessment Officer*

Certificate IV in Local Government (Planning)

- *Planning Assistant*
- *Planning Administration Officer*
- *Planning Support Officer*

Diploma of Local Government (Planning)

- *Senior Planning Support Officer*
- *Trainee Planner*

Developing a Career in Planning, Environmental Health and Building Assessment



More Information

For more information about the *Diploma of Local Government (Environmental Health and Building Assessment)*, *Certificate IV in Local Government (Planning)* or the *Diploma of Local Government (Planning)* contact:

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Or a Registered Training Organisation (RTO) offering these qualifications.



Diploma of Local Government (Environmental Health & Building Assessment)

The establishment of the *Diploma of Local Government (Environmental Health & Building Assessment)* is a progressive development that provides the educational steps in acquiring appropriate competencies that addresses skills shortages in Environmental Health, Building Surveying and Planning within Local Government. Importantly, it provides the bridge that can take the student to the individual specialty professions of Environmental Health, Building Surveying and Planning, professions that offer interesting and rewarding careers for serving the community.

—AUSTRALIAN INSTITUTE OF BUILDING SURVEYING (NSW)

This new entry-level qualification will provide students with a basic grounding in the legislation, skills and knowledge required to work in technical roles in planning, environmental health and building assessment within local government. The Diploma is ideal for:

- Small councils requiring multi-skilled staff in the areas of strategic planning, development & building assessment and environmental health
- Students with prior experience in related industries (e.g. building) who are looking at moving into strategic planning, development & building assessment and environmental health roles in local government
- New or existing staff with an interest in working in the areas of planning and building assessment
- Existing staff who seek recognition for their skills and/or require development of new skills in planning, environmental health and building assessment
- Entry level students with the HSC who are interested in a multi-disciplinary course which can lead onto further education but gives basic grounding in these disciplines

The *Diploma of Local Government (Environmental Health and Building Assessment)* will take 12–24 months to complete part-time, depending on the prior qualifications and experience of participants. The qualification is available from Registered Training Organisations (RTOs) who deliver the training in a variety of ways, such as distance education (usually a mix of reading material and activities, supplemented by on-line interaction or video-conferencing), structured on-job training, workshops, or a combination of these methods.

The Diploma includes a mix of planning assessment, building surveying and environmental health units. Students must successfully complete 16 units to gain the full qualification or may undertake one or a group of units to address specific training needs. Some of the compulsory units for the full Diploma include:

- Assess the construction of domestic scale buildings
- Apply legislation to urban development and building controls
- Apply building surveying procedures to residential buildings
- Provide quality and timely advice to council
- Implement council's responsibilities in food safety
- Implement public education programs to improve community compliance
- Undertake environmental and nuisance controls

Pathways to further qualifications

Students who complete the Building Assessment units of the *Diploma of Local Government (Environmental Health and Building Assessment)* are given credit towards the Diploma of Building Surveying available through TAFE NSW.

Similarly, students who successfully complete the *Diploma of Local Government (Environmental Health and Building Assessment)* will be able to apply for direct entry to the *Graduate Certificate in Development Assessment* offered by the UTS Centre for Local Government and may be eligible for advanced standing. Successful completion of the Graduate Certificate will normally lead to advanced standing in the *Graduate Diploma in Local Government Management*, also available through the UTS Centre for Local Government.

Certificate IV in Local Government (Planning)

"With the current shortage of qualified planners the use of planning assistants will remain an essential element of many planning departments and the profession can play a role in ensuring suitable training programs are available. Recommendation 6.1.15 – Implement Certificate IV courses in Local Government (Planning) as appropriate for each State/Territory."

—PLANNING INSTITUTE OF AUSTRALIA FINDINGS AND RECOMMENDATIONS OF THE NATIONAL INQUIRY INTO PLANNING EDUCATION AND EMPLOYMENT, AUGUST 2004.

Ideal for existing or new staff working in planning support roles, *Certificate IV in Local Government (Planning)* will help employees:

- Handle routine public enquiries in the development assessment area
- Conduct information and document searches
- Maintain plans, records, documents and systems
- Prepare correspondence
- Process preliminary work for Town Planners to review

The qualification provides flexibility in the choice of subjects and usually takes 6–18 months to complete on a part-time basis, depending on the experience of the student. *Certificate IV in Local Government (Planning)* is available from Registered Training Organisations (RTOs) who deliver the training in a variety of ways, such as distance education (usually a mix of reading material and activities, supplemented by on-line interaction or video-conferencing), structured on-job training, workshops, or a combination of these methods.

Students must successfully complete 12 units to gain the full qualification or may undertake one or a group of units to address specific training needs. Examples of some of the units included in the course are:

- Assess minor applications for use or development
- Attend requests for building and planning information and advice
- Provide assistance in carrying out building inspections
- Investigate alleged breaches of legislation and prepare documentation
- Monitor council procedures to ensure compliance with relevant legislation
- Work with others in Local Government

Certificate IV in Local Government (Planning) may also be offered to new and existing staff as a traineeship if the employee has not acquired a qualification at Certificate III level or higher in the past 7 years. Traineeships require employees to spend a part of their work time in structured training (either attending workshops or undertaking distance education). To assist employers with the cost of training, government incentives of \$4,000 are available to the council for each employee who completes their traineeship. New employees undertaking the traineeship are paid the trainee wage under the Local Government (State) Award 2004 whilst existing workers remain on the salary band commensurate with their current role.

Pathways to further qualifications

Students who complete the *Certificate IV in Local Government (Planning)* are given credit towards higher level vocational education and training qualifications, including:

- *Diploma of Local Government (Environmental Health and Building Assessment)*
- *Diploma of Local Government (Planning)*

Certificate IV in Local Government (Planning) is also a recognised pathway into the following tertiary qualifications:

- *Graduate Certificate in Environment and Planning* from RMIT University in Victoria. Upon completion of the Graduate Certificate, students who meet the university's academic standards will be eligible to complete the *Master of Social Science (Environment and Planning)*, accredited by the Planning Institute of Australia (PIA)

- *Graduate Certificate in Development Assessment* from the UTS Centre for Local Government (advanced standing into this course may also apply). Successful completion of the Graduate Certificate will normally lead to advanced standing in the *Graduate Diploma in Local Government Management*, also available from the UTS Centre for Local Government
- *Diploma in Town Planning* from University of New England. Completion of *Certificate IV in Local Government (Planning)* plus industry experience will provide credit towards the Diploma which articulates to the *Bachelor of Town Planning*, accredited by PIA
- *Graduate Diploma in Town Planning* from University of New England. In addition to substantial relevant professional experience, completion of *Certificate IV in Local Government (Planning)* and other relevant courses equivalent to two years full-time tertiary study will provide eligibility for entry into the *Graduate Diploma in Town Planning*, accredited by PIA

Diploma of Local Government (Planning)

The *Diploma of Local Government (Planning)* further develops the managerial, coordination and planning skills of assistant planners. Comprising 10 units, the Diploma offers a wide-ranging choice of electives, some of which include:

- Improve community knowledge and skills in environmental management practices
- Manipulate and analyse data within geographic information systems
- Maintain spatial database
- Manage council's development assessment system
- Achieve an efficient and sustainable use of natural resources

Whilst the full qualification takes 6–18 months to complete on a part-time basis, employees can also choose to undertake one or a group of units from the qualification to meet specific training needs. The qualification is available from Registered Training Organisations (RTOs) who deliver the training in a variety of ways such as distance education (usually a mix of reading material and activities, supplemented by on-line interaction or video-conferencing), structured on-job training, workshops, or a combination of these methods.

Pathways to further qualifications

Students who complete the *Diploma of Local Government (Planning)* may be eligible for advanced standing into the following tertiary qualifications:

- *Diploma in Town Planning* from University of New England. Completion of *Diploma in Local Government (Planning)* plus industry experience will provide credit towards the *Diploma in Town Planning* which articulates to the *Bachelor of Town Planning*, accredited by PIA
- *Graduate Diploma in Town Planning* from University of New England. In addition to substantial relevant professional experience, completion of *Diploma in Local Government (Planning)* and other relevant courses equivalent to two years full-time tertiary study will provide eligibility for entry into the *Graduate Diploma in Town Planning*, accredited by PIA
- *Graduate Certificate in Development Assessment* from the UTS Centre for Local Government. Successful completion of the Graduate Certificate will normally lead to advanced standing in the *Graduate Diploma in Local Government Management*, also available from the UTS Centre for Local Government