

Requirements for a 10 year plan: Your Checklist

Part 1: What does the 10 year plan consist of?

The 10 year plan for a designated strata company must include the following information:

- the name of the strata company;
- the address of the strata titles scheme;
- the name and address of the person/s who prepared the plan;
- if the person is employed to prepare the plan, their qualifications;
- the period covered by the plan;
- a list of items that the strata company anticipates will require repair or replacement over the period covered by the plan; [See Part 2: List of Items]
- a condition report; [See Part 3: Condition Report]
- the method the estimated costs for the repair or replacement of the covered items was determined;
- a plan for the funding of the estimated costs mentioned in (8).

Part 2: List of Items

The list of items must include any items of value that forms part of the common property or the personal property of the strata company if it is anticipated that the item will require repair or maintenance during the period covered by the plan.

- | | |
|--|--|
| <input type="checkbox"/> (a) roofs and gutters; | <input type="checkbox"/> (r) ventilation; |
| <input type="checkbox"/> (b) walls; | <input type="checkbox"/> (s) fire services, fire alarms and fire hoses; |
| <input type="checkbox"/> (c) floors; | <input type="checkbox"/> (t) air conditioning systems; |
| <input type="checkbox"/> (d) ceilings; | <input type="checkbox"/> (u) building and ancillary structures; |
| <input type="checkbox"/> (e) windows, eaves, flashings and window sills; | <input type="checkbox"/> (v) utility conduits and services; |
| <input type="checkbox"/> (f) downpipes; | <input type="checkbox"/> (w) garbage disposal; |
| <input type="checkbox"/> (g) foundations of buildings; | <input type="checkbox"/> (x) hot water systems; |
| <input type="checkbox"/> (h) driveways; | <input type="checkbox"/> (y) electrical systems; |
| <input type="checkbox"/> (i) footpaths; | <input type="checkbox"/> (z) post boxes; |
| <input type="checkbox"/> (j) steps; | <input type="checkbox"/> (za) security components; |
| <input type="checkbox"/> (k) stairs and stair railings; | <input type="checkbox"/> (zb) swimming pools, spas and pumps or filters; |
| <input type="checkbox"/> (l) doors and doorways (including fire doors); | <input type="checkbox"/> (zc) water bores; |
| <input type="checkbox"/> (m) lighting; | <input type="checkbox"/> (zd) back flow devices and pumping devices; |
| <input type="checkbox"/> (n) storage or plant rooms; | <input type="checkbox"/> (ze) car stackers; |
| <input type="checkbox"/> (o) fencing and gates; | <input type="checkbox"/> (zf) roof access safety equipment; |
| <input type="checkbox"/> (p) balconies, railings and balustrades; | <input type="checkbox"/> (zg) solar and other sustainability infrastructure; |
| <input type="checkbox"/> (q) lifts; | <input type="checkbox"/> (zh) disability access facilities. |



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Part 3: Condition Report

The condition report may include the following information (as appropriate):

- the date of installation, construction or acquisition (if known);
- the present condition or operating state (including whether working or not);
- the date on which an inspection was last undertaken;
- details of any repair or replacement anticipated during the period of the plan;
- an estimation of the date/s any repair or replacement is likely to be required during the period of the plan;
- details of the estimated cost of the repair or replacement;
- the estimated lifespan of the covered item/s once repaired or replaced.

Part 4: Obtaining a Quote

When obtaining a quote you may need to provide the company with the following items:

Helpful:

- Copy of the Strata Plan
- Site Address
- Council of Owners contact details
- Strata Manager's contact details
- Defects Lists
- Asset Registers
- Warranties
- Maintenance Contracts & Service Records
- Strata Council GST details

May be necessary if proceeding:

- Development Approvals
- Fire Engineering Report
- Operating and Maintenance Manuals
- Practical Completion Certificates
- Building Permit
- Any construction documentation
- Existing Reserve Fund Plan
- Insurance Documentation

For further details about these requirements, see Strata Titles (General) Regulations 2019 Part 12: Strata Companies Section 77: Requirements to have 10 year plan (pgs 76-77)

[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_42518.pdf/\\$FILE/Strata%20Titles%20\(General\)%20Regulations%202019%20-%20%5B00-00-00%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_42518.pdf/$FILE/Strata%20Titles%20(General)%20Regulations%202019%20-%20%5B00-00-00%5D.pdf?OpenElement)

