



## UNSW Course Outline

# BLDG4019 Property & Asset Management - 2024

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## General Course Information

Course Code : BLDG4019

Year : 2024

Term : Term 3

Teaching Period : T3

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of Built Environment

Delivery Mode : Multimodal

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

In this course, you will be introduced to the Property and Asset Management role within the context of the built environment and its management. The role of Property and Asset Management is more than a technical one contained within the operational time frame of the

property cycle. You will examine a wide range of Property and Asset Management concepts through a consideration of the roles of property and asset managers, property market analysis; operational, lease and tenancy management of commercial premises; sustainable property management; building maintenance and maintenance economics; strata and community title management; and taxation in property asset management.

## Course Learning Outcomes

Course Learning Outcomes
CLO1 : Explain the functions of property and asset management.
CLO2 : Analyse the financial and strategic dimensions of property asset management with particular reference to different property types.
CLO3 : Formulate strategic property and asset management plans including maintenance strategies.

Course Learning Outcomes	Assessment Item
CLO1 : Explain the functions of property and asset management.	<ul style="list-style-type: none"> <li>• Property Market Analysis and Asset Management</li> <li>• Operation forecast statement for property management</li> <li>• Property Maths</li> <li>• Sustainable Property Management</li> </ul>
CLO2 : Analyse the financial and strategic dimensions of property asset management with particular reference to different property types.	<ul style="list-style-type: none"> <li>• Property Market Analysis and Asset Management</li> <li>• Operation forecast statement for property management</li> <li>• Property Maths</li> <li>• Sustainable Property Management</li> </ul>
CLO3 : Formulate strategic property and asset management plans including maintenance strategies.	<ul style="list-style-type: none"> <li>• Property Market Analysis and Asset Management</li> <li>• Sustainable Property Management</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Property Market Analysis and Asset Management Assessment Format: Group	30%	
Operation forecast statement for property management Assessment Format: Individual	10%	
Property Maths Assessment Format: Individual	10%	
Sustainable Property Management Assessment Format: Individual	50%	

## Assessment Details

### Property Market Analysis and Asset Management

#### Assessment Overview

In a group, you will undertake a property market analysis and prepare an asset management plan accordingly.

Grading will be done against assessment criteria accompanied by written feedback.

#### Course Learning Outcomes

- CL01 : Explain the functions of property and asset management.
- CL02 : Analyse the financial and strategic dimensions of property asset management with particular reference to different property types.
- CL03 : Formulate strategic property and asset management plans including maintenance strategies.

#### Generative AI Permission Level

##### Planning/Design Assistance

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show your Course Authority if there is any uncertainty about the originality of your work.

If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces

may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

## **Operation forecast statement for property management**

### **Assessment Overview**

You will prepare a long-term operation forecast statement for property management of commercial properties.

Grading will be done against assessment criteria accompanied by written feedback.

### **Course Learning Outcomes**

- CL01 : Explain the functions of property and asset management.
- CL02 : Analyse the financial and strategic dimensions of property asset management with particular reference to different property types.

### **Generative AI Permission Level**

#### **Planning/Design Assistance**

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## **Property Maths**

### **Assessment Overview**

You will apply time value concept and property maths to property and asset management practice.

Grading will be done against assessment criteria accompanied by written feedback.

### **Course Learning Outcomes**

- CL01 : Explain the functions of property and asset management.
- CL02 : Analyse the financial and strategic dimensions of property asset management with particular reference to different property types.

### **Generative AI Permission Level**

#### **Planning/Design Assistance**

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## **Sustainable Property Management**

### **Assessment Overview**

You will prepare a business case report for proposing improvements for sustainable property management of a commercial property.

Grading will be done against assessment criteria accompanied by written feedback.

### **Course Learning Outcomes**

- CL01 : Explain the functions of property and asset management.
- CL02 : Analyse the financial and strategic dimensions of property asset management with particular reference to different property types.
- CL03 : Formulate strategic property and asset management plans including maintenance strategies.

### **Generative AI Permission Level**

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## General Assessment Information

### Grading Basis

Standard

## Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Lecture	Introduction: course outline and the role of property and asset management; Property Investment Asset: characteristics, risk and maximization of return
Week 2 : 16 September - 22 September	Lecture	Property Management Planning: Property management plan, operation forecast statements
Week 3 : 23 September - 29 September	Lecture	Property Market Analysis: Property cycles, micro- and macro- market analyses
Week 4 : 30 September - 6 October	Lecture	Property Mathematics: Present value, future value and annuity for assessment of property values and asset management costs
Week 5 : 7 October - 13 October	Lecture	Commercial Property Management: Office and industrial property management
Week 6 : 14 October - 20 October	Activity	Flexibility Week
Week 7 : 21 October - 27 October	Lecture	Strata Management: Land titles; strata and community management
Week 8 : 28 October - 3 November	Lecture	Sustainable Property & Asset Management: Sustainability benefits, green property market and sustainable property management practice
Week 9 : 4 November - 10 November	Lecture	Retail Property Management: Shopping centre property management
Week 10 : 11 November - 17 November	Lecture	Property Asset Maintenance: Maintenance management framework; maintenance economics Taxation in Property and Asset Management: Income tax, capital gain tax, negative gearing
Week 11 : 18 November - 24 November	Lecture	Commercial Property Management: Office and industrial property management

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## Course Resources

### Course Evaluation and Development

We encourage and support students to maintain regular contact with the course convenor to provide informal feedback throughout the course. For specific issues or detailed feedback, please arrange a meeting with the course convenor via email.

In this course there is an option for students to provide anonymous feedback via the course's Moodle page, which is directly sent to the convenor. As a final step, students are invited to share their insights and experiences by completing the MyExperience survey. The feedback gathered each year is integral to the continuous enhancement and development of the course.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Zhuoyuan Wang		Anita B. Lawrence Centre Room 2044		Organise via email	No	Yes

## Other Useful Information

### Academic Information

For essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Student equity and disability;
- Special Consideration in the event of illness or misadventure;
- Examination information;
- Review of results;

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

## Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- **Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- **Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- **Collusion:** Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- **Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- **Duplication ("self-plagiarism"):** Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your



needs

- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

## Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

## Submission of Assessment Tasks

Assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

## Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

**Important note:** UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

## **School Contact Information**

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