



Australian Government

LGAPRO003 Administer and apply road legislation

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to interpret road legislation, provide road advice, process road transactions, respond to road enquiries and maintain road 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
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Apply road legislation.	1.1. Assess road use and management according to legislative requirements. 1.2. Classify roads according to legislative requirements. 1.3. Process road sales and dealings according to legislative requirements. 1.4. Refer road matters outside delegated authority to supervisor.
2. Administer road transactions.	2.1. Investigate and administer requests for road changes according to statutory requirements. 2.2. Negotiate, prepare, execute, register and maintain road tenure arrangements.
3. Administer road	3.1. Coordinate and advise on road valuation for purchase, sale,

- investment.
- lease and insurance purposes.
- 3.2. Coordinate feasibility studies and due diligence investigations relating to road investment.
- 3.3. Negotiate and administer the compulsory and non compulsory acquisition and the sale of road on behalf of the organisation.
4. Provide road advice.
- 4.1. Receive and interpret internal and external road enquiries.
- 4.2. Provide prompt and correct road advice within delegated authority.
- 4.3. Refer road enquiries outside delegated authority to supervisor.
5. Maintain road records.
- 5.1. Access, interpret, process and update road records.
- 5.2. Analyse and summarise road records to prepare reports.
- 5.3. Establish and monitor road related performance to budget.
- 5.4. Retain and store road records according to statutory requirements.
- 5.5. Identify and query suspected road record inconsistencies within delegated authority.
- 5.6. Review road 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 road records.
Writing skills to:	- correspond with applicants, community groups, regulators, professional services and interested parties - correspond with internal staff - prepare public notices related to roads - prepare legal documents related to roads.
Oral communication skills to:	- listen and respond to road enquiries - ask open and closed questions to gather and confirm road information - seek legal advice.

- Numeracy skills to:
- read, interpret, use and discuss spatial and financial information related to roads
 - interpret data to identify patterns, errors and inconsistencies.
- Technology skills to:
- use digital technology to conduct title searches
 - use digital technology to source historical information in relation to roads
 - access and use road 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 LGAPRO003 Administer and apply road 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:

- administer and apply road legislation including:
 - administering one road transfer
 - administering one road widening
 - administering one road creation
 - administering one road compulsory acquisition
 - undertaking one road classification
 - responding to one external enquiry verbally and in writing
 - responding to one internal enquiry verbally and in writing
 - maintaining road 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 applying and administering road legislation
- legislative requirements applicable to roads
- confidentiality applicable to applying and administering road legislation
- basic accounting principles related to road records
- basic geospatial principles applicable to applying and administering road legislation
- basic principles of planning framework relevant to applying and administering road legislation
- valuation principles
- compulsory acquisition process for roads
- types of roads records and methods of maintaining:
 - valuation
 - property
 - financial
- types of road changes:
 - road transfers

- widening of roads
- closing of roads
- creating roads
- methods of assessing land parcel dynamics related to roads:
 - history
 - ownership
 - restrictions
- crown land requirements including native title related to roads
- types of road classifications
- methods of identifying road classifications for sales and dealings
- title and historical land search methods
- methods of administering:
 - right of use
 - road closures
 - acquisitions
 - disposals
 - caveats
 - 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 applying and administering road legislation
- legislation applicable to applying and administering road legislation
- information systems relevant to roads.

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

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