



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA616A Provide property asset management services

Release 2

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Modification History

LGAGOVA616A Release 2: Layout adjusted.

LGAGOVA616A Release 1: Primary release.

Unit Descriptor

This unit covers management of property asset information and advice on legislation and financial projections.

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 property asset management services	1.1 A database of council <i>property assets</i> , including council property leased or licensed, is created and maintained to reflect council's property assets accurately. 1.2 The condition, repair and use of council property are monitored and controlled as required by council policy and <i>relevant legislation</i>. 1.3 The acquisition, occupancy and disposal of council property are advised to protect and maximise council's interests. 1.4 Council is informed of status of property assets.
2 Provide advice on legislation	2.1 Property-related legislation and subsequent amendments are interpreted to ensure council complies with all requirements.
3 Undertake financial analysis and projections	3.1 Feasibility studies are prepared to assist in decisions relating to <i>council entrepreneurial projects</i>. 3.2 Annual budgets and financial controls for property asset management services are prepared in accordance with council policy. 3.3 Funding opportunities are investigated and reviewed to allow council's financial resources to be allocated appropriately.

Required Skills and Knowledge

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

Required Skills

- negotiation
- timely and accurate advice

Required Knowledge

- relevant legislation
- environmental and sustainability principles and practices
- property law
- market conditions and forces
- leasing
- property purchase and sale processes

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 appropriate information on council assets to council. Provision of accurate and timely advice on legislation. Preparation of feasibility studies and budgets.
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 relevant legislation, including state or territory local government legislation • Australian accounting standards • legislation relating to historic buildings • retail tenancy • residential tenancy • building control • OHS • cultural and recreational land • valuation of land

- subdivision of land
- transfer of land
- planning
- environment
- sale of land
- financial and budget information
- databases.

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.

Property assets may include:

- town hall
- emergency housing
- citizens advice centres
- park land
- public open space
- community centre
- recreational centre

Relevant legislation may include:

- state or territory local government legislation
- Australian accounting standards
- legislation relating to historic buildings
- retail tenancy
- residential tenancy
- building control
- occupational health and safety (OHS)
- cultural and recreational land
- valuation of land
- subdivision of land
- transfer of land
- planning
- environment
- sale of land

Council entrepreneurial projects may include:

- residential subdivision
- commercial development
- swimming pools
- recreation centres
- joint venture projects
- property investment
- entrepreneurial activities

Unit Sector(s)

Administration Units