



Australian Government

CPPDSM4083 Terminate strata community

Release: 1

CPPDSM4083 Terminate strata community

Modification History

Release 1.

New unit of competency.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to terminate a strata community. It includes confirming instructions from the strata community to terminate the community, making application for termination of the strata community, and terminating the strata community.

The unit supports the work of those involved in managing strata communities who have responsibility for acting on instructions from lot owners to terminate the community. It applies to strata managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Strata community management

Unit Sector

Property services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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| 1. Establish and clarify termination requirements for a | 1.1. <i>Context for termination</i> of strata community is identified and communicated to strata community. |
| | 1.2. Legislative requirements for termination of strata |

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| strata community. | community are researched and accessed. |
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| 1.3. | <i>Conditions required for termination of strata community</i> are explained to strata community. |
| 1.4. | Procedures and timeframes for termination of strata community are explained to strata community. |
| 1.5. | General meeting of strata community is facilitated to terminate the strata community and appropriate follow-up action is taken. |
| 1.6. | Resolutions for termination or non-termination of strata community are confirmed and communicated to strata community and mortgagees. |
| 1.7. | Situations requiring specialist advice are identified and assistance is sought as required. |
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| 2. | Make application to terminate strata community. | 2.1. | Information and agreements required for termination of strata community are identified and collated. |
| | | 2.2. | Application to terminate strata community is prepared in line with strata community instructions and legislative requirements. |
| | | 2.3. | Termination application is distributed to relevant people to check accuracy of information and to ensure that application requirements are clearly addressed. |
| | | 2.4. | Situations requiring specialist advice are identified and assistance is sought as required according to organisational requirements. |
| | | 2.5. | Application to terminate strata community is lodged with relevant authorities in line with legislative requirements. |
| | | 2.6. | Lot owners are kept informed of termination application, and inquiries from lot owners regarding the termination process are responded to in line with organisational procedures. |
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| 3. | Terminate the strata community. | 3.1. | Following granting of application, strata community is terminated within agreed timeframes in line with organisational, legislative and lot owners' requirements. |
| | | 3.2. | Lot owners are informed of granting of termination of strata community and are provided with information on actions to be taken and timeframe for termination of |

strata community.

- 3.3. Information regarding termination of strata community is securely maintained with due regard to client confidentiality and legislative and organisational requirements.
- 3.4. Strata community funds are distributed according to legislative requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	maintain current knowledge of legal processes involved in terminating a strata community.
Oral communication skills to:	ask questions to clarify legal requirements for termination of strata communities.
Reading skills to:	interpret and extract information from complex texts on termination of strata communities.
Writing skills to:	prepare reports for owners corporation on progress of applications for termination of strata communities.
Technology skills to:	use business technology to access online information relating to the termination of strata communities.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Context of termination</i> must include:	- building end of life - catastrophe - compulsory acquisition - redevelopment of the strata community land.
<i>Conditions required for termination of strata community</i>	- legislative requirements in jurisdiction for termination of strata community - requirements for agreement of lot owners and other interested

must include: parties.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPDSM4083 Terminate strata community

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also complete all tasks associated with terminating one strata community, including:

- consulting with lot owners and gaining instructions relating to termination of strata community
- collecting information and agreements required to complete the application to terminate the community
- making application to relevant authorities for termination of strata community
- keeping lot owners informed of progress of application to terminate strata community
- terminating strata community in line with organisational, legislative and lot owners' requirements.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- common problems involved in terminating strata communities
- legislative requirements for terminating strata communities
- procedures involved in terminating strata communities
- reasons for terminating strata communities
- roles and responsibilities of lot owners, owners corporations and other interested parties in terminating strata communities
- role and responsibilities of strata managers in terminating strata communities
- strata management agreements, including:
 - purpose
 - format
 - obligations of strata managers
 - provisions for terminating strata communities
- techniques for communicating with owners and occupiers in strata communities.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - strata community management agreement
 - legislation relating to terminating strata communities
 - organisational policies and procedures relating to terminating strata communities
 - procedures for making application for termination of strata communities
 - details of strata community to be terminated, including the strata plan
- relationship with team members and supervisor:
 - member of a work team in a property industry context.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

Links

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