



Australian Government

Assessment Requirements for LGAPRO002 Administer property

Release: 1

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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:

- administer property that involves four of the following:
 - creation of an easement
 - extinguishment of an easement
 - feasibility study and due diligence investigation into property investment
 - acquisition of property
 - sale of property
 - lease of property
- maintain property records for each of the above.

Knowledge Evidence

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

- organisational policies and procedures applicable to administering property
- legislative requirements applicable to administering property
- confidentiality applicable to administering property
- community, retail, commercial, industrial and residential property markets
- basic accounting principles related to property records
- basic geospatial principles applicable to administering property
- basic principles of planning framework relevant to administering property
- valuation principles
- compulsory acquisition process for properties
- types of property records and methods of maintaining:
 - valuation
 - property
 - financial
- title and historical land search methods
- methods of administering:
 - leases
 - licences
 - permits

- right of use
- acquisitions
- disposals
- land development
- easements
- consolidations
- encroachments
- caveats
- commercial and residential buildings
- redevelopment
- release for housing
- land registers
- asset management.

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 administering property
- legislation applicable to administering property.

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

Links

Companion Volume Implementation Guide are available in VETNet -

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