



Australian Government

CPPSCM4087 Facilitate operation of strata community committees

Release: 1

CPPSCM4087 Facilitate operation of strata community committees

Modification History

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

Supersedes and is equivalent to CPPDSM4087 Facilitate operation of owners committee. Minor change to title.

Application

This unit of competency specifies the skills and knowledge required to facilitate the effective operation of strata community committees in strata communities. It includes establishing the regulatory and governance requirements for strata community committees, facilitating the operation of strata community committees and supporting strata community committees in managing strata communities.

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 Interpret and apply strata community committee regulatory

1.1 Identify and interpret regulatory requirements for the establishment, appointment, operation and removal of strata community committee members.

- and governance requirements.
- 1.2 Identify and interpret the duties and good governance principles for strata community committees.
- 1.3 Apply findings to work in supporting strata community committees to ensure compliance with regulatory requirements.
- 2 Facilitate strata community committee operation.
- 2.1 Support strata community to appoint members of strata community committee according to regulatory requirements.
- 2.2 Support strata community to implement procedures governing strata community committee operation.
- 2.3 Review strata community agreement to confirm relationship between strata community committee and strata community manager and communicate to relevant persons.
- 2.4 Support strata community to resolve procedures for delegating strata community committee duties, powers and functions.
- 2.5 Support strata community to confirm appointment of strata community committee members according to regulatory requirements.
- 2.6 Identify and document roles and responsibilities of strata community committee and communicate to relevant persons.
- 2.7 Support strata community to remove members of strata community committee according to regulatory requirements.
- 3 Support strata community committee to manage strata community.
- 3.1 Support strata community committee to clarify and accept fiduciary duties.
- 3.2 Promote professional and ethical relationships and encourage commitment and cooperation with, and between, strata community committee members.
- 3.3 Support strata community committee to establish procedures for overseeing the governance of the strata community.

- 3.4 Support strata community committee to develop and document meeting and voting best practice protocols and obligations to comply with regulatory requirements.
- 3.5 Support strata community committee to ensure that strata community legal, administrative and maintenance requirements are monitored and met.
- 3.6 Support strata community committee to manage strata community and assist members to undertake required roles and responsibilities.
- 3.7 Support strata community committee to identify and resolve problems within strata community.
- 3.8 Support strata community committee to report to strata community annual general meeting and seek professional advice, as required, to inform decision making.

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 CPPDSM4087 Facilitate operation of owners committee.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcfl3d9b>