

# Maintenance Schedules and Plans

## Overview

**The Executive Committee is responsible for overseeing the maintenance of the common property. New provisions in the legislation have been introduced to assist the committee in carrying out this important function.**

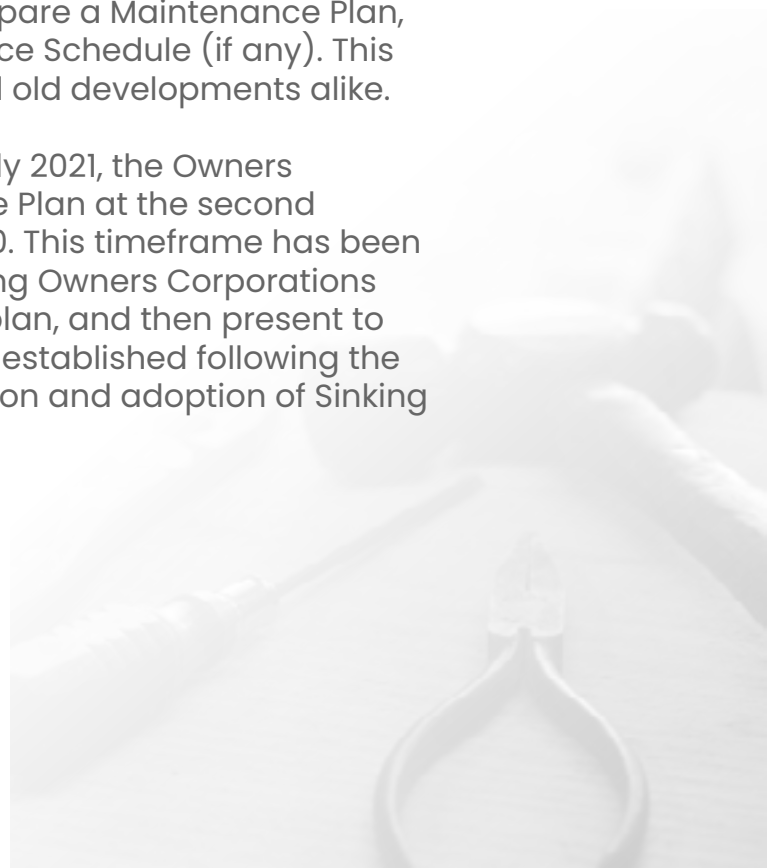
### Maintenance Schedule – Developers

For any new development registered on or after 1 July 2021, the developer must prepare a maintenance schedule detailing how the common property is to be maintained. The maintenance schedule is designed to give information to the Owners Corporation in new developments in order to have an early awareness to ongoing servicing and maintenance that must be carried out to ensure the good working condition of systems, equipment, structures and other items on the common property to maintain their condition and that they are functioning well. The developer must give the maintenance schedule to the Owners Corporation at the first Annual General Meeting.

### Maintenance Plan – Owners Corporation

All Owners Corporations will be required to prepare a Maintenance Plan, taking into account the Developers Maintenance Schedule (if any). This obligation will apply to new developments and old developments alike.

For a Units Plan that was registered before 1 July 2021, the Owners Corporation will need to adopt its Maintenance Plan at the second annual general meeting after 1 November 2020. This timeframe has been established to provide sufficient time for existing Owners Corporations to undertake the work required to establish a plan, and then present to a meeting of the owners. A similar regime was established following the 2009 strata reforms in relation to the preparation and adoption of Sinking Fund Forecasts.



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## Maintenance Plan – Owners Corporation cont.

The maintenance plan will require consideration of all items that the Owners Corporation is bound by statute to maintain, including;

- The common property;
- Other property that it holds;
- The defined parts of any building containing Class A units, including walls, columns, footings, slabs, beams or any part of a balcony on the building;
- Facilities associated with the provision of various easements
- Any building on the common property that encroaches on a unit if the building is the subject of an easement declared by the owners corporation under the Unit Titles Act 2001, section 36;
- All buildings on all Class B units on the Units Plan as authorised by a special resolution.

Furthermore, a maintenance plan must include a plan for the maintenance and inspection of the following systems, equipment and structures on the common property to avoid future damage to, or failure of, these structures:

- Exterior walls, guttering, downpipes and roof;
- Pools and surrounds, pool fencing and gates;
- Air conditioning, heating and ventilation systems;
- Lifts;
- Fire protection equipment including sprinkler systems, fire alarms and smoke detectors;
- Security access systems;
- Electric vehicle charging stations and associated infrastructure;
- Embedded networks and micro-grids;
- Solar panels and associated equipment and any other sustainability infrastructure.

An owners corporation's maintenance plan and the developer's maintenance schedule must also include the following:

- The warranties for systems, equipment and other items mentioned in the plan/schedule; and
- Any manuals or statement of maintenance requirements provided by the manufacturer of the system, equipment or other items mentioned in the plan/schedule; and
- The name and contact details of the manufacturer and installer of the system, equipment or other items mentioned in the plan/schedule.

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## Maintenance plan – Owners Corporation cont.

The Owners Corporation should regularly review their maintenance plan and amend it when necessary. Information relating to the maintenance, repair or replacement undertaken to any systems, equipment, structures and other items on the common property, including copies of manuals and warranty information should be kept with the maintenance plan in order for the Owners Corporation to easily locate and refer to if it is needed.

## References

Unit Titles (Management) Act 2011; Unit Titles (Management) Regulation 2011; Unit Titles Act 2001; Planning and Development Act 2007  
([www.legislation.act.gov.au](http://www.legislation.act.gov.au))

- Division 3.3 [Maintenance and other services](#)
- Section 24 [Maintenance obligations](#)
- Section 168 [Obligations in relation to maintenance schedule](#)

