



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA402A Allocate property address

Release 2

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Modification History

LGAGOVA402A Release 2: Layout adjusted.

LGAGOVA402A Release 1: Primary release.

Unit Descriptor

This unit covers the allocation of a correct property address or identifying number.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Allocate property address or identifying number	1.1 Allocation of property address or unique property identifier is initiated in response to <i>request</i>. 1.2 Street numbers are allocated in a sequential, logical, consistent and recognisable form. 1.3 <i>Relevant parties</i> and authorities are advised of the property allocation or identifier in an accurate and timely manner. 1.4 The property database is updated to reflect changes accurately as they occur.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- locating relevant information in legislation
- organisational

Required Knowledge

- property identifier procedures
- relevant legislation
- authorities and other parties to be notified
- use of database

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated
Critical aspects of evidence to be considered	Application of relevant legislation. Allocation of property address identifier.
Context of assessment	On the job or in a simulated work environment.
Relationship to other units(prerequisite or co-requisite units)	Prerequisite units: nil. Co-requisite units: nil.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that encompasses resources including: • relevant legislation • council procedures documents • relevant database and software

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Requests*** may include:
- departmental
 - developer
 - rate payer.
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- Relevant parties*** may include:
- electricity authority
 - emergency services
 - police
 - gas authority
 - telecommunications
 - postal services
 - water and sewerage authorities.

Unit Sector(s)

Administration Units