



Australian Government

LGAPRO002 Administer property

Release: 1

LGAPRO002 Administer property

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to process property transactions, buy and sell council properties, respond to property enquiries and maintain property records.

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. Administer property transactions.

1.1. Investigate and administer property transactions according to statutory requirements.
1.2. Negotiate, prepare, execute, register and maintain tenure arrangements.

2. Administer property investment.

2.1. Coordinate and advise on property valuation for purchase, sale, lease and insurance purposes.
2.2. Coordinate feasibility studies and due diligence investigations relating to property investment.
2.3. Negotiate and administer the compulsory and non compulsory acquisition and the sale of property on behalf of the organisation.

3. Maintain property

3.1. Access, interpret, process and update property records.

records.

- 3.2. Analyse and summarise property records to prepare reports.
- 3.3. Establish and monitor performance to budget.
- 3.4. Retain and store property records according to statutory requirements.
- 3.5. Identify and query suspected property record inconsistencies within delegated authority.
- 3.6. Review property processes to identify areas for improvement and report to supervisor.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below.

SKILLS	DESCRIPTION
Reading skills to:	• research and interpret legislative requirements • interpret organisational policies and procedures and property records.
Writing skills to:	• correspond with applicants, community groups, regulators, professional services and interested parties • correspond with internal staff • prepare legal documents related to property management.
Oral communication skills to:	• listen and respond to internal and external property enquiries • seek legal advice.
Numeracy skills to:	• interpret and discuss mathematical and financial information related to administering property • summarise data • interpret data to identify patterns, errors and inconsistencies • interpret geometric and measurement information embedded in valuations and plans.
Technology skills to:	• use digital technology to conduct title searches • use digital technology to source historical information in relation to land • access and use property databases.

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 LGAPRO002 Administer property

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.

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