



Australian Government

CPPSCM3017 Work effectively in strata community management

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 15.0.

Supersedes and is equivalent to CPPDSM3017 Work in the strata community management sector. Title changed to better reflect outcome.

Application

This unit of competency specifies the skills and knowledge required to work effectively in strata community management to ensure compliance with regulatory, ethical and procedural requirements. It includes clarifying regulatory requirements for strata community management, requirements for strata community committees, by-laws for strata communities and the role and duties of strata community managers.

A person who has achieved this unit of competency is expected to take responsibility for organising and completing these tasks with a high degree of self-direction.

Depending on the jurisdiction of operation:

- strata community managers may also be known as strata managers, owners' corporation managers or body corporate managers
- by-laws may also be known as rules or articles.

Licensing, legislative, regulatory or certification requirements apply to strata community management in some states and territories. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

Nil.

Unit Sector

Strata Community Management.

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Clarify regulatory compliance

1.1 Identify developments that may exist under strata plans and the management issues associated with different

requirements for strata community management.		types of developments.
	1.2	Identify regulatory compliance requirements for managing strata community in the jurisdiction of operation.
	1.3	Identify procedures for using strata community's common seal if required to comply with regulatory requirements.
	1.4	Identify strata community decision-making and meeting processes for lot owners and strata community committees to comply with regulatory requirements.
	1.5	Consult with relevant persons to clarify understanding of regulatory requirements for strata community management.
2 Clarify requirements for strata community committee.	2.1	Identify process for appointment, operation and powers of strata community committee responsible for administering strata community.
	2.2	Identify membership, role and responsibilities of strata community committee.
	2.3	Identify process for removing strata community committee members.
	2.4	Identify legislated conduct requirements for strata community committee.
	2.5	Consult with relevant persons to clarify understanding of requirements for strata community committee.
3 Clarify and interpret by-laws for strata community.	3.1	Access and interpret by-laws relevant to strata community to clarify rules that owners and tenants must follow.
	3.2	Determine availability of by-laws and assess their suitability for use for strata community.
	3.3	Identify process for changing or amending by-laws where relevant in jurisdiction of operation.
	3.4	Consult with relevant persons to clarify understanding of by-laws for strata community.

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| 4 Clarify strata community manager role and duties. | 4.1 Identify role and duties of strata community manager and check against contract with strata community. |
| | 4.2 Identify and follow requirements for ethical conduct based on legislated duties or code of conduct. |
| | 4.3 Discuss own interpretation of the strata community manager role and duties with relevant persons to ensure consistent and accurate understanding. |
| | 4.4 Identify relationship between strata community manager and strata community committee. |
| | 4.5 Verify roles and duties of strata community manager and on-site manager in consultation with relevant persons. |
| | 4.6 Identify own professional development needs and source appropriate continuing professional development opportunities to improve strata community management. |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to CPPDSM3017 Work in the strata community management sector.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>