

# MAGAIN

Magain Real Estate Happy Valley Pty Ltd T/A Magain Real Estate  
 Shop 15, Woodcroft Market Plaza, 217 Pimpala Road Woodcroft SA 5162  
 Tel: 08 8381 6000 Fax: 08 8381 6222 Agent No: 222182

## FORM 1 - Vendor's Statement

(Section 7 Land and Business (Sale and Conveyancing) Act 1994)

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### Preliminary

#### To the purchaser:

The purpose of a statement under section 7 of the *Land and Business (Sale and Conveyancing) Act 1994* is to put you on notice of certain particulars concerning the land to be acquired. If you intend to carry out building work on the land, change the use of the land or divide the land, you should make further inquiries to determine whether this will be permitted. For example, building work may not be permitted on land not connected to a sewerage system or common drainage scheme if the land is near a watercourse, dam, bore or the River Murray and Lakes.

The *Aboriginal Heritage Act 1988* protects any Aboriginal site or object on the land. Details of any such site or object may be sought from the "traditional owners" as defined in that Act.

If you desire additional information, it is up to you to make further inquiries as appropriate.

#### Instructions to the vendor for completing this statement:

☐ means the Part, Division, particulars or item may not be applicable.

*If it is applicable, ensure the box is ticked and complete the Part, Division, particulars or item.*

*If it is not applicable, ensure the box is empty or strike out the Part, Division, particulars or item. Alternatively, the Part, Division, particulars or item may be omitted, but not in the case of an item or heading in the table of particulars in Division 1 of the Schedule that is required by the instructions at the head of that table to be retained as part of this statement.*

\* means strike out or omit the option that is not applicable.

All questions must be answered with a YES or NO (inserted in the place indicated by a rectangle or square brackets below or to the side of the question).

If there is insufficient space to provide any particulars required, continue on attachments.

### PART A – PARTIES AND LAND

#### 1 Purchaser:

Address:

#### 2 Purchaser's registered agent:

Address:

#### 3 Vendor:

TAK WEE KEE and LEE KEUN HO

Address:

101 Conyngham Street, Frewville SA 5063

#### 4 Vendor's registered agent:

Magain Real Estate Happy Valley Pty Ltd T/A Magain Real Estate

Address:

Shop 15, Woodcroft Market Plaza, 217 Pimpala Road Woodcroft SA 5162

#### 5 Date of contract (if made before this statement is served):

#### 6 Description of the land:

[Identify the land including any certificate of title reference]

The land situated at Unit 6/280 Henley Beach Road, Underdale SA 5032 and being whole of the land in

Certificate of Title Volume 5026 Folio 50 and being whole of Unit 6 Strata Plan 4968 in the Area named

Underdale in the Hundred of Adelaide

**PART B – PURCHASER'S COOLING-OFF RIGHTS AND PROCEEDING WITH THE PURCHASE****To the purchaser:****Right to cool-off (section 5)****1 – Right to cool-off and restrictions on that right**

You may notify the vendor of your intention not to be bound by the contract for the sale of the land UNLESS–

- (a) you purchased by auction; or
- (b) you purchased on the same day as you, or some person on your behalf, bid at the auction of the land; or
- (c) you have, before signing the contract, received independent advice from a legal practitioner and the legal practitioner has signed a certificate in the prescribed form as to the giving of that advice; or
- (d) you are a body corporate and the land is not residential land; or
- (e) the contract is made by the exercise of an option to purchase not less than 5 clear business days after the grant of the option and not less than 2 clear business days after service of this form; or
- (f) the sale is by tender and the contract is made not less than 5 clear business days after the day fixed for the closing of tenders and not less than 2 clear business days after service of this form; or
- (g) the contract also provides for the sale of a business that is not a small business.

**2 – Time for service**

The cooling-off notice must be served–

- (a) if this form is served on you before the making of the contract– before the end of the second clear business day after the day on which the contract was made; or
- (b) if this form is served on you after the making of the contract– before the end of the second clear business day from the day on which this form is served.

However, if this form is not served on you at least 2 clear business days before the time at which settlement takes place, the cooling-off notice may be served at any time before settlement.

**3 – Form of cooling-off notice**

The cooling-off notice must be in writing and must be signed by you.

**4 – Methods of service**

The cooling-off notice must be–

- (a) given to the vendor personally; or
- (b) posted by registered post to the vendor at the following address:

101 Conyngham Street, Frewville SA 5063 and Unit 6/280 Henley Beach Road, Underdale SA 5032

(being the vendor's last known address); or

- (c) transmitted by fax or email to the following fax number or email address:

08 8381 6222

(being a number or address provided to you by the vendor for the purpose of service of the notice); or

- (d) left for the vendor's agent (with a person apparently responsible to the agent) at, or posted by registered post to the agent at, the following address:

Shop 15, Woodcroft Market Plaza, 217 Pimpala Road Woodcroft SA 5162

(being ~~\*the agent's address for service under the *Land Agents Act 1994*/an address nominated by the agent to you for the purpose of service of the notice~~).

**Note–**

Section 5(3) of the *Land and Business (Sale and Conveyancing) Act 1994* places the onus of proving the giving of the cooling-off notice on the purchaser. It is therefore strongly recommended that –

- (a) if you intend to serve the notice by leaving it for the vendor's agent at the agent's address for service or an address nominated by the agent, you obtain an acknowledgment of service of the notice in writing; or
- (b) if you intend to serve the notice by fax or email, you obtain a record of the transmission of the fax or email.

**5 – Effect of service**

If you serve such cooling-off notice on the vendor, the contract will be taken to have been rescinded at the time when the notice was served. You are then entitled to the return of any money you paid under the contract other than–

- (a) the amount of any deposit paid if the deposit did not exceed \$100; or
- (b) an amount paid for an option to purchase the land.

FORM 1 - STATEMENT UNDER SECTION 7 (*Land and Business (Sale and Conveyancing) Act 1994*)**Proceeding with the purchase**

If you wish to proceed with the purchase—

- (a) it is strongly recommended that you take steps to make sure your interest in the property is adequately insured against loss or damage; and
- (b) pay particular attention to the provisions in the contract as to time of settlement - it is essential that the necessary arrangements are made to complete the purchase by the agreed date - if you do not do so, you may be in breach of the contract; and
- (c) you are entitled to retain the solicitor or registered conveyancer of your choice.

**PART C – STATEMENT WITH RESPECT TO REQUIRED PARTICULARS****(section 7(1))****To the purchaser:**

\* / We,

TAK WEE KEE and LEE KEUN HO

of

101 Conyngham Street, Frewville SA 5063 and Unit 6/280 Henley Beach Road, Underdale SA 5032

being the \*vendor(s)/person authorised to act on behalf of the vendor(s) in relation to the transaction state that the Schedule contains all particulars required to be given to you pursuant to section 7(1) of the *Land and Business (Sale and Conveyancing) Act 1994*.

Signed:

Signed on Greatforms by:

*TAK WEE KEE*

PF4EC2NYR89CWPX6G08BBOVE

TAK WEE KEE

23-Oct-2025

Signed on Greatforms by:

*LEE KEUN HO*

PDF2P36H6LEY7478HNUAMP121T

LEE KEUN HO

23-Oct-2025

**PART D – CERTIFICATE WITH RESPECT TO PRESCRIBED INQUIRIES BY REGISTERED AGENT****(section 9)****To the purchaser:**

I,

Sam Raven

certify \*that the responses/~~that, subject to the exceptions stated below, the responses~~ to the inquiries made pursuant to section 9 of the *Land and Business (Sale and Conveyancing) Act 1994* confirm the completeness and accuracy of the particulars set out in the Schedule.

Exceptions:

NIL

Signed:

Signed on Greatforms by:

*Sam Raven*

PF8PJ9H663NMFHUGQK00KHLBJN

Sam Raven

23-Oct-2025

~~\*Vendor's agent / Purchaser's agent~~~~\*Person authorised to act on behalf of \*Vendor's agent / Purchaser's agent~~

**SCHEDULE – DIVISION 1****PARTICULARS OF MORTGAGES, CHARGES AND PRESCRIBED ENCUMBRANCES AFFECTING THE LAND****(section 7(1)(b))****Note –**

Section 7(3) of the Act provides that this statement need not include reference to charges arising from the imposition of rates or taxes less than 12 months before the date of service of the statement.

Where a mortgage, charge or prescribed encumbrance referred to in column 1 of the table below is applicable to the land, the particulars in relation to that mortgage, charge or prescribed encumbrance required by column 2 of the table must be set out in the table (in accordance with the instructions in the table) unless—

- (a) there is an attachment to this statement and –
  - (i) all the required particulars are contained in that attachment; and
  - (ii) the attachment is identified in column 2; and
  - (iii) if the attachment consists of more than 2 sheets of paper, those parts of the attachment that contain the required particulars are identified in column 2; or
- (b) the mortgage, charge or prescribed encumbrance –
  - (i) is 1 of the following items in the table:
    - (A) under the heading 1. General –
      - 1.1 Mortgage of land
      - 1.4 Lease, agreement for lease, tenancy agreement or licence
      - 1.5 Caveat
      - 1.6 Lien or notice of a lien
    - (B) under the heading 36. Other charges –
      - 36.1 Charge of any kind affecting the land (not included in another item); and
  - (ii) is registered on the certificate of title to the land; and
  - (iii) is to be discharged or satisfied prior to or at settlement.

**TABLE OF PARTICULARS**

Column 1	Column 2	Column 3
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*[If an item is applicable, ensure that the box for the item is ticked and complete the item.]*

*[If an item is not applicable, ensure that the box for the item is empty or else strike out the item or write "NOT APPLICABLE " or "N/A" in column 1. Alternatively, the item and any inapplicable heading may be omitted, but not in the case of–*

- (a) the heading "1. General" and items 1.1, 1.2, 1.3 and 1.4; and
- (b) the heading "5. Development Act 1993 (repealed)" and item 5.1; and
- (c) the heading "6. Repealed Act conditions" and item 6.1; and
- (d) the heading "29. Planning, Development and Infrastructure Act 2016" and items 29.1 and 29.2,

*which must be retained as part of this statement whether applicable or not.]*

*[If an item is applicable, all particulars requested in column 2 must be set out in the item unless the Note preceding this table otherwise permits. Particulars requested in **bold type** must be set out in column 3 and all other particulars must be set out in column 2.]*

*[If there is more than 1 mortgage, charge or prescribed encumbrance of a kind referred to in column 1, the particulars requested in column 2 must be set out for each such mortgage, charge or prescribed encumbrance.]*

*[If requested particulars are set out in the item and then continued on an attachment due to insufficient space, identify the attachment in the place provided in column 2. If all of the requested particulars are contained in an attachment (instead of in the item) in accordance with the Note preceding this table, identify the attachment in the place provided in column 2 and (if required by the Note) identify the parts of the attachment that contain the particulars.]*

FORM 1 - STATEMENT UNDER SECTION 7 (*Land and Business (Sale and Conveyancing) Act 1994*)

Column 1	Column 2	Column 3
<b>1. General</b>		
<b>1.1 Mortgage of land</b>	<i>Is this item applicable?</i>	<input checked="" type="checkbox"/>
<i>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	<i>Will this be discharged or satisfied prior to or at settlement?</i>	<b>YES</b>
	<i>Are there attachments?</i>	<b>YES</b>
	<i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>	
	Certificate of Title - Volume 5026 Folio 50	
	Number of mortgage (if registered):	
	13766574	
	Name of mortgagee:	
	MORTGAGE TO ING BANK (AUSTRALIA) LTD. (ACN: 000 893 292)	
<b>1.2 Easement</b> (whether over the land or annexed to the land)	<i>Is this item applicable?</i>	<input type="checkbox"/>
<b>Note -</b> "Easement" includes rights of way and party wall rights.	<i>Will this be discharged or satisfied prior to or at settlement?</i>	<b>YES/NO</b>
	<i>Are there attachments?</i>	<b>YES/NO</b>
	<i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>	
	Description of land subject to easement:	
	Nature of easement:	
	Are you aware of any encroachment on the easement?	
	(If <b>YES</b> , give details):	
	If there is an encroachment, has approval for the encroachment been given?	
	(If <b>YES</b> , give details):	
<b>1.3 Restrictive covenant</b>	<i>Is this item applicable?</i>	<input type="checkbox"/>
<i>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	<i>Will this be discharged or satisfied prior to or at settlement?</i>	<b>YES/NO</b>
	<i>Are there attachments?</i>	<b>YES/NO</b>
	<i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>	
	Nature of restrictive covenant:	
	Name of person in whose favour restrictive covenant operates:	
	Does the restrictive covenant affect the whole of the land being acquired?	
	(If <b>NO</b> , give details):	
	Does the restrictive covenant affect land other than that being acquired?	

FORM 1 - STATEMENT UNDER SECTION 7 (*Land and Business (Sale and Conveyancing) Act 1994*)

Column 1	Column 2	Column 3
<b>1.4 Lease, agreement for lease, tenancy agreement or licence</b>  (The information does not include information about any sublease or subtenancy. That information may be sought by the purchaser from the lessee or tenant or sublessee or subtenant.)  <b>[Note -</b> <i>Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	<b>Is this item applicable?</b>  <b>Will this be discharged or satisfied prior to or at settlement?</b>  <b>Are there attachments?</b> <i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>  Names of parties:  Period of lease, agreement for lease etc: From: To: Amount of rent or licence fee:  per (period)  Is the lease, agreement for lease etc in writing?  If the lease or licence was granted under an Act relating to the disposal of Crown lands, specify- (a) the Act under which the lease or licence was granted:  (b) the outstanding amounts due (including any interest or penalty):	<input type="checkbox"/> <b>YES/NO</b>  <b>YES/NO</b>

**5. Development Act 1993 (repealed)**

<b>5.1 section 42 - Condition (that continues to apply) of a development authorisation</b>  <b>[Note -</b> <i>Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	<b>Is this item applicable?</b>  <b>Will this be discharged or satisfied prior to or at settlement?</b>  <b>Are there attachments?</b> <i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>  Condition(s) of authorisation:	<input type="checkbox"/> <b>YES/NO</b>  <b>YES/NO</b>
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**6. Repealed Act conditions**

<b>6.1 Condition (that continues to apply) of an approval or authorisation granted under the <i>Building Act 1971</i> (repealed), the <i>City of Adelaide Development Control Act 1976</i> (repealed), the <i>Planning Act 1982</i> (repealed) or the <i>Planning and Development Act 1966</i> (repealed)</b>  <b>[Note -</b> <i>Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	<b>Is this item applicable?</b>  <b>Will this be discharged or satisfied prior to or at settlement?</b>  <b>Are there attachments?</b> <i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>  Nature of condition(s):	<input type="checkbox"/> <b>YES/NO</b>  <b>YES/NO</b>
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FORM 1 - STATEMENT UNDER SECTION 7 (*Land and Business (Sale and Conveyancing) Act 1994*)

Column 1	Column 2	Column 3
<b>29. Planning, Development and Infrastructure Act 2016</b>		
<b>29.1</b>	<b>Part 5 - Planning and Design Code</b>	<b>Is this item applicable?</b>
		<input type="checkbox"/>
		<b>Will this be discharged or satisfied prior to or at settlement?</b>
		<b>YES/NO</b>
		<b>Are there attachments?</b>
		<b>YES/NO</b>
		<b>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</b>
		Title or other brief description of zone, subzone and overlay in which the land is situated (as shown in the Planning and Design Code):
		Is there a State heritage place on the land or is the land situated in a State heritage area?
		Is the land designated as a local heritage place?
		Is there a tree or stand of trees declared in Part 10 of the Planning and Design Code to be a significant tree or trees on the land?
		Is there a current amendment to the Planning and Design Code released for public consultation by a designated entity on which consultation is continuing or on which consultation has ended but whose proposed amendment has not yet come into operation?
		<b>Note-</b>
		For further information about the Planning and Design Code visit <a href="http://www.code.plan.sa.gov.au">www.code.plan.sa.gov.au</a>
<b>29.2</b>	<b>section 127 - Condition (that continues to apply) of a development authorisation</b>	<b>Is this item applicable?</b>
		<input type="checkbox"/>
		<b>Will this be discharged or satisfied prior to or at settlement?</b>
		<b>YES/NO</b>
		<b>Are there attachments?</b>
		<b>YES/NO</b>
		<b>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</b>
		Date of authorisation:
		Name of relevant authority that granted authorisation:
		Condition(s) of authorisation:

**[Note -**

N/A  
Do not omit this item. The item and its heading must be included in the statement even if not applicable.]

**[Note -**

N/A  
Do not omit this item. The item and its heading must be included in the statement even if not applicable.]

**SCHEDULE – DIVISION 2****OTHER PARTICULARS****(section 7(1)(b))****Particulars relating to strata unit**

1 Name of strata corporation:

STRATA PLAN 4968

Address of strata corporation:

280 HENLEY BEACH ROAD UNDERDALE

2 Application must be made in writing to the strata corporation for the particulars and documents referred to in 3 and 4. Application must also be made in writing to the strata corporation for the articles referred to in 6 unless the articles are obtained from the Lands Titles Registration Office.

3 Particulars supplied by the strata corporation or known to the vendor:

(a) particulars of contributions payable in relation to the unit (including details of arrears of contributions related to the unit):

See Attached STATEMENT PURUSANT TO SECTION 41 supplied by Strata Data

(b) particulars of the assets and liabilities of the strata corporation:

See Attached STATEMENT PURUSANT TO SECTION 41 supplied by Strata Data

(c) particulars of expenditure that the strata corporation has incurred, or has resolved to incur, and to which the unit holder of the unit must contribute, or is likely to be required to contribute:

See Attached STATEMENT PURUSANT TO SECTION 41 supplied by Strata Data

(d) particulars of the unit entitlement of the unit:

140/1000

See attached Strata Plan &amp; Lot Entitlement

*[If any of the above particulars have not been supplied by the strata corporation by the date of this statement and are not known to the vendor, state "not known" for those particulars.]*

4 Documents supplied by the strata corporation that are enclosed:

(a) a copy of the minutes of the general meetings of the strata corporation and management committee

\*for the 2 years preceding this statement/~~since the deposit of the strata plan;~~

(\*Strike out or omit whichever is the greater period)

YES

(b) a copy of the statement of accounts of the strata corporation last prepared;

YES

(c) a copy of current policies of insurance taken out by the strata corporation.

YES

*[For each document indicate (YES or NO) whether or not the document has been supplied by the strata corporation by the date of this statement.]*

5 If "not known" has been specified for any particulars in 3 or a document referred to in 4 has not been supplied, set out the date of the application made to the strata corporation and give details of any other steps taken to obtain the particulars or documents concerned:

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6 A copy of the articles of the strata corporation is enclosed.

~~7 The following additional particulars are known to the vendor or have been supplied by the strata corporation:~~

8 Further inquiries may be made to the secretary of the strata corporation or the appointed strata manager.

Name:

Rishab Kohli

Address:

STRATA DATA, 647 PORTRUSH ROAD GLEN OSMOND SA 5064



FORM 1 - STATEMENT UNDER SECTION 7 (*Land and Business (Sale and Conveyancing) Act 1994*)

**Note—**

- (1) A strata corporation must (on application by or on behalf of a current owner, prospective purchaser or other relevant person) provide the particulars and documents referred to in 3(a)-(c), 4 and 6 and must also make available for inspection its accountancy records and minute books, any contract with a body corporate manager, the register of unit holders and unit holder entitlements that it maintains, and any documents in its possession relating to the design and construction of the buildings or improvements on the site or relating to the strata scheme.
- (2) Copies of the articles of the strata corporation may also be obtained from the Lands Titles Registration Office.
- (3) All owners of a strata unit are bound by the articles of the strata corporation. The articles regulate the rights and liabilities of owners of units in relation to their units and the common property and matters of common concern.
- (4) For a brief description of some of the matters that need to be considered before purchasing a strata unit, see Division 3 of this Schedule.

**SCHEDULE - DIVISION 3****COMMUNITY LOTS AND STRATA UNITS****Matters to be considered in purchasing a community lot or strata unit**

The property you are buying is on strata or community title. There are **special obligations and restrictions** that go with this kind of title. Make sure you understand these. If unsure, seek legal advice before signing a contract. For example:

**Governance**

You will automatically become a member of the **body corporate**, which includes all owners and has the job of maintaining the common property and enforcing the rules. Decisions, such as the amount you must pay in levies, will be made by vote of the body corporate. You will need to take part in meetings if you wish to have a say. If outvoted, you will have to live with decisions that you might not agree with.

If you are buying into a mixed use development (one that includes commercial as well as residential lots), owners of some types of lots may be in a position to outvote owners of other types of lots. Make sure you fully understand your voting rights, see later.

**Use of your property**

You, and anyone who visits or occupies your property, will be bound by rules in the form of **articles or by-laws**. These can restrict the use of the property, for example, they can deal with keeping pets, car parking, noise, rubbish disposal, short-term letting, upkeep of buildings and so on. Make sure that you have read the articles or by-laws before you decide whether this property will suit you.

Depending on the rules, you might not be permitted to make changes to the exterior of your unit, such as installing a television aerial or an air-conditioner, building a pergola, attaching external blinds etc without the permission of the body corporate. A meeting may be needed before permission can be granted. Permission may be refused. Note that the articles or by-laws **could change** between now and when you become the owner: the body corporate might vote to change them. Also, if you are buying before the community plan is registered, then any by-laws you have been shown are just a draft.

**Are you buying a debt?**

If there are unpaid contributions owing on this property, you can be made to pay them. You are entitled to **know the financial state of the body corporate** and you should make sure you see its records before deciding whether to buy. As a prospective owner, you can write to the body corporate requiring to see the records, including minutes of meetings, details of assets and liabilities, contributions payable, outstanding or planned expenses and insurance policies. There is a fee. To make a request, write to the secretary or management committee of the body corporate.

**Expenses**

The body corporate can **require you to maintain your property**, even if you do not agree, or can carry out maintenance and bill you for it.

The body corporate can **require you to contribute** to the cost of upkeep of the common property, even if you do not agree. Consider what future maintenance or repairs might be needed on the property in the long term.

**Guarantee**

As an owner, you are a **guarantor** of the liabilities of the body corporate. If it does not pay its debts, you can be called on to do so. Make sure you know what the liabilities are before you decide to buy. Ask the body corporate for copies of the financial records.

**Contracts**

The body corporate can make contracts. For example, it may engage a body corporate manager to do some or all of its work. It may contract with traders for maintenance work. It might engage a caretaker to look after the property. It might make any other kind of contract to buy services or products for the body corporate. Find out **what contracts the body corporate is committed to and the cost**.

The body corporate will have to raise funds from the owners to pay the money due under these contracts. As a guarantor, you could be liable if the body corporate owes money under a contract.

**Buying off the plan**

If you are buying a property that has not been built yet, then you **cannot be certain** what the end product of the development process will be. If you are buying before a community plan has been deposited, then any proposed development contract, scheme description or by-laws you have been shown could change.

**Mixed use developments - voting rights**

You may be buying into a group that is run by several different community corporations. This is common in mixed use developments, for example, where a group of apartments is combined with a hotel or a group of shops. If there is more than one corporation, then you should not expect that all lot owners in the group will have equal voting rights. The corporations may be structured so that, even though there are more apartments than shops in the group, the shop owners can outvote the apartment owners on some matters. Make enquiries so that you understand how many corporations there are and what voting rights you will have.

**Further information**

The Real Estate Institute of South Australia provides an information service for enquiries about real estate transactions, see [www.reisa.com.au](http://www.reisa.com.au).

The Australian Institute of Conveyancers (SA Division) (AICSA) provides information and operates a Public Advisory Service with respect to conveyancers and the conveyancing process, see [www.aicsa.com.au](http://www.aicsa.com.au).

Information and a booklet about strata and community titles is available from the Legal Services Commission of South Australia at [www.lsc.sa.gov.au](http://www.lsc.sa.gov.au).

You can also seek advice from a legal practitioner.



# Form R3

## Buyers information notice

*Land and Business (Sale and Conveyancing) Act 1994 section 13A*  
Land and Business (Sale and Conveyancing) Regulations 2010 regulation 17

Before you buy a home there are a number of things that you should investigate and consider. Though it may not be obvious at the time, there could be matters that may affect your enjoyment of the property, the safety of people on the property or the value of the property.

The following questions may help you to identify if a property is appropriate to purchase. In many cases the questions relate to a variety of laws and standards. These laws and standards change over time, so it is important to seek the most up to date information. Various government agencies can provide up to date and relevant information on many of these questions. To find out more, Consumer and Business Services recommend that you check the website: [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

Consider having a professional building inspection done before proceeding with a purchase. A building inspection will help you answer some of the questions below.

The questions have been categorised under the headings **Safety**, **Enjoyment** and **Value**, but all of the issues are relevant to each heading.

### Safety

- Is there **asbestos** in any of the buildings or elsewhere on the property eg sheds and fences?
- Does the property have any significant **defects** eg **cracking** or **salt damp**? Have the wet areas been waterproofed?
- Is the property in a **bushfire** prone area?
- Are the **electrical wiring**, **gas installation**, **plumbing and appliances** in good working order and in good condition? Is a **safety switch** (RCD) installed? Is it working?
- Are there any prohibited **gas appliances** in bedrooms or bathrooms?
- Are **smoke alarms** installed in the house? If so, are they hardwired? Are they in good working order and in good condition? Are they compliant?
- Is there a **swimming pool and/or spa pool** installed on the property? Are there any safety barriers or fences in place? Do they conform to current standards?
- Does the property have any **termite** or other pest infestations? Is there a current preventive termite treatment program in place? Was the property treated at some stage with persistent organochlorins (now banned) or other **toxic** termiticides?
- Has fill been used on the site? Is the soil contaminated by **chemical residues** or waste?
- Does the property use **cooling towers** or manufactured warm water systems? If so, what are the maintenance requirements?

## Enjoyment

---

- Does the property have any **stormwater** problems?
- Is the property in a flood **prone** area? Is the property prone to coastal flooding?
- Does the property have an on-site **wastewater treatment facility** such as a septic tank installed? If so, what are the maintenance requirements? Is it compliant?
- Is a **sewer mains connection** available?
- Are all gutters, **downpipes** and stormwater systems in good working order and in good condition?
- Is the property near **power lines**? Are there any trees on the property near power lines? Are you considering planting any trees? Do all structures and trees maintain the required clearance from any power lines?
- Are there any significant trees on the property?
- Is this property a unit on **strata or community title**? What could this mean for you? Is this property on strata or community title? Do you understand the restrictions of use and the financial obligations of ownership? Will you have to pay a previous owner's debt or the cost of planned improvements?
- Is the property close to a hotel, restaurant or other venue with entertainment consent for live music? Is the property close to any industrial or commercial activity, a busy road or airport etc that may result in the generation of **noise** or the **emission of materials or odours** into the air?
- What appliances, equipment and fittings are included in the sale of the property?
- Is there sufficient car parking space available to the property?

## Value

---

- Are there any **illegal or unapproved additions**, extensions or alterations to the buildings on the property?
- How energy **efficient** is the home, including appliances and lighting? What **energy sources** (eg electricity, gas) are available?
- Is the property connected to SA Water operated and maintained **mains water**? Is a mains water connection available? Does the property have a **recycled water** connection? What sort of water meter is located on the property (a **direct or indirect meter** – an indirect meter can be located some distance from the property)? Is the property connected to a water meter that is also serving another property?
- Are there water taps outside the building? Is there a watering system installed? Are they in good working order and in good condition?
- Does the property have **alternative sources** of water other than mains water supply (including **bore or rainwater**)? If so, are there any special maintenance requirements?

For more information on these matters visit: [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

Disclaimer: There may be other issues relevant to the purchase of real estate. If you are unable to ascertain enough information about the questions raised in this form and any other concerns you may have we strongly recommend you obtain independent advice through a building inspection, a lawyer, and a financial adviser.



Product	Register Search (CT 5026/50)
Date/Time	15/10/2025 01:10PM
Customer Reference	Kee & Ho
Order ID	20251015006170

REAL PROPERTY ACT, 1886



South Australia

The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



## Certificate of Title - Volume 5026 Folio 50

Parent Title(s) CT 4193/199

Creating Dealing(s) CONVERTED TITLE

Title Issued 03/06/1991 Edition 14 Edition Issued 21/04/2022

## Estate Type

FEE SIMPLE (UNIT)

## Registered Proprietor

TAK WEE KEE  
LEE KEUN HO  
OF 26 FULLER STREET PARKSIDE SA 5063  
AS JOINT TENANTS

## Description of Land

UNIT 6 STRATA PLAN 4968  
IN THE AREA NAMED UNDERDALE  
HUNDRED OF ADELAIDE

## Easements

NIL

## Schedule of Dealings

Dealing Number	Description
13766574	MORTGAGE TO ING BANK (AUSTRALIA) LTD. (ACN: 000 893 292)

## Notations

Dealings Affecting Title NIL

Priority Notices NIL

Notations on Plan NIL

Registrar-General's Notes NIL

Administrative Interests NIL

# Property Interest Report

Provided by Land Services SA on behalf of the South Australian Government

Title Reference	CT 5026/50	Reference No. 2720864
Registered Proprietors	T W*KEE & ANR	Prepared 15/10/2025 13:10
Address of Property	Unit 6, 280 HENLEY BEACH ROAD, UNDERDALE, SA 5032	
Local Govt. Authority	CITY OF WEST TORRENS	
Local Govt. Address	165 SIR DONALD BRADMAN DRIVE HILTON SA 5033	

This report provides information that may be used to complete a Form 1 as prescribed in the *Land and Business (Sale and Conveyancing) Act 1994*

## Table of Particulars

Particulars of mortgages, charges and prescribed encumbrances affecting the land as identified in Division 1 of the Schedule to Form 1 as described in the Regulations to the *Land and Business (Sale and Conveyancing) Act 1994*

All enquiries relating to the Regulations or the Form 1 please contact Consumer & Business Services between 8:30 am and 5:00 pm on 131 882 or via their website [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

Prescribed encumbrance	Particulars (Particulars in bold indicates further information will be provided)
------------------------	--

### 1. General

- |     |  |  |
|-----|--|--|
| 1.1 | Mortgage of land<br><br><i>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>  | Refer to the Certificate of Title  |
| 1.2 | Easement<br>(whether over the land or annexed to the land)<br><br>Note--"Easement" includes rights of way and party wall rights<br><br><i>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>   | Refer to the Certificate of Title  |
| 1.3 | Restrictive covenant<br><br><i>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>  | Refer to the Certificate of Title for details of any restrictive covenants as an encumbrance |
| 1.4 | Lease, agreement for lease, tenancy agreement or licence<br>(The information does not include information about any sublease or subtenancy. That information may be sought by the purchaser from the lessee or tenant or sublessee or subtenant.)<br><br><i>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i> | Refer to the Certificate of Title<br><br>also<br><br>Contact the vendor for these details    |
| 1.5 | Caveat   | Refer to the Certificate of Title  |
| 1.6 | Lien or notice of a lien   | Refer to the Certificate of Title  |

### 2. Aboriginal Heritage Act 1988

- |     |   |   |
|-----|---|---|
| 2.1 | section 9 - Registration in central archives of an Aboriginal site or object              | Aboriginal Affairs and Reconciliation in AGD has no registered entries for Aboriginal sites or objects affecting this title |
| 2.2 | section 24 - Directions prohibiting or restricting access to, or activities on, a site or | Aboriginal Affairs and Reconciliation in AGD has no record of any direction affecting this title                            |

an area surrounding a site

2.3 Part 3 Division 6 - Aboriginal heritage agreement

Aboriginal Affairs and Reconciliation in AGD has no record of any agreement affecting this title

also

Refer to the Certificate of Title

### 3. ***Burial and Cremation Act 2013***

3.1 section 8 - Human remains interred on land

Births, Deaths and Marriages in AGD has no record of any gravesites relating to this title

also

contact the vendor for these details

### 4. ***Crown Rates and Taxes Recovery Act 1945***

4.1 section 5 - Notice requiring payment

Crown Lands Program in DEW has no record of any notice affecting this title

### 5. ***Development Act 1993 (repealed)***

5.1 section 42 - Condition (that continues to apply) of a development authorisation

State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title

*[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]*

also

Contact the Local Government Authority for other details that might apply

5.2 section 50(1) - Requirement to vest land in a council or the Crown to be held as open space

State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title

also

Contact the Local Government Authority for other details that might apply

5.3 section 50(2) - Agreement to vest land in a council or the Crown to be held as open space

State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title

also

Contact the Local Government Authority for other details that might apply

5.4 section 55 - Order to remove or perform work

State Planning Commission in the Department for Housing and Urban Development has no record of any order or notice affecting this title

also

Contact the Local Government Authority for other details that might apply

5.5 section 56 - Notice to complete development

State Planning Commission in the Department for Housing and Urban Development has no record of any order or notice affecting this title

also

Contact the Local Government Authority for other details that might apply

5.6 section 57 - Land management agreement

Refer to the Certificate of Title

5.7 section 60 - Notice of intention by building owner

Contact the vendor for these details

5.8 section 69 - Emergency order

State Planning Commission in the Department for Housing and Urban Development has no record of any order affecting this title

also

Contact the Local Government Authority for other details that might apply

5.9 section 71 - Fire safety notice

Building Fire Safety Committee in the Department for Housing and Urban Development has no record of any notice affecting this title



- |      |  |  |
|------|--|--|
| 5.10 | section 84 - Enforcement notice                  | State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title |
|      |  | also   |
|      |  | Contact the Local Government Authority for other details that might apply  |
| 5.11 | section 85(6), 85(10) or 106 - Enforcement order | State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title |
|      |  | also   |
|      |  | Contact the Local Government Authority for other details that might apply  |
| 5.12 | Part 11 Division 2 - Proceedings                 | Contact the Local Government Authority for other details that might apply  |
|      |  | also   |
|      |  | Contact the vendor for these details   |

## 6. Repealed Act conditions

- |     |   |  |
|-----|---|--|
| 6.1 | Condition (that continues to apply) of an approval or authorisation granted under the <i>Building Act 1971</i> (repealed), the <i>City of Adelaide Development Control Act, 1976</i> (repealed), the <i>Planning Act 1982</i> (repealed) or the <i>Planning and Development Act 1967</i> (repealed) | State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title |
|     |   | also   |
|     |   | Contact the Local Government Authority for other details that might apply  |
- [Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]*

## 7. Emergency Services Funding Act 1998

- |     |                                 |  |
|-----|---------------------------------|--|
| 7.1 | section 16 - Notice to pay levy | <p><b>An Emergency Services Levy Certificate will be forwarded.</b><br/> <b>If you do not receive the certificate within four (4) working days please contact the RevenueSA Customer Contact Centre on (08) 8226 3750.</b></p> <p><b>Clients who have misplaced or not received their certificates and are RevenueSA Online users should log into RevenueSA Online and reprint their certificates</b><br/> <b><a href="http://www.revenuesaonline.sa.gov.au">www.revenuesaonline.sa.gov.au</a></b></p> |
|-----|---------------------------------|--|

## 8. Environment Protection Act 1993

- |     |   |   |
|-----|---|---|
| 8.1 | section 59 - Environment performance agreement that is registered in relation to the land   | EPA (SA) does not have any current Performance Agreements registered on this title        |
| 8.2 | section 93 - Environment protection order that is registered in relation to the land  | EPA (SA) does not have any current Environment Protection Orders registered on this title |
| 8.3 | section 93A - Environment protection order relating to cessation of activity that is registered in relation to the land                   | EPA (SA) does not have any current Orders registered on this title                        |
| 8.4 | section 99 - Clean-up order that is registered in relation to the land  | EPA (SA) does not have any current Clean-up orders registered on this title               |
| 8.5 | section 100 - Clean-up authorisation that is registered in relation to the land   | EPA (SA) does not have any current Clean-up authorisations registered on this title       |
| 8.6 | section 103H - Site contamination assessment order that is registered in relation to the land   | EPA (SA) does not have any current Orders registered on this title                        |
| 8.7 | section 103J - Site remediation order that is registered in relation to the land  | EPA (SA) does not have any current Orders registered on this title                        |
| 8.8 | section 103N - Notice of declaration of special management area in relation to the land (due to possible existence of site contamination) | EPA (SA) does not have any current Orders registered on this title                        |

8.9	section 103P - Notation of site contamination audit report in relation to the land	EPA (SA) does not have any current Orders registered on this title
8.10	section 103S - Notice of prohibition or restriction on taking water affected by site contamination in relation to the land	EPA (SA) does not have any current Orders registered on this title
<b>9.</b>	<b><i>Fences Act 1975</i></b>	
9.1	section 5 - Notice of intention to perform fencing work	Contact the vendor for these details
<b>10.</b>	<b><i>Fire and Emergency Services Act 2005</i></b>	
10.1	section 105F - (or section 56 or 83 (repealed)) - Notice to take action to prevent outbreak or spread of fire	Contact the Local Government Authority for other details that might apply Where the land is outside a council area, contact the vendor
<b>11.</b>	<b><i>Food Act 2001</i></b>	
11.1	section 44 - Improvement notice	Public Health in DHW has no record of any notice or direction affecting this title also Contact the Local Government Authority for other details that might apply
11.2	section 46 - Prohibition order	Public Health in DHW has no record of any notice or direction affecting this title also Contact the Local Government Authority for other details that might apply
<b>12.</b>	<b><i>Ground Water (Qualco-Sunlands) Control Act 2000</i></b>	
12.1	Part 6 - risk management allocation	Qualco Sunlands Ground Water Control Trust has no record of any allocation affecting this title
12.2	section 56 - Notice to pay share of Trust costs, or for unauthorised use of water, in respect of irrigated property	DEW Water Licensing has no record of any notice affecting this title
<b>13.</b>	<b><i>Heritage Places Act 1993</i></b>	
13.1	section 14(2)(b) - Registration of an object of heritage significance	Heritage Branch in DEW has no record of any registration affecting this title
13.2	section 17 or 18 - Provisional registration or registration	Heritage Branch in DEW has no record of any registration affecting this title
13.3	section 30 - Stop order	Heritage Branch in DEW has no record of any stop order affecting this title
13.4	Part 6 - Heritage agreement	Heritage Branch in DEW has no record of any agreement affecting this title also Refer to the Certificate of Title
13.5	section 38 - "No development" order	Heritage Branch in DEW has no record of any "No development" order affecting this title
<b>14.</b>	<b><i>Highways Act 1926</i></b>	
14.1	Part 2A - Establishment of control of access from any road abutting the land	Transport Assessment Section within DIT has no record of any registration affecting this title
<b>15.</b>	<b><i>Housing Improvement Act 1940 (repealed)</i></b>	
15.1	section 23 - Declaration that house is undesirable or unfit for human habitation	Contact the Local Government Authority for other details that might apply
15.2	Part 7 (rent control for substandard houses) - notice or declaration	Housing Safety Authority has no record of any notice or declaration affecting this title
<b>16.</b>	<b><i>Housing Improvement Act 2016</i></b>	

- |      |  |  |
|------|--|--|
| 16.1 | Part 3 Division 1 - Assessment, improvement or demolition orders | Housing Safety Authority has no record of any notice or declaration affecting this title |
| 16.2 | section 22 - Notice to vacate premises                           | Housing Safety Authority has no record of any notice or declaration affecting this title |
| 16.3 | section 25 - Rent control notice                                 | Housing Safety Authority has no record of any notice or declaration affecting this title |

## 17. *Land Acquisition Act 1969*

- |      |   |   |
|------|---|---|
| 17.1 | section 10 - Notice of intention to acquire | Refer to the Certificate of Title for any notice of intention to acquire<br>also<br>Contact the Local Government Authority for other details that might apply |
|------|---|---|

## 18. *Landscape South Australia Act 2019*

- |       |   |   |
|-------|---|---|
| 18.1  | section 72 - Notice to pay levy in respect of costs of regional landscape board                             | The regional landscape board has no record of any notice affecting this title   |
| 18.2  | section 78 - Notice to pay levy in respect of right to take water or taking of water                        | DEW has no record of any notice affecting this title  |
| 18.3  | section 99 - Notice to prepare an action plan for compliance with general statutory duty                    | The regional landscape board has no record of any notice affecting this title   |
| 18.4  | section 107 - Notice to rectify effects of unauthorised activity  | The regional landscape board has no record of any notice affecting this title<br>also<br>DEW has no record of any notice affecting this title   |
| 18.5  | section 108 - Notice to maintain watercourse or lake in good condition                                      | The regional landscape board has no record of any notice affecting this title   |
| 18.6  | section 109 - Notice restricting the taking of water or directing action in relation to the taking of water | DEW has no record of any notice affecting this title  |
| 18.7  | section 111 - Notice to remove or modify a dam, embankment, wall or other obstruction or object             | The regional landscape board has no record of any notice affecting this title   |
| 18.8  | section 112 - Permit (or condition of a permit) that remains in force                                       | The regional landscape board has no record of any permit (that remains in force) affecting this title<br>also<br>DEW has no record of any permit (that remains in force) affecting this title |
| 18.9  | section 120 - Notice to take remedial or other action in relation to a well                                 | DEW has no record of any notice affecting this title  |
| 18.10 | section 135 - Water resource works approval   | DEW has no record of a water resource works approval affecting this title   |
| 18.11 | section 142 - Site use approval   | DEW has no record of a site use approval affecting this title   |
| 18.12 | section 166 - Forest water licence  | DEW has no record of a forest water licence affecting this title  |
| 18.13 | section 191 - Notice of instruction as to keeping or management of animal or plant                          | The regional landscape board has no record of any notice affecting this title   |
| 18.14 | section 193 - Notice to comply with action order for the destruction or control of animals or plants        | The regional landscape board has no record of any notice affecting this title   |
| 18.15 | section 194 - Notice to pay costs of destruction or control of animals or plants on road reserve            | The regional landscape board has no record of any notice affecting this title   |
| 18.16 | section 196 - Notice requiring control or quarantine of animal or plant                                     | The regional landscape board has no record of any notice affecting this title   |
| 18.17 | section 207 - Protection order to secure compliance with specified provisions of the                        | The regional landscape board has no record of any notice affecting this title   |

## Act

- |       |  |   |
|-------|--|---|
| 18.18 | section 209 - Reparation order requiring specified action or payment to make good damage resulting from contravention of the Act | The regional landscape board has no record of any notice affecting this title |
| 18.19 | section 211 - Reparation authorisation authorising specified action to make good damage resulting from contravention of the Act  | The regional landscape board has no record of any notice affecting this title |
| 18.20 | section 215 - Orders made by ERD Court   | The regional landscape board has no record of any notice affecting this title |
| 18.21 | section 219 - Management agreements  | The regional landscape board has no record of any notice affecting this title |
| 18.22 | section 235 - Additional orders on conviction  | The regional landscape board has no record of any notice affecting this title |

**19. Land Tax Act 1936**

- |      |   |  |
|------|---|--|
| 19.1 | Notice, order or demand for payment of land tax | <p><b>A Land Tax Certificate will be forwarded.</b><br/> <b>If you do not receive the certificate within four (4) working days please contact the RevenueSA Customer Contact Centre on (08) 8226 3750.</b></p> <p>Clients who have misplaced or not received their certificates and are RevenueSA Online users should log into RevenueSA Online and reprint their certificates<br/> <a href="http://www.revenuesaonline.sa.gov.au">www.revenuesaonline.sa.gov.au</a></p> |
|------|---|--|

**20. Local Government Act 1934 (repealed)**

- |      |   |   |
|------|---|---|
| 20.1 | Notice, order, declaration, charge, claim or demand given or made under the Act | Contact the Local Government Authority for other details that might apply |
|------|---|---|

**21. Local Government Act 1999**

- |      |   |   |
|------|---|---|
| 21.1 | Notice, order, declaration, charge, claim or demand given or made under the Act | Contact the Local Government Authority for other details that might apply |
|------|---|---|

**22. Local Nuisance and Litter Control Act 2016**

- |      |  |   |
|------|--|---|
| 22.1 | section 30 - Nuisance or litter abatement notice | Contact the Local Government Authority for other details that might apply |
|------|--|---|

**23. Metropolitan Adelaide Road Widening Plan Act 1972**

- |      |  |  |
|------|--|--|
| 23.1 | section 6 - Restriction on building work | <b>Transport Assessment Section within DIT will respond with details that may be relevant to this item</b> |
|------|--|--|

**24. Mining Act 1971**

- |      |   |   |
|------|---|---|
| 24.1 | Mineral tenement (other than an exploration licence)  | Mineral Tenements in the Department of Energy and Mining has no record of any proclamation affecting this title |
| 24.2 | section 9AA - Notice, agreement or order to waive exemption from authorised operations            | Contact the vendor for these details  |
| 24.3 | section 56T(1) - Consent to a change in authorised operations                                     | Contact the vendor for these details  |
| 24.4 | section 58(a) - Agreement authorising tenement holder to enter land                               | Contact the vendor for these details  |
| 24.5 | section 58A - Notice of intention to commence authorised operations or apply for lease or licence | Contact the vendor for these details  |
| 24.6 | section 61 - Agreement or order to pay compensation for authorised operations                     | Contact the vendor for these details  |
| 24.7 | section 75(1) - Consent relating to extractive minerals   | Contact the vendor for these details  |
| 24.8 | section 82(1) - Deemed consent or agreement   | Contact the vendor for these details  |

- |      |   |   |
|------|---|---|
| 24.9 | Proclamation with respect to a private mine | Mineral Tenements in the Department of Energy and Mining has no record of any proclamation affecting this title |
|------|---|---|

## 25. *Native Vegetation Act 1991*

- |      |  |  |
|------|--|--|
| 25.1 | Part 4 Division 1 - Heritage agreement   | DEW Native Vegetation has no record of any agreement affecting this title<br><br>also<br><br>Refer to the Certificate of Title |
| 25.2 | section 25C - Conditions of approval regarding achievement of environmental benefit by accredited third party provider | DEW Native Vegetation has no record of any agreement affecting this title<br><br>also<br><br>Refer to the Certificate of Title |
| 25.3 | section 25D - Management agreement   | DEW Native Vegetation has no record of any agreement affecting this title<br><br>also<br><br>Refer to the Certificate of Title |
| 25.4 | Part 5 Division 1 - Refusal to grant consent, or condition of a consent, to clear native vegetation                    | DEW Native Vegetation has no record of any refusal or condition affecting this title   |

## 26. *Natural Resources Management Act 2004 (repealed)*

- |       |  |  |
|-------|--|--|
| 26.1  | section 97 - Notice to pay levy in respect of costs of regional NRM board  | The regional landscape board has no record of any notice affecting this title        |
| 26.2  | section 123 - Notice to prepare an action plan for compliance with general statutory duty  | The regional landscape board has no record of any notice affecting this title        |
| 26.3  | section 134 - Notice to remove or modify a dam, embankment, wall or other obstruction or object                                  | The regional landscape board has no record of any notice affecting this title        |
| 26.4  | section 135 - Condition (that remains in force) of a permit  | The regional landscape board has no record of any notice affecting this title        |
| 26.5  | section 181 - Notice of instruction as to keeping or management of animal or plant   | The regional landscape board has no record of any notice affecting this title        |
| 26.6  | section 183 - Notice to prepare an action plan for the destruction or control of animals or plants                               | The regional landscape board has no record of any notice affecting this title        |
| 26.7  | section 185 - Notice to pay costs of destruction or control of animals or plants on road reserve                                 | The regional landscape board has no record of any notice affecting this title        |
| 26.8  | section 187 - Notice requiring control or quarantine of animal or plant  | The regional landscape board has no record of any notice affecting this title        |
| 26.9  | section 193 - Protection order to secure compliance with specified provisions of the Act   | The regional landscape board has no record of any order affecting this title         |
| 26.10 | section 195 - Reparation order requiring specified action or payment to make good damage resulting from contravention of the Act | The regional landscape board has no record of any order affecting this title         |
| 26.11 | section 197 - Reparation authorisation authorising specified action to make good damage resulting from contravention of the Act  | The regional landscape board has no record of any authorisation affecting this title |

## 27. *Outback Communities (Administration and Management) Act 2009*

- |      |   |  |
|------|---|--|
| 27.1 | section 21 - Notice of levy or contribution payable | Outback Communities Authority has no record affecting this title |
|------|---|--|

**28.      *Phylloxera and Grape Industry Act 1995***

- 28.1      section 23(1) - Notice of contribution payable      The Phylloxera and Grape Industry Board of South Australia has no vineyard registered against this title. However all properties with greater than 0.5 hectares of planted vines are required to be registered with the board

**29.      *Planning, Development and Infrastructure Act 2016***

- 29.1      Part 5 - Planning and Design Code  
*[ Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]*      Contact the Local Government Authority for the title or other brief description of the zone or subzone in which the land is situated.  
also  
Heritage Branch in DEW has no record of a State Heritage Area created prior to 15 January 1994 under the former South Australian Heritage Act 1978 affecting this title  
also  
For details of this item, including State Heritage Areas which have been authorised or put under interim effect since 15 January 1994, contact the Local Government Authority  
also  
Contact the Local Government Authority for other details that might apply to a place of local heritage value  
also  
For details of declared significant trees affecting this title, contact the Local Government Authority  
also  
The Planning and Design Code (the Code) is a statutory instrument under the *Planning, Development and Infrastructure Act 2016* for the purposes of development assessment and related matters within South Australia. The Code contains the planning rules and policies that guide what can be developed in South Australia. Planning authorities use these planning rules to assess development applications. To search and view details of proposed statewide code amendments or code amendments within a local government area, please search the code amendment register on the SA Planning Portal:  
[https://plan.sa.gov.au/have\\_your\\_say/code-amendments/code\\_amendment\\_register](https://plan.sa.gov.au/have_your_say/code-amendments/code_amendment_register)  
or phone PlanSA on 1800 752 664.
- 29.2      section 127 - Condition (that continues to apply) of a development authorisation  
*[ Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]*      State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title  
also  
Contact the Local Government Authority for other details that might apply
- 29.3      section 139 - Notice of proposed work and notice may require access      Contact the vendor for these details
- 29.4      section 140 - Notice requesting access      Contact the vendor for these details
- 29.5      section 141 - Order to remove or perform work      State Planning Commission in the Department for Housing and Urban Development has no record of any order or notice affecting this title  
also  
Contact the Local Government Authority for other details that might apply
- 29.6      section 142 - Notice to complete development      State Planning Commission in the Department for Housing and Urban Development has no record of any order or notice affecting this title  
also  
Contact the Local Government Authority for other details that might apply
- 29.7      section 155 - Emergency order      State Planning Commission in the Department for Housing and Urban Development

has no record of any order or notice affecting this title

also

Contact the Local Government Authority for other details that might apply

29.8 section 157 - Fire safety notice

Building Fire Safety Committee in the Department for Housing and Urban Development has no record of any order or notice affecting this title

also

Contact the Local Government Authority for other details that might apply

29.9 section 192 or 193 - Land management agreement

Refer to the Certificate of Title

29.10 section 198(1) - Requirement to vest land in a council or the Crown to be held as open space

State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title

also

Contact the Local Government Authority for other details that might apply

29.11 section 198(2) - Agreement to vest land in a council or the Crown to be held as open space

State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title

also

Contact the Local Government Authority for other details that might apply

29.12 Part 16 Division 1 - Proceedings

Contact the Local Government Authority for details relevant to this item

also

Contact the vendor for other details that might apply

29.13 section 213 - Enforcement notice

State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title

also

Contact the Local Government Authority for other details that might apply

29.14 section 214(6), 214(10) or 222 - Enforcement order

Contact the Local Government Authority for details relevant to this item

also

State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title

### 30. *Plant Health Act 2009*

30.1 section 8 or 9 - Notice or order concerning pests

Plant Health in PIRSA has no record of any notice or order affecting this title

### 31. *Public and Environmental Health Act 1987 (repealed)*

31.1 Part 3 - Notice

Public Health in DHW has no record of any notice or direction affecting this title

also

Contact the Local Government Authority for other details that might apply

31.2 *Public and Environmental Health (Waste Control) Regulations 2010 (or 1995)* (revoked) Part 2 - Condition (that continues to apply) of an approval

Public Health in DHW has no record of any condition affecting this title

also

Contact the Local Government Authority for other details that might apply

31.3 *Public and Environmental Health (Waste Control) Regulations 2010* (revoked) regulation 19 - Maintenance order (that has not been complied with)

Public Health in DHW has no record of any order affecting this title

also

Contact the Local Government Authority for other details that might apply

**32. South Australian Public Health Act 2011**

- 32.1 section 66 - Direction or requirement to avert spread of disease Public Health in DHW has no record of any direction or requirement affecting this title
- 32.2 section 92 - Notice Public Health in DHW has no record of any notice affecting this title  
also  
Contact the Local Government Authority for other details that might apply
- 32.3 *South Australian Public Health (Wastewater) Regulations 2013* Part 4 - Condition (that continues to apply) of an approval Public Health in DHW has no record of any condition affecting this title  
also  
Contact the Local Government Authority for other details that might apply

**33. Upper South East Dryland Salinity and Flood Management Act 2002 (expired)**

- 33.1 section 23 - Notice of contribution payable DEW has no record of any notice affecting this title

**34. Water Industry Act 2012**

- 34.1 Notice or order under the Act requiring payment of charges or other amounts or making other requirement **An SA Water Certificate will be forwarded.  
If you do not receive the certificate please contact the SA Water Customer Contact Centre on 1300 650 950**  
also  
The Office of the Technical Regulator in DEM has no record of any notice or order affecting this title  
also  
Lightsview Re-Water Supply Co Pty Ltd has no record of any notice or order affecting this title.  
also  
Robusto Investments Pty. Ltd. trading as Compass Springs has no current record of any notice or order affecting this title.  
also  
Alano Utilities Pty. Ltd. has no record of any notice or order affecting this title.

**35. Water Resources Act 1997 (repealed)**

- 35.1 section 18 - Condition (that remains in force) of a permit DEW has no record of any condition affecting this title
- 35.2 section 125 (or a corresponding previous enactment) - Notice to pay levy DEW has no record of any notice affecting this title

**36. Other charges**

- 36.1 Charge of any kind affecting the land (not included in another item) Refer to the Certificate of Title  
also  
Contact the vendor for these details  
also  
Contact the Local Government Authority for other details that might apply



## Other Particulars

Other particulars as identified in Division 2 of the Schedule to Form 1 as described in the *Regulations to the Land and Business (Sale and Conveyancing) Act 1994*

- |     |   |   |
|-----|---|---|
| 1.  | Particulars of transactions in last 12 months                                   | Contact the vendor for these details  |
| 2.  | Particulars relating to community lot (including strata lot) or development lot | Enquire directly to the Secretary or Manager of the Community Corporation   |
| 3.  | Particulars relating to strata unit   | Enquire directly to the Secretary or Manager of the Strata Corporation  |
| 4.  | Particulars of building indemnity insurance                                     | Contact the vendor for these details<br>also<br>Contact the Local Government Authority  |
| 5.  | Particulars relating to asbestos at workplaces                                  | Contact the vendor for these details  |
| 6.  | Particulars relating to aluminium composite panels                              | Please note that the audit is limited to classes of buildings, and that this note does not confirm the presence or absence of Aluminium Composite Panelling. Contact the vendor for relevant details.                               |
| 7.  | Particulars relating to court or tribunal process                               | Contact the vendor for these details  |
| 8.  | Particulars relating to land irrigated or drained under Irrigation Acts         | SA Water will arrange for a response to this item where applicable  |
| 9.  | Particulars relating to environment protection                                  | Contact the vendor for details of item 2<br>also<br>EPA (SA) has no record of any particulars relating to items 3, 4 or 5 affecting this title<br>also<br>Contact the Local Government Authority for information relating to item 6 |
| 10. | Particulars relating to <i>Livestock Act, 1997</i>                              | Animal Health in PIRSA has no record of any notice or order affecting this title  |

## Additional Information

The following additional information is provided for your information only.  
These items are not prescribed encumbrances or other particulars prescribed under the Act.

- |     |  |  |
|-----|--|--|
| 1.  | Pipeline Authority of S.A. Easement  | Epic Energy has no record of a Pipeline Authority Easement relating to this title  |
| 2.  | State Planning Commission refusal  | No recorded State Planning Commission refusal  |
| 3.  | SA Power Networks  | SA Power Networks has no interest other than that recorded on the attached notice or registered on the Certificate of Title                      |
| 4.  | South East Australia Gas Pty Ltd   | SEA Gas has no current record of a high pressure gas transmission pipeline traversing this property  |
| 5.  | Central Irrigation Trust   | Central Irrigation Trust has no current records of any infrastructure or Water Delivery Rights associated to this title.                         |
| 6.  | ElectraNet Transmission Services   | ElectraNet has no current record of a high voltage transmission line traversing this property  |
| 7.  | Outback Communities Authority  | Outback Communities Authority has no record affecting this title   |
| 8.  | Dog Fence ( <i>Dog Fence Act 1946</i> )                                      | This title falls outside the Dog Fence rateable area. Accordingly, the Dog Fence Board holds no current interest in relation to Dog Fence rates. |
| 9.  | Pastoral Board ( <i>Pastoral Land Management and Conservation Act 1989</i> ) | The Pastoral Board has no current interest in this title   |
| 10. | Heritage Branch DEW ( <i>Heritage Places Act 1993</i> )                      | Heritage Branch in DEW has no record of any World, Commonwealth or National Heritage interest affecting this title                               |
| 11. | Health Protection Programs – Department for Health and Wellbeing             | Health Protection Programs in the DHW has no record of a public health issue that currently applies to this title.                               |

## Notices

Notices are printed under arrangement with organisations having some potential interest in the subject land. You should contact the identified party for further details.

### **Electricity and Telecommunications Infrastructure - Building Restrictions and Statutory Easements (including those related to gas, water and sewage)**

#### Building restrictions

It is an offence under section 86 of the *Electricity Act 1996* to erect a building or structure within a prescribed distance of aerial or underground powerlines. In some, but not all, cases approval may be obtained from the Technical Regulator. Generally, however, land owners must not build, or alter a building or structure, with the result that any part of the resulting building or structure is within the minimum clearance distance required from certain types of powerlines. These building limitations are set out in the *Electricity (General) Regulations 2012* regulations 81 and 82. Purchasers intending to redevelop the property to be purchased should therefore be aware that the restrictions under the *Electricity Act* and *Regulations* may affect how, or if, they are able to redevelop the property.

In addition, if a building or structure is erected in proximity to a powerline of an electricity entity in contravention of the *Electricity Act*, the entity may seek a court order:

- a) requiring the person to take specified action to remove or modify the building or structure within a specified period;
- b) for compensation from the person for loss or damage suffered in consequence of the contravention; and/or
- c) for costs reasonably incurred by the entity in relocating the powerline or carrying out other work.

Contact the Office of the Technical Regulator in DEM on 8226 5500 for further details.

#### Statutory easements

Statutory easements for purposes such as (and without limitation) electricity, telecommunications, gas, water and sewage, may also exist, but may not be registered or defined on the title for the land.

Separate from the above building restrictions, South Australia's electricity supply and transmission businesses have statutory easements over land where part of the electricity distribution or transmission system was on, above or under the land as at particular dates specified by legislation.

This notice does not necessarily imply that any statutory or other easement exists.

However, where in existence, statutory easements may provide these organisations and businesses (identified in the relevant legislation) with the right of entry, at any reasonable time, to operate, repair, examine, replace, modify or maintain their equipment, to bring any vehicles or equipment on the land for these purposes, and to install, operate and carry out work on any pipelines, electricity or telecommunications cables or equipment that may be incorporated in, or attached to, their equipment ( For example, see Clause 2 of Schedule 1 of the *Electricity Corporations (Restructuring and Disposal) Act 1999*; section 48A of the *Electricity Act 1996*).

For further clarification on these matters, please contact the relevant organisations or businesses, such as SA Power Networks' Easements Branch on telephone 8404 5897 or 8404 5894.

If you intend to excavate, develop or subdivide land, it is suggested that you first lodge a 'Dial Before you Dig' enquiry. Dial Before You Dig is a free referral service that provides information on the location of underground infrastructure. Using the Dial Before you Dig service (<https://1100.com.au>) may mitigate the risk of injury or expense resulting from inadvertent interference with, damage to, or requirement to relocate infrastructure.

#### ***Land Tax Act 1936 and Regulations thereunder***

Agents should note that the current owner will remain liable for any additional charge accruing due before the date of this certificate which may be assessed on the land and also that the purchaser is only protected in respect of the tax for the financial year for which this certificate is issued. If the change of ownership will not occur on or before the 30th June, another certificate should be sought in respect of the next financial year or requests for certificate should not be made until after 30th June.

#### ***Animal and Plant Control (Agriculture Protection and other purposes) Act 1986 and Regulations***

Agents should note that this legislation imposes a responsibility on a landholder to control and keep controlled proclaimed plants and particular classes of animals on a property.

Information should be obtained from:

- The vendor about the known presence of proclaimed plants or animals on the property including details which the vendor can obtain from records held by the local animal and plant control board
- The local animal and plant control board or the Animal and Plant Control Commission on the policies and priorities relating to the control of any serious proclaimed plants or animals in the area where the property is located.

#### ***Landscape South Australia 2019***

Water Resources Management - Taking of underground water

Under the provisions of the *Landscape South Australia Act 2019*, if you intend to utilise underground water on the land subject to this enquiry the following apply:

- A well construction permit accompanied by the prescribed fee is required if a well/bore exceeding 2.5 meters is to be constructed. As the prescribed fee is subject to annual review, you should visit the webpage below to confirm the current fee
- A licensed well driller is required to undertake all work on any well/bore
- Work on all wells/bores is to be undertaken in accordance with the *General specification for well drilling operations affecting water in South Australia*.

Further information may be obtained by visiting <https://www.environment.sa.gov.au/licences-and-permits/water-licence-and-permit-forms>. Alternatively, you may contact the Department for Environment and Water on (08) 8735 1134 or email [DEWwaterlicensing@sa.gov.au](mailto:DEWwaterlicensing@sa.gov.au).

To: T Salvati  
REGISTERED CONVEYANCER  
297 The Pde  
BEULAH PARK SA 5067

Certificate Date: 16 October 2025

## PROPERTY INFORMATION AND PARTICULARS

in response to an enquiry pursuant to Section 7 of the  
LAND AND BUSINESS (SALE & CONVEYANCING) ACT, 1994

### DETAILS OF PROPERTY REFERRED TO:

Rates Assessment No	:	104018
Valuer General No	:	2118394606
Owner	:	Tak Wee Kee and Lee Keun Ho
Property Address	:	6/280 Henley Beach Road UNDERDALE SA 5032
Volume / Folio	:	CT-5026/50
Lot / Plan Number	:	S4968 Unit 6
Ward	:	Thebarton

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Listed hereafter are the MORTGAGES, CHARGES AND PRESCRIBED ENCUMBRANCES, of SCHEDULE 1, Division 1 to which Council must respond according to TABLE 1, SCHEDULE 2, of the REGULATIONS UNDER THE LAND AND BUSINESS (SALE AND CONVEYANCING) ACT 1994.

In addition, Building Indemnity Insurance and Particulars of Environment Protection details are given, if applicable, pursuant to SCHEDULE 1, Division 2 of the REGULATIONS UNDER THE LAND AND BUSINESS (SALE AND CONVEYANCING) ACT, 1994.

The information provided indicates whether any prescribed encumbrances exist on the land, which has been placed / imposed by, or is for the benefit of Council.

All of the prescribed encumbrances listed herein are answered solely in respect to a statutory function or registered interest of the Council, and do not infer any response to an enquiry on behalf of other persons or authorities.

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**Development Act 1993 (Repealed)**

## Part 3—Development Plan

Title or other brief description of zone or policy area in which the land is situated (as shown in the Development Plan):

Is the land situated in a designated State Heritage Area? **N/A**

Is the land designated as a place of local heritage value? **N/A**

Is there a current Code Amendment released for public consultation by a private proponent on which consultation is continuing or on which consultation has ended but whose proposed amendment has not yet come into operation? **NO**

Is there a current Development Plan Amendment released for public consultation by the Minister on which consultation is continuing or on which consultation has ended but whose proposed amendment has not yet come into operation? **N/A**

Pursuant to the provisions of the REGULATIONS UNDER THE LAND AND BUSINESS (SALES AND CONVEYANCING) ACT, 1994, Council hereby provides the following information in response to your enquiries:

5.1 section 42 - Condition (that continues to apply) of a development authorisation: **NO**

**Repealed Act conditions**

6.1 Condition (that continues to apply) of an approval or authorisation granted under the *Building Act 1971* (repealed), the *City of Adelaide Development Control Act 1976* (repealed), the *Planning Act 1982* (repealed) or the *Planning and Development Act 1966* (repealed) **NO**

10.1 section 105F (or section 56 or 83 (repealed Fire Emergency Services Act 2005) - Notice to take action to prevent outbreak or spread of fire **NO**

11.1 Food Act 2001 section 44 - Improvement notice **NO**

11.2 Food Act 2001 section 46 – Prohibition order **NO**

15.1 Housing Improvement Act 1940 (repealed) section 23 – Declaration that house is undesirable or unfit for human habitation **NO**

15.2 Part 7 (rent control for substandard houses) – Notice of declaration **NO**

20.1 Local Government Act 1934 (repealed) Notice, order, declaration, charge, claim or demand given or made under the Act **NO**

21.1 Local Government Act 1999 Notice, order, declaration, charge, claim or demand given or made under the Act **NO**

22.	Local Nuisance and Litter Control Act 2016	
22.1	section 30 – Nuisance or litter abatement notice	NO
29.	Planning, Development and Infrastructure Act 2016	
29.1	Part 5 - Planning and Design Code Title or other brief description of zone, subzone and overlay in which the land is situated (as shown in the Planning and Design Code): Refer to attached Plan SA Section 7 Data Extract  Is there a State heritage place on the land or is the land situated in a State heritage area? <i>Refer to Plan SA Section 7 Report attached</i>  Is the land designed as a local heritage place? <i>Refer to Plan SA Section 7 Report attached</i>  Is there a tree or stand of trees declared in Part 10 of the Planning and Design Code to be a significant tree or trees on the land?	NO
	Is there a current amendment to the Planning and Design Code released for public consultation by a designated entity on which consultation is continuing or on which consultation has ended but whose proposed amendment has not yet come into operation?	YES
	<b>Accommodation Diversity Code Amendment</b> <b>Assessment Improvements Code Amendment</b>  Note- For further information about the Planning and Design Code visit <a href="https://code.plan.sa.gov.au/">https://code.plan.sa.gov.au/</a>	
29.2	section 127 - Condition (that continues to apply) of a development authorisation Refer to attached Plan SA Section 7 Data Extract	
29.3	section 139 - Notice of proposed work and notice may require access	
29.4	section 140 - Notice requesting access	
29.5	section 141 - Order to remove or perform work	NO
29.6	section 142 - Notice to complete development	NO
29.7	section 155 - Emergency order	NO
29.8	section 157 - Fire safety notice	NO

29.9	section 192 or 193 - Land management agreement	NO
29.10	section 198(1) - Requirement to vest land in a council or the Crown to be held as open space	NO
29.11	section 198(2) - Agreement to vest land in a council or the Crown to be held as open space	NO
29.12	Part 16 Division 1 - Proceedings	NO
29.13	section 213 - Enforcement notice	NO
29.14	section 214(6), 214(10) or 222 - Enforcement order	NO
31. 31.1	<b>Public and Environmental Health Act 1987 (repealed)</b> Part 3 - Notice	NO
31.2	Public and Environmental Health (Waste Control) Regulations 2010 (or 1995) (revoked) Part 2 - Condition (that continues to apply) of an approval	NO
31.3	Public and Environmental Health (Waste Control) Regulations 2010 (revoked) regulation 19 - Maintenance order (that has not been complied with)	NO
32. 32.2	South Australian Public Health Act 2011 section 92 - Notice	NO
32.3	South Australian Public Health (Wastewater) Regulations 2013 Part 4 – Condition (that continues to apply) of an approval	NO

## PLEASE NOTE:

Only that information that is required to be provided has been given and that information should not be taken as a representation as to whether or not any other charges or encumbrances affect the subject land.

This statement is made the 16 October 2025

A handwritten signature in black ink, appearing to read 'Brett Mikan', with a stylized, sweeping underline.

**Brett Mikan**  
**Development Support Officer**



## FURTHER INFORMATION HELD BY COUNCILS

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Does the council hold details of any development approvals relating to—  
(a) commercial or industrial activity at the land; or  
(b) a change in the use of the land or part of the land (within the meaning of the Development Act 1993)?

NO

**Note-**

*The question relates to information that the Council for the area in which the land is situated may hold. If the Council answers "YES" to the question, it will provide a description of the nature of each development approved in respect of the land. The purchaser may then obtain further details from the Council (on payment of any fee fixed by the Council).*

*However, it is expected that the ability to supply further details will vary considerably between councils.*

*A "YES" answer to paragraph (a) of the question may indicate that a **potentially contaminating activity** has taken place at the land (see sections 103C and 103H of the Environment Protection Act 1993) and that assessments or remediation of the land may be required at some future time. It should be noted that-*

- The approval of development by a council does not necessarily mean that the development has taken place;*
  - The Council will not necessarily be able to provide a complete history of all such development that has taken place at the land.*
-

## PARTICULARS OF BUILDING INDEMNITY INSURANCE

**Note:** Building Indemnity Insurance is not required for:

- a) domestic building work for which approval under the Development Act 1993 or the repealed Building Act 1971 is or was not required for; or
- b) minor domestic building work (see section 3 of the *Building Work Contractors Act 1995*); or
- c) domestic building work commenced before 1 May 1987.
- d) building work in respect of which an exemption from the application of Division 3 of Part 5 of the *Building Work Contractors Act 1995* applies under the *Building Work Contractors Regulations 1996*; or
- e) building work in respect of which an exemption from the application of Division 3 of Part 5 of the *Building Work Contractors Act 1995* has been granted under section 45 of that Act.

**NO**

## ADVISORY NOTES

### Flood Prone Areas

There are a number of rivers and creeks in the City of West Torrens including the River Torrens and Brown Hill Keswick Creek. Some properties in the City of West Torrens are located in flood prone areas. The City of West Torrens publishes information on known flooding hazards on its website:

<https://www.westtorrens.sa.gov.au/Building-and-Planning/Buying-a-property/Building-in-flood-prone-areas>

Flood hazards are also mapped in the Planning and Design Code. The Code can be viewed on the Department of Planning, Transport and Infrastructure's website:

<https://plan.sa.gov.au>  
<https://sappa.plan.sa.gov.au/>

Further information is available from the City of West Torrens City Assets department on 8416 6333.

### Heritage and Contributory items

Heritage and contributory items are mapped in the South Australian Planning and Property Atlas. The Development Plan can be viewed on the Department of Planning, Transport and Infrastructure's website:

<https://sappa.plan.sa.gov.au/>

Further information is available from the City of West Torrens City Development department on 8416 6333.

### Areas Affected by Aircraft Noise

The Adelaide Airport is located within the City of West Torrens. Most operations at the Airport are international and domestic regular passenger services using medium to large aircraft.

Some properties within the City of West Torrens may be subject to overflight and aircraft noise from Adelaide Airport. Residents or business proprietors are advised that living or working in the vicinity of the Adelaide Airport may result in noise from the Airport operations and that individual sensitivity can vary from person to person.

Information about development and aircraft noise can be found on the City of West Torrens website:

<https://www.westtorrens.sa.gov.au/Building-and-Planning/Buying-a-property/Aircraft-noise-considerations-for-building-or-developing>

The Australian Noise Exposure Forecast (ANEF) can be viewed on the City of West Torrens online mapping tool called West Maps Public on its website:

<https://maps.wtcc.sa.gov.au/mapviewer/>

The following information from other organisations may be useful:

Internet link	Organisation
<a href="https://www.adelaideairport.com.au/corporate/community/adelaide-airport-master-plan/">https://www.adelaideairport.com.au/corporate/community/adelaide-airport-master-plan/</a>	Adelaide Airport Master Plan - Document identifying future anticipated operations which Includes maps of flight paths, noise metrics and explanation of the noise forecast system.
<a href="https://infrastructure.gov.au/aviation/environmental/aircraft-noise/index.aspx">https://infrastructure.gov.au/aviation/environmental/aircraft-noise/index.aspx</a>	Australian Government Federal Agency - Aircraft noise and complaints information
<a href="http://aircraftnoise.com.au/">http://aircraftnoise.com.au/</a>	Airservices Australia and Australian Airports Association initiative - information on aircraft noise, its management, and what you can do to reduce its impact.
<a href="http://www.airservicesaustralia.com/aircraftnoise/">http://www.airservicesaustralia.com/aircraftnoise/</a>	Australian Government Airservices Australia  Information on aircraft noise, its management, upcoming operations at different airports around Australia, links to things to consider on airplane noise when purchasing a house, and fact sheets
<a href="https://www.aviationcomplaints.gov.au/">https://www.aviationcomplaints.gov.au/</a>	Australian Government site for aviation complaints.
<a href="http://www.ano.gov.au/">http://www.ano.gov.au/</a>	Federal Aircraft Noise Ombudsman office - Investigates handling of Airservices Australia and Defence's complaints, community consultation processes and presentation of noise information.

Enquiries relating to this matter should be directed to City of West Torrens City Development department on 8416 6333.

## Smoke Alarms in Dwellings

Regulation 95 of the *Planning, Development and Infrastructure (General) Regulations 2017* requires all dwellings to be fitted with a self-contained smoke alarm.

Should an existing building that is captured by regulation 95 be transferred, a smoke alarm(s) **shall be installed within six months from the day of transfer** and shall comply with AS3786. That is, the smoke alarms(s) **shall be hardwired through the electricity mains or powered by 10 year life non replaceable, non-removable permanently connected batteries.**

If a smoke alarm(s) is/are not installed, the owner of the dwelling is guilty of an offence which carries a maximum penalty of \$750.00.

The following information from other organisations may be useful:

Internet link	Organisation
<a href="https://www.sa.gov.au/topics/planning-and-property/owning-a-property/smoke-alarms">https://www.sa.gov.au/topics/planning-and-property/owning-a-property/smoke-alarms</a>	Department of Planning, Transport and Infrastructure - Owning a property - Smoke alarms
<a href="https://www.mfs.sa.gov.au/community-safety/home-fire-and-life-safety-fact-sheets/smoke-alarms/">https://www.mfs.sa.gov.au/community-safety/home-fire-and-life-safety-fact-sheets/smoke-alarms/</a>	South Australian Metropolitan Fire Service - Smoke Alarms - What you Need to Know

Any enquiries relating to this matter should be directed to City of West Torrens City Development department on 8416 6333 or the South Australian Metropolitan Fire Service on 8204 3611.

**LOCAL GOVERNMENT RATES SEARCH**

Civic Centre  
165 Sir Donald Bradman Drive  
Hilton, SA 5033  
Tel: 08 8416 6333  
Email: [info@wtcc.sa.gov.au](mailto:info@wtcc.sa.gov.au)  
SMS: 0429 205 943  
Web: [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)



16 October 2025

**TO:** T Salvati  
REGISTERED CONVEYANCER  
297 The Pde  
BEULAH PARK SA 5067

**DETAILS OF PROPERTY REFERRED TO:**

RATES ASSESSMENT NO : 10401 8  
VALUER GENERAL NO : 2118394606  
OWNER : Tak Wee Kee and Lee Keun Ho  
PROPERTY ADDRESS : 6/280 Henley Beach Road, UNDERDALE SA 5032  
VOLUME/FOLIO : CT-5026/50  
LOT/PLAN NUMBER : S4968 Unit 6  
WARD : Thebarton

Pursuant to Section 187 of the Local Government Act 1999, I certify that the following amounts are due and payable in respect of, and are a charge against the above property.

Rates and fines in arrears	.00
Interest on Arrears charged in current financial year	0.00

Rates for current 2025/2026 financial year	1,224.15
--	----------

The rates are payable in four equal (or approximately equal) instalments payable in the months of September, December, March and June of the financial year that the rates are declared. The current year's rates fall due on **September 1, 2025; December 1, 2025; March 2, 2026 and June 1, 2026.**

Fines and interest will be added as provided by the Local Government Act 1999, as amended.

Less rebates	0.00
Fines (current)	0.00
Legal fees (current)	0.00
Less current year's payments	-306.15
Overpayment	0.00
Refunds	0.00

Balance - Rates Due and payable	918.00
Sundry Property Debts	0.00

**TOTAL BALANCE****918.00**
**AUTHORISED OFFICER**

This statement is made on the 16 October, 2025

**Payment Methods****BPAY**

Biller Code: 88567  
Reference: 104018

**Credit Card**

Payments can be made online at [westtorrens.sa.gov.au/online services](http://westtorrens.sa.gov.au/online services)  
or phone 08 84166333 (during business hours).

**LOCAL GOVERNMENT RATES SEARCH**

Civic Centre  
165 Sir Donald Bradman Drive  
Hilton, SA 5033  
Tel: 08 8416 6333  
Email: info@wtcc.sa.gov.au  
SMS: 0429 205 943  
Web: westtorrens.sa.gov.au

**NOTIFICATION OF CHANGE OF OWNERSHIP**

16 October 2025

**Vendor/Purchaser or representative of same to complete and return to:**

CITY OF WEST TORRENS  
165 SIR DONALD BRADMAN DRIVE  
HILTON SA 5033

Telephone (08) 8416 6333  
Email info@wtcc.sa.gov.au

**Notification of change of owner in respect of:**  
Tak Wee Kee and Lee Keun Ho

**for the property at:**  
**6/280 Henley Beach Road, UNDERDALE SA 5032**  
**title reference;**  
CT-5026/50

**Please remove the aforementioned names from the Assessment Book referenced to:**

**Rates Assessment No** : 10401 8  
**Valuer General No** : 2118394606

**and replace with the following new ownership details:**  
(please list all names IN FULL)

SURNAME or COMPANY NAME	GIVEN NAMES	TITLE (Mr, Mrs, Ms, Dr etc.)	SIGNATURE

**The new owner/s address for issue of rate notices is:****New details provided by (strike out if not applicable):**

T Salvati  
REGISTERED CONVEYANCER  
297 The Pde  
BEULAH PARK SA 5067

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Please refer attachment for changes of ownership form. This certificate is only valid as at the date of printing (16/10/2025)

## Data Extract for Section 7 search purposes

Valuation ID 2118394606

**Data Extract Date:** 16/10/2025

### Important Information

*This Data Extract contains information that has been input into the Development Application Processing (DAP) system by either the applicant or relevant authority for the development for which approval was sought under the Planning, Development and Infrastructure Act 2016. The Department for Housing and Urban Development does not make any guarantees as to the completeness, reliability or accuracy of the information contained within this Data Extract and councils should verify or confirm the accuracy of the information in the Data Extract in meeting their obligations under the Land and Business (Sale and Conveyancing) Act 1994.*

**Parcel ID:** S4968 UN6

**Certificate Title:** CT5026/50

**Property Address:** UNIT 6 280 HENLEY BEACH RD UNDERDALE SA 5032

**Zones**

Housing Diversity Neighbourhood (HDN)

**Subzones**

No

**Zoning overlays**

Overlays

**Aircraft Noise Exposure (ANEF 20)**

The Aircraft Noise Exposure Overlay seeks to ensure development sensitive to aircraft noise is designed to minimise noise intrusion and provide appropriate interior acoustic amenity.

**Airport Building Heights (Regulated) (All structures over 15 metres)**

The Airport Building Heights (Regulated) Overlay seeks to ensure building height does not pose a hazard to the operation and safety requirements of commercial and military airfields.

**Advertising Near Signalised Intersections**

The Advertising Near Signalised Intersections Overlay seeks to ensure advertising near signalised intersections does not pose an unacceptable risk to pedestrian or road safety.

**Affordable Housing**

The Affordable Housing Overlay seeks to ensure the integration of a range of affordable dwelling types into residential and mixed use development.

**Building Near Airfields**



The Building Near Airfields Overlay seeks to ensure development does not pose a hazard to the operational and safety requirements of commercial and military airfields.

#### **Future Road Widening**

The Future Road Widening Overlay seeks to ensure development will not compromise efficient delivery of future road widening requirements.

#### **Hazards (Flooding - Evidence Required)**

The Hazards (Flooding - Evidence Required) Overlay adopts a precautionary approach to mitigate potential impacts of potential flood risk through appropriate siting and design of development.

#### **Prescribed Wells Area**

The Prescribed Wells Area Overlay seeks to ensure sustainable water use in prescribed wells areas.

#### **Regulated and Significant Tree**

The Regulated and Significant Tree Overlay seeks to mitigate the loss of regulated trees through appropriate development and redevelopment.

#### **Stormwater Management**

The Stormwater Management Overlay seeks to ensure new development incorporates water sensitive urban design techniques to capture and re-use stormwater.

#### **Traffic Generating Development**

The Traffic Generating Development Overlay aims to ensure safe and efficient vehicle movement and access along urban transport routes and major urban transport routes.

#### **Urban Transport Routes**

The Urban Transport Routes Overlay seeks to ensure safe and efficient vehicle movement and access along urban transport routes.

#### **Urban Tree Canopy**

The Urban Tree Canopy Overlay seeks to preserve and enhance urban tree canopy through the planting of new trees and retention of existing mature trees where practicable.

Is the land situated in a State Heritage Place/Area

No

Open the SA Heritage Places Database Search tool to find the locations' Heritage Place Details.

<http://maps.sa.gov.au/heritagesearch/HeritageSearchLocation.aspx>

Is the land designated as a Local Heritage Place

No

Open the SA Heritage Places Database Search tool to find the locations' Heritage Place Details.

<http://maps.sa.gov.au/heritagesearch/HeritageSearchLocation.aspx>

Is there a tree or stand of trees declared in Part 10 of the Planning and Design Code (the Code) to be a significant tree or trees on the land? (Note: there may be regulated and/or significant trees on the land that are not listed in the Code - see below).

No

Under the Planning, Development and Infrastructure Act 2016 (the Act), a tree may be declared as a significant tree in the Code, or it may be declared as a significant or regulated tree by the Planning, Development and Infrastructure (General) Regulations 2017. Under the Act, protections exist for trees declared to be significant and/or regulated trees. Further information regarding protected trees can be found on the PlanSA website: <https://plan.sa.gov.au/>

Open the Online Planning and Design Code to browse the full Code and Part 10 - Significant Trees for more information.

<https://code.plan.sa.gov.au/>

#### Associated Development Authorisation Information

*A Development Application cannot be enacted unless the Development Authorisation for Development Approval has been granted.*

No

Land Management Agreement (LMA)

No



**STRATA DATA**

**Date:** October 16, 2025  
**To:** Tony Salvati Conveyancing  
**Email:** admin@tsalvati.com.au

**Property Address:** 6/280 HENLEY BEACH ROAD UNDERDALE, SA 5032

Please find enclosed your **\$105.60 Section Search** for the above mentioned property.

The section search is the initial search documentation that is required to be issued as a part of the sale contract and includes the following;

- 2 years of Minutes
- The previously accepted financial report
- Current policies of insurance
- Particulars of any contribution payable including any arrears
- Particulars of any expenditure that the corporation has incurred, or has resolved to incur, and to which the unit holder of the unit must contribute, or is likely to be required to contribute
- The articles in force

**Payment of updated financial search is recommended prior to settlement to confirm outstanding amounts, Financial Update searches are at a cost of \$44.00 inclusive of GST.**

Please note all searches are emailed to guarantee fast, efficient delivery.

**Important Information:** This property is part of a Strata plan, additional approval for pets may be required. This process involves seeking consent from the corporation, which may include a notice period and additional fees. Approval is not guaranteed and is subject to the rules and regulations of the Strata plan. Please consult the attached articles and resolutions for approvals currently in place.

Kind Regards,

**Strata Data**

For and on behalf of STRATA CORPORATION 4968 INC.

E: reception@stratadata.com.au  
P: 08 8372 2777

Tony Salvati Conveyancing

# Tax Invoice

**ABN: 20 080 960 112**

Date: 16-Oct-25

Invoice #: SS00001

**Due Date:** 16/10/2025

Description		Total
		\$105.60
	6/280 Henley Beach Road	
Corporation:	Strata Corporation 4968	
GST		9.60
Total		\$ 105.60

Make all cheques payable to Strata Data or use invoice number as reference when paying by EFT.

**647 Portrush Rd, Glen Osmond SA 5064. Tel: Office 8372 2777 Fax 8379 0703**

**STATEMENT PURSUANT TO SECTION 41 (Strata Titles Act 1988 (as amended))**

**REQUESTED BY:** **Name:** Tony Salvati Conveyancing  
**Address:** admin@tsalvati.com.au

**REGARDING:** **Corporation:** STRATA CORPORATION 4968 INC.  
**Unit No. & Address:** 6/280 HENLEY BEACH ROAD UNDERDALE  
**Owners:** TAK WEE & LEE KEUN KEE & HO

**PART 1 : FINANCIAL DETAILS****1.1 Lot Entitlement**

Lot Entitlement = 140

Total of all Entitlements = 1000

**1.2 Maintenance Contributions**

<b>Last Levy Paid</b>	<b>Amount</b>	<b>Paid To</b>
Admin Fund Levy	\$401.87	31/12/2025
Sinking Fund Levy	\$175.00	31/12/2025
<b>Current Levy</b>	<b>Amount</b>	<b>Frequency</b>
Admin Fund Levy	\$401.87	Quarterly
Sinking Fund Levy	\$175.00	Quarterly

**1.3 Arrears**

<b>Levies</b>	<b>Due as at 16/10/2025</b>	<b>Charged but due after 16/10/2025</b>
<b>Amount Due</b>	\$0.00	\$0.00
** (NB: Interest accrues daily at 10 % per annum)		
Advance Payments	\$0.00	



**Biller Code:** 96503  
**Ref:** 23201195700000496867

**1.4 Lot Expenditure by the Strata Corporation**

- (a) Incurred by the Corporation to which the unit holder must or is likely to be required to contribute :  
Refer minutes of meetings
- 
- (b) Resolved by the Corporation to incur, to which the unit holder must or is likely to be required to contribute :  
Refer minutes of meetings
- 

**1.5 Assets and Liabilities of the Corporation**

- (a) Fund Name : STRATA DATA CLIENTS TRUST ACCOUNT
- (b) Held at : Macquarie Trust Account (BCSA)
- (c) Sum standing to the credit of fund: \$36,918.94 comprising Admin: \$8,289.22 and Sinking: \$28,629.72
- (d) Amount committed to expenses : Refer to minutes of meetings is incurred for : Refer to minutes of meetings
- (e) Amount earmarked for future expenses : Refer to minutes of meetings for the purpose of : Refer to minutes of meetings
- (f) Particulars of other assets. All those defined as common property upon the land :

Refer to minutes of meetings

- (g) Amount held in external account : \$0.00
- (h) Liabilities (excluding those above as described in 1.2 herein)

Refer to minutes of meetings

**Water Payment Method:** Individual Owners pay**PART 2 : INSURANCE****Insurer : SCI (Allianz)**

Type of Cover	Sum Insured	Policy Number	Expiry Date
Fidelity Guarantee	\$100,000.00	SRSC23002337	01/04/2026
Building	\$2,250,600.00	SRSC23002337	01/04/2026
Lot Owners fixtures and improvements	\$300,000.00	SRSC23002337	01/04/2026
Office Bearers	\$250,000.00	SRSC23002337	01/04/2026
Government Audit Costs	\$25,000.00	SRSC23002337	01/04/2026
Common contents	\$22,506.00	SRSC23002337	01/04/2026
Catastrophe Cover	\$675,180.00	SRSC23002337	01/04/2026
Voluntary workers	\$200,000.00	SRSC23002337	01/04/2026
Public Liability	\$30,000,000.00	SRSC23002337	01/04/2026

**Notes****PART 3 : DOCUMENTS SUPPLIED**

- (a) Minutes of General & Committee Meetings of the Corporation for the last two years
- (b) Details of any special or unanimous resolutions affecting the unit or common property passed in the last five (5) years (excluding those contained in (a) above)
- (c) Statement of Accounts of the Corporation last prepared
- (d) The Articles now in force
- (e) All current policies of insurance taken out by the Corporation

**PART 4 : DOCUMENT INSPECTION**

The Corporation's records are available for inspection at STRATA DATA, 647 PORTRUSH ROAD GLEN OSMOND SA 5064 on any working day between 10:00am and 4:00pm. Phone 8372 2777 to make an appointment.

**Statement Dated 16/10/2025****Signed for and on behalf of STRATA CORPORATION 4968 INC.**

**Rishab Kohli****Body Corporate Manager**

**Please Note : Conveyancer's attention is drawn to the following :**

The Strata Titles Act requires that :

- 1.1 (schedule 3 pt 12) "A unit holder must immediately notify the Strata Corporation of :  
(a) any change in the ownership of the unit, or change in the address of the owner  
(b) any change in the occupancy of the unit" (eg. Tenants)  
i.e. Let us know ASAP the new owners name and address on the attached form.
- 1.2 (section 27(5)) "The Corporation may recover an unpaid contribution (and any interest on any such contribution) such as debt from the unit holder of the unit in respect of which the contribution is payable (whether or not that person was the unit holder when the liability arose)" i.e. : The new owner will have to pay any outstandings if you do not adjust them at settlement.
- 1.3 This statement is issued on the basis that any payment by the unit holder by cheque or other instrument will be honoured at the first presentation. i.e. : if the cheque bounces, the owner's financial details in 1.2/1.3 on page 1 will be wrong.

**The information provided in this certificate confirms any levies raised on our system at the time of issue. Please check with Strata Data to see if any recent meetings have taken place and/or special levies have been agreed to but not yet raised/generated on our system.**

STRATA DATA

ABN 20 080 960 112

647 PORTRUSH ROAD  
GLEN OSMOND SA 5064  
Phone: 8372 2777  
Email: reception@stratadata.com.au

PLEASE COMPLETE AND RETURN VIA EMAIL WHEN SETTLEMENT IS FINALISED  
ANY OUTSTANDING ACCOUNTS MUST BE FINALISED AT SETTLEMENT

UNIT OWNER UPDATE  
(to be filled in only for new owners)

STRATA CORPORATION 4968 INC.  
6/280 HENLEY BEACH ROAD UNDERDALE

SETTLEMENT DATE	/ / 20		
UNIT OWNERS NAME			
UNIT OWNERS ADDRESS			
DATE & PLACE OF BIRTH	(COMPANY TITLES ONLY)		
CONTACT DETAILS	HOME	WORK	
	MOBILE	EMAIL	

CORRESPONDENCE TO OWNER / AGENT      ACCOUNTS TO OWNER / AGENT (please circle)

Will this unit be rented Yes / No , if Yes then please complete the details below

RENTAL MANAGER/AGENTS	
(if applicable)	
ADDRESS	

CONTACT PERSON			
CONTACT DETAILS	HOME	WORK	
	MOBILE	EMAIL	

TENANT NAMES			
CONTACT DETAILS	HOME	WORK	
	MOBILE	EMAIL	

CONVEYANCER ACTING ON BEHALF OF VENDOR	
CONVEYANCER ACTING ON BEHALF OF PURCHASER	

Should the need arise for us to make contact with the new owner, it is important for us to have a complete set of accurate and up to date contact details. Please ensure that we are provided with the new owners contact details including a contact phone number, on the form provided.  
Thank you for your assistance in keeping our records up-to-date.



## Minutes of the Annual General Meeting

Corporation        *STRATA CORPORATION 4968 INC.*  
Address            *280 HENLEY BEACH ROAD UNDERDALE*  
Meeting Date      **18th of March, 2024 commencing at 11:00 AM**  
Location           **647 Portrush Road Glen Osmond, South Australia 5064**

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### Present in Person

Unit: 1    Jeffrey Arthur King  
Unit: 2    Leah Tameeka Cocks  
Unit: 4    Leah Tameeka Cocks  
Unit: 7    Cain Lachlan Roselt (joined 12:35 PM)  
Unit: 5    Michael Hugo Gramp  
Unit: 6    Lee Keun Kee Ho

### Apologies

Nil

### Present by Proxy

Unit: 4    Leah Tameeka Cocks by Proxy to Holly McCoy

### In attendance

Emma George representing Strata Data  
Holly McCoy

### Quorum

The Body Corporate Manager declared that a quorum was in attendance and the meeting opened at 11:10 AM.

### Chairperson

It was resolved "that Emma George of Strata Data assist the Presiding Officer by chairing the meeting". *Carried Unanimously*

### Confirmation of Minutes

It was resolved "that the minutes of the previous General Meeting(s), held on the 15<sup>th</sup> of March 2023 be accepted as a true and correct record of that meeting." *Carried Unanimously*

### Financial Report

It was resolved "that the statement of income and expenditure for the period Wednesday 01<sup>st</sup> of February 2023 to Wednesday the 31<sup>st</sup> of January 2024 was reviewed, received and accepted as an accurate record of the corporation's current financial standing." *Carried Unanimously*

It was further resolved that Mr Paul Smith of the Strata Data Group be empowered to act as the Public Officer as defined under the Income Tax Assessment Act 1936 on behalf of the corporation.

### Review of Sums Insured

#### General Advice Warning

Terandi Pty Ltd (ABN 20 080 960 112) acts as an Authorised Representative (AR Number: 1285659) of Honan Insurance Group (ABN 67 005 372 396, AFSL 246749). Any financial product advice that we give to you (including about a particular insurance policy) is factual and/or general advice only. This document does not take into account your objectives, needs or financial situation. You should

consider whether our advice is appropriate for you and review any relevant PDS and policy wordings, Honan Important Notices and Terandi Pty Ltd's Financial Services Guide before you make any decision about an insurance product.

For a copy of the FSG, policy wordings and Honan important notices you can refer to our website: <https://www.stratadata.com.au/insurance/product-disclosure-statements/>

Strata Data cannot provide advice as to the appropriate level of building insurance. It is suggested that the Corporation arrange for an insurance valuation of the common buildings and areas to avoid a claim not being fully met due to the building being underinsured. Owners must notify Strata Data immediately of any possible claims that may be made against the policy.

Strata Data tabled a quotation from Honan Insurance Brokers detailing insurance premiums from one insurer, with two different policy options. The current insurer also included a suggested Building Insurance increase of 10% as well as the cost of the policy should the Corporation choose to increase the building sum insured by 10%.

The Body Corporate declined to have an insurance valuation, but resolved to accept the insurer's proposal to increase the building sum insured by 10%.

It was resolved "that the sums insured be as follows:

Building Insurance	\$2,046,000.00
Common Area Contents Insurance	\$18,600.00
Public Liability Insurance	\$30,000,000.00
Office Bearers Liability	\$250,000.00
Catastrophe Insurance	30% of the building sum insured
Fidelity Guarantee	\$100,000.00
Machinery Breakdown	Not Selected
Excess	Refer to current Certificate of Currency
Renewal Date for these sums is	1/4/2024
Last Valuation Date	11/03/2022
Last Valuation Sum	\$1,860,000.00

#### **Flood Cover**

The policy currently includes flood cover.

Strata Data was appointed to place this insurance with SCI through Honan Insurance Group on behalf of the Corporation." *Carried Unanimously*

#### **Contents and Landlords Insurance**

The corporation's insurance policy does not cover an owner's contents (such as carpets, curtains and light fittings) or legal liability within their unit. Owners must take out their own insurance to cover these risks.

If you are in a Strata or Community Strata property and require a contents or landlord insurance policy you can obtain a quote or take cover with CHU by visiting our website

<https://www.stratadata.com.au/insurance/> or call the Strata Data insurance team on (08) 8372 2777 for guidance.

### **Use of Contractors**

The Body Corporate has complete choice over which contractors they engage to perform maintenance to the common property. The options that the Body Corporate have include:

#### *Preferred Contractors*

A Preferred Contractor is a contractor that has been proven to carry up to date & relevant insurance policies, business registration & licensing and their track record of work with Strata Data has shown that they operate at a high level of quality and competence.

#### *Non-Preferred Contractors (Approved)*

A Non-Preferred (Approved) contractor is one that has passed the vetting process relating to Licencing, Insurance and up to date business registrations. Whilst these contractors may carry the correct credentials that legally allow them to conduct business, their quality of work is unknown to Strata Data.

#### *Non-Approved Contractors*

A Non-Approved Contractor is one that is unable to provide appropriate licences and/or insurances. Should the Body Corporate choose to engage these contractors there are many risks involved. Strata Data does not become involved in any aspect of dealing with these contractors, however, upon written instruction from an Office Bearer, Strata Data will make payment of an invoice.

### **Maintenance Requirements**

#### **Scheduled Cleaning of Gutters and Down Pipes**

Strata Data was requested to arrange for cleaning of all gutters and downpipes at the corporation including carports, once per year in April 2024 with Adelaide General Property Maintenance. The contractor is to take before and after photos. The contractor is to provide adequate written notice of their attendance to the corporation. The Presiding Officer is to be contacted prior to the gutter cleaning taking place to advise a start date, and then again to advise once it has been completed.

Adelaide General Property Maintenance has been enlisted to provide a quotation for any significant repairs needed for roofing or gutters observed during their gutter cleaning service. Additionally, they are authorised to perform minor repairs, such as silicone repairs to tiles, during their maintenance visits. Any quotations are to be provided to the Presiding Officer for further instruction.

#### **Matters Arising - Gutter Hanging Off Unit 2 and Gutters Leaking located near Unit 7 & 4**

**Leah Tameeka Cocks** brought to the attention of all members present that the gutter of Unit 2 requires repair, which was unanimously agreed upon as a necessary action. Additionally, **Leah Tameeka Cocks** noted the presence of two holes along the back of the guttering near Unit 7 and Unit 4, with all members concurring on the urgency of addressing these issues prior to winter.

It was emphasised that the contractor will require access to a two-story ladder for the repairs. Given the impending winter season, prompt resolution is imperative to prevent potential damage to Unit 1 and Unit 2. Therefore, Adelaide General Property Maintenance has been tasked with addressing these concerns.

To ensure transparency and control over expenses, it was resolved "that a cap of \$1,000.00 has been set for the work order for gutter repairs. If the cost of repairs exceeds this amount, Adelaide General Property Maintenance is required to provide a quotation for approval. Adelaide General Property Maintenance is instructed to contact the Presiding Officer before attending the site and to confirm the scope of works before proceeding with any repairs." *Carried Unanimously*

**Pavers**

Following discussions, the members present and resolved "that the pavers on the premises require additional sand and leveling, and that the corporation is in need of a new hose. It was unanimously decided that Leah Tameeka Cocks would handle these tasks. Leah **Tameeka Cocks** will be reimbursed for any expenses incurred in purchasing sand or gravel for the pavers, as well as for the acquisition of the hose. *Carried Unanimously*

**Grounds Maintenance – Review of Current Schedule**

The members present reached a consensus that engaging a grounds maintenance contractor on a regular schedule was not necessary for this year. This item is to be added to the agenda for the 2025 Annual General Meeting.

**Stormwater Preventative Maintenance (Hydrojet Clean)**

The members present reached a consensus that preventative maintenance through hydro jet cleaning is not deemed necessary for this year and can be addressed on an as-needed basis, with further discussion deferred to the 2025 Annual General Meeting. Accordingly, this item is to be added to the agenda for the 2025 Annual General Meeting.

**Sewer Preventative Maintenance (Hydrojet Clean)**

The members present reached a consensus that preventative maintenance through hydro jet cleaning is not deemed necessary for this year and can be addressed on an as-needed basis, with further discussion deferred to the 2025 Annual General Meeting. Accordingly, this item is to be added to the agenda for the 2025 Annual General Meeting.

**White Ant Inspection**

The members present reached a consensus that a white ant inspection is not deemed necessary for this year. This item is to be added to the agenda for the 2025 Annual General Meeting.

**Emergency Egress around Carport of Unit 1**

Emergency egress around Unit 1's carport was discussed, with Michael Hugo Gramp highlighting the challenge posed by incorrectly positioned supporting posts. He mentioned consulting a contractor who advised that the current post location hampers emergency access. Michael Hugo Gramp proposed addressing this issue after the completion of brush fencing for the units at the bottom, considering potential cost implications. Additionally, the obstruction caused by the verandah pole was noted, prompting suggestions to relocate the gate for better pathway access. Despite acknowledging the difficulty of navigating the pathway, particularly in emergencies, it was decided that no immediate action would be taken. Jeffrey Athur contributed by mentioning the capabilities of emergency service personnel in handling such situations, while also underscoring the broader issue of car space misuse. This item is to be added to the agenda for the 2025 Annual General Meeting.

**Matters Arising - House Rules**

Michael Hugo Gramp requested that the corporation's House Rules be discussed at the next Annual General Meeting. Strata Data has been instructed to include the House Rules as an agenda item for the 2025 Annual General Meeting, along with providing the House Rule document for reference.

**Matters Arising – Line Marking**

Strata Data has been instructed to include the "Line Marking" as an agenda item for the 2025 Annual General Meeting.

**Gutter Repairs**

This item was discussed earlier in the meeting.

**Downpipe Repair**

This item was discussed earlier in the meeting.

**Repair only brush fences**

Strata Data is to acquire three quotations for the replacement of brush fences with colourbond material. These quotations are to offer two options: completely replacing the fence panels and structure with colourbond, or adding colourbond to the existing structure. Additionally, the corporation seeks quotes for installing soft-close hinges on five gates. Leah Tameeka Cocks will serve as the site contact for contractors seeking further details on the scope of works.

Furthermore, a fencing committee has been established. The committee, consisting of Leah Tameeka Cocks, Michale Hugo Gramp and Jeffrey Arthur King will review the obtained quotations. Upon reaching a consensus on the preferred approach, the committee will inform the Body Corporate Manager. Subsequently, the manager will advise on necessary steps to implement the works, such as arranging special levies or convening an extraordinary general meeting.

**Other Relevant Business****Maintenance Condition and Safety Report**

The Body Corporate has a duty of care to ensure that the Common Property is free from hazards. The Strata Titles Act places an obligation upon the Body Corporate to maintain the Common Property, in doing so many hazards can be identified and reduced.

Strata Data recommends that the Body Corporate obtain a Maintenance Condition and Safety Report to assist in identifying all areas requiring repair and maintenance, as well as any areas that may pose a risk to any person's health and safety.

Strata Data recommends that the Body Corporate obtain a Maintenance Condition and Safety Report to assist in identifying all areas requiring repair and maintenance, as well as any areas that may pose a risk to any person's health and safety.

It was resolved "that completion of a Maintenance Condition and Safety Report is not required at this time." *Carried Unanimously*

**Security Cameras Retrospective Approval**

"That approval be granted to all owners to install up to 4 security cameras subject to the following conditions being met and adhered to; that the cameras are set up on a way to ensure they do not capture any footage of other units, that all costs for the installation and or removal be borne by the respective Unit holder, that all costs for ongoing maintenance be borne by the respective Unit holder, that any damage caused to Common property in either the installation, over the life of or during removal be rectified without undue delay by and at the cost of the respective Unit holder, that if removed the Common property be reinstated to its original condition at the cost of the Unit holder"

**Amended Motion****Security Cameras Approval**

It was resolved "That approval be granted to all owners to install up to 4 security cameras subject to the following conditions being met and adhered to; that the cameras are set up in a way to ensure they do not capture any footage of other units, that all costs for the installation and or removal be borne by the respective Unit holder, that all costs for ongoing maintenance be borne by the respective Unit holder, that any damage caused to Common property in either the installation, over the life of or during removal be rectified without undue delay by and at the cost of the respective Unit holder, that if removed the Common property be reinstated to its original condition at the cost of the Unit holder." *Motion Passed*

**Approvals, Alterations & Additions**

Strata Data advised that should an owner at any time other than an Annual General Meeting choose to apply to the corporation for an approval of any kind which is for the exclusive benefit of that owner the prescribed meeting fee will apply and shall be charged to that owner.

### Level of Maintenance Fund Contributions

- a) Administration Fund – Recurrent Expenditure

Strata Data advised that owners must make provision for day-to-day, re-current expenses through an Administration Fund and presented an estimate of budget requirements for the coming year.

- b) Sinking Fund – Non-Recurrent Expenditure

Strata Data advised that owners must make provision for long term, non-recurrent maintenance expenditure through a sinking fund and presented an estimate of budget requirements for the coming year.

The Body Corporate Manager tabled a budget with a total annual contribution of \$14,958.00. This Budget was not approved:

After discussion Michael Hugo Gramp moved, and **Leah Tameeka Cocks seconded** “that the Annual Contributions be as follows:

Administration Fund	\$11,482.00
Sinking Fund	\$5,000.00
Total Contribution	\$16,482.00

This contribution is payable quarterly and divided by entitlement on 1<sup>st</sup> of July 2024.

Any major works unable to be paid from accumulated funds or any fund shortages are to be paid by way of a special levy.” *Carried Unanimously*

**All owners are reminded that levies are due 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July & 1<sup>st</sup> October.**

### Election of Officers

It was resolved “that **Leah Tameeka Cocks** be appointed to the positions of Presiding Officer, Secretary and Treasurer for the forthcoming year. That the Presiding Officer be delegated authority to make decisions (that require ordinary resolutions only) on behalf of the Corporation, and be the main contact point between Strata Data and the corporation. That a Committee comprising of the Office Bearers is appointed.” *Motion Carried.*

### Appointment of Body Corporate Manager

It was resolved “That Strata Data be re-appointed as body corporate manager at the fee specified in the budget. That the Presiding Officer be authorised to sign the agreement on behalf of the Body Corporate. As it is mandatory under the Act to have a signed agreement, if the agreement has not been returned to Strata Data within 14 days, that the Body Corporate Manager sign the agreement on behalf of the Body Corporate. At the completion of the term, the appointment continues (with a 28 day notice period), unless decided otherwise at a general meeting of the Corporation.” *Motion Passed.*

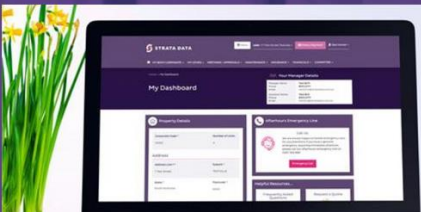
The agreed management fee for the coming year is \$2,964.00 including GST.

### Next Annual General Meeting

The next Annual General Meeting is scheduled to take place on March 17th, 2025, at 11:00 AM. The meeting will be conducted via teleconference.

### Closure

There being no further business, owners and visitors were thanked for their attendance and the meeting closed at 12:44 PM.



## STRATA DATA PORTAL

ACCESS YOUR INFORMATION 24/7

For access to your Corporations information 24/7 visit the Client Portal where you can:

- Download meeting minutes;
- Access financial statements and live account balances;
- Update your contact details;
- View insurance information, both past and present;
- And much more.

## Minutes of the Annual General Meeting

Corporation      *STRATA CORPORATION 4968 INC.*  
Address          *280 HENLEY BEACH ROAD UNDERDALE*  
Meeting Date    **17th of March, 2025 commencing at 11:00 AM**  
Location        **Via Video / Teleconference Only - Please see attached for details**

---

### **Present in Person**

Unit: 1    Jeffrey Arthur & Kathryn Ann King  
Unit: 2    Leah Tameeka Cocks  
Unit: 4    Leah Tameeka Cocks

### **Apologies**

Nil

### **Present by Proxy**

Unit: 6    Tak Wee & Lee Keun Kee & Ho by Proxy to Strata Data

### **In attendance**

Rishab Kohli representing Strata Data

### **Quorum**

The Body Corporate Manager declared that a quorum was in attendance and the meeting opened at 11:02 am.

### **Chairperson**

It was resolved "that Rishab Kohli of Strata Data assist the Presiding Officer by chairing the meeting".  
*Carried Unanimously*

### **Confirmation of Minutes**

It was resolved "that the minutes of the previous General Meeting, held on 18<sup>th</sup> March 2024 be accepted as a true and correct record of that meeting." *Carried Unanimously*"

### **Financial Report**

It was resolved "that the statement of income and expenditure for the period Thursday 01 February 2024 to Friday 31 January 2025 was reviewed, received and accepted as an accurate record of the corporation's current financial standing." *Carried Unanimously*

### **Public Officer**

**What are the responsibilities of the public officer?** A public officer is the Company's representative to the Australian Tax Office and is responsible for the Company's obligations under the Income Tax Assessment Act 1936. They must be able to establish their identity and be available when contacted by the ATO regarding the company's tax obligations.

It was further resolved that Mr Paul Smith of the Strata Data Group be empowered to act as the Public Officer as defined under the Income Tax Assessment Act 1936 on behalf of the corporation.

## Review of Sums Insured

### General Advice Warning

Terandi Pty Ltd (ABN 20 080 960 112) acts as an Authorised Representative (AR Number: 1285659) of Honan Insurance Group (ABN 67 005 372 396, AFSL 246749). Any financial product advice that we give to you (including about a particular insurance policy) is factual and/or general advice only. This document does not take into account your objectives, needs or financial situation. You should consider whether our advice is appropriate for you and review any relevant PDS and policy wordings, Honan Important Notices and Terandi Pty Ltd's Financial Services Guide before you make any decision about an insurance product.

For a copy of the FSG, policy wordings and Honan important notices you can refer to our website:

<https://www.stratadata.com.au/insurance/product-disclosure-statements/>

Strata Data cannot provide advice as to the appropriate level of building insurance. It is suggested that the Corporation arrange for an insurance valuation of the common buildings and areas to avoid a claim not being fully met due to the building being underinsured. Owners must notify Strata Data immediately of any possible claims that may be made against the policy.

Strata Data tabled a quotation from Honan Insurance Brokers detailing insurance premiums from two separate insurers, inclusive of the current insurer. The current insurer also included a suggested Building Insurance increase of 10% as well as the cost of the policy should the Corporation choose to increase the building sum insured by 10%.

It was resolved "that the sums insured be:

Building Insurance	\$2,250,600.00
Common Area Contents Insurance	\$22,506.00
Public Liability Insurance	\$30,000,000.00
Office Bearers Liability	\$250,000.00
Catastrophe Insurance	30% of the building sum insured
Fidelity Guarantee	\$100,000.00
Machinery Breakdown	Not Selected
Excess	\$1000.00
Renewal Date for these sums is	1/4/2024
Last Valuation Date	11/03/2022
Last Valuation Sum	\$1,860,000.00

*Excess may be subject to change at next renewal.*

### Flood Cover

The policy currently includes flood cover.

Strata Data was appointed to place this insurance with SCI through Honan Insurance Group on behalf of the Corporation." *Carried Unanimously*



## **Contents and Landlords Insurance**

The corporation's insurance policy does not cover an owner's contents (such as carpets, curtains and light fittings) or legal liability within their unit. Owners must take out their own insurance to cover these risks.

If you are in a Strata or Community Strata property and require a contents or landlord insurance policy you can obtain a quote or take cover with CHU by visiting our website

<https://www.stratadata.com.au/insurance/> or call the Strata Data insurance team on (08) 8372 2777 for guidance.

## **Use of Contractors**

The Body Corporate has complete choice over which contractors they engage to perform maintenance to the common property. The options that the Body Corporate have include:

### *Preferred Contractors*

A Preferred Contractor is a contractor that has been proven to carry up to date & relevant insurance policies, business registration & licensing and their track record of work with Strata Data has shown that they operate at a high level of quality and competence.

### *Non-Preferred Contractors (Approved)*

A Non-Preferred (Approved) contractor is one that has passed the vetting process relating to Licencing, Insurance and up to date business registrations. Whilst these contractors may carry the correct credentials that legally allow them to conduct business, their quality of work is unknown to Strata Data.

### *Non Approved Contractors*

A Non Approved Contractor is one that is unable to provide appropriate licences and/or insurances. Should the Body Corporate choose to engage these contractors there are many risks involved. Strata Data does not become involved in any aspect of dealing with these contractors, however, upon written instruction from an Office Bearer, Strata Data will make payment of an invoice.

### *Works Fee*

The repair and maintenance of the common property is one of the most important functions of the Body Corporate. As Managers we take this aspect very seriously and take great pride in working with owners and committees to achieve their goals of not only having safe common spaces, but also creating a place that people love and that maximises the value of the property.

The Works fee covers our cost of arranging a quotation (where the works are significant), issuing the work order, paying the invoice and assisting if there is an issue with the completed works.

The Works Fee is a flat fee of \$50 on invoices above \$1,000 or a reduced fee of 5% on invoices below \$1,000 (e.g. \$150 invoice is \$7.50 fee).

## **Maintenance Requirements**

### **Scheduled Cleaning of Gutters and Down Pipes**

Strata Data was requested to arrange for cleaning of gutters and downpipes, once per year in April 2025 through Adelaide General Property Maintenance. The Presiding Officer is to be contacted prior to the gutter cleaning taking place to advise a start date, and then again to advise once it has been completed.

### **Grounds Maintenance – Review of Current Schedule**

The Body Corporate advised no action on this matter at this time. This item is to be placed on the 2026 Annual General Meeting Agenda.

### **Stormwater Preventative Maintenance (Hydrojet Clean)**

The Body Corporate advised no action on this matter at this time. This item is to be placed on the 2026 Annual General Meeting Agenda.

### **Sewer Preventative Maintenance (Hydrojet Clean)**

The Body Corporate advised no action on this matter at this time. This item is to be placed on the 2026 Annual General Meeting Agenda.

### **White Ant Inspection**

The Body Corporate advised no action on this matter at this time. This item is to be placed on the 2026 Annual General Meeting Agenda.

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### **Emergency Egress around Carport of Unit 1**

The Body Corporate advised no action on this matter at this time.

### **Line Marking**

The Body Corporate advised no action on this matter at this time.

### **Matters Arising – Fence Replacement**

The members in attendance discussed the issue of fence replacement. Strata Data advised that, following the previous year's Annual General Meeting, three quotations were obtained and shared. The quotations were provided by Maintenance Matters, Concept Fencing, and SA Fenceworx. Leah Tameeka Cocks noted that the quotations presented varying options, making direct comparison difficult.

It was resolved "that a Fencing Committee be established, comprising the following members:

Leah Tameeka Cocks

Jeffrey Arthur"

It was further resolved "that Leah Tameeka Cocks will develop a detailed scope of work for the fence replacement and provide it to Strata Data. Strata Data will then obtain three new quotations from vendors, excluding Maintenance Matters. Once received, the quotations will be shared with the Fencing Committee, which will have the authority to select a preferred quotation and approve the works and the cost of the project will be funded from the sinking fund, with any shortfall to be covered through a special levy." *Carried Unanimously*

### **Brush Fence between Unit 3 and Unit 4**

The members present discussed the options of changing the fence between Unit 3 and 4 including use of different materials and height of fence. Strata Data advised that any changes to the external appearance of the Strata Corporation require a special resolution to be added to the agenda and passed at a duly convened meeting of the corporation.

### **Other Relevant Business**

#### **Maintenance Condition and Safety Report**

The Body Corporate has a duty of care to ensure that the Common Property is free from hazards. The Strata Titles Act places an obligation upon the Body Corporate to maintain the Common Property, in doing so many hazards can be identified and reduced.

Strata Data recommends that the Body Corporate obtain a Maintenance Condition and Safety Report to assist in identifying all areas requiring repair and maintenance, as well as any areas that may pose a risk to any person's health and safety.

It was resolved "that completion of a Maintenance Condition and Safety Report is not required at this time." *Carried Unanimously*

Strata Data aims to have maintenance works completed quickly and within reasonable costs. When owners/agents send maintenance requests to Strata Data, we ask that wherever possible photos, location, and a description of the works be provided. This is to ensure that when an appropriate contractor is sent to site works can be completed quickly, resulting in lower costs to the Corporation

### House Rules

Strata Data shared the house rules of the corporation along with the agenda as requested by Michael Hugo Gramp. The members present advised no action on this matter at this time.

### Resident Engagement

Strata Data believes that a sense of engagement amongst residents is important in building community. Therefore, should you wish to organise a working bee, sausage sizzle or order pizzas etc. for a "Get to Know Your Neighbours" event, the costs can be re-imbursed by the Corporation. Simply forward to your Body Corporate Manager receipts approved by the Committee or an Office Bearer as applicable. The cost of the event can be funded from existing funds or by adding a specific line item in the budget.

### Approvals, Alterations & Additions

Strata Data advised that should an owner at any time other than an Annual General Meeting choose to apply to the corporation for an approval of any kind which is for the exclusive benefit of that owner the prescribed meeting fee will apply and shall be charged to that owner.

### Level of Maintenance Fund Contributions

#### a) Administration Fund – Recurrent Expenditure

Strata Data advised that owners must make provision for day-to-day, re-current expenses through an Administration Fund and presented an estimate of budget requirements for the coming year.

#### b) Sinking Fund – Non-Recurrent Expenditure

Strata Data advised that owners must make provision for long term, non-recurrent maintenance expenditure through a sinking fund and presented an estimate of budget requirements for the coming year.

The Body Corporate Manager tabled a budget with a total annual contribution of \$16,180.00. This Budget was not approved:

After discussion it was resolved "that the Annual Contributions be as follows:

Administration Fund	\$11,482.00
---------------------	-------------

Sinking Fund	\$5000.00
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Total Contribution	\$16,482.00
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This contribution is payable quarterly and divided by entitlement on 1<sup>st</sup> July 2025.

Any major works unable to be paid from accumulated funds or any fund shortages are to be paid by way of a special levy." *Carried Unanimously*

***All owners are reminded that levies are due 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July & 1<sup>st</sup> October.***

### Election of Officers

It was resolved "that Leah Tameeka Cocks be appointed to the positions of Presiding Officer, Secretary and Treasurer for the forthcoming year. That the Presiding Officer be delegated authority to make decisions (that require ordinary resolutions only) on behalf of the Corporation and be the main contact point between Strata Data and the corporation. That a committee comprising of the Office Bearers is appointed." *Motion Carried.*

### Appointment of Body Corporate Manager

It was resolved "That Strata Data be re-appointed as body corporate manager at the fee specified in the budget. That the Presiding Officer be authorised to sign the agreement on behalf of the Body Corporate. As it is mandatory under the Act to have a signed agreement, if the agreement has not been returned to Strata Data within 14 days, that the Body Corporate Manager sign the agreement on behalf of the Body Corporate. At the completion of the term, the appointment continues (with a 28 day notice period), unless decided otherwise at a general meeting of the Corporation." *Carried Unanimously*

The Management Agreement will be available via the Client Portal following signing of the agreement.

The agreed management fee for the coming year is \$3120.00 including GST.

### Next Annual General Meeting

The next Annual General Meeting will be held on Monday 16<sup>th</sup> March 2026 at 11:00 am via Zoom and by RSVP for a meeting location.

### Closure

There being no further business, owners and visitors were thanked for their attendance and the meeting closed at 12:10 am.



## STRATA DATA PORTAL

ACCESS YOUR INFORMATION 24/7

For access to your Corporations information 24/7 visit the Client Portal where you can:

- Download meeting minutes;
- Access financial statements and live account balances;
- Update your contact details;
- View insurance information, both past and present;
- And much more....

**How can I access the Portal?**

- If you have already registered for portal access, please visit [portal.stratadata.com.au](https://portal.stratadata.com.au).
- If you have not received an invite, please email [portal@stratadata.com.au](mailto:portal@stratadata.com.au) to request an invitation.



## Summary Financial Statement

Date Printed 06/02/2024

STRATA CORPORATION4968 INC.

Address: 280 HENLEY BEACH ROAD UNDERDALE, South Australia 5032

ABN: 68946759893

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STRATA DATA

### INCOME & EXPENDITURE STATEMENT BETWEEN 01/02/2023 AND 31/01/2024

	ADMIN	SINKING	TOTAL
<b>INCOME</b>			
Admin Fund Levy	\$11,679.75	-	\$11,679.75
Insurance Claim Recovery	\$7,777.50	-	\$7,777.50
Interest on Overdue Levies	\$9.67	-	\$9.67
Interest Received	\$624.49	-	\$624.49
Sinking Fund Levy	-	\$3,000.00	\$3,000.00
Special Levy (Admin Fund)	\$500.00	-	\$500.00
<b>TOTAL INCOME</b>	<b>\$20,591.41</b>	<b>\$3,000.00</b>	<b>\$23,591.41</b>
<b>OUTGOINGS</b>			
Audit	\$172.00	-	\$172.00
Body Corporate Management	\$2,777.84	-	\$2,777.84
Disbursements	\$462.65	-	\$462.65
Electrical Works	\$154.00	-	\$154.00
Electricity	\$442.33	-	\$442.33
Grounds Maintenance	\$77.00	-	\$77.00
Gutter Cleaning	\$396.00	-	\$396.00
Insurance Claim	\$8,277.50	-	\$8,277.50
Insurance Premium	\$4,079.90	-	\$4,079.90
Meeting Fees	\$338.25	-	\$338.25
Public Officer	\$125.00	-	\$125.00
Tax Return	\$206.00	-	\$206.00
WHS Compliance	\$129.00	-	\$129.00
<b>TOTAL OUTGOINGS</b>	<b>\$17,637.47</b>		<b>\$17,637.47</b>

### SUMMARY

OPENING BALANCE AS AT 01/02/2023	\$4,461.55	\$17,558.47	\$22,020.02
TOTAL INCOME	\$20,591.41	\$3,000.00	\$23,591.41
TOTAL OUTGOINGS	\$17,637.47	\$0.00	\$17,637.47
<b>CLOSING BALANCE AS AT 31/01/2024</b>	<b>\$7,415.49</b>	<b>\$20,558.47</b>	<b>\$27,973.96</b>
NET SURPLUS	\$2,953.94	\$3,000.00	\$5,953.94



## Summary Financial Statement

Date Printed 04/02/2025

STRATA CORPORATION4968 INC.

Address: 280 HENLEY BEACH ROAD UNDERDALE, South Australia 5032

ABN: 68946759893

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STRATA DATA

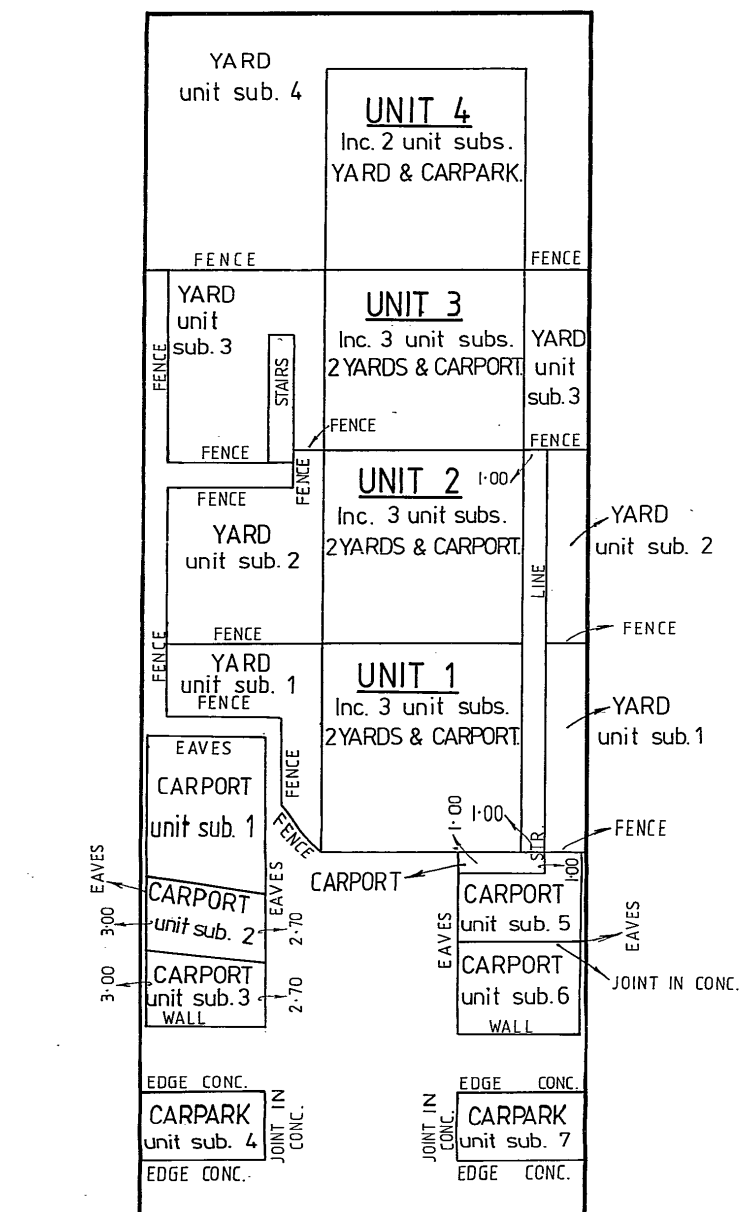
### INCOME & EXPENDITURE STATEMENT BETWEEN 01/02/2024 AND 31/01/2025

	ADMIN	SINKING	TOTAL
<b>INCOME</b>			
Admin Fund Levy	\$11,252.84	-	\$11,252.84
Interest Received	\$942.73	-	\$942.73
Sinking Fund Levy	-	\$4,323.75	\$4,323.75
<b>TOTAL INCOME</b>	<b>\$12,195.57</b>	<b>\$4,323.75</b>	<b>\$16,519.32</b>
<b>OUTGOINGS</b>			
Audit	\$179.00	-	\$179.00
Body Corporate Management	\$3,152.87	-	\$3,152.87
Disbursements	\$554.22	-	\$554.22
Electricity	\$492.37	-	\$492.37
Gutter Cleaning	\$440.00	-	\$440.00
Insurance Premium	\$4,827.90	-	\$4,827.90
Meeting Fees	\$236.25	-	\$236.25
Plumbing Repairs & Maintenance	\$279.94	-	\$279.94
Public Officer	\$130.00	-	\$130.00
Tax Return	\$215.00	-	\$215.00
WHS Compliance	\$135.00	-	\$135.00
<b>TOTAL OUTGOINGS</b>	<b>\$10,642.55</b>		<b>\$10,642.55</b>

### SUMMARY

OPENING BALANCE AS AT 01/02/2024	\$7,415.49	\$20,558.47	\$27,973.96
TOTAL INCOME	\$12,195.57	\$4,323.75	\$16,519.32
TOTAL OUTGOINGS	\$10,642.55	\$0.00	\$10,642.55
<b>CLOSING BALANCE AS AT 31/01/2025</b>	<b>\$8,968.51</b>	<b>\$24,882.22</b>	<b>\$33,850.73</b>
NET SURPLUS	\$1,553.02	\$4,323.75	\$5,876.77





A horizontal scale bar with the word "SCALE" centered above it and "METRES" centered below it. The bar has tick marks at intervals of 5, labeled 0, 5, 10, 15, and 20.

The lower and upper boundaries of the unit subsidiaries shown as YARD and CARPARK are existing ground level and 2.50m above the same except where limited by the overhanging balcony or patio, or the underside of the stairs.

The boundary of a unit subsidiary where it abuts a unit is a plane parallel to and 0.02m from the outside wall of that unit.

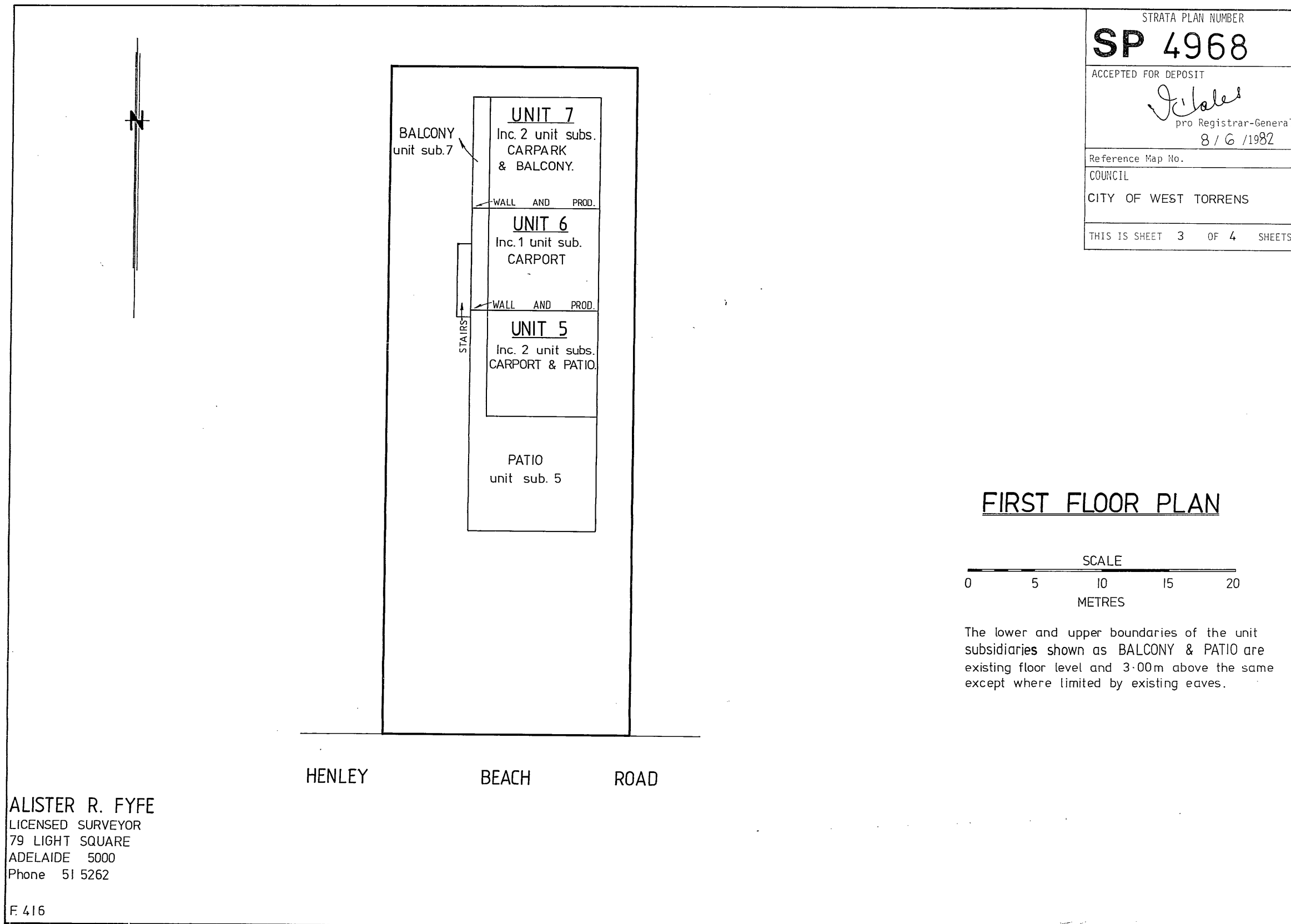
The upper boundary of each unit is limited to a plane parallel to and midway between the upper and lower surfaces of the ceiling of that unit.

**ALISTER R. FYFE**  
LICENSED SURVEYOR  
79 LIGHT SQUARE  
ADELAIDE 5000  
Phone 515262

HENLEY BEACH ROAD

F.416






SCHEDULE OF UNIT ENTITLEMENT					
UNIT NO	UNIT ENTITLEMENT	UNIT NO	UNIT ENTITLEMENT	UNIT NO	UNIT ENTITLEMENT
1	145				
2	144				
3	143				
4	145				
5	142				
6	140				
7	141				
				AGGREGATE	
				COMMON PROPERTY	
				ROAD or RESERVE ALLOTMENTS	
AGGREGATE	1000	AGGREGATE			

STRATA PLAN NUMBER

SP 4968

Authenticated vide  
Application No.4864-363  
and Accepted for Deposit

  
pro Registrar-General  
8 / 6 / 1982

THIS IS SHEET 4 OF 4 SHEETS



# Sinking Fund Forecast

SC 4968 Inc

Scheme Number: SC 4968

COMPILED BY Peter Greenham

On February 10 2017

15 Years Starting at : Feb 01 2016

Reference Number V12: 86915

Independent Inspections  
ABN 33 116 714 428  
T 1300 857 149  
F 1300 857 150  
M 0402 259 479  
E [admin@iigi.com.au](mailto:admin@iigi.com.au)  
W [www.iigi.com.au](http://www.iigi.com.au)

Professional Indemnity Insurance Policy Number LPP 010907680

## FORECAST REPORT CONTENTS

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PROPOSED LEVIES .....	2
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FORECAST OF SINKING FUND COSTS,INCOME AND BANK BALANCE	5
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## INTRODUCTION

In accordance with your instructions we have carried out an inspection of the property in order to determine a Forecast to assist the managers and owners in setting the appropriate fees to cover the building maintenance costs.

## LOCATION OF PROPERTY

280 Henley Beach Road , Underdale , SA 5032

## PROPOSED LEVIES

We have estimated that the proposed levies in this report will be adequate to meet projected costs, not traditionly in the administration fund.

We recommend that the forecast be regularly updated to ensure that an accurate assessment of the building and facilities management and to incorporate into the forecast any major changes brought about by legislation, or pricing.

The Sinking Fund Levy per entitlement per annum already set is :	\$1.50
Number of Lot/Unit Entitlements:	1000
Opening Balance	\$8,323
The Proposed Sinking Fund levy per entitlement per annum is :	\$1.50

## METHODOLOGY

We have adopted a forecast period of this report for 15 Years. However, the items that have an effective life beyond the forecast period are taken into consideration in the calculation of the yearly estimated Sinking Fund Levy, as well as those items less than 15 Years. Sinking Fund Items that are identified in the report have been given a materially effective life at the time of inspection, that relates to its current condition compared to being replaced or painted. We also suggest that the committee review the forecast on an annual basis to take into account changes to the configuration of the building as the building ages.

The levy income has been determined by forecasting the expected expenditure to maintain the building and the effective life and making an allowance for those items that do not have a set lifespan. The levy income is initially adjusted to smooth the effects of major cost fluctuations given the initial fund balance and income depending on the financial position of the building. Levy income is then generally increased at a rate of 4% per annum over the remaining years of the forecast.

Interest receivable on the Sinking Fund Account has been allowed for in the calculation of funds available at a rate of 2.5%. The Interest receivable amount has been determined by using a net rate of 2.5% on the fund balance at the end of the preceding financial year and makes an allowance for charges that may arise. Where the rate is set to 0% it is not anticipated that sufficient interest will be accrued in the forecast period.

Replacement costs have been calculated by the current cost for each item to a standard, the same or better than the original at the time of inspection. These forecast costs are increased each year at a rate of 4% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10% per annum has been applied to the forecast costs, it is applied to each item cost in the year the cost that is forecast to occur for allowance of variations from quotations obtained in advance.

The effective life for each item identified is based on its materially effective life at the time of inspection, therefore no consideration has been made for the economic life of plant, equipment, finishes or upgrades.

This report assumes that all plant and equipment will be maintained under comprehensive maintenance agreements. Expenditure incurred for maintenance agreements is taken to be covered within the Administrative Fund Budget.

GST has been incorporated to the financials

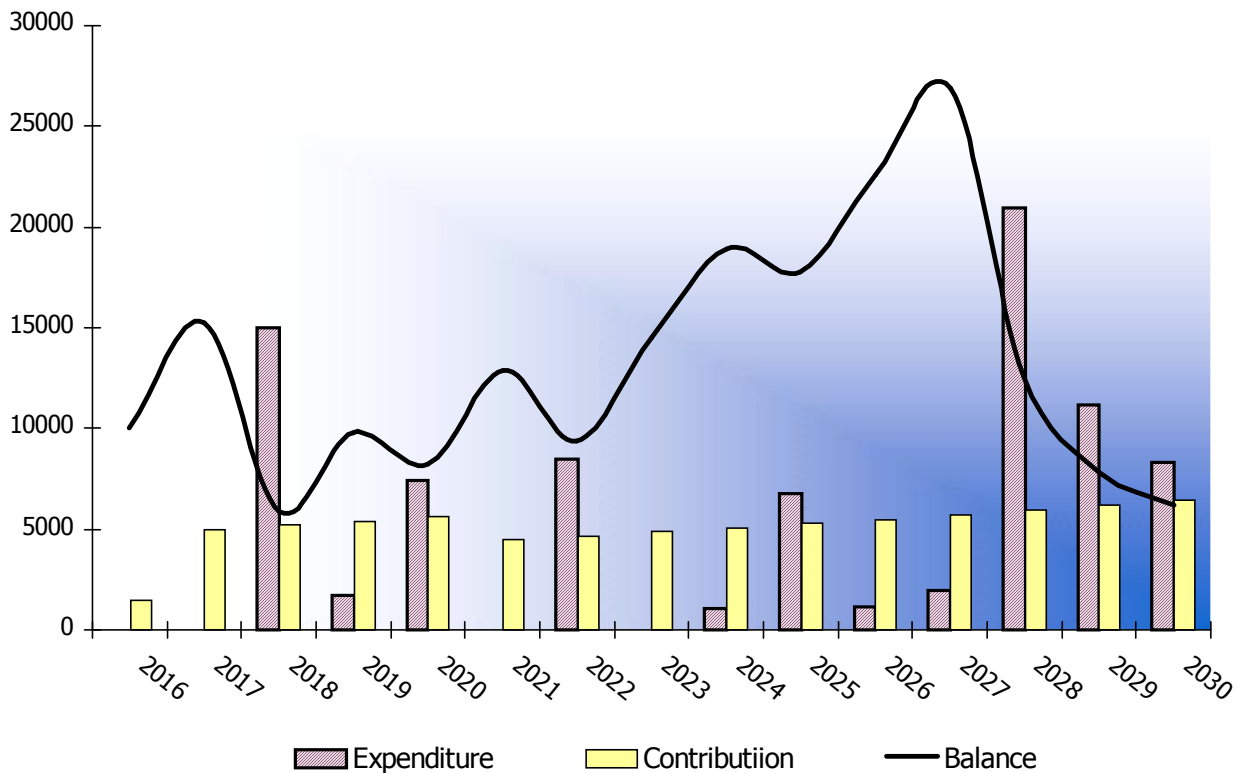
## SC 4968 Inc

## ANNUAL BALANCE FORECAST, EXPENDITURE AND CONTRIBUTION

Year		Costs	Income		Annual Fund Balance		
Life Years	Financial Year Starting	Estimated Expenditure ( Inc GST )	Contribution Total P.A. incl 4.00% Inflation	Bank Interest at 2.50%	Opening Balance (Beginning of Year)	Closing Balance (End of Year)	
1	Feb 16	\$0	\$1,500	208	\$8,323	\$10,031	
2	Feb 17	\$0	\$5,000	251	\$10,031	\$15,282	
3	Feb 18	\$14,972	\$5,200	382	\$15,282	\$5,892	
4	Feb 19	\$1,698	\$5,408	147	\$5,892	\$9,749	
5	Feb 20	\$7,420	\$5,624	244	\$9,749	\$8,197	
6	Feb 21	\$0	\$4,500	205	\$8,197	\$12,902	
7	Feb 22	\$8,519	\$4,680	323	\$12,902	\$9,386	
8	Feb 23	\$0	\$4,867	235	\$9,386	\$14,488	
9	Feb 24	\$1,033	\$5,062	362	\$14,488	\$18,879	
10	Feb 25	\$6,807	\$5,264	472	\$18,879	\$17,808	
11	Feb 26	\$1,118	\$5,475	445	\$17,808	\$22,610	
12	Feb 27	\$1,937	\$5,694	565	\$22,610	\$26,932	
13	Feb 28	\$20,953	\$5,922	673	\$26,932	\$12,574	
14	Feb 29	\$11,209	\$6,159	314	\$12,574	\$7,838	
15	Feb 2030	\$8,280	\$6,405	196	\$7,838	\$6,159	

SC 4968 Inc

FORECAST OF COSTS,INCOME AND BANK BALANCE



The Expected Costs (Expenditure) are a summary of the Yearly Expenses expected in the Forecast Year.

The Income represents the Proposed Levies (Contributions) for Each Financial Year.  
The Closing Bank Balance is at the end of the Year, After Costs have been taken Out.



SC 4968 Inc

YEARLY PROJECTED FORECAST SUMMARY

Year Starting                      **February 2018**                      Expense

**DRIVEWAY /CAR PARK & PAVING**

- Maintain Driveway Area                      \$817

**EXTERNAL FACADE**

- Repaint Soffits                      \$5,308

- Repaint Door Face & Frame                      \$1,089

- Maintain Stairs / Walkways                      \$1,089

- Maintain/Repaint Balustrade                      \$3,811

- Repaint Walkways                      \$2,858

Total Forecast Expenditure for year commencing:                      **February 2018**                      **\$14,972**

Year Starting                      **February 2019**                      Expense

**FENCING**

- Maintain Fencing                      \$849

**LANDSCAPING**

- Remove Trees/Roots                      \$849

Total Forecast Expenditure for year commencing:                      **February 2019**                      **\$1,698**

Year Starting	February 2020	Expense
<b>DRIVEWAY /CAR PARK &amp; PAVING</b>		
- Maintain Carports/Roof		\$1,472
<b>FIXTURES/FITTINGS</b>		
- Maintain/Repair Mail Boxes		\$1,237
- Maintain Lighting		\$1,031
<b>LANDSCAPING</b>		
- Maintain Underground Pipework		\$3,680
Total Forecast Expenditure for year commencing:	February 2020	<b>\$7,420</b>

Year Starting	February 2022	Expense
<b>FIXTURES/FITTINGS</b>		
- Maintain Switchboard/ Electrical		\$1,592
<b>ROOF</b>		
- Maintain Guttering and Downpipes		\$1,911
- Maintain Roof		\$5,016
Total Forecast Expenditure for year commencing:	February 2022	<b>\$8,519</b>

Year Starting	February 2024	Expense
<b>DRIVEWAY /CAR PARK &amp; PAVING</b>		
- Maintain Driveway Area		\$1,033
Total Forecast Expenditure for year commencing:	February 2024	<b>\$1,033</b>

Year Starting **February 2025** Expense

**FIXTURES/FITTINGS**

- Maintain Lighting \$1,254

**LANDSCAPING**

- Remove Trees/Roots \$1,075

- Maintain Underground Pipework \$4,478

Total Forecast Expenditure for year commencing: February 2025 **\$6,807**

Year Starting **February 2026** Expense

**FENCING**

- Maintain Fencing \$1,118

Total Forecast Expenditure for year commencing: February 2026 **\$1,118**

Year Starting **February 2027** Expense

**DRIVEWAY /CAR PARK & PAVING**

- Maintain Carports/Roof \$1,937

Total Forecast Expenditure for year commencing: February 2027 **\$1,937**

Year Starting **February 2028** Expense

**EXTERNAL FACADE**

- Repaint Soffits \$7,857

- Repaint Door Face & Frame \$1,612

- Maintain Stairs / Walkways \$1,612

- Maintain/Repaint Balustrade \$5,641

- Repaint Walkways \$4,231

Total Forecast Expenditure for year commencing: February 2028 **\$20,953**

Year Starting	February 2029	Expense
<b>FIXTURES/FITTINGS</b>		
- Maintain Switchboard/ Electrical		\$2,095
<b>ROOF</b>		
- Maintain Guttering and Downpipes		\$2,514
- Maintain Roof		\$6,600
Total Forecast Expenditure for year commencing:	February 2029	<b>\$11,209</b>

Year Starting	February 2030	Expense
<b>DRIVEWAY /CAR PARK &amp; PAVING</b>		
- Maintain Driveway Area		\$1,307
<b>FIXTURES/FITTINGS</b>		
- Maintain Lighting		\$1,525
<b>LANDSCAPING</b>		
- Maintain Underground Pipework		\$5,448
Total Forecast Expenditure for year commencing:	February 2030	<b>\$8,280</b>

SC 4968 Inc

FORECAST EXPENDITURE BY BUILDING AREAS

SUPERSTRUCTURE

Independent Inspections

Item	Cost ** (Ex GST)	Replace In	Remain Life/Int Years	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
EXTERNAL FACADE																		
- Repaint Soffits	\$3,900	2018	10			5308										7857		
- Repaint Door Face & Frame	\$800	2018	10			1089										1612		
- Maintain Stairs / Walkways	\$800	2018	10			1089										1612		
- Maintain/Repaint Balustrade	\$2,800	2018	10			3811										5641		
- Repaint Walkways	\$2,100	2018	10			2858										4231		
ROOF																		
- Maintain Guttering and Downpipes	\$1,200	2022	7							1911							2514	
- Maintain Roof	\$3,150	2022	7							5016							6600	
DRIVEWAY /CAR PARK & PAVING																		
- Maintain Driveway Area	\$600	2018	6			817						1033						1307
- Maintain Carports/Roof	\$1,000	2020	7					1472							1937			
FENCING																		
- Maintain Fencing	\$600	2019	7				849							1118				
LANDSCAPING																		
- Remove Trees/Roots	\$600	2019	6				849						1075					
- Maintain Underground Pipework	\$2,500	2020	5					3680					4478					5448
FIXTURES/FITTINGS																		
- Maintain Switchboard/ Electrical	\$1,000	2022	7							1592							2095	
- Maintain/Repair Mail Boxes	\$840	2020	12					1237										
- Maintain Lighting	\$700	2020	5					1031					1254					1525
\$22,590						14972	1698	7420		8519		1033	6807	1118	1937	20953	11209	8280

## REPORT NOTES -

The replacement costs included in the report are for budgeting purposes and have been obtained from a number of sources including building cost information guides, painting contractors, plant and equipment suppliers, manufactures and installers and working knowledge of each buildings configuration at the time of inspection.

Every effort has been made to accurately estimate the costs of the items identified in this report, however if there items were put to tender, it would be expected that the quotations would vary and it is recommended that quotations are sourced as in advance of any anticipated sinking find maintenance costs as possible.

The estimated life of each item is made at the time of the site inspection and the life cycles of each of the items having regard to where the building is located, as buildings in a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This sinking fund is not a building condition survey. We recommend that a periodic survey be carried out by qualified building contractors to assess the building condition, if required. The inspection of the common property of the scheme is a visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector from floor or ground level at the time of inspection.

COMPILED BY: Peter Greenham

Peter Greenham's Qualifications include:

Associate Diploma (Laboratory Operations), Diploma (Civil Engineering), Diploma (Quality Management), Diploma (Business), Diploma (Training and Assessment), Diploma (Laboratory Technology), Lead Environmental Auditor, National Association of Testing Authorities Technical Assessor for Construction Materials. Member of the Australian Organisation for Quality.

### READILY ACCESSIBLE AREA INSPECTED

The inspection covered the Readily Accessible Areas of the property including:

Building Interior, Building Exterior, Roof Exterior, Driveway Areas, The grounds including, landscaping, retaining walls, fences within the property boundaries.

The inspection did not include areas which were inaccessible, not readily accessible or obstructed at the time of inspection. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection of the property.

### Other Comments

SC 4968 Inc

Independent Inspections

**GENERAL CONDITIONS OF ENGAGEMENT****1 CONSULTANT'S RESPONSIBILITIES AND OBLIGATIONS**

1.2 Independent Inspections Pty Ltd ("Consultant") will:

- (a) perform the services ("Services") which it has agreed to perform for its client ("Client") including any variations with due care, skill and diligence;
- (b) comply with the requirements of all legislation, statutory instruments, codes and mandatory standards applicable to the performance of the Services; and
- (c) perform the Services in a timely manner or within an agreed program for the commencement and completion of the Services to the extent that it is within the Consultant's reasonable control to do so

**2 PAYMENT**

2.1 The Client will pay to the Consultant the agreed fee for the performance of the Services plus related disbursements. If no fee or basis for calculating the fee has been agreed, then the Consultant is entitled to be paid a reasonable fee taking into consideration the Consultant's Schedule of Hourly Rates, By Category, For Fees on a Time Basis, current at the time the Services are performed, a copy of which shall be provided by the Consultant to the Client upon request.

2.2 Tax invoices issued by the Consultant for payment for the Services performed must be paid by the Client within 14 days of receipt, unless otherwise agreed.

2.3 If the Consultant's fees exclude any goods and services tax or the like tax ("GST"), the Client shall also pay to the Consultant the GST applicable to those fees.

2.4 Late payment of fees shall constitute a default and the client shall be a default interest on overdue amounts from the date of payment at a rate of 10% of the amount due each 7 days overdue.

**3 VARIATIONS/DOCUMENTS**

3.1 The Consultant shall be entitled to be paid a reasonable fee or compensation (including related costs, expenses, loss or damage) for any change required or performed to the Services, unless it is due to a default of the Consultant, as well as a reasonable extension of time to complete the Services as a consequence of the change

**4 CLIENT'S RESPONSIBILITIES AND OBLIGATIONS**

4.1 The Client agrees prior to placing the order that they have read and agreed to the conditions of engagement and by the placement of the order by phone, fax or email is liable for charges incurred.

4.2 The Client will provide the Consultant with all relevant information and documents relating to the Client's requirements;

4.3 promptly and satisfactorily answer all reasonable enquiries and furnish information requested by the Consultant;

4.4 take all reasonable steps to avoid doing or omitting anything which may delay the Consultant in performing the Services;

4.5 bear the costs of all fees and charges in connection with the performance of the Services including those associated with complying with statutory and

regulatory requirements such as permit or approval fees; and

4.6 discharge its obligations reasonably and in good faith.

4.7 An instruction by the Client to vary anything in drawings, specifications or other documents issued previously by the Consultant and complying with this Agreement or where amendments to such documents become necessary or desirable because of circumstances beyond the reasonable control of the Consultant, such instructions or amendments shall be considered to be a change to the Services.

4.8 The Client accepts the risk of using drawings, specifications, reports or any other documents issued by the Consultant in electronic form without requesting and checking them for accuracy against an original hard copy version.

**5 DELAY AND EXTENSION OF TIME**

5.1 The Consultant will be entitled to a reasonable extension of time for the performance of the Services if the Consultant is delayed in performing the Services

by an act, omission or event beyond the reasonable control of the Consultant.

5.2 If the Consultant is delayed in performing the Services by the Client or its contractors or agents, the Client will pay to the Consultant such costs, expenses, loss or damage incurred by the Consultant or for which the Consultant is liable due to the delay

**6 TERMINATION AND SUSPENSION OF SERVICES**

6.1 Where either party commits a breach of this Agreement, the other party may give the defaulting party written notice specifying the breach and the period for its rectification, which shall not be less than 14 days from the date of service of the notice. If the defaulting party fails to rectify the breach within the period specified

in the notice, the other party may, without further notice, suspend or terminate this Agreement.

6.2 Either party may suspend or terminate this Agreement by written notice to the other party:

(a) Where a party, in the reasonable opinion of the other party suffers or may potentially suffer an adverse or potentially adverse alteration in its financial capacity to function as a solvent business or entity

(b) In the event of any occurrence or threat made by anyone in that is connected with Terrorism or War and in connection with this Agreement.

**7 LIABILITY**

7.1 The Consultant accepts responsibility for the performance or non-performance of the Services to the extent provided in this Agreement.

7.2 Consultant shall have no liability to the Client for or in connection with any indirect, economic, special or consequential loss or damage including without limitation; loss of actual or anticipated profit or revenue, business interruption or shutdown, loss of production, delay costs, loss of opportunity, income or rent, financing and holding costs in connection with the Services.

7.3 Notwithstanding any other provision of this Agreement,

(a) to the extent permissible by law, the Consultant will only be liable to the Client whether under contract, in tort, under statute or otherwise for any loss, damage or injury to the extent and in the proportion to which such loss, damage or injury is caused by the fault of the Consultant; and

(b) unless the Consultant's liability is limited under subclause 7.4, the Consultant's aggregate liability to the Client arising out of the performance or nonperformance of the Services, whether under the law of contract, tort (including negligence), statute or otherwise, shall be limited to the extent permissible by law to the fee payable to the Consultant under this Agreement (excluding GST and reimbursable expenses) or \$100,000, whichever is the lesser

7.4 This subclause 7.4 only applies if the law governing this Agreement is that of an Australian State or Territory and/or the Commonwealth of Australia. The liability of the Consultant for breach of any term, condition or warranty under or implied by the Trade Practices Act 1974 ("Act") shall be limited, at the option of the Consultant, and to the extent permitted by the Act, to:

(i) the supplying of the Services again; or

(ii) the payment of the cost of having the Services supplied again.

7.5 Any liability which the Consultant may have in connection with the Services, whether under the law of contract, tort (including negligence), statute or otherwise, shall be deemed to have been discharged at the expiration of 2 years from the completion of the Services and the Client is thereafter barred from commencing any action or making any claims against the Consultant in connection with the Services, unless legal proceedings are issued and the associated formal documentation served upon the Consultant within that period

**8 ASBESTOS, MOULD TERRORISM**

8.1 Notwithstanding anything else in this Agreement or any document or representations made by anyone and to the extent permitted by law, the Consultant shall not be liable or held responsible whether under the law of contract, tort (including negligence), statute or otherwise for any loss, damage, cost or expense of whatsoever nature (including personal injury and death) directly or indirectly caused by, resulting from, based upon, attributable to, in consequence of or in connection with asbestos or Mould or any act of Terrorism or War regardless of any other cause or event contributing concurrently or in any other sequence.

8.2 The Client releases the Consultant from all causes of action, proceedings, claims, demands, liabilities or rights which the Client has or may have had but for subclause 8.1 above and this subclause 8.2 and is barred from commencing any proceedings against the Consultant for any loss or damage caused by anything in connection with asbestos, Mould, Terrorism or War.

8.3 For the purposes of this clause:

(a) "Mould" means fungi, moulds, spores or mycotoxins of any kind;

(b) "Terrorism" means an act, including but not limited to the use of force or violence and/or the threat thereof, of any person or group of persons, whether acting alone or on behalf of or in connection with any organisation or government, committed for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public, or any section of the public in fear; and

(c) "War" means war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation or nationalisation or requisition of, or damage to, property by or under the order of any government or public local authority.

**9 MISCELLANEOUS**

9.1 If the Consultant began to perform the Services before this Agreement was agreed to by all the parties, the terms of this Agreement shall apply retrospectively from when the Services began to be performed.

9.2 If the whole or any part of a clause in this Agreement is unenforceable for any reason, it shall be severed from this Agreement so that the remaining part of the clause or Agreement continues to operate as if the severed part had never been included in this Agreement.

9.3 Any conditions identified as Special Conditions shall take precedence over any other clause in this Agreement.

9.4 The Agreement shall be governed and construed in accordance with the laws of the Country, State or Territory where the majority of the Services are performed.

9.5 The Consultant shall retain copyright of all the intellectual property prepared by the Consultant. The Client shall be entitled to use them or copy them only for the works and the purpose for which they were intended. The ownership of date and factual information collected by the Consultant and paid for by the client shall, after payment by the Client, lie with the Client. The Client may reproduce drawings, specifications and other documents in which the Consultant has copyright, as reasonably required in connection with the project but not otherwise. The Client shall have no right to use any of these documents where any or all of the fees and expenses payable to the Consultant have not been paid in accordance with this agreement



FORECAST EXPENDITURE BY BUILDING AREAS

Friday, 10 February 2017

Area	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
DRIVEWAY /CAR PARK & PAVING	0	0	817	0	1472	0	0	0	1033	0	0	1937	0	0	1307
EXTERNAL FACADE	0	0	14155	0	0	0	0	0	0	0	0	0	20953	0	0
FENCING	0	0	0	849	0	0	0	0	0	0	1118	0	0	0	0
FIXTURES/FITTINGS	0	0	0	0	2268	0	1592	0	0	1254	0	0	0	2095	1525
LANDSCAPING	0	0	0	849	3680	0	0	0	0	5553	0	0	0	0	5448
ROOF	0	0	0	0	0	0	6927	0	0	0	0	0	0	9114	0
			14972	1698	7420		8519		1033	6807	1118	1937	20953	11209	8280



Signature Asbestos Site Survey

## **Signature Asbestos Site Survey**

**For,**

**280 Henley Beach Road, Underdale 5032**

**Strata Corp # 4968**



### Inspection Details

Date of inspection: 8 April 2013

Inspector name: Rowan Gabb

## 280 Henley Beach Road, Underdale 5032

Dear Sir or Madam:

Our auditor has nominated this site as having Asbestos present in accord with OHS regulations and guidelines. Assessment is based on the auditor's competency training and ongoing experience and current practices to ensure all OHS jurisdictions are captured.

**Actions required are indicated on your Survey table.** It is critical that all actions are planned immediately and should you require any assistance what so ever, call our office on 0398547300.

You will receive an emailed file of the site specific "Asbestos Register" S2, S3 Asbestos Management Plan based on AS4801 OHS Management Systems.

The Asbestos management KIT has been specifically designed to provide you and all persons involved with a simple, easy to use, yet **vigorous** safety steps to prevent an incident.

The report contains;

<b>An Inspection Summary</b>	Including the date and details of the person conducting this inspection, the location and condition of the Asbestos or ACM identified on site and a hazard assessment summary table.
<b>Safety Information</b>	<p>Potential health risks to occupants of the building because of the presence of asbestos or ACM identified on site and a asbestos audit assessment table.</p> <p>While asbestos types or conditions etc may be identified, all types will be assessed as a Moderate Risk as per our risk assessment method .</p>
<b>Exclusions</b>	<p>General OHS and risk assessment is not included unless specifically chosen.</p> <p>Sampling and analysis.</p> <p>Inaccessible private lots</p> <p>Inaccessible areas (E.g. service shafts, equipment)</p>
<b>Assumptions</b>	Where the material is suspect and cannot be tested for practicable reasons, the material will be treated in all aspects as Asbestos.

This survey aims to prevent any person's unknowingly uncovering or causing damage to asbestos that may release airborne fibres, which would cause harm to themselves and others during such an incident. To meet your obligations there are four things that **MUST** be done:

1. Audit site to identify Asbestos
2. Install an asbestos hazard register accessible for each occupant and anyone entering the building to perform work
3. Warning labels and signage identifying the location of the asbestos need to be installed on site (by a competent person).
4. Apply Safety Action Plan – Asbestos; to be made accessible on site for workers and others. The SAP details who is responsible to implement asbestos related safety controls and the control processes

Use this site specific Audit and the Safety Management Plan to properly and professionally ensure controls are implemented both at the site and when engaging contactors, thus capturing any activity that may be actioned on site

## INSPECTION SUMMARY REPORT




**Auditor: Rowan Gabb**



**Audit date: 8 April 2013**

Reassess risk regularly, particularly when

- There is evidence that the risk assessment is no longer valid;
- A significant change is proposed in the work area (in place or in work practice);
- There is a change in the condition of the ACM;
- The ACM has been removed, enclosed or sealed.

**Asbestos Hazard Assessment Summary Table**

No	Photo	Location	Description/Type	Condition Good/Ave/poor	Friable/ Non- Friable?	Current Controls What controls are currently in place (including labelling)?	Risk Level High Med Low	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - PPE	Sample No
1		Roof Eaves	Cement Sheeting	Good	NF	None	Mod	Administration/ PPE	NA
2		Elec. Meter box	ACM backing (No Access)	Unknown	Unknown	None	Unknown	Administration/ PPE	NA
3		Roof Cavity	ACM Insulation	Unknown	Unknown	None	Unknown	Administration/ PPE	NA

4		Ground undercroft	Vermiculite type finish	Good	NF	None	Mod	Administration/ PPE	NA
5		Staircase backing	Cement sheeting	Good	NF	None	Mod	Administration/ PPE	NA

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## MANAGEMENT OF ASBESTOS ON SITE

### Priority Levels

The ultimate goal of the asbestos management and control regime is for all workplaces to be free from ACM. This goal will not be achieved overnight however, so it is important that all ACM be managed and controlled depending on the risk it poses. As such, in the Inspection Summary Report, each item of presumed or confirmed ACM is given a 'Priority Number' ranked between a priority of 1 for a high risk incidence through to a priority 4, for a low risk of exposure. This indicates how it should be managed. The different Priority Levels are explained below.

A site with ACM **must** have controls in place i.e. "Site Safety register and Folder"

Priority Level	Meaning & Recommended Control Measures
<b>Critical Risk</b> <b>Immediate Removal</b> <b>Action Required</b>	Based on the condition of the ACM there is an indication of an immediate or elevated health risk to workers. The ACM has been identified as High Risk, and cannot be controlled through enclosure, encapsulation or sealing. Access to the area containing the ACM should be restricted and the ACM should be safely removed immediately.
<b>High Risk, Plan for removal</b>	Based on the condition of the ACM, the likelihood that it will be disturbed and the likelihood of a person being exposed to respirable asbestos fibres, the ACM poses a potential health risk to workers in their current state. This risk is determined as requiring immediate action of the preferred control measure - elimination. Immediate removal of the asbestos containing materials is recommended. Failing removal - control measures to stabilise and isolate the material from access by any non-essential workers with regular monitoring of the condition of the material is the minimum that would be acceptable, until asbestos removal can be arranged.
<b>Moderate Risk, Planned monitoring</b>	Based on the condition of the ACM, the likelihood that it will be disturbed, and the likelihood of a person being exposed to respirable asbestos fibres, the ACM does not present an immediate health risk unless further disturbed. <u>Control measures must be implemented</u> to undertake any necessary repairs and maintenance and protect these materials from further damage, including installation of warning signs. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned.

280 Henley Beach Road, Underdale 5032

Rowan Gabb

FS30325

<b>Low Risk</b>	Products or bonded ACM that pose low health risk to workers. This material is currently undamaged, stable, non-friable, within a low assessable area. Control measures to protect these materials from damage would include identifying materials with warning signs and providing asbestos awareness instruction to workers by way of workplace training. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned. E.g. low probability of disruption e.g. a well secured eave boards.
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## REPORT NOTES

Asbestos is more vulnerable to damage and more likely to release airborne asbestos fibres than others, however in general, the materials which contain a high percentage of asbestos with less bonding agent are more easily damaged. For example, asbestos insulation and lagging can contain up to 85% asbestos and are likely to release fibres. In comparison, AC contains only 10-15% asbestos and as it is tightly bound, the material will only give off fibres if it is badly damaged, broken or is worked on.

A large, stylized flame logo in the background, composed of three overlapping curved shapes in shades of orange and pink.

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No matter which priority level the asbestos has been indicated in your risk assessment, should any renovation, maintenance or demolition work involving asbestos or asbestos related materials (ACM) be planned, please ensure the persons involved can confirm their ability and intention to comply with the requirements for how to safely remove asbestos from relevant state or territory authority or Safety Australia.

### Report Limitations

This is a 'Common Areas Workplace Survey' and is designed to meet the specific needs of Strata Plan and associated Body Corporate. Areas inspected do not include private property, e.g. balconies and inside individual units as the owner of a private dwelling is not required to comply with the regulation.

It is not always possible to view all areas of the building as access is not physically possible and/or would involve a demolition or partial demolition, or work from ladders. As Audit inspectors perform all on-site inspections alone, working at heights cannot be achieved. As a general guide, Asbestos Containing Materials (ACM) if stable and inaccessible should be left in situ until demolition, partial demolition or renovation. Where in situ asbestos materials are in a stable condition, but accessible, they should be controlled appropriately through encapsulation, sealing, enclosure or removal. However, ACM that is friable, poorly bonded or in an unstable condition, must be removed. Please note that if ACM is to be removed, removal must be done in accordance with the Safe Removal of Asbestos Code of Practice.

Where access was unavailable to the roof, the audit inspector uses google photos, information from the on-site inspection and experience to assess the age of the building to establish the materials used. Thus, the presence of Asbestos Containing Material on the roof and out buildings etc. may not be applicable.

### Access Limitations

- In some instances, ACM may be present in areas that cannot be accessed without implementing destructive sampling techniques. As such, it may not be possible to positively identify the presence of all ACM on the property. Where there is reason to suspect ACM in areas which cannot be inspected, we will presume it to be present and recommend that appropriate measures be taken.

### Sampling

- Only laboratory analysis of samples of the particular material can conclusively establish the presence, type, and proportion of asbestos. Samples of paint, insulation material and other building materials are taken and subjected to tests by an independent testing company's such as Identifibre.

The audit company cannot conclusively assess the presence or absence of Asbestos and will rely on the results of these independent tests (where conducted). Focus Fire and Safety will forward to the manager a copy of the Asbestos Survey and any report or findings of the independent testing agency gathered.

If it is unreasonable to collect sample material due to inaccessibility or the potential to cause damage to the area making the release of airborne asbestos fibres more likely, our safety protocol demands (as does mandatory regulations) that the audit inspector, as a competent

person, presumes the presence of asbestos, or asbestos containing materials based on their observations and experience, and that their presumption requires the steps for asbestos safety compliance to be met by all person(s) in control of the work space.



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Such areas that may require the audit inspector to make informed presumptions about the likelihood of the presence of asbestos or ACM include:

- Wall cavities
- Beneath floor coverings
- Penetrations in solid wall cavities and concrete floor slabs
- Pipework in wall cavities
- Heater banks in air conditioning ductwork
- Fire doors
- Inaccessible service ducts/risers
- Lift shafts
- Underground piping
- Roofing

**NEW LAWS:** January 2013 as per **Safe Work Australia** bulletin

### **HARMONISED HEALTH AND SAFETY LAWS apply to Asbestos**

The Commonwealth and each state and territory government have agreed to harmonise their work health and safety laws, including Regulations and Codes of Practice.

The Commonwealth and each state and territory will be required to enact laws that reflect the model work health and safety laws by the end of December 2012. The laws will be adopted by QLD and NSW to commence on 1 January 2012 and SA no later than January 2013, VIC has delayed adoption of harmonised WHS legislation for 12 months.

Model Codes of Practice are being developed and implemented at the same time as the model WHS Regulations. This survey meets the standards for compliance as detailed in the model Code of Practice for 'How to Manage and Control Asbestos in the Workplace' and more importantly applies Risk Assessment principles based on AS 4801.

### **INFORMATION FOR TENANTS, OWNERS AND TRADESPERSONS**

Asbestos is a fibrous mineral which was used extensively in buildings, primarily for its heat-resistant and bonding qualities. The inhalation of airborne asbestos fibres has been linked to a number of respiratory diseases, including asbestosis, mesothelioma and lung cancer. These fibres are released and become airborne from loose ('friable') asbestos and from bonded asbestos in ACM when it is damaged or disturbed.

Materials containing asbestos were used extensively in many buildings until the late 1980s and less frequently thereafter until the 31<sup>st</sup> December, 2003, when they were banned from use in Victoria due to the health risks their use poses. Since the ban on asbestos in 2003, workers are now most likely to be exposed to airborne asbestos fibres during removal, demolition and maintenance work involving ACM.

As buildings containing asbestos age and are maintained, remodelled or demolished, the potential for exposure to asbestos fibres increases for workers and members of the public. For this reason, requirements for managing and removing asbestos and ACM have been introduced.

As a basic guide, tenants and owners can manage the risks of asbestos by:

- Being aware of what asbestos is and where it can be found;
- Having suspicious materials sampled and tested by a competent person and by treating suspicious materials as though they are asbestos;
- Being aware of the responsibilities of clients (Which can include householders and renovators) and the responsibilities of asbestos removalists under relevant legislation (see below);
- Ensuring that work involving the removal of 10 or more square metres of bonded asbestos is carried out by a licensed asbestos removalist;
- Ensuring the work involving the removal of any amount of friable asbestos is carried out by a licensed asbestos removalist;
- Ensuring that any work carried out on asbestos is carried out in accordance with the relevant legislation (see below).

### **Asbestos is typically found:**

Asbestos was typically used in fibro roofs, walls and soffits as well as in 'wet' areas such as kitchens, bathrooms and laundries. Asbestos cement can also be found in flat, profiled, corrugated and compressed sheets, shingles, weatherboards, rigid board insulation and many building products including flue pipes and guttering. An extensive list of examples of ACM is available and can be found on all state and safe work Australia websites.

Second hand materials, or products containing asbestos, can also have been installed or used after asbestos was banned and may still be found in newer buildings.

### **How is asbestos identified?**

In the majority of ACM, asbestos is mixed with other substances on a microscopic level (such as with cement in asbestos cement sheeting) and is indistinguishable from non-ACM. As such, it is often difficult to conclusively determine whether or not a material contains asbestos by sight. Experienced and competent inspectors will be able to identify suspect materials based on their age, location, purpose, use and a range of other indicative factors.

The way to be certain that a material contains asbestos is to have a sample analysed by a laboratory. Unfortunately, taking samples of suspect material is both a hazardous and expensive process. Due to the cost and risk involved in sampling suspect material, the *Managing Asbestos in Workplaces Compliance Code 2008* recommends that, in most cases, suspect materials be 'assumed' to contain asbestos. Once a material is assumed to contain asbestos, it must be treated exactly like all other ACM.

### **What law applies?**

Occupational health and safety legislation throughout Australia provides specific guidelines for the regulation of asbestos related risks in places where people may work. The legislation places

legal obligations on certain people and details the requirements that must be complied with. To discharge your occupational health and safety obligations with regard to asbestos, you must comply with the relevant OHS act in each State and Territory in line with the *Australian Work Health and Safety Strategy 2012-2022*

- During Harmonization transition, reference to state and territory Acts and regulations including licenses and codes of practice is required

### **What you must do:**

If the Regulations or a compliance code describe how to prevent or minimise an asbestos related risk at your workplace, you must comply with that regulation or compliance code. If there is no regulation or compliance code relevant to a risk at your workplace, you must choose an appropriate way to manage exposure to the risk. Obligation holders must, where there is no regulation or compliance code about a risk, take reasonable precautions and exercise proper diligence to manage the risk.

### **Register of ACM**

An asbestos register is required in all jurisdictions.

The person who has management or control of a workplace must record in an asbestos register the results of the asbestos identification for materials which they have management or control over. Any employer at the workplace must also record in an asbestos register the results of the asbestos identification for materials they have management or control over. This may include an item such as a machine they brought to the workplace that has an asbestos-containing brake.

Therefore, in some circumstances, there will be two separate asbestos registers relating to the same workplace. The employer's asbestos register should include the register created by the person who has management or control of the workplace. Where the person who has management or control of the workplace and the employer in the workplace is the same person, one asbestos register covering both duties would be sufficient.

There is no mandatory format for the asbestos register. However, it must be current and should include the following information:

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- Location of the asbestos;
- Likely source of unfixed or uninstalled asbestos;
- Type of ACM;
- Whether the asbestos is friable or non-friable;
- Condition of the ACM;
- Whether the ACM is likely to be damaged or disturbed;
- Details of all inaccessible areas likely to contain asbestos;
- Detailed information about activities carried out in the workplace that are likely to disturb the asbestos;
- Dates when the identification and risk assessments were done.
- It is suggested the register also contain a copy of all reports of analysed samples conducted by NATA-approved laboratories.
- The asbestos register must be kept current by including:
  - Any change in the condition of ACM, such as damage or deterioration from exposure to weather, substances or impacts.
  - Details of ACM that has been removed, enclosed or sealed (and preferably by whom and when).
  - Details of recent identification of asbestos that was previously not identified.

The person with management or control must keep the current asbestos register for the workplace, but the old versions do not legally need to be kept. However, keeping old versions of asbestos registers and clearance certificates will ensure that a record is kept of the asbestos that has been identified in the workplace. When relinquishing management or control of a workplace, employers must provide a copy of the current asbestos register to the person who is taking over management or control (if there is such a person).

### **Annual Re-assessment**

It is necessary to check the condition of the asbestos and ACM on the property, on a regular basis to ensure that any deterioration and/or alteration of such material or the environment in which it is located, is identified and addressed. Changes to the asbestos and ACM on the property will require an update to the Asbestos Register and changes to the Asbestos Management Plan to ensure that the property remains free of associated risks to health and safety.

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## Signature Asbestos Register S2.1

for

**280 Henley Beach Road, Underdale**

**Strata Corp # 4968**



### Inspection Details

Date of inspection: 8 April 2013

Inspector name: Rowan Gabb

**This Site Specific Asbestos Register should be referenced in conjunction  
with the Asbestos Management Plan**

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## THIS REGISTER CONTAINS

1. The table of the survey indicating the location and condition of the Asbestos or ACM identified on site including:
    - a. a Hazard Assessment conducted on the date this register was prepared;
    - b. an Asbestos Hazard Register;
    - c. background information on the identification of Asbestos and where it can be found
    - d. photographic examples of Asbestos Containing Materials
    - e. information on the law, insurance and other legal matters
  2. An Asbestos Hazard Site Pack including:
    - a. Site Entry Permit,
    - b. Safe Method Work Statement / Job Safety Analysis Worksheet
    - c. Recommended safe working practices for:
      - Drilling for asbestos containing material
      - Sealing, painting, coating and cleaning of asbestos cement products
      - Cleaning leaf litter from gutters of asbestos cement roofs
      - Replace cabling in asbestos cement conduits or boxes
      - Working on electrical mounting boards (switchboards) containing asbestos
- AND information on
- Where you are likely to find asbestos
  - Photos of asbestos containing materials

## HOW TO USE THE REGISTER

All persons **MUST** use the register and controls by completing the work safe permit thus demonstrating their safety skill set and understand where the location of the asbestos containing materials are on site.

Each person must conduct a risk assessment to determine if his or her work can be undertaken without disturbing the asbestos identified on site.

- If work can be safely undertaken, all asbestos related work should be recorded, in the Asbestos Hazard Site Pack provided,
- If it is unsafe to continue work, due to the potential release of asbestos fibre, the persons conducting the work **MUST STOP** and immediately contact the manager in control.

**Should any renovation, maintenance or demolition work involving asbestos or asbestos related materials (ACM) be planned, persons involved must comply with all mandatory and site management protocols.**

## ASBESTOS HAZARD ASSESSMENT SUMMARY TABLE

**Assessed by:** Rowan Gabb

**Assessment date:** 8 April 2013


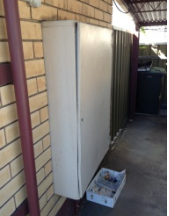
**Review date:** 1 year from assessment date

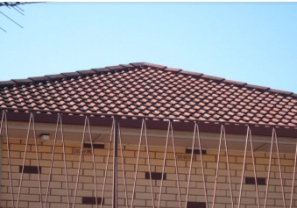


Reassess risk regularly, particularly when

- There is evidence that the risk assessment is no longer valid;
- A significant change is proposed in the work area (in place or in work practice);
- There is a change in the condition of the ACM;
- The ACM has been removed, enclosed or sealed.

**ALL CONTRACTORS MUST SIGHT THIS ASBESTOS REGISTER PRIOR TO COMMENCEMENT OF WORKS**

**IMPORTANT – NATA testing records are to be kept with the Asbestos Hazard Register (where applicable)**

No	Photo	Location	Description/Type	Condition Good/Ave/poor	Friable/ Non- Friable?	Current Controls What controls are currently in place (including labelling)?	Risk Level High Med Low	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - PPE	Sample No
<b>All work on or near currently identified ACM must have Safe Work Practices applied (Refer to Safe Work Practices contained in S2.2 [Asbestos Site Hazard Pack] or S3 [Asbestos Management Plan])</b>									
1.		Roof Eaves	Cement Sheeting	Good	NF	None	Low	Administration/ PPE	NA
2.		Elec. Meter box	ACM backing (No Access)	Unknown	Unknown	None	Unknown	Administration/ PPE	NA

3.		Roof Cavity	ACM Insulation	Unknown	Unknown	None	Unknown	Administration/ PPE	NA
4.		Ground undercroft	Vermiculite type finish	Good	NF	None	Low	Administration/ PPE	NA
5.		Staircase backing	Cement sheeting	Good	NF	None	Low	Administration/ PPE	NA

**Notes:**

Friable ACM examples include: pipe lagging, boiler insulation, fire retardant material on steel work, sprayed insulation.

Non Friable ACM (usually bonded or mixed with cement or similar material and cannot be crumbled, pulverised or reduced to powder by hand pressure) examples include: asbestos cement sheet, asbestos cement moulded products, bitumen-based water proofing, vinyl floor tiles in good condition.

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## MANAGEMENT OF ASBESTOS ON SITE

### Priority Levels

The ultimate goal of the asbestos management and control regime is for all workplaces to be free from ACM. This goal will not be achieved overnight, however, so it is important that all ACM be managed and controlled depending on the risk it poses. As such, in the Asbestos Site Survey, each item of presumed or confirmed ACM is given a priority ranking between “critical” for a high risk incidence through to “low risk” ranking for a low risk of exposure. This indicates how it should be managed. The different Priority Levels are explained below.

A site with ACM **must** have controls in place i.e. “Site Safety register and Folder, Asbestos Register and Asbestos Hazard Site Pack”

Priority Ranking Level	Meaning & Recommended Control Measures
<b>Critical Risk Immediate Removal Action Required</b>	Based on the condition of the ACM there is an indication of an immediate or elevated health risk to workers. The ACM has been identified as High Risk, and cannot be controlled through enclosure, encapsulation or sealing. Access to the area containing the ACM should be restricted and the ACM should be safely removed immediately.
<b>High Risk Plan for removal</b>	Based on the condition of the ACM, the likelihood that it will be disturbed and the likelihood of a person being exposed to respirable asbestos fibres, the ACM poses a potential health risk to workers in their current state. This risk is determined as requiring immediate action of the preferred control measure - elimination. Immediate removal of the asbestos containing materials is recommended. Failing removal - control measures to stabilise and isolate the material from access by any non-essential workers with regular monitoring of the condition of the material is the minimum that would be acceptable, until asbestos removal can be arranged.
<b>Moderate Risk, Planned monitoring</b>	Based on the condition of the ACM, the likelihood that it will be disturbed, and the likelihood of a person being exposed to respirable asbestos fibres, the ACM does not present an immediate health risk unless further disturbed. <u>Control measures must be implemented to undertake any necessary repairs and maintenance and protect these materials from further damage, including installation of warning signs. Reassessment of this priority ranking should be undertaken when any change to the work environment or the work activity within the environment is planned.</u>
<b>Low Risk</b>	Products or bonded ACM that pose low health risk to workers. This material is currently undamaged, stable, non-friable, within a low assessable area. Control measures to protect these materials from damage would include identifying materials with warning signs and providing asbestos awareness instruction to workers by way of workplace training. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned. E.g. low probability of disruption e.g. a well secured eave boards.

## Register Limitations

The Asbestos Site Survey is designed to meet the specific needs of Strata Plan and associated Owners Corporations and areas inspected do not include private property, e.g. balconies and inside individual units as the Owner of a private dwelling is not required to comply with the regulation.

It is not always possible to view all areas of the building as access is not physically possible and or would involve the demolition or partial demolition, or work off ladders. As Focus Fire and Safety inspectors perform all on site inspections alone, they are unable to meet the legislative obligations for OH & S with regard to these activities.

As a general guide, Asbestos Containing Materials (ACM), if stable and inaccessible, should be left in situ until demolition, partial demolition or renovation. Where in situ asbestos materials are in a stable condition, but accessible, they should be controlled appropriately through encapsulation, sealing, enclosure or removal. However, ACM that is friable, poorly bonded or in an unstable condition, must be removed. Please note that if ACM is to be removed, removal must be done in accordance with the Safe Removal of Asbestos Code Of Practice.

Where access was unavailable to the roof we have used the latest available aerial photos, coupled with information from the on-site inspection and additional information we have obtained regarding the materials used, in order to make the determinations within this report. If the roof has been changed since the date of the aerial photo then the recommendations regarding the presence of Asbestos Containing Material on the roof may not be applicable.

## Access Limitations

In some instances, ACM may be present in areas that cannot be accessed without implementing destructive sampling techniques. As such, it may not be possible to positively identify the presence of all ACM on the property. Where there is reason to suspect ACM in areas that cannot be inspected, we will presume it to be present and recommend that appropriate measures be taken.

## Sampling

Only laboratory analysis of samples of the particular material can conclusively identify the presence, type, and proportion of asbestos. Samples of paint, insulation material and other building materials are taken and subjected to tests by an independent testing agency.

Focus Fire and Safety cannot conclusively assess the presence or absence of Asbestos and rely on the results of these independent tests (where conducted). Focus Fire and Safety will forward to the recipient of the Asbestos Site Survey any report or findings of the independent testing agency, in the form provided by the independent testing agency, when they become available.

If it is unreasonable to collect sample material, due to accessibility or potential to cause damage to the area, making the release of airborne asbestos fibres more likely, the law specifies that our inspector, as a competent person, can presume the presence of asbestos, or asbestos containing materials based on their observations and experience, and that their presumption requires the steps for asbestos safety compliance to be met by the person in control of that workplace.



Such areas that may require our inspector to make informed presumptions about the likelihood of the presence of asbestos or ACM include:

- Roof cavities
- Wall cavities
- Sub floor
- Plant and equipment inner linings/gaskets
- Painted and coated fencing
- Electrical installations
- Beneath floor coverings
- Penetrations in solid wall cavities and concrete floor slabs
- Pipework in wall cavities
- Heater banks in air conditioning ductwork
- Fire doors
- Inaccessible service ducts/risers
- Lift shafts
- Underground piping etc.

## **NEW LAWS January 2013 as per Safe Work Australia bulletin**

### **HARMONISED HEALTH AND SAFETY LAWS apply to Asbestos**

The Commonwealth and each state and territory government have agreed to harmonise their work health and safety laws, including Regulations and Codes of Practice.

The Commonwealth and each state and territory will be required to enact laws that reflect the model work health and safety laws by the end of December 2012. The laws will be adopted by QLD and NSW to commence on 1 January 2012 and SA no later than January 2013, VIC has delayed adoption of harmonised WHS legislation for 12 months.

Model Codes of Practice are being developed and implemented at the same time as the model WHS Regulations. This survey meets the standards for compliance as detailed in the model Code of Practice for 'How to Manage and Control Asbestos in the Workplace' and more importantly applies Risk Assessment principles based on AS 4801.

### **Information for Tenants, Owners and Tradespersons**

Asbestos is a fibrous mineral, which was used extensively in buildings, primarily for its heat-resistant and bonding qualities. The inhalation of airborne asbestos fibres has been linked to a number of respiratory diseases, including asbestosis, mesothelioma and lung cancer. These fibres are released and become airborne from loose ('friable') asbestos and from bonded asbestos in ACM when it is damaged or disturbed.

Materials containing asbestos were used extensively in many buildings until the late 1980s and less frequently thereafter until the 31<sup>st</sup> December, 2003, when they were banned from use in Victoria due to the health risks their use poses. Since the ban on asbestos in 2003, workers are now most likely to be exposed to airborne asbestos fibres during removal, demolition and maintenance work involving ACM.

Materials containing asbestos were used extensively in many buildings until the late 1980s and less frequently thereafter until the 31<sup>st</sup> December, 2003, when they were banned from use in Victoria due to the health risks their use poses. Since the ban on asbestos in 2003, workers are now most likely to be exposed to airborne asbestos fibres during removal, demolition and maintenance work involving ACM.

As buildings containing asbestos age and are maintained, remodelled or demolished, the potential for exposure to asbestos fibres increases for workers and members of the public. For this reason, requirements for managing and removing asbestos and ACM have been introduced.

As a basic guide, tenants and owners can manage the risks of asbestos by:

- Being aware of what asbestos is and where it can be found;
- Having suspicious materials sampled and tested by a competent person and by treating suspicious materials as though they are asbestos;
- Being aware of the responsibilities of clients (Which can include householders and renovators) and the responsibilities of asbestos removalists under relevant legislation (see below);
- Ensuring that work involving the removal of 10 or more square metres of bonded asbestos is carried out by a licensed asbestos removalist;
- Ensuring the work involving the removal of any amount of friable asbestos is carried out by a licensed asbestos removalist;
- Ensuring that any work carried out on asbestos is carried out in accordance with the relevant legislation (see below).

### **Asbestos is typically found:**

Asbestos was typically used in fibro roofs, walls and soffits as well as in 'wet' areas such as kitchens, bathrooms and laundries. Asbestos cement can also be found in flat, profiled, corrugated and compressed sheets, shingles, weatherboards, rigid board insulation and many building products including flue pipes and guttering. An extensive list of examples of ACM is available and can be found on all state and safe work Australia websites.

Second hand materials, or products containing asbestos, can also have been installed or used after asbestos was banned and may still be found in newer buildings.

### **How is asbestos identified?**

In the majority of ACM, asbestos is mixed with other substances on a microscopic level (such as with cement in asbestos cement sheeting) and is indistinguishable from non-ACM. As such, it is often difficult to conclusively determine whether or not a material contains asbestos by sight. Experienced and competent inspectors will be able to identify suspect materials based on their age, location, purpose, use and a range of other indicative factors.

The way to be certain that a material contains asbestos is to have a sample analysed by a laboratory. Unfortunately, taking samples of suspect material is both a hazardous and expensive process. Due to the cost and risk involved in sampling suspect material, the *Managing Asbestos in Workplaces Compliance Code 2008* recommends that, in most cases, suspect materials be 'assumed' to contain asbestos. Once a material is assumed to contain asbestos, it must be treated exactly like all other ACM.

## Photographic examples of asbestos<sup>1</sup>:

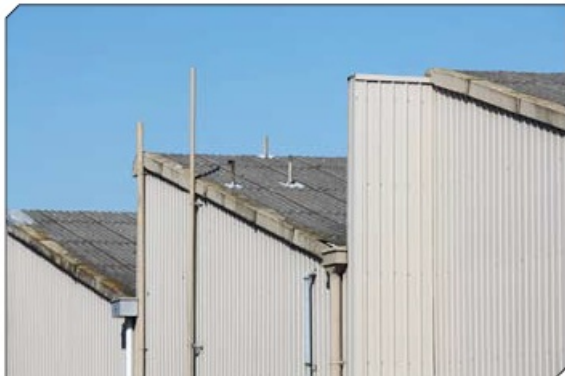


Figure 2: Saw-tooth design roof with corrugated asbestos cement roof sheets.



Figure 3: Corrugated asbestos cement roof sheets.



Figure 4: Corrugated asbestos cement roof sheets.

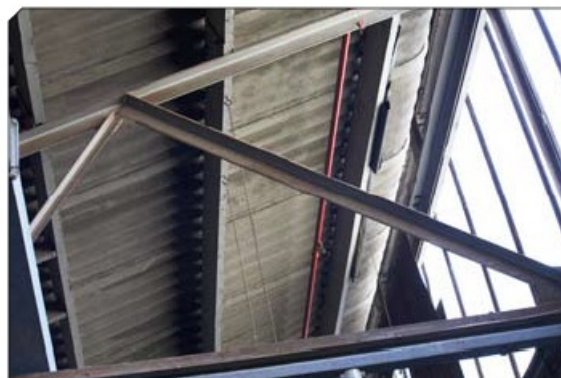


Figure 5: Underside of an asbestos cement sheet roof.

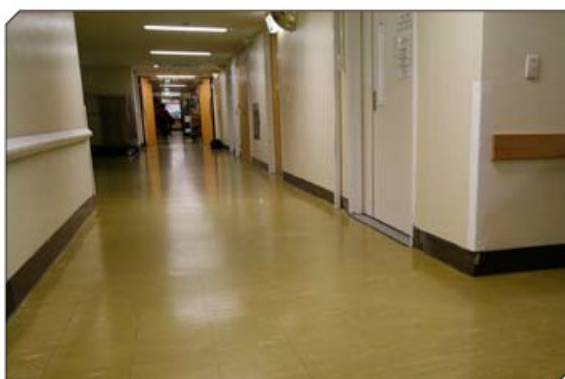


Figure 6: Vinyl tiles containing asbestos.

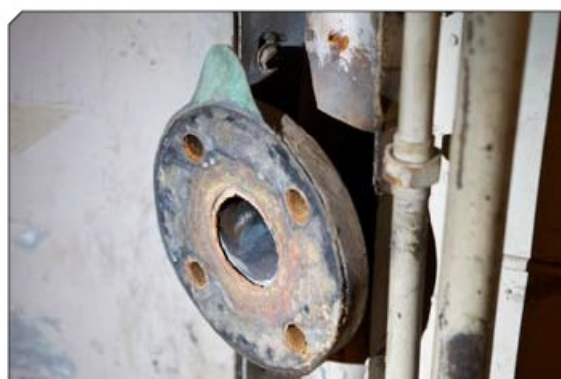


Figure 7: Asbestos-containing gasket.

<sup>1</sup> Asbestos - A Handbook for Workplaces, WorkSafe Victoria



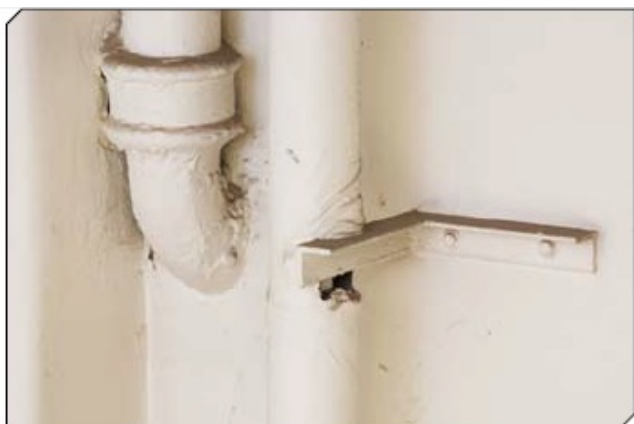


Figure 8: Damaged and exposed pipe wrapped with asbestos lagging.

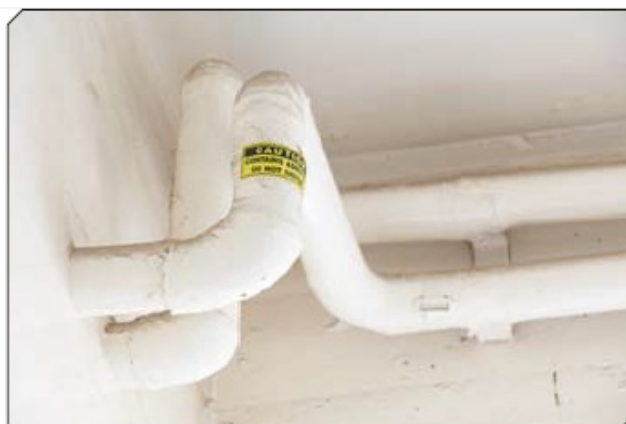


Figure 9: Labelled pipe wrapped in asbestos lagging.



Figure 10: Exposed asbestos lagging on pipe.



Figure 11: Sprayed asbestos.



Figure 12: Deteriorated asbestos-containing mastic between window frame and bricks.



Figure 13: Fire-rated door containing asbestos.



Figure 14: Asbestos rope seal in duct join with close-up inset



Figure 15: Detached asbestos rope seal and remnant debris on duct



Figure 16: Asbestos-containing zelemite electrical switchboard panel.



Figure 17: Friable asbestos insulation in an electrical fuse housing.



Figure 18: Unfixed asbestos lagging from a pipe.



Figure 19: These pieces of broken asbestos cement sheet are not fixed or installed.

## What law applies?

Occupational health and safety legislation throughout Australia provides specific guidelines for the regulation of asbestos related risks in places where people may work. The legislation places legal obligations on certain people and details the requirements that must be complied with. To discharge your occupational health and safety obligations with regard to

asbestos, you must comply with the relevant OHS act in each State and Territory in line with the *Australian Work Health and Safety Strategy 2012-2022*

- During Harmonisation transition, reference to state and territory Acts and regulations including licenses and codes of practice is required

### What you must do:

If the Regulations or a compliance code describe how to prevent or minimise an asbestos related risk at your workplace, you must comply with that regulation or compliance code. If there is no regulation or compliance code relevant to a risk at your workplace, you must choose an appropriate way to manage exposure to the risk. Obligation holders must, where there is no regulation or compliance code about a risk, take reasonable precautions and exercise proper diligence to manage the risk.

### Register of ACM

An asbestos register is required in all jurisdictions.

The person who has management or control of a workplace must record in an asbestos register the results of the asbestos identification for materials, which they have management or control over. Any employer at the workplace must also record in an asbestos register the results of the asbestos identification for materials they have management or control over. This may include an item such as a machine they brought to the workplace that has an asbestos-containing brake.

Therefore, in some circumstances, there will be two separate asbestos registers relating to the same workplace. The employer's asbestos register should include the register created by the person who has management or control of the workplace. Where the person who has management or control of the workplace and the employer in the workplace is the same person, one asbestos register covering both duties would be sufficient.

There is no mandatory format for the asbestos register. However, it must be current and should include the following information:

- Location of the asbestos;
- Likely source of unfixed or uninstalled asbestos;
- Type of ACM;
- Whether the asbestos is friable or non-friable;
- Condition of the ACM;
- Whether the ACM is likely to be damaged or disturbed;
- Details of all inaccessible areas likely to contain asbestos;
- Detailed information about activities carried out in the workplace that are likely to disturb the asbestos;
- Dates when the identification and risk assessments were done.
- It is suggested the register also contain a copy of all reports of analysed samples conducted by NATA-approved laboratories.
- The asbestos register must be kept current by including:
  - Any change in the condition of ACM, such as damage or deterioration from exposure to weather, substances or impacts.



- Details of ACM that has been removed enclosed or sealed (and preferably by whom and when).
- Details of recent identification of asbestos that was previously not identified.

### Insurance and litigation

The person with management or control must keep the current asbestos register for the workplace, but the old versions do not legally need to be kept. However, keeping old versions of asbestos registers and clearance certificates will ensure that a record is kept of the asbestos that has been identified in the workplace. When relinquishing management or control of a workplace, employers must provide a copy of the current asbestos register to the person who is taking over management or control (if there is such a person).

### Annual Re-assessment

It is necessary to check the condition of the asbestos and ACM on the property, on a regular basis to ensure that any deterioration and/or alteration of such material or the environment in which it is located is identified and addressed. Changes to the asbestos and ACM on the property will require an update to the Asbestos Register and changes to the Asbestos Management Plan to ensure that the property remains free of associated risks to health and safety.

A large, faint, stylized flame logo in the background of the page.

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# Signature Asbestos Management Plan (AMP)

for

**280 Henley Beach Road, Underdale**

**Strata Corp # 4968**



## Inspection Details

Date of inspection: 8 April 2013

Inspector name: Rowan Gabb

## **SAFETY ACTION PLAN (ASBESTOS)**

### **THIS PLAN IS TO BE ENDORSED AND ACCEPTED BY OWNERS AND MANAGERS IN CONTROL OF THE SPACE AS DESCRIBED IN REPORTS**

To this end the responsible persons namely, managers and owners giving managers authority to act, is to sign this Safety Action Plan (SAP) as is, or an edited version. Signing accepts that not only is plan acceptable, but all processes and protocols will be actively adopted, periodically checked and measured to ensure contents meets highest controls for managing the **HAZARDS**.

### **STRATEGIC SAFETY POLICY TO BE ADOPTED IS – “STOP WORK”**

**It is to be communicated through all instructions that any persons unsure about work safety processes MUST immediately “STOP WORK” and call management for instructions on whether to proceed or not.**

#### **Site Safety Protocols**

The Safety Management Plan and Asbestos Hazard Register MUST be displayed at the property to ensure it is clearly available for all persons including employees, contractors or visitors.

#### **Critical statement**

It is imperative that all persons associated with this site understand without exception they have full responsibility, regardless of commercial agreements or chain of authority.

#### **Mandatory Management tasks under this Plan**

##### **Step 1 - Site Set up**

- Identify asbestos on site
- Prepare an asbestos register
- Display register on site – clearly available
- Ensure Attendance Register is available to record site activity and used as a control for contractor management
- Provide a Contractor Management process
- Review and continuance

##### **Step 2 - Communication**

- The content of this SAP needs to be communicated to contractors and others so that they are fully aware of hazards and do not disturb any asbestos on site. Work order requests MUST provide alerts to all contractors re access to the SAP and Asbestos Hazard Register on site.

**Step 3 - Responsible Persons**

- The SAP includes a table to record contact details for responsible people, ie “Duty of Care Stakeholders”.
- It is important that there is at least one, preferably two, names on the Duty of Care Stakeholders table in the SAP - the manager in control with full details, and a committee representative nominated as a secondary contact.
- The contact person needs to instruct the caller to follow the control measures in place within the SAP and record same.
- Should no contact be available the “STOP WORK “ policy applies

**Step 4 - Implementation of Control Measures identified in the Asbestos Site Survey by contractors**

- Refer to the Asbestos Hazard Assessment Summary Table within this AMP.
- Review the risk and control measures that have been recommended.
- Follow the advice within the SAP / AMP and ensure that the control measures are adequately implemented.
- Sign in the Attendance Register noting full understanding of protocols and read and sign the Site Entry Permit acknowledging safety methods will be followed.

**Step 5 - Review and update the Asbestos Register and the SAP as necessary**

An annual reassessment may be required (including a review of both documents and the condition of the asbestos on site) as it is necessary to check the condition of the asbestos and ACM on the property, on a regular basis. This is to ensure that any deterioration and / or alteration of such material or the environment in which it is located is identified and addressed.

Changes to the asbestos and ACM on the property will require an update to the Asbestos Hazard Register and changes to the Asbestos Management Plan to ensure that the property remains free of associated risks to health and safety.

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DATE 8 April 2013

**The Owners Corporation**

Dear Sir/Madam,

**Re: Positive identification of asbestos**

This plan has been developed following the positive identification of asbestos or asbestos containing materials at your common area/workplace and is to be referenced in conjunction with the common area/workplace Asbestos Hazard Register.

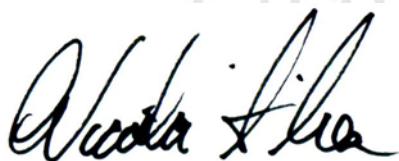
This plan must be implemented, reviewed and maintained to ensure the information and guidance it provides is up to date and it must be readily assessable for workers and contractors on site. We recommend a copy of this plan is kept at the common area/workplace for this purpose.

Throughout the plan the word 'should' is used to indicate a recommended course of action, while 'may' is used to indicate an optional course of action.

This plan includes various references to the provisions of OHS nationally and includes the OHS Act 2004 and OHS Regulations 2007, which set out the legal requirements applicable in Victoria. The words 'must', 'requires' or 'mandatory' indicate that a legal requirement exists and must be complied with.

To meet duty of care it should be recognized that the courts may apply standards and practices commonly used that could well be above existing state legislation. In this light, our safety philosophy and subsequent policies always address this eventuality. To this end our company applies current professional Risk Management practices.

Sincerely,



**FOCUS**  
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## SECTION 1

### 1. Introduction

The Owners Corporation is committed to the preparation and maintenance of a Safety Management Plan - Asbestos - to manage and control the asbestos and asbestos containing materials (ACM) identified in the workplace. This SAP shall be reviewed at least annually, and if necessary revised. Revisions need to be recorded in the associated asbestos document management control register and necessary updates made to the Asbestos Hazard Register.

#### Health risks of asbestos

Asbestos is a fibrous mineral, which was used extensively in buildings, primarily for its heat-resistant and bonding qualities. The inhalation of airborne asbestos fibres has been linked to a number of respiratory diseases, including asbestosis, mesothelioma and lung cancer. These fibres are released and become airborne from loose (Friable') asbestos and from bonded asbestos in ACM when it is damaged or disturbed.

Materials containing asbestos were used extensively in many buildings until the late 1980s and less frequently thereafter until 31st December, 2003, when they were banned from use in Victoria due to the health risks their use poses. Since the ban on asbestos in 2003, workers are now most likely to be exposed to airborne asbestos fibres during removal, demolition and maintenance work involving ACM.

As buildings containing asbestos age and are maintained, remodelled or demolished, the potential for exposure to asbestos fibres increases for workers and members of the public. For this reason, requirements for managing and removing asbestos and ACM have been introduced.

As a basic guide, tenants and owners can manage the risks of asbestos by:

- being aware of what asbestos is and where it can be found;
- having suspicious materials sampled and tested by a competent person and by treating suspicious materials as though they are asbestos;
- being aware of the responsibilities of clients (which can include householders and renovators) and the responsibilities of asbestos removalists under relevant legislation (see below);
- ensuring that work involving the removal of 10 or more square metres of bonded asbestos is carried out by a licensed asbestos removalist;
- ensuring the work involving the removal of any amount of friable asbestos is carried out by a licensed asbestos removalist;
- Ensuring that any work carried out on asbestos is carried out in accordance with the relevant legislation (see below).

#### Asbestos is typically found

Asbestos was typically used in fibro roofs, walls and soffits as well as in 'wet' areas such as kitchens, bathrooms and laundries. Asbestos cement can also be found in flat, profiled, corrugated and compressed sheets, shingles, weatherboards, rigid board insulation and many building products including flue pipes and guttering. An extensive list of examples of ACM is available and can be found on all state and safe work Australia websites.

Second hand materials, or products containing asbestos, can also have been installed or used after asbestos was banned and may still be found in newer buildings.

It is very important to understand that ACM that is in stable condition and unlikely to be damaged or deteriorate generally, will not pose a significant health risk and can be left in place, provided that it is properly maintained. It will generally only be necessary to remove ACM when it actually poses a risk to health and safety which cannot be controlled, such as when it is friable or in an unstable condition, or where it is likely to be damaged or deteriorate if left in its current location.

### How is asbestos identified?

In the vast majority of ACM, asbestos is mixed with other substances on a microscopic level (such as with cement in asbestos cement sheeting) and is indistinguishable from non-ACM. As such, it is often difficult to conclusively determine whether or not a material contains asbestos by sight. Experienced and competent inspectors will be able to identify suspect materials based on their age, location, purpose, use and a range of other indicative factors.

The only way to be certain that a material contains asbestos is to have a sample analysed by a laboratory. Unfortunately, taking samples of suspect material is both a hazardous and expensive process. Due to the cost and risk involved in sampling suspect material, the Managing Asbestos in Workplaces Compliance Code 2008 recommends that, in most cases, suspect materials be 'assumed' to contain asbestos. Once a material is assumed to contain asbestos, it must be treated exactly like all other ACM.

Where asbestos is present the risk to owners and managers is significant both in terms of health and legal liability, particularly if measures to manage this risk are not in place.

### Legislative Requirements

National and Victorian occupational health and safety legislation provides specific guidelines for the regulation of asbestos related risks in places where people may work. The legislation places legal obligations on certain people and details the requirements that must be complied with.

To discharge your occupational health and safety obligations with regard to asbestos, you must comply with the:

- Occupational Health and Safety Act 2004 ('the Act')— Is the cornerstone of legislative and administrative measures to improve occupational health and safety in Victoria and establishes general duties for all stakeholders;
- Occupational Health and Safety Regulations 2007 ('the Regulations') — The asbestos part of the Regulations imposes strict requirements on how people with management or control, employers and self-employed persons identify and control exposure to airborne asbestos fibres in workplaces;
- Managing Asbestos in Workplaces Compliance Code 2008 — This compliance code provides practical guidance to those who have duties under the Act and/or the Regulations relating to situations (except asbestos removal) where a risk to health could arise from exposure to asbestos;
- Removing Asbestos in Workplaces Compliance Code 2008 — This compliance code provides practical guidance to those who have duties under the Act and/or the Regulations relating to the safe removal of ACM from workplaces.

This Asbestos Management Plan should be kept at the common area/workplace to ensure it is accessible for employees and for contractors visiting the site to work.

## Definitions

Asbestos	The fibrous form of those mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos) and, tremolite or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
Asbestos-containing material (ACM)	Any material, object, product or debris that contains asbestos.
Asbestos Register	A register recording the type, condition and location of all asbestos and asbestos containing materials
Asbestos related work	Work involving asbestos in some manner.
Asbestos removal work	Asbestos removal work (in a workplace) refers to removal of asbestos that is fixed or installed in a building, structure, ship or plant so it is no longer fixed or installed up to the point of containment. 'Division 7 — Removal of asbestos' in Part 4.3 of the Regulations specifically covers asbestos removal work.
Competent person	A person who has acquired the qualification, experience, knowledge or skill to carry out the task through training and or/research.
A person	The maximum allowable airborne concentration of a particular substance, which, if exceeded indicates a need to implement a control, action or other requirement. Control levels are generally set at no more than half the NES for the substance. Control levels are occupational hygiene 'best practice', and are not health-based standards Control Monitoring means air monitoring, using static or positional to measure the level of airborne asbestos fibres in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures, and should not be used for that purpose.
Dust and debris	Visible particles, fragments or chunks of material, large and heavy enough to have settled in the work area, that are (or assumed to be) contaminated with asbestos.
Primary duty of care	A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of all workers, including responsibilities with regard to the provision and maintenance of a work environment without risks to health and safety. If the workplace is occupied by a



	self-employed person, that person is obligated under the OHS Act to a duty of care to themself.
Friable (Asbestos)	ACM which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure NOTE: This may include ACM that have been subjected to conditions that leave them in a state where they meet the definition, such as weathering, physical damage, water damage etc.
NATA-accredited laboratory	A testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA), or recognized by NATA either solely or with someone else.
Naturally Occurring Asbestos (NOA)	The natural geological occurrence of asbestos Minerals found in association with geological deposits including rock, sediment or soil.
Non Friable asbestos	Material containing asbestos that is not friable Asbestos, including material containing asbestos fibres reinforced with a bonding compound.
Person with management or control of a premise used as a work place may be:	<ul style="list-style-type: none"> <li>i. The owner of the premises;</li> <li>ii. A person, who has, under any contract or lease, an obligation to maintain or repair the premises;</li> <li>iii. A person who is occupying the premises;</li> <li>iv. A person who is able to make decisions and changes to the structure and use of the workplace.</li> <li>v. An employer at the premises.</li> <li>vi. A person with managerial control over the workplace, for example, a property management group or agent.</li> </ul> <p>NOTE: In some cases there may be more than one person with management or control of a workplace.</p>
Workplace	<p>A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.</p> <p>Common area in strata qualifies as a workplace when work is being undertaken on site.</p>

### **The Scope of an Action / Management Plan**

This plan is intended to cover all areas where hazards, asbestos or ACM is identified or assumed present that are owned and managed by The Owners Corporation.

### **Objectives of The Safety Action Plan**

To provide and maintain, so far as practicable, safe and healthy work environment and practices generally, and have written policies on the control of asbestos on site ensuring day to day implementation of policies comply with legislative provisions.

## **2. Responsibilities**

Responsibility of managing asbestos in the common area/workplace lies with “persons in control of a workplace”. This applies to all persons whether they are the owner, manager or trades contractor. Directors of a party attract the same responsibilities.

### **Owners Corporations**

The OHS Regulations include specific obligations for the person(s) with management or control of a workplace. These include;

- Identifying or assuming asbestos or ACM indicating presence and location
- Ensure an Asbestos Register is prepared, maintained, reviewed and kept at the workplace
- Ensure an Asbestos Management Plan is prepared, maintained and reviewed.
- Ensure Demolition and Refurbishment works meet 'Removing Asbestos in Workplaces Compliance Code 2008' guidelines

All OHS Regulations across Australia list specific obligations to manage and control asbestos and ACM at the workplace.

## **3. What needs to be done to implement this Plan? Consultation & Communication**

### **Who needs to be consulted?**

The OHS Act requires the person conducting a business or undertaking to consult, so far as is reasonably practicable, with

- Workers (including contractors) who carry out work who are (or are likely to be) directly affected by a work health and safety matter. If workers are represented by a Health and Safety representative, the consultation must involve that representative.
- With other duty holders.
- When businesses share a common area/workplace, they must talk to each other about risks of their work and any precautions that should be taken.
- If the presence or removal of asbestos or asbestos containing materials will impact a neighbouring business or property, the owners and occupiers of that property also need to be consulted.

### **What does consultation include?**

- Identifying asbestos in the common area/workplace,

- Access to the Asbestos Register.
- Making decisions about the Asbestos Management Plan, including potential control planning for removing asbestos.
- Information on the safe work practices and policies for asbestos related work on site.

To meet the obligations of consulting and providing necessary safety information to those who may come in contact with asbestos materials whilst undertaking work at this workplace, Focus Fire & Safety has provided an Asbestos Hazard Site Pack to be kept on site with the Asbestos Hazard Register and a copy of the Asbestos Management Plan.

The Pack includes recommended safe working practices for;

1. Drilling for asbestos containing material
2. Sealing, painting, coating and cleaning of asbestos cement products
3. Cleaning leaf litter from gutters of asbestos cement roofs
4. Replace cabling in asbestos cement conduits or boxes
5. Working on electrical mounting boards (switchboards) containing asbestos

AND information on:

- Where you are likely to find asbestos
- Photos of asbestos containing materials
- A list of common asbestos containing materials

AND the following forms:

- Site Attendance Register
- Asbestos Hazard Register
- Site Entry Permit
- Emergency Contact Details

### To meet these obligations:

Ensure all workers, including contractors, know where this information is located on site and encourage them to make themselves familiar with the contents.

### Indicating the Presence of Asbestos in the Common Area / Workplace

Where a competent person is not able to determine whether asbestos is present, the person conducting a business or undertaking must presume asbestos is present. Similarly, if there are inaccessible areas that are likely to contain asbestos, it must be presumed that asbestos is present in those areas.

Once the presence and location of asbestos has been presumed, it must be treated as if it has been identified to be asbestos.

OHS Regulations require that all identified or assumed asbestos including where the asbestos is inaccessible must be clearly indicated. If it is reasonably practicable, labels must be used to identify the material as containing asbestos. However, signs may be more appropriate to use.

### Location

The location of asbestos and ACM that has been identified or assumed present in the common area/workplace is identified in both the initial Asbestos Site Survey and recorded in the Asbestos Hazard Register.



### Labelling

Focus Fire & Safety has determined the number of labels and signs required to practically identify the areas asbestos is located, and the positioning of those labels and signs that need to be displayed.

The details of these locations are also recorded in the Asbestos Hazard Register.

### Managing Risk and Deciding on Control Measures

Focus Fire & Safety has conducted an Asbestos Site Survey, which has already determined that asbestos or ACM is presumed to be on site. In conjunction with this document a series of decisions regarding the management of the asbestos at the common area/workplace, including implementation of safe work practices and control measures have been made.

The ultimate goal of the asbestos management and control regime is for all workplaces to be free from ACM. This goal will not be achieved overnight, however, it is important that all ACM be managed and controlled depending on the risk it poses.

### Risk and Hazard Ranking

The Asbestos Hazard Assessment Summary Table below is extracted from the Asbestos Site Survey. It shows the identified or assumed asbestos within the common area/workplace, its risk and hazard ranking for the likelihood of possible exposure and the control measure recommended. The risk assessment methodology used in our assessment is based on AS/NZS ISO 31000 Risk Management.

### Priority Levels

Each item of presumed or confirmed ACM has been given a priority ranking which indicates how it will be managed. Priority levels have been ascertained by calculating the likelihood of exposure against the type of asbestos identified, determining the control measure necessary to most appropriately address the risk.

The 'Hierarchy of Control' method has been used to identify appropriate control measures. A combination of techniques may be required in order to adequately manage the ACM on site.

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A site with ACM **must** have controls in place i.e. "Site Safety register and Folder, Asbestos Register and Asbestos Hazard Site Pack"

Priority Ranking Level	Meaning & Recommended Control Measures
<b>Critical Risk Immediate Removal Action Required</b>	Based on the condition of the ACM there is an indication of an immediate or elevated health risk to workers. The ACM has been identified as High Risk, and cannot be controlled through enclosure, encapsulation or sealing. Access to the area containing the ACM should be restricted and the ACM should be safely removed immediately.
<b>High Risk Plan for removal</b>	Based on the condition of the ACM, the likelihood that it will be disturbed and the likelihood of a person being exposed to respirable asbestos fibres, the ACM poses a potential health risk to workers in their current state. This risk is determined as requiring immediate action of the preferred control measure - elimination. Immediate removal of the asbestos containing materials is recommended. Failing removal - control measures to stabilise and isolate the material from access by any non-essential workers with regular monitoring of the condition of the material is the minimum that would be acceptable, until asbestos removal can be arranged.
<b>Moderate Risk, Planned monitoring</b>	Based on the condition of the ACM, the likelihood that it will be disturbed, and the likelihood of a person being exposed to respirable asbestos fibres, the ACM does not present an immediate health risk unless further disturbed. <u>Control measures must be implemented</u> to undertake any necessary repairs and maintenance and protect these materials from further damage, including installation of warning signs. Reassessment of this priority ranking should be undertaken when any change to the work environment or the work activity within the environment is planned.
<b>Low Risk</b>	Products or bonded ACM that pose low health risk to workers. This material is currently undamaged, stable, non-friable, within a low assessable area. Control measures to protect these materials from damage would include identifying materials with warning signs and providing asbestos awareness instruction to workers by way of workplace training. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned. E.g. low probability of disruption e.g. a well secured eave boards.

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**Assessed by:** Rowan Gabb

**Assessment date:** 8 April 2013



**Review date:** 1 year from assessment date


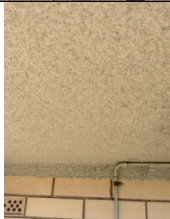

Reassess risk regularly, particularly when

- There is evidence that the risk assessment is no longer valid;
- A significant change is proposed in the work area (in place or in work practice);
- There is a change in the condition of the ACM;
- The ACM has been removed, enclosed or sealed.
- 

### ALL CONTRACTORS MUST SIGHT THIS ASBESTOS REGISTER PRIOR TO COMMENCEMENT OF WORKS

**IMPORTANT – NATA testing records are to be kept with the Asbestos Hazard Register (where applicable)**

IMPORTANT – NATA testing records are to be kept with the Asbestos Hazard Register (where applicable)										
No	Photo	Location	Description/Type	Condition Good/Ave/poor	Friable/ Non- Friable?	Current Controls What controls are currently in place (including labelling)?	Risk Level High Med Low	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - PPE	Sample No	
All work on or near currently identified ACM must have Safe Work Practices applied (Refer to Safe Work Practices contained in S2.2 [Asbestos Site Hazard Pack] or S3 [Asbestos Management Plan])										
1.		Roof Eaves	Cement Sheeting	Good	NF	None	Low	Administration/ PPE	NA	
2.		Elec. Meter box	ACM backing (No Access)	Unknown	Unknown	None	Unknown	Administration/ PPE	NA	

3.		Roof Cavity	ACM Insulation	Unknown	Unknown	None	Unknown	Administration/ PPE	NA
4.		Ground undercroft	Vermiculite type finish	Good	NF	None	Low	Administration/ PPE	NA
5.		Staircase backing	Cement sheeting	Good	NF	None	Low	Administration/ PPE	NA

**Notes:**

Friable ACM examples include: pipe lagging, boiler insulation, fire retardant material on steel work, sprayed insulation.

Non Friable ACM (usually bonded or mixed with cement or similar material and cannot be crumbled, pulverised or reduced to powder by hand pressure) examples include: asbestos cement sheet, asbestos cement moulded products, bitumen-based water proofing, vinyl floor tiles in good condition.

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## 4. Control Measures

### Implementing the control measures

As part of the SAP, the control measures recommended in the Asbestos Site Survey must be reviewed, and implemented.

### Removing the asbestos.

If elimination is the control recommended by Focus Fire & Safety, this would involve the removal of the asbestos identified as high risk and requiring removal.

All asbestos removal works are to be performed by a licensed contractor in accordance with the following documents:

- Occupational Health and Safety Act 2004;
- Occupational Health and Safety Regulations 2007;
- Managing Asbestos in Workplaces Compliance Code 2008
- Removing Asbestos in Workplaces Compliance Code 2008 — This compliance code provides practical guidance to those who have duties under the Act and/or the Regulations relating to the safe removal of ACM from workplaces.

Visit <http://www.worksafe.vic.gov.au/> for more information regarding Work Control Plans and also consult (for Victoria) WorkSafe Alert dated June 2013 "Management and disposal of asbestos":

[http://www.worksafe.vic.gov.au/\\_data/print\\_to\\_pdf.php?url=http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/management-and-disposal-of-asbestos/nocache%3FSQ\\_DESIGN\\_NAME=blank%26SQ\\_PAINT\\_LAYOUT\\_NAME=pdf](http://www.worksafe.vic.gov.au/_data/print_to_pdf.php?url=http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/management-and-disposal-of-asbestos/nocache%3FSQ_DESIGN_NAME=blank%26SQ_PAINT_LAYOUT_NAME=pdf).

In the case of conflict between these procedures and any Regulation or Act, then the more stringent requirement shall apply.

Contractors carrying out asbestos work shall prepare an asbestos removal control plan detailing steps they will take to comply with the requirements of this Asbestos Management Plan. The procedures will include an overview of the methodology to be used, containment procedures, Job Safety Analysis and health protection methods and must be in accordance with but not limited to Practical Guidelines, Removing Asbestos as noted in this Asbestos Management Plan.

During and after asbestos related work there is a risk of airborne asbestos fibres. There is a duty of care for the person responsible for the management and control of the workplace to conduct air monitoring. The need for air monitoring will depend on the particular circumstances; however, the results may assist in assessing risks associated with asbestos. For further information see *Removing Asbestos in Workplaces Compliance Code 2008*.

### Leaving asbestos in situ

Leaving the asbestos in situ may involve as little action as updating the Asbestos Hazard Register and installing warning labels or signs in the area and conducting regular asbestos surveys to confirm the asbestos in situ remains in good condition. It may require the area containing or assumed to contain asbestos being isolated, restricting access to reduce the number of people potentially exposed to the asbestos.

IF THE DECISION IS FOR THE IDENTIFIED ASBESTOS TO REMAIN IN SITU - ALL ITEMS ON THE CHECKLIST BELOW MUST BE TICKED OFF, TO BE COMPLIANT.

### Checklist

Are the following documents available and easily accessible for workers on site?

- ✓ Up-to-date Asbestos Hazard Register
- ✓ Copy of this AMP
- ✓ Asbestos Hazard Site Pack
- ✓ Are all necessary warning signs and labels in place? (initially installed by Focus Fire & Safety)
- ✓ Have all recommended control measures been actioned and maintained?

Has this SAP and associated documentation, including the Asbestos Hazard Register, been reviewed regularly and kept up-to-date?

## **5. Plan Review**

### Asbestos Management Plan process audit

To ensure this plan is up to date, Focus Fire & Safety recommends it is reviewed annually. This can be done by the Person Conducting a Business or Undertaking (PCBU) alone, or in consultation with other duty of care stakeholders.

See Duty of Care Stakeholders form (within this document), if required.

### Why review this plan annually?

Because the risk assessment and associated control measures will change over time, for reasons including;

- The deterioration of the ACM due to weather
- The likelihood of the ACM being damaged (eg has any work been done on site?)

During an SAP audit the following duties must be executed;

1. Review the implementation of the AMP, including a debrief of any property, equipment or work practice changes that would affect the employees or workplace where asbestos has been identified.
2. Review the condition of the asbestos on site and confirm all labels and signs are in place.
3. Review the list of persons with duty of care and ensure their contact details are current.
4. Review the training and communication procedures and effectiveness.
5. Review any incidents or corrective action requests and determine if modification to the SAP is required.
6. Nominate a person responsible to:
  - a. Update the plan.
  - b. Update the Asbestos Hazard Register.
  - c. Update the Record of Distribution and Document Control.



## **5. How we Manage Incidents**

When an incident is identified, it will be recorded on the Incident Report Form, as part of the Asbestos Hazard Site Pack S2.2 accompanying this AMP.

## **6. What do we do in an Emergency?**

A site-specific emergency plan, reflecting the risks involved, should be developed before any asbestos removal work commences. Workers should be trained for emergency situations.

Decontamination procedures can be temporarily waived in the event of an emergency. Emergency planning should include provisions for emergency and fire evacuation, including exit arrangements and emergency communications such as audible alarms. These alarms should be used for emergencies only.

Emergency exit arrangements need to be adequate for the risks involved. Barriers and signs or other warning devices can be used to communicate emergency arrangements.

A first aid kit and first aid officer should be readily available at all times, and sufficient suitable fire extinguishers and hoses should be available at strategic locations. The locations of fire extinguishers and hoses should be displayed in written and / or graphic format.

## **7. Non-Conformance and Corrective Action**

It is the responsibility of each employee including contractors to report any event that does not comply with this AMP.

Non-Conformance / Corrective Action Request (Use the Incident Report Form in this AMP (S3) and the Asbestos Hazard Site Pack (S2.2) to be completed by the witness to the event and forwarded to the PCBU.

Non-conformance by employees and contractors will be managed in accordance with the workplace/employee guidelines for serious breach of conduct.

Corrective action will involve:

1. Immediate notification to the PCBU.
2. Immediate halt of the work until the non-conformance is investigated.
3. Longer term corrective action to prevent recurrence of the problem.

## **8. Contractor Compliance**

If it is reasonable to believe that a contractor's work on site may be asbestos related work, they will be:

1. Provided with instruction within each work order to reference the onsite asbestos related safety information, Asbestos Hazard Register and AMP.
  - ✓ Focus Fire & Safety has provided an Asbestos Hazard Site Pack, which is to be kept on site with the Asbestos Hazard Register and AMP.
2. Procedures to be used by contractors for work that may be asbestos related work must at the minimum include: the safety elements contained in the safe work practices found in the Practical Guidelines section of this AMP.

## SECTION 2

### Practical Guidelines Removing Asbestos

The ultimate goal is to have a common area / workplace free of asbestos. Removal may be the most appropriate way to achieve this but this should be determined by the risk assessment. For example:

#### **Friable asbestos**

Asbestos removal work involving friable ACM must always be performed by a class A-licensed person or employees of a class A-licensed person.

#### **Non-friable asbestos**

Asbestos removal work involving non-friable ACM must be performed by a class A or B-licensed person if:

- the area of ACM to be removed exceeds 10 square metres in total, or
- the total time over which asbestos removal work is performed in any period of seven days exceeds one hour (this period is the cumulative total time the asbestos removal work is carried out by all employees over a period of seven days).

Depending on the outcome of the risk assessment, specific instances where removal may be the best control measure include:

- Asbestos in plant and pipes
- Asbestos-contaminated dust (ACD)
- Asbestos-contaminated soil and debris
- Small-scale, low risk site contamination
- Large scale and/or high risk site contamination
- NOA (where reasonably practicable), and
- Loose fibre insulation.

### Asbestos removal work that does not require a licence

The law permits an employer or self-employed person to conduct a limited amount of asbestos removal work without a licence if:

- the ACM is non-friable
- the area of ACM to be removed does not exceed 10 square metres in total
- the total time asbestos removal work is performed in any period of seven days does not exceed one hour (this period is the cumulative total time the asbestos removal work is carried out by all employees over a period of seven days).

Where an employer or self-employed person who does not have a licence regularly performs small amounts of non-friable ACM removal work, it is recommended a log be kept of time spent performing these tasks. This log will assist in ensuring the duration of time spent performing this work does not exceed one hour in any period of seven days. If this time will be exceeded, a licensed removalist is required to perform the removal work. The employer or self-employed person may also consider applying for a licence to remove ACM.



Limited asbestos removal work without a licence must be carried out in accordance with the Regulations (refer to 'General requirements for all asbestos removal' on page 21 of the Removing Asbestos in Workplaces Compliance Code 2008, visit <http://www.worksafe.vic.gov.au>

If removing asbestos is not the most practical option, other control measures should be implemented to ensure people are not exposed to airborne asbestos fibres, including enclosing or sealing the asbestos.

### **Enclosing Asbestos (encapsulation)**

Where it is not reasonably practicable to remove asbestos, an alternative control measure that can be implemented is encapsulation.

Although encapsulation has limited application and can create a health risk for workers undertaking the activity, it is used when it would create a greater risk to remove the asbestos. This may be determined during the risk assessment by reviewing a range of issues including cost, productivity, the condition of the asbestos and the low risk it poses to health.

This is an interim control measure and should be supported through regular inspections by a competent person to identify if the asbestos requires removal due to damage or deterioration.

If encapsulation is recommended, the person carrying out the work should:

- Be trained and experienced in working with asbestos
- Isolate the area
- Use suitable RPE that complies with *AS/NZS 1716:2003 Respiratory protective devices*
- Wear suitable protective clothing such as disposable overalls
- Follow a safe system of work that reduces the risk of creating airborne asbestos fibres, and
- Follow a decontamination procedure upon completion of the task.

### **What is encapsulation?**

Encapsulation is the enclosing of asbestos within a protective shell, creating a structure built around the asbestos so that it is completely covered to prevent exposure of the asbestos to air and other substances. This encapsulation will seal any loose fibres into place and should be used only when the original asbestos bond is still intact.

Encapsulation helps protect the asbestos from mechanical damage, increases the length of serviceability of the product and prevents the release of respirable asbestos fibres during the removal process.

Asbestos that is encapsulated in a resilient matrix such as in reinforced plastics, vinyls, resins, rubber, mastics, bitumen, paints, flexible plasters and cements have little opportunity to release fibres unless the matrix is damaged.

### **Encapsulating asbestos as a control measure – an example**

A large dockside warehouse used for temporarily storing quantities of grain and stockfeed has walls made from a variety of materials including AC sheet. Apart from the driver of a large front-end loader that is briefly driven into the warehouse to load or unload the feed, there are no other workers who work in the warehouse. An inspection of the AC

sheet identifies that it is in good condition and noted that areas of previous minor damage (broken sheets) have been repaired appropriately and that no risk to health exists currently. However, it is decided there is a chance that the sheets may be damaged again and if so, a risk to health may occur if fibres become respirable. A solid false wall is constructed to enclose the AC sheet and bollards are erected in front of the new wall to prevent collisions that may occur when the front loader is operating inside the warehouse. These changes are included in the asbestos register and also the condition of the AC sheet is monitored as well as the newly installed control measure.

### Sealing Asbestos

If the asbestos cannot be removed and enclosed, sealing the asbestos is the third control measure that should be implemented. Sealing asbestos is the least effective method for controlling the release of airborne asbestos fibres, therefore, it should only be considered as an interim control while a more effective control such as removing or encapsulation can be implemented, for example, if the asbestos is weathered, damaged or broken, you should organise for it be removed.

### What is sealing?

Sealing is the process of covering the surface of the material with a protective coating over the asbestos to prevent exposure to airborne fibres. It is commonly used for pipe, furnace, and boiler insulation. The process either coats the material, reducing fibre release, or binds the fibres together. Asbestos should be sealed, coated, painted to protect it. Sealing is inappropriate where the sealed material is likely to suffer mechanical damage (for example, drilling or sanding).

It is important to select coating that is appropriate to the material to be sealed and has the required fire resistance, thermal insulation and ultraviolet (UV) properties necessary for it to be an effective control. The coating will deteriorate if it is exposed to chemicals, extreme heat or cold, wet or dry conditions or physical impacts. For example, epoxy-based paints offer better durability and strength than other paints.

Under no circumstances should asbestos be water blasted or dry sanded in preparation for painting, coating or sealing as there is no system of use that can effectively capture or suppress asbestos fibres in such circumstances. To treat asbestos, you should use a method that does not disturb the matrix of the asbestos.

An airless sprayer at low pressure is preferred to rollers or brushes on exposed (or unsealed) asbestos as rollers and brushes may cause abrasion/damage and result in fibres being released from the surface of the material. When using a spray brush never use a high-pressure spray to apply the paint. You should apply it with a dry airless spray using a low pressure to avoid generating high levels of asbestos dust. Several coatings may be needed for full protection.

The surface on which the sealant is to be applied should be cleaned with an asbestos vacuum cleaner fitted with a high efficiency particulate air (HEPA) filter. This will help capture any loose dust or debris from the surface and ensure good adhesion of the sealant. The surface during application should not be disturbed as this releases asbestos dust.

The use of sealants of a different colour to the asbestos being sprayed is helpful in identifying its condition over time and when conducting reviews of the asbestos register. A date-stamped photograph of the sealed surface is also a good way of assisting in the recording of condition.

### Sealing asbestos as a control measure – an example

The extensive water pipe system in a large industrial workplace consists of AC piping and conduits. Some of the pipes are located underground, some within inaccessible areas such as walls and others run above ground throughout the workplace and are exposed. Connected to some of these pipes in the workplace are control valves that need to be accessed occasionally. Over time, as some of the AC pipes have deteriorated or been damaged and where practicable to do so, sections of pipe have been removed to reduce the risk. Where a risk still remained, the pipes are enclosed so far as is reasonably practicable to reduce the risk further. Where control valves were connected and the AC pipe was in good condition, it was determined that it was not practicable to remove the asbestos due to lack of available replacement parts, nor was it practicable to enclose the asbestos because access was occasionally required. In this case, sealing the surface of the AC pipes near control valves with an epoxy-based paint to protect the material from deterioration and reduce the risk of airborne asbestos fibres was an appropriate option.

### Safe Work Practices

It is important that safe work practices are in place when carrying out asbestos work. Wherever possible, dry asbestos should not be worked on. Techniques that prevent or minimise the generation of airborne asbestos fibres include:

- The wetting of asbestos using surfactants or wetting agents, such as detergent water
- The use of thickened substances, pastes and gels including hair gel and shaving cream, to cover the surfaces of asbestos being worked on (these substances should be compatible with the conditions of use, including the temperature, and should not pose a risk to health)
- The use of shadow vacuuming, and
- Performing the task in a controlled environment (for instance, a ventilated enclosure).

When selecting the best technique, the work should first be assessed for any electrical hazards that might result from the use of water or other liquids. If an electrical hazard exists, primary consideration should be given to removing the asbestos, rather than relying on dry work methods.

If maintenance or service tasks are assessed by a competent person as involving similar levels of risk, they too may be performed only after the risks for that task have been assessed and appropriate control measures implemented.

Care should be taken when using high-speed abrasive power and pneumatic tools including angle grinders, sanders and saws and high-speed drills. If you are unsure, you should consult the relevant regulator.

The Safework Practices section of this document, outline some safe work practices of service and maintenance tasks that are likely to disturb asbestos, and may be performed, only after a risk assessment has been conducted and control measures have been implemented to eliminate or minimise exposure to airborne asbestos fibres.

### Tools and Equipment

It is important to select the correct equipment to minimise the generation of airborne asbestos fibres.

The OHS Regulations require a person conducting a business or undertaking must never use or direct or allow a worker to use a high pressure water spray or compressed air on asbestos.

A person conducting a business or undertaking must not use or direct or allow a worker to use any of the following equipment on asbestos unless the use of the equipment is controlled:

- Power tools
- Brooms and
- Other tools that cause the release of airborne asbestos into the atmosphere

The use of the equipment is considered to be controlled if, during use the equipment is:

- Enclosed
- Designed to capture or suppress asbestos fibres, or
- Used in a way that is designed to capture or suppress asbestos fibres safely.

Manually operated (non-powered) hand tools should be used wherever possible. If they will not provide sufficient physical force to perform the required operation, low-speed, battery-powered tools which are able to be used in conjunction with wet methods for dust control are preferred.

Battery-powered tools should be fitted with a Local Exhaust Ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods, including pastes and gels, are unsuitable then shadow vacuuming techniques should be used.

Care should be taken when using brooms, high pressure water and compressed air, as if they are incorrectly used, they can cause asbestos to become friable.

### Asbestos vacuum cleaners

Asbestos vacuum cleaners should comply with the requirements in Australian Standard AS/NZS 60335.2.69 *Industrial vacuum cleaners*. Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.

More comprehensive information about asbestos vacuum cleaners is provided in the *Removing Asbestos in Workplaces Compliance Code 2008*.

### Personal Protective Equipment

PPE will need to be used, in combination with other effective control measures, when working with asbestos. The selection and use of PPE should be based on a risk assessment.

If work with asbestos requires the use of other chemicals that are themselves hazardous chemicals, a further risk assessment must be performed. Safety data sheets (SDS) must be referred to for information on appropriate PPE to use and any other precautions to take when using the chemicals (the manufacturer can supply the SDS).

The ease of decontamination should be one of the factors considered when choosing PPE. Where possible, disposable equipment should be used and should be disposed of as asbestos waste. Further information on decontamination and asbestos waste disposal is available in the *Removing Asbestos in Workplaces Compliance Code 2008*.



### Coveralls

- Protective clothing should be made from material capable of providing adequate protection against fibre penetration.
- When selecting protective clothing, other hazards including heat stress, fire and electrical hazards should also be considered.
- Disposable coveralls with fitted hoods and cuffs should be worn. Coveralls with open pockets and/or velcro fastenings should not be used, because these features can be contaminated and are difficult to decontaminate. Fitted hoods should always be worn over the straps of respirators, and loose cuffs should be sealed with tape. Disposable coveralls rated Type 5, Category 3 or equivalent would meet this standard.
- Asbestos fibres should be prevented from being transported outside the workplace by thoroughly vacuuming asbestos fibres from work clothes using an asbestos vacuum cleaner, or depending on the level of contamination and risk, the use of water spray bottle or disposable cloths may be appropriate.
- Disposable coveralls should be disposed of as asbestos waste at the completion of the work. Non-disposable coveralls are not recommended and would require specialist laundering if used.

### Footwear and gloves

- Laced boots should be avoided as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Laceless boots, such as gumboots, are preferred where practicable. Boot covers should not be worn as they collect dust and are a slipping risk.
- Safety footwear should be decontaminated before being removed from the asbestos work area, or sealed in double bags, the exterior of which is decontaminated, for use only on the next asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated should be disposed of as asbestos waste at the end of the work.
- The use of protective gloves should be determined by a risk assessment. If significant amounts of asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Workers must clean their hands and fingernails thoroughly after work. Any gloves used must be disposed of as asbestos waste.

### Respiratory protective equipment (RPE)

- In general, the selection of suitable RPE depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (for example, facial hair and glasses).
- A competent person must determine the most efficient respirator for the task. RPE should comply with *AS/NZS 1716-2003 Respiratory Protective Devices* and be selected, used and maintained in accordance with *AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices*. They must always be worn under fitted hoods. Face pieces should be cleaned and disinfected.
- RPE should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal and personal washing has been completed. RPE should be properly stored when not in use.

More comprehensive advice on RPE is provided in the *Removing Asbestos in Workplaces Compliance Code 2008*.

### Cleaning up

Following any asbestos work carried out, there are requirements to ensure the work area, tools and workers are decontaminated and asbestos waste is disposed of properly. In addition to this, a clearance certificate will be required before the work area can be reoccupied for ordinary use.

*Removing Asbestos in Workplaces Compliance Code 2008* provides details on decontamination, waste disposal and clearance certificates.

### Managing naturally occurring asbestos

Where NOA has been identified at the workplace, is confirmed by a competent person and the work carried out at the workplace is likely to result in the emission of airborne asbestos fibres, the following actions should be considered when developing the asbestos management plan:

- Isolating the workplace or part of the workplace until the NOA is contained.
- Deviating excavation to ensure avoidance of the deposit where possible.
- Providing appropriate labels and signs indicating NOA.
- Using sealed excavation or mining equipment (air conditioned cabins with filtered air).
- Maintaining regular surveillance of the rock by a competent person to ensure minimal disturbance of suspected fibrous minerals.
- Developing procedures for the secure disposal asbestos waste if required.
- Educating the workers in safe work practices.

Ongoing management of NOA may be determined with the aid of an air monitoring program to assess asbestos exposure levels and specific risk control measures.

If you have management or control at a workplace, you must ensure the release of airborne asbestos fibres is minimised by:

- Wetting surfaces to reduce the dust levels
- Suppression, containing and extracting dust in processing operations (water sprays or local exhaust at transfer points and vibrating screens)
- Using wet drilling or other approved in-hole dust suppression
- Sealing asbestos through the use of appropriate sealants or bonding agents
- Preventing the spread of contamination by using wash down facilities
- Providing information and training and supervision of all workers potentially at risk, and
- Using PPE where indicated.

### Maintenance and service work

If asbestos is identified or presumed to be present, it is essential to determine whether maintenance or service work can be done without disturbing the asbestos, for example:

- instead of drilling a hole through an AC sheeting wall to install electrical wiring, the wiring might be able to be routed over the wall, or
- if a ventilation flue or pipe has to be installed in an AC ceiling or roof, an alternative option may be to run the flue or pipe through a non-asbestos wall.

It is also essential to ensure all people carrying out the work have the appropriate training and licence, correct tools, PPE, decontamination materials, barricades and warning signs ready at the workplace before any work commences, that may disturb the asbestos and to minimise the number of people in the area. For example:

- **Consultation and training** - Consultation with a person who may be affected by any maintenance and service work that might disturb asbestos should occur. People performing the work must receive all necessary training and access to the asbestos register, and the work should be documented and supervised.
- **Access to work area** - The asbestos work area should be isolated and access restricted only to people carrying out the asbestos work. Barriers and warning signs should be used.
- **PPE** - PPE needs to be selected to prevent the contamination of clothing and provide adequate respiratory protection.
- **Replacing asbestos** - Under the asbestos prohibition, wherever an asbestos component requires replacement the replacement product must be non-asbestos. It is illegal to reinstall or reuse any asbestos.
- **Disposing asbestos** - All asbestos must be disposed of correctly. PPE used during maintenance and service work must also be disposed of. *Removing Asbestos in Workplaces Compliance Code 2008* provides further information on disposing asbestos.

Before commencing any maintenance, plastic sheeting may need to be placed on the floor and any other surfaces that may become contaminated with asbestos dust. At a minimum, heavy-duty 200 µm (micron) thick plastic sheeting should be used for this purpose

Whatever the control method used, it should be effective in making all maintenance workers aware of the presence of asbestos and preventing any work activity that might expose them, or others nearby, to respirable asbestos fibres. Particular attention should be paid to controlling work activities that affect inaccessible areas listed in the asbestos register, such as wall cavities and ceiling spaces.

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## SAFE WORK PRACTICES

### Safe Work Practice – Drilling Of Asbestos Containing Materials

The drilling of asbestos cement sheeting can release asbestos fibres into the atmosphere, so precautions must be taken to protect the drill operator and other persons from exposure to these fibres. A hand drill is preferred to a battery-powered drill because the quantity of fibres is drastically reduced if a hand drill is used.

Equipment may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)	<ul style="list-style-type: none"> <li>• A non-powered hand drill or low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods, such as pastes and gels are suitable then shadow vacuuming techniques should be used.</li> <li>• Disposable cleaning rags.</li> <li>• A bucket of water, or more appropriate and/or a misting spray bottle.</li> <li>• Duct tape, Sealant, Spare PPE</li> <li>• A thickened substance such as wallpaper paste, shaving cream or hair gel.</li> <li>• 200 µm plastic sheeting</li> <li>• A suitable asbestos waste container (E.g. 200 µm plastic bags or a drum, bin or skip lined with 200 µm plastic sheeting).</li> <li>• Warning signs and/or barrier tape.</li> <li>• An asbestos vacuum cleaner.</li> <li>• A sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only).</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.</li> </ul>
Preparing the asbestos work area	<ul style="list-style-type: none"> <li>• If the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls.</li> <li>• Ensure appropriately marked asbestos waste disposal bags are available.</li> <li>• Carry out the work with as few people present as possible.</li> <li>• Segregate the asbestos work area to ensure unauthorized personnel are restricted from entry (eg. Close door and/or use warning signs and/or barrier tape at all entry points). The distance for the segregation should be determined by a risk assessment.</li> <li>• If drilling a roof from outside, segregate the area below.</li> <li>• If access is available to the rear of the asbestos cement, segregate this area as well, as above.</li> <li>• If possible, use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could become contaminated.</li> <li>• Ensure there is adequate lighting.</li> <li>• Avoid working in windy environments where asbestos fibres can be redistributed.</li> <li>• If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.</li> </ul>
Drilling vertical surfaces	<ul style="list-style-type: none"> <li>• Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape such as duct tape to prevent the edges crumbling.</li> <li>• Cover the drill entry and exit points (if accessible) on the asbestos with a generous amount of thickened substance.</li> <li>• Drill through the paste.</li> <li>• Use disposable rags to clean off the paste and debris from the wall and drill it.</li> <li>• Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres.</li> <li>• Seal the cut edges with sealant.</li> <li>• If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.</li> </ul>
Drilling overhead horizontal surfaces	<ul style="list-style-type: none"> <li>• Mark the point to be drilled</li> <li>• Drill a hole through the bottom of the cup</li> <li>• Fill or line the inside of the cup with shaving cream, gel or a similar thickened substance.</li> <li>• Put the drill bit through the hole in the cup so that the cup encloses the drill bit, and make sure the drill bit extends beyond the lip of the cup.</li> <li>• Align the drill bit with the marked point.</li> <li>• Ensure the cup is firmly held against the surface to be drilled.</li> <li>• Drill through the surface.</li> <li>• Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface.</li> <li>• Remove the cup from the surface.</li> <li>• Use disposable rags to clean off the paste and debris from the drill bit.</li> <li>• Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres.</li> <li>• Seal and cut edges with sealant.</li> <li>• If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.</li> </ul>



### Safe Work Practice – Drilling Of Asbestos Containing Materials

Decontamination of the work area and equipment	<ul style="list-style-type: none"> <li>• Use disposable rags to clean the equipment.</li> <li>• Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected.</li> <li>• If necessary use disposable rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area.</li> <li>• Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.</li> <li>• Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.</li> </ul>
Personal contamination should be carried out in a designated area clearance procedure	<ul style="list-style-type: none"> <li>• If disposable coveralls are worn, clean the coveralls while still wearing RPE using HEPA vacuum, damp rag or fine water spray. RPE can be cleaned with a wet rag or cloth.</li> <li>• While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination then place them into a labeled asbestos waste bag.</li> <li>• Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labeled waste container.</li> <li>•</li> </ul> <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>
Clearance Procedure	<ul style="list-style-type: none"> <li>• Visually inspect the asbestos work area to make sure it has been properly cleaned.</li> <li>• Clearance air monitoring is not normally required for this task</li> <li>• Dispose of all waste as asbestos waste.</li> </ul> <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

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## Safe Work Practice 2 – Sealing, Painting, Coating and Cleaning of Asbestos-Cement Products

These tasks should only be carried out on asbestos that are in good condition. For this reason, the AC material should be thoroughly inspected before commencing the work. There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms and cyclones) or if the sheeting has deteriorated as a result of aggressive environmental factors such as pollution. If asbestos cement sheeting is so weathered that its surface is cracked or broken, the asbestos cement matrix may be eroded, increasing the likelihood that asbestos fibres will be released. If treatment of asbestos cement sheeting is considered essential, a method that does not disturb the matrix of the asbestos cement sheeting should be used. Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.

Equipment may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)	<ul style="list-style-type: none"> <li>• Disposable cleaning rags.</li> <li>• A bucket of water, or more as appropriate, and/or a misting spray bottle.</li> <li>• Sealant.</li> <li>• A suitable asbestos container.</li> <li>• Warning signs and/or barrier tape.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. Where paint is to be applied, appropriate respiratory protection to control the paint vapours/mist must also be considered.</li> </ul>
Preparing the asbestos work area	<ul style="list-style-type: none"> <li>• If work is to be carried out at a height, precautions must be taken to prevent the risk of falls.</li> <li>• Before starting, assess the asbestos cement for damage.</li> <li>• Ensure appropriately marked asbestos waste disposal bags are available.</li> <li>• Carry out the work with as few people present as possible.</li> <li>• Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.</li> <li>• If working at a height, segregate the area below.</li> <li>• If possible, use plastic sheeting, secured with duct tape, to cover any floor surface within the asbestos work area, which could become contaminated. This will help to contain any runoff from wet sanding methods.</li> <li>• Ensure there is adequate lighting.</li> <li>• If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.</li> <li>• Never use high-pressure water cleaning methods.</li> <li>• Never prepare surfaces using dry sanding methods. Where sanding is required you should consider removing the asbestos and replacing it with a non-asbestos product.</li> <li>• Wet sanding methods may be used to prepare the asbestos, provided precautions are taken to ensure all the runoff is captured, and filtered where possible.</li> <li>• Wipe dusty surfaces with a damp cloth.</li> </ul>
Painting and sealing	<ul style="list-style-type: none"> <li>• When using a spray brush, never use a high pressure spray to apply the paint.</li> <li>• When using a roller, use it lightly to avoid abrasion or other damage.</li> </ul>
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> <li>• Use disposable rags to dean the equipment.</li> <li>• Where required, use disposable rags and/or an asbestos vacuum cleaner to clean the asbestos work area.</li> <li>• Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.</li> <li>• Wet wipe the external surfaces of the asbestos waste bags/container to remove any</li> <li>• Adhering dust before they are removed from the asbestos work area.</li> </ul>
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> <li>• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth.</li> <li>• Mile still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag.</li> <li>• Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, dean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container.</li> </ul> <p>Refer to the <i>Code of Practice: How to safely Remove Asbestos</i> for more information.</p>
Clearance procedure	<ul style="list-style-type: none"> <li>• Visually inspect the asbestos work area to make sure it has been properly cleaned.</li> <li>• Clearance air monitoring is not normally required for this task.</li> </ul>

### Safe Work Practice 3 – Cement Roofs – Cleaning Leaf Litter from Gutters of Asbestos

These tasks should only to be carried out on asbestos that are in good condition. For this reason, the AC material should be thoroughly inspected before commencing the work. There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms and cyclones) or if the sheeting has deteriorated as a result of aggressive environmental factors such as pollution. If asbestos cement sheeting is so weathered that its surface is cracked or broken, the asbestos cement mains may be eroded, increasing the likelihood that asbestos fibres will be released. If treatment of asbestos cement sheeting is considered essential, a method that does not disturb the matrix of the asbestos cement sheeting should be used. Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.

Equipment that may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)	<ul style="list-style-type: none"> <li>• A bucket of water, or more as appropriate, and detergent</li> <li>• A watering can or garden spray.</li> <li>• A hand towel or scoop</li> <li>• Disposable cleaning rags.</li> <li>• A suitable asbestos waste container</li> <li>• Warning signs and/or barrier tape.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.</li> </ul>
Preparing the asbestos work area	<ul style="list-style-type: none"> <li>• Since the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls.</li> <li>• Ensure appropriately marked asbestos waste disposal containers are available.</li> <li>• Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.</li> <li>• Segregate the area below.</li> <li>• Avoid working in windy environments where asbestos fibres can be redistributed.</li> <li>• If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.</li> </ul>
Gutter cleaning	<ul style="list-style-type: none"> <li>• Disconnect or re-route the downpipes to prevent any entry of contaminated water into the waste water system and ensure there is a suitable container to collect contaminated runoff. Contaminated water must be disposed of as asbestos waste.</li> <li>• Mix the water and detergent.</li> <li>• Using the watering can or garden spray, pour the water and detergent mixture into the gutter, but avoid over-wetting as this will create slurry.</li> <li>• Remove the debris using a scoop or trowel. Do not allow debris or slurry to enter the water system.</li> <li>• Wet the debris again if dry material is uncovered.</li> <li>• Place the removed debris straight into the asbestos waste container.</li> </ul>
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> <li>• Use damp rags to wipe down all equipment used.</li> <li>• Use damp rags to wipe down the guttering.</li> <li>• Where practicable, and if necessary, use an asbestos vacuum cleaner to vacuum the area below.</li> <li>• Place debris, used rags and other waste in the asbestos waste container.</li> <li>• Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work area.</li> <li>• Use damp rags to wipe down all equipment used.</li> <li>• Use damp rags to wipe down the guttering.</li> <li>• Where practicable, and if necessary, use an asbestos vacuum cleaner to vacuum the area below.</li> <li>• Place debris, used rags and other waste in the asbestos waste container.</li> <li>• Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work.</li> </ul>
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> <li>• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth.</li> <li>• While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labeled asbestos waste bag.</li> <li>• Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labeled asbestos waste bag or waste container.</li> </ul> <p><u>Refer to the Code of Practice: How to Safely Remove Asbestos for more information.</u></p>
Clearance procedure	<ul style="list-style-type: none"> <li>• Visually inspect the asbestos work area to make sure it has been properly cleaned.</li> <li>• Clearance air monitoring is not normally required for this task.</li> <li>• Dispose of all waste as asbestos waste.</li> </ul> <p><u>Refer to the Code of Practice: How to Safely Remove Asbestos for more information.</u></p>

### Safe Work Practice 4 – Replace Cabling In Asbestos Cement Conduits

Equipment that may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)	<ul style="list-style-type: none"> <li>• Disposable cleaning rags.</li> <li>• A bucket of water, or more as appropriate, and/or a misting spray bottle,</li> <li>• 200 µm thick plastic sheeting.</li> <li>• Cable slipping compound.</li> <li>• Appropriately marked asbestos waste disposal bags.</li> <li>• Spare PPE.</li> <li>• Duct tape.</li> <li>• Warning signs and/or barrier tape.</li> <li>• An asbestos vacuum cleaner.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.</li> </ul>
Preparing the asbestos work area	<ul style="list-style-type: none"> <li>• If the work will be carried out in a confined space, appropriate precautions must be taken to prevent the risk of asphyxiation.</li> <li>• Ensure appropriately marked asbestos waste disposal bags are available.</li> <li>• Carry out the work with as few people present as possible.</li> <li>• Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.</li> <li>• Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area, which could become contaminated.</li> <li>• Place plastic sheeting below the conduits through which cable(s) are to be pulled, prior to pulling any cables.</li> <li>• Ensure there is adequate lighting.</li> <li>• Avoid working in windy environments where asbestos fibres can be redistributed</li> <li>• If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.</li> </ul>
Replacement or installation of cables	<ul style="list-style-type: none"> <li>• Wet down the equipment and apply adequate cable slipping compound to the conduits/ducts throughout the process.</li> <li>• Clean all ropes, rods or snakes used to pull cables after use. Cleaning should be undertaken close to the point(s) where the cables exit from the conduits/ducts.</li> <li>• Ropes used for cable pulling should have a smooth surface that can easily be cleaned.</li> <li>• Do not use metal stockings when pulling cables through asbestos cement conduits.</li> <li>• Do not use compressed air darts for pulling cables through asbestos cement conduits/ducts.</li> </ul>
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> <li>• Use damp rags to clean the equipment.</li> <li>• Wet wipe around the end of the conduit, sections of exposed cable and the pulling eye at the completion of the cable pulling operation.</li> <li>• If the rope or cable pass through any rollers, these must also be wet wiped after use.</li> <li>• Wet wipe the external surface of excess cable pulled through the conduit/duct, as close as possible to the exit point from the conduit, before it is removed from the work site.</li> <li>• Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected.</li> <li>• If required, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area.</li> <li>• Place all debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.</li> <li>• Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.</li> </ul>
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> <li>• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth.</li> <li>• While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labeled asbestos waste bag.</li> <li>• Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a dean container. If disposable - cleaning is not required but RPE should be placed in a labeled asbestos waste bag or waste Container.</li> </ul> <p><u>Refer to the Code of Practice: How to Safely Remove Asbestos for more information.</u></p>



## Safe Work Practices 5 – Working on Electrical Mounting Boards Containing Asbestos

If the asbestos-containing electrical mounting panel has to be removed for work behind the board, the procedures for removing electrical meter boards outlined in the *Code of Practice: How to Safely Remove Asbestos* should be followed. If drilling is required, the control process should be consistent with the measures described in *Safe Work Practice*.

Equipment that may be required on site prior to commencing the work (In addition to equipment required to complete particular task)	<ul style="list-style-type: none"> <li>• A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a LEV dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods, such as pastes and gels, are unsuitable then shadow vacuuming techniques should be used.</li> <li>• Duct tape.</li> <li>• Warning signs and/or barrier tape</li> <li>• Disposable cleaning rags.</li> <li>• A plastic bucket of water and for a misting spray bottle.</li> <li>• Spare PPE.</li> <li>• A suitable asbestos waste container,</li> <li>• 200 µm plastic sheeting.</li> <li>• An asbestos vacuum cleaner.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.</li> </ul>
Preparing the asbestos work area	<ul style="list-style-type: none"> <li>• Because the asbestos work area will involve electrical hazards, appropriate precautions must be taken to prevent the risk of electrocution.</li> <li>• Ensure appropriately marked asbestos waste disposal bags are available.</li> <li>• Carry out the work with as few people present as possible.</li> <li>• Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.</li> <li>• Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area which could become contaminated</li> <li>• Ensure there is adequate lighting.</li> <li>• Avoid working in windy environments where asbestos fibres can be redistributed.</li> <li>• If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.</li> </ul>
Work on electrical mounting panels	<p>Providing the panel is not friable, maintenance and service work may include:</p> <ul style="list-style-type: none"> <li>• Replacement of asbestos containing equipment on the electrical panel with non-asbestos equipment</li> <li>• Operation of main switches and individual circuit devices</li> <li>• Pulling/inserting service and circuit fuses</li> <li>• Bridging supplies at meter bases</li> <li>• Use testing equipment</li> <li>• Accessing the neutral link</li> <li>• Installation of new components/equipment.</li> </ul>
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> <li>• Use disposable rags to clean the equipment.</li> <li>• Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected.</li> <li>• In areas where there is an electrical hazard, an asbestos vacuum cleaner should be used to remove any dust or debris from the mounting panel and other visibly contaminated sections of the asbestos work area.</li> <li>• In areas where there is no electrical hazard, wet wiping with a damp rag can be used to remove minor amounts of dust or debris.</li> <li>• Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags in container.</li> <li>• Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.</li> </ul>
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> <li>• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth.</li> <li>• While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labeled asbestos waste bag.</li> <li>• Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labeled asbestos waste bag or waste container.</li> </ul> <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

280 Henley Beach Road, Underdale

Rowan Gabb

FS30325

**Safe Work Practices 5 – Working on Electrical Mounting Boards Containing Asbestos****Clearance procedure**

- Visually inspect the asbestos work area to make sure it has been properly cleaned.
- Clearance air monitoring is not normally required for this task.
- Dispose of all waste as asbestos waste,
- Refer to the Code of Practice: How to Safely Remove Asbestos for more information.

  
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## INCIDENT REPORT FORM

**This section to be completed by contractor**

<b>Contractor name:</b>		<b>Date:</b>
<b>Time of incident / accident:</b>	<b>Owner / manager in control:</b>	
<b>Work area:</b>		
<b>Describe the hazard &amp; detail what happened</b> (include area and task, equipment, tools and people involved)		
<b>Possible solutions / how to prevent recurrence</b> (do you have any suggestions for fixing the problem / preventing a repeat?)		

**This section to be completed by owner / manager in control**

<b>Results of investigation</b> - determine whether the hazard is likely to cause an injury and explain what factors caused the event.		
<b>Action taken</b> – owner / manager in control to identify actions to prevent injury or illness and transfer to Safety Action Plan (SAP).		
<b>Action</b>	<b>Responsibility</b>	<b>Completed</b>
1		
2		
<b>Office action</b>		

<b>Feedback has been provided to person who reported the hazard / incident / accident Y / N</b>	
<b>Contractor name:</b>	<b>Date:</b>
<b>Supervisor / Manager name:</b>	<b>Date:</b>

**DUTY OF CARE STAKEHOLDER DETAILS****Common area Workplace**

<b>Stakeholder</b> [OC, Company name]	<b>Representative</b>	<b>Phone number/s</b>	<b>Email</b>



## REPORT LIMITATIONS

Areas inspected do not include private property, e.g. balconies and inside individual units as the Owner of a private dwelling is not required to comply with the regulation.

It is not always possible to view all areas of the building as access is not physically possible and / or would involve a demolition or partial demolition, or work from ladders. As Audit inspectors perform all on-site inspections alone, working at heights cannot be achieved. As a general guide, Asbestos Containing Materials (ACM) if stable and inaccessible should be left in situ until demolition, partial demolition or renovation. Where in situ asbestos materials are in a stable condition, but accessible, they should be controlled appropriately through encapsulation, sealing, enclosure or removal. However, ACM that is friable, poorly bonded or in an unstable condition, must be removed. Please note that if ACM is to be removed, removal must be done in accordance with the Safe Removal of Asbestos Code of Practice.

Where access was unavailable to the roof, the survey inspector uses aerial photos, information from the on-site inspection and experience to assess the age of the building to establish the materials used. Thus, the presence of Asbestos Containing Material on the roof and out buildings etc. may not be applicable.

## MATERIAL SAMPLING AND ANALYSIS

Only laboratory analysis of samples of the particular material can conclusively identify the presence, type, and proportion of asbestos.

If samples are taken during our inspection, they should be representative of the suspected ACM (eg. for the walls of multi-storey buildings, at least one sample should be taken on each floor). If there are any variations in the appearance, texture or colour of the material, additional samples should be taken.

When requested, Focus Fire & Safety can competently collect these samples and arrange for analysis by a NATA accredited laboratory. Focus Fire & Safety will forward both PDF copies and the original certificate(s) of analysis to the client as they are completed, typically within 14 days of inspection.

The cost of material sampling and analysis to confirm the presence of asbestos is not included in this Asbestos Management Plan.

## ACCESS LIMITATIONS FOR SAMPLING

In some instances, ACM may be present in areas that cannot be accessed without implementing destructive sampling techniques. As such, it may not be possible to positively identify the presence of all ACM on the property. Where there is reason to suspect ACM in areas that cannot be inspected, we will presume it to be present. Where ACM is presumed to be present, it will be treated as identified ACM.

Limited access areas may include:

- Wall cavities
- Beneath floor coverings
- Pipework in wall cavities
- Heater banks in air conditioning ductwork
- Penetrations in solid wall cavities and concrete floor slabs, lifts shafts, etc
- Fire doors

- Inaccessible service ducts / risers

## ABBREVIATIONS

Abbreviations exist in all industries – the following are to assist with Asbestos / Hazard identification:

AC sheeting	Asbestos Cement Sheeting
ACD	Asbestos Contaminated Dust
ACM	Asbestos Containing Material
HEPA filter	High Efficiency Particulate Air filter
LEV	Local Exhaust Ventilation
NOA	Naturally Occurring Asbestos
OHS	Occupational Health & Safety
PCBU	Person Consulting a Business or Undertaking
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
SAP	Safety Action Plan
SDS	Safety Data Sheet

## PRIORITY LEVELS

The ultimate goal of the asbestos management and control regime is for all workplaces to be free from ACM. This goal will not be achieved overnight however, so it is important that all ACM be managed and controlled depending on the risk it poses. As such, in the Inspection Summary Report, each item of presumed or confirmed ACM is given a 'Priority Number' ranked between a priority of 1 for a high risk incidence through to a priority 4, for a low risk of exposure. This indicates how it should be managed. The different Priority Levels are explained below.

A site with ACM **must** have controls in place i.e. "Site Safety Register and Folder, Asbestos Register and Asbestos Hazard Site Pack"

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Priority Ranking	Meaning & Recommended Control Measures
<b>Critical Risk</b> <b>Immediate Removal</b> <b>Action Required</b>	Based on the condition of the ACM there is an indication of an immediate or elevated health risk to workers. The ACM has been identified as High Risk, and cannot be controlled through enclosure, encapsulation or sealing. Access to the area containing the ACM should be restricted and the ACM should be safely removed immediately.
<b>High Risk</b> <b>Plan for removal</b>	Based on the condition of the ACM, the likelihood that it will be disturbed and the likelihood of a person being exposed to respirable asbestos fibres, the ACM poses a potential health risk to workers in their current state. This risk is determined as requiring immediate action of the preferred control measure - elimination. Immediate removal of the asbestos containing materials is recommended. Failing removal - control measures to stabilise and isolate the material from access by any non-essential workers with regular monitoring of the condition of the material is the minimum that would be acceptable, until asbestos removal can be arranged.
<b>Moderate Risk</b> <b>Planned monitoring</b>	Based on the condition of the ACM, the likelihood that it will be disturbed, and the likelihood of a person being exposed to respirable asbestos fibres, the ACM does not present an immediate health risk unless further disturbed. <u>Control measures must be implemented</u> to undertake any necessary repairs and maintenance and protect these materials from further damage, including installation of warning signs. Reassessment of this priority ranking should be undertaken when any change to the work environment or the work activity within the environment is planned.
<b>Low Risk</b>	Products or bonded ACM that pose low health risk to workers. This material is currently undamaged, stable, non-friable, within a low assessable area. Control measures to protect these materials from damage would include identifying materials with warning signs and providing asbestos awareness instruction to workers by way of workplace training. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned. E.g. low probability of disruption e.g. a well secured eave boards.

Asbestos is more vulnerable to damage and more likely to release airborne asbestos fibres than others, however in general, the materials which contain a high percentage of asbestos with less bonding agent are more easily damaged. For example, asbestos insulation and lagging can contain up to 85% asbestos and are likely to release fibres. In comparison, AC contains only 10-15% asbestos and as it is tightly bound, the material will only give off fibres if it is badly damaged, broken or is worked on.

No matter which priority level the asbestos has been indicated in your risk assessment, should any renovation, maintenance or demolition work involving asbestos or asbestos related materials (ACM) be planned, please ensure the persons involved can confirm their ability and intention to comply with the requirements for how to safely remove asbestos from [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) or Safety Australia.

## Schedule 3—Articles of strata corporation

- 1 (1) A unit holder must—
  - (a) maintain the unit in good repair;
  - (b) carry out any work ordered by a council or other public authority in respect of the unit.
- (2) The occupier of a unit must keep it in a clean and tidy condition.
- 2 A person bound by these articles—
  - (a) must not obstruct the lawful use of the common property by any person; and
  - (b) must not use the common property in a manner that unreasonably interferes with the use and enjoyment of the common property by the other members of the strata community, their customers, clients or visitors; and
  - (c) must not make, or allow his or her customers, clients or visitors to make, undue noise in or about any unit or the common property; and
  - (d) must not interfere, or allow his or her customers, clients or visitors to interfere, with others in the enjoyment of their rights in relation to units or common property.
- 3 A person bound by these articles must not use the unit, or permit the unit to be used, for any unlawful purpose.
- 4 Subject to the *Strata Titles Act 1988*, a person bound by these articles must not, without the strata corporation's consent, keep any animal in, or in the vicinity of, a unit.
- 5 A person bound by these articles—
  - (a) must not park a motor vehicle in a parking space allocated for others or on a part of the common property on which parking is not authorised by the strata corporation; and
  - (b) must take reasonable steps to ensure that his or her customers, clients or visitors do not park in parking spaces allocated for others or on parts of the common property on which parking is not authorised by the strata corporation.
- 6 A person bound by these articles must not, without the consent of the strata corporation—
  - (a) damage or interfere with any lawn, garden, tree, shrub, plant or flower on the common property; or
  - (b) use any portion of the common property for his or her own purposes as a garden.
- 7 A person bound by these articles must not—
  - (a) bring objects or materials onto the site of a kind that are likely to cause justified offence to the other members of the strata community; or
  - (b) allow refuse to accumulate so as to cause justified offence to others.
- 8 A person bound by these articles must not, without the consent of the strata corporation, display any sign, advertisement, placard, banner or any other conspicuous material of a similar nature—
  - (a) on part of his or her unit so as to be visible from outside the building; or
  - (b) on any part of the common property.

- 9 The occupier of a unit may, without the consent of the strata corporation, paint, cover or in any other way decorate the inside of any building forming part of the unit and may, provided that unreasonable damage is not caused to any common property, fix locks, catches, screens, hooks and other similar items to that building.
- 10 The occupier of a unit used for residential purposes must not, without the consent of the strata corporation, use or store on the unit or on the common property any explosive or other dangerous substance.
- 11 A person bound by these articles—
  - (a) must maintain within the unit, or on a part of the common property set apart for the purpose by the strata corporation, a receptacle for garbage adequately covered; and
  - (b) must comply with all council by-laws relating to the disposal of garbage.
- 12 A unit holder must immediately notify the strata corporation of—
  - (a) any change in the ownership of the unit, or any change in the address of an owner;
  - (b) any change in the occupancy of the unit.

## **RESOLUTIONS AFFECTING STRATA CORPORATION 4968 INC**

**DISCLAIMER** - Strata Data will not be held liable for any missing, incomplete or incorrect information provided prior to the commencement of our management: 20/2/1998

**THE RELEVANT MINUTES** should be consulted for the precise wording of resolutions.

<b>DATE</b>	<b>RESOLUTION</b>
<b>20/12/82</b>	<p><b><u>Decisions Made:</u></b></p> <ul style="list-style-type: none"> <li>(a) Wire screens to be kept at present colour.</li> <li>(b) Animals not to be nuisance. Small animals only.</li> <li>(c) Security doors to be same colour.</li> <li>(d) Blinds and awnings not to be changed without consultation.</li> <li>(e) Fences - no repairs at this stage.</li> <li>(f) Tool sheds acceptable.</li> <li>(g) Air Conditioners acceptable.</li> </ul>
<b>09/02/93</b>	<p><b><u>Gate - Unit 5</u></b></p> <p>Approval given to the owner of Unit 5 to erect a gate at the end of the balcony provided the gate was the same design and height as the existing fence and the gate must be at the end of the balcony i.e. starting at the entrance to patio. Permission not given to erect lattice or slats around patio but could have pot plants provided they did not hang over patio.</p>
<b>06/07/93</b>	<p><b><u>For Lease Sign - Unit 7</u></b></p> <p>Permission given to owners of Unit 7 to put a For Lease Sign on the front fence.</p>
<b>29/09/93</b>	<p><b><u>Verandah - Unit 1</u></b></p> <p>Provisional approval given to owners of Unit 1 to erect a verandah but a design has to be agreed that is uniform for pergola/verandah for the ground floor units and owners of Unit 1 agreed to comply with this.</p>
<b>23/03/98</b>	<p><b><u>Carport Space - Unit 1</u></b></p> <p>It was agreed the residents of Unit 1 may park two cars in their Unit 1 carport provided neither car imposes on the common area grounds or restricts access to the walkway when parked.</p> <p><b><u>Smoke Alarms</u></b></p> <p>Agreed by all owners to be responsible for ensuring a smoke detector is installed in each unit of the Body Corporate. Note: Also under the new legislation, a new purchaser of a unit must install a hard wired smoke alarm in the unit within six months of settlement of the purchase or a penalty may be imposed of \$750.</p> <p><b><u>External Doors, Windows and Flyscreens</u></b></p> <p>Section 27 (6) invoked, cost of repairs and replacements be borne by the individual unit owners but repainting to be undertaken on a Corporation basis.</p>

**Advertising Signs**

'For Sale' or 'Auction' Boards permitted but must be removed within two weeks of a successful contract being signed.

**Alterations/Additions**

Cost of disbursements for approvals obtained between general meetings to be borne by the relevant unit owner.

**Security Doors & Security Window Screens**

Approved but must match those existing.

**Recoveries**

Legal action to be taken to recover unpaid levies - costs to be borne by the relevant unit owner.

**Legal Action for Breach of the Articles (Schedule 3) of the Strata Titles Act 1988**

Legal action to be taken for a consistent breach of the Articles - costs to be borne by the relevant unit owner.

**Method of Water Payment**

Confirmed the cost of all water used at the complex is divided equally between the accounts of the individual owners by SA Water.

**Pets**

One cat per unit be allowed and dogs be approved by majority vote at the time of application by an owner or tenant.

09/03/11

**Unit 2 parking bollard**

That unit 2 is permitted to install a lockable parking bollard in the unit 2 car park, at the cost of the owner.

14/03/13

**Interest Applied on Overdue Levies**

That, in accordance with Section 27 (4) of the Strata Titles Act 1988 (as amended), if a levy is not paid on the date by which it becomes due and payable in accordance with a Resolution of the Corporation, the Corporation resolves to apply interest charges on those levies at a rate of 10% per annum."

**Asbestos Survey & Management Plan**

That the Corporation engage an appropriately qualified, insured and registered contractor to conduct an asbestos survey of the property and, if asbestos is identified at the property, compile an asbestos management plan and onsite register".

**12/03/15      Corporation's Right to Impose Penalties for Ongoing Breaches of the Strata Titles Act (as amended)**

That, under the instruction of the Corporation's Office Bearers, the Body Corporate Manager may impose on any Unit holder a penalty for any ongoing breaches of the Strata Titles Act (as amended) of up to, and inclusive of, \$500.00 for Residential Strata Corporations or, up to and inclusive of, \$2000.00 for Commercial Strata Corporations (payable to the Strata Corporation). Subject to there being at least two letters, one of which includes a warning of a penalty being imposed, having been forwarded to the unit owner and or agent concerning the occupants".

**Veranda Approval – Unit 3**

That unit 3 be permitted to install pergola/veranda to the rear of their property provided it is in keeping with the colours and schemes of the Corporation, that it is installed in a professional manner and all future repair/replacement/ Maintenance is the responsibility of the individual unit owner".

**16/03/16      Garden Scope**

- Spraying of weeds and removal
- Removal of small amounts of rubbish left on common property (photos to be sent)

That all owners be responsible for the grounds maintenance of the common grounds as per the above garden scope, to ensure the Corporation is does not attract vermin and maintains in good condition as per the Schedule 3 – Articles of Strata Corporation.

**06/03/17      Sinking Fund Analysis**

That the Body Corporate resolves to adopt the "Sinking Fund Forecast" prepared by Independent Inspections as distributed with the agenda of, and discussed at, this meeting. Works proposed and recommended contribution levels are to be reviewed by the Body Corporate at its Annual General Meetings, every third year.

**Air Conditioner- Special Resolution**

That unit owners are permitted to install or mount wall, ducted or split system air conditioners on the basis that only one (1) outside condensing unit is placed to the rear of the unit or roof, they have a low noise emission, meets council guidelines and requirements, they are installed in a professional manner by a qualified and insured contractor, all condensate discharged from the appliance either during or subsequent to its operation being piped into the nearest plumbing tundish or storm water vent and all future repair/replacement/ maintenance is the responsibility of the individual unit owner.



**Unit 3 Veranda Special Resolution – Amended**

That unit 3 be permitted to install pergola/veranda to the front of their property provided it is in keeping with the colours and schemes of the Corporation, that it is installed in a professional manner and all future repair/replacement/ maintenance is the responsibility of the individual unit owner.

**Special Resolution - Blind Shutters**

That unit owners are permitted to install External Blind Shutters to their units provided they are in keeping with the colours and schemes of the Corporation, they are installed in a professional manner by a qualified and insured contractor and all installation costs and all future repair/replacement/ maintenance is the responsibility of the individual unit owner.

**15/03/18      Additional Gardening**

That owners could plant appropriate shrubs and flowers on the common property as long as the plants have a low root system to ensure the stormwater is protected and all planting costs and all future repair/replacement/ maintenance is the responsibility of the individual Unit owner.

**04/03/20      Unit 4 Freestanding Pergola**

That approval be granted to Unit 4 to erect a freestanding 6mt x 3.8mt pergola with a sloping roof in their unit subsidiary subject to the following terms and conditions being both met and adhered to; that any & all costs associated with the building of the pergola will be borne by the owner of Unit 4, that any damage caused to common property in either the installation, over the life of or upon removal be rectified without undue delay by and at the cost of the owner of Unit 4, that all required council approval or consents are obtained by the owner of Unit 4, that the building of the pergola be carried out by an appropriately licensed and insured trades person and that any council compliance certificates be provided by the installer should they be required by the Body Corporate at a later date.

**Gate for Unit 7**

That approval be granted to Unit 7 to install a gate on the balcony in keeping with the balustrades and that it not impeded emergency egress from the building.

**04/03/21      Unit 4 Pet Approval**

That approval is granted for Unit 4 to house the dog, known as Lottie who is a small/medium 1.5 year old Kelpie cross subject to the following terms and conditions being both met and adhered to; the dog is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the dog is fully vaccinated, desexed, microchipped, registered with the appropriate local council, that the dog is not allowed to defecate in any areas which may be deemed common property. If the dog does so it must be cleaned up immediately by the dog owners with all traces removed, that any faeces be cleaned up daily from the Unit subsidiaries and disposed of in the correct manner, and that the dog not be allowed to create any noise or odour nuisance whereby it will disturb the peaceful enjoyment of the property by other residents nor roam freely. Failure to comply with the above mentioned terms & conditions, with complaints coming from more than 1 unit owner along with proof being provided of the said noise nuisance may result in a request being made for the permanent removal of the dog from the property.

**07/03/22      Related Costs For Recovery Of Outstanding Money**

That the Body Corporate seek to recover overdue levies which remain unpaid after a period of four weeks from the due date, having first notified the owner of proposed action. Related costs associated with the recovery of outstanding money shall be levied as a debt against the unit.

**15/03/23      Sinking Fund Analysis**

That the sinking fund report prepared by Independent Inspections, as distributed with the agenda was tabled and reviewed. That the proposed works and associated recommended levy contributions contained within the report be reviewed every third year as required by legislation.

**18/03/24      Security Cameras Approval**

That approval be granted to all owners to install up to 4 security cameras subject to the following conditions being met and adhered to; that the cameras are set up in a way to ensure they do not capture any footage of other units, that all costs for the installation and or removal be borne by the respective Unit holder, that all costs for ongoing maintenance be borne by the respective Unit holder, that any damage caused to Common property in either the installation, over the life of or during removal be rectified without undue delay by and at the cost of the respective Unit holder, that if removed the Common property be reinstated to its original condition at the cost of the Unit holder.

# HOUSE RULES

STRATA CORP 4698 INC.

280 HENLEY BEACH ROAD

UNDERDALE SA 5032

**HOUSE RULES  
STRATA CORP. 4968 INC.  
280 HENLEY BEACH ROAD UNDERDALE, SA 5032**

The unit in which you have an interest as owner or occupier, is in a Strata Titled Complex with certain legal requirements as regards rights and responsibilities. To assist in the smoother running of the Corporation and to help owners and tenants to live in harmony within the complex, having a care to their rights and responsibilities, the following House Rules are provided and are binding on all residents.

**Schedule 3 of the Strata Titles Act**

This Schedule has been adopted as the Articles of the Corporation. A copy of these Articles is attached - please observe them at all times or legal action may be taken against residents not complying.

**Binding Nature of Articles**

Under the Strata Titles Act the above Articles are binding on:

- the Corporation; and
- the Unit Owners; and
- Insofar as they affect the use of units or the common property - occupiers of units who are not unit holders.

\* Note that common property is all that area which does not form part of a unit or a unit subsidiary.

**Parking:**

- The legal position in relation to parking is that every unit has ONE carport/car park which they must use for parking their vehicle. The exception is Unit 1 which has a larger carport and is permitted to park two cars provided both cars do not extend beyond the boundary of the carport when parked and do not impede access to the walkways
- Parking is not permitted on any other common areas at any time.
- Any additional vehicles must be parked outside the complex and must not be parked in such a manner as to restrict access and egress to the complex.
- Residents are requested not to park vehicles at the entrance to the driveway to collect mail as this is both disruptive to adjoining residents and blocks access to the complex.

**Oil Stains**

All residents are responsible for ensuring oil stains are regularly removed from their parking areas, be they in the carport unit subsidiaries of a particular unit or the common property areas permitted to be used as in 4a above. If residents fail to do so, then the Corporation has the right to have this work carried out and bill the offending unit the cost.

**Children Riding Bicycles on Driveway Area**

Due to the dangers in children riding bicycles, skateboards, roller blades etc on the driveway area, these are prohibited.

## **Noise**

All residents, be they owners or tenants, are entitled to quiet enjoyment of their unit and the common area. Under the law, residents must not, nor allow his or her customers, clients or visitors, to make undue noise in or about any unit or the common property at any time.

## **Pathways and walkways in front of Unit Buildings -**

Due to the need for privacy and quiet enjoyment of units, residents and visitors are requested to use discretion when using the paths and walkway in front of lounge windows of other residents.

## **Tidiness**

- a) All units must be kept clean and tidy at all times. This includes the overall appearance of the unit, which, if left to deteriorate, reduces the value of the units to owners. Windows should therefore also be kept in a neat and tidy condition at all times.
- b) Apart from pot plants, items should not be left on the common property at any time.

## **Wheely Bins**

Must be removed from the footpath as soon as possible after they have been emptied (and no later than the evening of the day of collection) and placed in the area in front of the eastern carports. They are not to be left in any other the common area.

## **Balcony above Unit 1**

The balcony above Unit 1 is the solely owned property of Unit 5. Owners, Tenants and Visitors are asked to respect the rights of the Owner and not entreat on this property unless invited or, permission is given by them.

## **Landlords Responsibility**

Landlords are responsible for ensuring that a copy of the Articles of the Corporation and these House Rules are attached to each Tenancy Agreement with the tenant signing an acknowledgment that they have been made aware of the Rules. Each Landlord's Agent must be provided with a copy of these House Rules by the Landlord for inclusion in each Tenancy Agreement.

Thank you for your co-operation in ensuring the above Rules are complied with. We are sure you will have no problem with abiding by these rules. However, we must advise failure to do so, may, after notice is given, result in legal action being taken by the Corporation against the offenders.

If the offenders are tenants, the Corporation, or indeed any third party, now has the right, under the Residential Tenancies Act to have tenants evicted for failure to comply with the Articles after having been given notice of the breach which he/she/they have failed to rectify.



**STRATA DATA**

16<sup>th</sup> October 2025

### **IMPORTANT NOTICE TO NEW OWNER | LANDLORD & CONTENTS INSURANCE**

The property you are considering purchasing is part of a Strata / Community group managed by Strata Data. As such the common/shared areas are already covered by the mandatory Body Corporates insurance policy.

However, your personal property & public liability within your own unit is not covered by your Body Corporates insurance, so resident owners and investor owners must take out their own insurance to cover these risks. If you are a resident owner you need separate contents insurance, and if you are an investor owner you need separate landlords insurance.

Please find in the following pages further information on both of these insurance products.

To access great rates on these insurances please go to [www.stratadata.com.au/insurance](http://www.stratadata.com.au/insurance)

Best,

MARC STEEN  
Chief Operating Officer

**DISCLAIMER:** Please note this is not financial advice and does not take into account your individual circumstances. It is your responsibility to determine what insurance products are right for you.



# STRATA COMMUNITY INSURANCE

[stratacommunityinsure.com.au](https://stratacommunityinsure.com.au)

T 1300 SCINSURE (1300 724 678)

E [myenquiry@scinsure.com.au](mailto:myenquiry@scinsure.com.au)

A Level 12, 182 Victoria Square, Adelaide, SA 5000

## CERTIFICATE OF CURRENCY

### THE INSURED

POLICY NUMBER	SRSC23002337
PDS AND POLICY WORDING	Residential Strata Product Disclosure Statement and Policy Wording <a href="#">SCI034-Policy-RS-PPW-02/2021</a> Supplementary Product Disclosure Statement <a href="#">SCIA-036_SPDS_RSC-10/2021</a>
THE INSURED SITUATION	Strata Corporation No. 4968 280 Henley Beach Road, Underdale, SA, 5032
PERIOD OF INSURANCE	Commencement Date: 4:00pm on 01/04/2025 Expiry Date: 4:00pm on 01/04/2026
INTERMEDIARY	Honan Insurance Group Pty Ltd
ADDRESS	GPO Box 4747, Melbourne, VIC, 3001
DATE OF ISSUE	27/03/2025

### POLICY LIMITS / SUMS INSURED

SECTION 1	PART A	1. Building	\$2,250,600
		Common Area Contents	\$22,506
		2. Terrorism Cover under Section 1 Part A2	Applies
	PART B	Loss of Rent/Temporary Accommodation	\$337,590
	OPTIONAL COVERS	1. Flood	Not Included
		2. Floating Floors	Included
SECTION 2	Liability		\$30,000,000
SECTION 3	Voluntary Workers		Included
SECTION 5	Fidelity Guarantee		\$100,000
SECTION 6	Office Bearers' Liability		\$250,000
SECTION 7	Machinery Breakdown		Not Included
SECTION 8	Catastrophe		\$675,180
SECTION 9	PART A	Government Audit Costs – Professional Fees	\$25,000
	PART B	Appeal Expenses	\$100,000
	PART C	Legal Defence Expenses	\$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		\$300,000
SECTION 11	Loss of Lot Market Value		Not Included

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder.

This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.



# CONTENTS INSURANCE FOR STRATA



STRATA DATA



ARE YOU  
PROTECTING  
YOUR PERSONAL  
POSSESSIONS?

**Do you live in an  
apartment, unit,  
villa or townhouse?**

It is important that you have Contents Insurance as Residential Strata Insurance only protects the building, not your personal possessions. To protect your personal belongings such as clothing, phones, jewellery, furniture, TV, laptops, internal carpets, blinds and electrical appliances you need Contents Insurance.

## What's included in your policy

Automatic inclusions	Basic Cover	Premier Cover
<b>Contents</b> – Covers your personal possessions from accidental and malicious damage, theft, water, fire and storm damage with new for old replacement.	Up to \$200,000	From \$50,000 - \$200,000 + Accidental Damage and Loss
<b>Portable Contents</b> – Protecting your smartphone, jewellery and other prized possessions when they are away from your property, in transit, storage or when you are moving into or out of your home.	Protection across: Motel, hotel or club • Nursing home, hospice or hospital, • Another person's home you're living in <sup>2</sup> • Australian bank safe • Temporarily in transit	Everything in basic plus: Across Australia and New Zealand • Anywhere in the world <sup>3</sup>
Jewellery, Watches	\$1,500 per item, maximum of \$7,500	\$5,000 per item, maximum of \$25,000
Entertainment equipment	10% of the total sum insured for all items	10% of the total sum insured for all items
Portable entertainment equipment	\$1,500 per item, maximum of \$5,000	\$5,000 per item, maximum of \$25,000
CDs, DVDs, electronic games media and digital media files	\$3,000 in total	\$5,000 per item, maximum of \$25,000
Portable musical instruments	\$1,500 in total	\$25,000 in total
Tools of trade	\$1,500 in total	\$2,500 in total
Works of art, pictures, tapestries, rugs, antiques, collections of any kind, computer equipment	\$5,000 per item	\$10,000 per item up to maximum of \$40,000
Photographic equipment	\$1,500 in total	\$5,000 per item, maximum of \$25,000
Curios, gold or silver articles (but not bullion)	\$1000 per item, maximum of \$5,000	\$5,000 per item, maximum of \$25,000
Documents	\$500 per item, maximum of \$1,500	\$2,000 per item up to maximum of \$5,000
Bicycles	\$1,500 per bicycle, maximum of \$2,500	\$5,000 per bicycle, maximum of \$25,000
Unspecified High Risk Items; cash, bullion or negotiable securities	Up to 1% of your sum insured, max \$500	Up to 1% of your sum insured, max \$1,500
<b>Standard Benefits Across Both Covers</b> <ul style="list-style-type: none"> <li><b>Legal liability:</b> \$30m to protect you from death or injury to other people who are on your property and loss or damage to someone else's property</li> <li><b>Essential temporary repairs:</b> Up to \$500 to repair insured items</li> <li><b>Motor burnout:</b> Up to \$2,000 to repair or replace the motor of household equipment and appliances less than 10 years old</li> <li><b>Reinstate landscaping:</b> Up to \$1,000 to fix up your garden</li> <li><b>External door locks replacement:</b> Up to \$500 to re-key or replace external locks in your home unit if keys are stolen</li> <li><b>Accommodation costs:</b> Up to 12 months accommodation from the time of damage to your home</li> </ul>		

Please read the Product Disclosure Statement and Policy Wording for full details, scope of coverage, sub-limits, exclusions and conditions. Please refer to Your Schedule and Invoice for the Period of Insurance.

Disclaimer: Insurance issued by QBE Insurance (Australia) Limited ABN 78 003 191 035 and distributed by CHU Underwriting Agencies Pty Ltd ABN 18 001 580 070. AFSL No. 243261. This information does not take into account the objectives, financial situation or needs of any person. Please read and consider the relevant Product Disclosure Statement (PDS) before you make any decisions about this product. A copy the PDS is available at [www.chu.com.au](http://www.chu.com.au) **1.** Standard excess is \$500. The value of your claim must exceed the amount of your excess. **2.** Excluding high risk items **3.** Up to 90 consecutive days. Up to the high risk item limit for high risk items and up to the sum insured listed for specified high risk items

**PLUS** your policy comes with:**21 day cooling off period should you change your mind****New for old replacement****24/7 claims service and support with emergency assistance****AND MORE**

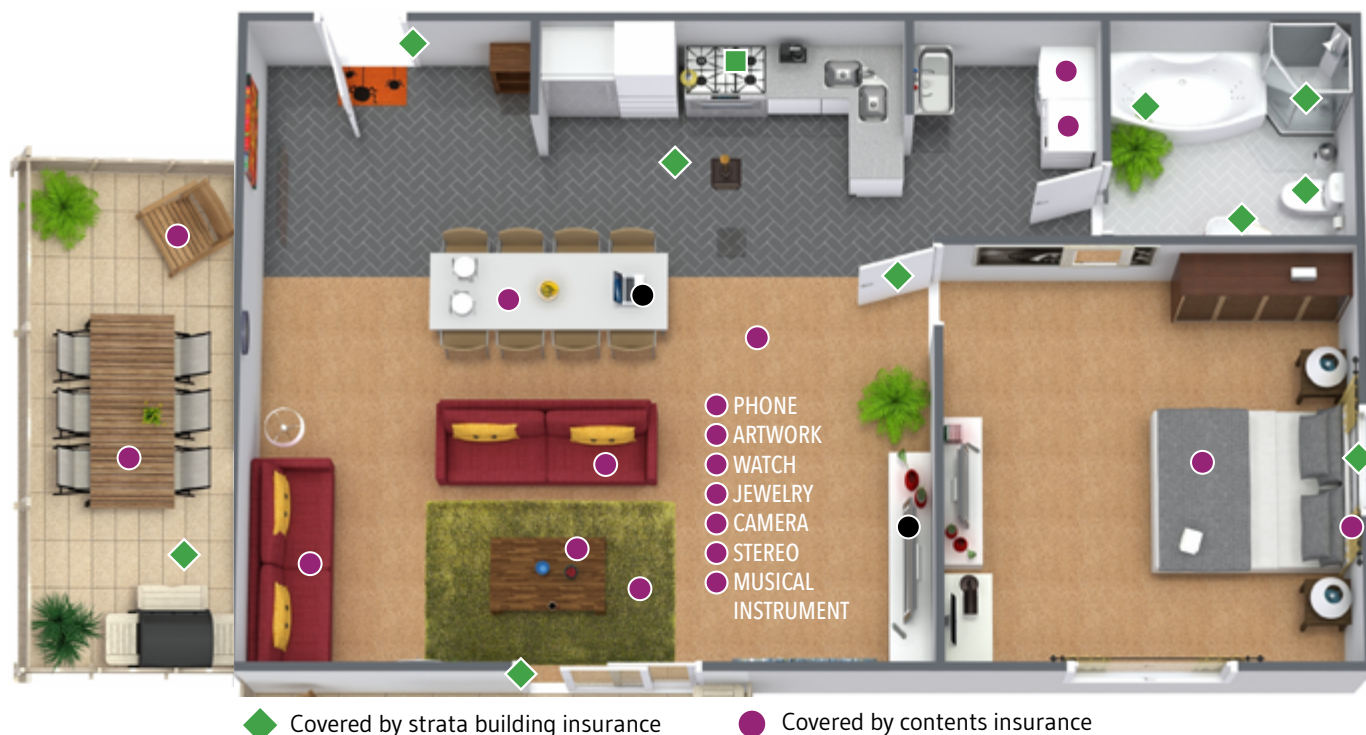
As CHU is one of Australia's largest and most awarded strata insurance specialists, if your strata building insurance is managed by CHU you receive these additional benefits:

**✓ Save on your excess payment:**

If CHU insures your building and you and the strata building owner make a valid claim for the same incident. Standard excess is minimum \$500. The value of your claim must exceed the amount of your excess.<sup>1</sup>

**✓ Simpler repairs:**

If your personal property and building is damaged in the same incident, your property will be repaired or replaced jointly with the building repairs making it simpler for you.

**Common insured events****MALICIOUS DAMAGE****THEFT****WATER DAMAGE****STORM****FIRE****What is covered by Contents Insurance vs Strata Building Insurance?****Why Choose CHU?****Multi Award Winning**

Awards include Insurance Business Gold Award winner 2016–2019 and Brokers Pick Best Product 2016–2020.

**Almost 1 million properties protected**

We are strata specialists, organising the insurance for almost 1 million apartments, unit and townhouses across Australia.

**24/7 Claims Process and Emergency Hotline**

When you need help the most, CHU's claim process strives to be quick and accessible. Over 40% of claims are processed in under 24 hours.

**A Long and Progressive History**

CHU arranged the first residential strata plan insurance in Australia over 40 years ago and now offers a wide range of insurance.

[www.stratadata.com.au/insurance](http://www.stratadata.com.au/insurance)

# LANDLORDS INSURANCE FOR STRATA



STRATA DATA



IS YOUR  
INVESTMENT  
PROPERTY  
PROTECTED?

## Is your property an apartment, unit, villa or townhouse?

It is important that you have Landlords Insurance as Residential Strata Insurance only protects the building. CHU Landlords Insurance for Strata is a tax deductible insurance that protects you against loss or damage to your investment property. Plus it ensures you can continue to receive rent if your tenant suddenly departs or damages your property where it is unfit to be occupied.

## What's included in your policy

### ✓ Loss of Rent due to:

Loss or damage	Up to 52 weeks
Departure of tenant	Up to 6 weeks
Default by tenant	Up to 15 weeks

### ✓ Contents

Against accidental loss or damage	Up to the contents sum insured
Loss or damage to your contents while in the open air	Up to \$3,000
Removal of damaged contents	Up to 10% of the contents sum insured
Burning out of an electric motor (Fusion)	Up to \$2,000
Replacement of locks and keys	Up to \$250

### ✓ Building Damage

Against loss or damage caused by vandalism, malicious acts or theft by your tenants or their guests to the building	Up to the contents sum insured
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### ✓ Legal Expenses

In connection with defending a claim	Up to \$5,000
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### ✓ Liability to others

	Up to \$30 million
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### ✓ Government audit costs

Professional costs in connection with an audit from the ATO or other statutory body	\$5,000
Professional fees in connection with a record keeping audit	\$1,000

Please read the Product Disclosure Statement and Policy Wording for full details, scope of coverage, sub-limits, exclusions and conditions. Please refer to Your Schedule and Invoice for the Period of Insurance.

Disclaimer: Insurance issued by QBE Insurance (Australia) Limited ABN 78 003 191 035 and distributed by CHU Underwriting Agencies Pty Ltd ABN 18 001 580 070. AFSL No. 243261. This information does not take into account the objectives, financial situation or needs of any person. Please read and consider the relevant Product Disclosure Statement (PDS) and Supplementary Product Disclosure Statement (SPDS) before you make any decisions about this product. A copy the PDS and SPDS is available at [www.chu.com.au](http://www.chu.com.au).

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## Common insured events

**MALICIOUS DAMAGE****TENANT DEPARTURE****WATER DAMAGE****STORM****FIRE**

## What is covered by Landlords Insurance vs Strata Building Insurance?



◆ Covered by strata building insurance

● Covered by landlords insurance

## Why Choose CHU?

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[www.stratadata.com.au/insurance](http://www.stratadata.com.au/insurance)



<b>Product</b>	Check Search
<b>Date/Time</b>	15/10/2025 01:10PM
<b>Customer Reference</b>	Kee & Ho
<b>Order ID</b>	20251015006170

## Certificate of Title

**Title Reference:** CT 5026/50

**Status:** CURRENT

**Edition:** 14

## Dealings

No Unregistered Dealings and no Dealings completed in the last 90 days for this title

## Priority Notices

NIL

## Registrar-General's Notes

No Registrar-General's Notes exist for this title



**Product** Historical Search  
**Date/Time** 15/10/2025 01:10PM  
**Customer Reference** Kee & Ho  
**Order ID** 20251015006170

## Certificate of Title

**Title Reference:** CT 5026/50  
**Status:** CURRENT  
**Parent Title(s):** CT 4193/199  
**Dealing(s) Creating Title:** CONVERTED TITLE  
**Title Issued:** 03/06/1991  
**Edition:** 14

## Dealings

Lodgement Date	Completion Date	Dealing Number	Dealing Type	Dealing Status	Details
14/04/2022	21/04/2022	13766574	MORTGAGE	REGISTERED	ING BANK (AUSTRALIA) LTD. (ACN: 000 893 292)
14/04/2022	21/04/2022	13766573	DISCHARGE OF MORTGAGE	REGISTERED	13138406
04/07/2019	09/07/2019	13138406	MORTGAGE	REGISTERED	BENDIGO & ADELAIDE BANK LTD. (ACN: 068 049 178)
04/07/2019	09/07/2019	13138405	DISCHARGE OF MORTGAGE	REGISTERED	12748901
21/06/2017	03/07/2017	12748901	MORTGAGE	REGISTERED	FIRST MORTGAGE CO. HOME LOANS PTY. LTD. (ACN: 104 268 448)
21/06/2017	03/07/2017	12748899	DISCHARGE OF MORTGAGE	REGISTERED	11545784
03/03/2011	15/03/2011	11545784	MORTGAGE	REGISTERED	PERPETUAL TRUSTEE CO. LTD.
10/02/2011	22/02/2011	11535053	DISCHARGE OF MORTGAGE	REGISTERED	11021631
22/08/2008	28/08/2008	11021631	MORTGAGE	REGISTERED	ST.GEORGE BANK LTD. (ACN: 055 513 070)
22/08/2008	28/08/2008	11021630	TRANSFER	REGISTERED	TAK WEE KEE, LEE KEUN HO
22/08/2008	28/08/2008	11021629	DISCHARGE OF MORTGAGE	REGISTERED	10757901
26/07/2007	10/10/2007	10757901	MORTGAGE	REGISTERED	ADELAIDE BANK LTD. (ACN: 061 461 550)
26/07/2007	10/10/2007	10757899	DISCHARGE OF MORTGAGE	REGISTERED	10476903
07/06/2006	22/06/2006	10476903	MORTGAGE	REGISTERED	COMMONWEALTH BANK OF AUSTRALIA



**Product** Historical Search  
**Date/Time** 15/10/2025 01:10PM  
**Customer Reference** Kee & Ho  
**Order ID** 20251015006170

Lodgement Date	Completion Date	Dealing Number	Dealing Type	Dealing Status	Details
26/04/2006	10/05/2006	10447482	TRANSFER	REGISTERED	FAHRUDIN CAJTINOVIC
26/04/2006	10/05/2006	10447481	DISCHARGE OF MORTGAGE	REGISTERED	10068692
26/04/2006	10/05/2006	10447480	DISCHARGE OF MORTGAGE	REGISTERED	9750739
14/09/2004	23/09/2004	10068692	MORTGAGE	REGISTERED	HERITAGE BUILDING SOCIETY LTD.
17/12/2003	14/01/2004	9750739	MORTGAGE	REGISTERED	HERITAGE BUILDING SOCIETY LTD.
17/12/2003	14/01/2004	9750738	DISCHARGE OF MORTGAGE	REGISTERED	9235303
11/12/2001	09/01/2002	9235303	MORTGAGE	REGISTERED	NATIONAL AUSTRALIA BANK LTD.
11/12/2001	09/01/2002	9235302	TRANSFER	REGISTERED	JONATHAN KEITH WHITE
11/12/2001	09/01/2002	9235301	DISCHARGE OF MORTGAGE	REGISTERED	8173243
12/09/1996	23/09/1996	8173243	MORTGAGE	REGISTERED	BANK OF SOUTH AUSTRALIA LTD.
12/09/1996	23/09/1996	8173242	DISCHARGE OF MORTGAGE	REGISTERED	6963819
18/05/1994	19/07/1994	7719508	TRANSFER OF MORTGAGE	REGISTERED	ADELAIDE BANK LTD. (ACN: 061 461 550) 6963819
14/05/1993	15/07/1993	7501021	TRANSFER OF MORTGAGE	REGISTERED	IOOF AUSTRALIA TRUSTEES LTD. 6963819
10/08/1990	06/09/1990	6963819	MORTGAGE	REGISTERED	



ABN 19 040 349 865  
Emergency Services Funding Act 1998

# CERTIFICATE OF EMERGENCY SERVICES LEVY PAYABLE

The Emergency Services Levy working for all South Australians

The details shown are current as at the date of issue.

PIR Reference No: 2720864

TONY SALVATI  
POST OFFICE BOX 3038  
NORWOOD SA 5067

DATE OF ISSUE

16/10/2025

**ENQUIRIES:**

Tel: (08) 8372 7534

Email: [contactus@revenuesa.sa.gov.au](mailto:contactus@revenuesa.sa.gov.au)

**OWNERSHIP NUMBER**

14148268

**OWNERSHIP NAME**

T KEE & L HO

**PROPERTY DESCRIPTION**

6 / 280 HENLEY BEACH RD / UNDERDALE SA 5032 / UNIT 6

**ASSESSMENT NUMBER**

2118394606

**TITLE REF.**

(A "+" indicates multiple titles)

CT 5026/50

**CAPITAL VALUE**

\$280,000.00

**AREA / FACTOR**

R4  
1.000

**LAND USE / FACTOR**

RE  
0.400

**LEVY DETAILS:**

**FINANCIAL YEAR**

2025-2026

**FIXED CHARGE**

\$ 50.00

**+ VARIABLE CHARGE**

\$ 94.75

**- REMISSION**

\$ 57.05

**- CONCESSION**

\$ 0.00

**+ ARREARS / - PAYMENTS**

\$ -87.70

**= AMOUNT PAYABLE**

\$ 0.00

**Please Note:**

If a concession amount is shown, the validity of the concession should be checked prior to payment of any outstanding levy amount. The expiry date displayed on this Certificate is the last day an update of this Certificate will be issued free of charge. **It is not the due date for payment.**

**EXPIRY DATE**

14/01/2026



**Government of  
South Australia**

See overleaf for further information

DETACH AND RETURN THE PAYMENT REMITTANCE ADVICE WITH YOUR PAYMENT



Emergency Services Funding Act 1998

## CERTIFICATE OF EMERGENCY SERVICES LEVY PAYABLE

The Emergency Services Levy working for all South Australians

**PAYMENT REMITTANCE ADVICE**

**No payment is required on this Certificate**



**OFFICIAL: Sensitive****Please Note:**

Please check that the property details shown on this Certificate are correct for the land being sold.

The amount payable on this Certificate is accurate as at the date of issue.

This Certificate is only valid for the financial year shown.

If the change of ownership will occur in the following financial year, you must obtain another Certificate after 30 June.

Payment should be made as part of the settlement process.

The amount payable on this Certificate must be paid in full even if only a portion of the subject land is being sold. RevenueSA cannot apportion the ESL.

If the amount payable is not paid in full, the purchaser may become liable for all of the outstanding ESL as at the date of settlement.

The owner of the land as at 12:01am on 1 July in the financial year of this Certificate will remain liable for any additional ESL accrued before the date of this Certificate, even if the amount payable on this Certificate has been paid.




Provision of this Certificate does not relieve the land owner of their responsibility to pay their Notice of ESL Assessment by the due date.

If the owner of the subject land is receiving an ESL pensioner concession but was not living in the property as their principal place of residence as at 12:01am on 1 July of the current financial year, or is now deceased, you must contact RevenueSA prior to settlement.

For more information:

Visit: [www.revenuesa.sa.gov.au](http://www.revenuesa.sa.gov.au)  
 Email: [contactus@revenuesa.sa.gov.au](mailto:contactus@revenuesa.sa.gov.au)  
 Phone: (08) 8372 7534

**PAYMENT OPTIONS FOR THIS CERTIFICATE SHOWN BELOW**

 <p><b>Bill Code: 456285</b> <b>Ref: 7009645016</b></p> <p>Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.        More info: <a href="http://www.bpay.com.au">www.bpay.com.au</a>  <small>© Registered to BPAY Pty Ltd        ABN 69 079 137 518</small></p>	 <p><b>To pay via the internet go to:</b>  <a href="http://www.revenuesaonline.sa.gov.au">www.revenuesaonline.sa.gov.au</a></p>	 <p>Send your cheque or money order, made payable to the <b>Community Emergency Services Fund</b>, along with this <b>Payment Remittance Advice</b> to:  <b>Please refer below.</b>  <b>Revenue SA</b>  <b>Locked Bag 555</b>  <b>ADELAIDE SA 5001</b></p>
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**ACTION REQUIRED:** In line with the Commonwealth Government's cheque phase-out, RevenueSA will stop accepting cheque payments after 30 June 2027. To ensure a smooth transition, we encourage you to switch to one of the other payment options listed above.

**RevenueSA**

DEPARTMENT OF TREASURY AND FINANCE

ABN 19 040 349 865  
Land Tax Act 1936**CERTIFICATE OF LAND TAX PAYABLE**

This form is a statement of land tax payable pursuant to Section 23 of the *Land Tax Act 1936*. The details shown are current as at the date of issue.

PIR Reference No: 2720864

**DATE OF ISSUE**

16/10/2025

TONY SALVATI  
POST OFFICE BOX 3038  
NORWOOD SA 5067

**ENQUIRIES:**

Tel: (08) 8372 7534

Email: [contactus@revenuesa.sa.gov.au](mailto:contactus@revenuesa.sa.gov.au)**OWNERSHIP NAME**

T KEE &amp; L HO

**FINANCIAL YEAR**

2025-2026

**PROPERTY DESCRIPTION**

6 / 280 HENLEY BEACH RD / UNDERDALE SA 5032 / UNIT 6

**ASSESSMENT NUMBER**

2118394606

**TITLE REF.**

(A "+" indicates multiple titles)

CT 5026/50

**TAXABLE SITE VALUE**

\$141,000.00

**AREA**

0.0000 HA

**DETAILS OF THE LAND TAX PAYABLE FOR THE ABOVE PARCEL OF LAND:**

<b>CURRENT TAX</b>	<b>\$</b>	0.00	<b>SINGLE HOLDING</b>	<b>\$</b>	0.00
<b>- DEDUCTIONS</b>	<b>\$</b>	0.00			
<b>+ ARREARS</b>	<b>\$</b>	0.00			
<b>- PAYMENTS</b>	<b>\$</b>	0.00			
<b>= <u>AMOUNT PAYABLE</u></b>	<b>\$</b>	<b>0.00</b>			

**Please Note:**

If the Current Tax details above indicate a Nil amount, the property may be subject to an Exemption. This exemption should be validated prior to settlement. In order to ensure indemnity for the purchaser of this land, full payment of the amount payable is required:

**ON OR BEFORE****14/01/2026****Government of  
South Australia**

See overleaf for further information

DETACH AND RETURN THE PAYMENT REMITTANCE ADVICE WITH YOUR PAYMENT

**RevenueSA**

DEPARTMENT OF TREASURY AND FINANCE

Land Tax Act 1936

**CERTIFICATE OF LAND TAX PAYABLE****PAYMENT REMITTANCE ADVICE**

**No payment is required on this Certificate**

**OFFICIAL: Sensitive****Please Note:**

Please check that the property details shown on this Certificate are correct for the land being sold.

This Certificate is only valid for the financial year shown.

If the change of ownership will occur in the following financial year, you must obtain another Certificate after 30 June.

Payment should be made as part of the settlement process.

The amount payable on this Certificate must be paid in full even if only a portion of the subject land is being sold. RevenueSA cannot apportion the land tax.

If the amount payable is not paid in full on or before the due date shown on this Certificate, the purchaser will not be released from liability of the whole amount of the land tax outstanding as at the date of settlement.

The owner of the land as at midnight on 30 June immediately before the financial year of this Certificate will remain liable for any additional land tax accrued before the date of this Certificate, even if the amount payable on this Certificate has been paid.

The amount payable on this Certificate is the land tax payable at the date of issue. However, land tax for a particular financial year may be reassessed at any time, changing the amount payable.

Should a reassessment occur after this Certificate has been paid in full, the purchaser will remain indemnified and will not be responsible for payment of the new land tax payable amount. The owner at the beginning of the relevant financial year will be responsible for payment of any additional land tax payable.

Should a reassessment occur after this Certificate has been issued but not paid in full, the purchaser will not be indemnified and may become responsible for payment of the new land tax payable amount.




Should a reassessment occur after this Certificate has been paid in full and the Certificate is subsequently updated, the purchaser will not be indemnified and may become responsible for payment of the new land tax payable amount.

Provision of this Certificate does not relieve the land owner of their responsibility to pay their Notice of Land Tax Assessment by the due date.

For more information:

Visit: [www.revenuesa.sa.gov.au](http://www.revenuesa.sa.gov.au)  
 Email: [contactus@revenuesa.sa.gov.au](mailto:contactus@revenuesa.sa.gov.au)  
 Phone: (08) 8372 7534

**PAYMENT OPTIONS FOR THIS CERTIFICATE SHOWN BELOW**

 <p><b>Billers Code: 456293</b> <b>Ref: 7009644928</b></p> <p>Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.        More info: <a href="http://www.bpay.com.au">www.bpay.com.au</a>  <small>© Registered to BPAY Pty Ltd        ABN 69 079 137 518</small></p>	 <p><b>To pay via the internet go to:</b>  <a href="http://www.revenuesaonline.sa.gov.au">www.revenuesaonline.sa.gov.au</a></p>	 <p>Send your cheque or money order, made payable to the <b>Commissioner of State Taxation</b>, along with this <b>Payment Remittance Advice</b> to:  <b>Please refer below.</b>  <b>Revenue SA</b>  <b>Locked Bag 555</b>  <b>ADELAIDE SA 5001</b></p>
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**ACTION REQUIRED:** In line with the Commonwealth Government's cheque phase-out, RevenueSA will stop accepting cheque payments after 30 June 2027. To ensure a smooth transition, we encourage you to switch to one of the other payment options listed above.

Section 7/Elec



SA Water has no record of an Encumbrance on this property as at the date of issue of this certificate.



## South Australian Water Corporation

Name: MR TW KEE & MS LK HO      Water & Sewer Account      Amount: \_\_\_\_\_  
Acct. No.: 21 18394 60 6

Address:  
U6 280 HENLEY BEACH RD UNDERDALE  
UNIT 6

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### Payment Options

**EFT**

EFT Payment

Bank account name: SA Water Collection Account  
BSB number: 065000  
Bank account number: 10622859  
Payment reference: 2118394606



Bill code: 8888  
Ref: 2118394606

Telephone and Internet Banking — BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More information at [bpay.com.au](http://bpay.com.au)



Paying online

Pay online at [www.sawater.com.au/paynow](http://www.sawater.com.au/paynow) for a range of options. Have your account number and credit card details to hand.



Paying by phone

Call 1300 650 870 and pay by phone using your Visa/Mastercard 24/7.  
SA Water account number: 2118394606



**Government of  
South Australia**

**South Australian Water Corporation**  
250 Victoria Square/Tarntanyangga  
Adelaide SA 5000  
GPO Box 1751 Adelaide SA 5001

1300 SA WATER  
(1300 729 283)  
ABN 69 336 525 019  
[sawater.com.au](http://sawater.com.au)