



Australian Government

CPPSCM4044 Coordinate repair and maintenance of strata community property and facilities

Release: 1

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Modification History

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

New unit developed to meet industry requirements.

Application

This unit of competency specifies the skills and knowledge required to coordinate the repair and maintenance of strata community property and facilities. It includes planning and organising repair or maintenance activities, preparing work orders, monitoring and inspecting work to ensure compliance with work orders and reporting the outcomes.

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 Plan repair or maintenance work.

1.1 Identify need for repair or maintenance of strata community property or facilities and clarify requirements in consultation with relevant persons.

1.2 Identify specific site requirements for access and repair

- or maintenance work and make appropriate arrangements to comply with regulatory and workplace requirements.
- 1.3 Identify scope of work to be completed and procure quotations according to strata community committee directions, regulatory and workplace requirements.
- 1.4 Prepare documented work order that includes accepted costs, work schedules, risk management strategies and planned contingencies according to regulatory and workplace requirements.
- 1.5 Communicate planned repair or maintenance activities and timelines to relevant persons to comply with strata community committee, regulatory and workplace requirements.
- 2 Organise and monitor repair or maintenance work.
 - 2.1 Organise repair or maintenance work according to work order and workplace requirements.
 - 2.2 Monitor repair or maintenance activities against work schedules to ensure completion within designated timelines.
 - 2.3 Identify factors affecting the achievement of scheduled work and negotiate and agree required variations in consultation with strata community committee.
 - 2.4 Identify situations requiring specialist advice and seek assistance, as required, to ensure repair or maintenance work is completed efficiently and effectively.
- 3 Confirm completed repair or maintenance work and complete documentation.
 - 3.1 Receive notification of completed repair or maintenance work and check compliance with work order, regulatory and workplace requirements.
 - 3.2 Confirm with relevant persons that completed repair or maintenance work complies with work order and arrange prompt remedial services where problems are identified.
 - 3.3 Authorise payment of invoice for repair or maintenance work according to strata community committee directions and workplace requirements.
 - 3.4 Complete and securely store repair or maintenance 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

No equivalent unit.

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>