



Australian Government

CPPSCM4047 Implement procurement processes in strata community management

Release: 1

CPPSCM4047 Implement procurement processes in strata community management

Modification History

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

Supersedes and is not equivalent to CPPDSM4047 Implement and monitor procurement process. Unit updated to reflect specific strata community management requirements. New requirement to identify and select contractors.

Application

This unit of competency specifies the skills and knowledge required to implement and monitor procurement processes for goods and services. It includes taking reasonable steps to ensure that any goods or services procured by strata community managers are procured at competitive prices and on competitive terms by determining, monitoring and finalising procurement processes that use different procurement methods and ensure compliance with regulatory and budgetary requirements. It also includes selecting and appointing contractors and monitoring contractual arrangements associated with the procurement of goods and services.

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 procurement requirements.
 - 1.1 Identify procurement objectives and goods or services required to meet strata community and regulatory requirements.
 - 1.2 Source and interpret information to clarify procurement requirements.
 - 1.3 Identify factors likely to impact procurement objectives.
 - 1.4 Recognise own authority limitations and gain approvals, including fee for service specified in strata community management agreement, as required, according to workplace requirements.
 - 1.5 Select appropriate procurement process and timelines to ensure competitive prices and terms and to achieve procurement objectives and regulatory requirements.

- 2 Identify and select contractors.
 - 2.1 Identify types of contractors required to achieve procurement objectives and establish selection criteria.
 - 2.2 Consult with relevant persons to clarify contractor preferences, needs and expectations and gather evidence to enable judgement of the best candidate.
 - 2.3 Assess contractors against selection criteria and evidence to verify competitive terms and price according to strata community and regulatory requirements.
 - 2.4 Consult with strata community committee to select contractor for the provision of required goods or services.

- 3 Monitor procurement process.
 - 3.1 Systematically monitor procurement process and negotiate variations to supply according to contractual and workplace requirements and in consultation with strata community committee.
 - 3.2 Regularly consult with suppliers, contractors and other relevant persons throughout procurement process to manage risk and ensure efficient use of time and resources.
 - 3.3 Conduct calculations to monitor expenditure and resource use and ensure procurement objectives are

achieved according to regulatory, budgetary and contractual requirements.

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| 4 Finalise procurement process. | 4.1 | Complete procurement process within designated timeframes. |
| | 4.2 | Confirm directions from strata community committee that the supplied goods or services meet procurement objectives, required quality standards and contractual requirements. |
| | 4.3 | Identify failures or variances to procurement objectives and implement prompt remedial actions according to workplace requirements. |
| | 4.4 | Maintain procurement system, records and reports according to strata community committee directions and regulatory and workplace 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 not equivalent to CPPDSM4047 Implement and monitor procurement process.

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>