

Contract of Sale of Land

Property:

82 Golf Links Drive, Beveridge VIC 3753



Address: 797 Plenty Road, South Morang VIC 3752

Email: admin@lvconveyancing.com.au

Our Reference: GG:250355

Contract of Sale of Land

IMPORTANT NOTICE TO PURCHASERS – COOLING-OFF

Cooling-off period (Section 31 of the *Sale of Land Act 1962*)

You may end this contract within 3 clear business days of the day that you sign the contract if none of the exceptions listed below applies to you.

You must either give the vendor or the vendor's agent **written** notice that you are ending the contract or leave the notice at the address of the vendor or the vendor's agent to end this contract within this time in accordance with this cooling-off provision.

You are entitled to a refund of all the money you paid EXCEPT for \$100 or 0.2% of the purchase price (whichever is more) if you end the contract in this way.

EXCEPTIONS: the 3-day cooling-off period does not apply if:

- you bought the property at a publicly advertised auction or on the day on which the auction was held; or
- you bought the land within 3 clear business days before a publicly advertised auction was to be held; or
- you bought the land within 3 clear business days after a publicly advertised auction was held; or
- the property is used primarily for industrial or commercial purposes; or
- the property is more than 20 hectares in size and is used primarily for farming; or
- you and the vendor previously signed a contract for the sale of the same land in substantially the same terms; or
- you are an estate agent or a corporate body.

NOTICE TO PURCHASERS OF PROPERTY OFF-THE-PLAN

Off-the-plan sales (Section 9AA(1A) of the *Sale of Land Act 1962*)

You may negotiate with the vendor about the amount of the deposit moneys payable under the contract of sale, up to 10 per cent of the purchase price.

A substantial period of time may elapse between the day on which you sign the contract of sale and the day on which you become the registered proprietor of the lot.

The value of the lot may change between the day on which you sign the contract of sale of that lot and the day on which you become the registered proprietor

WARNING TO ESTATE AGENTS
DO NOT USE THIS CONTRACT FOR SALES OF 'OFF THE PLAN' PROPERTIES
UNLESS IT HAS BEEN PREPARED BY A LEGAL PRACTITIONER

Contract of Sale of Land

The vendor agrees to sell and the purchaser agrees to buy the property, being the land and the goods, for the price and on the terms set out in this contract.

The terms of this contract are contained in the –

- particulars of sale; and
- special conditions, if any; and
- general conditions (which are in standard form: see general condition 6.1)

in that order of priority.

SIGNING OF THIS CONTRACT

WARNING: THIS IS A LEGALLY BINDING CONTRACT. YOU SHOULD READ THIS CONTRACT BEFORE SIGNING IT.

Purchasers should ensure that they have received a section 32 statement from the vendor before signing this contract. In this contract, "section 32 statement" means the statement required to be given by a vendor under section 32 of the *Sale of Land Act 1962*.

The authority of a person signing –

- under power of attorney; or
 - as director of a corporation; or
 - as agent authorised in writing by one of the parties –
- must be noted beneath the signature.

Any person whose signature is secured by an estate agent acknowledges being given by the agent at the time of signing a copy of the terms of this contract.

SIGNED BY THE PURCHASER:

..... on/...../2025

Print names(s) of person(s) signing:

State nature of authority, if applicable:

This offer will lapse unless accepted within [] clear business days (3 clear business days if none specified)
In this contract, "business day" has the same meaning as in section 30 of the *Sale of Land Act 1962*

SIGNED BY THE VENDOR:

..... on/...../2025

Print names(s) of person(s) signing: Diana Mroue and Mohamed Ali Mroue

State nature of authority, if applicable:

The **DAY OF SALE** is the date by which both parties have signed this contract.

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Particulars of Sale

Vendor's estate agent

Name: _____
Address: _____
Email: _____
Tel: _____ Mob: _____ Fax: _____ Ref: _____

Vendor

Name: Diana Mroue and Mohamed Ali Mroue
Address: _____
ABN/ACN: _____
Email: dianamroue84@gmail.com

Vendor's legal practitioner or conveyancer

Name: LV Conveyancing Pty Ltd
Address: 797 Plenty Road, South Morang Victoria 3752
Email: admin@lvconveyancing.com.au
Tel: _____ Mob: _____ Fax: _____ Ref: 250355

Purchaser's estate agent

Name: _____
Address: _____
Email: _____
Tel: _____ Mob: _____ Fax: _____ Ref: _____

Purchaser

Name: _____
Address: _____
ABN/ACN: _____
Email: _____

Purchaser's legal practitioner or conveyancer

Name: _____
Address: _____
Email: _____
Tel: _____ Mob: _____ Fax: _____ Ref: _____

Land (general conditions 7 and 13)

The land is described in the table below –

Certificate of Title reference	being lot	on plan
Volume 11944 Folio 339	3103	6173206

If no title or plan references are recorded in the table, the land is as described in the section 32 statement or the register search statement and the document referred to as the diagram location in the register search statement attached to the section 32 statement

The land includes all improvements and fixtures.

Property address

The address of the land is: 82 Golf Links Drive, Beveridge VIC 3753

Goods sold with the land (general condition 6.3(f)) (*list or attach schedule*)

All fixtures and fittings as inspected

Payment

Price \$ _____
Deposit \$ _____ by ___ / ___ / 20___ (of which \$ _____ has been paid)
Balance \$ _____ payable at settlement

Deposit bond

General condition 15 applies only if the box is checked

Bank guarantee

General condition 16 applies only if the box is checked

GST (general condition 19)

Subject to general condition 19.2, the price includes GST (if any), unless the next box is checked

- GST (if any) must be paid in addition to the price if the box is checked
- This sale is a sale of land on which a 'farming business' is carried on which the parties consider meets the requirements of section 38-480 of the GST Act if the box is checked
- This sale is a sale of a 'going concern' if the box is checked
- The margin scheme will be used to calculate GST if the box is checked

Settlement (general conditions 17 & 26.2)

is due on ___ / ___ / 20___

unless the land is a lot on an unregistered plan of subdivision, in which case settlement is due on the later of:

- the above date; and
- the 14th day after the vendor gives notice in writing to the purchaser of registration of the plan of subdivision.

Lease (general condition 5.1)

At settlement the purchaser is entitled to vacant possession of the property unless the box is checked, in which case the property is sold subject to*:

(*only one of the boxes below should be checked after carefully reading any applicable lease or tenancy document)

a lease for a term ending on / /20..... with [.....] options to renew, each of [.....] years

OR

a residential tenancy for a fixed term ending on / /20.....

OR

a periodic tenancy determinable by notice

Terms contract (general condition 30)

This contract is intended to be a terms contract within the meaning of the *Sale of Land Act 1962* if the box is checked. (*Reference should be made to general condition 30 and any further applicable provisions should be added as special conditions*)

Loan (general condition 20)

This contract is subject to a loan being approved and the following details apply if the box is checked:

Lender:

Loan amount: no more than Approval date:

Building report

General condition 21 applies only if the box is checked

Pest report

General condition 22 applies only if the box is checked

Special Conditions

Instructions: *It is recommended that when adding special conditions:*

- *each special condition is numbered;*
- *the parties initial each page containing special conditions;*
- *a line is drawn through any blank space remaining on the last page; and*
- *attach additional pages if there is not enough space*

1A Acceptance of title

General condition 12.4 is added:

Where the purchaser is deemed by section 27(7) of the *Sale of Land Act 1962* to have given the deposit release authorisation referred to in section 27(1), the purchaser is also deemed to have accepted title in the absence of any prior express objection to title.

1B Foreign resident capital gains withholding

1B.1 Words defined or used in Subdivision 14-D of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* have the same meaning this special condition unless the context requires otherwise.

1B.2 Every vendor under this contract is a foreign resident for the purposes of this special condition unless the vendor gives the purchaser a special clearance certificate issued by the Commissioner under section 14-200 (1) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The specified period in the clearance certificate must include the actual date of settlement.

1B.3 This special condition only applies if the purchaser is required to pay the Commissioner an amount in accordance with section 14-200(3) or section 14-235 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* ("the amount") because one or more of the vendors is a foreign resident, the property is or will have a market value of \$2 million or more just after the transaction, and the transaction is not excluded under section 14-215(1) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*.

1B.4 The amount is to be deducted from the vendor's entitlement to the contract consideration. The vendor must pay to the purchaser at settlement such part of the amount as is represented by non-monetary consideration.

1B.5 The purchaser must:

- engage a legal practitioner or conveyancer ("representative") to conduct all legal aspects of settlement, including the performance of the purchaser's obligations in this special condition; and
- ensure that the representative does so.

1B.6 The terms of the representative's engagement are taken to include instructions to have regard to the vendor's interests and instructions that the representative must:

- pay, or ensure payment of, the amount to the Commissioner in the manner required by the Commissioner as soon as reasonably and practicably possible, from moneys under the control or direction of the representative in accordance with this special condition if the sale of the property settles;
- promptly provide the vendor with proof of payment; and
- otherwise comply, or ensure compliance with, this special condition;

despite

- any contrary instructions, other than from both the purchaser and the vendor; and
- any other provision in this contract to the contrary.

1B.7 The representative is taken to have complied with the obligations in special condition 1B.6 if:

- the settlement is conducted through the electronic conveyancing system operated by Property Exchange Australia Ltd or any other electronic conveyancing system agreed by the parties; and
- the amount is included in the settlement statement requiring payment to the Commissioner in respect of this transaction.

1B.8 Any clearance certificate or document evidencing variation of the amount in accordance with section 14-253(2) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* must be given to the purchaser at least 5 business days before the due date for settlement.

1B.9 The vendor must provide the purchaser with such information as the purchaser requires to comply with the purchaser's obligation to pay the amount in accordance with section 14-200 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The information must be provided within 5 business days of request by the purchaser. The vendor warrants that the information the vendor provides is true and correct.

1B.10 The purchaser is responsible for any penalties or interest payable to the Commissioner on account of late payment of the amount.

- 2. Foreign Takeovers Special Condition**
- 2.1 The Purchaser warrants that the provisions of the *Foreign Acquisitions and Takeovers Act 1975* (C'th) do not require the Purchaser to obtain consent to enter this contract.
- 2.2 If there is a breach of the warranty contained in Clause 2.1 (whether intentional or not) the Purchaser must indemnify and compensate the Vendor for any loss, damage or cost which the Vendor incurs as a result of the breach.
- 2.3 This warranty and indemnity do not merge on completion of this contract.
- 3. Representation Special Condition**
- 3.1 The Purchaser acknowledges and agrees that this Contract constitutes the entire agreement between the parties and there are no conditions, warranties or other terms affecting the sale other than those embodied herein.
- 3.2 The Purchaser further acknowledges and agrees that the Land together with any improvements is purchased by the Purchaser:-
- a. as a result of the independent exercise for the Purchaser's own skill and judgment after due inspection and investigation; and
- b. in its present condition and state of repair with all existing patent and latent defects, infestations, contamination and dilapidation;
- and that no representation or warranty has been made or given by the Vendor or by any persons acting on behalf of the Vendor to the Purchaser or to any person acting on behalf of the Purchaser as to:
- a. the merchantability, quality or fitness for any purpose of the land or improvements;
- b. the freedom of the Land from defects, infestations, contamination or dilapidation;
- c. the use to which the Land or the improvements can lawfully be put;
- d. whether development of any description may be carried out on the land; or
- e. whether the improvements on the Land have been built or placed there in accordance with each approval required by law for the building or placement of the same.
- 3.3 The Purchaser shall make no requisition in respect of or objection to or claim any compensation for any contamination or pollution of the Land and shall at the Purchaser's own expense comply with the requirements of each competent authority for the abatement of any pollution or the clean up or any environmental audit (or any combination of them) of the Land and shall keep the Vendor indemnified at all times against the cost of doing so.
- 4. Auction Special Condition**
- IF AND ONLY IF, The property is offered for sale by public auction, the public auction is subject to the Vendor's reserve price. The Rules for the conduct of the Auction shall be as set out in the Schedules to *the Sale of Land (Public Auctions) regulations 2014* or any rules prescribed by regulation which modify or replace those Rules.
- 5. Subject to Finance**
- General condition 20 is amended so far as it is inconstant with this special condition. For the purchaser to terminate this contract of sale, they will need to show sufficient evidence that their finance was not approved based on the security of the house, not on their financial circumstances.
- 6. Amendments**
- 6.1 General condition 33 is amended by replacing 2% with 8%.
- 6.2 General Conditions 9 do not apply to this Contract.
- 6.3 General Condition 31.4 – 31.6 do not apply to this contract
- 7. Land Tax**
- if this contract is entered into prior to 1 January 2024 then Land tax will be adjusted on the greater of the proportional basis or single holder basis; however, if this contract is entered into after 1 January 2024 then there will be no apportionment of land tax between the vendor and purchaser.
- 8. Adjustments**
- 8.1 The purchaser and/or their representatives are required to provide the statement of adjustments with all applicable certificates at least 7 days prior to the scheduled settlement date; failure to comply with this condition, the vendor will be at liberty to delay settlement.
- 8.2 If the adjustments are not correct the Vendor will prepare the correct Statement of adjustments at a fixed fee of \$220, which will be adjusted for in the said corrected adjustments.
- 9. Transfer of Land**
- 9.1 Time of delivery – Notwithstanding any General Condition hereof the Purchaser must deliver to the Vendor's solicitors the Transfer of land or prepare same on PEXA no later than Fourteen (14) days before the date for payment of the residue ("delivery date").
- 9.2 Failure to prepare on time - If the Purchaser fails to prepare the Transfer on or before the delivery date then without prejudice to the Vendor's other rights.
- 9.2.1 The Vendor may complete this Contract at any time between the date for payment of the residue and the date which is Fourteen (14) days after the Purchaser prepares the Transfer; and
- 9.2.2 The Purchaser must pay interest on the price for the period from the date of payment of the residue until the Contract is completed.
- 10. Purchaser acknowledgements**
- The purchaser acknowledges that they are purchasing the property as a result of their own enquiries and inspection and not relying upon any representation made by the vendor or any other person on the vendor's behalf:
- 10.1 In its present condition and state of repair;
- 10.2 Subject to all defects latent and patent;
- 10.3 Subject to any infestations and dilapidation;
- 10.4 Subject to all existing water, sewerage, drainage and plumbing services and connections in respect of the property; and
- 10.5 Subject to any non-compliance, regardless if it is disclosed herein or not, with the Local Government Act or any Ordinance under that Act in respect of any building on the land.
- 10.6 subject to any non-compliance, regardless if it is disclosed herein or not, with any Act in respect of any building on the land.
- 10.7 Subject to any and all rubbish that may be left on the land prior to settlement.

The purchaser agrees not to seek to terminate rescind or make any objection requisition or claim for compensation arising out of any of the matters covered by this clause.

11. Town Planning

- 11.1 The purchaser shall not requisition, object or claim compensation in respect of any restriction or prohibition on the use or development of or any zoning overlay or reservation affecting the property under any Planning Act or scheme or in any legislation or imposed by any authority empowered by legislation to control the use or development. AND The Purchaser acknowledges that by executing this contract they have been provided adequate documentation and have undertaken all necessary steps to ensure that they are satisfied in respect of any town planning and covenant to not make any claim, prior, during and post settlement of the property.
- 11.2 The Vendor does not warrant that the Land may be used for any particular purpose.

12. Deposit

The purchaser must pay the deposit:

- 12.1 to the Vendor's licenced estate agent, or
- 12.2 if there is no estate agent, to any trust account requested by the Vendor

13. Company

If a company purchases the property:

- 13.1 Any person who signs this contract will be personally responsible to comply with the terms and conditions of this contract; and
- 13.2 The directors of the company must sign the guarantee attached to this contract and deliver it to the vendor within 7 days of the day of sale.

14. The Purchaser buys the Land subject to

- 14.1 any encroachment of adjoining properties affecting the Land;
- 14.2 any Law affecting the Land;
- 14.3 any encroachment, restriction or condition affecting or imposed upon the Land or its use;
- 14.4 any easement, covenant or similar encumbrance;
- 14.5 any rights of or claims by any authority; and
- 14.6 the applicable planning scheme, and may not delay Settlement, make any requisition or objection or claim any compensation for the Vendor in connection with them,

15. Stamp Duty

Purchaser Buying in Unequal Interests: in the event there is more than one Purchaser it is the Purchaser's responsibility to ensure the contract correctly records at the date of sale the proportions in which they are buying the Property (the proportions) If the proportions recorded in the transfer differ from those recorded in the contract, it is the purchasers' responsibility to pay any additional duty which may be assessed as a result of the variation. The Purchasers fully indemnify the Vendor, the Vendor's Agent and the Vendor's Legal Practitioner against any claims or demands which may be made against any or all of them in relation to any additional duty payable as a result of the proportions in the transfer from those in the Contract.

16. Amendment:

This Contract may only be varied, if the variation is signed by the parties; to avoid doubt, an initial is insufficient to amend this contract.

17. Waiver of Rights

Rights may be waived as follows:

- 17.1 any right may only be waived in writing, signed by the party giving the waiver.
- 17.2 no other conduct of the party (including a failure to exercise, or delay in exercising the right) operates as a waiver of the right or otherwise prevents the exercise of the right;
- 17.3 a waiver of a right on one or more occasions does not operate as a waiver of that right if it arises again; and
- 17.4 the exercise of all or part of a right does not prevent any further exercise of that right and any other right.

18. Multiple Parties

If a party to this document is made up of more than one person, or a term is used in document to refer to more than one party;

- 18.1 an obligation of those persons is joint and several;
- 18.2 a right of these persons is held by them severally; and
- 18.3 any other reference to that party or that terms is a reference to each of those persons separately, so that (for example) a representation, warranty or undertaking is given by each of them separately.

19. Entire Contract

This Contract is the entire Contract between the parties. There is no warranty, representation or guarantee of any nature relating to the subject matter of this Contract which is not contained in this Contract or the Vendors Statement.

20. No Merger

No provision of this Contract;

- 20.1 merges on or by virtue of settlement; or
- 20.2 are in any way modified or in-discharged or prejudiced by reason of any investigation made or information acquired by or on behalf of the Purchaser.

21. Giving Effect to this Contract

Each party must do anything (including execute Any document) and must ensure that its employees and agents do anything (including execute any document) that any other party may reasonably requires to give full effect to this Contract.

22. Severability

Any provision in this Contract which is invalid or unenforceable in any jurisdiction is to be read down for the purposes of that jurisdiction, if possible, so as to be valid and enforceable, without affecting the remaining provisions of this Contract or affecting the validity or enforceability of that provision in any other jurisdiction.

- 23. Duties Form**
The Vendor must be allowed seven (7) clear days to sign the online duties form, otherwise the Vendor will be at liberty to delay settlement.
- 24. Damages and Penalty Interest**
- 24.1 Notwithstanding any other General Condition hereof if the Purchaser defaults under or breaches any of the terms and conditions of this Contract:-
- 24.1.1 The Purchaser shall pay upon demand all damages expenses and costs incurred by the Vendor arising out of such a default or breach and until payment thereof the Purchaser shall be deemed not to have remedied the default or breach and such damages expenses and costs shall be deemed part of the residue recoverable with interest pursuant to the terms of this Contract
- 24.1.2 The purchaser acknowledges that the damage may include damages incurred by the Vendor for a subsequent transaction.
- 24.1.3 The Purchase must pay \$330 (inclusive of GST) to the Vendor's representative for each and every settlement rebooking, unless the rebooking is a mere time slot change requested three (3) clear business days prior to settlement
- 24.1.4 The Purchaser acknowledges and accepts that the Vendor's cost for preparing and serving a notice of default and/or rescission shall be fixed at \$825 (inclusive of GST)
- 24.1.5 The purchaser shall pay all legal costs of the vendor incurred as a result of the purchaser's breach.
- 24.2 Notwithstanding any general condition to the contrary, the purchaser and/or their representative shall have three (3) clear business days to dispute a notice of default and/or rescission, after which they will be deemed to have accepted the said notice in its current form and waive their [purchaser's] rights to dispute the said notice.
- 24.2.1 Any such dispute must clearly identify and explain the matters to which the Purchaser takes issue with and/or disputes.
- 25. Nomination**
The purchaser shall only be able to nominate if the following is complied with:
- 25.1 The nomination is provided by email no later than 14 days prior to settlement
- 25.2 The purchaser is not in breach of any the provision of this contract
- 25.3 The proposed nominee makes payment to the Vendor's representative in the fixed amount of \$350 excluding GST for the administration costs and disbursements of the Vendor, regardless of whether or not the nomination was ultimately effected or cancelled or varied.
- 25.5 The Purchaser remains personally liable for the performance of all of the Purchaser's obligations under this contract despite the nomination of any substitute or additional transferee.
- 25.6 The Purchaser is liable for and indemnifies the Vendor on demand against all Claims arising from or in connection with the nomination.
- 26. Identity of the land mistakes and omissions**
An omission or mistake in the description, measurements or area of the land does not invalidate the sale and the purchaser cannot make any objection or claim for compensation for any alleged mis-description of the property or any deficiency in its area or measurements; or require the vendor to amend title or pay any cost of amending title.
- 27. Disclosure**
The purchaser acknowledges that prior to the signing of this contract or any other document relating to this sale which is or is intended to be legally binding, they received from the vendor's agent a statement containing particulars specified in and otherwise complying with section 51 of the Estate Agents Act 1980 (Vic) (if applicable), a statement pursuant to section 32 of the Sale of Land Act 1962 (Vic) and a copy of this contract.
- 28. Foreign Resident Capital Gains Withholding Payments**
In the event that this sale is of a property with a value of \$750,000.00 dollars or more then:
- 28.1 Clearance certificate or variation
- 28.1.1 vendor may advise the purchaser whether a clearance certificate or variation notice from the Australian Taxation Office will be provided.
- 28.1.2 A clearance certificate or variation will be given at least one (1) hour prior to settlement
- 28.2 Withholding and remission of payment
- 28.2.1 If the vendor gives a clearance certificate, the purchaser must not withhold any amount.
- 28.2.2 If the vendor gives the purchaser a variation notice, the purchaser must withhold the amount specified in that notice.
- 28.2.3 In the event that the vendor does not provide a clearance certificate or a variation notice prior to settlement then the purchaser must withhold 12.5% of the purchase price on account of the Foreign Resident Capital Gains Withholding Payment.
- 28.2.4 The purchaser must remit to the Australian Taxation Office any amount withheld on account of the Foreign Resident Capital Gains Withholding Payment as soon as possible following settlement.
- 28.3 Compliance costs
- 28.3.1 The purchaser must cover the costs for withholding and remittance of the Foreign Resident Capital Gains Withholding Payment.

General Conditions

Contract signing

1. ELECTRONIC SIGNATURE

- 1.1 In this general condition "electronic signature" means a digital signature or a visual representation of a person's handwritten signature or mark which is placed on a physical or electronic copy of this contract by electronic or mechanical means, and "electronically signed" has a corresponding meaning.
- 1.2 The parties consent to this contract being signed by or on behalf of a party by an electronic signature.
- 1.3 Where this contract is electronically signed by or on behalf of a party, the party warrants and agrees that the electronic signature has been used to identify the person signing and to indicate that the party intends to be bound by the electronic signature.
- 1.4 This contract may be electronically signed in any number of counterparts which together will constitute the one document.
- 1.5 Each party consents to the exchange of counterparts of this contract by delivery by email or such other electronic means as may be agreed in writing.
- 1.6 Each party must upon request promptly deliver a physical counterpart of this contract with the handwritten signature or signatures of the party and all written evidence of the authority of a person signing on their behalf, but a failure to comply with the request does not affect the validity of this contract.

2. LIABILITY OF SIGNATORY

Any signatory for a proprietary limited company purchaser is personally liable for the due performance of the purchaser's obligations as if the signatory were the purchaser in the case of a default by a proprietary limited company purchaser.

3. GUARANTEE

The vendor may require one or more directors of the purchaser to guarantee the purchaser's performance of this contract if the purchaser is a proprietary limited company.

4. NOMINEE

The purchaser may no later than 14 days before the due date for settlement nominate a substitute or additional person to take a transfer of the land, but the named purchaser remains personally liable for the due performance of all the purchase's obligations under this contract.

Title

5. ENCUMBRANCES

- 5.1 The purchaser buys the property subject to:
 - (a) any encumbrance shown in the section 32 statement other than mortgages or caveats; and
 - (b) any reservations, exceptions and conditions in the crown grant; and
 - (c) any lease or tenancy referred to in the particulars of sale.
- 5.2 The purchaser indemnifies the vendor against all obligations under any lease or tenancy that are to be performed by the landlord after settlement.

6. VENDOR WARRANTIES

- 6.1 The vendor warrants that these general conditions 1 to 35 are identical to the general conditions 1 to 35 in the form of contract of sale of land published by the Law Institute of Victoria Limited and the Real Estate Institute of Victoria Pty Ltd in the month and year set out at the foot of this page.
- 6.2 The warranties in general conditions 6.3 and 6.4 replace the purchaser's right to make requisitions and inquiries.
- 6.3 The vendor warrants that the vendor:
 - (a) has, or by the due date for settlement will have, the right to sell the land; and
 - (b) is under no legal disability; and
 - (c) is in possession of the land, either personally or through a tenant; and
 - (d) has not previously sold or granted any option to purchase, agreed to lease or granted a pre-emptive right which is current over the land and which gives another party rights which have priority over the interest of the purchaser; and
 - (e) will at settlement be the holder of an unencumbered estate in fee simple in the land; and
 - (f) will at settlement be the unencumbered owner of any improvements, fixtures, fittings and goods sold with the land.

- 6.4 The vendor further warrants that the vendor has no knowledge of any of the following:
- (a) public rights of way over the land;
 - (b) easements over the land;
 - (c) lease or other possessory agreement affecting the land;
 - (d) notice or order directly or indirectly affecting the land which will not be dealt with at settlement, other than the usual rate notices and any land tax notices;
 - (e) legal proceedings which would render the sale of the land void or voidable or capable of being set aside.
- 6.5 The warranties in general conditions 6.3 and 6.4 are subject to any contrary provisions in this contract and disclosures in the section 32 statement.
- 6.6 If sections 137B and 137C of the *Building Act* 1993 apply to this contract, the vendor warrants that:
- (a) all domestic building work carried out in relation to the construction by or on behalf of the vendor of the home was carried out in a proper and workmanlike manner; and
 - (b) all materials used in that domestic building work were good and suitable for the purpose for which they were used and that, unless otherwise stated in the contract, those materials were new; and
 - (c) domestic building work was carried out in accordance with all laws and legal requirements, including, without limiting the generality of this warranty, the *Building Act* 1993 and regulations made under the *Building Act* 1993.
- 6.7 Words and phrases used in general condition 6.6 which are defined in the *Building Act* 1993 have the same meaning in general condition 6.6.

7. IDENTITY OF THE LAND

- 7.1 An omission or mistake in the description of the property or any deficiency in the area, description or measurements of the land does not invalidate the sale.
- 7.2 The purchaser may not:
- (a) make any objection or claim for compensation for any alleged misdescription of the property or any deficiency in its area or measurements; or
 - (b) require the vendor to amend title or pay any cost of amending title.

8. SERVICES

- 8.1 The vendor does not represent that the services are adequate for the purchaser's proposed use of the property and the vendor advises the purchaser to make appropriate inquiries. The condition of the services may change between the day of sale and settlement and the vendor does not promise that the services will be in the same condition at settlement as they were on the day of sale.
- 8.2 The purchaser is responsible for the connection of all services to the property after settlement and the payment of any associated cost.

9. CONSENTS

The vendor must obtain any necessary consent or licence required for the vendor to sell the property. The contract will be at an end and all money paid must be refunded if any necessary consent or licence is not obtained by settlement.

10. TRANSFER & DUTY

- 10.1 The purchaser must prepare and deliver to the vendor at least 7 days before the due date for settlement any paper transfer of land document which is necessary for this transaction. The delivery of the transfer of land document is not acceptance of title.
- 10.2 The vendor must promptly initiate the Duties on Line or other form required by the State Revenue Office in respect of this transaction, and both parties must co-operate to complete it as soon as practicable.

11. RELEASE OF SECURITY INTEREST

- 11.1 This general condition applies if any part of the property is subject to a security interest to which the *Personal Property Securities Act* 2009 (Cth) applies.
- 11.2 For the purposes of enabling the purchaser to search the Personal Property Securities Register for any security interests affecting any personal property for which the purchaser may be entitled to a release, statement, approval or correction in accordance with general condition 11.4, the purchaser may request the vendor to provide the vendor's date of birth to the purchaser. The vendor must comply with a request made by the purchaser under this condition if the purchaser makes the request at least 21 days before the due date for settlement.
- 11.3 If the purchaser is given the details of the vendor's date of birth under condition 11.2, the purchaser must
- (a) only use the vendor's date of birth for the purposes specified in condition 11.2; and
 - (b) keep the date of birth of the vendor secure and confidential.

- 11.4 The vendor must ensure that at or before settlement, the purchaser receives –
- (a) a release from the secured party releasing the property from the security interest; or
 - (b) a statement in writing in accordance with section 275(1)(b) of the *Personal Property Securities Act 2009* (Cth) setting out that the amount or obligation that is secured is nil at settlement; or
 - (c) a written approval or correction in accordance with section 275(1)(c) of the *Personal Property Securities Act 2009* (Cth) indicating that, on settlement, the personal property included in the contract is not or will not be property in which the security interest is granted.
- 11.5 Subject to general condition 11.6, the vendor is not obliged to ensure that the purchaser receives a release, statement, approval or correction in respect of personal property -
- (a) that –
 - (i) the purchaser intends to use predominately for personal, domestic or household purposes; and
 - (ii) has a market value of not more than \$5000 or, if a greater amount has been prescribed for the purposes of section 47(1) of the *Personal Property Securities Act 2009* (Cth), not more than that prescribed amount; or
 - (b) that is sold in the ordinary course of the vendor's business of selling personal property of that kind.
- 11.6 The vendor is obliged to ensure that the purchaser receives a release, statement, approval or correction in respect of personal property described in general condition 11.5 if -
- (a) the personal property is of a kind that may be described by a serial number in the Personal Property Securities Register; or
 - (b) the purchaser has actual or constructive knowledge that the sale constitutes a breach of the security agreement that provides for the security interest.
- 11.7 A release for the purposes of general condition 11.4(a) must be in writing.
- 11.8 A release for the purposes of general condition 11.4(a) must be effective in releasing the goods from the security interest and be in a form which allows the purchaser to take title to the goods free of that security interest.
- 11.9 If the purchaser receives a release under general condition 11.4(a) the purchaser must provide the vendor with a copy of the release at or as soon as practicable after settlement.
- 11.10 In addition to ensuring a release is received under general condition 11.4(a), the vendor must ensure that at or before settlement the purchaser receives a written undertaking from a secured party to register a financing change statement to reflect that release if the property being released includes goods of a kind that are described by serial number in the Personal Property Securities Register.
- 11.11 The purchaser must advise the vendor of any security interest that is registered on or before the day of sale on the Personal Property Securities Register, which the purchaser reasonably requires to be released, at least 21 days before the due date for settlement.
- 11.12 The vendor may delay settlement until 21 days after the purchaser advises the vendor of the security interests that the purchaser reasonably requires to be released if the purchaser does not provide an advice under general condition 11.11.
- 11.13 If settlement is delayed under general condition 11.12, the purchaser must pay the vendor -
- (a) interest from the due date for settlement until the date on which settlement occurs or 21 days after the vendor receives the advice, whichever is the earlier; and
 - (b) any reasonable costs incurred by the vendor as a result of the delay -
- as though the purchaser was in default.
- 11.14 The vendor is not required to ensure that the purchaser receives a release in respect of the land. This general condition 11.14 applies despite general condition 11.1.
- 11.15 Words and phrases which are defined in the *Personal Property Securities Act 2009* (Cth) have the same meaning in general condition 11 unless the context requires otherwise.

12. BUILDING WARRANTY INSURANCE

The vendor warrants that the vendor will provide at settlement details of any current builder warranty insurance in the vendor's possession relating to the property if requested in writing to do so at least 21 days before settlement.

13. GENERAL LAW LAND

- 13.1 The vendor must complete a conversion of title in accordance with section 14 of the *Transfer of Land Act 1958* before settlement if the land is the subject of a provisional folio under section 23 of that Act.
- 13.2 The remaining provisions of this general condition 13 only apply if any part of the land is not under the operation of the *Transfer of Land Act 1958*.

- 13.3 The vendor is taken to be the holder of an unencumbered estate in fee simple in the land if there is an unbroken chain of title starting at least 30 years before the day of sale proving on the face of the documents the ownership of the entire legal and equitable estate without the aid of other evidence.
- 13.4 The purchaser is entitled to inspect the vendor's chain of title on request at such place in Victoria as the vendor nominates.
- 13.5 The purchaser is taken to have accepted the vendor's title if:
- (a) 21 days have elapsed since the day of sale; and
 - (b) the purchaser has not reasonably objected to the title or reasonably required the vendor to remedy a defect in the title.
- 13.6 The contract will be at an end if:
- (a) the vendor gives the purchaser a notice that the vendor is unable or unwilling to satisfy the purchaser's objection or requirement and that the contract will end if the objection or requirement is not withdrawn within 14 days of the giving of the notice; and
 - (b) the objection or requirement is not withdrawn in that time.
- 13.7 If the contract ends in accordance with general condition 13.6, the deposit must be returned to the purchaser and neither party has a claim against the other in damages.
- 13.8 General condition 17.1 [settlement] should be read as if the reference to 'registered proprietor' is a reference to 'owner' in respect of that part of the land which is not under the operation of the *Transfer of Land Act 1958*.
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Money

14. DEPOSIT

- 14.1 The purchaser must pay the deposit:
- (a) to the vendor's licensed estate agent; or
 - (b) if there is no estate agent, to the vendor's legal practitioner or conveyancer; or
 - (c) if the vendor directs, into a special purpose account in an authorised deposit-taking institution in Victoria specified by the vendor in the joint names of the purchaser and the vendor.
- 14.2 If the land is sold on an unregistered plan of subdivision, the deposit:
- (a) must not exceed 10% of the price; and
 - (b) must be paid to the vendor's estate agent, legal practitioner or conveyancer and held by the estate agent, legal practitioner or conveyancer on trust for the purchaser until registration of the plan of subdivision.
- 14.3 The deposit must be released to the vendor if:
- (a) the vendor provides particulars, to the satisfaction of the purchaser; that either
 - (i) there are no debts secured against the property; or
 - (ii) if there are any debts, the total amount of those debts together with any amounts to be withheld in accordance with general conditions 24 and 25 does not exceed 80% of the sale price; and
 - (b) at least 28 days have elapsed since the particulars were given to the purchaser under paragraph (a); and
 - (c) all conditions of section 27 of the *Sale of Land Act 1962* have been satisfied.
- 14.4 The stakeholder must pay the deposit and any interest to the party entitled when the deposit is released, the contract is settled, or the contract is ended.
- 14.5 The stakeholder may pay the deposit and any interest into court if it is reasonable to do so.
- 14.6 Where the purchaser is deemed by section 27(7) of the *Sale of Land Act 1962* to have given the deposit release authorisation referred to in section 27(1), the purchaser is also deemed to have accepted title in the absence of any prior express objection to title.
- 14.7 Payment of the deposit may be made or tendered:
- (a) in cash up to \$1,000 or 0.2% of the price, whichever is greater; or
 - (b) by cheque drawn on an authorised deposit-taking institution; or
 - (c) by electronic funds transfer to a recipient having the appropriate facilities for receipt.
- However, unless otherwise agreed:

- (d) payments may not be made by credit card, debit card or any other financial transfer system that allows for any chargeback or funds reversal other than for fraud or mistaken payment, and
 - (e) any financial transfer or similar fees or deductions from the funds transferred, other than any fees charged by the recipient's authorised deposit-taking institution, must be paid by the remitter.
- 14.8 Payment by electronic transfer is made when cleared funds are received in the recipient's bank account.
- 14.9 Before the funds are electronically transferred the intended recipient must be notified in writing and given sufficient particulars to readily identify the relevant transaction.
- 14.10 As soon as the funds have been electronically transferred the intended recipient must be provided with the relevant transaction number or reference details.
- 14.11 For the purposes of this general condition 'authorised deposit-taking institution' means a body corporate for which an authority under section 9(3) of the *Banking Act 1959* (Cth) is in force.

15. DEPOSIT BOND

- 15.1 This general condition only applies if the applicable box in the particulars of sale is checked.
- 15.2 In this general condition "deposit bond" means an irrevocable undertaking to pay on demand an amount equal to the deposit or any unpaid part of the deposit. The issuer and the form of the deposit bond must be satisfactory to the vendor. The deposit bond must have an expiry date at least 45 days after the due date for settlement.
- 15.3 The purchaser may deliver a deposit bond to the vendor's estate agent, legal practitioner or conveyancer within 7 days after the day of sale.
- 15.4 The purchaser may at least 45 days before a current deposit bond expires deliver a replacement deposit bond on the same terms and conditions.
- 15.5 Where a deposit bond is delivered, the purchaser must pay the deposit to the vendor's legal practitioner or conveyancer on the first to occur of:
- (a) settlement;
 - (b) the date that is 45 days before the deposit bond or any replacement deposit bond expires;
 - (c) the date on which this contract ends in accordance with general condition 35.2 [default not remedied] following breach by the purchaser; and
 - (d) the date on which the vendor ends this contract by accepting repudiation of it by the purchaser.
- 15.6 The vendor may claim on the deposit bond without prior notice if the purchaser defaults under this contract or repudiates this contract and the contract is ended. The amount paid by the issuer satisfies the obligations of the purchaser under general condition 15.5 to the extent of the payment.
- 15.7 Nothing in this general condition limits the rights of the vendor if the purchaser defaults under this contract or repudiates this contract, except as provided in general condition 15.6.
- 15.8 This general condition is subject to general condition 14.2 [deposit].

16. BANK GUARANTEE

- 16.1 This general condition only applies if the applicable box in the particulars of sale is checked.
- 16.2 In this general condition:
- (a) "bank guarantee" means an unconditional and irrevocable guarantee or undertaking by a bank in a form satisfactory to the vendor to pay on demand any amount under this contract agreed in writing, and
 - (b) "bank" means an authorised deposit-taking institution under the *Banking Act 1959* (Cth).
- 16.3 The purchaser may deliver a bank guarantee to the vendor's legal practitioner or conveyancer.
- 16.4 The purchaser must pay the amount secured by the bank guarantee to the vendor's legal practitioner or conveyancer on the first to occur of:
- (a) settlement;
 - (b) the date that is 45 days before the bank guarantee expires;
 - (c) the date on which this contract ends in accordance with general condition 35.2 [default not remedied] following breach by the purchaser; and
 - (d) the date on which the vendor ends this contract by accepting repudiation of it by the purchaser.
- 16.5 The vendor must return the bank guarantee document to the purchaser when the purchaser pays the amount secured by the bank guarantee in accordance with general condition 16.4.
- 16.6 The vendor may claim on the bank guarantee without prior notice if the purchaser defaults under this contract or repudiates this contract and the contract is ended. The amount paid by the bank satisfies the obligations of the purchaser under general condition 16.4 to the extent of the payment.

- 16.7 Nothing in this general condition limits the rights of the vendor if the purchaser defaults under this contract or repudiates this contract except as provided in general condition 16.6.
- 16.8 This general condition is subject to general condition 14.2 [deposit].

17. SETTLEMENT

- 17.1 At settlement:
- (a) the purchaser must pay the balance; and
 - (b) the vendor must:
 - (i) do all things necessary to enable the purchaser to become the registered proprietor of the land; and
 - (ii) give either vacant possession or receipt of rents and profits in accordance with the particulars of sale.
- 17.2 Settlement must be conducted between the hours of 10.00 a.m. and 4.00 p.m. unless the parties agree otherwise.
- 17.3 The purchaser must pay all money other than the deposit in accordance with a written direction of the vendor or the vendor's legal practitioner or conveyancer.

18. ELECTRONIC SETTLEMENT

- 18.1 Settlement and lodgment of the instruments necessary to record the purchaser as registered proprietor of the land will be conducted electronically in accordance with the Electronic Conveyancing National Law. This general condition 18 has priority over any other provision of this contract to the extent of any inconsistency.
- 18.2 A party must immediately give written notice if that party reasonably believes that settlement and lodgment can no longer be conducted electronically. Special condition 18 ceases to apply from when such a notice is given.
- 18.3 Each party must:
- (a) be, or engage a representative who is, a subscriber for the purposes of the Electronic Conveyancing National Law,
 - (b) ensure that all other persons for whom that party is responsible and who are associated with this transaction are, or engage, a subscriber for the purposes of the Electronic Conveyancing National Law, and
 - (c) conduct the transaction in accordance with the Electronic Conveyancing National Law.
- 18.4 The vendor must open the electronic workspace ("workspace") as soon as reasonably practicable and nominate a date and time for settlement. The inclusion of a specific date for settlement in a workspace is not of itself a promise to settle on that date or at that time. The workspace is an electronic address for the service of notices and for written communications for the purposes of any electronic transactions legislation.
- 18.5 This general condition 18.5 applies if there is more than one electronic lodgment network operator in respect of the transaction. In this general condition 18.5 "the transaction" means this sale and purchase and any associated transaction involving any of the same subscribers.
- To the extent that any interoperability rules governing the relationship between electronic lodgment network operators do not provide otherwise:
- (a) the electronic lodgment network operator to conduct all the financial and lodgment aspects of the transaction after the workspace locks must be one which is willing and able to conduct such aspects of the transaction in accordance with the instructions of all the subscribers in the workspaces of all the electronic lodgment network operators after the workspace locks;
 - (b) if two or more electronic lodgment network operators meet that description, one may be selected by purchaser's incoming mortgagee having the highest priority but if there is no mortgagee of the purchaser, the vendor must make the selection.
- 18.6 Settlement occurs when the workspace records that:
- (a) there has been an exchange of funds or value between the exchange settlement account or accounts in the Reserve Bank of Australia of the relevant financial institutions or their financial settlement agents in accordance with the instructions of the parties; or
 - (b) if there is no exchange of funds or value, the documents necessary to enable the purchaser to become registered proprietor of the land have been accepted for electronic lodgment
- 18.7 The parties must do everything reasonably necessary to effect settlement:
- (a) electronically on the next business day; or
 - (b) at the option of either party, otherwise than electronically as soon as possible –
- if, after the locking of the workspace at the nominated settlement time, settlement in accordance with special condition 18.6 has not occurred by 4.00 pm, or 6.00 pm if the nominated time for settlement is after 4.00 pm.
- 18.8 Each party must do everything reasonably necessary to assist the other party to trace and identify the recipient of any missing or mistaken payment and to recover the missing or mistaken payment.
- 18.9 The vendor must before settlement:
- (a) deliver any keys, security devices and codes ("keys") to the estate agent named in the contract,
 - (b) direct the estate agent to give the keys to the purchaser or the purchaser's nominee on notification of settlement by the vendor, the vendors subscriber or the electronic lodgment network operator,

- (c) deliver all other physical documents and items (other than the goods sold by the contract) to which the purchaser is entitled at settlement, and any keys if not delivered to the estate agent, to the vendor's subscriber or, if there is no vendor's subscriber, confirm in writing to the purchaser that the vendor holds those documents, items and keys at the vendor's address set out in the contract, and

give, or direct its subscriber to give, all those documents and items and any such keys to the purchaser or the purchaser's nominee on notification by the electronic lodgment network operator of settlement.

19. GST

- 19.1 The purchaser does not have to pay the vendor any amount in respect of GST in addition to the price if the particulars of sale specify that the price includes GST (if any).
- 19.2 The purchaser must pay to the vendor any GST payable by the vendor in respect of a taxable supply made under this contract in addition to the price if:
 - (a) the particulars of sale specify that GST (if any) must be paid in addition to the price; or
 - (b) GST is payable solely as a result of any action taken or intended to be taken by the purchaser after the day of sale, including a change of use; or
 - (c) the particulars of sale specify that the supply made under this contract is of land on which a 'farming business' is carried on and the supply (or part of it) does not satisfy the requirements of section 38-480 of the GST Act; or
 - (d) the particulars of sale specify that the supply made under this contract is of a going concern and the supply (or a part of it) does not satisfy the requirements of section 38-325 of the GST Act.
- 19.3 The purchaser is not obliged to pay any GST under this contract until a tax invoice has been given to the purchaser.
- 19.4 If the particulars of sale specify that the supply made under this contract is of land on which a 'farming business' is carried on:
 - (a) the vendor warrants that the property is land on which a farming business has been carried on for the period of 5 years preceding the date of supply; and
 - (b) the purchaser warrants that the purchaser intends that a farming business will be carried on after settlement on the property.
- 19.5 If the particulars of sale specify that the supply made under this contract is a 'going concern':
 - (a) the parties agree that this contract is for the supply of a going concern; and
 - (b) the purchaser warrants that the purchaser is, or prior to settlement will be, registered for GST; and
 - (c) the vendor warrants that the vendor will carry on the going concern until the date of supply.
- 19.6 If the particulars of sale specify that the supply made under this contract is a 'margin scheme' supply, the parties agree that the margin scheme applies to this contract.
- 19.7 In this general condition:
 - (a) 'GST Act' means *A New Tax System (Goods and Services Tax) Act 1999* (Cth); and
 - (b) 'GST' includes penalties and interest.

20. LOAN

- 20.1 If the particulars of sale specify that this contract is subject to a loan being approved, this contract is subject to the lender approving the loan on the security of the property by the approval date or any later date allowed by the vendor.
- 20.2 The purchaser may end the contract if the loan is not approved by the approval date, but only if the purchaser:
 - (a) immediately applied for the loan; and
 - (b) did everything reasonably required to obtain approval of the loan; and
 - (c) serves written notice ending the contract, together with written evidence of rejection or non-approval of the loan, on the vendor within 2 clear business days after the approval date or any later date allowed by the vendor; and
 - (d) is not in default under any other condition of this contract when the notice is given.
- 20.3 All money must be immediately refunded to the purchaser if the contract is ended.

21. BUILDING REPORT

- 21.1 This general condition only applies if the applicable box in the particulars of sales is checked.
- 21.2 The purchaser may end this contract within 14 days from the days of sale if the purchaser:
 - (a) obtains a written report from a registered building practitioner or architect which discloses a current defect in a structure on the land and designates it as a major building defect;
 - (b) gives the vendor a copy of the report and a written notice ending this contract; and
 - (c) is not in then in default.
- 21.3 All money paid must be immediately refunded to the purchaser if the contract ends in accordance with this general condition.

- 21.4 A notice under this general condition may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.
- 21.5 The registered building practitioner may inspect the property at any reasonable time for the purpose of preparing the report.

22. PEST REPORT

- 22.1 This general condition only applies if the applicable box in the particulars of sale is checked.
- 22.2 The purchaser may end this contract within 14 days from the day of sale if the purchaser:
- (a) obtains a written report from a pest control operator licensed under Victorian law which discloses a current pest infestation on the land and designates it as a major infestation affecting the structure of a building on the land;
 - (b) gives the vendor a copy of the report and a written notice ending this contract; and
 - (c) is not then in default.
- 22.3 All money paid must be immediately refunded to the purchaser if the contract ends in accordance with this general condition.
- 22.4 A notice under this general condition may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.
- 22.5 The pest control operator may inspect the property at any reasonable time for the purpose of preparing the report.

23. ADJUSTMENTS

- 23.1 All periodic outgoings payable by the vendor, and any rent and other income received in respect of the property must be apportioned between the parties on the settlement date and any adjustment paid and received as appropriate.
- 23.2 The periodic outgoings and rent and other income must be apportioned on the following basis:
- (a) the vendor is liable for the periodic outgoings and entitled to the rent and other income up to and including the day of settlement; and
 - (b) the land is treated as the only land of which the vendor is owner (as defined in the *Land Tax Act 2005*); and
 - (c) the vendor is taken to own the land as a resident Australian beneficial owner; and
 - (d) any personal statutory benefit available to each party is disregarded in calculating apportionment.
- 23.3 The purchaser must provide copies of all certificates and other information used to calculate the adjustments under general condition 23, if requested by the vendor.

24. FOREIGN RESIDENT CAPITAL GAINS WITHHOLDING

- 24.1 Words defined or used in Subdivision 14-D of Schedule 1 to the *Taxation Administration Act 1953* (Cth) have the same meaning in this general condition unless the context requires otherwise.
- 24.2 Every vendor under this contract is a foreign resident for the purposes of this general condition unless the vendor gives the purchaser a clearance certificate issued by the Commissioner under section 14-220 (1) of Schedule 1 to the *Taxation Administration Act 1953* (Cth). The specified period in the clearance certificate must include the actual date of settlement.
- 24.3 The remaining provisions of this general condition 24 only apply if the purchaser is required to pay the Commissioner an amount in accordance with section 14-200(3) or section 14-235 of Schedule 1 to the *Taxation Administration Act 1953* (Cth) ("the amount") because one or more of the vendors is a foreign resident, the property has or will have a market value not less than the amount set out in section 14-215 of the legislation just after the transaction, and the transaction is not excluded under section 14-215(1) of the legislation.
- 24.4 The amount is to be deducted from the vendor's entitlement to the contract consideration. The vendor must pay to the purchaser at settlement such part of the amount as is represented by non-monetary consideration.
- 24.5 The purchaser must:
- (a) engage a legal practitioner or conveyancer ("representative") to conduct all legal aspects of settlement, including the performance of the purchaser's obligations under the legislation and this general condition; and
 - (b) ensure that the representative does so.
- 24.6 The terms of the representative's engagement are taken to include instructions to have regard to the vendor's interests and instructions that the representative must:
- (a) pay, or ensure payment of, the amount to the Commissioner in the manner required by the Commissioner and as soon as reasonably and practicably possible, from moneys under the control or direction of the representative in accordance with this general condition if the sale of the property settles;
 - (b) promptly provide the vendor with proof of payment; and
 - (c) otherwise comply, or ensure compliance with, this general condition;
- despite:
- (d) any contrary instructions, other than from both the purchaser and the vendor; and
 - (e) any other provision in this contract to the contrary.
- 24.7 The representative is taken to have complied with the requirements in special condition 24.6 if:
- (a) the settlement is conducted through an electronic lodgement network; and

- (b) the amount is included in the settlement statement requiring payment to the Commissioner in respect of this transaction.
- 24.8 Any clearance certificate or document evidencing variation of the amount in accordance with section 14-235(2) of Schedule 1 to the *Taxation Administration Act 1953* (Cth) must be given to the purchaser at least 5 business days before the due date for settlement.
- 24.9 The vendor must provide the purchaser with such information as the purchaser requires to comply with the purchaser's obligation to pay the amount in accordance with section 14-200 of Schedule 1 to the *Taxation Administration Act 1953* (Cth). The information must be provided within 5 business days of request by the purchaser. The vendor warrants that the information the vendor provides is true and correct.
- 24.10 The purchaser is responsible for any penalties or interest payable to the Commissioner on account of late payment of the amount.

25. GST WITHHOLDING

- 25.1 Words and expressions defined or used in Subdivision 14-E of Schedule 1 to the *Taxation Administration Act 1953* (Cth) or in *A New Tax System (Goods and Services Tax) Act 1999* (Cth) have the same meaning in this general condition unless the context requires otherwise. Words and expressions first used in this general condition and shown in italics and marked with an asterisk are defined or described in at least one of those Acts.
- 25.2 The purchaser must notify the vendor in writing of the name of the recipient of the *supply for the purposes of section 14-255 of Schedule 1 to the *Taxation Administration Act 1953* (Cth) at least 21 days before the due date for settlement unless the recipient is the purchaser named in the contract.
- 25.3 The vendor must at least 14 days before the due date for settlement provide the purchaser and any person nominated by the purchaser under general condition 4 with GST withholding notice in accordance with section 14-255 of Schedule 1 to the *Taxation Administration Act 1953* (Cth), and must provide all information required by the purchaser or any person so nominated to confirm the accuracy of the notice.
- 25.4 The remaining provisions of this general condition 25 apply if the purchaser is or may be required to pay the Commissioner an *amount in accordance with section 14-250 of Schedule 1 to the *Taxation Administration Act 1953* (Cth) because the property is *new residential premise or *potential residential land in either case falling within the parameters of that section, and also if the sale attracts the operation of section 14-255 of the legislation. Nothing in this general condition 25 is to be taken as relieving the vendor from compliance with section 14-255.
- 25.5 The amount is to be deducted from the vendor's entitlement to the contract *consideration and is then taken to be paid to the vendor, whether or not the vendor provides the purchaser with a GST withholding notice in accordance with section 14-255 of Schedule 1 to the *Taxation Administration Act 1953* (Cth). The vendor must pay to the purchaser at settlement such part of the amount as is represented by non-monetary consideration.
- 25.6 The purchaser must:
 - (a) engage a legal practitioner or conveyancer ("representative") to conduct all the legal aspects of settlement, including the performance of the purchaser's obligations under the legislation and this general condition; and
 - (b) ensure that the representative does so.
- 25.7 The terms of the representative's engagement are taken to include instructions to have regard to the vendor's interests relating to the payment of the amount to the Commissioner and instructions that the representative must:
 - (a) pay, or ensure payment of, the amount to the Commissioner in the manner required by the Commissioner and as soon as reasonably and practicably possible, from moneys under the control or direction of the representative in accordance with this general condition on settlement of the sale of the property;
 - (b) promptly provide the vendor with evidence of payment, including any notification or other document provided by the purchaser to the Commissioner relating to payment; and
 - (c) otherwise comply, or ensure compliance, with this general condition;
 despite:
 - (d) any contrary instructions, other than from both the purchaser and the vendor; and
 - (e) any other provision in this contract to the contrary.
- 25.8 The representative is taken to have complied with the requirements of general condition 25.7 if:
 - (a) settlement is conducted through the electronic lodgement network; and
 - (b) the amount is included in the settlement statement requiring payment to the Commissioner in respect of this transaction.
- 25.9 The purchaser may at settlement give the vendor a bank cheque for the amount in accordance with section 16-30 (3) of Schedule 1 to the *Taxation Administration Act 1953* (Cth), but only if:
 - (a) so agreed by the vendor in writing; and
 - (b) the settlement is not conducted through an electronic lodgement network.
 However, if the purchaser gives the bank cheque in accordance with this general condition 25.9, the vendor must:
 - (c) immediately after settlement provide the bank cheque to the Commissioner to pay the amount in relation to the supply; and

- (d) give the purchaser a receipt for the bank cheque which identifies the transaction and includes particulars of the bank cheque, at the same time the purchaser gives the vendor the bank cheque.
- 25.10 A party must provide the other party with such information as the other party requires to:
- (a) decide if an amount is required to be paid or the quantum of it, or
 - (b) comply with the purchaser's obligation to pay the amount,
- in accordance with section 14-250 of Schedule 1 to the *Taxation Administration Act 1953* (Cth). The information must be provided within 5 business days of a written request. The party providing the information warrants that it is true and correct.
- 25.11 The vendor warrants that:
- (a) at settlement, the property is not new residential premises or potential residential land in either case falling within the parameters of section 14-250 of Schedule 1 to the *Taxation Administration Act 1953* (Cth) if the vendor gives the purchaser a written notice under section 14-255 to the effect that the purchaser will not be required to make a payment under section 14-250 in respect of the supply, or fails to give a written notice as required by and within the time specified in section 14-255; and
 - (b) the amount described in a written notice given by the vendor to the purchaser under section 14-255 of Schedule 1 to the *Taxation Administration Act 1953* (Cth) is the correct amount required to be paid under section 14-250 of the legislation.
- 25.12 The purchaser is responsible for any penalties or interest payable to the Commissioner on account of non-payment or late payment of the amount, except to the extent that:
- (a) the penalties or interest arise from any failure on the part of the vendor, including breach of a warranty in general condition 25.11; or
 - (b) the purchaser's reasonable belief that the property is neither new residential premises nor potential residential land requiring the purchaser to pay an amount to the Commissioner in accordance with section 14-250 (1) of Schedule 1 to the *Taxation Administration Act 1953* (Cth)
- The vendor is responsible for any penalties or interest payable to the Commissioner on account of non-payment or late payment of the amount if either exception applies.
-

Transactional

26. TIME & CO OPERATION

- 26.1 Time is of the essence of this contract.
- 26.2 Time is extended until the next business day if the time for performing any action falls on a day which is not a business day.
- 26.3 Each party must do all things reasonably necessary to enable this contract to proceed to settlement, and must act in a prompt and efficient manner.
- 26.4 Any unfulfilled obligation will not merge on settlement.

27. SERVICE

- 27.1 Any document required to be served by or on any party may be served by or on the legal practitioner or conveyancer for that party.
- 27.2 A cooling off notice under section 31 of the *Sale of Land Act 1962* or a notice under general condition 20 [loan approval], 21 [building report] or 22 [pest report] may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.
- 27.3 A document is sufficiently served:
- (a) personally; or
 - (b) by pre-paid post; or
 - (c) in any manner authorised by law or by the Supreme Court for service of documents, including any manner authorised for service on or by a legal practitioner; whether or not the person serving or receiving the document is a legal practitioner, or
 - (d) by email.
- 27.4 Any document properly sent by:
- (a) express post is taken to have been served on the next business day after posting, unless proved otherwise;
 - (b) priority post is taken to have been served on the fourth business day after posting, unless proved otherwise;
 - (c) regular post is taken to have been served on the sixth business day after posting, unless proved otherwise;
 - (d) email is taken to have been served at the time of receipt within the meaning of section 13A of the *Electronic Transactions (Victoria) Act 2000*.
- 27.5 In this contract 'document' includes 'demand' and 'notice', 'serve' includes 'give' and 'served' and 'service' have corresponding meanings.

28. NOTICES

- 28.1 The vendor is responsible for any notice, order, demand or levy imposing liability on the property that is issued or made before the day of sale, and does not relate to periodic outgoings.
- 28.2 The purchaser is responsible for any notice, order, demand or levy imposing liability on the property that is issued or made on or after the day of sale that does not relate to periodic outgoings.
- 28.3 The purchaser may enter the property to comply with that responsibility where action is required before settlement.

29. INSPECTION

The purchaser and/or another person authorised by the purchaser may inspect the property at any reasonable time during the 7 days preceding and including the settlement day.

30. TERMS CONTRACT

- 30.1 If this is a 'terms contract' as defined in the *Sale of Land Act 1962*:
- (a) any mortgage affecting the land sold must be discharged as to that land before the purchaser becomes entitled to possession or to the receipt of rents and profits unless the vendor satisfies section 29M of the Sale of Land Act 1962; and
 - (b) the deposit and all other money payable under the contract (other than any money payable in excess of the amount required to so discharge the mortgage) must be paid to a legal practitioner or conveyancer or a licensed estate agent to be applied in or towards discharging the mortgage.
- 30.2 While any money remains owing each of the following applies:
- (a) the purchaser must maintain full damage and destruction insurance of the property and public risk insurance noting all parties having an insurable interest with an insurer approved in writing by the vendor;
 - (b) the purchaser must deliver copies of the signed insurance application forms, the policies and the insurance receipts to the vendor not less than 10 days before taking possession of the property or becoming entitled to receipt of the rents and profits;
 - (c) the purchaser must deliver copies of any amendments to the policies and the insurance receipts on each amendment or renewal as evidence of the status of the policies from time to time;
 - (d) the vendor may pay any renewal premiums or take out the insurance if the purchaser fails to meet these obligations;
 - (e) insurance costs paid by the vendor under paragraph (d) must be refunded by the purchaser on demand without affecting the vendor's other rights under this contract;
 - (f) the purchaser must maintain and operate the property in good repair (fair wear and tear excepted) and keep the property safe, lawful, structurally sound, weatherproof and free from contaminations and dangerous substances;
 - (g) the property must not be altered in any way without the written consent of the vendor which must not be unreasonably refused or delayed;
 - (h) the purchaser must observe all obligations that affect owners or occupiers of land;
 - (i) the vendor and/or other person authorised by the vendor may enter the property at any reasonable time to inspect it on giving 7 days written notice, but not more than twice in a year.

31. LOSS OR DAMAGE BEFORE SETTLEMENT

- 31.1 The vendor carries the risk of loss or damage to the property until settlement.
- 31.2 The vendor must deliver the property to the purchaser at settlement in the same condition it was in on the day of sale, except for fair wear and tear.
- 31.3 The purchaser must not delay settlement because one or more of the goods is not in the condition required by general condition 31.2, but may claim compensation from the vendor after settlement.
- 31.4 The purchaser may nominate an amount not exceeding \$5,000 to be held by a stakeholder to be appointed by the parties if the property is not in the condition required by general condition 31.2 at settlement.
- 31.5 The nominated amount may be deducted from the amount due to the vendor at settlement and paid to the stakeholder, but only if the purchaser also pays an amount equal to the nominated amount to the stakeholder.
- 31.6 The stakeholder must pay the amounts referred to in general condition 31.5 in accordance with the determination of the dispute, including any order for payment of the costs of the resolution of the dispute.

32. BREACH

A party who breaches this contract must pay to the other party on demand:

- (a) compensation for any reasonably foreseeable loss to the other party resulting from the breach; and
- (b) any interest due under this contract as a result of the breach.

Default

33. INTEREST

Interest at a rate of 2% per annum plus the rate for the time being fixed by section 2 of the *Penalty Interest Rates Act 1983* is payable at settlement on any money owing under the contract during the period of default, without affecting any other rights of the offended party.

34. DEFAULT NOTICE

- 34.1 A party is not entitled to exercise any rights arising from the other party's default, other than the right to receive interest and the right to sue for money owing, until the other party is given and fails to comply with a written default notice.
- 34.2 The default notice must:
- (a) specify the particulars of the default; and
 - (b) state that it is the offended party's intention to exercise the rights arising from the default unless, within 14 days of the notice being given-
 - (i) the default is remedied; and
 - (ii) the reasonable costs incurred as a result of the default and any interest payable are paid.

35. DEFAULT NOT REMEDIED

- 35.1 All unpaid money under the contract becomes immediately payable to the vendor if the default has been made by the purchaser and is not remedied and the costs and interest are not paid.
- 35.2 The contract immediately ends if:
- (a) the default notice also states that unless the default is remedied and the reasonable costs and interest are paid, the contract will be ended in accordance with this general condition; and
 - (b) the default is not remedied and the reasonable costs and interest are not paid by the end of the period of the default notice.
- 35.3 If the contract ends by a default notice given by the purchaser:
- (a) the purchaser must be repaid any money paid under the contract and be paid any interest and reasonable costs payable under the contract; and
 - (b) all those amounts are a charge on the land until payment; and
 - (c) the purchaser may also recover any loss otherwise recoverable.
- 35.4 If the contract ends by a default notice given by the vendor:
- (a) the deposit up to 10% of the price is forfeited to the vendor as the vendor's absolute property, whether the deposit has been paid or not; and
 - (b) the vendor is entitled to possession of the property; and
 - (c) in addition to any other remedy, the vendor may within one year of the contract ending either:
 - (i) retain the property and sue for damages for breach of contract; or
 - (ii) resell the property in any manner and recover any deficiency in the price on the resale and any resulting expenses by way of liquidated damages; and
 - (d) the vendor may retain any part of the price paid until the vendor's damages have been determined and may apply that money towards those damages; and
 - (e) any determination of the vendor's damages must take into account the amount forfeited to the vendor.
- 35.5 The ending of the contract does not affect the rights of the offended party as a consequence of the default.
-

Guarantee for Corporate Purchaser

Guarantee for corporate purchaser

In consideration of the vendor contracting with the corporate purchaser

_____ [insert guarantors full names] (the guarantors), as is evidenced by the guarantors execution hereof, guarantee the performance by the purchaser of all of the purchaser's obligations under the contract and indemnify the vendor against any cost or loss whatsoever arising as a result of the default by the purchaser in performing its obligations under this contract for whatever reason. The vendor may seek to recover any loss from the guarantor before seeking recovery from the purchaser and any settlement or compromise with the purchaser will not release the guarantor from the obligation to pay any balance that may be owing to the vendor. This guarantee is binding on the guarantors, their executors, administrators and assigns and the benefit of the guarantee is available to any assignee of the benefit of this contract by the vendor.

SIGNED by _____)
the guarantors in the presence of: _____)

Signature

Signature of Witness

Print Name of Witness

Vendor Statement

The vendor makes this statement in respect of the land in accordance with section 32 of the *Sale of Land Act* 1962.

This statement must be signed by the vendor and given to the purchaser before the purchaser signs the contract.
The vendor may sign by electronic signature.

The purchaser acknowledges being given this statement signed by the vendor with the attached documents before the purchaser signed any contract.

Land	82 GOLF LINKS DRIVE, BEVERIDGE VIC 3753
-------------	---

Vendor's name	Diana Mroue	Date
Vendor's signature	<i>Diana Mroue</i> _____	29/05/2025
Vendor's name	Mohamed Ali Mroue	Date
Vendor's signature	<i>Mohamed Mroue</i> _____	29/05/2025

Purchaser's name		Date
Purchaser's signature	_____	/ /
Purchaser's name		Date
Purchaser's signature	_____	/ /

1. FINANCIAL MATTERS

1.1 Particulars of any Rates, Taxes, Charges or Other Similar Outgoings (and any interest on them)

(a) Their total does not exceed: \$5,000.00

1.2 Particulars of any Charge (whether registered or not) imposed by or under any Act to secure an amount due under that Act, including the amount owing under the charge

\$0.00	To	
--------	----	--

Other particulars (including dates and times of payments):
--

1.3 Terms Contract

This section 1.3 only applies if this vendor statement is in respect of a terms contract where the purchaser is obliged to make 2 or more payments (other than a deposit or final payment) to the vendor after the execution of the contract and before the purchaser is entitled to a conveyance or transfer of the land.

Not Applicable

1.4 Sale Subject to Mortgage

This section 1.4 only applies if this vendor statement is in respect of a contract which provides that any mortgage (whether registered or unregistered), is NOT to be discharged before the purchaser becomes entitled to possession or receipts of rents and profits.

Not Applicable

1.5 Commercial and Industrial Property Tax Reform Act 2024 (Vic) (CIPT Act)

(a) The Australian Valuation Property Classification Code (within the meaning of the CIPT Act) most recently allocated to the land is set out in the attached Municipal rates notice or property clearance certificate or is as follows	AVPC No.
(b) Is the land tax reform scheme land within the meaning of the CIPT Act?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
(c) If the land is tax reform scheme land within the meaning of the CIPT Act, the entry date within the meaning of the CIPT Act is set out in the attached Municipal rates notice or property clearance certificate or is as follows	Date: OR <input checked="" type="checkbox"/> Not applicable

2. INSURANCE

2.1 Damage and Destruction

This section 2.1 only applies if this vendor statement is in respect of a contract which does NOT provide for the land to remain at the risk of the vendor until the purchaser becomes entitled to possession or receipt of rents and profits.

Not Applicable

2.2 Owner Builder

This section 2.2 only applies where there is a residence on the land that was constructed by an owner-builder within the preceding 6 years and section 137B of the Building Act 1993 applies to the residence.

Not Applicable

3. LAND USE

3.1 Easements, Covenants or Other Similar Restrictions

(a) A description of any easement, covenant or other similar restriction affecting the land (whether registered or unregistered):

Is in the attached copies of title document/s

(b) Particulars of any existing failure to comply with that easement, covenant or other similar restriction are:

To the best of the Vendor's knowledge there is no existing failure to comply with the terms of any easements, covenants or other similar restriction.

3.2 Road Access

There is NO access to the property by road if the square box is marked with an 'X'

3.3 Designated Bushfire Prone Area

The land is in a designated bushfire prone area within the meaning of section 192A of the *Building Act* 1993 if the square box is marked with an 'X'

3.4 Planning Scheme

Attached is a certificate with the required specified information.

4. NOTICES

4.1 Notice, Order, Declaration, Report or Recommendation

Particulars of any notice, order, declaration, report or recommendation of a public authority or government department or approved proposal directly and currently affecting the land, being a notice, order, declaration, report, recommendation or approved proposal of which the vendor might reasonably be expected to have knowledge:

Not Applicable

4.2 Agricultural Chemicals

There are NO notices, property management plans, reports or orders in respect of the land issued by a government department or public authority in relation to livestock disease or contamination by agricultural chemicals affecting the ongoing use of the land for agricultural purposes. However, if this is not the case, the details of any such notices, property management plans, reports or orders, are as follows:

NIL

4.3 Compulsory Acquisition

The particulars of any notices of intention to acquire that have been served under section 6 of the *Land Acquisition and Compensation Act* 1986 are as follows:

NIL

5. BUILDING PERMITS

Particulars of any building permit issued under the *Building Act* 1993 in the preceding 7 years (required only where there is a residence on the land):

Are contained in the attached certificate

6. OWNERS CORPORATION

This section 6 only applies if the land is affected by an owners corporation within the meaning of the *Owners Corporations Act* 2006.

6.1 Attached is a current owners corporation certificate with its required accompanying documents and statements, issued in accordance with section 151 of the *Owners Corporations Act* 2006.

7. GROWTH AREAS INFRASTRUCTURE CONTRIBUTION ("GAIC")

Words and expressions in this section 7 have the same meaning as in Part 9B of the *Planning and Environment Act* 1987.

Not Applicable

8. SERVICES

The services which are marked with an 'X' in the accompanying square box are NOT connected to the land:

Electricity supply <input type="checkbox"/>	Gas supply <input type="checkbox"/>	Water supply <input type="checkbox"/>	Sewerage <input type="checkbox"/>	Telephone services <input type="checkbox"/>
---	-------------------------------------	---------------------------------------	-----------------------------------	---

9. TITLE

Attached are copies of the following documents:

9.1 (a) Registered Title

A Register Search Statement and the document, or part of a document, referred to as the 'diagram location' in that statement which identifies the land and its location.

10. SUBDIVISION

10.1 Unregistered Subdivision

This section 10.1 only applies if the land is subject to a subdivision which is not registered.

Not Applicable

10.2 Staged Subdivision

This section 10.2 only applies if the land is part of a staged subdivision within the meaning of section 37 of the *Subdivision Act 1988*.

(a) Attached is a copy of the plan for the first stage if the land is in the second or subsequent stage.

(b) The requirements in a statement of compliance relating to the stage in which the land is included that have Not been complied With are As follows:

NIL

(c) The proposals relating to subsequent stages that are known to the vendor are as follows:

NIL

(d) The contents of any permit under the Planning and Environment Act 1987 authorising the staged subdivision are:

NIL

10.3 Further Plan of Subdivision

This section 10.3 only applies if the land is subject to a subdivision in respect of which a further plan within the meaning of the *Subdivision Act 1988* is proposed.

Not Applicable

11. DISCLOSURE OF ENERGY INFORMATION

(Disclosure of this information is not required under section 32 of the Sale of Land Act 1962 but may be included in this vendor statement for convenience.)

Details of any energy efficiency information required to be disclosed regarding a disclosure affected building or disclosure area affected area of a building as defined by the *Building Energy Efficiency Disclosure Act 2010* (Cth)

(a) to be a building or part of a building used or capable of being used as an office for administrative, clerical, professional or similar based activities including any support facilities; and

(b) which has a net lettable area of at least 1000m²; (but does not include a building under a strata title system or if an occupancy permit was issued less than 2 years before the relevant date):

Not Applicable

12. DUE DILIGENCE CHECKLIST

(The Sale of Land Act 1962 provides that the vendor or the vendor's licensed estate agent must make a prescribed due diligence checklist available to purchasers before offering land for sale that is vacant residential land or land on which there is a residence. The due diligence checklist is NOT required to be provided with, or attached to, this vendor statement but the checklist may be attached as a matter of convenience.)

Is attached

13. ATTACHMENTS

(Any certificates, documents and other attachments may be annexed to this section 13)

(Additional information may be added to this section 13 where there is insufficient space in any of the earlier sections)

(Attached is an "Additional Vendor Statement" if section 1.3 (Terms Contract) or section 1.4 (Sale Subject to Mortgage) applies)

Due diligence checklist

What you need to know before buying a residential property

Before you buy a home, you should be aware of a range of issues that may affect that property and impose restrictions or obligations on you, if you buy it. This checklist aims to help you identify whether any of these issues will affect you. The questions are a starting point only and you may need to seek professional advice to answer some of them. You can find links to organisations and web pages that can help you learn more, by visiting the [Due diligence checklist page on the Consumer Affairs Victoria website](http://consumer.vic.gov.au/duediligencechecklist) (consumer.vic.gov.au/duediligencechecklist).

Urban living

Moving to the inner city?

High density areas are attractive for their entertainment and service areas, but these activities create increased traffic as well as noise and odours from businesses and people. Familiarising yourself with the character of the area will give you a balanced understanding of what to expect.

Is the property subject to an owners corporation?

If the property is part of a subdivision with common property such as driveways or grounds, it may be subject to an owners corporation. You may be required to pay fees and follow rules that restrict what you can do on your property, such as a ban on pet ownership.

Growth areas

Are you moving to a growth area?

You should investigate whether you will be required to pay a growth areas infrastructure contribution.

Flood and fire risk

Does this property experience flooding or bushfire?

Properties are sometimes subject to the risk of fire and flooding due to their location. You should properly investigate these risks and consider their implications for land management, buildings and insurance premiums.

Rural properties

Moving to the country?

If you are looking at property in a rural zone, consider:

- Is the surrounding land use compatible with your lifestyle expectations? Farming can create noise or odour that may be at odds with your expectations of a rural lifestyle.
- Are you considering removing native vegetation? There are regulations which affect your ability to remove native vegetation on private property.
- Do you understand your obligations to manage weeds and pest animals?

Can you build new dwellings?

Does the property adjoin crown land, have a water frontage, contain a disused government road, or are there any crown licences associated with the land?

Is there any earth resource activity such as mining in the area?

You may wish to find out more about exploration, mining and quarrying activity on or near the property and consider the issue of petroleum, geothermal and greenhouse gas sequestration permits, leases and licences, extractive industry authorisations and mineral licences.

Soil and groundwater contamination

Has previous land use affected the soil or groundwater?

You should consider whether past activities, including the use of adjacent land, may have caused contamination at the site and whether this may prevent you from doing certain things to or on the land in the future.

(04/10/2016)

Land boundaries

Do you know the exact boundary of the property?

You should compare the measurements shown on the title document with actual fences and buildings on the property, to make sure the boundaries match. If you have concerns about this, you can speak to your lawyer or conveyancer, or commission a site survey to establish property boundaries.

Planning controls

Can you change how the property is used, or the buildings on it?

All land is subject to a planning scheme, run by the local council. How the property is zoned and any overlays that may apply, will determine how the land can be used. This may restrict such things as whether you can build on vacant land or how you can alter or develop the land and its buildings over time.

The local council can give you advice about the planning scheme, as well as details of any other restrictions that may apply, such as design guidelines or bushfire safety design. There may also be restrictions – known as encumbrances – on the property's title, which prevent you from developing the property. You can find out about encumbrances by looking at the section 32 statement.

Are there any proposed or granted planning permits?

The local council can advise you if there are any proposed or issued planning permits for any properties close by. Significant developments in your area may change the local 'character' (predominant style of the area) and may increase noise or traffic near the property.

Safety

Is the building safe to live in?

Building laws are in place to ensure building safety. Professional building inspections can help you assess the property for electrical safety, possible illegal building work, adequate pool or spa fencing and the presence of asbestos, termites, or other potential hazards.

Building permits

Have any buildings or retaining walls on the property been altered, or do you plan to alter them?

There are laws and regulations about how buildings and retaining walls are constructed, which you may wish to investigate to ensure any completed or proposed building work is approved. The local council may be able to give you information about any building permits issued for recent building works done to the property, and what you must do to plan new work. You can also commission a private building surveyor's assessment.

Are any recent building or renovation works covered by insurance?

Ask the vendor if there is any owner-builder insurance or builder's warranty to cover defects in the work done to the property.

Utilities and essential services

Does the property have working connections for water, sewerage, electricity, gas, telephone and internet?

Unconnected services may not be available, or may incur a fee to connect. You may also need to choose from a range of suppliers for these services. This may be particularly important in rural areas where some services are not available.

Buyers' rights

Do you know your rights when buying a property?

The contract of sale and section 32 statement contain important information about the property, so you should request to see these and read them thoroughly. Many people engage a lawyer or conveyancer to help them understand the contracts and ensure the sale goes through correctly. If you intend to hire a professional, you should consider speaking to them before you commit to the sale. There are also important rules about the way private sales and auctions are conducted. These may include a cooling-off period and specific rights associated with 'off the plan' sales. The important thing to remember is that, as the buyer, you have rights.



**REGISTER SEARCH STATEMENT (Title Search) Transfer of
Land Act 1958**

VOLUME 11944 FOLIO 339

Security no : 124120078609C
Produced 22/11/2024 07:34 PM

LAND DESCRIPTION

Lot 3103 on Plan of Subdivision 617320S.
PARENT TITLE Volume 11902 Folio 458
Created by instrument PS617320S Stage 31 08/01/2018

REGISTERED PROPRIETOR

Estate Fee Simple
Joint Proprietors
DIANA MROUE
MOHAMED ALI MROUE both of 8 JIRRAHLINGA TERRACE CRAIGIEBURN VIC 3064
AU801734R 13/09/2021

ENCUMBRANCES, CAVEATS AND NOTICES

COVENANT PS617320S 08/01/2018

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987
AG754756L 15/09/2009

AGREEMENT Section 173 Planning and Environment Act 1987
AG754783H 15/09/2009

NOTICE Section 45 Melbourne Strategic Assessment (Environment Mitigation Levy) 2020
AT390540Y 01/07/2020

DIAGRAM LOCATION

SEE PS617320S FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 82 GOLF LINKS DRIVE BEVERIDGE VIC 3753

OWNERS CORPORATIONS

The land in this folio is affected by
OWNERS CORPORATION 1 PLAN NO. PS617320S



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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

Page 2 of 2

DOCUMENT END



Imaged Document Cover Sheet

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Application by Responsible Authority for the making of a Recording of an Agreement

AG754756L 13 98

15/09/2009 \$102.90 173



F
The information under statutory purpose of maintaining publicly searchable registers and indexes in the Victorian Land Registry.

Planning and Environment Act 1987

Lodged by:

Name: TISHER LINER & CO.

Phone: 9602 4055

Address: 317-319 LaTrobe Street Melbourne

Ref: JT/WL 09/0908

Customer Code: 1662T



The Authority having made an agreement referred to in section 181(1) of the *Planning and Environment Act 1987* requires a recording to be made in the Register for the land.

Land: *(insert name and address)*

Certificate of Title Volume 11121 Folio 143

Authority: *(insert name and address)*

Mitchell Shire Council of 113 High Street, Broadford Vic

Section and Act under which agreement made:

Section 173 of the Planning and Environment Act 1987

A copy of the Agreement is attached to this Application

Signature of Authority:

Name of Officer *(full name)*:

PETER HALTON A/CEO

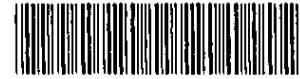
Date:

14. September 2009

CLAYTON UTZ

AG754756L

15/09/2009 \$102.90 173



**Section 173 Agreement
(Land Owner Obligations)**

Beveridge Land Pty Ltd
ACN 115 838 661

Mitchell Shire Council

Subject Land: Mandalay Development, Beveridge

The Clayton Utz contact for this document is
Allison Kennedy on +61 3 9286 6000

Clayton Utz
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Our reference 14709/14193/80051208

Legal\106779116.5

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This Agreement is made on *14 September* **2009**

Parties

Beveridge Land Pty Ltd ACN 115 838 661 of 501 Blackburn Road, Mount Waverley ("Owner")

Mitchell Shire Council of 113 High Street, Broadford ("Council")

Background

- A. The Owner is registered as proprietor of the Land.
- B. Council is the responsible authority under the Act for the administration and enforcement of the Scheme which applies to the Land.
- C. The Owner intends to develop the Land in accordance with the Scheme and the conditions contained in the Planning Permit.
- D. The Land is within the Comprehensive Development Zone (Schedule 2) of the Scheme which, among other things, requires the use and development of the Land to be generally in accordance with the Beveridge Comprehensive Development Plan and the Masterplan.
- E. Condition 9 of the Planning Permit requires the Owner to enter into an agreement under Section 173 of the Act, amongst other things, to:
 - (a) to prevent the further subdivision of any Lot which has an area of less than 500 square metres; and
 - (b) to prevent more than one dwelling being constructed on a Lot which has an area of less than 500 square metres.
- F. The Council and the Owner have agreed to enter into this Agreement to implement those conditions and requirements under Condition 9 of the Planning Permit referred to in Recital E.
- G. The Council and the Owner have agreed that without limiting or restricting their respective powers to enter into this Agreement and in so far as it can be so treated, this Agreement is made pursuant to Section 173 of the Act.

Operative provisions

1. Definitions and interpretations

1.1 Definitions

In this Agreement unless expressed or implied to the contrary:

"Act" means the Planning and Environment Act 1987.

"Agreement" means this agreement and any agreement executed by the parties expressed to be supplemental to this agreement.

"Authority" includes any government, local government, statutory, public or other person, authority, instrumentality or body having jurisdiction over the Land or any part of it or anything in relation to it; and includes the Council.

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"Beveridge Comprehensive Development Plan" means the Beveridge Comprehensive Development Plan identified in Schedule to the Comprehensive Development Zone in the Scheme.

"Business Day" means any day other than a Saturday, Sunday or bank or public holiday in Melbourne.

"Commencement Date" means the date on which this Agreement is executed by the Owner and Council.

"Dispute Notice" means a notice given by a party under clause 8.1 which must:

- (a) be in writing, be in English and be dated;
- (b) state that it is a Dispute Notice served under clause 8.1 of this Agreement;
- (c) give a detailed description of the matter in dispute.

"Land" means the land described in certificate of title volume 11121 folio 143.

"Lot" means any lot shown on a plan of subdivision of the Land or any part of the Land or any lot derived from a lot on a plan of subdivision of the Land or any part of the Land.

"Masterplan" means the Mandalay Residential and Golf Course Masterplan as endorsed by Council from time to time.

"Owner" means Beveridge Land Pty Ltd and the person or persons from time to time registered or entitled to be registered as the proprietor of an estate in fee simple in the Land or any part of it.

"Planning Permit" means Planning Permit No. PL6070/06 issued by Council on 25 May 2007, as that permit is amended from time to time.

"Scheme" means the Mitchell Planning Scheme.

"Termination Date " means the date upon which this Agreement ends in whole or in part in accordance with Section 177 of the Act, namely on the date on which Council issues a statement of compliance for the last residential Lot in accordance with the Beveridge Comprehensive Development Plan.

1.2 Interpretation

In this Agreement, unless expressed or implied to the contrary:

- (a) undefined terms or words have the meanings given to them in the Act or the Scheme;
- (b) the singular includes the plural and vice versa;
- (c) a gender includes the other gender;
- (d) a reference to a person includes a reference to a firm, corporation or other corporate body;
- (e) if a party consists of more than one person this Agreement binds them jointly and each of them severally;

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- (f) a reference to a 'planning scheme' or 'the Scheme' includes any amendment, consolidation, or replacement of such scheme and any document incorporated by reference into such scheme;
- (g) a reference to a statute includes any statutes amending, consolidating or replacing those statutes and any regulations made under the statutes;
- (h) where, in this Agreement, the Council may exercise any power, duty or function, that power may be exercised on behalf of the Council by an authorised or delegated officer;
- (i) all headings are for ease of reference only and do not affect the interpretation of this Agreement;
- (j) the recitals to this Agreement form part of this Agreement;
- (k) no word, words or provision shall operate to limit or in any way prejudice the effect of any other word, words or provision unless it is expressly provided otherwise;
- (l) a reference to "writing" or "written" and any words of similar import include printing, typing, lithography and any other means of reproducing characters in tangible and visible form, including any communication effected through any electronic medium if such communication is subsequently capable of reproduction in tangible or visible form;
- (m) if the day or last day for doing anything or on which an entitlement is due to arise is not a Business Day, the day or last day for doing the thing or date on which the entitlement arises shall for the purposes of this Deed be the next Business Day;
- (n) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (o) a reference to an agreement or a document is to that agreement or document as amended, novated, supplemented, varied or replaced from time to time except to the extent prohibited by this Agreement;
- (p) a reference to any thing includes the whole and each part of it;
- (q) "include" (in any form) when introducing a list of items does not limit the meaning of the words to which the list relates to those items or to items of a similar kind;
- (r) a reference to "\$" or "dollar" is to Australian currency;
- (s) where a party covenants, promises, undertakes or agrees to:
 - (i) perform; or
 - (ii) refrain from doing or carrying out,
some act or thing that party must:
 - (iii) procure that their respective contractors, employees and agents perform such act or thing; or
 - (iv) refrain from so doing or carrying out such act or thing;
- (t) a provision must not be interpreted to the disadvantage of a party because that party (or its representative) drafted that provision;

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- (u) if a reference is made to any person, body or Authority and that person, body or Authority has ceased to exist, then the reference is deemed to be a reference to the person, body or Authority that then serves substantially the same objects as the person, body or Authority that has ceased to exist; and
- (v) a reference to the President of a person, body or Authority shall, in the absence of a President, be read as a reference to the senior officer for the time being of the person, body or Authority or such other person fulfilling the duties of President.

2. Agreement under section 173 of the Act

The Council and the Owner agree that this Agreement is made pursuant to Section 173 of the Act.

3. Commencing and effect of agreement

3.1 Commencing and termination of agreement

This Agreement commences on the Commencement Date and ends on the Termination Date.

3.2 Covenants

The Owner's obligations under this Agreement will take effect as separate and several covenants which will be annexed to and run at law and equity with the Land.

4. Obligations of the Owner

4.1 Restriction on Subdivision of Lots

The Owner acknowledges and agrees that if the Land is subdivided, any Lot created by that subdivision which has an area of less than 500 square metres must be subject to a restriction in terms of the *Subdivision Act* 1988 which prevents the further subdivision of that Lot.

4.2 Restriction on number of Dwellings

The Owner acknowledges and agrees that if the Land is subdivided, any Lot created by that subdivision which has an area of less than 500 square metres must be subject to a restriction in terms of the *Subdivision Act* 1988 preventing more than one dwelling being constructed on that Lot.

5. Owner's Warranties

Without limiting the operation or effect of this Agreement, the Owner warrants that apart from the Owner and any other person who has consented to this Agreement, no other person has any interest either legal or equitable in the Land which may be affected by this Agreement.

6. Registration

6.1 Registration

The Owner:

- (a) consents to the Council making application to the Registrar of Titles to make a recording of this Agreement in the Register on the folio of the Register which relates to the Land in accordance with Section 181 of the Act; and

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- (b) will do all things necessary to enable the Council to do so including signing any further agreement, acknowledgment or document or procuring the consent to this Agreement of any mortgagee or caveator to enable the recording to be made in the Register under that section.

6.2 Notice

The Owner agrees to bring this Agreement to the attention of all prospective purchasers, mortgagees, transferees and assigns of the Land.

7. Non-compliance

If the Owner has not complied with this Agreement within 20 Business Days after service of a notice by the Council specifying any non-compliance, the Owner covenants:

- (a) to allow the Council its officers, employees, contractors or agents to enter the Land and rectify the non-compliance;
- (b) to pay to the Council on demand, the Council's reasonable costs and expenses incurred as a result of the non-compliance.

8. Disputes

8.1 Dispute resolution

If a dispute arises between the parties in relation to any matter arising out of or in connection with this Agreement, the parties must negotiate to resolve the dispute within 20 Business Days of one party giving a Dispute Notice to the other party.

8.2 Unresolved dispute

- (a) If the parties cannot resolve the dispute within 25 Business Days after the date of receipt of the Dispute Notice then the parties must refer the dispute for determination by an independent expert agreed by the parties or failing agreement within 25 Business Days of the service of the Dispute Notice, the independent expert must be:
 - (i) for a matter of law, a practising barrister or solicitor appointed by the President of the Law Institute of Victoria;
 - (ii) for a financial or accountancy matter, a practising chartered accountant appointed by the President of the Victorian Division of the Institute of Chartered Accountants in Australia;
 - (iii) for a matter connected with the construction of any part of any improvements on the Land, a practising architect appointed by the President of the Victorian Chapter of the Royal Australian Institute of Architects;
 - (iv) for a matter connected with the cost of construction of works, a practising quantity surveyor appointed by the President of the Victorian Chapter of the Australian Institute of Quantity Surveyors;
 - (v) for any other matter, a qualified person appointed by the President of an appropriate association, institute, society or board,

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or, if appropriate and the parties agree, the dispute may be referred to a panel of experts representing more than one of the appropriate skills.

- (b) The parties agree to appoint the independent expert on the following terms:
 - (i) the independent expert shall act as an expert and not as an arbitrator;
 - (ii) the independent expert shall determine the dispute:
 - A. on the basis of the rights and obligations set out in this Agreement; and
 - B. having regard to all relevant factors and circumstances, including any relevant industry or commercial practices;
 - (iii) the independent expert shall retain experts in other fields to assist in the determination of the dispute when the independent expert considers it to be necessary or appropriate;
 - (iv) the determination of the independent expert shall be final and binding on the parties;
 - (v) the cost of the determination shall be borne equally by the parties;
 - (vi) the parties may be legally represented at any hearing before the independent expert;
 - (vii) the parties may make written or oral submissions to the independent expert personally or through legal representatives or other consultants;
 - (viii) the independent expert will be required to hand down his decision within 20 Business Days of his appointment;
 - (ix) the independent expert must have at least 10 years current and continuous standing in the expert's profession at the date of appointment.
- (c) Neither party will be entitled to commence or maintain any action in relation to any dispute until determination of that dispute in accordance with this clause except for urgent injunctive or declaratory relief.
- (d) Despite clause 8.1 and unless otherwise provided in this Agreement, the parties must continue to comply with their obligations under this Agreement if those obligations do not touch upon or involve the subject matter of the dispute which the parties have referred for resolution in accordance with clause 8.2(a).

9. General

9.1 Further acts

Each party must promptly sign any documents and do anything else reasonably necessary to give effect to this Agreement.

9.2 Successors in title

Without limiting the operation or effect of this Agreement, the Owner must ensure that, until this Agreement is recorded on the folio of the register which relates to the Land, the Owner's successors in title will be required to:

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- (a) give effect to, do all acts and sign all documents requiring those successors to give effect to this Agreement; and
- (b) execute a deed agreeing to be bound by this Agreement.

9.3 Council's costs to be paid

The Owner covenants to pay to the Council the Council's reasonable costs and expenses of and incidental to the preparation, execution and registration of this Agreement.

9.4 Governing law

This Agreement is governed by and must be construed according to the law applying in Victoria.

9.5 Jurisdiction

Each party irrevocably:

- (a) submits to the non exclusive jurisdiction of the courts of Victoria, and the courts competent to determine appeals from those courts, with respect to any proceedings that may be brought at any time relating to this Agreement; and
- (b) waives any objection it may now or in the future have to the venue of any proceedings, and any claim it may now or in the future have that any proceedings have been brought in an inconvenient forum, if that venue falls within clause 9.6(a).

9.6 Notices

Each communication (including each notice, consent, approval, request and demand) under or in connection with this Agreement:

- (a) must be in writing, be in English and dated;
- (b) must be signed by the party making it or (on that party's behalf) by the solicitor for, or any attorney, director, secretary or authorised agent of, that party;
- (c) must be delivered by hand or posted by prepaid post to the address, or sent by fax to the number, of the addressee; and
- (d) is taken to be received by the addressee:
 - (i) (in the case of prepaid post sent to an address in the same country) on the third day after the date of posting;
 - (ii) (in the case of prepaid post sent to an address in another country) on the fifth day after the date of posting by airmail;
 - (iii) (in the case of fax) at the time in the place to which it is sent equivalent to the time shown on the transmission confirmation report produced by the fax machine from which it was sent; and
 - (iv) (in the case of delivery by hand) on delivery,

but if the communication is taken to be received on a day that is not a Business Day or after 5.00 pm, it is taken to be received at 9.00 am on the next Business Day.

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10. Ending of Agreement

- (a) This Agreement ends on the Termination Date.
- (b) As soon as reasonably practicable after the Termination Date, the Council will at the request and at the cost of the Owner make application to the Registrar of Titles under Section 183(2) of the Act to cancel the recording of this Agreement on the register.

11. GST

11.1 Interpretation

Expressions used in this clause and in the GST Act have the same meanings as when used in the GST Act.

11.2 GST exclusive amount

Except where this Agreement states otherwise, each amount payable by a Recipient under this Agreement in respect of a taxable supply by a Supplier is expressed as a GST exclusive amount and the Recipient must, in addition to that amount and at the same time, pay to the Supplier the GST payable in respect of the supply.

11.3 Creditable acquisition

An amount payable by a Recipient in respect of a creditable acquisition by a Supplier from a third party must not exceed the sum of the value of the Supplier's acquisition and the additional amount payable by the Recipient under clause 11.2 on account of the Supplier's GST liability.

11.4 Tax Invoice

A party is not obliged, under this to pay the GST on a taxable supply to it under this Agreement until given a valid tax invoice for the supply.

Executed as an agreement under Division 2 of Part 9 of the Act

Executed by Beveridge Land Pty Ltd in accordance with section 127 of the *Corporations Act* by or in the presence of:

N.G. Graham

Signature of Secretary/other Director

Natalie Graham

Name of Secretary/other Director in full

George Kline

Signature of Director or Sole Director and Secretary

GEORGE KLINE

Name of Director or Sole Director and Secretary in full


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The Common Seal of Mitchell Shire Council
was hereto affixed on the 14th September 2009
with the authority of Council






Councillor



Councillor

Acting 

Chief Executive



TISHER LINER & CO.
LAWYERS

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Registrar of Titles
Land Titles Office
570 Bourke Street
MELBOURNE VIC 3000

OUR REF: JT/WL:09/0908
CONTACT: Wendy Lamb
DIRECT EMAIL: wlamb@tisherliner.com.au
YOUR REF:
DATE: 15 September 2009

Dear Sir,

Re: Beveridge Land Pty Ltd
Ppty: Stage 1 Camerons Lane, Beveridge
Certificate of Title Volume 11121 Folio 143

We confirm that we act on behalf of the Registered Proprietor of the above property.

We enclose herewith the following for registration by the Registrar of Titles:-

1. Section 181 Application;
2. Section 173 Agreement (Land Owners Obligations);
3. Section 181 Application;
4. Section 173 Agreement (Developer's Obligations).

We hereby request that the enclosed Section 173 Agreements be lodged and registered as pre-dealings to Plan of Subdivision No. 617320S – Stage 1 which was lodged with the Registrar on 8 September 2009.

Yours faithfully
TISHER LINER & CO.

per 

Jonathan Tisher
Partner

Enc.

JONATHAN PAUL TISHER
of 317 Latrobe Street, Melbourne 3000
A natural person who is an Australian
Legal Practitioner within the meaning of
the Legal Profession Act 2004.

317 LaTrobe Street, Melbourne Victoria 3000
DX 181 Melbourne

Telephone: (03) 9602 4055
Web: www.tisherliner.com.au

Facsimile: (03) 9670 6359
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PARTNERS: FRANK TISHER LL.B (Hons) B Comm. Accredited Property Law Specialist.

SIMON ABRAHAM LL.B, B Ec. Accredited Commercial Litigation Specialist.

ASSOCIATES: PHILLIP LEAMAN LL.B (Hons) B Comm.

DENNIS LINER B Juris LL.B FTIA Accredited Mediator Specialist

JONATHAN TISHER LL.B (Hons) B Sc (Hons)

JENNY GARNHAM LL.B.

ALAN GOLDSTONE LL.B

SAM RECHT



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Application by Responsible Authority for the making of a Recording of an Agreement



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The informa under statutu... purpose of maintaining publicly searchable registers and indexes in the Victorian Land Registry.

Planning and Environment Act 1987

Lodged by:

Name: TISHER LINER & CO.

Phone: 9602 4055

Address: 317-319 LaTrobe Street Melbourne

Ref: STWL 09/0908.

Customer Code: 1662T

The Authority having made an agreement referred to in section 181(1) of the *Planning and Environment Act 1987* requires a recording to be made in the Register for the land.

Land: *(insert name and address)*

Certificate of Title Volume 11121 Folio 143

Authority: *(insert name and address)*

Mitchell Shire Council of 113 High Street, Broadford Vic

Section and Act under which agreement made:

Section 173 of the Planning and Environment Act 1987

A copy of the Agreement is attached to this Application

Signature of Authority:

Name of Officer (full name): PETER HALTON
A/CEO

Date:

14th September 2009

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CLAYTON UTZ

Section 173 Agreement (Developer Obligations)

Beveridge Land Pty Ltd
ACN 115 838 661

Mitchell Shire Council

Subject Land: Mandalay Development, Beveridge

The Clayton Utz contact for this document is
Alison Kennedy on +61 3 9286 6000

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Our reference 14709/14193/80051208

Legal 110432099.2

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This Agreement is made on *14th September* **2009**

Parties

Beveridge Land Pty Ltd ACN 115 838 661 of 501 Blackburn Road, Mount Waverley ("Owner")

Mitchell Shire Council of 113 High Street, Broadford ("Council")

Background

- A. The Owner is registered as proprietor of the Land.
- B. Council is the responsible authority under the Act for the administration and enforcement of the Scheme which applies to the Land.
- C. The Owner intends to develop the Land in accordance with the Scheme and the conditions contained in the Planning Permit.
- D. The Land is within the Comprehensive Development Zone (Schedule 2) of the Scheme which, among other things, requires the use and development of the Land to be generally in accordance with the Beveridge Comprehensive Development Plan and the Masterplan.
- E. Condition 9 of the Planning Permit requires the Owner to enter into an agreement under Section 173 of the Act, amongst other things to:
 - (a) provide for the determination and construction of the Services and Facilities;
 - (b) require certain Services and Facilities to vest in Council, where required and agreed by the Council and the Owner;
 - (c) require the registration of a covenant or easement on the title of any Private Land containing Drainage Infrastructure so as to protect the function of that land for drainage purposes;
 - (d) create an Owners Corporation, and require the Owners Corporation to maintain Public Land beyond the extent of the Standard Service Levels agreed between Council and the Owner; and
 - (e) provide for the construction of a 2 metre wide shared path along Lithgow Street.
- F. The Council and the Owner have agreed to enter into this Agreement to implement those conditions and requirements under Condition 9 of the Planning Permit referred to in Recital E.
- G. The Council and the Owner have agreed that without limiting or restricting their respective powers to enter into this Agreement and in so far as it can be so treated, this Agreement is made pursuant to Section 173 of the Act.

Operative provisions

1. Definitions and Interpretations

1.1 Definitions

In this Agreement unless expressed or implied to the contrary:

"Act" means the Planning and Environment Act 1987.

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"Agreement" means this agreement and any agreement executed by the parties expressed to be supplemental to this agreement.

"Approvals" means all permits, consents, authorisations and approvals from any Authority that may be required to develop the Land.

"Authority" includes any government, local government, statutory, public or other person, authority, instrumentality or body having jurisdiction over the Land or any part of it or anything in relation to it, and includes the Council.

"Beveridge Comprehensive Development Plan" means the Beveridge Comprehensive Development Plan identified in Schedule to the Comprehensive Development Zone in the Scheme.

"Business Day" means any day other than a Saturday, Sunday or bank or public holiday in Melbourne.

"Commencement Date" means the date on which this Agreement is executed by the Owner and Council.

"Community Facilities" means the Multi-Purpose Community Hall, Infant Welfare Centre and Pre-school.

"Consumer Price Index" means the consumer price index published by the Australian Government Statistician under the heading All Groups, Melbourne.

"Design/Functional Brief" means:

- (a) any Design/Functional Brief agreed by Council and the Owner prior to entry into this Agreement in relation to some or all of the Community Facilities attached as Annexure 3; and
- (b) any drawings approved by Council in relation to the Community Facilities,

as they may be amended from time to time, copies of which are available for inspection by prior appointment at the offices of Council.

"Dispute Notice" means a notice given by a party under clause 8.1 which must:

- (a) be in writing, be in English and be dated;
- (b) state that it is a Dispute Notice served under clause 8.1 of this Agreement;
- (c) give a detailed description of the matter in dispute.

"Drainage Infrastructure" means any pipes, drains and ancillary equipment necessary for the provision of drainage to Lots.

"Golf Course" means that part of the Land upon which a golf course is or is to be constructed by or on behalf of the Owner.

"Infant Welfare Centre" means the infant welfare centre to be constructed on the Land in accordance with the provisions of the Design/Functional Brief.

"Land" means the land described in certificate of title volume 11121 folio 143.

"Lot" means any lot shown on a plan of subdivision of the Land or any part of the Land or any lot derived from a lot on a plan of subdivision of the Land or any part of the Land.

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"Masterplan" means the Mandalay Residential and Golf Course Masterplan as endorsed by Council from time to time.

"Multi-Purpose Community Hall " means the multi-purpose community hall to be constructed on the Land in accordance with the provisions of the Design/Functional Brief.

"Owner" means Beveridge Land Pty Ltd and the person or persons from time to time registered or entitled to be registered as the proprietor of an estate in fee simple in the Land or any part of it and includes an Owners Corporation.

"Owners Corporation" has the meaning given to it in the *Owners Corporation Act 2006 (Vic)*.

"Planning Permit" means Planning Permit No. PL6070/06 issued by Council on 25 May 2007, as that permit is amended from time to time.

"Pre-school" means the pre-school to be constructed on the Land in accordance with the provisions of the Design/Functional Brief, which pre-school shall include provision for child care facilities.

"Private Land" means any part of the Land that is not owned or vested in Council or any other government or statutory authority.

"Public Land" means any part of the Land that is owned or vested in Council.

"Scheme" means the Mitchell Planning Scheme.

"Services and Facilities" means the services and facilities identified in Schedule 2 to the Comprehensive Development Zone in the Scheme.

"Stage 1 Plan" means stage 1 of Plan of Subdivision PS617320S.

"Standard Service Levels" means the standard service levels for maintenance of Public Land attached as Annexure 2.

"Termination Date " means the date upon which this Agreement ends in whole or in part in accordance with Section 177 of the Act, namely on the date on which Council issues a statement of compliance for the last residential Lot in accordance with the Beveridge Comprehensive Development Plan.

"Vested Land" means those parts of the Land on which the Community Facilities are to be constructed and which are to vest in Council as reserves upon registration of the Stage 1 Plan at no cost to Council.

1.2 Interpretation

In this Agreement, unless expressed or implied to the contrary:

- (a) undefined terms or words have the meanings given to them in the Act or the Scheme;
- (b) the singular includes the plural and vice versa;
- (c) a gender includes the other gender;
- (d) a reference to a person includes a reference to a firm, corporation or other corporate body;

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- (e) if a party consists of more than one person this Agreement binds them jointly and each of them severally;
- (f) a reference to a 'planning scheme' or 'the Scheme' includes any amendment, consolidation, or replacement of such scheme and any document incorporated by reference into such scheme;
- (g) a reference to a statute includes any statutes amending, consolidating or replacing those statutes and any regulations made under the statutes;
- (h) where, in this Agreement, the Council may exercise any power, duty or function, that power may be exercised on behalf of the Council by an authorised or delegated officer;
- (i) all headings are for ease of reference only and do not affect the interpretation of this Agreement;
- (j) the recitals to this Agreement form part of this Agreement;
- (k) no word, words or provision shall operate to limit or in any way prejudice the effect of any other word, words or provision unless it is expressly provided otherwise;
- (l) a reference to "writing" or "written" and any words of similar import include printing, typing, lithography and any other means of reproducing characters in tangible and visible form, including any communication effected through any electronic medium if such communication is subsequently capable of reproduction in tangible or visible form;
- (m) if the day or last day for doing anything or on which an entitlement is due to arise is not a Business Day, the day or last day for doing the thing or date on which the entitlement arises shall for the purposes of this Deed be the next Business Day;
- (n) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (o) a reference to an agreement or a document is to that agreement or document as amended, novated, supplemented, varied or replaced from time to time except to the extent prohibited by this Agreement;
- (p) a reference to any thing includes the whole and each part of it;
- (q) "include" (in any form) when introducing a list of items does not limit the meaning of the words to which the list relates to those items or to items of a similar kind;
- (r) a reference to "\$" or "dollar" is to Australian currency;
- (s) where a party covenants, promises, undertakes or agrees to:
 - (i) perform; or
 - (ii) refrain from doing or carrying out,
some act or thing that party must:
 - (iii) procure that their respective contractors, employees and agents perform such act or thing; or
 - (iv) refrain from so doing or carrying out such act or thing;

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- (t) a provision must not be interpreted to the disadvantage of a party because that party (or its representative) drafted that provision;
- (u) if a reference is made to any person, body or Authority and that person, body or Authority has ceased to exist, then the reference is deemed to be a reference to the person, body or Authority that then serves substantially the same objects as the person, body or Authority that has ceased to exist; and
- (v) a reference to the President of a person, body or Authority shall, in the absence of a President, be read as a reference to the senior officer for the time being of the person, body or Authority or such other person fulfilling the duties of President.

2. Agreement under section 173 of the Act

The Council and the Owner agree that this Agreement is made pursuant to Section 173 of the Act.

3. Commencing and effect of agreement

3.1 Commencing and termination of agreement

This Agreement commences on the Commencement Date and ends on the Termination Date.

3.2 Covenants

The Owner's obligations under this Agreement will take effect as separate and several covenants which will be annexed to and run at law and equity with the Land.

4. Obligations of the Owner and Council

4.1 Community Facilities

- (a) The Owner must prepare and lodge for certification by Council a Stage 1 Plan which shows the Vested Land.
- (b) On and from the date of registration of the Stage 1 Plan, Council must grant to the Owner:
 - (i) a lease over that part of the Vested Land on which the Infant Welfare Centre and Pre-school are to be located to enable the Owner to comply with its obligations under clause 4.1(c); and
 - (ii) a lease over that part of the Vested Land on which the Multi-Purpose Community Hall is to be located to enable the Owner to:
 - A. comply with its obligations under clause 4.1(c); and
 - B. use the Multi-Purpose Community Hall as a sales centre until the earliest to occur of:
 - 1) the date which is 18 months after registration of any plan of subdivision creating the 600th Lot on the Land; and

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- 2) the date which is 18 months after written notice is given by the Owner to Council of its intention to surrender the lease.

The rents payable by the Owner to Council in relation to the leases granted under this clause 4.1(b) will be \$1.00 per annum (if demanded).

- (c) Subject to Council complying with its obligations under clause 4.1(b), the Owner at its own cost will:

- (i) obtain all Approvals for construction of; and
- (ii) construct, or cause to be constructed,

the Community Facilities in accordance with the specifications contained in the Design/Functional Brief.

- (d) Upon receiving at least 24 hours prior written notice from Council or a representative of Council (as applicable), the Owner must allow Council (or its representative) to inspect the progress of construction of the Community Facilities to ensure that they are being constructed in accordance with the specifications contained in the Design/Functional Brief. In exercising its rights under this clause 4.1(d), Council must not delay construction of the Community Facilities.

- (e) The Owner and Council agree to use their best endeavours to reach agreement on major milestone events which will trigger inspections referred to in clause 4.1(d) as soon as practicable after the date of this Agreement.

- (f) On and from the date on which each of the Community Facilities (as applicable) are completed in accordance with the specifications contained in the Design/Functional Brief, Council must:

- (i) ensure that the Infant Welfare Centre and Pre-school are:
 - A. open;
 - B. adequately staffed; and
 - C. available for use by owners and occupiers of Lots and land within the municipal boundaries of the Council,

for sufficient time to accommodate demand;

- (ii) subject to any rights that the Owner (or any entity nominated by the Owner and associated with development of the Land) has as tenant of the Multi-Purpose Community Hall, make the Multi-Purpose Community Hall accessible for use by owners and occupiers of Lots and land within the municipal boundaries of the Council at Council's standard fees and charges (where appropriate); and
- (iii) subject to any obligations that the Owner (or any entity nominated by the Owner and associated with development of the Land) has as tenant of the Multi-Purpose Community Hall, maintain the Community Facilities to a standard consistent with similar facilities within the municipal boundaries of the Council.

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4.2 Other Services and Facilities

The Owner and Council agree that the location of, specifications for and timing of construction and provision of the Services and Facilities to be provided by the Owner in accordance with Schedule 2 of the Comprehensive Development Zone to the Scheme, are as described in Annexure 1.

4.3 Drainage Infrastructure

For so long as is reasonably necessary to provide adequate drainage to Lots serviced by Drainage Infrastructure on the Land, the Owner must ensure that an appropriate covenant or easement is registered on title to any part of the Golf Course that has Drainage Infrastructure constructed on, through, under and/or along it to ensure continued use of the Golf Course for drainage purposes.

4.4 Creation of the Owners Corporation and maintenance of Public Land by Council and the Owners Corporation

- (a) The Owner must create an Owners Corporation on the first plan of subdivision lodged in respect of the Land.
- (b) Council must maintain all Public Land in accordance with the Standard Service Levels, other than during the period two years from the date of registration of the Stage 1 Plan, for which the Owner has the maintenance obligations of the Council for that period.
- (c) If the Owner and/or the Owners Corporation created on the first plan of subdivision lodged in respect of the Land in accordance with clause 4.4(a) requires any Public Land to be maintained to standards above the Standard Service Levels, the Owner must procure that the Owners Corporation created on the first plan of subdivision lodged in respect of the Land in accordance with clause 4.4(a) enters into an agreement directly with Council and the Owner pursuant to which that Owners Corporation agrees to perform the additional maintenance required by the Owner and/or that Owners Corporation at its cost (except to the extent that the additional maintenance obligation has been imposed on any tenant, occupier or other user of the Public Land).
- (d) Council grants to the Owner (and agrees to grant to the Owner's Corporation created on the first plan of subdivision lodged in respect of the Land in accordance with clause 4.4(a)) all necessary licences to enable the Owner or the Owners Corporation to maintain the Public Land to standards exceeding those specified in the Standard Service Levels, if required by the Owner and/or Owners Corporation.

4.5 Shared Path

- (a) Prior to Council issuing a statement of compliance for the first plan of subdivision lodged in respect of the Land, the Owner must construct a 2 metre wide shared path generally along the south side of Lithgow Street from the boundary of the Land to the bus stop on the corner of the Old Hume Highway and Lithgow Street.
- (b) The shared path constructed by the Owner in accordance with clause 4.5(a) must be constructed of concrete or such other material approved in writing by Council.
- (c) The Owner, at its cost, must use its best endeavours to obtain any approvals from VicRoads that are necessary to access assets owned by VicRoads in order to comply with the Owner's obligations under clause 4.5(a).

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- (d) If, despite using its best endeavours to do so, the Owner is unable to obtain any necessary approval from VicRoads in accordance with clause 4.5(c), the Owner and Council must use their best endeavours to agree on an alternative route for the shared path that does not require the owner to obtain approvals to access assets owned by VicRoads.
- (e) If Council and the Owner are unable to reach agreement in accordance with clause 4.5(d), or there is no alternative route for the shared path that does not require the Owner to obtain approvals to access assets owned by VicRoads, the Owner need only construct such part of the shared path as it is capable of constructing without obtaining the necessary approvals from VicRoads.

5. Owner's Warranties

Without limiting the operation or effect of this Agreement, the Owner warrants that apart from the Owner and any other person who has consented to this Agreement, no other person has any interest either legal or equitable in the Land which may be affected by this Agreement.

6. Registration

6.1 Registration

The Owner:

- (a) consents to the Council making application to the Registrar of Titles to make a recording of this Agreement in the Register on the folio of the Register which relates to the Land in accordance with Section 181 of the Act; and
- (b) will do all things necessary to enable the Council to do so including signing any further agreement, acknowledgment or document or procuring the consent to this Agreement of any mortgagee or caveator to enable the recording to be made in the Register under that section.

6.2 Notice

The Owner agrees to bring this Agreement to the attention of all prospective purchasers, mortgagees, transferees and assigns of the Land.

7. Non-compliance

If the Owner has not complied with this Agreement within 20 Business Days after service of a notice by the Council specifying any non-compliance, the Owner covenants:

- (a) to allow the Council its officers, employees, contractors or agents to enter the Land and rectify the non-compliance;
- (b) to pay to the Council on demand, the Council's reasonable costs and expenses incurred as a result of the non-compliance.

8. Disputes

8.1 Dispute resolution

If a dispute arises between the parties in relation to any matter arising out of or in connection with this Agreement, the parties must negotiate to resolve the dispute within 20 Business Days of one party giving a Dispute Notice to the other party.

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8.2 Unresolved dispute

(a) If the parties cannot resolve the dispute within 25 Business Days after the date of receipt of the Dispute Notice then the parties must refer the dispute for determination by an independent expert agreed by the parties or failing agreement within 25 Business Days of the service of the Dispute Notice, the independent expert must be:

- (i) for a matter of law, a practising barrister or solicitor appointed by the President of the Law Institute of Victoria;
- (ii) for a financial or accountancy matter, a practising chartered accountant appointed by the President of the Victorian Division of the Institute of Chartered Accountants in Australia;
- (iii) for a matter connected with the construction of any part of any improvements on the Land, a practising architect appointed by the President of the Victorian Chapter of the Royal Australian Institute of Architects;
- (iv) for a matter connected with the cost of construction of works, a practising quantity surveyor appointed by the President of the Victorian Chapter of the Australian Institute of Quantity Surveyors;
- (v) for any other matter, a qualified person appointed by the President of an appropriate association, institute, society or board,

or, if appropriate and the parties agree, the dispute may be referred to a panel of experts representing more than one of the appropriate skills.

(b) The parties agree to appoint the independent expert on the following terms:

- (i) the independent expert shall act as an expert and not as an arbitrator;
- (ii) the independent expert shall determine the dispute:
 - A. on the basis of the rights and obligations set out in this Agreement; and
 - B. having regard to all relevant factors and circumstances, including any relevant industry or commercial practices;
- (iii) the independent expert shall retain experts in other fields to assist in the determination of the dispute when the independent expert considers it to be necessary or appropriate;
- (iv) the determination of the independent expert shall be final and binding on the parties;
- (v) the cost of the determination shall be borne equally by the parties;
- (vi) the parties may be legally represented at any hearing before the independent expert;
- (vii) the parties may make written or oral submissions to the independent expert personally or through legal representatives or other consultants;

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- (viii) the independent expert will be required to hand down his decision within 20 Business Days of his appointment;
- (ix) the independent expert must have at least 10 years current and continuous standing in the expert's profession at the date of appointment.
- (c) Neither party will be entitled to commence or maintain any action in relation to any dispute until determination of that dispute in accordance with this clause except for urgent injunctive or declaratory relief.
- (d) Despite clause 8.1 and unless otherwise provided in this Agreement, the parties must continue to comply with their obligations under this Agreement if those obligations do not touch upon or involve the subject matter of the dispute which the parties have referred for resolution in accordance with clause 8.2(a).

9. General

9.1 Further acts

Each party must promptly sign any documents and do anything else reasonably necessary to give effect to this Agreement.

9.2 Successors in title

Without limiting the operation or effect of this Agreement, the Owner must ensure that, until this Agreement is recorded on the folio of the register which relates to the Land, the Owner's successors in title will be required to:

- (a) give effect to, do all acts and sign all documents requiring those successors to give effect to this Agreement; and
- (b) execute a deed agreeing to be bound by this Agreement.

9.3 Council's costs to be paid

The Owner covenants to pay to the Council the Council's reasonable costs and expenses of and incidental to the preparation, execution and registration of this Agreement.

9.4 Governing law

This Agreement is governed by and must be construed according to the law applying in Victoria.

9.5 Jurisdiction

Each party irrevocably:

- (a) submits to the non exclusive jurisdiction of the courts of Victoria, and the courts competent to determine appeals from those courts, with respect to any proceedings that may be brought at any time relating to this Agreement; and
- (b) waives any objection it may now or in the future have to the venue of any proceedings, and any claim it may now or in the future have that any proceedings have been brought in an inconvenient forum, if that venue falls within clause 9.6(a).

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9.6 Notices

Each communication (including each notice, consent, approval, request and demand) under or in connection with this Agreement:

- (a) must be in writing, be in English and dated;
- (b) must be signed by the party making it or (on that party's behalf) by the solicitor for, or any attorney, director, secretary or authorised agent of, that party;
- (c) must be delivered by hand or posted by prepaid post to the address, or sent by fax to the number, of the addressee,; and
- (d) is taken to be received by the addressee:
 - (i) (in the case of prepaid post sent to an address in the same country) on the third day after the date of posting;
 - (ii) (in the case of prepaid post sent to an address in another country) on the fifth day after the date of posting by airmail;
 - (iii) (in the case of fax) at the time in the place to which it is sent equivalent to the time shown on the transmission confirmation report produced by the fax machine from which it was sent; and
 - (iv) (in the case of delivery by hand) on delivery,

but if the communication is taken to be received on a day that is not a Business Day or after 5.00 pm, it is taken to be received at 9.00 am on the next Business Day.

10. Ending of Agreement

- (a) This Agreement ends:
 - (i) in relation to a Lot within a stage on Plan of Subdivision PS617320S that is intended for residential use, on the date that Council issues a statement of compliance for that stage; and otherwise
 - (ii) in its entirety, on the Termination Date.
- (b) As soon as reasonably practicable after the Agreement ends in relation to the Land or part of the Land, Council will at the request and at the cost of the Owner make application to the Registrar of Titles under Section 183(2) of the Act to cancel the recording of this Agreement on the register insofar as it affects the Land or part of the Land as the case may be.

11. GST

11.1 Interpretation

Expressions used in this clause and in the GST Act have the same meanings as when used in the GST Act.

11.2 GST exclusive amount

Except where this Agreement states otherwise, each amount payable by a Recipient under this Agreement in respect of a taxable supply by a Supplier is expressed as a GST exclusive

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amount and the Recipient must, in addition to that amount and at the same time, pay to the Supplier the GST payable in respect of the supply.

11.3 Creditable acquisition

An amount payable by a Recipient in respect of a creditable acquisition by a Supplier from a third party must not exceed the sum of the value of the Supplier's acquisition and the additional amount payable by the Recipient under clause 11.2 on account of the Supplier's GST liability.

11.4 Tax invoice

A party is not obliged, under this to pay the GST on a taxable supply to it under this Agreement until given a valid tax invoice for the supply.

Executed as an agreement under Division 2 of Part 9 of the Act

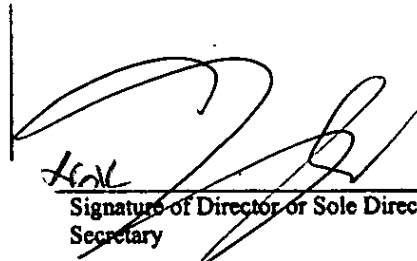
Executed by Beveridge Land Pty Ltd in accordance with section 127 of the Corporations Act by or in the presence of:



Signature of Secretary/other Director

Natalie Graham

Name of Secretary/other Director in full



Signature of Director or Sole Director and Secretary


GEORGE KLINE

Name of Director or Sole Director and Secretary in full


The Common Seal of Mitchell Shire Council was hereto affixed on the *14 September 2009* with the authority of Council



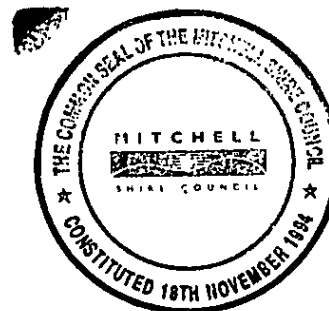
Councillor



Councillor

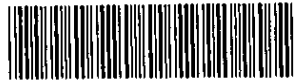
ACTING 

Chief Executive



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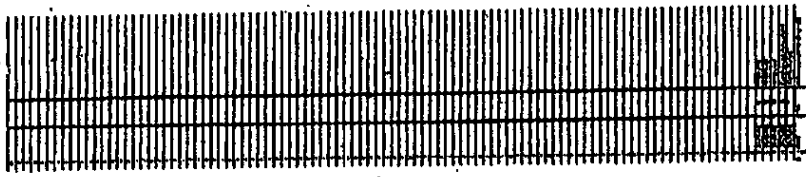
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Annexure 1 - Location of, Specifications for and timing of construction and provision of the Services and Facilities

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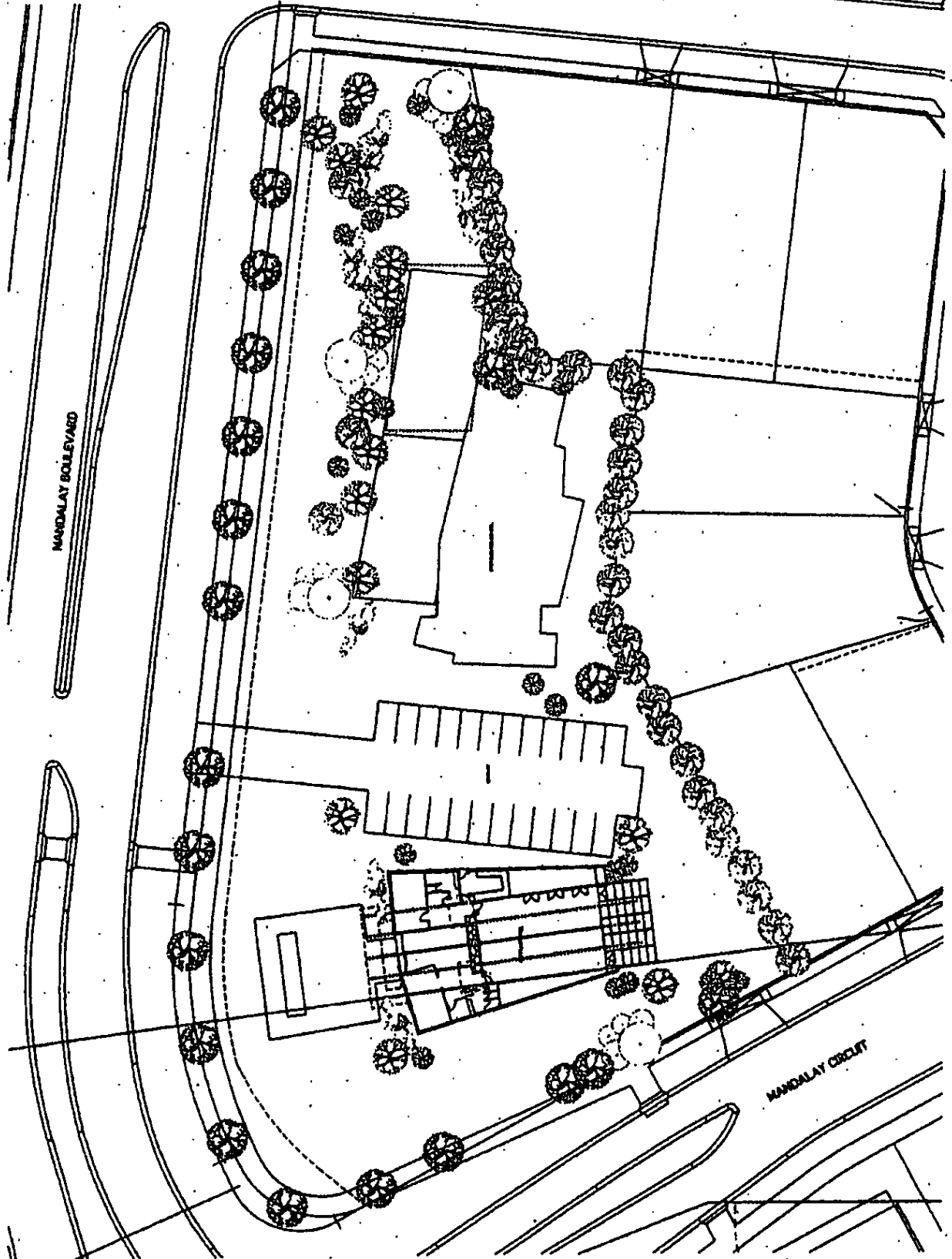
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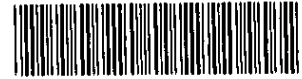
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Mitchell Planning Scheme
Comprehensive Development Zone Schedule 2
Beveridge Comprehensive Development Plan
Provision of services and facilities

FACILITY/SERVICE	WHEN TO BE PROVIDED	LOCATION
Multi-purpose Community Hall	600 lots are sold.	Vicinity of Commercial Precinct
Infant Welfare Centre	600 lots are sold.	In conjunction with Pre-School, in area marked as "Child Minding" on concept plan.
Pre-School, including Child Care Facilities	600 lots are sold.	In area marked as "Child Minding" on concept plan.
<p><u>Retail Floorspace</u></p> <p>An area of 2 hectares is to be set aside for the purposes of a commercial precinct to allow for the provision of up to 5,000m² of retail floor space.</p>	As market forces dictate.	Commercial Precinct, as shown on the concept plan.
<p><u>Playground Facilities (5)</u></p> <p>One of these areas to include 2 Basketball Courts and/or skateboard ramp or similar facilities directed towards teenagers.</p> <p>One of these playgrounds also to include large range of equipment catering up to teenagers eg. flying fox.</p>	<ol style="list-style-type: none"> 1. 300 lots sold. 2. 1000 lots sold. 3. 1200 lots sold. 4. 1700 lots sold. 5. 2000 lots sold. 	In areas set aside on concept plan for Public Open Space.
<p><u>Roads</u></p> <p>A. Upgrading of Hume Freeway Interchange at Beveridge, Stage 1.</p> <ul style="list-style-type: none"> • Reversal of the intersection priority at the Camerons Road/Old Hume Highway/southbound entry ramp intersection. • Upgrade of existing linemarking, including the provision of centre and edge linemarking along Camerons Road and adjacent intersections. 	Occupation of 100 dwellings.	Per Facility/Service description

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FACILITY/SERVICE	WHEN TO BE PROVIDED	LOCATION
<ul style="list-style-type: none"> Provision of streetlighting at the intersections of Camerons Road/north bound entry and exit ramps and Camerons Road/Old Hume Highway/southbound entry ramp as well as under the Hume Highway overpass. 		
<p>Stage 2</p> <ul style="list-style-type: none"> Channelisation to create a separate left turn slip-lane from the northbound exit ramp into Camerons Road and a narrow median island in Camerons Road adjacent to this slip-lane to prevent "wrong way" movements along the northbound exit ramp. 	<p>When traffic volumes on northbound exit ramp exceed 2,000vpd.</p>	<p>Per Facility/Service description</p>
<p>Stage 3</p> <ul style="list-style-type: none"> Construction of one-lane circulation roundabout, with associated localised road widening, at the Camerons Road/Old Hume Highway/south bound entry ramp intersection. 	<p>When traffic volumes on Camerons Road under the overpass reach 5,000 vpd, with minimum associated volumes on the entry legs of Old Hume Highway and Camerons Road (east) of 1,000 vpd and 500 vpd respectively (or vice versa).</p>	<p>Per Facility/Service description.</p>
<p>Stage 4</p> <ul style="list-style-type: none"> Extend the merge taper of the southbound entry ramp to a length of 320 metres from the island nose, including the provision of a 3 metre wide sealed shoulder. 	<p>When traffic volumes on the southbound entry ramp exceed 600 vph.</p>	<p>Per Facility/Service description.</p>
<p>B. Upgrading Lithgow Street between Freeway and Site.</p>	<p>As required by Responsible Authority.</p>	<p>Per Facility/Service description.</p>
<p><u>Public Transport</u></p> <p>Bus services to be provided linking the site to Beveridge from January 2011 for a period of three years.</p> <p>Services to be scheduled to cater for peak-hour and school times as well as day time services.</p>		

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FACILITY/SERVICE	WHEN TO BE PROVIDED	LOCATION
<p><u>Health Care Facilities</u></p> <p>Accommodation for visiting doctor and other health care professionals.</p>	<p>In conjunction with development of commercial precinct - when 600 lots sold.</p>	<p>In or adjacent to commercial precinct.</p>
<p><u>Aged Care Facilities</u></p>	<p>As market forces dictate</p>	<p>As indicated on concept plan.</p>
<p><u>Primary School</u></p>	<p>Site to be available for purchase by the Department of Schools Education after 600 lots are sold.</p>	<p>Adjoining Camerons Road within the general area marked on the concept plan.</p>
<p>Infrastructure Services</p> <p>Water Supply</p> <p>Sewerage System, including reticulation and treatment plant</p>	<p>Lots are to be connected to water supply and sewerage system prior to occupation. EPA Works Approval for the sewerage treatment system is required prior to the development of the land, except for the golf course. If necessary the concept plan will be altered to accommodate any requirements of the Works Approval.</p>	
<p>Landscape buffer</p>	<p>The planting of trees shall be part of the first stage of development of the land.</p>	<p>Within the tree reserves shown around the boundaries of the land.</p>

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Annexure 2 - Standard Service Levels

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**O. MANDALAY PARKS AND STREETSCAPES MAINTENANCE STANDARDS****Scheduled Items**

OO.01 General

Maintenance and Establishment means the care and maintenance of the contract area by accepted horticultural practices, as well as rectifying any defects that become apparent in the works under normal use. This includes, but not necessarily be limited to, the following items where as required:

- *watering*
 - *soil testing and fertilizing of lawns and garden beds*
 - *weeding*
 - *reseeding*
 - *pest and disease control*
 - *staking*
 - *replanting*
 - *cultivation*
 - *pruning*
 - *aerating*
 - *renovating*
 - *top-dressing and re-seeding/re-sodding of grass areas*
 - *maintaining a neat and tidy site including rubbish removal*
 - *aerating of lawn areas*
 - *mowing and edging of lawn areas*
 - *maintenance of garden beds & trees including replacement planting*
 - *additional mulching of trees and garden bed areas*
 - *maintaining and cleaning furniture, structures and BBQ*
 - *monitoring and maintenance of irrigation system*
 - *monitoring and maintenance of lighting*
 - *periodic inspection of playground equipment*
 - *repair of vandalism*
-

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0.01 Attendance Log

Supply a detailed program of maintenance for approval by the Superintendent and keep a log of attendance/replacement costs, as the basis for progressive claims sought during the maintenance period.

0.02 Commencement of Maintenance

Give the Superintendent 7 days' notice for commencement of the maintenance period. The Superintendent will inspect the works and advise the contractor of any defects or deficiencies found, which will be rectified within 14 days.

0.03 Damage and Protection

Protect all grassed and planted areas from damage, whether malicious, irresponsible or accidental.

If any damage occurs it is to be photographically recorded and the Superintendent must be notified immediately

0.04 Mulched Surfaces

Maintain all mulched surfaces in a clean, tidy and weed free condition and reinstate to specified depths (75mm depth typical) and finished levels as required.

0.05 Spraying

Spray against insect and fungus infestation if considered necessary by the Superintendent. Carry out all spraying in accordance with the manufacturer's directions.

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O.06 Planted Areas

Maintain the planted areas in one of the following manners:

- (a) Individual trees or shrubs - a weed free watering saucer of minimum diameter of 1m, except in irrigated lawn areas.
- (b) Planting beds – Weeds to be maintained between completely weed free and 5% weed coverage within the surrounds of the bed.
- (c) Mass planting areas - a completely cultivated surface (including cross cultivation) with a weed free watering saucer of minimum diameter of 500mm.

Note: The Maintenance Contractor is responsible for the Maintenance and Establishment of all planting works to ensure the following standards are met:

- Garden bed to be covered by plant growth consistent with the intended design
- Mulch depth maintained to the specified levels – 75mm Depth Typical
- Plants to be in a good, healthy condition.
- Plants & trees to be pruned as required to maintain plant health and condition
- Soil pH to be between 6.0 and 7.0
- Plants to be acceptable examples of their species in size, shape and growth
- Dead plants to be replaced with a specimen approved by the superintendent
- Dead braches to be removed
- Garden beds to be between 0% weed cover and 5% weed cover
- Garden beds to be free of all ground rubbish and debris
- Inspect all plants & trees on a weekly basis to maintain active healthy growth

Note: The superintendent is to be immediately notified if any plant or tree displays signs of stress such as over or under-watering, wilting or insect outbreak.

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O.07 Grass Areas

Maintain all grass areas by watering, weeding, reseeding, rolling, mowing, top dressing, trimming, fertilizing or other operations as necessary to ensure that grass areas meet the following standards:

- All lawn areas are healthy and green throughout the year
- Soil pH level between 6.0 and 7.0
- Free of weeds
- Free of humps and hollows
- Free of rubbish
- All lawn clippings to be collected as disposed of

Wintergreen couch mowing heights for parks and streetscape in a residential development;

April to October: 15 - 20mm

November to March: 12 - 15mm

Note: Mow with Cylinder mower with catcher only. No rotary mowers.

Grass damage repaired by sodding bare lawn areas within 5 days of occurrence of damage

O.08 Watering

Grass, trees and garden bed areas are to be watered regularly so as to ensure continuous healthy growth. The minimum acceptable requirement for grass areas is 25mm of natural rainfall or its applied equivalent or a combination of both during each period of one week from 1st April to 31st September and 35mm of natural rainfall or its equivalent or a combination of both during each period of one week from 1st October to 31st March. Acceptable requirement for trees and shrubs is 25mm of water during each period of one week

O.09 Weeding and Rubbish Removal

Remove by hand rubbish and weed growth that may re-occur throughout the contract area. This work is to be carried out regularly so that at weekly intervals the area may be observed in a completely clean and tidy condition. Clean footpaths and paved areas weekly to ensure any pathways are free of dirt, mud, sand & mulch. Graffiti is to be removed using an approved product according to manufacturer's instructions within 24 hours of being reported.

O.10 Weed Control

All noxious weeds are to be removed from all garden bed and lawn areas either by hand or with an approved herbicide used according to manufacturers instructions. Areas of lawn damaged during weed eradication are to be re-seeded with the specified grass mix.

Herbicide is not to be used around the base of any tree. Herbicide only to be used on windless days and must include a marker dye.

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O.11 Soil Subsidence

Make good any soil subsidence or erosion which may occur after the soil filling and preparation operations.

O.12 Tree Ties & Guards

Ensure ties made to stakes are secure as 'figure 8' pattern.
Ensure guards remain secure and protect tree as per manufacturers specification

O.13 Pruning

Prune trees and shrubs as directed by the Superintendent. Pruning will be directed for the maintenance of dense foliage, or miscellaneous pruning as beneficial to the condition of the plants. Prune any damaged growth. Pruning should only be carried out by an approved arborist. Street trees should be pruned to ensure vehicle sightlines.

O.14 Mowing

Prior to mowing the landscape maintenance contractor should removed all rubbish and debris from lawn areas. At completion of mowing the landscape maintenance contractor is to ensure that all lawn clippings and debris created during mowing are removed and disposed of appropriately

O.15 Trimming and Edging

All grassed areas are to be neatly edge where they meet adjacent surfaces with an even sward height to be maintained as per O.07 grass areas section.

Lawn areas are not to grow more than 40mm beyond the specified edge as per the landscape plans

Grass can only be trimmed manually around the base of trees. Mechanical line trimmers are not to be used within 300mm of tree base.

Maintain spade cut edges as per landscape plans

O.16 Fertiliser Application

Provision should be made to fertilise all grass areas four times per year or as necessary to ensure a healthy, vigorous and uniformly green appearance is maintained

Fertiliser to be approved by the Superintendent prior to use

Application of approved fertiliser in accordance with manufacturer's specifications

Log of fertiliser application to be kept to ensure fertilisation occurs four times per year

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O.17 Irrigation

Landscape maintenance contractor to operate and maintain irrigation system to ensure that all garden beds and lawns remain in a healthy condition.

A performance check should be carried out weekly and maintenance of irrigation system including cleaning of nozzles and heads. Any issue with the system is to be immediately reported to the superintendent.

Landscape maintenance contractor should allow to adjust the irrigation cycles depending on the season, weather and plant species.

The irrigation system will be automatically monitored from the golf course computer and familiarity with the system will be the responsibility of the landscape maintenance contractor.

O.18 Plant Replacement

Landscape maintenance contractor should regularly inspect trees, shrubs and lawn areas to ensure that all species are healthy. When a plant is identified as needing replacement either by the contractor or the superintendent the contractor shall replace the plant at their own cost where the plant has failed due to contractor not providing adequate horticultural care.

A plant is considered failing when there are pests or disease present which will not allow the plant to return to full health or when the plant has been permanently damaged or when there is no evidence of new growth relative to the season.

Any replacements must be approved by the Superintendent prior to installation.

O.19 Cleaning of parkland area and facilities

Landscape maintenance contractor is to regularly inspect and clean weekly the park areas and associated facilities including but not limited to BBQ, shelter, furniture, playground equipment, soft fall mulch, sand pit, paving and areas immediately surrounding the parkland.

O.20 Paved surfaces

Landscape maintenance contractor is to clean and inspect paved surfaces weekly including asphalt and concrete.

O.21 Edging

Landscape maintenance contractor is to regularly inspect and repair all edges including but not limited to spade cut, timber, brick and steel edging to maintain stability and appearance.

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O.22 BBQ

Contractor to allow to regularly inspect and clean (as required) the BBQ. Contractor to ensure cook-top is clean and to regularly inspect and clean the grease trap (fat tray) and remove waste from site.

O.23 Oiling of Timber Seats, Decking and Handrails

Timber seats and decking to be oiled once every 12 months with an approved product. Contractor to allow to protect ground surface from oil spillage and signage to warn the public not to use the seats/decking while oil is soaking into the timber.

O.24 Structures

Landscape maintenance contractor to regularly inspect and maintain all landscape structures including but not limited to shade structures, bollards and fences to ensure safety and a clean and tidy appearance. If damage is identified it must be immediately reported to the superintendent.

O.25 Playground Equipment

3 month periodic inspection of playground equipment to ensure general safety. Ensure that all fixings are tight and adjust accordingly. Sand any splintered or rough timber surfaces. Top up with approved soft-fall mulch as required to meet safety standards

O.26 Water Courses and Water Bodies

The landscape maintenance contractor is to maintain all water courses and water bodies to ensure that all edges remain neat and clean. Landscape maintenance contractor to inspect water courses and water bodies weekly to remove all rubbish, litter and weeds. Areas where erosion has occurred or where plants are failing to establish are to be reported to the superintendent immediately.

To ensure that all water bodies and water courses are clean and tidy the landscape maintenance contractor may have to physically enter the water to remove any rubbish.

O.27 Insurance

The Landscape maintenance contractor is advised to ensure adequate insurance to cover his work during the Maintenance and Establishment Period.

O.28 Urgent Works

Notwithstanding anything to the contrary of the Contract, the Superintendent may instruct the Contractor to perform urgent maintenance on works. Should the Contractor fail to carry out the work immediately, the Superintendent reserves the right, without further notice, to employ others to carry out such work and charge it to the Contractor.

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O.29 Completion

Ensure that all works of the Contract are complete immediately prior to the expiry date of the Contract time. Remove all debris from the site and any material he may have stored on or adjacent to the site and leave the area tidy to the satisfaction of the Superintendent.

Grass Areas are to have a healthy and vigorous grass sward appropriate to the area and trees and shrubs shall show signs of healthy vigorous growth. Trees will be appropriately staked in dry land areas with a suitably sized watering saucer intact and weed free.

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Annexure 3 - Design/Functional Brief

AG754783H



Pre-School Centre

Area requirement
2 rooms @ 150 m² 300 m²

Kindergarten – x 2 rooms

- Uses:**
 - Large open area for various learning activities for pre-schoolers.
 - Able to be divided into two smaller areas via an acoustic operable wall. Make allowance for the future installation of the operable wall.
- Finishes:**
 - Durable, hard wearing finishes, easily cleaned and maintained. Sufficient percentage of surfaces to be acoustic absorbing to reduce overall noise levels.
- Floors:**
 - Floors to be a combination of commercial grade carpet tiles and sheet vinyl to cater for varied activities.
- Walls:**
 - Hard wearing fibre cement at low level for impact resistance, plasterboard at higher level. Painted.
 - Acoustics to be well considered between rooms.
- Ceilings:**
 - Plasterboard and/or acoustic tile to meet acoustic requirements.
- Lighting:**
 - Fluorescent lighting (with high frequency ballasts) with lighting levels to code requirements.
 - Good natural lighting and views to outdoor areas.
 - Windows to be openable to allow natural ventilation – provide windows on two opposing walls to create cross ventilation.
- Heating/cooling:**
 - Evaporative air conditioning for cooling.
 - Radiant heating panels for heating.
- Fittings/equipment:**
 - Windows to be able to be fitted with blinds to reduce glare and direct sunlight penetrating internal spaces. Blinds to be provided by others as part of F.F. & E. works.
- External Areas:**
 - Each Kinder Room to be directly accessible to a fenced (pool type) outside play area of 200 square metres. Finishing of these areas by others.

Kinder Office – x 2 rooms

Area requirement
2 rooms @ 15 m² 30 m²
nominally included in above

- Uses:**
 - Office space for Kinder teacher and teaching assistant.
 - Room should have views directly into teaching space/s via internal glazed screens.
- Floors:**
 - Commercial grade wool blend carpet tiles.
- Walls:**
 - Plasterboard – painted.
- Ceilings:**
 - Plasterboard – painted.
- Lighting:**
 - Fluorescent lighting (with high frequency ballasts) with lighting levels to code requirements.
 - Good natural lighting and views through teaching space/s to outdoor areas.
- Heating/cooling:**
 - Evaporative air conditioning for cooling.
 - Radiant heating panels for heating.
- Fittings/equipment:**
 - All desks, shelving, file cabinets, etc. to be part of F.F. & E. budget.

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Kinder Store – x 2

Area included in Pre-School figure
 nominally 2 rooms @ 10 m² 20 m²

- Uses: - Storage area for kinder equipment.
- Finishes: - Durable, hard wearing finishes, easily cleaned and maintained.
- Floors: - Sheet vinyl.
- Walls: - Plasterboard, painted.
- Ceilings: - Plasterboard, painted.
- Lighting: - Fluorescent lighting to meet code requirements.
- Heating/cooling: - Not required.

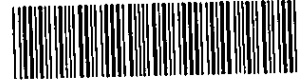
Kinder Food Prep Area

Area included in Pre-School figure
 nominally 10 m²

- Uses: - Area for the preparation and layout of food for kids at lunch, morning and afternoon tea periods.
 - Alcove off main kinder teaching areas – able to be closed off.
- Finishes: - Durable, hard wearing finishes, easily cleaned and maintained.
- Floors: - Sheet vinyl.
- Walls: - Plasterboard – painted. Glass, tile or vinyl splashback to benches.
- Ceilings: - Plasterboard – painted.
- Lighting: - Fluorescent lighting to meet code requirements.
- Heating/cooling: - Evaporative air conditioning for cooling.
 - Radiant heating panels for heating.
 - Exhaust hood over cooktop.
- Fittings/equipment: - Post formed laminated benches equivalent to 5 metres in length with underbench and overhead cupboards and shelving.
 - Double bowl sink formed into stainless steel bench top with insinkerator and mixer tap.
 - Built-in domestic type dishwasher by others as part of F.F. & E. works.
 - Large domestic refrigerator by others as part of F.F. & E. works.
 - Built-in cook top and oven.
 - Boiling water and chilled water unit.
- Other requirements: - Insect zapper.

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Bathrooms – Kinder Dedicated

Area Included In Pre-School figure
nominally 40 m²

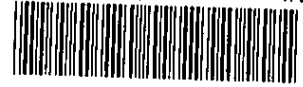
To be to the satisfaction of DHS

- Uses:**
- Semi private boy and girl toilet alcoves for kinder children allowing children to be supervised and assisted as necessary.
 - Dedicated toilet for Kinder teacher and assistant.
- Finishes:**
- Durable, hard wearing finishes, easily cleaned and maintained.
- Floors:**
- Sheet vinyl – covered at wall junctions.
- Walls:**
- Wet area plasterboard or wallboard– combination of sheet vinyl and painted plasterboard.
- Ceilings:**
- Wet area plasterboard, painted.
- Lighting:**
- Fluorescent lighting to code requirements.
- Heating/
cooling:**
- Toilet exhaust.
- Fittings/
equipment:**
- Boy's toilet alcove comprising 2 child size WCs and 1 wash basin.
 - Girl's toilet alcove comprising 2 child size WCs and 1 wash basin.
 - Teacher's toilet to include 1 WC and 1 wash basin.
 - Hand dryers, paper towel dispensers, etc. to be provided.

**Other
requirements:**

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Maternal & Child Health

Area requirement 120 m²

- Uses:** - Dedicated area for child health doctor/nurse including 2 examination rooms, consulting room, receptionist, waiting room, store room, small tea prep. area, etc.
- Finishes:** - Quality, durable finishes.
- Floors:** - Commercial grade broadloom carpet.
- Walls:** - Plasterboard, painted.
- Ceilings:** - Acoustic tile with plasterboard perimeter to each room.
- Lighting:** - Fluorescent lighting (with high frequency ballasts) with lighting levels to code requirements.
- Good natural lighting and views to outdoor areas.
- Heating/cooling:** - Refrigerant air conditioning for heating and cooling.
- Fittings/equipment:** - Windows to be fitted with blinds to reduce glare and direct sunlight penetrating internal spaces.
- Exam rooms to include hand wash basin.
- Tea prep. area to include laminate bench top, underbench and overbench joinery, inset sink, boiling/chilled water unit, dishwasher.
- Toilet to include WC and small wash basin.
- Other requirements:** - Close proximity to Pre School and Infant Welfare Entrance/Waiting

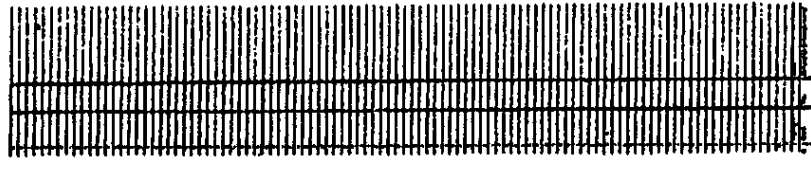
Indicative spatial break up:

- Examination room 1 20 m²
- Examination room 2 20 m²
- Consultation 15 m²
- Waiting 20 m²
- Store room 15 m²
- Small Tea Prep. 5 m²
- Toilet (to meet DDA requirements) 2 m²
- Circulation 23 m²

Total 120 m²

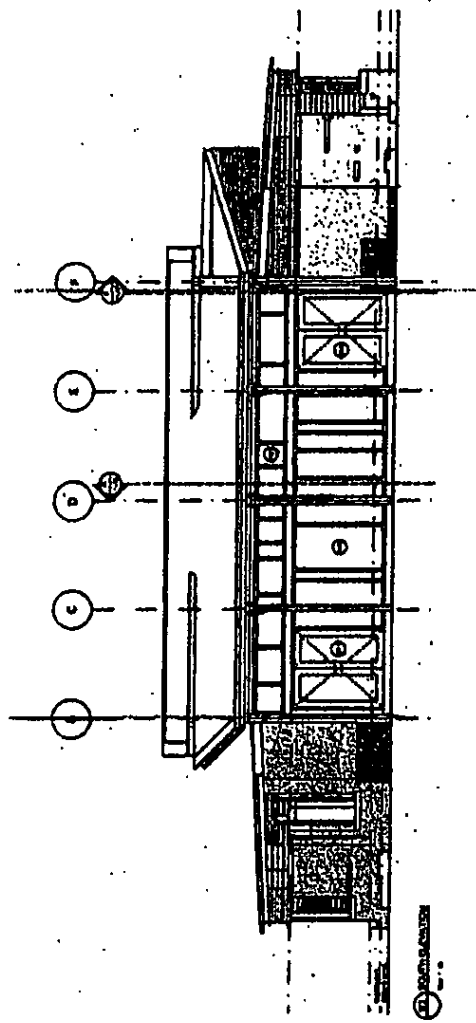
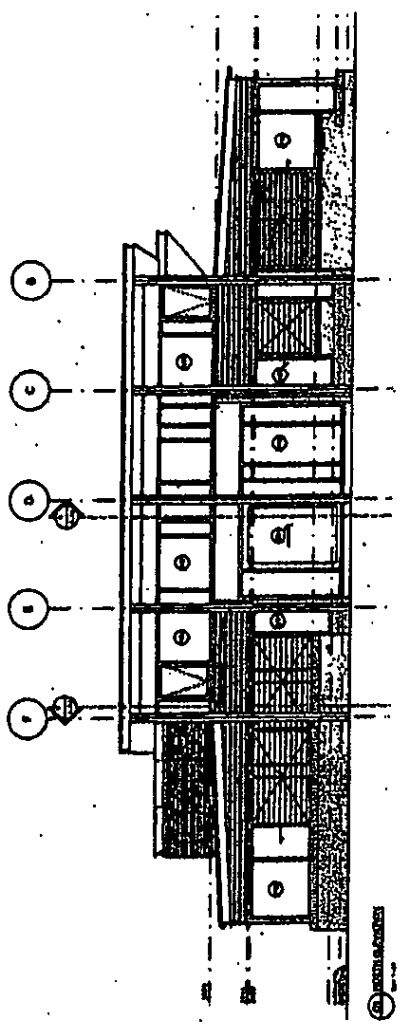
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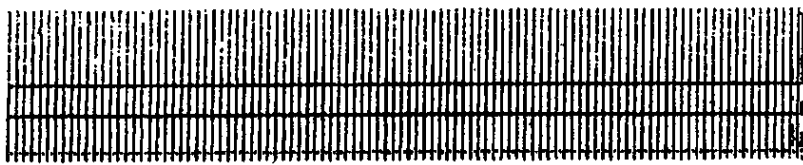
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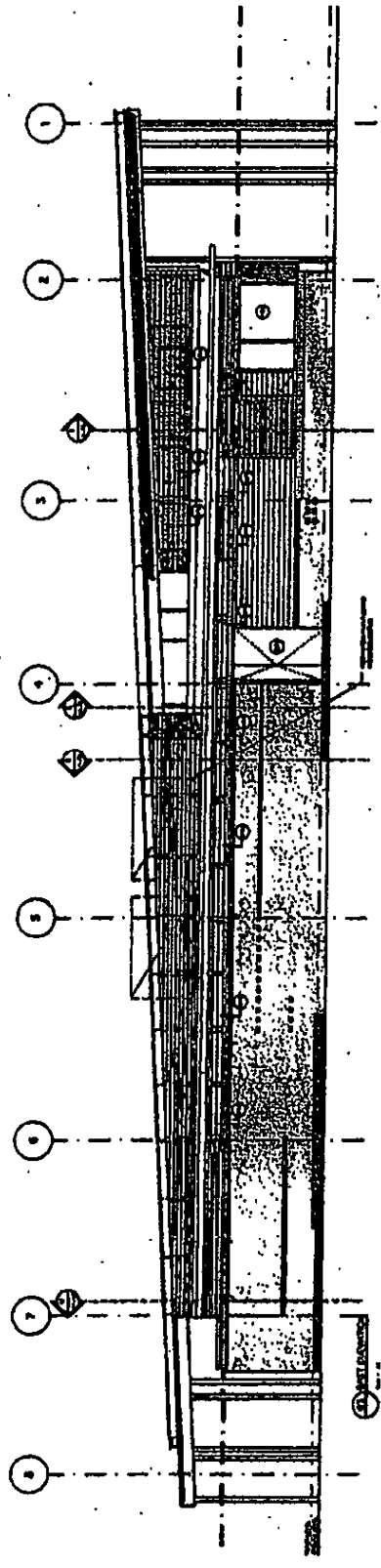
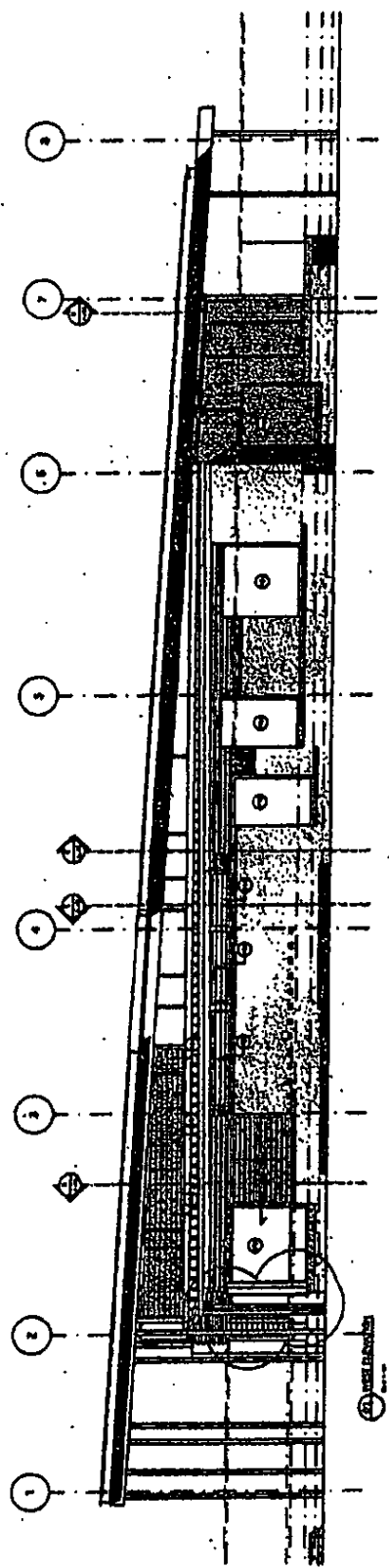
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Department of Environment, Land, Water & Planning

Owners Corporation Search Report

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OWNERS CORPORATION 1
PLAN NO. PS617320S

The land in PS617320S is affected by 1 Owners Corporation(s)

Land Affected by Owners Corporation:

Common Property 1, Lots 1 - 300, 902 - 916, 918 - 928, 1201 - 1236, 1401 - 1444, 1501 - 1544, 1601 - 1634, 1701 - 1746, 1801 - 1817, 1901 - 1910, 2001 - 2040, 2101 - 2150, 2301 - 2372, 2701 - 2738, 2801 - 2833, 2901 - 2928, 3001 - 3033, 3101 - 3143, 3201 - 3236, 3301 - 3331, 3401 - 3434, 3501 - 3531, 3601 - 3631, 3701 - 3744, 3801 - 3856, 3901 - 3938, 4001 - 4036, 4101 - 4138, 4201 - 4237, 4301 - 4352, 4401 - 4422, 4501 - 4518, 4601 - 4621, 4623 - 4646, 4701 - 4731, 4801 - 4838, 4901 - 4927, 5001 - 5021, 5101 - 5128, 5301 - 5335, 5401 - 5438, 5501 - 5535, 5601 - 5640, 6001 - 6017, 6101 - 6129, 6301 - 6317, 6401 - 6451, 6501 - 6519, 6601 - 6623, 6701 - 6727, 8101 - 8149, 9701 - 9711, S3, S70.

Limitations on Owners Corporation:

Unlimited

Postal Address for Services of Notices:

THE KNIGHT, LEVEL 1 204 BALACLAVA ROAD CAULFIELD NORTH VIC 3161

PS617320S/S54 11/10/2023

Owners Corporation Manager:

NIL

Rules:

Model Rules apply unless a matter is provided for in Owners Corporation Rules. See Section 139(3) Owners Corporation Act 2006

Owners Corporation Rules:

1. AH448929E 24/08/2010

Additional Owners Corporation Information:

OC005450Q 01/10/2009

Notations:

NIL

Entitlement and Liability:

NOTE – Folio References are only provided in a Premium Report.

Land Parcel	Entitlement	Liability
Common Property 1	0	0
Lot 1	100	100
Lot 2	100	100
Lot 3	100	100



Department of Environment, Land, Water & Planning

Owners Corporation Search Report

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OWNERS CORPORATION 1
PLAN NO. PS617320S

Entitlement and Liability:

NOTE – Folio References are only provided in a Premium Report.

Land Parcel	Entitlement	Liability
Lot 4	100	100
Lot 5	100	100
Lot 6	100	100
Lot 7	100	100
Lot 8	100	100
Lot 9	100	100
Lot 10	100	100
Lot 11	100	100
Lot 12	100	100
Lot 13	100	100
Lot 14	100	100
Lot 15	100	100
Lot 16	100	100
Lot 17	100	100
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Lot 25	100	100
Lot 26	100	100
Lot 27	100	100
Lot 28	100	100
Lot 29	100	100
Lot 30	100	100
Lot 31	100	100
Lot 32	100	100



Department of Environment, Land, Water & Planning

Owners Corporation Search Report

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**OWNERS CORPORATION 1
PLAN NO. PS617320S**

Entitlement and Liability:

NOTE – Folio References are only provided in a Premium Report.

Land Parcel	Entitlement	Liability
Lot 33	100	100
Lot 34	100	100
Lot 35	100	100
Lot 36	100	100
Lot 37	100	100
Lot 38	100	100
Lot 39	100	100
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Lot 55	100	100
Lot 56	100	100
Lot 57	100	100
Lot 58	100	100
Lot 59	100	100
Lot 60	100	100
Lot 61	100	100



Department of Environment, Land, Water & Planning

Owners Corporation Search Report

Produced: 22/11/2024 07:34:09 PM

**OWNERS CORPORATION 1
PLAN NO. PS617320S**

Entitlement and Liability:

NOTE – Folio References are only provided in a Premium Report.

Land Parcel	Entitlement	Liability
Lot 62	100	100
Lot 63	100	100
Lot 64	100	100
Lot 65	100	100
Lot 66	100	100
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Lot 86	100	100
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Lot 88	100	100
Lot 89	100	100
Lot 90	100	100

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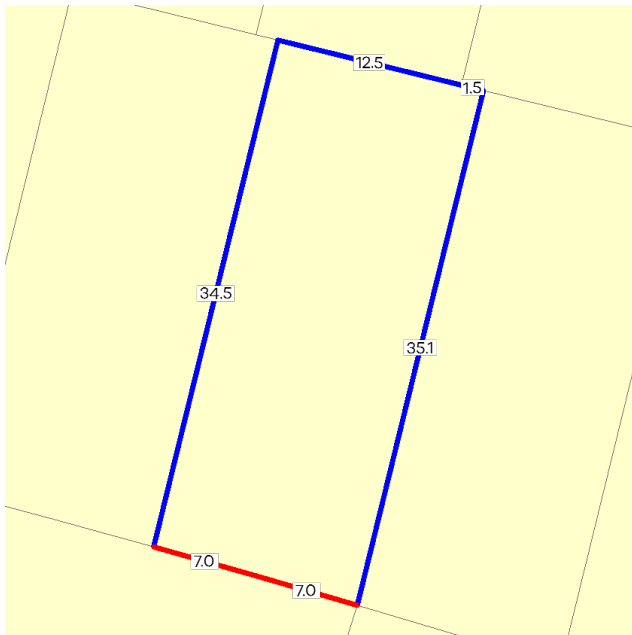
PROPERTY DETAILS

Address: **82 GOLF LINKS DRIVE BEVERIDGE 3753**
Lot and Plan Number: **Lot 3103 PS617320**
Standard Parcel Identifier (SPI): **3103\PS617320**
Local Government Area (Council): **MITCHELL**
Council Property Number: **123278**
Directory Reference: **Melway 667 C11**

www.mitchellshire.vic.gov.au

SITE DIMENSIONS

All dimensions and areas are approximate. They may not agree with those shown on a title or plan.



Area: 487 sq. m

Perimeter: 98 m

For this property:

— Site boundaries

— Road frontages

Dimensions for individual parcels require a separate search, but dimensions for individual units are generally not available.

Calculating the area from the dimensions shown may give a different value to the area shown above

For more accurate dimensions get copy of plan at [Title and Property Certificates](#)

UTILITIES

Rural Water Corporation: **Southern Rural Water**
Melbourne Water Retailer: **Yarra Valley Water**
Melbourne Water: **Inside drainage boundary**
Power Distributor: **AUSNET**

STATE ELECTORATES

Legislative Council: **NORTHERN METROPOLITAN**
Legislative Assembly: **KALKALLO**

PLANNING INFORMATION

Property Planning details have been removed from the Property Reports to avoid duplication with the Planning Property Reports from the Department of Transport and Planning which are the authoritative source for all Property Planning information.

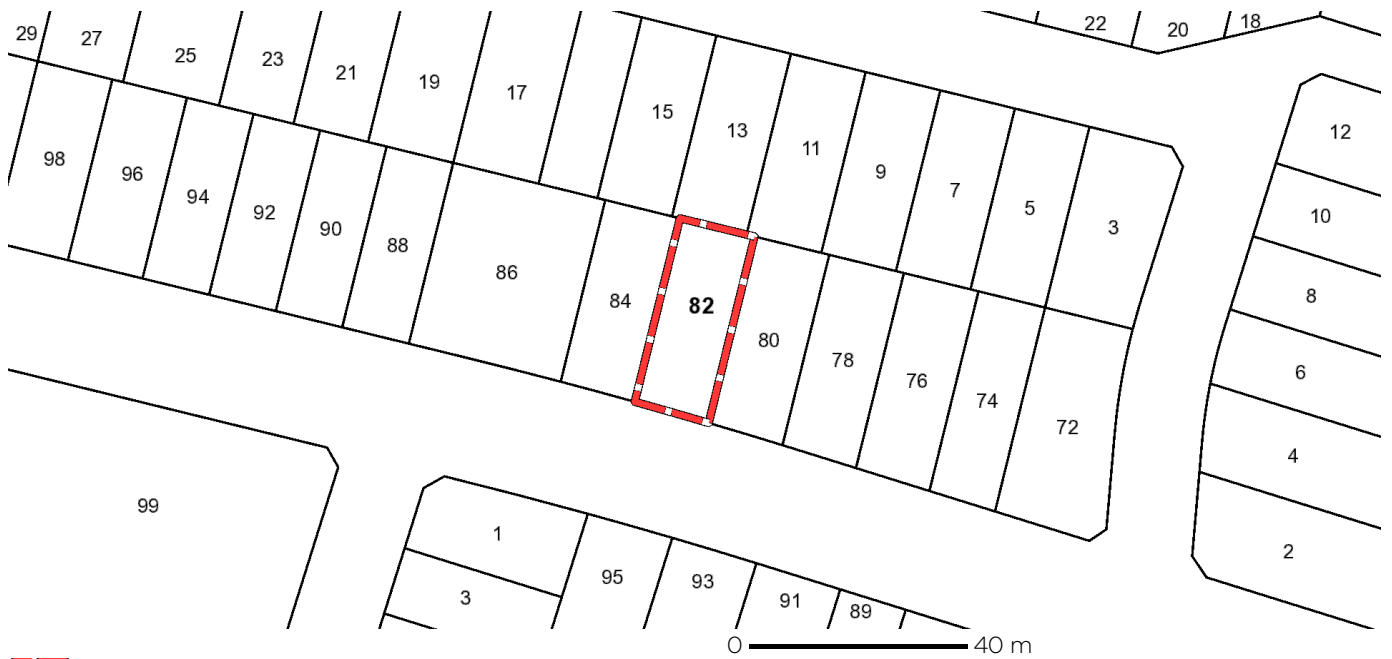
The Planning Property Report for this property can found here - [Planning Property Report](#)

Planning Property Reports can be found via these two links

Vicplan <https://mapshare.vic.gov.au/vicplan/>

Property and parcel search <https://www.land.vic.gov.au/property-and-parcel-search>

Area Map



 Selected Property

From www.planning.vic.gov.au at 16 May 2025 05:37 PM

PROPERTY DETAILS

Address: **82 GOLF LINKS DRIVE BEVERIDGE 3753**
Lot and Plan Number: **Lot 3103 PS617320**
Standard Parcel Identifier (SPI): **3103\PS617320**
Local Government Area (Council): **MITCHELL**
Council Property Number: **123278**
Planning Scheme: **Mitchell**
Directory Reference: **Melway 667 C11**

www.mitchellshire.vic.gov.au

[Planning Scheme - Mitchell](#)

UTILITIES

Rural Water Corporation: **Southern Rural Water**
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Melbourne Water: **Inside drainage boundary**
Power Distributor: **AUSNET**

STATE ELECTORATES

Legislative Council: **NORTHERN METROPOLITAN**
Legislative Assembly: **KALKALLO**

OTHER

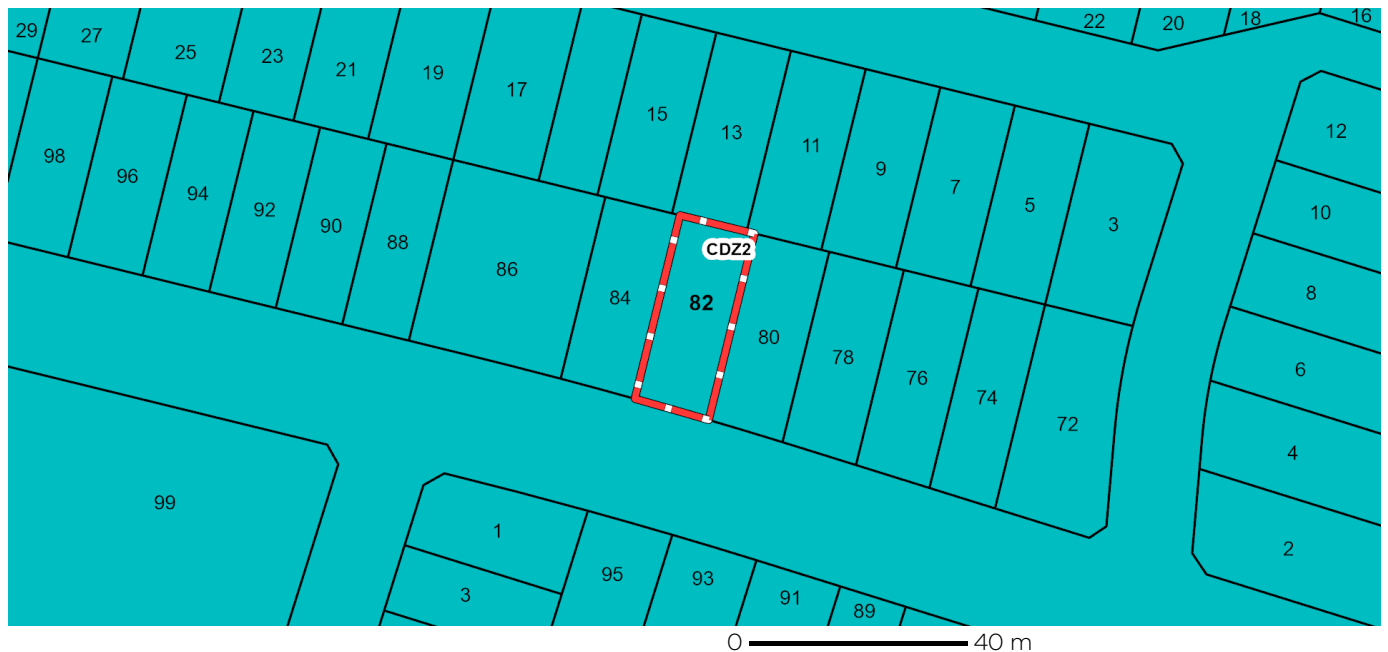
Registered Aboriginal Party: **Wurundjeri Woi Wurrung Cultural
Heritage Aboriginal Corporation**

[View location in VicPlan](#)

Planning Zones

[COMPREHENSIVE DEVELOPMENT ZONE \(CDZ\)](#)

[COMPREHENSIVE DEVELOPMENT ZONE - SCHEDULE 2 \(CDZ2\)](#)



CDZ - Comprehensive Development

Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

Planning Overlays

No planning overlay found

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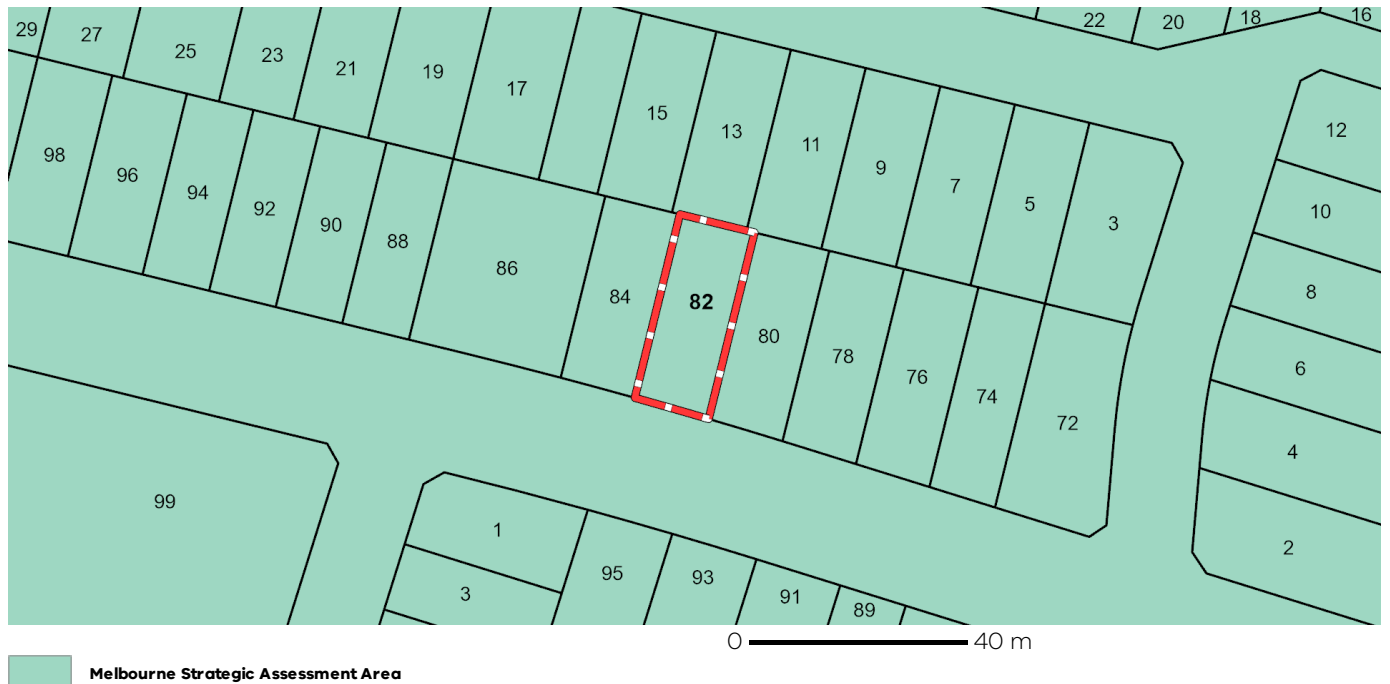
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Read the full disclaimer at <https://www.delwp.vic.gov.au/disclaimer>

Notwithstanding this disclaimer, a vendor may rely on the information in this report for the purpose of a statement that land is in a bushfire prone area as required by section 32C (b) of the Sale of Land 1962 (Vic).

Melbourne Strategic Assessment

This property may be located within the Melbourne Strategic Assessment program area. Actions associated with urban development are subject to requirements of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999. Follow the link for more details: <https://nvm.delwp.vic.gov.au/BCS>



Areas of Aboriginal Cultural Heritage Sensitivity

All or part of this property is an 'area of cultural heritage sensitivity'.

'Areas of cultural heritage sensitivity' are defined under the Aboriginal Heritage Regulations 2018, and include registered Aboriginal cultural heritage places and land form types that are generally regarded as more likely to contain Aboriginal cultural heritage.

Under the Aboriginal Heritage Regulations 2018, 'areas of cultural heritage sensitivity' are one part of a two part trigger which require a 'cultural heritage management plan' be prepared where a listed 'high impact activity' is proposed.

If a significant land use change is proposed (for example, a subdivision into 3 or more lots), a cultural heritage management plan may be triggered. One or two dwellings, works ancillary to a dwelling, services to a dwelling, alteration of buildings and minor works are examples of works exempt from this requirement.

Under the Aboriginal Heritage Act 2006, where a cultural heritage management plan is required, planning permits, licences and work authorities cannot be issued unless the cultural heritage management plan has been approved for the activity.

For further information about whether a Cultural Heritage Management Plan is required go to <http://www.aav.nrms.net.au/aavQuestion1.aspx>

More information, including links to both the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, can also be found here - <https://www.aboriginalvictoria.vic.gov.au/aboriginal-heritage-legislation>



Further Planning Information

Planning scheme data last updated on 15 May 2025.

A **planning scheme** sets out policies and requirements for the use, development and protection of land.

This report provides information about the zone and overlay provisions that apply to the selected land.

Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council

or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**.

It does not include information about exhibited planning scheme amendments, or zonings that may affect the land.

To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit

<https://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

Designated Bushfire Prone Areas

This property is not in a designated bushfire prone area.
No special bushfire construction requirements apply. Planning provisions may apply.

Where part of the property is mapped as BPA, if no part of the building envelope or footprint falls within the BPA area, the BPA construction requirements do not apply.

Note: the relevant building surveyor determines the need for compliance with the bushfire construction requirements.



Designated BPA are determined by the Minister for Planning following a detailed review process. The Building Regulations 2018, through adoption of the Building Code of Australia, apply bushfire protection standards for building works in designated BPA.

Designated BPA maps can be viewed on VicPlan at <https://mapshare.vic.gov.au/vicplan/> or at the relevant local council.

Create a BPA definition plan in [VicPlan](#) to measure the BPA.

Information for lot owners building in the BPA is available at <https://www.planning.vic.gov.au>.

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website <https://www.vba.vic.gov.au>. Copies of the Building Act and Building Regulations are available from <http://www.legislation.vic.gov.au>. For Planning Scheme Provisions in bushfire areas visit <https://www.planning.vic.gov.au>.

BUILDING PERMIT

FORM 2
Building Act 1993
Building Interim Regulations 2017
Reg 313



MBA Building Services Pty Ltd

ABN: 12 103 020 382
110 Kepler Street
WARRNAMBOOL VIC 3280
Phone: 03 5562 9067
Fax: 03 5562 9067
Web: www.mbav.com.au

PERMIT NO: BS-L 40048 20181167 / 0
MBA FILE NO: 18000792

Issued to Applicant AMT Design and Construction Pty Ltd
110B 2 Murdoch Road
South Morang VIC 3752
Ph: 03 9407 1808
Fax:

Ownership Details Mina & Roura Soltan & Amal Maher Abd El Missih Slama
134 Everard Road
Mernda VIC 3754

Property Details **82 Golf Links Drive, Beveridge VIC 3753**

Lot 3103	LP/PS 617320	Vol. 11944	Fol. 339
CA	Sect.	Parish	County

Municipal District Mitchell Shire Council **Allotment area** 487 m²

Builder AMT Design and Construction Pty Ltd
Simon Henry
110B 2 Murdoch Road
South Morang VIC 3752

Details of Practitioners & Architects:

(a) to be engaged in the building work

Name	Class	Registration No
Simon Henry	Builder	DB-L 40898

(b) who were engaged to prepare documents forming part of the application for this permit

Name	Class	Registration No
Simon Henry	Draftsperson	DP-AD 32363
Joseph Mourise	Civil Engineer	EC-39126

Details of domestic building work insurance

Insurance: Provider: Bovill Risk & Insurance Consultants Pty Ltd **Number:** C354606 **Dated:** 06 Apr 2018

Details of Relevant Planning Permit (not applicable)

Description of Building Work: Two storey dwelling & attached garage

Extent of Building Work: As shown on the approved plans

Number of storeys: 2 **Area of new building work** 209.3 m²

Estimated total value work: \$465,000.00

Building Classification:

Part of Building	Permitted Use	BCA Class
Dwelling - 2 Storey	Dwelling	1a
Garage	Outbuilding	10a

Alternative Solutions

An Alternative Solution was used to determine compliance with the following Performance Requirements of the BCA that relate to this project: Ezyclad lightweight cladding system

Performance Requirements: P2.1.1 & P2.2.2
Deemed to Satisfy Clauses: 3.5.3.1

Reporting Authorities

The following bodies are reporting authorities for the purposes of the application for this permit in relation to the matters set out below:

Reporting authority	Matter reported on	Regulation / BCA Clause
Mitchell Shire Council	Stormwater drainage	610(2)

Inspection requirements

The mandatory notification stages are:

- Footings
- Steel Reinforcement
- Frame
- Final

Occupation of Building: An occupancy permit is required prior to the occupation or use of this building.

Commencement and Completion: This building work must commence by 28 May 2019 and must be completed by 28 May 2020

GENERAL CONDITIONS: Refer to notations below

SPECIFIC CONDITIONS:

1. All works to be in accordance with the approved "Mandalay at Beveridge" design review
2. Many councils have local laws requiring permits and payments such as crossing fees and asset protection fees. The owner/agent is responsible to comply with any applicable Council Local Laws which may affect the development. Contact your local council for more information.

Building Surveyor: Ian Welch

Registration No: BS-L 40048

Signature:



Date of Issue:

28 May 2018

PERMIT NO: BS-L 40048 20181167 / 0

PREFABRICATED TRUSSES / FLOORS / WALLS

Where used, the builder/owner must submit one (1) copy of the manufacturer's truss / floor / wall computations and layout and a bracing plan to the Relevant building Surveyor for approval prior to the commencement of frame construction.

CERTIFICATES

Prior to issuing an Occupancy Permit or Certificate of Final Inspection a number of certificates will be required. Certificates will cover areas including but not limited to glazing, insulation, termites, waterproofing & plumbing. Refer to the Application for occupancy at www.mbav.com.au for more information.

SITE SIGNS

Regulation 317 of the Building Interim Regulations 2017 requires that the person in charge of the carrying out of building work on an allotment ensure that the registration numbers and contact details of the builder and building surveyor, as well as the building permit number and date of issue are displayed on the allotment in a position accessible to the public prior to the commencement of building work. This sign must remain visible for the duration of the building work.

CHANGE OF DETAILS

Under Regulation 318 an owner of a building or land, for which a building permit has been issued, must notify the relevant building surveyor within 14 days after any change in the name or address of the owner or of the builder carrying out the building work.

LOCATION OF PERMIT & APPROVED DOCUMENTS

The person in charge of the building work must ensure that there is one complete set of approved plans, specifications and other documents on site until all work has been completed and approved.

FORM 16
 Regulation 192
 Building Act 1993
 Building Regulations 2018
OCCUPANCY PERMIT

Property details

Number	82	Street/Road	Golf Links Drive	Suburb	Beveridge	Postcode	3753
Lot/s	3103	LP/PS	PS 617320	Volume	11944	Folio	339
Crown allotment		Section		Parish		County	
Municipal District	Mitchell Shire Council						

Building permit details

Building permit number BS-L 40048/20181167/0
 Version of BCA applicable to building permit

Building details

Building to which permit applies	Permitted Use	BCA Class	Maximum permissible floor live load
Dwelling - 2 Storey	Dwelling	1a	1.5 KPA
Garage	Garage	10a	1.5 KPA
Storeys contained	2		
Effective height			
Type of construction			

***Exemption from, or consent to partial compliance with, certain building requirements - Not Applicable**

The following exemption from, or a consent to partial compliance with, certain requirements of the Building Regulations 2018 was granted under regulation 229(2), 231(2), 233(3) or 234(2) of the Building Regulations 2018:

***Performance solution**

A performance solution was used to determine compliance with the following performance requirements of the BCA that relate to the building or place of public entertainment to which this permit applies: *[list matters not referenced on the relevant building permit]*

Relevant Performance Requirement	Details of performance solution
	Ezyclad lightweight wall cladding

***Building Appeals Board determination and orders - Not Applicable**

The following determinations and orders of the Building Appeals Board (**BAB**) relate to the *building/*place of public entertainment to which this permit applies: *[list matters not referenced on the relevant building permit]*

***Reporting authorities**

The following bodies are reporting authorities for the purposes of the application for this permit in relation to the matters set out below:

Reporting Authority	Matter reported on or consented to	Relevant regulation no.
Mitchell Shire Council	Stormwater drainage	610(2)

***Conditions to which this permit is subject**

Occupation is subject to the following condition—

*(1) Other conditions

Suitability for occupation

At the date this occupancy permit is issued, the building to which this permit applies is suitable for occupation.

Relevant building surveyor

Name:	Ian Welch
Address:	110 Kepler Street WARRNAMBOOL VIC 3280
Email:	warrnamboolbs@mbav.com.au
Building practitioner registration no.:	BS-L 40048
Occupancy Permit No.	BS-L 40048/20181167/0
Date of issue:	20 Nov 2019
Date of final inspection:	30 Aug 2019
Signature:	

** Delete if inapplicable*

OWNERS CORPORATION CERTIFICATE

Owners Corporations Act 2006, s.151 Owners Corporations Act 2006, Owners Corporations Regulations 2018

As at 9th December 2024

1. OWNERS CORPORATION DETAILS

Plan Number: 617320S (An unlimited for Plan No.
Address of Plan: Camerons Lane Beveridge Victoria 3753
Lot Number this statement relates to: 3103
Unit Number this statement relates to: 82 GL
Postal Address Level 14, 575 Bourke Street Melbourne Victoria 3000

2. CERTIFICATE DETAILS

Vendor: Mohamed Ali Mroue, Diana Mroue
Postal Address for Lot 3103 82 Golf Links Drive Beveridge Victoria 3753
Purchaser:
Person requesting Certificate: Zora Law
Reference: (Ref: 153974)
Address:
Fax:
E-mail: admin@zlaw.com.au

3. CURRENT ANNUAL LEVY FEES FOR LOT 3103

ADMINISTRATIVE FUND

The annual administrative levy fees for Lot 3103 are **1,580.90 per annum** commencing on 1 July 2024.
Levies for this plan are raised over **4 periods**

Period	Amount	Due Date	Status
01/07/24 to 30/09/24	391.70	01/07/24	Prev Agent
01/10/24 to 31/12/24	391.70	01/10/24	Prev Agent
01/01/25 to 31/03/25	398.75	01/01/25	Paid
01/04/25 to 30/06/25	398.75	01/04/25	To be Issued

Maintenance Fund

There are currently no annual Maintenance Fund levy fees payable for Lot 3103.

OWNERS CORPORATION CERTIFICATE

(Continued)

As at 9th December 2024

For Plan No. 617320S - Lot 3103

4. CURRENT LEVY POSITION FOR LOT 3103

Fund	Balance	Paid To
Administrative	0.00	31 March 2025
Maintenance Fund	0.00	
BALANCE	0.00	

5. SPECIAL LEVIES

There are currently no special levy fees due for Lot 3103.

6. OTHER CHARGES

There are currently no additional charges payable by Lot 3103 that relate to work performed by the owners corporation or some other act that incurs additional charge.

7. FUNDS HELD BY OWNERS CORPORATION

The owners corporation holds the following funds as at 9 December 2024:

Account / Fund	Amount
TOTAL FUNDS HELD AS AT 9 DECEMBER 2024	\$1,103,552.47

8. INSURANCE

The owners corporation currently has the following insurance cover in place:

Policy

Policy No.	46A918445BPK
Expiry Date	30-June-2025
Insurance Company	QBE
Broker	
Premium	0.00

Cover Type

Property, Death and Injury (Public Liability)	Amount of Cover \$20,000,000
---	--

9. CONTINGENT LIABILITIES

The owners corporation has no contingent liabilities arising from legal proceedings not otherwise shown or budgeted for in items 3, 5 or 6 above.

10. CONTRACTS OR AGREEMENTS AFFECTING COMMON PROPERTY

The owners corporation has entered into or intends to enter in the foreseeable future the following contracts affecting the common property:

OWNERS CORPORATION CERTIFICATE

(Continued)

As at 9th December 2024

For Plan No. 617320S - Lot 3103

Date of Contract	Name of Contractor	Status	Brief Description
16/10/2024	Body Corporate Services (VIC) Pty Ltd	Current	Strata Management

11. AUTHORITIES OR DEALINGS AFFECTING COMMON PROPERTY

The owners corporation has not granted any authorities or dealings affecting the common property.

12. AGREEMENTS TO PROVIDE SERVICES

The owners corporation has not made any agreements to provide services to lot owners and occupiers or the general public for a fee.

13. NOTICES OR ORDERS

The owners corporation currently has no orders or notices served in the last 12 months that have not been satisfied.

14. CURRENT OR FUTURE PROCEEDINGS

The owners corporation is not currently a party to any proceedings or is aware of any circumstances which may give rise to proceedings.

15. APPOINTMENT OF AN ADMINISTRATOR

The owners corporation is not aware of an application or a proposal for the appointment of an administrator.

16. PROFESSIONAL MANAGER DETAILS

Name of Manager: Body Corporate Services (VIC) Pty Ltd
ABN / ACN: 35079654103
Address of Manager: Level 14, 575 Bourke Street Melbourne Victoria 3000
Telephone: 96161699
Facsimile:
E-mail Address: bcs_melbourne@bcssm.com.au

17. ADDITIONAL INFORMATION

Nil.

OWNERS CORPORATION CERTIFICATE

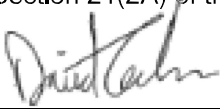
(Continued)

As at 9th December 2024

For Plan No. 617320S - Lot 3103

SIGNING

The common seal of Owners Corporation No. ,
Plan No. 617320S, was affixed and witnessed by and in the
presence of the registered manager in accordance with Section 20(1)
and Section 21(2A) of the Owners Corporations Act 2006.



Registered Manager

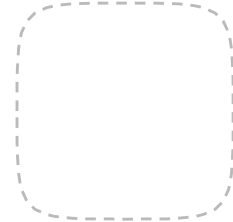
Full name: David Teehan/IG

Company: Body Corporate Services (VIC) Pty Limited

Address of registered office: Level 14, 575 Bourke Street Melbourne
Victoria 3000

09/12/2024

Date



Common Seal
of Owners Corporation

ABN: 26830973051
Camerons Lane
Beveridge Victoria 3753

Accounts: 1300889227
Enquiries: 96161699
Body Corporate Services (VIC) Pty Ltd

Zora Law

9th December 2024

Dear Zora Law

Re: OWNERS CORPORATION CERTIFICATE - LOT 3103, PLAN NO. 617320S

In response to your request, we now attach an Owners Corporation Certificate for Lot 3103 in Plan No. 617320S dated 9th December 2024. This certificate is intended for use for the purpose of section 151 of the *Owners Corporations Act 2006* ("**Act**").

Pursuant to section 151(4)(b) of the Act, we also attach the following:

- (a) A copy of the Rules for this Owners Corporation;
- (b) A statement of advice and information for prospective purchasers of a strata title lot in Victoria in accordance with Regulation 17 of the *Owners Corporations Regulations 2018*; and
- (c) A copy of the minutes of the last annual general meeting of the Owners Corporation showing all resolutions passed at that meeting.

Please note that if you require any further information on the matters reported in the attached Owners Corporation Certificate, you may inspect a copy of the Owners Corporation Register in accordance with section 150 of the Act. An inspection of the Register must be booked in advance by contacting our office during business hours or via email at bcsm_melbourne@bcsm.com.au. Please note the inspection of the Register may require the payment of a fee.

Yours faithfully



Registered Manager

Full name: David Teehan/IG
Company: Body Corporate Services (VIC) Pty Limited
Address of registered office: Level 14, 575 Bourke Street Melbourne
Victoria 3000

09/12/2024

Date

Statement of advice and information for prospective purchasers and lot owners

Schedule 3, Regulation 17, Owners Corporations Regulations 2018

What is an owners corporation?

The lot you are considering buying is part of an owners corporation. Whenever a plan of subdivision creates common property, an owners corporation is responsible for managing the common property. A purchaser of a lot that is part of an owners corporation automatically becomes a member of the owners corporation when the transfer of that lot to the purchaser has been registered with Land Victoria.

If you buy into an owners corporation, you will be purchasing not only the individual property, but also ownership of, and the right to use, the common property as set out in the plan of subdivision. This common property may include driveways, stairs, paths, passages, lifts, lobbies, common garden areas and other facilities set up for use by owners and occupiers. In order to identify the boundary between the individual lot you are purchasing (for which the owner is solely responsible) and the common property (for which all members of the owners corporation are responsible), you should closely inspect the plan of subdivision.

How are decisions made by an owners corporation?

As an owner, you will be required to make financial contributions to the owners corporation, in particular for the repair, maintenance and management of the common property. Decisions as to the management of this common property will be the subject of collective decision making. Decisions as to these financial contributions, which may involve significant expenditure, will be decided by a vote.

Owners corporation rules

The owners corporation rules may deal with matters such as car parking, noise, pets, the appearance or use of lots, behaviour of owners, occupiers or guests and grievance procedures.

You should look at the owners corporation rules to consider any restrictions imposed by the rules.

Lot entitlement and lot liability

The plan of subdivision will also show your lot entitlement and lot liability. Lot liability represents the share of owners corporation expenses that each lot owner is required to pay.

Lot entitlement is an owner's share of ownership of the common property, which determines voting rights. You should make sure that the allocation of lot liability and entitlement for the lot you are considering buying seems fair and reasonable.

Further information

If you are interested in finding out more about living in an owners corporation, you can contact Consumer Affairs Victoria. If you require further information about the particular owners corporation you are buying into you can inspect that owners corporation's information register.

Management of an owners corporation

An owners corporation may be self-managed by the lot owners or professionally managed by an owners corporation manager. If an owners corporation chooses to appoint a professional manager, it must be a manager registered with the Business Licensing Authority (BLA).

If you are uncertain about any aspect of the owners corporation or the documents you have received from the owners corporation, you should seek expert advice.

Owners Corporation for Plan No. 617320S

Cameron's Lane Beveridge Victoria 3753
 ABN/ACN 26830973051

DEBTOR STATEMENT - LOT: 3103

OWNER: Mohamed Ali Mroue, Diana Mroue

For the period 1 Jul 2024 to 30 Jun 2025 - sorted by Due Date

Levy Account

Due Issue Date	Payment Date	Payment Method	Description	Period (if applicable)	Admin Fund	Maint Fund	BALANCE
01-01-25	12-11-24	TRANSFER	Payment 398.75		398.75		398.75
			Levies - normal	01-01-25 to 31-03-25	-398.75		0.00
Balance as at 9 Dec 2024					0.00	0.00	0.00
					TOTAL ADMIN	TOTAL MAINT	TOTAL BALANCE
					0.00	0.00	0.00
					\$		

* Invoice is a debt to the Lot

^ Invoice is a debt to the Sundry Debtor



Club Mandalay

By-Laws and Rules
Version 1.1

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WELCOME

Welcome to the picturesque Club Mandalay, the heart of the Club Mandalay Estate. The Golf Course and Clubhouse precinct has been designed to optimise the Club Mandalay experience at every turn and to make Club Mandalay a most desirable place to live.

The Clubhouse

The Clubhouse is open seven days per week. It is envisaged that initially the restaurant will be open for breakfast on the weekends. Lunch will be available daily and dinner Friday and Saturday night. Patronage of the bar and restaurant will be monitored closely and operating times will be adjusted to best satisfy demand.

The food and beverage facilities include a fully licenced bar, café, restaurant and function facilities.

Our team of qualified chefs are already delivering a fresh, innovative and well priced range of menus that will include special events such birthdays and celebrations.

The café offers freshly made coffee daily as well as a selection of cakes, pastries and pre-made sandwiches, wraps and salads.

Golf

The Championship Golf Course has been designed to offer an appropriate challenge for every level of golfer. The Par 72 course comprises 4 par 3's, 4 par 5's and 10 par 4's in two loops of nine holes starting and finishing at the clubhouse in the traditional manner, with a variety of hole lengths making for an interesting journey. Bunkers, although not vast in area or in number, provide a sufficient challenge to the golfer without being heartbreakingly difficult. The greens are generous in size and subtle in nature giving rise to a variety of pin positions. The fairways are gently undulating providing drainage runoff to landscape areas, while numerous landscaped wetlands scattered around the course will clean the run off and provide a welcome refuge for a variety of aquatic species and bird life.

Please be advised that the By-Laws and Rules may change from time to time without prior notification, or distribution. Please refer to www.clubmandalay.com.au for the most up to date version.

We look forward to seeing you out and about the Mandalay Community.

CONTACT DIRECTORY

Address	430 – 450 Mandalay Circuit, Beveridge Vic 3753
Telephone:	03 9037 3700
E-mail:	info@clubmandalay.com.au
Website:	www.clubmandalay.com.au
General Manager	Wayne Sutherland
Golf Club Professional	James Pratt
Course Superintendent	Brenten Coulthard
Resident Liaison	Mary Anastasiou
Operator:	Avid Sports Mandalay info@avidsports.com.au

CALENDAR OF EVENTS

A calendar of social, sporting and golf events and offers will be placed periodically on the Club Mandalay website www.clubmandalay.com.au

BY-LAWS AND RULES

1. PURPOSE

The By-Laws and Rules (the 'Rules') of Club Mandalay have been designed to protect the rights and privileges of Mandalay Residents, Members, visitors and employees as well as protecting Club Mandalay Limited property. The Rules have been formulated to acquaint the Residents of Mandalay with the services available to them and to assist with the proper utilisation of the facilities of the Club.

2. MANAGER AUTHORITY

The Manager shall have full and complete charge of the Club and facilities at all times.

3. MEMBER RULES

The Rules are subject to, and should be read in conjunction with, the Membership Terms and Conditions.

GENERAL RULES

1. MEMBERSHIP CARDS

Each Member shall be issued with a membership card. Members are requested to carry this card with them when using the Club facilities. This is important for identification as well as access to the Member only facilities. Members shall not lend or give their cards to any other person for any reason. Violation of this rule may result in expulsion from the Club. Loss of the card should be reported immediately to the Club.

There will be a nominal fee of \$50.00 to replace any lost cards or the issuing of additional Resident Member Cards.

2. SMOKING

Smoking is not permitted anywhere inside the Clubhouse, leisure facilities or car park area. Smoking is only permitted in the designated smoking area, which is located outside the pro shop.

3. GUESTS

Members may invite Guests to the Club during scheduled opening hours. Members are responsible for the conduct and dress of their Guests.

Golf

A Member shall not introduce more than three Guests at any one time, to use the Golf Course, unless permission has been obtained beforehand from Club or its authorised designee.

Swimming Pool

A Resident Member may invite up to 2 guests to use the swimming pool at any one time, and any guest will be required to sign in at reception before proceeding to the swimming pool area. Any guest is allowed to use the swimming pool in total a maximum of 6 times per annum, regardless of the member that has invited them.

Gymnasium

There is no guest access to the gymnasium.

Tennis

Members may invite up to 3 guests to use a tennis court at any one time, with each guest able to use the privilege a maximum of 6 times in any one year.

1. MOBILE PHONES

When using mobile phones in the Clubhouse and seating area please consider others around you. The use of mobile phones on the Golf Course is strongly discouraged and is intended for use in medical emergencies only. The use of mobile phones for taking photographs in the gym and locker rooms is strictly prohibited and may lead to prosecution under Victorian law.

4. FOOD AND BEVERAGE ON PREMISES

No food or beverage may be consumed on Club premises other than that purchased from the Clubhouse or the on course Beverage Cart service. Alcohol must not be taken on the Golf Course and is only to be consumed in accordance with the terms of the Liquor Licence, as delivered through the Club Staff.

5. PROPERTY DAMAGE OR REMOVAL

Residents shall be liable to the Club for the value of all Club property, and any costs incurred by the Club in replacing or repairing the relevant property, which shall be damaged or removed by the Resident or his/her Guests.

6. LOST PROPERTY

All lost property is to be handed in or collected from the Golf Pro-Shop. Lost property will be retained for a period of 4 months, after this time the property will be returned to the person that handed it in or it will be donated to charity.

7. COMPLAINTS

Slow, unsatisfactory or improper service should be reported immediately to the Club or its authorised designee so that it may assess responsibility and correct the problem. Other serious complaints should be made in writing. Members should not directly reprimand any Club employee. Complaints of all deficiencies in service or demeanour of any employee will receive the immediate attention of the Club. Please direct all complaints to info@clubmandalay.com.au

8. PARKING

Members must park their vehicles in accordance with indicated parking regulations. Cars are parked at the owner's own risk and must not be parked on the Golf Course or Golf Course grounds except for designated parking areas.

Members who bring trailers are requested to park at northwestern corner of the car park, or in the overflow carpark located on the corner of Lithgow Street and Mandalay Circuit.

9. ANIMALS

Members are reminded that no animals are permitted in the Clubhouse, golf course or leisure facilities,, at all times. The walking of animals is restricted to the Residents pathways only.

10. VIOLATIONS

Officers, Members and employees of the Club are requested to report any violations of the Rules.

All complaints in relation to the conduct and behaviour of individuals using the Club should be brought to the attention of the General Manager, including the following:

- a) display of temper or other discourteous conduct resulting in damage to the Golf Course or Club facilities;
- b) Using the any part of the Club whilst under the influence of an excessive amount of alcohol or any other illicit substances;
- c) parking in a prohibited area or taking more than one parking space;
- d) deliberate abuse of any item of Club property; or
- e) acting in any way that is detrimental to the use and enjoyment of the Club or the Golf Course by any other person.

11. DISCIPLINARY ACTION

If in the Club's opinion (at its absolute discretion) a Member has either:

- a) refused or failed to comply with any part of these terms and conditions or the rules, policies and regulations made in relation to these terms and conditions;
- b) engaged in conduct unbecoming of a Member;
- c) engaged in conduct deemed to be prejudicial to the interest of the Club or to the interests of other Member of the Club;
- d) engaged in conduct which has or could bring the Club into disrepute; or
- e) engaged in sexual harassment of another person working or participating in any Club related activity,

then, subject to these terms and conditions, the Club may, at its sole discretion, take any or all of the following disciplinary action:

- a) expel the Member from the Club; or
- b) suspend the Member from access of the Club for a specified period.

Prior to taking disciplinary action the Club must:

- a) Give notice to the Member against whom disciplinary action is being considered:
 - i. stating that the Club proposes to hold a disciplinary meeting with the Resident on a specified date and at a specified place and time (being not earlier than 14 days after the date of the notice);

- ii. outlining the allegations or complaint made against the Member in sufficient detail for the Member to be able to respond to the allegations or complaint;
 - iii. stating the possible disciplinary action which may be taken against the Member as a result of the complaint; and
 - iv. informing the Member that he or she may attend the meeting or choose not to attend the meeting, however, if the Member chooses not to attend the meeting, the Club may decide to take disciplinary action against the Member in the Members absence.
- b) Hold a disciplinary meeting at which, if the Member attends, the Club:
- i. must give the Member an opportunity to be heard;
 - ii. must give due consideration to any prior written statement submitted by the Resident;
 - iii. may allow witnesses to attend the meeting and be heard in relation to the allegations or complaint; and
 - iv. may hear the matter in full, adjourn the meeting to another date or part hear the matter and adjourn the meeting to another date as it sees fit.
 - v. The Club must make a decision on what disciplinary action is to be taken against the Resident (if any) within 14 days after the conclusion of the disciplinary meeting and shall notify the Member involved in writing within 14 days of reaching such decision.
 - vi. The decision of the Club is final and binding and is not subject to any appeal.
 - vii. An expelled Member is only entitled to re-apply for membership with the prior written consent of the Club.
 - viii. Where a Member is expelled, suspended, fined or otherwise disciplined by the Club, the Member is not entitled to any compensation or damages or property of the Club and is not entitled to a refund of the whole or any part of any Application Fees, fees or other money.

MEMBER ACCESS TERMS AND CONDITIONS

1. CONDITIONS OF OWNER RESIDENT AND RESIDENT ACCESS

The Company as the proprietor of the Club has all discretion, power and authority to manage the Club and administer and enforce these terms and conditions and the aims and objectives of the Club including, but not limited to, the following:

- a) to determine Application Fees, Annual Fees, Green Fees and any other charges;
- b) to determine if capital improvements are necessary, and if so, undertake them;
- c) to determine variable charges and expenses;
- d) to determine acceptable conduct of Residents and to create and implement terms and conditions in that respect;

- e) to determine implications of non-payment of fees, charges and expenses by Residents and their Guests;
- f) to decide upon the disciplining and expulsion of Residents having regard to these terms and conditions;
- g) to appoint a Manager or consultants to assist the Company to manage and/or operate the Club; and
- h) to amend, vary, revoke or add to any provision of these terms and conditions (including but not limited to Resident access Benefits and fees and charges) from time to time as it sees fit at its sole discretion.

Owner and Resident Membership can only be transferred as outlined in the Club Mandalay Constitution. Each Member agrees to be bound by these terms and conditions and any such rules, policies and regulations as may be added or amended from time to time.

2. MEMBER WEBSITE

The Club has a website with the domain of www.clubmandalay.com.au. There is a Members only area and a public access area. Access to the Members only area is restricted those who have activated their username and password. Please contact the Club if you don't have a member Username or Password. If you are having any difficulty is accessing the Members only access section of the website please contact the Club.

3. LIABILITY

- a) All Residents and their Guests use the Club, entirely at their own risk.
- b) Neither the Company nor the Club accept any responsibility for damage or injury arising or resulting from any activity undertaken by the Residents and/or their Guests on the Club premises and/or from any use of the facilities by the Residents and/or their Guests how so ever caused.
- c) The Guest waives all rights it may have to bring any action, claim or proceedings against either the Company, the Club or its selected Operator (or any combination) for any damage or injury arising or resulting from any activity undertaken by the Residents and/or their Guests on the Club premises and/or from any use of the Facilities by the Residents and/or their Guests howsoever caused.
- d) The Club shall not be liable nor responsible in any way for any lost or stolen items or damage to property or vehicles of Residents or their Guests. All Residents shall ensure that their Guests are aware of and agree to waive all rights he or she may have to bring any action, claim or proceedings against either the Company, the Club or its selected Operational Manager (or any combination) for any damage or injury

arising or resulting from any lost or stolen items or damage to property or vehicles of Residents or their Guest(s).

- e) Any damage caused willfully or negligently by any Resident and/or his/her Nominees and/or Guests will be paid for in full (including all costs and expenses arising or incurred by the Club in relation to that damage) by that Resident.
- f) Residents shall be fully responsible and liable for all acts and omissions of their Guests and hereby indemnify the Club for all cost, expenses and/or liability suffered or incurred as a result of any action or omission of their Guests.
- g) The Resident agrees that all exclusions of liability set out in this clause shall extend to the Company, the Club or its chosen Operational Manager, their directors, Manager, servants, agents and consultants engaged by the Company and the Resident hereby waives all rights he/she has or may have, and agrees not to bring any claim, suit, action or otherwise, against any of the parties herein named.

4. INSURANCE

The Club does NOT provide insurance cover in respect to Members' property for fire, damage or theft in any instance. Residents are strongly advised to cover those contingencies through their own insurance policies.

GOLF COURSE

1. GOLF COURSE ACCESS

The Club Mandalay Golf Course is open to play for Owner and Resident Members, Owner and Resident Golf Members, External Golf Members and the general public.

2. PLAYING RIGHTS

Members are able to access to the Golf Course facilities under one of the two following options:

- a) Casual Access – Members paying the Member Casual green fee rate will enjoy access to the golf course.
- b) Golf Member – The payment of the annual golf membership fee will provide Golf Members with access to the golf course without the payment of additional green fees.

Golf Members have priority access to the golf course unless determined by Management for suitable commercial benefit, such as a corporate or social club booking. Golf members who have booked a time on the Club tee sheet are given priority access to Golf Course at that time over members who have not made a booking. As a result it is strongly recommended by Club management that all Members book starting times to avoid disappointment, and are encourage to book directly via the online booking system.

3. GREENFEES – VALID AS AT JULY 2015 AND SUBJECT TO CHANGE

Category	9 holes		18 holes	
	Midweek	Weekend	Midweek	Weekend
Resident	\$12	\$15	\$20	\$25
Resident Junior	\$7.50		\$10	
Resident Guest	\$18	\$21	\$30	\$35
Resident Junior Guest	\$10		\$15	
Club Hire	\$15		\$25	
Junior Club Hire	\$10		\$15	

4. HOURS

The hours of operation of the Golf Course and the Pro Shop shall be determined by the Club and may be adjusted at the Club's sole discretion based on usage and the time of year. The Club Mandalay website and Mandalay App contains full details of all opening times.

5. DRESS STANDARDS

The attire required on the Golf Course is smart sportswear and specific golfing attire. The dress regulations are as follows:

Male: collared shirt with sleeves, tailored shorts or pants, sports socks and closed in footwear. For the avoidance of doubt, t-shirts, singlets, football jerseys, football shorts and tracksuit style clothing are strictly prohibited.

Female: Sports shirt, tailored shorts, skirts or pants, sports socks and closed in footwear. For the avoidance of doubt, t-shirts, singlet tops, gym clothes and tracksuit style clothing are strictly prohibited

Clothing with offensive messages and images are also strictly prohibited.

As a matter of custom and good taste, players do not remove shirts on the Golf Course. Failure to comply with this rule will Footwear is to be worn at all times on the course and in the Pro Shop.

6. GENERAL RULES OF PLAY

- a) Tee Times - Starting times will be assigned at the Pro Shop by telephone or via the Member login on the Mandalay website. Starting times will be opened for Members 14 days prior to the day of competition play and 30 days for social play.
- b) Starting - Members are required to follow the direction of the Pro-Shop in relation to starting times and holes to commence play from, but generally play will commence on the first tee, or tenth tee for two tee start events
- c) Player Numbers – A maximum of 4 players per group are permitted unless authorised by the Club or its authorised designee.
- d) Clubs – each player must carry their own set of golf clubs
- e) Registration - All Members and their Guests must register in the Pro Shop prior to play. No golfer is permitted to simply access the course, or call to the golf shop indicating a desire to tee off, without checking in to the golf shop prior. There are no exceptions to this rule and the disciplinary guidelines will be strictly enforced regarding this.
- f) Please use a sand bucket and observe directional signage
- g) Each player must have a set of clubs
- h) Maximum of four players per group
- i) Please ensure players in front are clear prior to play
- j) No alcohol permitted on course
- k) Please observe recycled water signs and do not enter waterways
- l) Children under the age of 14 must be accompanied by an adult
- m) Entry and use of the golf course is at your own risk
- n) To ensure the safety of the course staff and maintenance staff is maintained, please give them the right of way on the golf course.

7. GUESTS

Guests of Golfing Members may play the course when accompanied by the Member who shall register with the Pro Shop and pay the applicable Guest green fee. A Guest may use the Clubhouse facilities (but not gym and swimming pool) up to a maximum of 8 times per annum (in total, regardless of the member who invited them).

8. CANCELLATION POLICY

In the event that a Member or a Member's Guest is unable to play at the allocated starting time it is asked that you notify the Pro Shop as soon as possible so that other interested players may be contacted. If a Member fails to notify the Pro Shop within an appropriate level of time on two or more occasions the Club may revoke a Members playing access for up to 1 month, taking into account all relevant factors.

9. JUNIOR PLAYERS

Members who are 14 years and older may complete an application for Golf Membership. The application must be signed on behalf of the Junior Member by their parent or guardian. Once the completed application has been returned to the Club a Junior Member has the same rights as any other Members.

10. COMPETITIONS

Weekly Club competitions will be played as per the calendar of events. Members and guests are able to play in all competitions excluding Closed, Member only events. A competition fee will be payable prior to each round

11. MOTORISED CART USE

- a) Rental carts – Members are able to rent a motorized golf cart through the Pro Shop. Members are bound by the Terms and Conditions of renting the motorised cart. The Cart Rental Terms and Conditions are available for review from the Pro Shop.
- b) Member Owned Carts – Members are permitted to use their personally owned carts subject to the following terms and conditions:
 - i. Registration - Each cart must be register with the Club as an approved cart, this registration will be renewed annually. The successful registration of the cart is subject to passing the annual Cart Condition Report. The Cart Condition Report will assess the following:
 - Cart condition and presentation
 - Safety including tyre condition
 - Pollution levels in both noise and exhaust

The results of the Cart Condition Report are at the complete discretion of the cart inspector and no further correspondence will be entered into.

- ii. Third party rental – Member Owned Carts are not to be made available to other members, rented or otherwise without being accompanied by the owner of the cart. Breach of this rule will result in the cancellation of the cart registration and therefore denying any future access of the Member Owned Cart onto the golf course. In such instance the Member would not be granted any refund on the Cart Registration fee.

12. NON PLAYING PARTNERS



Non playing partners may walk around the Golf Course with a Member. A non playing partner assumes their own risk upon entering the Golf Course and acknowledges that, to the extent allowable by law, the Club maintains its right to deny liability for any incident or occurrence. Non playing partners are obliged to also follow the dress regulations and to check in to the pro shop prior to play.

13. WEATHER

The Club Professional or other Club Staff will determine whether the Golf Course is in an acceptable condition for play. The decision of the Club Staff is final. Members on the Golf Course will be notified by Club Staff if the course is due to be closed for any reason including an impending electrical storm.

14. TUITION

Club Mandalay has employed a PGA Professional to conduct the golf operations at Mandalay. All golfers and Residents may arrange for the Professional to provide private tuition, subject to availability. The Professional will also attempt to conduct group clinics depending upon Member interaction.

15. HANDICAPS

Mandalay is in the process of gaining formal golf handicap accreditation. Once that process is complete Club Mandalay will offer formal Golf Australia handicaps to Members. Prior to that time Mandalay will provide Club Handicaps to Members who do not already have an official golf handicap.

16. SLOW PLAY

If a group falls one clear hole behind the match in front, the slow group must invite the group behind to play through. Whenever play is delayed because of a lost ball, the group playing behind shall be invited to play through. Should the above conditions prevail and the following group is not invited through, it shall be the right and privilege of the group following to ask permission to play through.

Whenever, under the rules, the group ahead is required to invite the following group to play through, the slow group, after issuing the invitation to play, shall remain stationary until the invited group has played through.

Prior to putting out all players should endeavour to leave their clubs and/or their golf cart on the side of the green that is nearest the next tee.

After finishing the hole, place the flag in the hole and leave the green area immediately. Proceed to the next tee and mark your scores while your playing partners hit off.

17. COURSE MARSHAL

The Course Marshal has the authority to request a group to speed up or let the following groups through. The Course Marshal may also reasonably ask any group to respond to his or her request to ensure safety, speed of play or for some other relevant purpose. Members are required to follow the direction of the Course Marshal at all times.

18. COURSE CARE

- a) Greens - Pitch Repairs
Repair ball marks with ball mark repair tool and insert the prongs into the turf at the edge of the depression.
- b) Tees/Fairways – Filling Divots
Take the container of sand and simply pour the sand, or sand/seed mix, into the divot. Pour enough to fill the divot. Once you've filled the divot, use your foot to smooth over and tap down the sand.

c) Bunkers – Raking Bunkers

Always enter and exit a bunker from the lowest point.

Having hit your ball out of the bunker you must rake the bunker to ensure it is fair for the next person. Begin by raking over the signs of play from the sand, the area where your club made contact with the sand, and your footprints. Pull the tines of the rake toward you as you begin moving back to the rim of the bunker. Ensure that you don't pull too much sand toward you. The idea is to restore an even surface to the sand without displacing too much sand. If you are pulling too much sand toward you, try pushing the tines outward a few times, too. All the while, you should be progressing back to the edge of the bunker.

When you are finished, the sand's surface should be evened out, with no signs of divots or footprints, and no excess sand having been pulled toward the bunker's edge. There will be little furrows left from the tines of the rake. To complete the raking, step out of the bunker and make your final few passes over the sand with the rake. Gently throw the rake into the middle of the bunker with the rake pointing its head in the direction of play.

19. PERSONAL PROPERTY

Golfers and Residents are reminded not to leave golf bags or personal belongings unattended on Club property. The Club is not responsible for lost or stolen property. Any lost property handed in to the Club shall be kept at the pro shop.

GYMNASIUM & SWIMMING POOL

1. RIGHT OF ACCESS

Access to the Gymnasium and swimming pool is restricted to Club Mandalay Resident Members Only. At the club's sole discretion the club reserves the right to cancel or suspend the membership of any member whose behavior, actions or otherwise are deemed to have an adverse or possible adverse effect on the operation or reputation of the Club or the enjoyment of the Club by other members and staff.

2. GYM USAGE

Conditions of entry

- a) Persons using the equipment in the Gymnasium are responsible for their own safety. They are advised to seek advice from staff in the Gymnasium if necessary.
- b) A sweat towel must be used during all workouts.
- c) Appropriate clothing and footwear is to be worn at all times within the Gymnasium. Jeans, work boots, thongs, sandals, slippers and open toed shoes are strictly prohibited.

- d) Persons found using the Gymnasium under the influence of alcohol or any other function impairing drugs will be required to leave immediately.
- e) For the safety of all users, please refrain from preventing or interfering with others' use of the equipment in the Gymnasium.
- f) Bags are to be stored in the lockers provided and must not be left in the Gymnasium.
- g) Smoking, food, hot drinks or drinks in glass containers / bottles are prohibited within the Gymnasium.
- h) No guests or visitors are allowed into the Gymnasium at any time.
- i) Children under 16 years of age are not permitted in the Gymnasium at any time.
- j) Out of courtesy to other patrons, please remember to return weights and equipment to the correct position when you have finished each exercise.
- k) Misconduct with equipment, using obscene or profane language or exhibiting behaviour that may cause injury is strictly prohibited.
- l) Photography or videoing is not permitted in Gymnasium or locker rooms.

3. SWIMMING POOL USAGE

Conditions of entry

- a) All children under 16 years of age must be accompanied by an adult or attending a supervised activity.
- b) Children 5 years and under and non-swimmers must be within arm's reach of the supervising adult at all times.
- c) The swimming facility is not patrolled by any lifesavers.
- d) Ensure that suitable swimwear is worn at all times
- e) Toys or inflatables devices (excluding swimming aids) are strictly prohibited.
- f) No animals, drugs, alcohol, glass or porcelain is allowed on the premises.
- g) Smoking is not permitted in the pool area. Allocated smoking areas have been provided outside of the pool deck area.
- h) Foul, abusive or inappropriate language or behaviour is not permitted.
- i) Running, pushing, back flips, diving and bombing is not permitted.
- j) Persons who ignore the Conditions of Entry will be asked to leave the premises.
- k) There is no eating or drinking in and around the pool or water play areas.
- l) All babies and toddlers who are not toilet trained must wear approved nappies for the pool.
- m) Person/s suffering from any gastrointestinal disease, skin infection or other disease that is communicable in an aquatic environment are not prohibited unless written statement by a medical

practitioner to the effect that the person will not be a health hazard to other users of the water body.

Please be aware that when you are on the premises, both your property and person shall be at your own risk and you shall not hold the centre or its employees liable for any personal injury or loss of property, which may arise from any cause. Please behave respectfully and take responsibility for your actions

4. DRESS STANDARDS

- a) Members are required to wear recognized sports clothing and footwear in the gym and group fitness studio. Jeans including cut-off jeans, street wear, and beachwear are forbidden. Footwear such as work boots, thongs or sandals are forbidden.
- b) Members are required to wear footwear at all times whilst on club premises.
- c) Appropriate swimwear is to be worn at all times - only recognised swimwear may be worn
- d) Adequate and hygienic recognised swimwear must be worn at all times in the water.
- e) Infants are required to wear recognised waterproof Aqua nappies.
- f) Rash shirts are recognised as swimwear.
- g) Unacceptable Swimwear

If you do not wear the appropriate swimwear you will be asked to leave the water. Inappropriate swimwear includes but is not limited to:

- i. Denim
- ii. Cotton (including tee shirts)
- iii. Underwear, Street clothes
- iv. Street footwear, Sport/gym clothes

Club Mandalay features a 25 metre swimming pool open through until 8.00pm daily. Members and their accompanied guests will be able to access the pool by using their valid swipe card. Club Mandalay Limited members Access to scheduled classes and coaching will be available at an additional charge.

The pool will be available to residents and their accompanied guests only and all children under the age of 16 must be accompanied by an adult.

Pool usage will be closely monitored to ensure the operating hours match the preferred usage times of members.

5. GYM & POOL OPERATING HOURS

The Club opening hours are posted within the Clubhouse and on the Club Mandalay website.

The club reserves the right, without prior notice of reason, to change the opening and closing times.

6. CHILDREN

- a) Children under the age of 16 years of age are not permitted in the gymnasium or swimming pool unless accompanied by an adult or attending a supervised activity.
- b) Parents/guardians are responsible for the behaviour of their children whilst on Club premises.
- c) Unless agreed by management in writing, children under the age of 16 are not permitted to use the gym or attend group fitness classes without the supervision of a parent or guardian.
- d) Only recognised swimming attire can be worn in the pool.
- e) Infants who wear nappies are required to wear swim nappies when using the swimming pool.

7. CLASSES

- a) Members must carry and use a towel at all times when using gym facilities to place on the equipment and to wipe down the equipment after use. A towel must also be carried and used for all group fitness classes.
- b) The Club has the right to refuse admission to Group Fitness Classes after the warm up period and we request that participants complete the entire class, including the warm-down.
- c) Members must return their weights to the racks provided and strip weight plates off machines when finished, where applicable.
- d) The dropping of weights in any area of the gym will not be tolerated.
- e) The club reserves the right to change the group fitness timetable, classes and instructors as required.

RESIDENT CONDUCT

1. HARASSMENT POLICY

The Club is committed to providing a harassment free environment for its Members, their Guests and staff. The Club will not tolerate any form of harassment, sexual or otherwise, and will take all reasonable steps to prevent it.

The Club will not ignore any complaint. In any proven instance of harassment or victimisation, disciplinary action will be taken. This may include warnings, other actions, suspension or expulsion of Member access.

LEGAL IMPLICATIONS

It is the responsibility of all Members to comply with, and ensure, that their Guests comply with, all laws and regulations relating to harassment and victimisation.

2. WALKING TRAILS

Walking Trails have been designed to flow around the Golf Course to ensure safety for those who wish to walk around the Golf Course. Every effort has been made to ensure that the position of the Walking Trails do not impede the enjoyment of the golf. However, common sense must be adopted by both players and walkers.

Golfers must not play a shot if there is any possibility that a walker may be struck by a golf ball. Golfers must wait for the area to be clear. In the event that a golf ball is struck towards a person who is on the walking track the golfer must yell "FORE" in accordance with normal custom to alert the walker.

EMERGENCY PROCEDURES

1. MEDICAL EMERGENCY

If a medical emergency occurs on the golf course, the first person on the scene should:

Use their mobile phone to call 000 or find another person to locate a mobile phone to call 000 and notify the operator of the circumstances of the emergency. Those at the scene should do all that they can to respond to the instructions that are made by the 000 operator. At the relevant time you should advise the 000 operator that a member of staff will meet the ambulance at the front gate of the Club house car park. You should then contact a staff member on 03 9037 3700 and provide them with the following information:

- Location (Golf hole being played, or specific location in the facility)
- Details of the Emergency
- Confirm that an ambulance has been called and that it will be met at the front gate

The staff member will then arrange for the Emergency Medical Kit including defibrillator to be taken to the scene of the incident as quickly as possible and arrange for another staff member to meet the ambulance and direct them to the scene. The staff member will try to locate any medical practitioner on the golf course and transport them to the incident. The staff member will monitor the incident and commence an incident log in accordance with Club procedures.



2. EMERGENCY FIRST AID KIT

The Club maintains an Emergency first Kit, which is securely stored in locations marked throughout the clubhouse.

3. WEATHER PROCEDURES

The Club has policy guidelines for the suspension/cancellation of golf play on the Golf Course due to dangerous weather conditions. These guidelines can be viewed on the Club Mandalay website.

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**OWNERS CORPORATION RULES OF OWNERS CORPORATION NO. 1
PS 617320S**

MANDALAY - BEVERIDGE

1. INTERPRETATION

In these Rules and unless the context indicates a contrary intention:

- (a) headings are for convenience only and do not affect interpretation;
- (b) an obligation or a liability assumed by, or a right conferred on, 2 or more persons binds or benefits them jointly and severally;
- (c) **"person"** includes an individual, the estate of an individual, a corporation, an authority, an association or a joint venture (whether incorporated or unincorporated), a partnership and a trust;
- (d) a reference to a document (including these Rules) is to that document as varied, novated, ratified or replaced from time to time;
- (e) a reference to a statute includes its delegated legislation and a reference to a statute or delegated legislation or a provision of either includes consolidations, amendments, re-enactments and replacements;
- (f) a word importing the singular includes the plural (and vice versa), and a word indicating a gender includes every other gender;
- (g) a reference to a party, clause, schedule, exhibit, attachment or annexure is a reference to a party, clause, schedule, exhibit, attachment or annexure to or of these Rules, and a reference to these Rules includes all schedules, exhibits, attachments and annexures to it;
- (h) if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;
- (i) **"includes"** in any form is not a word of limitation; and
- (j) a reference to **"\$"** or **"dollar"** is to Australian currency.

2. DEFINITIONS

In these Rules, unless the context otherwise requires, the following definitions apply:

Act means the *Owners Corporation Act 2006* as amended from time to time;

Building Envelope Plan means the plans which are attached to the Memoranda of Common Provisions which are referred to in the Plan of Subdivision and which show the Approved Building Envelopes (as that term is defined in Regulation 402 of the Building Regulations) and other related matters for Lots within the Plan of Subdivision;

Business Day means a day that is not a Saturday, Sunday or public holiday and on which banks are open for business generally in Melbourne;

Clubhouse means that part of the land in the Plan of Subdivision used or to be used as the clubhouse, together with associated facilities;

Committee means any committee of the Owners Corporation elected in accordance with section 100 of the Act. **Common Property** means any areas of common property on any stage of the Plan of Subdivision;

Design and Siting Guidelines and Restrictions means the Mandalay Design and Siting Guidelines and Restrictions dated, as amended from time;

Developer means Beveridge Land Pty Ltd ACN 115 838 661 as the original owner and developer of the Land;

Development means the development of the Land as an integrated residential community incorporating the Facilities;

Dual Frontage Lot means a Lot that does not directly abut the Golf Course whose Rear Boundary also abuts a Street or lane;

Facilities means facilities constructed on the Land by or on behalf of the Developer for use by Members and others, and includes the Clubhouse, Golf Course, tennis courts, swimming pool, gymnasium, parks and other facilities;

Golf Course means the Mandalay golf course situated on land within the Plan of Subdivision;

Golf Course Lot means a Lot which either:

- (a) abuts the Golf Course; or
- (b) is separated from the Golf Course only by a road or path;

Governmental Agency means any government or any governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity;

Land means the land and improvements contained in the Plan of Subdivision and includes all the Lots and the Common Property;

Lot means any lot on the Plan of Subdivision including but not limited to a Sub-Lot and a Golf Course Lot;

Manager means the Owners Corporation Manager appointed from time to time by the Owners Corporation under section 119 of the Act;

Mandalay is the name of the Development;

Medium Density Lot means a Lot which is re-subdivided for medium density development or integrated housing and may include a Retirement Village Lot;

Member means a member of the Owners Corporation who is the owner of any Lot or a Sub-Lot on the Plan of Subdivision;

Owners Corporation means Owners Corporation No. 1 PS617320S created by registration of a stage of the Plan of Subdivision;

Plan of Subdivision means Plan of Subdivision No. PS617320S and includes each and every stage of that plan;

Primary Frontage in the case of a Dual Frontage Lot means the boundary which the Building Envelope Plan, when read in conjunction with any Memorandum of Common Provisions referred to in any restriction affecting a Lot, indicates to be the Primary Frontage;

Rear Boundary means the boundary of a Lot that is, or the boundaries of a Lot that are, opposite its Primary Frontage and which connect the Side Boundaries of that Lot;

Regulations mean the *Owners Corporation Regulations 2007* as amended from time to time;

Retirement Village Lot means a Lot nominated by the Developer for use for retirement living;

Residence means one permanent non-transportable private residence;

Side Boundary means the boundary of a Lot that runs between and connects the Primary Frontage of a Lot to the Rear Boundary of a Lot;

Street means any road other than a lane, footway, alley or right of way; and

Sub-Lot means a lot created on an approved plan of re-subdivision of a Medium Density Lot.

3. MODEL RULES

The model rules prescribed by regulation 8 of the Regulations do not apply to the Owners Corporation.

4. DEVELOPMENT OF LOTS

4.1 Compliance with Restrictions on Title

Each Member of the Owners Corporation must comply with the terms of any:

- (a) agreement entered into pursuant to Section 173 of the *Planning and Environment Act 1987 (Vic)*; or
- (b) restriction;

registered on title to that Lot or Sub-Lot.

4.2 No Objection

Each Member of the Owners Corporation must not object to or appeal against:

- (a) any form of approval being granted:
 - (i) for medium density residential development, integrated housing or retirement living on a Medium Density Lot;
 - (ii) to enable a retirement village to be constructed on and operated from a Retirement Village Lot; or
 - (iii) to construct and operate retail premises from a Lot; or
- (b) any amendment to the Design and Siting Guidelines and Restrictions sought by the Developer.

4.3 Gates and openings in Fences along the Primary Frontage of a Dual Frontage Lots

A Member of the Owners Corporation who owns a Dual Frontage Lot must not construct or allow to remain any gate or other opening in a fence which is located on or near the Primary Frontage of the Dual Frontage Lot.

5. OBLIGATIONS OF EACH MEMBER IN RELATION TO USE OF THEIR LOT

Each Member of the Owners Corporation must do and must ensure that the following are done in relation to the use and occupation of each Lot of that Member:

(a) **Maintenance**

- (i) maintain the Lot by cutting grass and keeping the Lot in a safe and tidy condition before, during and after completion of the Residence on that Lot;
- (ii) unless the Owners Corporation elects to do so, maintain any nature strip adjacent to the Lot by cutting grass and keeping the nature strip in a safe and tidy condition before, during and after completion of the Residence on that Lot;
- (iii) promptly make good any damage to a Lot or any nature strip caused or contributed to by the Member or the guests, servants, employees, agents, children, invitees, lessees or licensees of that Member or any of them;

(b) **Garbage and Waste Disposal**

- (i) except where the Owners Corporation provides some other means of disposal of garbage and waste, maintain within their Lot, or on such part of the Common Property as may be authorised by the Owners Corporation, a receptacle for garbage and waste and to keep such receptacle in a clean and tidy condition and adequately covered;
- (ii) comply with all requirements of Governmental Agencies relating to the disposal of garbage and waste;
- (iii) ensure that the health, hygiene and comfort of Members and occupiers of Lots is not adversely affected by their disposal of garbage or waste;
- (iv) ensure that rubbish is not allowed to accumulate on their Lot;
- (v) ensure that any rubbish disposal container on a Lot is screened from public view except on days designated for rubbish collection.

(c) **Change of use of Lot**

provide written notification to the Owners Corporation if the Member or occupier of the Member's Lot changes the existing use of that Lot in a way that will affect the insurance premiums for the Owners Corporation;

(d) **Comply with Rules regarding Recreational Activities and Tournaments**

comply with rules of the Owners Corporation and any rules and regulations of the owner or operator of the Facilities issued for the purpose ensuring the proper conduct of golfing, tennis, swimming and other activities including any tournament conducted from the Facilities, such tournaments not being limited to golf tournaments; and

(e) **Enforcement Costs**

pay all costs incurred by the Owners Corporation in respect of the enforcement of these rules in relation to the Member's Lot.

6. AMENITY CONTROLS

6.1 Each Member of the Owners Corporation must not, and must ensure that any occupant of a Member's Lot does not do any of the following:

(a) **No Interference with Facilities**

use a Member's Lot to detrimentally interfere with any use of the Facilities within the Development particularly when any tournaments are being conducted from and on the Facilities;

(b) **Use of Common Property**

obstruct the lawful use and enjoyment of the Common Property by any other person entitled to use the Common Property nor use the Common Property to the extent that such Common Property has been leased or licensed or other rights have been granted (including operational rights) to a third party by the Owners Corporation or any predecessor in title;

(c) **Restrictions on Carparking**

(i) park or leave a vehicle or permit a vehicle to:

A. be parked or left on:

1) the Common Property; or

2) a nature strip; or

B. obstruct a driveway, pathway, entrance or exit to a Lot; or

C. be left in any place other than in a parking area specified for such purpose by the Owners Corporation;

(ii) park or allow to be parked on a Lot or any road or any other land in the vicinity of a Lot any commercial vehicles (including but not limited to trucks, utilities, caravans, trailers, boats, golf carts or any other mobile machinery) unless such commercial vehicles are housed or contained wholly within a carpark or garage on a Lot or parked in the driveway on a Lot and screened from public view;

(d) **No Illegal Use or Nuisance**

use or permit a Lot or the Common Property to be used for any purpose which may be illegal or injurious to the reputation of the Development or may cause a nuisance or hazard to the health safety and security of:

(i) any other Member or occupier of any Lot;

(ii) the families or visitors of any such Member or occupier;

(iii) any member of Club Mandalay Limited; or

(iv) any operator of the Facilities.

(e) **Behaviour**

behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the Common Property;

(f) **Limitation on Noise**

- (i) make or permit to be made any undue noise in or about the Common Property or any Lot affected by the Owners Corporation which is likely to interfere with the peaceful enjoyment of any other person entitled to use the Common Property (unless the Owners Corporation has given written approval for the noise to be made);
- (ii) make or permit to be made noise from music or machinery which may be heard outside the relevant Lot between the hours of midnight and 8.00 a.m.;

(g) **No Animals Without Consent**

keep or mind any animal on a Lot or the Common Property after being given notice by the Owners Corporation to remove the animal after the Owners Corporation has resolved that the animal is causing a nuisance;

(h) **Not Increase Insurance Premium**

do or permit anything on a Lot which may invalidate, suspend or increase the premium for any insurance effected by the Owners Corporation;

(i) **No Vehicle Repairs**

carry out or caused to be carried out on a Lot or on any road or any other land in the vicinity of a Lot any dismantling, assembling, repair or restoration of any vehicle unless carried out at the rear of a residence on a Lot in a location which is screened from public view;

(j) **No Hanging of Items from Exterior of Lot**

hang or permit to be hung any washing, garment, sheet, blanket, towel or other article on or from the balcony or exterior of any Lot (whether on a clothes line or otherwise) or on the Common Property in such a way as to be visible from the Common Property or any other Lot except:

- (i) with the consent of the Owners Corporation; or
- (ii) where it is impossible to hang any washing, garment, sheet, blanket, towel or other article on or from the balcony or exterior of any Lot without it being visible from the Common Property or any other Lot, in which case the Member must hang such items, and ensure that any occupant of a Member's Lot hangs such items, in such a way as to ensure that such items are not visible from any Street;

(k) **No Auctions**

hold or allow to be held any public auction on or near any Lot or the Common Property (other than a public auction for sale of the Lot on which the auction is conducted);

(l) **No Signs**

erect or display any sign, boarding or advertising of any description whatsoever on a Lot (including a For Sale sign) unless the written consent of the Owners Corporation has been obtained;

(m) **No After Hours Works**

permit any tradespeople or workpeople to carry out work on a Lot affected by the Owners Corporation or the Common Property:

- (i) on a Sunday or public holiday, or
- (ii) before 8 am or after 5 pm on any other day,

unless prior consent has been given by the Owners Corporation, except in the case of an emergency when it is not required;

(n) **No Flammable Substances**

keep or permit any flammable chemical, liquid or gas or other flammable material to be kept, stored or used on a Lot affected by the Owners Corporation except for:

- (i) chemicals, liquids, gases or other material used or intended to be used for domestic purposes; or
- (ii) any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine;

(o) **No Electrical Interference**

operate or permit to be operated on a Lot any device or electronic equipment which interferes with any domestic appliance lawfully in use on the Common Property, another Lot or another part of the Land;

(p) **No Interference with Property of Owners Corporation**

interfere with any personal property vested in the Owners Corporation;

(q) **No Shops or Businesses**

use or permit a Lot affected by the Owners Corporation to be used as a shop or for carrying on any trade or business (other than from a home office) without the prior written approval of the Owners Corporation ;

(r) **No Unauthorised Repair**

proceed with the repair of any damage which may involve responsibility of the Owners Corporation or its insurer unless he/she has obtained prior approval by the Owners Corporation and its insurer;

(s) **No Detriment to Amenity Generally**

without the prior written consent of the Owners Corporation, maintain inside a Lot anything visible from outside a Lot (including but not limited to television antennas and satellite dishes) that when viewed from outside the Lot is aesthetically or otherwise detrimental to the amenity of the Development;

(t) **Not Neglect Garden Maintenance**

neglect the maintenance and care of the following:

- (i) any Residence or garage, or outbuildings constructed on a Lot; and
- (ii) any open areas on a Lot which are visible to the public;

(u) **Not Remove Vegetation Associated with Landscaping**

remove any vegetation associated with any landscaping which has been undertaken by the Developer;

(v) **Fencing**

- (i) if a Lot adjoins a public reserve, a road, the Clubhouse or the Golf Course, claim any sum from the Developer by way of contribution to the costs of construction of a fence on the common boundary between a Lot and such public reserve, road, Clubhouse or the Golf Course;
- (ii) allow any fence to fall into a state of disrepair;
- (iii) claim any cost of maintenance of or repairs to the fence from the Developer if the Developer is the owner of an adjoining Lot; nor
- (iv) repair or renew the fence with any materials which are not of the same nature, quality and standard as those originally used for the construction thereof;

(w) **Front Landscaping**

allow the condition of any landscaping in the front yard of a Lot to deteriorate from the condition it was in when the landscaping was first constructed;

(x) **TV Antennae and Satellite Dishes**

install any TV antennae or satellite dish other than:

- (i) at the rear of a Lot;
- (ii) below the roof line of any dwelling on the Lot; and
- (iii) in a manner which minimises the visual impact of the TV antennae or satellite dish from public viewing.

6.2 Insofar as any Common Property is not leased or licensed or other rights have not been granted (including management or operational rights) to a third party by the Owners Corporation or any predecessor in title, each member of the Owners Corporation must not, and must ensure that any occupant of a Member's Lot does not, do any of the following:

- (a) use the Common Property or permit the Common Property to be used in such a manner as to unreasonably interfere with or prevent its use by other Members or occupants of Lots or their families or visitors;
- (b) use the Common Property other than in accordance with the directions of the Manager, and in the absence of any such directions in accordance with the directions of the Owners Corporation;
- (c) move any article likely to cause damage or obstruction through Common Property without first notifying the Manager in sufficient time to enable the Manager to arrange for a representative of the Owners Corporation to be present at the time of moving if it is considered necessary;
- (d) damage or obstruct or permit any damage or destruction of any driveway, pathway, stairway or landing on the Common Property or any other part of the Common Property including, without limitation, by bringing any heavy article onto the Common Property without the consent of the Owners Corporation;

- (e) damage or alter the Common Property without the written approval of the Owners Corporation and such consent may state a period and conditions for which the approval is granted and specify the works and conditions to which the approval is subject;
- (f) damage any lawn, garden, tree, shrub, plant flower or other vegetation of or situated upon Common Property;
- (g) except with the consent in writing of the Owners Corporation (which may state a period and conditions for which the consent is granted), use for their own purposes as a garden any portion of the Common Property;
- (h) mark, paint, drive nails or screws or the like into, or otherwise damage, deface or alter, any structure that forms part of the Common Property except with the consent in writing of the Owners Corporation and such consent may state a period and conditions for which the approval is granted and specify the works and conditions to which the approval is subject;
- (i) deposit or throw upon the Common Property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of Member or any person lawfully using the Common Property;
- (j) allow any pets to stray on to the Common Property;
- (k) directly instruct any contractors or workmen employed by the Owners Corporation unless so authorised;
- (l) allow children under the age of 10 years to use any recreational facilities constructed upon the Common Property unless accompanied and supervised by an adult;
- (m) use any sporting or recreational facilities set aside on the Common Property between the hours of 11.00pm and 7.00am without the consent of the Owners Corporation or the Manager; or
- (n) dispose of or leave any rubbish on the Common Property otherwise than in a place designated for the receipt of rubbish of that type and in any manner other than prescribed by the relevant authority or by the Owners Corporation.

7. GOLF COURSE LOTS

Each Member must not take any action or make any claim against the Developer as owner of the Golf Course or any subsequent owner or tenant or manager or operator of the Golf Course or the Owners Corporation for any loss or damage suffered by a Member arising from the following:

- (a) the position of a Lot in relation to the Golf Course; or
- (b) any inconvenience, danger or potential hazard in occupying a Lot arising from:
 - (i) an errant golf ball being hit on to a Lot;
 - (ii) the need for maintenance works to be carried out by machinery operating on the Golf Course, whether during or outside normal hours of operation of the Golf Course;
 - (iii) the staging of tournaments and corporate golf days; or
 - (iv) any other matter relating to the proximity of the Golf Course to a Lot.

8. PRIVATE ROADS AND OTHER COMMON PROPERTY

Insofar as any Common Property is not leased or licensed or other rights have not been granted (including management or operational rights) to a third party by the Owners Corporation or any predecessor in title:

- (a) the private roadways, pathways, drives and visitor car parking in the Common Property and any easement giving access to the Development must not be obstructed by any Member, the tenants, guests, servants, employees, agent, children, invitees, licensees of any Member or used by them for any purpose other than the reasonable ingress and egress to and from their respective Lots or the parking areas provided; and
- (b) a Member must not drive or permit to be driven any motor vehicle in excess of two (2) tonnes in weight into or over the Common Property other than vehicles necessary to complete the construction and/or occupation of any improvement erected on the Land, and any motor vehicle entitled to use the Common Property by any Governmental Agency.

9. OWNERS CORPORATION - PROVISION OF SERVICES AND LEVIES

Each Member of the Owners Corporation agrees that:

- (a) the Owners Corporation will provide the following services:
 - (i) the construction, repair and maintenance of such landscaping within the Plan of Subdivision for which the Owners Corporation is responsible, including public paths and nature strips;
 - (ii) procuring maintenance of the Facilities to the extent that it is not the responsibility of any other person or entity;
 - (iii) procuring for each Lot a right to membership of any tenant of the Facilities;
 - (iv) the construction, repair and maintenance of any private roads or paths on Common Property (or any other part of the Common Property); and
 - (v) any other service or facility provided by the Owners Corporation for the benefit of Members which is consistent with the stated objectives in these rules;
- (b) the provision of such services by the Owners Corporation will be paid for by all Members;
- (c) the amount of the annual Owners Corporation fees that are payable by each Member shall be established at the annual general meeting of the Owners Corporation and must be paid quarterly in advance by each Member according to their Lot liability;
- (d) any special fees or charges levied by the Owners Corporation to cover extraordinary items of expenditure must be paid on the due date set by the Owners Corporation upon the levying of each special fee or charge;
- (e) the fees for any works referred to in Rule 9(a)(i)-(iv) shall be paid by members into a maintenance fund;

- (f) the Owners Corporation can charge interest on money owed by a member to the Owners Corporation after the due date for fees or charges, at a rate from time to time fixed under Section 2 of the *Penalty Interest Rates Act 1983* (or if it ceases, any rate which replaces it); and
- (g) if the Member fails to comply with Rule 6.1(1), the Members agree that:
 - (i) the Owners Corporation, its employees, contractors or agents are entitled to enter upon the Lot and remove any sign, boarding or advertising of any description that is erected or displayed on the Lot; and
 - (ii) the Owners Corporation is entitled to recover the entire costs of removing the sign, boarding or advertising from the Member who owns the Lot including any legal costs which may have been incurred on a solicitor/client basis.

10. RIGHTS OF THE OWNERS CORPORATION

The Owners Corporation may:

- (a) remove any vehicle which has been parked or left on the Common Property or which obstructs a driveway or entrance to a Lot or is parked in any place other than in a parking area specified for the purpose of the Owners Corporation, at the cost of the Member responsible;
- (b) make rules and regulations to ensure the security of the Land from intruders and otherwise with regard to the use and means of access to any roadways created upon the Common Property;
- (c) seek to make arrangements concerning the sharing of the Common Property facilities with adjoining land owners and/or owners corporations in a way which allocates any costs and responsibilities associated with the use of the Common Property facilities in a manner in which is fair and reasonable having regard to the nature and use of the facilities;
- (d) enter into any arrangements with third parties for the provision of services to the Owners Corporation;
- (e) lease or licence any part of the Common Property to a third party;
- (f) grant exclusive rights of management and operation of the Facilities constructed from time to time on the Common Property; or
- (g) do any other thing required to give effect to these rules.

11. CORRESPONDENCE

All complaints or applications to the Owners Corporation must be addressed in writing to the Manager.

12. RIGHTS OF ENTRY

A Member or occupier of a Lot, upon receiving reasonable notice from the Owners Corporation (except in the case of an emergency where no notice is required), must allow the Owners Corporation or any contractors, sub-contractors, workmen or other person authorised by it, the right of access to their Lot for the purpose of carrying out works or effecting repairs on mains, pipes, wires or connection of any water, sewerage, drainage, gas, electricity,

telecommunications, telephone or other system or service for the benefit of more than one Member, whether to that Member's Lot or to any adjoining Lot or the Common Property.

13. BEHAVIOUR OF INVITEES

- (a) A Member must take all reasonable steps to ensure that their invitees do not behave in a manner likely to interfere with the peaceful enjoyment of any Member or occupier of another Lot or of any person lawfully using the Common Property.
- (b) A Member is liable to compensate the Owners Corporation for all damage to the Common Property or personal property vested in it caused by a breach of Rule 13(a).
- (c) The duties and obligations imposed by these rules on a Member of a Lot must be observed not only by the Member but also by the guests, servants, employees, agents, children, invitees and licensees of the Member or the occupier of their Lot. Each Member must procure compliance with these rules by those guests, servants, employees, agents, children, invitees, licensees and occupiers.
- (d) Where the Owners Corporation expends money to make good damage caused by a breach of the Act, or of these Rules by any Member or the guests, servants, employees, agents, children, invitees, lessees or licensees of the Member or any of them, the Owners Corporation shall be entitled to recover the amount so expended as a debt in action in any Court of competent jurisdiction from the Member of the Lot at the time when the breach occurred.

14. Application to Developer

14.1 Despite anything else in these Rules, these Rules will not apply to or be enforceable against the Developer (or its agents, employees or contractors) where to do so would hinder, prevent, obstruct or in any way interfere with the Developer:

- (a) conducting marketing activities in or about the Development generally;
- (b) using part of the Development to market and sell any unsold lots in the Development including the creation of a display village for inspection by members of the public;
- (c) constructing works forming part of the Development.

14.2 The Developer (and its agents, employees or contractors) is and are by this Rule, authorised by the Owners Corporation to:

- (a) erect such barriers, fences, hoardings and signs as it deems necessary to facilitate any of the matters referred to in clause 14.1;
- (b) use whatever rights of way and/or points of ingress and egress to the Development as are necessary to carry out any works; and
- (c) block for whatever period necessary any rights of way or points of ingress and egress to the Development in order to carry out any works.

15. NON-COMPLIANCE

- (a) If a Member has not complied with these Rules within 14 days after service of a notice by the Owners Corporation specifying any non-compliance, the Member agrees that:

- (i) the Member must allow the Owners Corporation, its employees, contractors, or agents to enter the Lot and rectify the non-compliance;
 - (ii) the Member must pay an additional charge of \$200.00 for each and every month that the Member has not complied with the notice;
 - (iii) the Member must pay to the Owners Corporation any charges levied against the Member in respect of the costs incurred by the Owners Corporation relating to the non-compliance including but not limited to the administrative costs, legal costs on a solicitor/own client basis and the cost of any works performed to rectify the non-compliance which (until paid) are and shall be a charge on the Lot;
 - (iv) the Member must accept a certificate signed by the Secretary of the Owners Corporation as prima facie proof of the costs and expenses incurred by the Owners Corporation relating to the Member's non-compliance with these Rules;
 - (v) the Member must pay interest at the rate from time to time fixed under the *Penalty Interest Rates Act 1983 (Vic)* (or if it ceases, any rate which replaces it) on all moneys of the kind referred to in the Regulations outstanding under these Rules until they are paid;
 - (vi) any payments made for the purposes of these Rules shall be appropriated first in payment of any interest and any unpaid costs and expenses of the Owners Corporation and then be applied in repayment of the principal sum; and
 - (vii) any costs incurred by the Owners Corporation relating to the non-compliance of the Member are costs incurred in the performance of a service to that Member.
- (b) If a Member has not complied with these Rules within 14 days after service of a notice from the Owners Corporation pursuant to the preceding clause, the Owners Corporation may take action in a Court of competent jurisdiction to compel the Member to comply with these Rules and is entitled to recover the entire costs of taking such action from the Member who owns the Lot, such costs to be calculated on a solicitor/client basis.

16. DISPUTE RESOLUTION

- (a) The grievance procedure set out in this Rule 16 applies to disputes involving two or more of a Member, the Manager, an occupier of a Lot or the Owners Corporation.
- (b) The party making the complaint must prepare a written statement in the form approved and published in accordance with section 200 the Act for that purpose.
- (c) If there is a grievance committee of the Owners Corporation, the grievance committee must be notified of the dispute by the complainant.
- (d) If there is no grievance committee, the Owners Corporation must be notified of any dispute by the complainant, regardless of whether the Owners Corporation is an immediate party to the dispute.
- (e) The parties to the dispute may meet and discuss the matter in dispute, along with either the grievance committee or the Owners Corporation, within 14 Business Days after the dispute comes to the attention of all the parties.

- (f) A party to the dispute may appoint a person to act or appear on his or her behalf at the meeting.
- (g) If the dispute is not resolved, the grievance committee or Owners Corporation must notify each party of his or her right to take further action under Part 10 of the Act.
- (h) This process is separate from and does not limit any further action under Part 10 of the Act.

17. Severance

If at any time a provision of these Rules is or becomes illegal, invalid or unenforceable in any respect under the law of any jurisdiction, that will not affect or impair:

- (a) the legality, validity or enforceability in that jurisdiction of any other provision of these Rules; or
- (b) the legality, validity or enforceability under the law of any other jurisdiction of that or any other provision of these Rules.

Body Corporate Services (VIC) Pty Limited
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MINUTES OF ANNUAL GENERAL MEETING

Owners Corporation Plan No 617320S
MANDALAY
Camerons Lane, Beveridge, VIC, 3753

These are the minutes of the Annual General Meeting for Owners Corporation Plan No 617320S held at Club Mandalay, Camerons Lane, Beveridge, VIC, 3753; and with the option of Meeting URL: Video Conference: <https://meetings.picagroup.com.au/>

Passcode: HK4qZR commenced at 7:00 PM on Tuesday 26 November 2024.

Notice of interim minutes is provided pursuant to Section 78(4) of the Act and that these interim resolutions will become resolutions of the Owners Corporation, subject to paragraphs (b) & (c), 29 days from the date of the interim resolution.

Lots Represented

<u>Lot No</u>	<u>Name</u>
36	Scott Andrew Bristow, Marnie Bristow
74	Ainsley E Corteling, Laurette G Corteling
93	Michael Hugh Harris, Kelley Shirleen Harris
94	Brian Frederick May, Barbara Christine Pegram
101	Lee Catherine De La Cruz
105	Patrick C Fahey, Aleta J Fahey
107	Maria and Alex Wilson
114	John Leslie Seamons, Heather Lynette Seamons
132	Brett David Watt, Lisa Sarah Elizabeth Watt
134	Andrew James Hudson, D L Hudson, B P Hodder, Louise Victoria M Brookes
164	Christina Robyn Likos, Maxwell Francis Creedy
205	John Stanley Likos, Robyn Valerie Likos
244	Venkata Satya Anvesh Kakarla
245	Todd Dennis Ruttley, Brooke Frances Ruttley
249	Bradley Dyson
273	Joel David Barclay, Shivaugn Marie Smith
277	Paul David Wilkinson, Sarah Jane Wilkinson
1217	Peter Lasapatzis & Rebecca Ballan
1413	Jamie Nazifovski, Yasmina Elkadi
1423	Bett A Coldrey, Rebecca J Coldrey
1508	Leslie John Harrison, Carolyn Anne Harrison

1623 Eisho Gorail
1714 Emma Kate Paull
1808 Sarah Frances Dore, Jacob Anthony Charles De Battista
1903 Antoinette Muse
2019 Brenton Barry Haas, Emma Jean Yee
2032 Paul Charles Moschetti, Caroline Gayle Moschetti
2103 Adelyn Goh
2110 Richard Hermon, Susan Faye Helmore
2320 Omri & Christa Roets
2372 David Alan Weedon, Priscilla Marie Weedon
2902 Jason Matthew Forryan, Melissa Jayne Forryan
2913 Margaret Lynn Pearse
3023 Kyle Aron Mathers, Nicole Louise Mathers
3201 Geoffrey Raymond Weedon, Kaelene Maree Weedon
3205 Stewart Wayne Short, Antonietta Gaal
3302 Mohammad Belayet Hossain
3732 Joshua Lemon
4030 Malcolm Blair Kay, Judith Mary Kay
4101 Elaine Kok
4235 Chahat Narang
4349 Donald Ian Pritchard, Donna Louise Pritchard
4617 Leah Mercado Samson
5124 Bhawna Nanda, Jeevandeep
5410 Sean James Petersen, Alyssa Maree Rodwell
5436 Simon John Dunstone, Lynda Maree Dunstone
5628 Jessica Barker
6003 Jason Andrew Ter Haar, Jennifer Dayle Ter Haar
6447 Aaron Joseph Munchow, Elissa Jayne Munchow
8113 Joshua Daniel Burns
8117 Daniel John Jenkins
8122 Kathryn Helen Deal
8134 Ceasar Barchini
9702 Raymond Trevor Lindsay East, Leanne Julie East
9704 Leah Hyndes

Present by Proxy

<u>Lot</u>	<u>In Favour of:</u>
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Apologies

Lot 4115	Thomas De Sousa
Lot 28	Chenelle White

In Attendance

David Teehan, Bronagh McDermott and Savitha Vangala representing Body Corporate Services (VIC) Pty Limited.

Quorum

As no quorum was declared, members resolved that the meeting proceed in accordance with Section 78 of the Owners Corporation Act 2006, and that all decisions made will be interim decisions.

It was noted that all decisions will be passed by simple majority unless a member present objects.

Chairperson

David Teehan

Motions

1 MINUTES

1.1 Minutes of Last AGM

Ordinary Resolution

That the Minutes of the last Annual General Meeting of the Owners Corporation held 12 September 2023 be adopted and confirmed as a true record and account of the decisions made at that meeting.

Motion Result: Passed by Simple Majority

2 INSURANCES

2.1 Acknowledge Insurance

Ordinary Resolution

That the Owners Corporation resolve to acknowledge and accept the insurance cover set out within the notice of meeting; and resolve to renew the insurance at the greater of, the suggested rate of cover as recommended by the broker/insurer at the time of renewal or the recommended by a valuation obtained prior to the renewal.

Note: There was a query from one owner about whether the insurance was sufficient. BCS to contact QBE for a response.

Motion Result: Passed by Simple Majority

2.2 Obtain a new Valuation

Ordinary Resolution

That the Owners Corporation resolve to obtain an insurance valuation and if the recommend building sum insured from the valuation is greater than the current building sum insured amount, as soon as practicable, obtain additional insurance cover to ensure the level of cover is at least equal to the level of cover recommended by the insurance valuation.

Motion Result: Defeated by Simple Majority

3 Receive Committee Report

Ordinary Resolution

That the Committee Report be received.

Motion Result: Passed by Simple Majority

4 Receive Committee Report

4.1 Receive Manager's Report

Ordinary Resolution

That the Manager's Report be received.

Motion Result: Passed by Simple Majority

5 AUDITOR

5.1 Annual Audit

Ordinary Resolution

That the Owners corporation resolves that the statement of accounts for the financial year 01/07/2024 to 30/06/2025 be audited.

Motion Result: Passed by Simple Majority

6 REPORTS

6.1 Receive Dispute Resolution Report/Arrears Waiver of Interest Report

Ordinary Resolution

That the Dispute Resolution Report/Arrears Waiver of Interest Report be received.

Motion Result: Passed by Simple Majority

7 FINANCIAL STATEMENTS

7.1 Financial Statements

Ordinary Resolution

That the financial statements for the period ending 30 June 2024 (which report total members' funds of \$1,126,363.37 as per report attached) be adopted.

Motion Result: Passed by Simple Majority

8 BUDGET

8.1 Approve Budget

Ordinary Resolution

That the budget for the financial year commencing 1 July 2024, enclosed within the meeting documents, be adopted.

Motion Result: Passed by Simple Majority

9 FEES

9.1 Setting of Fees - Administration Fund

Ordinary Resolution

That fees be set in accordance with Section 23 of the Owners Corporations Act 2006 at \$3,102,275.00 (incl. GST) towards the **Administration Fund**, to commence on 1 July 2024.

Motion Result: Passed by Simple Majority

9.2 Fee Instalment Periods - Administration Fund

Ordinary Resolution

That the **Administration Fund** fees be paid in advance by 4 instalments for the financial year ending 30 June 2025, and to be continued at the same rate until changed by a resolution by the members of the Owners Corporation at a General Meeting, as follows:

Administration Fund:

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Ent.
To be Issued	Previous	01 Jul 2024	30 Sep 2024	01 Jul 2024	\$775,568.75	\$3.92
To be Issued	Current	01 Oct 2024	31 Dec 2024	01 Oct 2024	\$775,568.75	\$3.92
To be Issued	Next	01 Jan 2025	31 Mar 2025	01 Jan 2025	\$775,568.75	\$3.92
To be Issued	Next	01 Apr 2025	30 Jun 2025	01 Apr 2025	\$775,568.75	\$3.92
Total					\$3,102,275.00	\$15.67

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Ent.
To be Issued	Next	01 Jul 2025	30 Sep 2025	01 Jul 2025	\$775,568.75	\$3.92
To be Issued	Next	01 Oct 2025	31 Dec 2025	01 Oct 2025	\$775,568.75	\$3.92
Total					\$1,551,137.50	\$7.83

Motion Result: Passed by Simple Majority

9.3 Authority to Strike Shortfall Funding Levy

Ordinary Resolution

That should there be a shortfall in the funds of the Owners Corporation to meet its statutory and or contractual commitments, including maintaining a current insurance policy then the Owners Corporation Manager may raise a special levy to meet the shortfall in funds to comply with that statutory and or contractual obligation.

Motion Result: Passed by Simple Majority

10 PENALTY INTEREST AND DEBT MANAGEMENT

10.1 Charging of Penalty Interest

Ordinary Resolution

That the Owners Corporation confirm to charge penalty interest in accordance with the conditions set out by the Owners Corporation Act 2006 Part 3.

Motion Result: Passed by Simple Majority

10.2 Waiver of Penalty Interest and Late Payment Fees

Ordinary Resolution

That the owners corporation authorise the owners corporation manager, when finalising outstanding fees, charges and contributions, to waive from the lot ledger, penalty interest up to \$0. This waiver is only applicable to lots that have not received any waiver of penalty interest in the past two (2) years. All other amounts will require approval of the committee. Any waived penalty interest must be fully paid, with the credit being carried forward and applied to future fees, charges and contributions.

Motion Result: Passed by Simple Majority

10.3 Debt Management

Ordinary Resolution

That the owners corporation delegate the authority to the owners corporation manager to enter the lot owner/s and owners corporation into a payment arrangement where the outstanding balance of fees, charges and contributions is paid out in full within six (6) months, or in accordance with a policy adopted by the Committee from time to time, and subject to all future fees, charges and contributions being paid on-time and in full.

The owners corporation further authorise:

- a. the owners corporation manager to arrange for the issue of debt collection and legal proceedings against the owner/s of lot/s in arrears, and
- b. debt collection and legal cost/s of these proceedings to be invoiced back to the owner/s of lot/s who are being pursued for the arrears, and
- c. that the owners corporation may recover, as a debt due from the person or persons in default or breach, the costs, charges and expenses incurred by the owners corporation (excluding the personal time cost of any person acting in an honorary capacity including the chairperson, secretary, or committee member of the owners corporation) arising out of any default or breach, by any lot owner, or occupier of a lot, of any obligations under the Act or Regulations or the Rules of the Owners Corporation, and
- d. that the owners corporation may recover from any instigating lot owner the cost of any works undertaken for the use of that lot such as, but not limited to, Title searches, key issue/recovery, attendance to record searches, or other incidentals.

Motion Result: Passed by Simple Majority

11 UTILITIES AGREEMENTS

11.1 Consider any Current Agreements

Ordinary Resolution

That the owners corporation consider any current agreements for the supply of electricity, gas, or any other utility relevant to the owners corporation and determine any action required.

Motion Result: Defeated by Simple Majority

11.2 Engage Services of Energy Broker

Ordinary Resolution

That the owners corporation instruct the owners corporation manager to engage the services of an energy broker to assist the committee with the negotiation of utility agreement/s and for these purposes be authorised to sign a letter of authorisation with the broker.

Motion Result: Defeated by Simple Majority

11.3 Authorise a Representative

Ordinary Resolution

That the owners corporation authorise a representative of the committee to liaise with the appointed energy broker.

Motion Result: Defeated by Simple Majority

11.4 Authorise the Committee

Ordinary Resolution

That the owners corporation authorise the committee to evaluate the analysis from the energy broker and approve new utility agreement/s on behalf of the owners corporation, if any.

Motion Result: Defeated by Simple Majority

11.5 Owners Corporation Authorisation

Ordinary Resolution

That the owners corporation authorise:

- a. two members of the committee to sign approved single-site utility agreement/s on behalf of the owners corporation; and
- b. the owners corporation manager to sign approved multi-site utility agreement/s on behalf of the owners corporation.

Motion Result: Defeated by Simple Majority

12 ENGAGEMENT OF CONTRACTORS

12.1 Engagement of Contractors

Ordinary Resolution

That the Owners Corporation acknowledges that the Strata Manager will not issue a Work Order or engage any Contractors for the provision of any goods or services, unless they have complied with the Minimum Requirements as defined in the explanatory note.

Motion Result: Passed by Simple Majority

13 ESSENTIAL SAFETY

13.1 Essential Safety

Ordinary Resolution

That the Owners Corporation will review its mandatory responsibility in accordance with the Victorian Building Regulations 2006 (Part 10) & OHS Act 2004, Section 21 (3) in relation to the fire services, safety and risk management; and

That the Owners Corporation is to ensure the essential service items are attended to in accordance with the Building Code of Australia.

Motion Result: Passed by Simple Majority

14 USE OF COMMON SEAL AND EXECUTION OF DOCUMENTS

14.1 Use of Common Seal and Execution of Documents

Ordinary Resolution

To advise what documents the common seal has been affixed to, or documents executed by the Owners Corporation in accordance with Section 10 of the Owners Corporations Act 2006, since the last Annual General Meeting.

- Contract of Appointment – Owners Corporation Manager
- OC Certificate for prospective vendors.

Motion Result: Passed by Simple Majority

15 COMMITTEE

15.1 To Elect a Committee

Ordinary Resolution

That, pursuant to Sections 100 and 103 of the Owners Corporation Act 2006, the Owners Corporation elect a committee consisting of at least three (3) and no more than seven (7) members.

Motion Result: Passed by Simple Majority

15.2 Election of Committee

Ordinary Resolution

That members of the Committee be elected and that the size of the Committee is declared as a maximum number and be equal to the number of members elected.

Committee members:

Louise Brookes
Richard Hermon
Malcolm Kay
Brooke Ruttley
Sarah Wilkinson

Motion Result: Passed by Simple Majority

15.3 Committee To Elect a Chairperson

Ordinary Resolution

That the Committee elect the Chairperson of the Owners Corporation.

Chairperson:
Brooke Ruttley

Motion Result: Passed by Simple Majority

15.4 Owners Corporation to Elect Chairperson

Ordinary Resolution

That, if the above Motion is defeated, the Owners Corporation elect a Chairperson of the Owners Corporation.

Motion Result: Passed by Simple Majority

15.5 Committee To Elect a Secretary

Ordinary Resolution

That the Owners Corporation appoint a Secretary of the Owners Corporation and of the Committee in accordance with Sections 99 and 107 of the Owners Corporation Act 2006.

Secretary:
David Teehan (BCS)

Motion Result: Passed by Simple Majority

15.6 Delegation of Powers to Committee**Ordinary Resolution**

That the Owners Corporation delegate to the members of the Committee who are members of the Owners Corporation all the powers and functions of the Owners Corporation that may be delegated as set out in the Owners Corporation Act 2006 (see the notes section below for breakdown);

Motion Result: Passed by Simple Majority

15.7 Committee to also serve as Grievance Committee**Ordinary Resolution**

That the members of the Committee also serve as the Grievance Committee.

Motion Result: Passed by Simple Majority

16 GENERAL BUSINESS**16.1 Maintenance plan**

One member sought clarification on the need for a Maintenance Plan for the Owners Corporation. BCS and the committee will clarify the position of the Owners Corporation regarding this query.

16.2 Thanks to the Owners Corporation Committee

It was resolved by all members present to thank the Owners Corporation Committee for all their hard work over the last 12 months.

16.3 Bins

The issue of where some units can store their bins was raised by a few members. With the council providing a 4th bin to residents in early 2025, this was a concern for several members present. The Owners Corporation Committee will liaise with the council about possible options moving forward. The Owners Corporation Committee in conjunction with BCS will also review the current rules for the Owners Corporation and revise the rules.

16.4 Rubbish

It was raised that some of the rubbish around the property is not being picked up by the maintenance team. This will be passed on to them to rectify this.

16.5 Comments regarding the AGM

One member present raised some concerns regarding the running of the AGM.

17 NEXT MEETING

Proposal for a tentative date of 16th September 2025 for the next Annual General Meeting.

Closure

There being no further business the Chairperson declared the meeting closed at 08:00 PM.



Your guide to setting up CommunityHub

Follow our step-by-step guide to creating your CommunityHub account and setting up multi-factor authentication (MFA) to help keep your account secure.

Welcome to CommunityHub

Following the launch of our new customer portal, CommunityHub customers should have already received an email with their login details. This includes instructions for multi-factor authentication (MFA) to help keep your account secure.

Our ultimate aim is to simplify and enhance your user experience. We hope you will find our new CommunityHub portal practical, intuitive, and easy to navigate.

Once you have received an email to activate CommunityHub, please follow the guide to set up your account.

Learn more	Page
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Step 2 Activating your CommunityHub account	4
Step 3 Set a new password	5
Step 4 Sign into your new CommunityHub account and link your authenticator app	6
Step 5 (optional) Link your authenticator app without scanning a QR code	9
Step 6 Save your recovery code	12
Step 7 (optional) Add CommunityHub as a mobile shortcut	13
Step 8 How to log in next time	16

Step 1

Installing an authenticator app

In line with the [Australian Government's cybercrime advice](#), you will need two things each time you log in to your CommunityHub account: Your password and a 6-digit login code from an authenticator app.

If you don't have an authenticator app on your device (e.g. smartphone or tablet), you will need to install one before activating your account. Many different authenticator apps are available, but if this is your first time installing this type of app, we have included step-by-step guides for the Google Authenticator and Microsoft Authenticator apps.

Please view the Google Authenticator and Microsoft Authenticator app sections below to see how to download it to your device.

How to set up the Google Authenticator App

1 Download the app on your phone:

If you have an Apple device:

Go to the Apple Store and download the app on your phone.

[Click here](#) or scan the QR code to download on Apple.



If you have an Android device:

Go to Google Play Store and download the app on your phone.

[Click here](#) or scan the QR code to download on Android.



How to set up the Microsoft Authenticator App

1 Download the app on your phone:

If you have an Apple device:

Go to the Apple Store and download the app on your phone.

[Click here](#) or scan the QR code to download on Apple.



If you have an Android device:

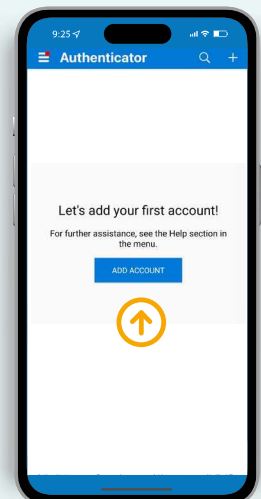
Go to Google Play Store and download the app on your phone.

[Click here](#) or scan the QR code to download on Android.



2 Add an account

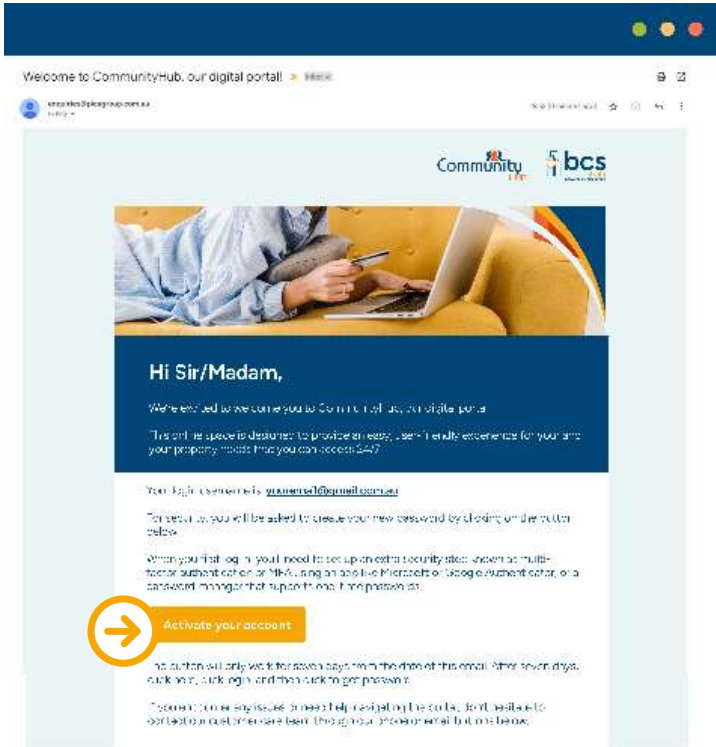
Once installed, open the app, and click 'Add Account'.



Step 2

Activating your CommunityHub account

- 1 Once your authenticator app is ready, return to your CommunityHub set up email and click on the 'Activate your account' button.



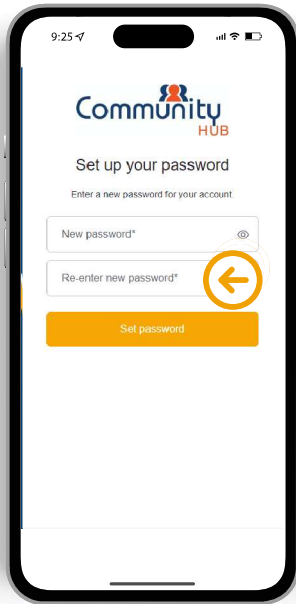
- 1 Clicking the 'Activate your account' button will open CommunityHub for the first time in your browser, where you will start setting up your CommunityHub account.



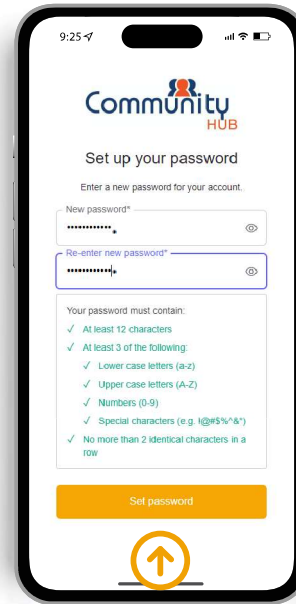
Step 3

Set a new password

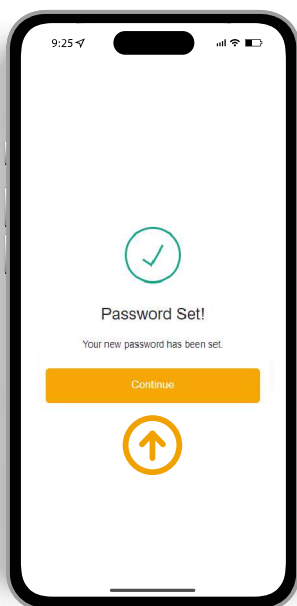
1 You will be asked to enter a new password to set up your account.



2 Please ensure your new password fulfils the prompted requirements and click the 'Set password' button to continue.



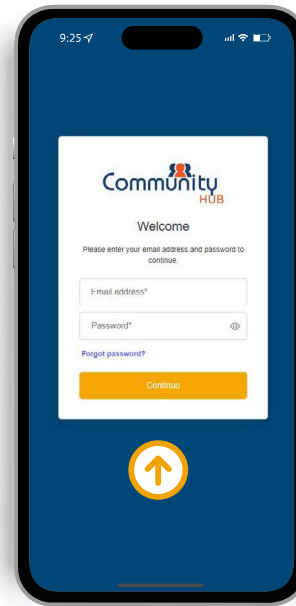
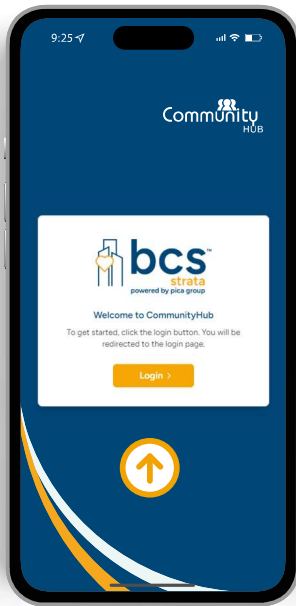
3 Your new password should now be successfully set up. Next, click on the 'Continue' button to navigate back to the main page.



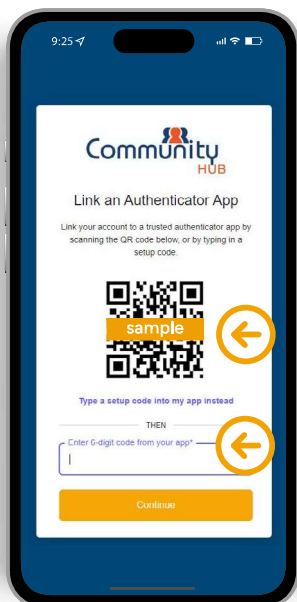
Step 4

Sign into your new CommunityHub account and link your authenticator app

- 1 You will now be prompted to sign into your new CommunityHub account by clicking the 'login' button.
- 2 Sign into your new account using your associated email and type in the new password (created in [step 3](#)).

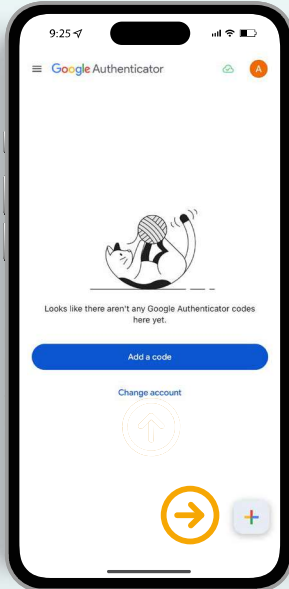


- 3 To link your account, open your chosen authenticator app from [step 1](#) to scan the QR code. Please note that using the normal camera app will not work for this. The QR code will generate a six-digit one-time code that you can put into your 'Enter 6 digit-code from your app' field in the CommunityHub set up page. If your app is on the same device you are logging into, or you can't scan QR codes, skip to [step 5](#) to manually type in a code instead. For more help completing this step in an authentication app, please view the following [Google Authenticator](#) and [Microsoft Authenticator](#) sections to learn more.

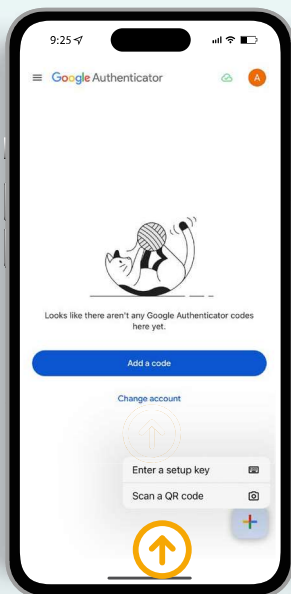


How to link your Google Authenticator App

- 1 Open your Google Authenticator app and select the plus (+) icon on the bottom right home screen.



- 2 Select the 'Scan a QR code' option.

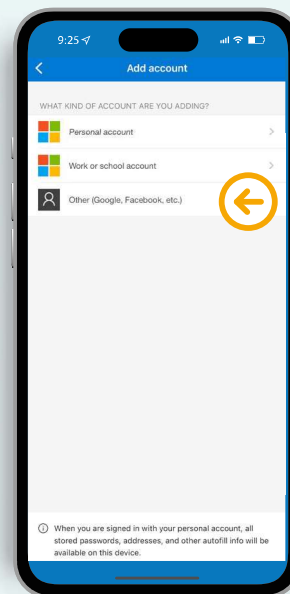


How to link your Microsoft Authenticator App

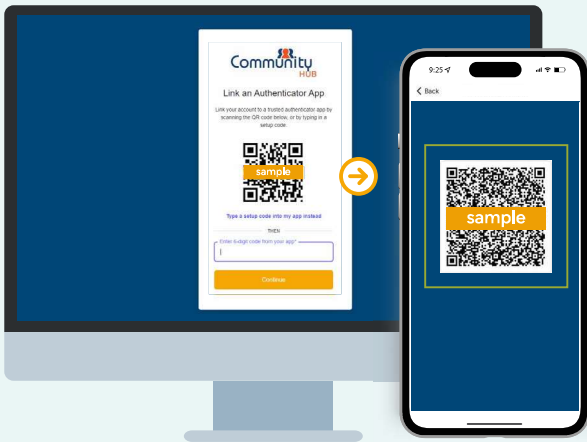
- 1 Open your Microsoft Authenticator app and select the plus (+) icon on the top right navigation bar.



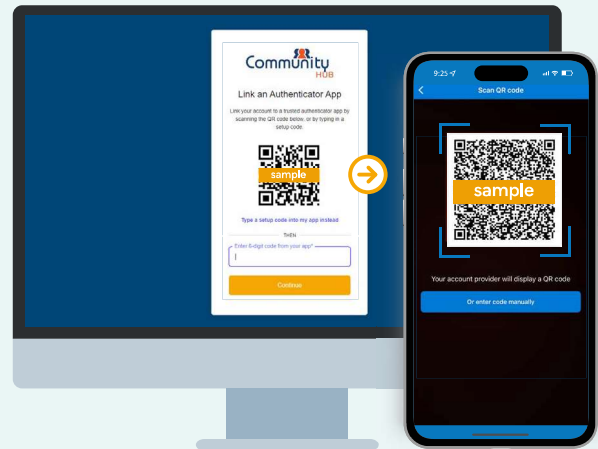
- 2 Select 'Other account (Google, Facebook, etc.)' option.



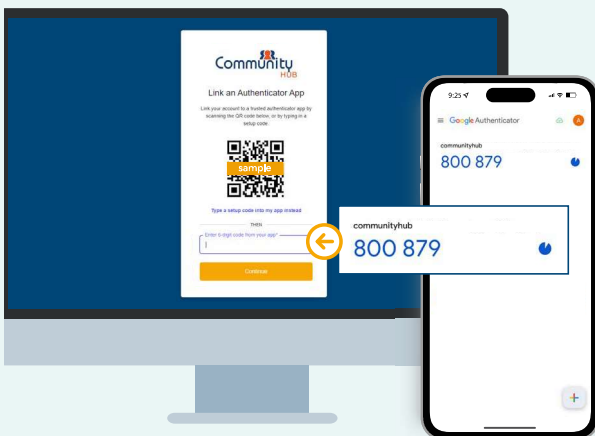
3 This will open up a QR code scanner. Scan the QR code displayed by the CommunityHub portal when you create your account [step 4](#).



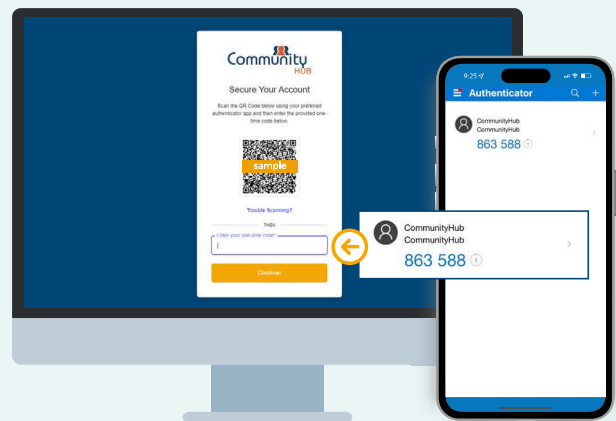
3 This will open up a QR code scanner. Scan the QR code displayed by the CommunityHub portal when you create your account in [step 4](#).



4 On the home screen of the Google Authenticator app, you should now have a six-digit code that you type into the 'Enter your one-time code' field in the CommunityHub set-up page.



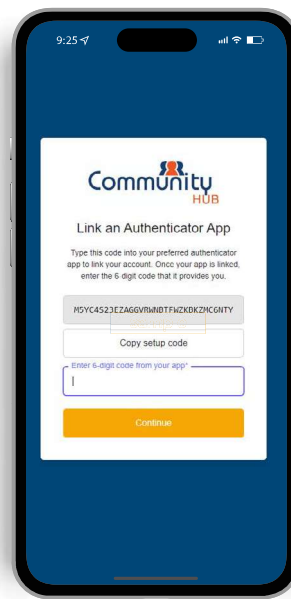
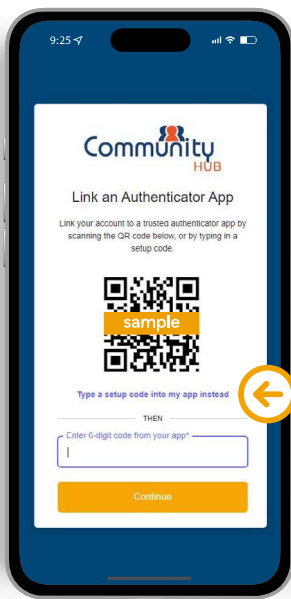
4 On the home screen of the Microsoft Authenticator app, you should now have a six-digit code that you can type into the 'Enter your one-time code' field in the CommunityHub set-up page.



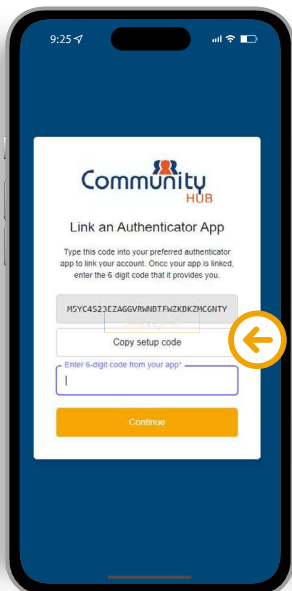
Step 5 (optional)

Link your authenticator app without scanning a QR code

- 1 Please click the 'Type a setup code into my app instead' link below the QR code displayed on the CommunityHub set up page when you create your account in [step 4](#).
- 2 This will open up a new page with a setup code you can copy into your authenticator app.

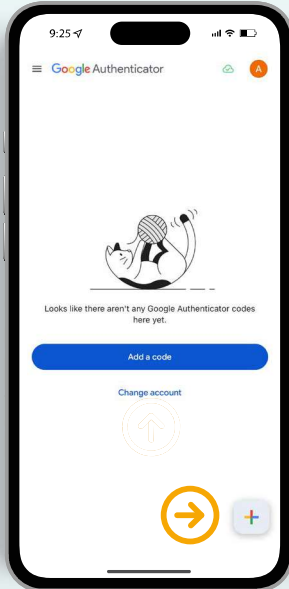


- 3 Copy or enter the setup code into your chosen authenticator app. This would then generate a six-digit one-time code that you can put into your 'Enter 6 digit-code from your app' field on the CommunityHub setup page. For more help completing this step in an authentication app, please view the following [Google Authenticator](#) and [Microsoft Authenticator](#) sections to learn more.

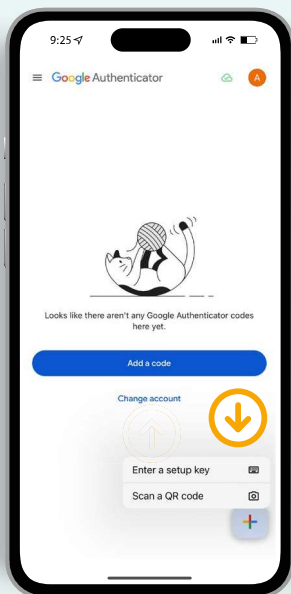


How to enter a code Google Authenticator App

- 1 Open your Google Authenticator app and select the plus (+) icon on the bottom right of the home screen.



- 2 Select the 'Enter a setup key' option.

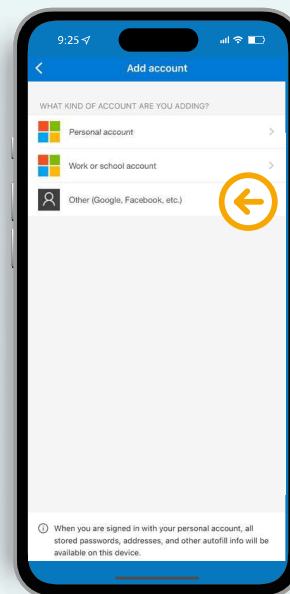


How to enter a code Microsoft Authenticator App

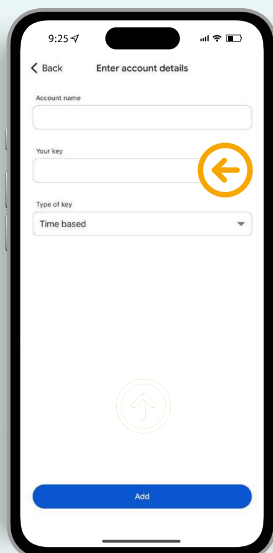
- 1 Open your Microsoft Authenticator app and select the plus (+) icon on the top right navigation bar.



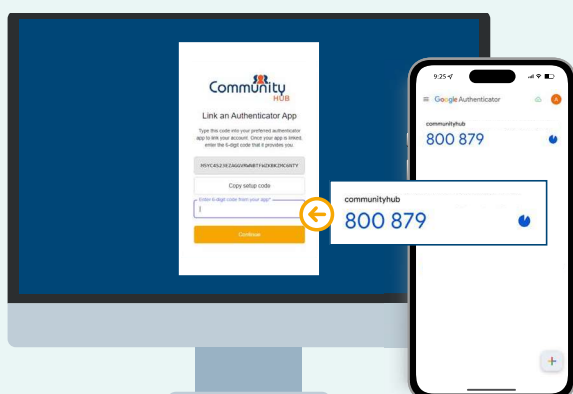
- 2 Select the 'Other account (Google, Facebook, etc.)' option.



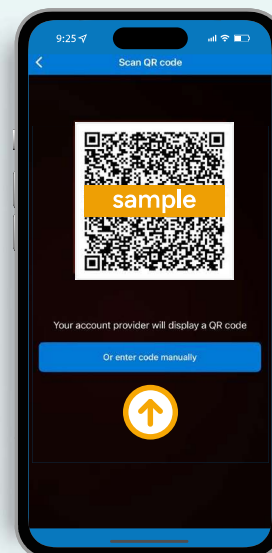
- 3 Add a recognisable account name and then copy and paste the recovery code from the CommunityHub set up page in step 5 into the 'Your key' field.



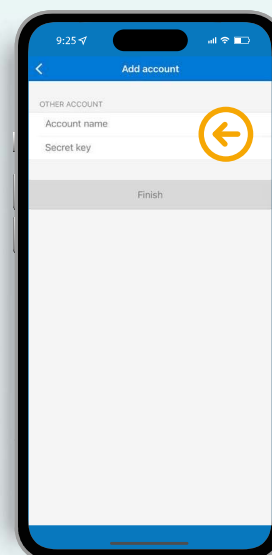
- 4 On the home screen of the Google Authenticator app, you should now have a six-digit code that you can type into the 'Enter six-digit code from your app' field in the CommunityHub set up page.



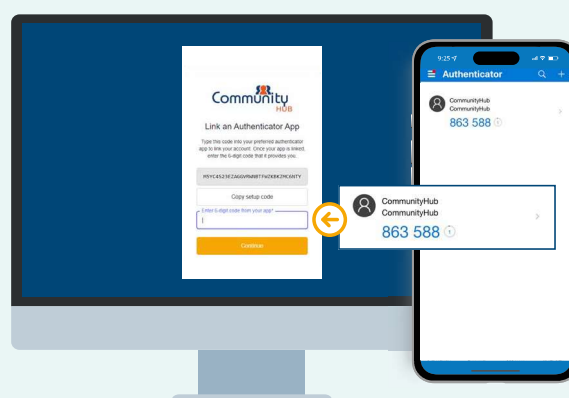
- 3 Click on the 'Or enter code manually' button below the QR code scanner.



- 4 Add a recognisable account name and then copy and paste the recovery code from the CommunityHub set up page in [step 5](#) into the 'Your key' field.



- 5 On the home screen of the Microsoft Authenticator app, you should now have a six-digit code that you can type into the 'Enter six-digit code from your app' field in the CommunityHub set up page.

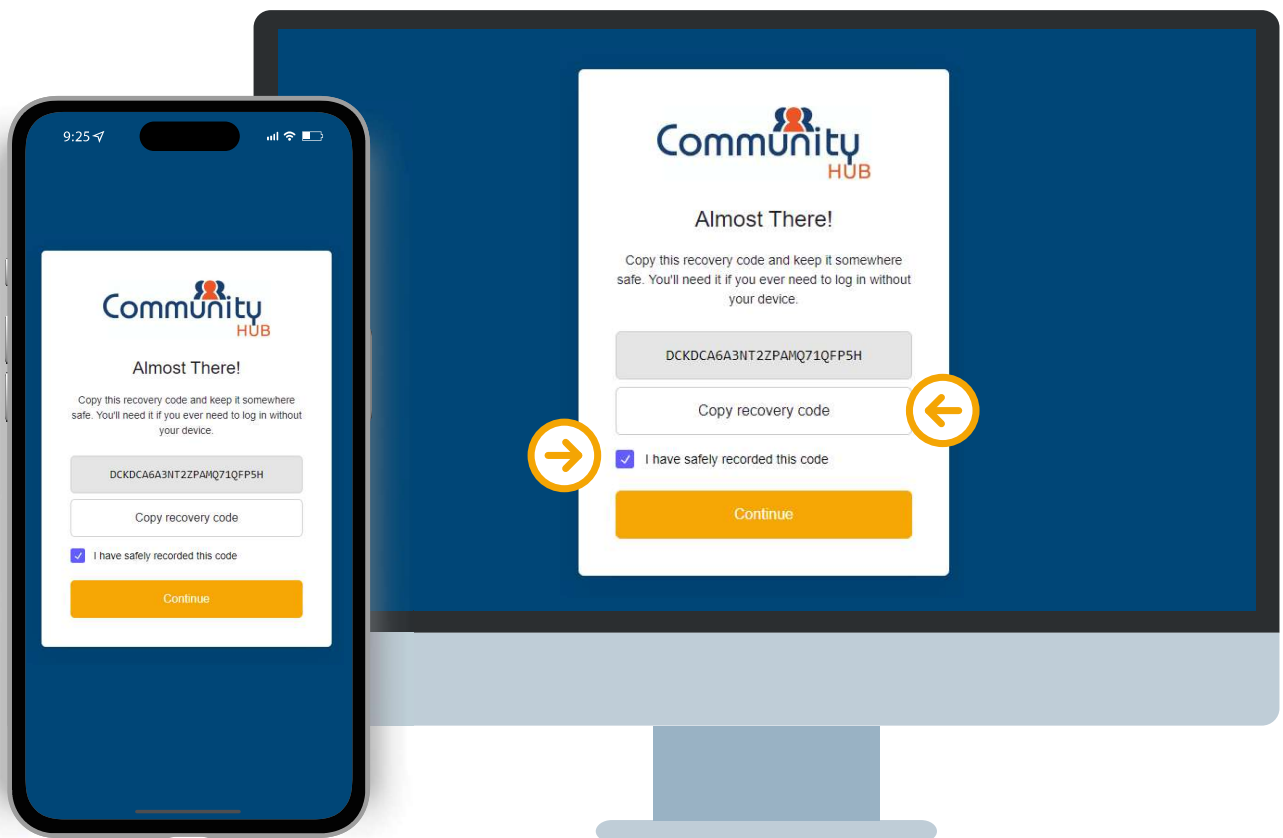


Step 6

Save your recovery code

Once you have completed the authentication process, you will land on the last page with your recovery code. Please save this code somewhere safe, as it code will help you gain access to your account if you ever lose your mobile or access to the authenticator app.

Once you've saved the recovery code in a secure location, check the 'I have safely recorded the code' box to confirm and select the 'Continue' button to finish setting up your account.



Step 7 (optional)

Adding CommunityHub as a mobile shortcut

To swiftly and easily access your account next time, you can add the CommunityHub login page as a shortcut on the home screen of your mobile device. For more help completing this step on your mobile device, please view the following Apple or Android sections below to learn more.

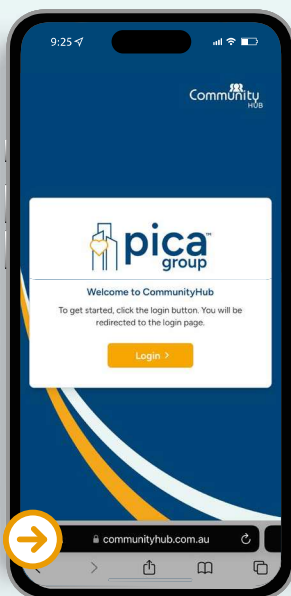
Apple mobile device

- 1 You will need to use the Safari app for this guide.

To start, please open the CommunityHub login portal page for your branch in the Safari App. You can also find this link by clicking [here](#) or in the set-up email that was previously sent to you.



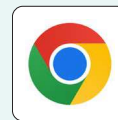
- 2 If the Safari app is the default browser on your Apple device. Clicking on the link should open CommunityHub login page on the Safari App. If you use a different browser, please copy the link and paste it into the Safari app search bar pictured below.



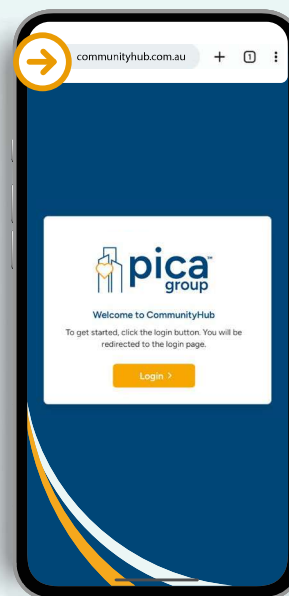
Android mobile device

- 1 You will need to use the Google Chrome app for this guide.

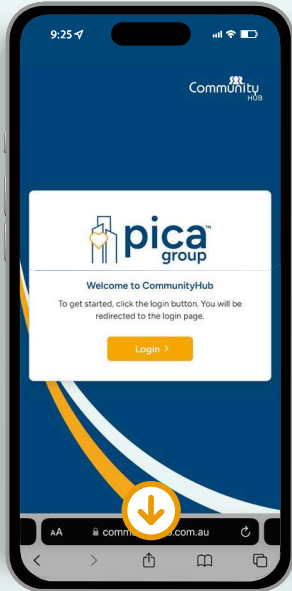
To start, please open the CommunityHub login portal page for your branch in the Google Chrome app. You can also find this link by clicking [here](#) or in the set-up email that was previously sent to you.



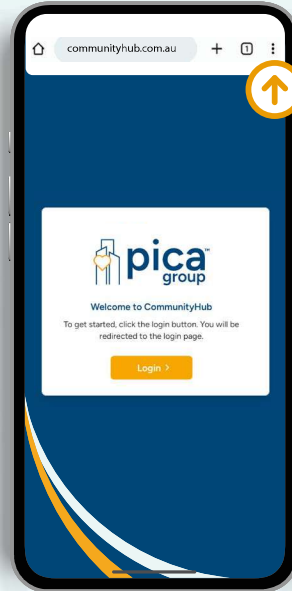
- 2 If the Google Chrome app is the default browser on your Android device. Clicking on the link should open CommunityHub login page on the Google Chrome App. If you use a different browser, please copy the link and paste it into the Google Chrome app search bar pictured below.



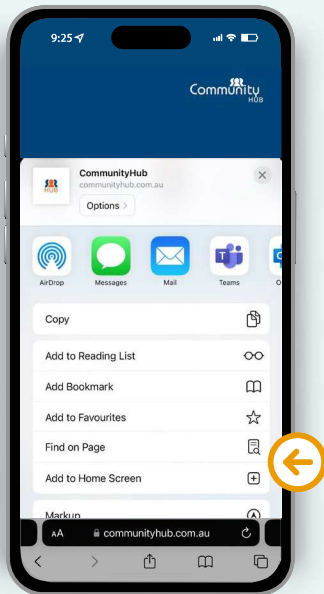
- 3 Click the share button in the middle of the navigation bar at the bottom of the screen. Please note: The navigation bar may be hidden depending on your settings. The tab bar should reappear when you scroll upwards on the screen.



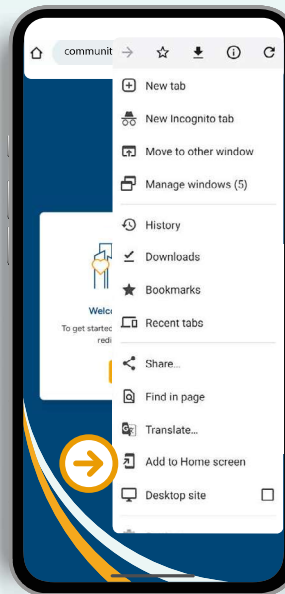
- 3 Click the three dots on the top right corner of the navigation bar. Please note: The navigation bar may be automatically hidden depending on your settings. The tab bar should reappear when you scroll downwards on the screen.



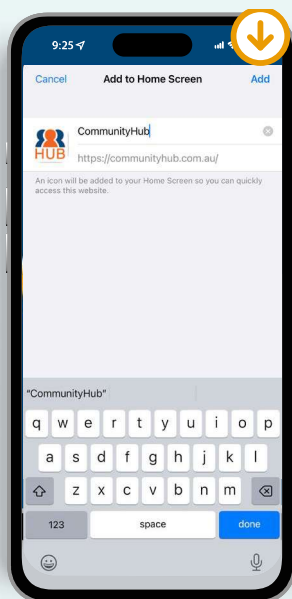
- 4 Scroll down the list of options and select the 'Add to Home Screen'.



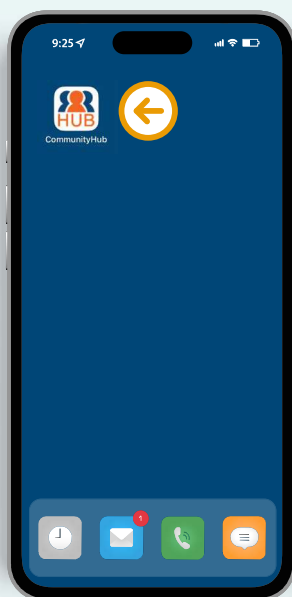
- 4 Select 'Add to Home screen' from the menu options.



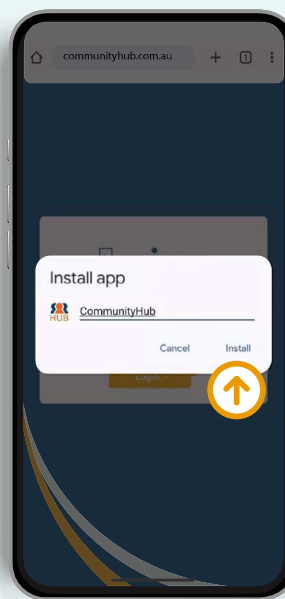
- 5 Click the 'Add' button to create the shortcut.



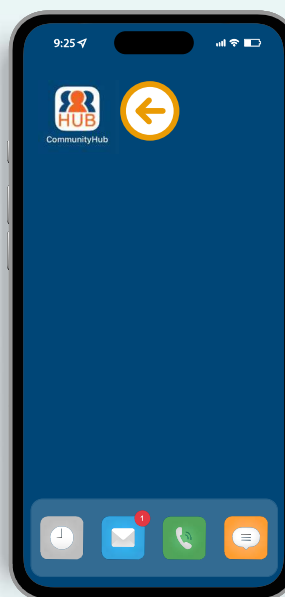
- 6 The shortcut is now successfully added to your home screen as an app where you can easily access your CommunityHub login page.



- 5 Click the 'Add' button to create the shortcut.



- 6 The shortcut is now successfully added to your home screen as an app where you can easily access your CommunityHub login page.

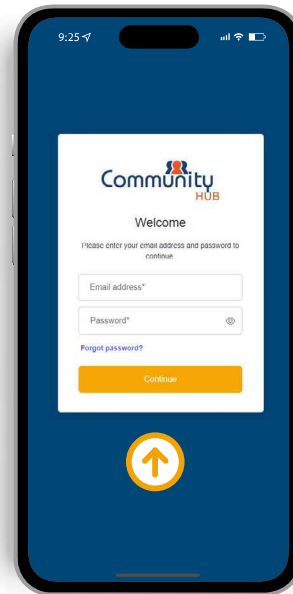
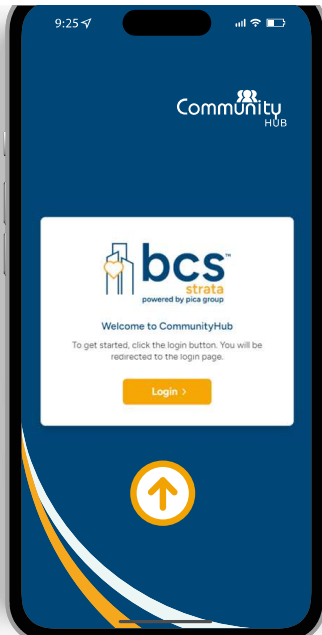


Step 8

How to log in next time

You can find a button to log into your CommunityHub account for next time at the top of your associated branch page next to the contact information.

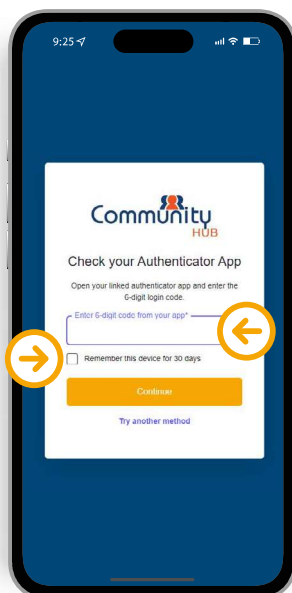
- 1 You will now be prompted to sign into your new CommunityHub account by clicking the 'login' button.
- 2 Sign into your new account using your associated email and type in the new password (created in [step 3](#)).



- 3 Go to your chosen authenticator app and enter the six-digit code into the 'Enter your one-time code' field on the CommunityHub login page.

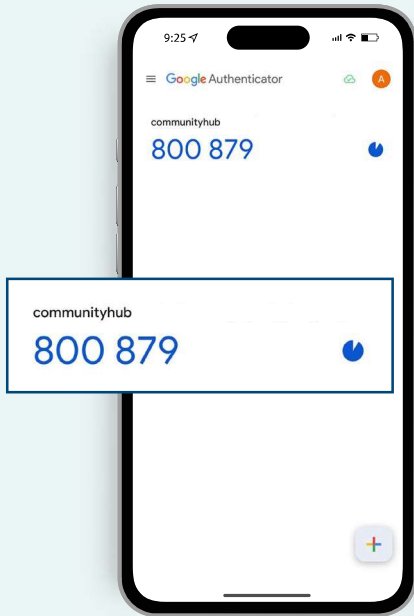
For more help completing this step in an authentication app, please view the following Google Authenticator and Microsoft Authenticator sections to learn more.

You can also choose to tick the 'Remember me for 30 days' to easily sign- in next time.

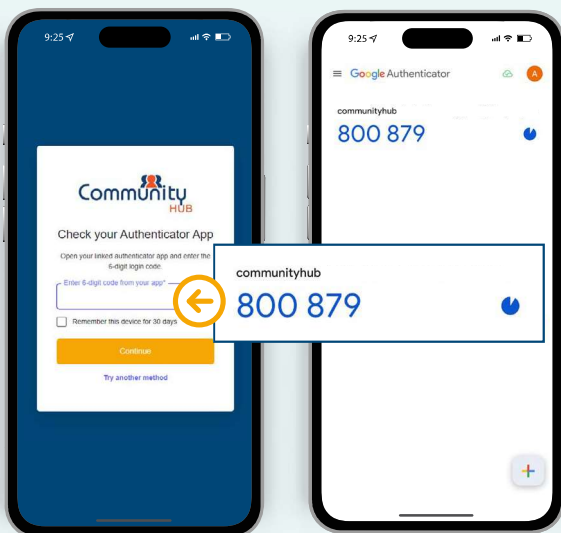


How to enter a one-time code from Google Authenticator

- 1 On the home screen of the Google Authenticator app, you should now have a six-digit code for CommunityHub after completing [step 4](#).

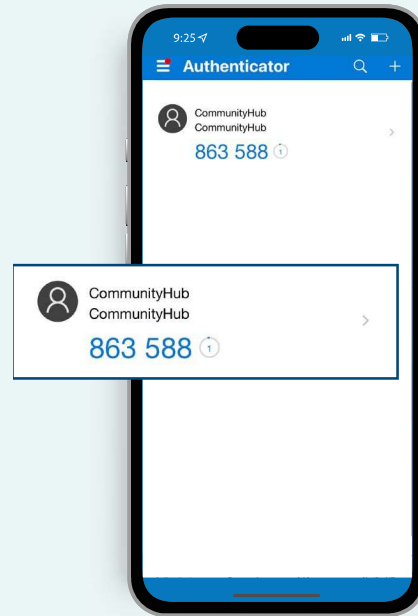


- 2 Type the six-digit CommunityHub code from the Google Authenticator app into the 'Enter your one-time code' field on the CommunityHub set-up page.

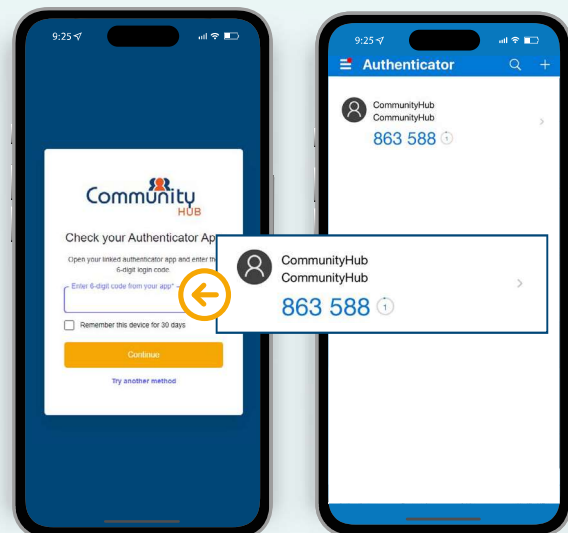


How to enter a one-time code from Microsoft Authenticator

- 1 On the home screen of the Microsoft Authenticator app, you should now have a six-digit code for CommunityHub after completing [step 4](#).



- 2 Type the six-digit CommunityHub code from the Google Authenticator app into the 'Enter your one-time code' field on the CommunityHub set-up page.





You are ready to go!

You're all set and ready to safely and securely log into CommunityHub and access your plan's information.

Your security is our top priority. We understand that the MFA process might seem cumbersome and lengthy. However, we've implemented this crucial step to strengthen your account against potential threats.

In the vast digital world, this additional layer of security acts as a robust shield, keeping your sensitive information and personal data safe and secure. Our objective is to provide you with not just great services but also peace of mind when it comes to the security of your account.

Thank you for your cooperation and patience with our MFA process, as it exists for your utmost protection.