



Australian Government

LGAPRO001 Interpret and apply property management legislation

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to interpret and apply property management legislation and provide property management advice.

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.

Competency Field

Not applicable.

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Interpret property management legislation.	1.1. Read and interpret property management legislation, to determine property management requirements. 1.2. Monitor development planning legislation to identify and interpret changes and impact on work activities.
2. Apply property management legislation.	2.1. Assess land use and management according to legislative requirements. 2.2. Classify and categorise land according to legislative requirements. 2.3. Process leases, licences, sales and dealings according to legislative requirements. 2.4. Refer property management matters outside delegated authority to supervisor.

3. Provide property management advice.
- 3.1. Receive and interpret internal and external property management enquiries.
 - 3.2. Provide prompt and correct property management advice within delegated authority.
 - 3.3. Refer property management 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
Writing skills to:	correspond with interested parties about property management matters and prepare public notices.
Oral communication skills to:	- listen and respond to property management enquiries - ask open and closed questions to gather and confirm property management information.
Numeracy skills to:	read, interpret, use and discuss mathematical information embedded in property management documentation.
Technology skills to:	use information systems relevant to property management.

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>