



Australian Government

CPPSCM4066 Conduct strata community site visits

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 CPPDSM4066 Plan and coordinate property and facility inspection. Title changed and unit updated to reflect specific strata community management requirements.

Application

This unit of competency specifies the skills and knowledge required to conduct strata community site visits to familiarise with the site layout and location of buildings, facilities, shared spaces and services, and to monitor and report the general condition of the site to identify areas that may require specialist advice associated with maintenance or repair and existing or potential work health and safety (WHS) or civil liability concerns.

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.

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| 1 Plan strata community site visit. | 1.1 Analyse relevant documentation to determine status and occupancy of strata community site to be visited. |
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- 1.2 Establish site visit context and purpose in consultation with relevant persons.
 - 1.3 Obtain and review site drawings and documentation to plan visit according to workplace requirements.
 - 1.4 Arrange access to strata community site and obtain approval for visit according to regulatory and workplace requirements.
- 2 Carry out strata community site visit.
 - 2.1 Select and use personal protective equipment (PPE) for site visit according to workplace requirements.
 - 2.2 Follow relevant drawings and documentation to understand site layout and locate buildings and facilities, shared spaces and services.
 - 2.3 Recognise general condition of site and identify and note areas requiring further action for maintenance and/or repair.
 - 2.4 Monitor use of shared facilities to identify and note areas requiring further action or improvement.
 - 2.5 Identify and note existing or potential WHS and civil liability concerns requiring further action to comply with regulatory requirements.
- 3 Report on strata community site visit.
 - 3.1 Document findings of site visit including general condition of site and issues requiring follow-up actions according to workplace requirements.
 - 3.2 Consult with strata community committee and organise works or services required to address issues identified during site visit according to regulatory requirements.
 - 3.3 Securely store all site visit documentation according to 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 equivalent to CPPDSM4066 Plan and coordinate property and facility inspection.

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>