



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA508A Recommend rates and charges

Release 2

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Modification History

LGAGOVA508A Release 2: Layout adjusted.

LGAGOVA508A Release 1: Primary release.

Unit Descriptor

This unit covers the recommending of rating policy and structures.

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 Provide rates policy options	1.1 A range of policy <i>options is presented</i> that clearly demonstrates <i>impact of policy</i> on property owners and compliance with <i>permissible income limitations</i>. 1.2 Data is provided as required for submissions to the minister to vary permissible income limitations within allowable parameters.
2 Create and review rating structures within council and statutory requirements	2.1 Council's requirements for <i>rating structure options</i> are confirmed. 2.2 The rating structures presented meet state government requirements in regard to income limitations and legal structure and are consistent with council policies. 2.3 Options for <i>rates in the dollar</i> and total valuation information are provided in required format within specified time frames. 2.4 Options are presented in a way that clarifies the financial impact on property owners. 2.5 Rating structures are reviewed following general revaluations.
3 Provide reports on rebates and exemptions as required	3.1 <i>Reports</i> and recommendations are provided in line with council and statutory requirements. 3.2 Recommendations are supported by appropriate <i>documentation</i> to allow council to make fair decisions in line with policy. 3.3 Suggestions for improvements to council rates policies within the discretionary provisions of the act are provided to ensure determinations are fair and equal.

Required Skills and Knowledge

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

Required Skills

- writing reports and case studies
- providing verbal reports to management or council
- interpreting relevant sections of local government legislation
- preparing spreadsheets and models

Required Knowledge

- council policies and procedures relating to rating
- detailed knowledge of mandatory, discretionary and prohibitory provisions of the relevant sections of state or territory local government legislation
- basic accounting principles
- computer software including spreadsheets and databases
- general ledger systems
- appreciation of social impact of rating policies

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	Provision of information in line with statutory and council requirements. Clear and concise recommendations backed up by comprehensive supporting documentation where necessary.
Context of assessment	On the job or in a simulated work environment.
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 provides the following resources: • copies of council policies relating to rating procedures and processes • copies of relevant sections of state or territory legislation • computer software, including spreadsheets and databases • materials on accounting principles

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.

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| <i>Presentation of options</i> may include: | <ul style="list-style-type: none">• graphical• maps |
| <i>Impact of policy</i> may include: | <ul style="list-style-type: none">• social• financial |
| <i>Permissible income limitations</i> may include: | <ul style="list-style-type: none">• special rates• increase in charges for specific projects• increase in total notional income• increase in minimum rates |
| <i>Rating structure options</i> may include: | <ul style="list-style-type: none">• wholly ad valorem rates versus minimum rates versus base amounts• optional pensioner rebates• varying ad valorem rates (rates in the dollar)• adjusting relativity levels (level of income received from each category and subcategory)• introducing, ceasing or adjusting voluntary pensioner rebates• introducing or ceasing discounts and allowances |
| <i>Rates in the dollar</i> may include: | <ul style="list-style-type: none">• different values for ordinary rates including subcategorisation• minimum or base amount payable• special rates and concessions• waste, domestic waste, water, sewerage rates and charges• discounts and allowances |
| <i>Rating reports</i> may include: | <ul style="list-style-type: none">• verbal• written• case studies• spreadsheets relating to rates in the dollar options• abandonments• pensioner rebates |
| <i>Documentation</i> may include: | <ul style="list-style-type: none">• photographs• procedures carried out• supporting documentation from customers• council records• legal precedents |

Unit Sector(s)

Administration Units