



Australian Government

LGACOR002 Administer rates

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to administer valuations, issue rates notices, allocate property addresses, maintain rates records and respond to rate enquiries.

This unit applies to individuals who work in local government.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Administer valuations.

- 1.1. Consult with valuer to ensure valuations are accurate for rates purposes.
- 1.2. Input and update valuations on council information system.
- 1.3. Check valuations accuracy and compliance with regulatory requirements.
- 1.4. Apply differential to valuation according to land use.

2. Issue rates notices.

- 2.1. Apply budget to valuation to allocate rate in the dollar.
- 2.2. Input rate data and verify accuracy of data entry and rates amount.
- 2.3. Send approved rate notices to the printer.
- 2.4. Check and approve printing proof for release.

3. Allocate property address.

- 3.1. Interpret property information to determine property address allocation needs.
- 3.2. Identify and assess property address allocation risks.

- 3.3. Allocate property address and notify authorities according to statutory requirements.
- 3.4. Update information system to reflect property address.
- 4. Maintain rates records.
 - 4.1. Access, interpret, process and update rates records.
 - 4.2. Analyse and summarise rates records to prepare reports.
 - 4.3. Retain rates records according to statutory requirements.
 - 4.4. Identify and query suspected rates record inconsistencies within delegated authority.
 - 4.5. Review rates processes to identify areas for improvement and report to supervisor.
- 5. Respond to rate enquiries.
 - 5.1. Receive and interpret internal and external rates enquiries.
 - 5.2. Provide prompt and correct rates advice within delegated authority.
 - 5.3. Refer rate enquiries outside delegated authority to supervisor.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below.

SKILLS	DESCRIPTION
Reading skills to:	interpret legislative requirements, organisational policies and procedures, and rates records.
Writing skills to:	correspond with rate payers and internal staff about valuations and rates.
Oral communication skills to:	listen and respond to rate enquiries.
Numeracy skills to:	- interpret and discuss mathematical information related to administering rates - estimate and calculate rates - summarise mathematical data - interpret mathematical information to identify patterns, errors and inconsistencies - interpret geometric and measurement information embedded in valuations and plans.
Technology skills to:	use information systems for administering rates.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>