



Australian Government

CPPSCM5002 Conduct strategic planning for strata community sustainable practices and operation

Release: 1

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Modification History

Release	Comments
1	This version first released with CPP Property Services Training Package Release 16.0. Supersedes and is not equivalent to CPPCMN5001A Plan for a sustainable business. Unit updated to meet the Standards for Training Packages 2012 and redeveloped to meet specific strata community management requirements.

Application

This unit of competency specifies the skills and knowledge required to conduct strategic planning for the operation and sustainable practices of a strata community. It includes gathering data to inform strategic maintenance and planning for sustainable practices, and developing and reviewing a documented strata community strategic plan.

This unit is suitable for senior strata managers/principals who are self-directed and have substantial depth of knowledge and skills to make independent judgements in the management of strata communities. Strata managers may also be known as strata community 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

Element	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.

1. Gather data to inform strategic maintenance and sustainability planning.	1.1 Identify regulatory requirements and strategic objectives for strata community sustainable practices and operation. 1.2 Review current strata community practices to identify aspects that support sustainable practices and assess current performance. 1.3 Review triple bottom line planning, budgeting and reporting concepts and assess current performance against sustainable practice objectives. 1.4 Review strata community governance arrangements to identify potential risks to strata community operation. 1.5 Conduct research to identify standards of professional practice in strata community sustainable practices and operation. 1.6 Document findings according to workplace requirements.
2. Develop strata community strategic plan.	2.1 Conduct strengths, weaknesses, opportunities and threats (SWOT) analysis to strata community sustainable practices and operation in consultation with relevant persons. 2.2 Identify goals, objectives and performance measures for strata community sustainable practices and operation in consultation with relevant persons. 2.3 Plan for ecologically sustainable development (ESD) relevant to the strata community. 2.4 Define, cost and schedule strategies and actions to support effective strata community sustainable practices and operation according to workplace and regulatory requirements. 2.5 Document strata community strategic plan to meet workplace requirements.
3. Review strata community strategic plan.	3.1 Consult with relevant persons to assess effectiveness of strata community sustainable practices and operation according to defined goals, objectives and performance measures. 3.2 Update strata community strategic plan to incorporate feedback and improvements according to strata community, workplace and regulatory 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 not equivalent to CPPCMN5001A Plan for a sustainable business.

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 CPPSCM5002 Conduct strategic planning for strata community sustainable practices and operation

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to develop and review a documented strategic plan for the sustainable practices and operation of one strata community.

Knowledge Evidence

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

- compliance requirements of legislation and regulations relevant to strategic planning for strata community sustainable practices and operation in the jurisdiction of operation:
 - civil liability
 - environmental protection (sustainability)
 - fair trading and consumer protection
 - financial probity
 - privacy
 - records management, including initial maintenance schedules and developer handover of a new building
 - work health and safety (WHS)
- concepts and key components of sustainable practices:
 - economic sustainability
 - environmental sustainability
 - social sustainability
 - United Nations Sustainable Development Goals (SDG)
- governance and accountability arrangements for strata communities
- meaning of triple bottom line related to:

- financial performance
- social impact and performance
- ecological or environmental impact and performance
- methods for conducting a strengths, weaknesses, opportunities and threats (SWOT) analysis
- operation of strata committees
- principles and considerations when planning for ecologically sustainable development related to strata community management:
 - electric vehicles
 - embedded networks
 - energy and water efficiency
 - shared servicing
 - smart meters
 - smart buildings
 - waste management
- purpose and content of asset registers and maintenance schedules
- role and responsibilities of the senior strata manager/principal in ensuring effective strata community operation and sustainable practices
- strata community stakeholders:
 - external stakeholders
 - lot owners
 - strata committees
 - strata community members
- strategic performance measures for effective strata community sustainable practices and operation:
 - costs measured against performance targets
 - efficiencies attained from sustainable practices
 - feedback received from stakeholders
- strategic planning and consultation processes
- strategies that support sustainable practices in strata community management
- techniques for financial planning and modelling used to plan and measure community sustainability objectives
- types of strata community risks and associated consequences:
 - civil liability
 - deliberate, natural, accidental or perceived risks
 - equipment malfunction and disaster proofing
 - industry-specific risks
 - loss of goodwill, reputation or credibility
 - loss of profits and ability to switch or update services or equipment
 - loss, disclosure, destruction or compromise of assets
 - maintenance, repair and replacement

- public liability
- regulatory compliance
- trade practices issues
- WHS
- workplace requirements for conducting strategic planning for strata community sustainable practices and operation:
 - content and format of strata community strategic plans
 - systems for storing and retrieving 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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