Unit of Competency

CPPSCM4087 Facilitate operation of strata community committees

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPDSM4087 Facilitate operation of owners committee. Minor change to title. This version first released with CPP Property Services Training Package Release 15.0.

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.

Prerequisite Unit

None.

Unit Sector

Strata Community Management.

Elements and Performance Criteria

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

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	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

The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSCM4087 Facilitate operation of strata community committees

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to facilitate the operation of one strata community committee to manage a strata community.

Knowledge Evidence

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

- compliance requirements of legislation and regulations relevant to the operation of a strata community committee in the jurisdiction of operation:
    - civil liability
    - equal opportunity, anti-discrimination and disability discrimination
    - environmental protection (sustainability)
    - fair trading and consumer protection
    - financial probity
    - privacy
    - records management
    - work health and safety (WHS)
- delegating duties, powers and functions of strata community committees
- 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
- potential causes of conflicts and disputes in strata communities
- principles and techniques associated with:
    - delegation
    - goal setting
    - group dynamics and processes
    - planning
    - problem solving
- procedures for appointing and removing strata community committee members including office bearers
- roles of strata communities and strata community committees
- strata community committee office bearers and their roles and responsibilities
- workplace requirements for facilitating the operation of strata community committees:
    - systems for storing information and documentation.

Assessment Conditions

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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.

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