



### CPD COURSES

#### Ballina

Sales & Prop Mgmt  
**Mon 15th Feb**

#### Tweed Heads

Sales & Prop Mgmt (AM)  
or Strata Mgmt (PM)  
**Tue 16th Feb**

#### Blue Mountains

Sales & Prop Mgmt  
**Wed 17th Feb**

#### Sydney

Sales (AM) or  
Prop Mgmt (PM)  
**Thu 18th Feb**

#### Goulburn

Stock & Station  
**Fri 19th Feb**

#### Dee Why

Sales & Prop Mgmt  
**Mon 22nd Feb**

#### Bowral

Sales & Prop Mgmt  
**Wed 24th Feb**

#### Castle Hill

Sales & Prop Mgmt  
**Fri 4th Mar**

#### Port Macquarie

Sales & Prop Mgmt (AM)  
or Commercial & Retail  
Sales & Leasing (PM)  
**Mon 7th Mar**

## Working with Strata Managers

If you work in property management in the provision of services for residential, industrial, commercial or retail property, you have a role where skills in organisation, attention to detail and extensive knowledge and diplomacy are essential. In particular, when you are a property manager and are responsible for managing a landlord's property that is part of a strata title complex, you must ensure that you have a thorough understanding of the common property associated with that property and you must work in conjunction with the Strata Manager. You need to work collaboratively with the Strata Manager responsible for any complex in which you manage lots. One of the major roles of a Strata Manager, and certainly one that causes them much stress and angst, is the enforcing of by-laws which regulate the day to day use or enjoyment of both the individual lots and the common property, such as parking and noise regulations.

When providing property management services to a landlord within a strata scheme there are a number of documents and regulations you need to be aware of and ensure that the tenants of that property are aware of too. These are most likely set out in the by-laws for that complex.

**By-Laws** are the rules for managing the behaviours and relationships of people living in strata schemes. These rules apply to the owner occupiers, landlords and tenants alike. By-laws can be simple rules like no keeping of pets on the premises and can extend to the more complicated laws regarding special parking spaces and colour schemes for the building.

Every tenant **MUST** receive a copy of the current by-laws for the strata scheme that they are renting, as they are expected to abide by those rules. This is not just for residential strata schemes but for industrial, commercial and retail as well. A copy should be given at the time of signing the lease and at the very latest not later than 7 days after that time. If the tenant has not been given a copy of the by-laws, the landlord can be fined \$110.

While there are standard by-laws contained in the Strata Schemes Management Regulations (2010) it is important to be very clear that not every strata scheme adopts the same by-laws and some may include, alter or remove by-laws.

**CPD  
2 HOUR  
SEMINARS**

(8am - 10am unless otherwise specified)  
Pre-reading required.

**Full 12 points!!**

**Parramatta**  
Sales & Prop Mgmt  
**Thu 18th Feb**

**Sydney**  
Business Broking  
**Fri 19th Feb**

**Gosford**  
Sales & Prop Mgmt  
**Wed 24th Feb**

**Bowral**  
Trust Accounting  
**Wed 24th Feb**

**Parramatta**  
Strata  
**Thu 3rd Mar**

**Campbelltown**  
Sales & Prop Mgmt  
**Wed 9th Mar**

**Albury**  
Trust Accounting  
**Wed 16th Mar**

**Newcastle**  
Sales & Prop Mgmt  
**Tue 22nd Mar**

**Sydney**  
Trust Accounting  
**Wed 23rd Mar**

**Sydney**  
Strata  
**Thu 24th Mar**

**Sydney**  
Sales & Prop Mgmt  
**Wed 30th Mar**

Pets are a perfect example of when by-laws will differ between buildings. Whilst a landlord may not have an issue with their prospective tenant keeping a pet in their unit or lot, the strata scheme may have adopted a by-law which does not allow the keeping of any animals. Alternatively they may have adopted another option which requires permission to keep an animal, or even a third option which provides for certain rules regarding the keeping of animals.

When preparing the Residential Tenancies Agreement for a strata lot, it is essential that a property manager obtains a copy of the by-laws for that building. This can be done by requesting a copy from the landlord, or if they do not have a copy, contact the strata managing agent and request a copy from them.

The new Strata laws that are set to take effect as of July this year propose penalties for a number of breaches of by-laws, including pets, parking issues and also smoke drift that causes a nuisance. The laws will include both cigarette smoke as well as BBQ smoke. Penalties of up to \$2,200 will be able to be issued after a notice to comply has been issued to the offenders. While these laws have not yet been implemented, it is prudent for property managers to gain an understanding of the effects that these changes will have on their daily practice of managing lots within strata complexes.

'Til next time,  
Wishing you every success in your business ventures,  
Rosy Sullivan



**News from the Office**

The College has kicked off February with huge courses in Trust Accounting and Staff Management. Both courses having an unprecedented number of students working towards their property licences. The impressive numbers for our Trust Accounting course are an indicator of either how popular this course is with students, or how difficult it is! The college has also been busy outside of our office with CPD courses being held in Penrith, Bankstown, Liverpool, Newcastle, Orange and Bathurst just to name a few.

Our accounts extraordinaire Kristin has returned to the office after her trip away to Bali with the very exciting announcement of her engagement to her partner Adam. We are not sure what she was more thrilled with, her beautiful ring or the decorations put up around her desk to celebrate. We wish Kristin and Adam all the best and we're sure there will be lots of busy planning in the months ahead.

The college has also been celebrating the birthdays of many of our staff over the last fortnight, with Elaine, Kristin and Ben receiving cake they were forced to share with the rest of us.

## CERTIFICATE OF REGISTRATION COURSES

### Sydney

(Dist Ed + 2 day workshop)  
Sat 20th – Sun 21st Feb

### Bowral

(Dist Ed + 1 day workshop)  
Thu 25th Feb

### Newcastle

(Dist Ed + 1 day workshop)  
Fri 26th Feb

### Parramatta

Mon 29th Feb–Wed 2nd Mar

### Port Macquarie

Tue 8th - Thu 10th Mar

### Wagga Wagga

(Dist Ed + 1 day workshop)  
Mon 14th Mar

### Sydney

Mon 14th – Wed 16th Mar

### Albury

(Dist Ed + 1 day workshop)  
Thu 17th Mar

## FINANCE AND MORTGAGE BROKING COURSES

Cert IV in Finance & Mortgage Broking  
Sydney

Mon 29th Feb - Wed 2nd Mar

Dip of Finance & Mort Broking Mgmt

Upgrade for existing Cert IV holders

Sydney

Thu 3rd - Fri 4th Mar

The ACOP team would also like to welcome our newest member Rose who began at the start of the month. Rose is fresh out of Year 12 and will be working in our admin and production team. Be sure to give her a warm welcome if you see her in our office or talk to her on the phone.



## Certificate IV in Finance & Mortgage Broking

*Monday 29th February - Wednesday 2nd March*

## Diploma of Finance & Mortgage Broking Management (Upgrade Course)

*Thursday 3rd - Friday 4th March*

**Sydney CBD**

[www.acop.edu.au](http://www.acop.edu.au)

Social Media



## Property Licence Courses

Experienced Agents  
Property Licence  
Program

Parramatta  
Mon 14th - Fri 18th Mar

Trust Accounting  
Parramatta

Mon 14th - Wed 16th Mar

Property Management  
Parramatta

Wed 16th - Fri 18th Mar

Business Broking  
Agency Practices  
Sydney

Thu 28th - Fri 29th Apr

Sales for Real Estate  
Sydney

Tue 5th - Fri 8th Apr

Strata Management  
Agency Practices  
Sydney

Tue 15th - Fri 18th Mar

Stock & Station  
Agency Practices  
Sydney

Mon 9th - Fri 13th May

Financial Management  
Sydney

Wed 13th - Thu 14th Apr

Staff Management  
Sydney

Thu 21st - Fri 22nd Apr

Auctioneer  
Accreditation Sydney  
Thu 3rd Mar

# Do you want a Real Estate or Strata Management Licence?

- ✓ Are you 15 years old or over?
- ✓ Are you no longer at school?
- ✓ Are you living or working in NSW?
- ✓ Are you an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen?

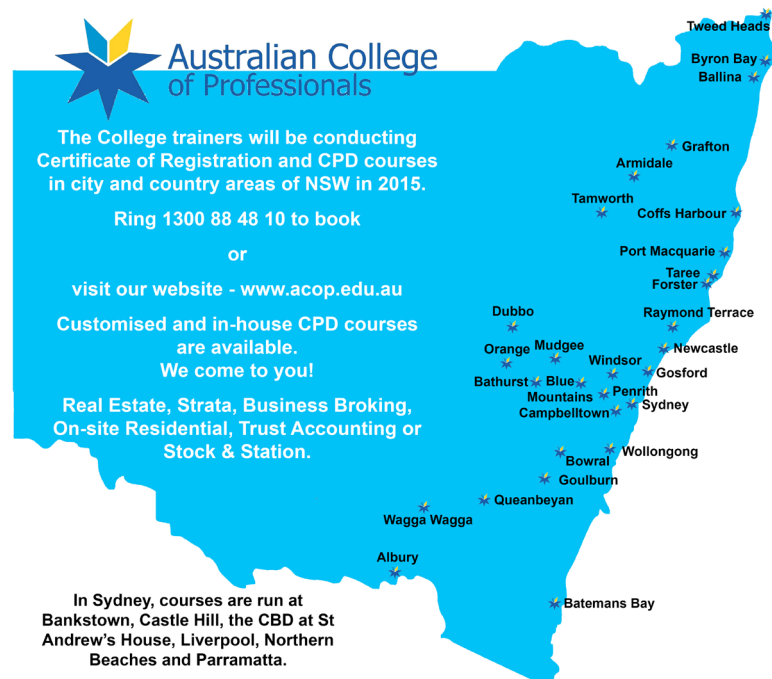
If you answered YES to the above questions, you will be eligible for **government funding**.

## Free Assessment

Send us your resume & copies of any qualification transcripts you may have for a free and confidential preliminary RPL assessment.

Complete the

## Eligibility Survey



**Australian College of Professionals**

The College trainers will be conducting Certificate of Registration and CPD courses in city and country areas of NSW in 2015.

Ring 1300 88 48 10 to book

or

visit our website - [www.acop.edu.au](http://www.acop.edu.au)

Customised and in-house CPD courses are available. We come to you!

Real Estate, Strata, Business Broking, On-site Residential, Trust Accounting or Stock & Station.

In Sydney, courses are run at Bankstown, Castle Hill, the CBD at St Andrew's House, Liverpool, Northern Beaches and Parramatta.

Locations marked on the map: Tweed Heads, Byron Bay, Ballina, Grafton, Armidale, Tamworth, Coffs Harbour, Port Macquarie, Taree, Forster, Raymond Terrace, Newcastle, Gosford, Penrith, Campbelltown, Wollongong, Bowral, Goulburn, Queanbeyan, Wagga Wagga, Albury, Batemans Bay, Dubbo, Orange, Mudgee, Windsor, Bathurst, Blue Mountains, Sydney.