



Australian Government

LGAPRO001 Interpret and apply property management legislation

Release: 1

LGAPRO001 Interpret and apply property management legislation

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

Elements describe the essential outcomes

1. Interpret property management legislation.
2. Apply property management legislation.

Performance Criteria

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

- 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.
- 2.1. 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>

Assessment Requirements for LGAPRO001 Interpret and apply property management legislation

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:

- interpret and apply property management legislation including:
 - undertaking one assessment of land use and management
 - undertaking one land classification and categorisation
 - responding to one external enquiry verbally and in writing
 - responding to one internal enquiry verbally and in writing.

Knowledge Evidence

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

- organisational policies and procedures applicable to property management
- legislation requirements applicable to property management
- methods of assessing land use and management and land parcel dynamics:
 - history
 - ownership
 - restrictions
- crown land requirements including native title related to property management
- types of land classifications and categorisations
- methods of identifying land classifications and categorisations for leases, licences, sales and dealings.

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 property management
- legislative requirements applicable to property management
- information systems relevant to property management.

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

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