



Australian Government

CPPSCM4034 Implement strata community management agreement

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 CPPDSM4034 Negotiate and implement strata community management agreement. Title changed to better reflect outcome.

Application

This unit of competency specifies the skills and knowledge required to effectively implement a strata community management agreement. It includes negotiating and agreeing the requirements of the community management agreement; monitoring, reviewing and reporting on its operation and terminating the agreement.

This unit is suitable for strata community managers who apply a broad range of skills and knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems. Strata community managers may also be known as strata managers, owners' corporation managers or body corporate managers depending on the jurisdiction of operation.

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 Determine functions and obligations of strata community

1.1 Identify regulatory, ethical and procedural requirements relevant to consumer contracts and strata community management services.

- manager and strata community.
- 1.2 Identify and establish terms of strata community agreement and contractual arrangements according to regulatory requirements.
 - 1.3 Identify and comply with registration or licensing requirements in jurisdiction of operation.
 - 1.4 Identify strata community and strata community manager functions and obligations.
 - 1.5 Identify and maintain record management system according to regulatory requirements.
 - 1.6 Identify regulatory limits to engage a strata community management company.
 - 1.7 Identify requirements for appointing and terminating the strata community manager.
 - 1.8 Identify execution procedures for strata community management agreement to comply with regulatory requirements.
- 2 Negotiate and agree requirements of strata community management agreement.
- 2.1 Negotiate and document agreed strata community and manager functions and obligations, management fees and services.
 - 2.2 Negotiate and document agreed additional services according to strata community management agreement and budget allocations.
 - 2.3 Consult with relevant persons to identify conflicts of interest and agreed management strategies.
 - 2.4 Review strata community management agreement to establish obligations, disclosures, service and termination arrangements to comply with minimum regulatory requirements.
 - 2.5 Identify and record delegations in consultation with relevant persons.
- 3 Monitor strata community management
- 3.1 Apply correct execution procedures for strata community management agreement according to regulatory requirements.

- agreement.
- 3.2 Monitor implementation processes to ensure compliance with strata community management agreement.
 - 3.3 Maintain record management system according to strata community management agreement and regulatory requirements.
- 4 Review and report on operation of strata community management agreement.
- 4.1 Review strata community management agreement implementation processes and outcomes to identify recommendations for improvement.
 - 4.2 Prepare report on the operation of the strata community management agreement and distribute to strata community according to workplace and regulatory requirements.
 - 4.3 Update strata community management agreement to incorporate review outcomes.
- 5 Terminate strata community management agreement and hand over strata community records.
- 5.1 Terminate strata community management agreement in compliance with contractual arrangements for termination, regulatory, ethical and workplace requirements.
 - 5.2 Prepare strata community records in an appropriate format for handover according to regulatory and workplace requirements.
 - 5.3 Identify and implement procedures to transfer strata community funds according to regulatory requirements.

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 CPPDSM4034 Negotiate and implement strata community management agreement.

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>