



Australian Government

CPPSCM4083 Terminate strata community

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 CPPDSM4083 Terminate strata community.

Application

This unit of competency specifies the skills and knowledge required to terminate a strata community. It includes interpreting strata community termination requirements, confirming regulatory and strata community requirements for termination, preparing and lodging the termination and implementing termination procedures within designated timeframes.

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 Interpret strata community termination requirements. | 1.1 Identify context for strata community termination in consultation with strata community. |
| | 1.2 Conduct general meeting of strata community to consider options to terminate strata community and implement appropriate follow-up actions according to regulatory |

- requirements and decisions reached.
- 1.3 Conduct research to identify regulatory compliance requirements for terminating strata community.
 - 1.4 Identify required conditions, procedures and timeframes for strata community termination, seek legal advice and communicate to strata community.
 - 1.5 Conduct general meeting or ballot to confirm and document resolutions for strata community termination and communicate to relevant persons.
- 2 Make application to terminate strata community.
- 2.1 Identify and collate information and agreements required to terminate strata community.
 - 2.2 Prepare application to terminate strata community according to strata community instructions and regulatory requirements.
 - 2.3 Check termination application in consultation with relevant persons to ensure accuracy and that application requirements are clearly addressed.
 - 2.4 Identify situations requiring specialist advice and seek assistance, as required, to prepare termination application.
 - 2.5 Lodge application to terminate strata community with relevant authorities according to regulatory requirements.
 - 2.6 Maintain communication with lot owners to provide information on the termination application and respond to questions or concerns.
- 3 Terminate strata community.
- 3.1 Receive and confirm granted termination application and inform lot owners of actions to be taken and timeframes for strata community termination.
 - 3.2 Comply with ethical conduct, strata community instructions and regulatory requirements to terminate strata community.
 - 3.3 Distribute terminated strata community funds according to ethical conduct and regulatory requirements.

- 3.4 Securely store strata community information and 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 CPPDSM4083 Terminate strata community.

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>

Assessment Requirements for CPPSCM4083 Terminate strata community

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to terminate one strata community where the termination is developer-led or owner-led or a joint venture between owner/developer.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- common problems involved in terminating strata communities
- compliance requirements of legislation and regulations relevant to the termination of strata communities in the jurisdiction of operation:
 - conditions required for termination of strata communities
 - equal opportunity, anti-discrimination and disability discrimination
 - fair trading and consumer protection
 - financial probity
 - privacy
 - records management
- ethical conduct requirements specified in legislated duties or codes of conduct
- interpersonal communication strategies and techniques used to effectively relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and cognitive abilities
- limitations of own work role, responsibilities and abilities
- procedures and application process for terminating strata communities
- reasons for terminating strata communities:
 - building end of life
 - catastrophe
 - changes to zoning and available uses of strata community land
 - compulsory acquisition
- roles and responsibilities of strata community managers, lot owners, strata communities and other interested parties in terminating strata communities

- obligations detailed in strata community management agreements associated with terminating strata communities
- workplace requirements for terminating strata communities:
 - facilitating strata community meetings
 - systems for storing information and documentation.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

Links

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