



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA409A Maintain property rates and records

Revision Number: 1

LGAGOVA409A Maintain property rates and records

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor This unit covers the specific requirements of maintaining an accurate and effective property database.

Application of the Unit

Application of the Unit This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain property-related information	1.1. Correct record is identified and accessed. 1.2. Changes to record including eligibility for pensioner concession, are completed accurately and within appropriate time frame. 1.3. Any duplicate records are detected and deleted. 1.4. New records, together with necessary associated links and data, are added within appropriate time frame. 1.5. Historical records are maintained.
2. Maintain valuation data	2.1. Values are reconciled to categories of rates and valuer general valuations. 2.2. Relevant acts are considered in determining valuation used for rate calculation. 2.3. Subdivision plans are analysed to ensure new valuations are correctly allocated to new lots and cancelled valuations are deleted. 2.4. Revaluations are checked and processed and any inconsistencies are queried. 2.5. Consolidations or amalgamations are checked and allocated according to plans and their associated values are reconciled.
3. Compile and maintain financial information	3.1. Transactions are processed and reconciled within the system and to the general/costing ledger. 3.2. End of year reconciliations are completed to demonstrate that all properties are properly assessed and accounted for. 3.3. Notional yield return is completed accurately and is in line with statutory requirements. 3.4. Internal income estimates from rates and charges for the following year are completed according to council requirements.
4. Ensure properties are correctly rated	4.1. Available sources of property information are regularly accessed and inconsistencies or possible changes to rating category or rateable status are noted. 4.2. Suspected inconsistencies or applicable changes are followed up in accordance with council policies and within legislative requirements. 4.3. Properties entitled to rate concessions are checked and those no longer eligible for concessions are noted and updated.
5. Prepare for land and	5.1. Precedents are interpreted to enable appropriate

ELEMENT

**environment court
action as required**

PERFORMANCE CRITERIA

recommendations to be made regarding the possibility of successful court action.

5.2. Information to support court action if required is prepared clearly, accurately and within appropriate time frame.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- qualitative and quantitative research
- locating and interpreting legal precedents
- accurate record keeping
- attention to detail
- report writing
- written communication.

Required Knowledge

- detailed knowledge of sections of local government legislation relating to rating and exemptions from rating
- relevant sections of acts relating to valuation of land
- council policy and procedures regarding checking appropriateness of rating categories
- law of torts relating to trespass and harassment
- clerical procedures
- basic accounting principles
- court representation, land and environment court procedures and processes.

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Evidence Guide

EVIDENCE GUIDE

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

Maintenance of property-related information and valuation data.

Completion of required financial records and reports.

Demonstrated understanding of relevant requirements of local government legislation and acts relating to valuation of land.

Understanding of land and environment court process.

Context of assessment

On the job or in a simulated workplace environment.

Relationship to other units (prerequisite or co-requisite units)

Prerequisite units: nil.

Co-requisite units: nil.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.

Evidence required for demonstration of consistent performance

Evidence will need to be gathered across a range of variables over a period of time including end of financial year.

Resource implications

Access to a workplace or simulated case study that provides the following resources:

- copies of relevant legislation
- council policies and procedures

EVIDENCE GUIDE

- appropriate computer software and records management systems
- financial systems
- accounting materials.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Changes to record may include:

- ownership
- address for service of notice
- entitlements of owner (pension rebate or other)
- property description
- land area
- categorisations
- wards
- dimensions
- land use
- valuations
- side of street
- zoning
- conditions
- services
- notices
- flood details
- alternate addresses.
- properties cancelled due to subdivisions.

Historical records may include:

Journals may include:

- refunds for overpayments
- abandonments
- changes resulting from errors or court judgements
- rebates
- pensioner discounts
- supplementary levies
- interest
- postponements
- discounts and concessions (other than pensioners)
- legal costs
- ex gratia rates
- dishonoured cheques.

Reconciliation of rates income may include:

- by category
- rate type
- property numbers
- valuations at end of year and beginning of year and as

RANGE STATEMENT**Rate concessions may include:**

- required by internal and external auditors.
- postponed rates
- section allowances
- heritage allowances
- mixed development apportionment factors and capital contributions.

Relevant acts may relate to:

- valuation of land
- forestry
- Indigenous land rights (native title)
- national parks and wildlife.

Sources of information may include:

- property owners
- local newspaper advertisements
- council business papers
- personal observation
- the public
- land titles office
- valuer general's department
- property inspections
- state, federal and other local government bodies
- electronic or hard copy white and yellow pages
- electoral rolls
- government gazettes
- publications
- circulars.

Inconsistencies may include:

- no longer farm land
- not used for purpose claimed.

Follow up may involve:

- property inspection
- photographs
- research
- accessing further information.

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Unit Sector(s)

Unit Sector Administration Units

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Competency field

Competency Field

co-requisite unit/s

Co-requisite Unit/s