



Australian Government

CPPSCM5003 Manage strata community asset maintenance and defects

Release: 1

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Modification History

Release Comments

- | Release | Comments |
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| 1 | <p>This version first released with CPP Property Services Training Package Release 16.0.</p> <p>Supersedes and is not equivalent to CPPDSM6007 Develop life cycle asset management plans. Unit redeveloped to meet specific strata community management requirements.</p> |

Application

This unit of competency specifies the skills and knowledge required to manage strata community asset maintenance and defects. It includes determining strata community asset maintenance and defect management requirements, and implementing, reviewing and evaluating asset maintenance and defect management strategies.

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. Determine strata community asset maintenance and defect management requirements.	1.1 Source and analyse relevant asset handover information, warranties, manuals and plans to determine the types of strata community assets, and maintenance, performance and life cycle requirements. 1.2 Analyse asset maintenance plans and schedules and strata community financial documentation to assess planned capital works and maintenance. 1.3 Identify regulatory compliance requirements associated with asset maintenance and defect management. 1.4 Identify persons or entities with roles, responsibilities and obligations related to warranties, maintenance and defect management of identified assets.
2. Implement strata community asset maintenance and defect management strategies.	2.1 Consult with relevant persons to create an asset register and assess and prioritise asset maintenance and defect management requirements. 2.2 Analyse risks associated with asset maintenance and defects and plan suitable risk management strategies. 2.3 Identify situations requiring specialist advice and seek assistance as required to determine risks associated with asset defects or maintenance requirements. 2.4 Coordinate relevant persons to conduct required asset inspections, tests or servicing according to workplace and regulatory requirements. 2.5 Document findings and consult with strata committee to plan asset maintenance and defect management strategies and priorities. 2.6 Negotiate with relevant persons to ensure that asset maintenance and defect management strategies are effectively implemented especially where responsibility for defects lies with other persons or entities. 2.7 Identify and apply measures to limit risk to the asset, strata community and strata manager in implementing defect process or maintenance scheduling.
3. Review and evaluate strata community asset maintenance and defect management strategies.	3.1 Analyse documentation and consult with relevant persons to assess the effectiveness of implemented strata community asset maintenance and defect management strategies. 3.2 Conduct checks and implement actions required to ensure risk is mitigated toward asset, strata community and strata manager according to regulatory and workplace requirements. 3.3 Update relevant plans to ensure effective strategies are in place to meet long-term asset maintenance, performance and life cycle requirements. 3.4 Maintain asset maintenance and defect management documentation according to workplace and regulatory

	requirements.
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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 CPPDSM6007 Develop life cycle asset management plans.

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 CPPSCM5003 Manage strata community asset maintenance and defects

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to manage asset maintenance and defects for one strata community, including:

- developing a handover procedure for receiving a new strata community development, including action lists for the statutory documents
- for one of the warranties disclosed in the handover materials, brief the subject matter expert in a perceived defect or non-compliance issue
- creating an asset register for the new strata community development that lists three major facilities, systems, plant or equipment and for each, scheduling the following to cover a minimum two year period:
 - recommended maintenance periods
 - level of work expected
 - likely costs
 - installer details
 - maintenance company details
 - risk strategies to ensure the maintenance company carries the risk of meeting the maintenance period without breach of warranties and certifications.

Knowledge Evidence

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

- asset life cycle
- building systems and awareness of typical building defects
- common hazards to public and personal safety associated with maintenance work in strata community property and facilities
- compliance requirements of legislation and regulations relevant to strata community asset maintenance and defect management in the jurisdiction of operation:

- civil liability
- environmental protection (sustainability)
- fair trading and consumer protection
- financial probity
- National Construction Code (NCC)
- privacy
- records management, including those related to asset inspections, works and servicing
- strata schemes management
- work health and safety (WHS)
- definition and purpose of Building Information Modelling (BIM) and its benefits and limitations relating to the life cycle management of built assets
- differing roles, responsibilities, obligations and risk profiles related to maintenance and defect management of strata community property and facilities:
 - builders
 - building certifiers/inspectors
 - developers
 - owners
 - strata communities
 - strata committees
 - senior strata managers/principals
- documentation/information required to be handed over on completion of development and its importance in managing strata community risk and regulatory compliance:
 - asset lists
 - certification of relevant assets: lifts and air handling units
 - fire safety schedules
 - maintenance manuals and schedules
 - occupancy permits or equivalent certificates
 - reports, notices or other documentation from service providers
 - security operating instructions
 - warranties and instructions related to equipment, appliances and fixtures
- maintenance schedules and plans associated with strata community assets:
 - purpose
 - inclusions
 - maintenance and service intervals
- principles of risk management
- purpose and content of asset registers and maintenance schedules
- purpose, content and structure of strata plans
- situations requiring specialists to be engaged to diagnose building defects and the impact of those defects on building systems
- types of drawings, models and documentation used for a BIM handover
- types of strata community assets:

- buildings
- community facilities
- furniture, fixtures and fittings (personal property of the scheme)
- grounds and surrounds
- plant and equipment
- utilities services (conduits, cabinets and pipework)
- workplace requirements associated with strata community asset maintenance and defect management:
 - procedures for organising asset inspection and engaging specialists for defect identification, inspections, tests, servicing and works
 - 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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