



Australian Government

LGACOR004 Review rates

Release: 1

LGACOR004 Review rates

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to analyse valuations, review rates policy and structures and meet reporting requirements.

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

Elements describe the essential outcomes

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

1. Analyse valuations.

- 1.1. Interpret, summarise and analyse valuation data to identify financial implications for council.
- 1.2. Develop evidence-based valuation recommendations.
- 1.3. Document, submit and present strategic valuation reports.

2. Propose rates policies and rates structures.

- 2.1. Interpret, summarise and analyse rates data to inform rates policy and structure review.
- 2.2. Review rates policy and structure against council and statutory requirements.
- 2.3. Develop evidence-based rates policy and structure recommendations compliant with council and statutory requirements.
- 2.4. Determine impact of rates policy and structure recommendations on property owners.

2.5. Document, submit and present strategic rate policy and structure proposals.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret council and statutory requirements relevant to rates and valuations.
Oral communication skills to:	present verbal reports.
Numeracy skills to:	- extract, interpret and comprehend financial and spatial information - represent, summarise and interpret statistical information - use statistical language to discuss and explain processes, results and implications of data analysis.
Technology skills to:	use information technology to access and summarise data and prepare reports.

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>

Assessment Requirements for LGACOR004 Review rates

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- review rates that involves:
 - preparing and presenting one evidence-based strategic valuation report
 - preparing and presenting one evidence-based strategic rates policy and structure submission.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures applicable to rates
- legislative requirements applicable to rates including mandatory, discretionary and prohibitory provisions
- basic accounting principles including general ledger systems
- impacts of rates policy:
 - social
 - financial
- permissible income limitations:
 - special rates
 - increase in charges for specific projects
 - increase in total notional income
 - increase in minimum rates
- rates structure options:
 - wholly ad valorem rates versus minimum rates versus base amounts
 - optional pensioner rebates
 - rates in the dollar
 - adjusting relativity levels
 - introducing, ceasing and adjusting voluntary pensioner rebates
 - introducing and ceasing discounts and allowances
- rates in the dollar:
 - different values for ordinary rates including sub-categorisation
 - minimum and base amount payable

- special rates and concessions
- waste, domestic waste, water, sewerage rates and charges
- discounts and allowances.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated work environment that reflects workplace conditions in a local government environment.

Assessment must ensure access to:

- organisational policies and procedures applicable to rates
- legislation applicable to rates.

Assessment must ensure use of:

- raw valuation and rates data
- computer.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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