

Owners Corporations (Education) Regulations 2025

S.R. No.

TABLE OF PROVISIONS

<i>Regulation</i>	<i>Page</i>
1 Objectives	2
2 Authorising provision	3
3 Definitions	3
4 Prescribed course for natural person applying for registration	4
5 Exemption from prescribed courses or examinations	5
6 Minimum continuing professional development requirements	5
7 Content of continuing professional development activities	6
8 Continuing professional development records to be kept	7
9 Continuing professional development provider to give certain notices to the Authority	7
10 The Authority may publish information given by continuing professional development provider	9
11 The Authority may determine that continuing professional development activity does not comply with content requirements	
Schedule 1	11
Endnotes	12

STATUTORY RULES 2025

S.R. No.

Owners Corporations Act 2006

**Owners Corporations (Education) Regulations
2025**

The Governor in Council makes the following Regulations:

Dated:

Responsible Minister:

NICK STAIKOS
Minister for Consumer Affairs

Clerk of the Executive Council

Part 1—Preliminary

1 Objectives

The objectives of these Regulations are—

- (a) to prescribe courses for the registration of natural persons as managers of owners corporations or as officers in effective control for the purposes of section 179 of the **Owners Corporations Act 2006**; and
- (b) to prescribe an exemption from the requirement to complete prescribed courses or examinations for the purposes of section 179 of the **Owners Corporations Act 2006**; and
- (c) to prescribe continuing professional development requirements for natural persons registered as managers of owners corporations or as officers in effective control for the purposes of section

198A(1) of the **Owners Corporations Act 2006**; and

(d) to prescribe records required to be kept for the purposes of section 198A(2) of the **Owners Corporations Act 2006**; and

(e) to prescribe requirements for continuing professional development providers for the purposes of the continuing professional development requirements.

2 Authorising provision

These Regulations are made under section 204 of the **Owners Corporations Act 2006**.

3 Definitions

In these Regulations—

continuing professional development activity
means an education activity that is—

- (a) undertaken for the purpose of ongoing learning; and
- (b) delivered by a continuing professional development provider to an owners corporation manager or an officer in effective control;

continuing professional development provider
means a person who is—

- (a) a registered training organisation which is approved by the Australian Skills and Qualifications Authority or the Victorian Registration and Qualifications Authority to deliver in Victoria the qualification entitled CPP40521 Certificate IV in Strata Community Management from the Property Services Training Package 16.0, or if superseded its equivalent, in Victoria; or

- (b) the Strata Community Association Ltd; or
- (c) contracted by, or acts as an agent for, a person specified in paragraph (a) or (b) to provide continuing professional development activities;

registered training organisation means—

- (a) an RTO within the meaning of section 4.1.1(1) of the **Education and Training Reform Act 2006**; or
- (b) a training organisation that is registered under a law of the Commonwealth or another State or a Territory by a body that is responsible for the registration under that law of training organisations that provide vocational education and training;

the Act means the **Owners Corporations Act 2006**.

Part 2—Initial education requirements

4 Prescribed course for natural person applying for registration

- (1) For the purposes of section 179(e) of the Act, the prescribed course consists of any 5 units of the core units of competency (based on Victorian owners corporation law, practice and procedure) that are included in the course entitled CPP40521 Certificate IV in Strata Community Management from the National Property Services Training Package 16.0, or if superseded, its equivalent.
- (2) For the purposes of section 179(e) of the Act, a person is only to be considered to have completed the prescribed course if the person has passed the units comprising the prescribed course within the later of—

- (a) the 5 years immediately preceding the date of the person's application for registration; or
- (b) the 5 years immediately preceding 30 June 2027.

5 Exemption from prescribed courses or examinations

For the purposes of section 179 of the Act, a natural person is exempt from the requirement to complete prescribed courses or examinations to register under Part 12 if the person has passed the course of instruction required for the award of CPP40516 Certificate IV in Strata Community Management, or if superseded, its equivalent, within the later of the following periods—

- (a) the 5 years immediately preceding the date of the person's application for registration;
- (b) the 5 years immediately preceding 30 June 2027.

Part 3—Continuing professional development requirements

Division 1—Requirements for natural persons registered as owners corporation manager or officer in effective control

6 Minimum continuing professional development requirements

- (1) On and from 1 April 2028, a natural person registered as a manager must complete at least 5 continuing professional development activities in each 12-month period between 1 April in a calendar year and 31 March in the subsequent calendar year.
- (2) On and from 1 April 2028, a registered officer in effective control must complete at least 5

continuing professional development activities in each 12-month period between 1 April in a calendar year and 31 March in the subsequent calendar year.

- (3) A continuing professional development activity which the Authority has determined does not comply with regulation 7(1) must not be included by a natural person registered as a manager or officer in effective control for the purposes of meeting the requirements of this regulation.

7 Content of continuing professional development activities

- (1) On and from 1 April 2028, a continuing professional development activity must—
- (a) involve direct instruction, whether online or in person, from the continuing professional development provider to the person undertaking the activity; and
 - (b) involve at least of one hour of instruction; and
 - (c) be relevant to the occupation of an owners corporation manager or registered officer in effective control; and
 - (d) include, as a primary learning objective, the development of skills or knowledge that improve—
 - (i) outcomes for consumers of owners corporations management services; or
 - (ii) compliance with legislative or regulatory requirements.
- (2) On and from 1 April 2028, at least 2 continuing professional development activities completed by a natural person registered as a manager or an
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officer in effective control for the purposes of regulation 6(1) or (2) must be mandatory activities in Schedule 1.

8 Continuing professional development records to be kept

- (1) On and from 1 April 2028, for the purposes of section 198A(2) of the Act, the prescribed record is a certificate for each continuing professional development activity that specifies the following—
- (a) the title of the activity;
 - (b) the name of the manager or registered officer in effective control;
 - (c) the name of the continuing professional development provider;
 - (d) the day or days on which the activity was undertaken;
 - (e) certification from the continuing professional development provider that the certificate is genuine.

Division 2—Requirements for continuing professional development providers

9 Continuing professional development provider to give certain notices to the Authority

- (1) On and from 1 April 2028, for the purposes of regulation 6, a continuing professional development provider, as soon as practicable before offering a continuing professional development activity, must give written notice to the Authority that includes the following information—
- (a) the continuing professional development provider's trading name;
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- (b) if applicable, evidence of approval from the Australian Skills and Qualifications Authority or the Victorian Registration and Qualifications Authority to deliver in Victoria the qualification entitled CPP40521 Certificate IV in Strata Community Management from the National Property Services Training Package 16.0, or if superseded its equivalent, in Victoria;
 - (c) the title of the continuing professional development activity or activities that the continuing professional development provider will deliver;
 - (d) a course outline for each continuing professional development activity that the continuing professional development provider will deliver;
 - (e) the date or dates on which the continuing professional development provider will begin delivering the activity or activities.
- (2) On and from 1 April 2028, for the purposes of regulation 6, a continuing professional development provider must give written notice to the Authority if it ceases to deliver a continuing professional development activity as soon as practicable after the continuing professional development provider ceases to offer the activity.
- (3) On and from 1 April 2028, for the purposes of regulation 6, if a continuing professional development provider varies the course outline for a continuing professional development activity, the continuing professional development provider, as soon as practicable after varying the course outline, must give written notice to the Authority of the varied course outline.
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(4) On and from 1 April 2028, for the purposes of regulation 6, a continuing professional development provider must give written notice to the Authority of any change to the continuing professional development provider's—

- (a) trading name; or
- (b) registration or approval status with the Australian Skills and Qualifications Authority or the Victorian Registration and Qualifications Authority—

as soon as practicable after the change.

10 The Authority may publish information given by continuing professional development provider

For the purposes of regulation 6, the Authority may publish any information given to the Authority by a continuing professional development provider under regulation 10 on the Internet site of the Director.

11 The Authority may determine that continuing professional development activity does not comply with content requirements

- (1) For the purposes of regulation 6, the Authority may determine in writing that a continuing professional development activity does not comply with regulation 7(1).
 - (2) The Authority must publish notice of a determination under subregulation (1) on the Internet site of the Director.
 - (3) The Authority, as soon as practicable after making a determination under subregulation (1), must give written notice of the determination to—
 - (a) each continuing professional development provider who provides the continuing professional development activity; and
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- (b) all natural persons registered as managers; and
 - (c) all registered officers in effective control.
- (4) A determination made under this regulation takes effect on a day specified in the written determination.

Schedule 1

Regulation 7(2)

A mandatory activity is a continuing professional development activity that relates to one of the following topics—

- 1 Source and extract information from strata plans
- 2 Access and interpret legislation in strata community management
- 3 Implement strata community management agreement
- 4 Develop and monitor maintenance strategies that contribute to asset life cycle
- 5 Coordinate repair and maintenance of strata community property and facilities
- 6 Facilitate strata community meetings
- 7 Implement procurement processes in strata community management
- 8 Manage conflicts and disputes in strata community management
- 9 Administer insurance for strata communities
- 10 Coordinate preparation of strata community budgets
- 11 Facilitate operation of strata community committees

Endnotes

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