

Strata Report



GLOBAL
R E P O R T S

Property Address

**28/2 Williams Parade,
Dulwich Hill**

Strata Plan

48676

Report Completed by

Janina Huynh

Inspection Date

22 Oct 2025

Lot Number

28

Inspector Name

**Global Strata
Reports Pty Ltd**



Table of Contents

1	Report Summary	
	Summary	
	Attached Documents	
2	Property Overview	5
	Strata Manager	
	Lot Owners	
	Primary Property Information	
3	Financial Overview	7
	Valuation	
	Standard Levy Contributions	
	Special Levies	
	Fund Balance	
	Insurance	
4	Minutes & By-laws	
	Harmony	
	Minutes	
	By-laws	
5	Building Matters	11
	Capital Works Fund Forecast	
	Cladding	
	Defects	
	Compliance	
	Improvement & Maintenance	
6	Disclaimers	
7	Regulations Reference	
8	Attachments	19

SECTION

1

Report Summary

This report provides a detailed assessment of the strata property located at 28/2 Williams Parade, Dulwich Hill. Key findings are summarised below.

- We note the Strata Scheme forms part of a Community Association (CA) and records relating to the CA were not made during this search. Should information be required relating to the CA please contact the office to arrange another inspection to be conducted (additional fees applies).
- Funds appear to be stable but ongoing expenses appear likely to increase at a level higher than CPI.
- At the time of inspection there were no records to indicate any special levies in the last 3 years. A Section 184 Certificate may be obtained from the Strata Manager/Owners Corporation to check if there have been any changes to the levies since the date of the Strata Report.
- We note the resolution taken from the AGM minutes dated 18 February 2025.

DP270052 Community Association

Review the drainage works completed and the damage to the sound wall within the Greenway Project; and that the temporary fence that has been addressed was still being pursued with council and the 4 trees effect by the Greenway project, 1 is required to be removed as the stabilization of the tree has been compromised by the works and 3 are being monitored for 48 months.

Building Ventilation

*Further progression to be made with the ducted ventilation system throughout the building as the majority of units were installed by FND and that the current system may be repairable. It was **FURTHER RESOLVED** that the strata committee be empowered to continue with their research sourcing suitable and viable options to rectify the ventilation issues.*

We recommend the motion be read in its entirety.

- We note the resolution taken from the AGM minutes dated 5 February 2024 under:

DP270052 Community Association

*The Owners Corporation **RESOLVED** that Conti Strata are requested that DP270052 provide an update on the matters raised previously which have not been resolved with include the repair of the main driveway pavers of which the bricks are stored in SP48676 meter room; thee main green intercom panel; the repair and painting of the rotting timbers on the main entry of the carriageway.*

We recommend the motion be read in its entirety.

Inspection Information

Method

Strata records can be searched online or in-person. Even in-person visits are searching mostly digital records but these often use a terminal provided by the strata manager. Online searches are thought to be more efficient but sometimes do not have all of the records available at once, compared to in-person searches.

Inspector Company	Global Strata Reports Pty Ltd
Inspector	Janina Huynh
Date	22 Oct 2025
Method	Online
Inspected for	Sales Agent

Document Checklist

Listed are documents normally made available by the Strata Manager at the time of inspection.

Available documents are attached at the end.

Missing documents have been followed up to the Strata Manager.

Documents marked "not in records" are not applicable to the inspections.

Strata Roll	Attached to Report
Strata Plan	Attached to Report
Certificate of Title	Attached to Report
Owner Ledger	Attached to Report
Financial Accounts	Attached to Report
Administrative Fund	Attached to Report
Capital Works Fund	Attached to Report
Insurance Valuation	Attached to Report
Building Insurance (Certificate of Currency)	Attached to Report
AGM Minutes	Attached to Report
EGM Minutes	Attached to Report
SCM Minutes	Attached to Report
By-laws	Attached to Report

Building Compliance Documents

Listed are documents we found during our search.

Available documents are attached at the end.

Missing documents have been followed up to the Strata Manager.

Documents marked "not in records" are not applicable to the inspections.

Fire Safety Certificate/AFSS	Attached to Report
Capital Works Fund Forecast Report	Attached to Report
Occupational Health and Safety Report (OHS/WHS)	Attached to Report
Asbestos Report	Attached to Report
Building Defects (If Applicable)	Not in records
Cladding	Not in records
Lift/Plant Registration	Not applicable
Pest Control Services	Not in records
Window Safety Report	Not in records
Building Work Rectification Order (if applicable)	Not in records

This report was prepared for House to Home Group.
It is a breach of Before You Buy's Terms & Conditions to hand out this report.

SECTION

2

Property Overview

Primary Property Information

Strata Plan

A plan that subdivides land in a Strata Scheme into individually owned lots and common property.

Strata Scheme

A building or group of buildings divided into lots (units, houses, or townhouses), where owners hold title to their lot and share ownership of common property such as gardens, walls, roofs, driveways, and stairwells.

Strata Roll

A register listing lot owners in the Strata Scheme, including utility lots and other interested parties like mortgagees or lessees.

Year Registered

The year the strata plan was registered, often assumed to be the year construction was completed, though this may not always be the case.

Unit Entitlement

Each lot is assigned a unit entitlement based on its value relative to other lots. This entitlement determines the share of levies payable and voting rights.

Aggregate Unit Entitlement

The total of all individual unit entitlements in the Strata Scheme.

Lot Owner Entitlement %

The percentage of the total unit entitlement held by a specific lot, calculated as the lot's share of the aggregate unit entitlement.

Initial Period

The period when the original owner still owns lots whose combined unit entitlements exceed two-thirds of the total for the scheme.

Building Management Committee (BMC)

A non-legal entity managing shared facilities for members, including Strata Schemes, torrens title owners, and government bodies. BMCs cannot employ staff and are not governed by strata or community title laws. Most strata schemes are not part of a BMC.

Community Association (CA)

A legal entity managing shared facilities in a community scheme, responsible for maintaining common areas, enforcing bylaws, and levying contributions under community title legislation.

Property Address 28/2 Williams Parade, Dulwich Hill

Postcode 2203

State New South Wales

Unit/Apartment Number 28

Lot Number 28

Strata Plan 48676

Year Built/Registered 1994

Strata Plan Date Registered 13 Dec 1994

Number of Lots 30

Number of Units 30

Unit Entitlement 316

Aggregate Unit Entitlement 10000

Total Entitlement % (subject to change) 3.16%

Initial Period Expired

Is strata plan part of a BMC or CA? Yes

Additional Notes

We note the Strata Scheme forms part of a Community Association (CA) and records relating to the CA were not made during this search. Should information be required relating to the CA please contact the office to arrange another inspection to be conducted (additional fees applies).

Lot Owners

Owners Corporation

The legal entity consists of all the owners of the lots in a Strata Scheme and formed when a Strata Plan is registered.

Recorded Owner	Lisa & Domenico Bonfiglio
Address	Sighted
State	New South Wales
Mortgage	No, mortgage not sighted
Lease Agent	Century 21 The Paramount Gp

Strata Manager

Strata Manager

Oversees property operations, finances, maintenance, and communication in a strata or community title setting, acting as a liaison among owners and stakeholders.

Company	Premier Strata Northmead
Address	6/175 Briens Road, Northmead, NSW, 2152
Phone Number	02 9630 7500
Email	mail@premierstrata.com.au
License Number	873622

This report was prepared for House to Home Group.
It is a breach of Before You Buy's Terms & Conditions to hand out this report.

SECTION

3

Financial Overview

Standard Levy Contributions

Levies Budgeted to

1 Jan 2025 - 31 Dec 2025

Estimated Total Standard Levy Income (All Lots)

	Quarterly Amount	Annual Amount
Administrative Fund	\$37,197.49	\$148,789.96
Capital Works Fund	\$19,525.00	\$78,100.00
Total (All Lots)	\$56,722.49	\$226,889.96

Standard Levies per Subject Lot (Quarterly) **\$1,792.43**Are quarterly levies in equal instalments? **Yes**

Contribution Breakdown Per Subject Lot

	Quarterly Amount	Annual Amount
Administrative Fund	\$1,175.44	\$4,701.76
Capital Works Fund	\$616.99	\$2,467.96

Taxation

Funds are registered for GST

Note on Standard Levies Increase

Funds appear to be stable but ongoing expenses appear likely to increase at a level higher than CPI

Additional Notes

This property is part of a BMC/CA and may involve shared responsibilities, costs and/or rules outside the strata plan. Buyers are advised to review all relevant documents to fully understand their rights and obligations.

Levies

Annual or quarterly contributions from owners to the Owners Corporation covering regular and major works expenses. Amounts are regulated by unit entitlement, allocated to Administrative and Capital Works Funds.

Administrative Fund

Used for day-to-day strata scheme expenses like electricity, water, cleaning, insurance, and maintenance. Funded by levies paid by all owners.

Capital Works Fund

This fund covers major renewal, repair, or replacement works, such as roofing repairs, window bar replacement, structural rectification, common property painting, and other major works (Previously Sinking Fund).

Consumer Price Index (CPI)

A measure tracking the average change in prices of a basket of consumer goods and services over time. It serves as a key indicator of inflation or deflation in an economy. Historically, the component of CPI relevant for properties has been around 4%.

Fund Balance

Balance Date

20 Oct 2025

Fund Balance

Balances are based on Strata Manager-provided information and have not undergone auditing. The Property Stock & Business Agents Act and Strata Schemes Management Act outline specific requirements for accounts, accounting reports, and trust funds held for Owners Corporations.

Fund Allocation

	Amount	Allocation Percentage
Administrative Fund	\$50,524.17	13.63%
Capital Works Fund	\$320,284.69	86.37%
Total Net Funds	\$370,808.86	100%

Investments

\$107,328.61

Cash at Bank

\$272,891.93

Levies in Arrears for Total Strata Plan

\$4,366.73

Special Levies

Special Levy

A lump-sum payment from all owners to address unplanned expenses, whether essential (e.g., fire safety equipment maintenance) or non-essential (e.g., exterior wall painting) that are not budgeted in the Administrative or Capital Works Fund. Payment details are decided at a meeting of the Owners Corporation upon levy approval.

Current Special Levies

Levies approved by owners but awaiting payment, designated for ongoing or planned expenses.

Future Special Levies

Levies proposed for upcoming expenses, awaiting owner approval within the strata scheme.

There is always the risk of a Special Levy. However, this section is to help identify either levies proposed for upcoming expenses and awaiting owner approval within the strata scheme, or potential levies identified in the minutes or correspondence.

Past Special Levies

Levies approved and paid by owners to cover past expenses, such as major repairs or maintenance projects.

Current
Special
Levies

At the time of inspection, there were no records indicating any current Special Levies. A Section 184 Certificate may be obtained from the Strata Manager/Owners Corporation to check if there have been any changes to the levies since the date of the Strata Report.

Future
Special
Levies

At the time of inspection there were no records to indicate Proposed or Possible Future Special Levies. A Section 184 Certificate may be obtained from the Strata Manager/Owners Corporation to check if there have been any changes to the levies since the date of the Strata Report.

Past
Special
Levies

At the time of inspection there were no records to indicate Past Special Levies.

Insurance

Refer to Insurance and Occupational Health & Safety and Residential Strata Schemes for regulation reference.

Sum Insured \$11,907,900.00

Policy Number 06S8840918

Insurance Company Strata Unit Underwriters

Expiry Date 6 Dec 2025

Building Insurance Excess \$2,500.00

Total Premium Cost \$22,161.52

Insurance Cover

Public Liability	\$30,000,000.00
Voluntary Workers	\$200,000.00
Workers Compensation	Not Sighted
Loss of Rent	\$1,786,185.00
Office Bearers Liability	\$1,000,000.00
Fidelity Guarantee	\$100,000.00
Machinery Breakdown	Not Sighted
Common Contents	Included in premium
Building Catastrophe	\$1,786,185.00

Insurance claims in last 2 years or notable comments **Not Sighted**

Inspector Notes

Please Note: The building is currently insured for an amount greater than the valuation below. However, this does not imply that the insured value is equivalent to the current market value of the building.

This property is part of a BMC/CA and may involve shared responsibilities, costs and/or rules outside the strata plan. Buyers are advised to review all relevant documents to fully understand their rights and obligations.

Valuation

Refer to Building Valuation for regulation reference.

Last Valuation Amount \$11,790,000.00

Conducted By Clisdells Valuations

Last Insurance Valuation 9 Nov 2022

SECTION

4

Minutes & By-laws

Minutes

Minutes

Record of proceedings from Owners Corporation and Strata Committee meetings.

Strata Committee

Elected owners' representatives, chosen at the Annual General Meeting, holding key positions such as Chairman, Secretary, and Treasurer (*Previously Executive Committee*).

Annual General Meeting (AGM)

A yearly gathering of owners and stakeholders, mandated by the NSW Strata Schemes Management Act 2015. Also known as a General Meeting.

Extraordinary General Meeting (EGM)

A meeting held outside the annual schedule to address matters that need addressing by all owners.

Last Minutes in Book

18 Feb 2025 - Annual General Meeting

Next Expected Meeting

- Annual General Meeting

Inspector Notes

Next AGM - No date is sighted in 2025 AGM Minutes for next expected meeting.

This property is part of a BMC/CA and may involve shared responsibilities, costs and/or rules outside the strata plan. Buyers are advised to review all relevant documents to fully understand their rights and obligations.

By-laws

Refer to [By-laws](#) and [Animals](#) for regulation reference.

By-laws

Predetermined rules for strata residents, established at the First Annual General Meeting and subject to amendments in subsequent meetings. Also known as Articles or Rules.

Proposed Changes

No

Unregistered Changes

No

Animals

The keeping of animals within the Lot or on Common Property is subject to the Act and the By-Laws registered with the Strata Plan and/or any other instrument taking precedence. You should seek approval under those instruments.

Additional Notes

This property is part of a BMC/CA and may involve shared responsibilities, costs and/or rules outside the strata plan. Buyers are advised to review all relevant documents to fully understand their rights and obligations.

Renovations

Before carrying out renovations to units or the common property owners must first request permission from the Owners Corporation.

Harmony

Harmony

Refers to the satisfaction among owners in a scheme. Includes factors such as parking, noise, animals, and disputes involving neighbors, owners, and the Strata Committee.

Recent History of Disputes

Not Sighted

SECTION

5

Building Matters

Improvement & Maintenance Projects

Past Building Works

Notes major expenditure items for building works, including those from the Capital Works Fund and Administrative Fund. The following extracts concerning this work and other matters of interest are taken from the minutes, financial accounts, and correspondence. The list of items identified is NOT exhaustive and you should refer to the attachments for more detail.

General Replacement

Items that are replaced on a regular basis, such as carpets, light fittings, and hot water systems.

General Maintenance

Items that are maintained on a regular basis, such as painting, cleaning, and gardening.

Notes on Past Building Works
01/01/2024-31/12/2024
Electrical Improvements \$7,325.00
Roof Repairs \$8,750.00

01/01/23-31/12/23
Roof Repairs \$9,310.00

01/01/22-31/12/22
Ceiling Repairs \$3,200.00
Roof Repairs \$2,950.00
Waterproofing \$1,240.00
Plumbing/Drainage Works \$2,400.00

Approved Works (Future) At the time of inspection there were no records to indicate Approved Works (Future).

Proposed Works (Future) At the time of inspection there were no records to indicate Proposed Works (Future).

Capital Works Fund Forecast

Capital Works Fund Forecast

The Owners Corporation must prepare a 10-year plan for major expenditures from the capital works fund, subject to a review every 5 years. Expenditures may involve significant projects like building roof replacement, and efforts should be made to implement the plan as closely as possible.

Are levies following contribution forecasts? No
Contributions have been higher than forecasts

Year of Commencement 2025

Forecast Prepared by Solutions in Engineering

Is this forecast due for an update? No

Compliance

Refer to [Window Safety](#) for regulation reference.

WHS Safety Report
Work Health & Safety is a set of rules and regulations concerned with fostering a secure and healthy work environment.

Fire orders or fire defects Not sighted

Fire Safety/AFSS Yes, Fire Safety Certificate/AFSS was sighted

Lift/Plant Registration No, not applicable

Window Safety No, Window Safety Report was not sighted

Pool Registration/Compliance No, not applicable

Pest Control Services No, Pest Control Services was not sighted

Occupational Health and Safety Report (OHS/WHS) Yes, Occupational Health and Safety Report (OHS/WHS) was sighted

Asbestos Reports Yes, Asbestos Report was sighted

Cladding

Evidence of Cladding Issues

Evidence not sighted

Refer to **Cladding** for regulation reference.

Cladding

A protective and decorative covering on a building's exterior, enhancing aesthetics and shielding against the elements. The type of cladding chosen can impact the building's insulation, weather resistance, and overall architectural aesthetics.

Defects

Defects

At the time of inspection, there were no records of any General Defects

This Defects section covers items not covered by the Builder's warranty.

Defects

Issues or faults found within a building or property, ranging from minor flaws to significant problems affecting functionality of the property. These could include issues with fixtures, fittings, finishes, or general wear and tear.

Structural Defects

It is not always possible to determine whether a defect is general or structural in nature. However, structural defects are typically more serious issues that affect the integrity or stability of the property. Examples include faults or deficiencies in the structural components of a building, such as the foundation, load-bearing walls, or roof structure, posing risks to safety and durability.

Structural Defects

At the time of inspection, there were no records of any Structural Defects

Inspector Company Disclaimer

CONDITIONS OF THIS STRATA INSPECTION REPORT

This Report is based on the result of a search of the available Owners Corporation Records of three (3) years prior to the date of inspection (unless otherwise stated in the Report) and, where applicable and appropriate, conversations with the officers of the Managing Agent and/or Owners Corporation.

All reasonable care has been exercised by GSR whilst compiling this Report. GSR make no warranty of representation as to the accuracy of the information provided to us by the above bodies and will not be responsible for any loss or damage due to any cause whatsoever, including negligence whether in connection with information supplied by the Managing Agent and/or Officers of the Owners Corporation or otherwise.

GSR can offer no assurances that the records made available were complete and it is always possible that other relevant records exist that were not inspected. Where there is an inconsistency between information provided in this report and information in an attachment to the report, the information in the attachment will prevail, unless otherwise stated.

This report is made for the benefit of the parties listed herein and no other person shall be or shall be deemed to be entitled to rely on this report for any purpose whatsoever. In recent times Strata Managers have been providing fully computerised records for our inspections.

Strata inspectors are presented with many and varied systems of storage of documents.

Some documents and historical records are unable to be accessed because of the way they are presented for inspection particularly in the case of hand over documentation when the strata management is changed.

Important information regarding this report

Thank you for purchasing this Strata Report. This report provides a summary of information gathered during an inspection of the Owners Corporation records by a qualified inspector.

The report reflects the data made accessible to the inspector by the strata records custodian (typically a Strata Manager) on the day of inspection. It's important to note that the quality of strata records can vary among different schemes. Some Strata Management firms digitise records onto a computer storage system. In such cases, inspectors review both the computerised system and physical copies provided by the Strata Management. Access to our inspectors is often granted remotely. Consequently, we cannot ensure that everything sighted during this inspection encompasses all held by the Strata Management. Some information may be withheld due to legal privilege, exemption from access, privacy laws, pending status, or subject to the Privacy Act 1988.

Please be aware that our inspection and reports are subject to specific limitations and disclaimers. These are explicitly detailed in both this report and the Before You Buy Client Agreement.

Please note that Before You Buy functions solely as a platform facilitating connections between buyers, agents, and independent inspectors. This report is the product of a third-party inspector not associated with Before You Buy. All inspectors on our platform operate independently — separate from us, real estate agents, and property sellers.

For more information, check: <https://www.beforeyoubuy.com.au/terms-and-conditions>

Certificate of Title

As of October 2021, paper Certificates of Title in NSW have been abolished under the Real Property Amendment (Certificates of Title) Act 2021. Changes to the land titles system in NSW are transitioning the State away from paper-based processes. The Certificate of Title is not always found in the strata records. A Title Search is normally conducted and included as part of the sale contract documentation. Please liaise with your legal adviser on this issue. A search should be made at NSW Land and Property Information regarding registers dealings. The Strata Schemes Management Act 2015 requires that a change of By-Laws must be registered within six (6) months of a resolution being passed.

Insurance

The Strata Schemes Management Act 2015 requires the Owners Corporation have:

1. Building insurance at least to the value of the building as determined by a valuation, which must be obtained at least every 5 years,
2. Public Liability cover to a minimum of \$10,000,000, and
3. Voluntary Workers insurance

After 30 June 2008 employers paying less than \$7,500pa wages in NSW are not required to carry Workers Compensation insurance. It should be noted the Owners Corporation insurance policies normally cover only risks associated with the common property and not individual lots. It should be noted this can apply even where damage to property in an individual lot results from a fault arising in the common property. Owners and occupiers need to have adequate cover for their own contents and other risks.

Occupational Health & Safety and Residential Strata Schemes

On 1 September 2001, the Occupational Health and Safety Act 2000 came into effect. The OHS Act does not apply to premises used as a private dwelling but there has been some concern that it could apply to the common property of residential strata schemes. Work Cover has advised that strata schemes that are purely residential are exempt from the provisions of the regulations and that owners' corporations, by meeting their requirements as prescribed under the Strata Schemes Management Act, will satisfy their obligations as controllers of the common property under the Occupational Health and Safety Act 2000

Building Valuation

All insurances held in the name of the Owners Corporation. The Strata Schemes Management Act 1996 requires the Owners Corporation to have the following:

The Strata Schemes Management Act no longer requires a valuation of the building to be carried out.

Building insurance valuations in order to comply with Section 160 & Section 161 of the Strata Schemes Management Act 2015.

Section 160 of the Strata Schemes Management Act 2015 states the owners corporation for a strata scheme for the whole of a building must insure the building and keep the building insured under a contract of insurance, in accordance with this Division, that insures the building if it is destroyed or damaged by fire, lightning, explosion or any other occurrence specified in the policy (a "damage policy").

Section 161 of the Strata Schemes Management Act 2015 states a damage policy for a building must be with an approved insurer, be in the name of the owners corporation, and any other person required to insure under Section 160 and provide for the following:

- a. the building is to be insured for at least the amount determined in accordance with the regulations,
- b. if the building is destroyed, the building is to be rebuilt or replaced so that the condition of every part of the rebuilt or replacement building is not worse or less extensive than that part when new,
- c. if the building is damaged but not destroyed, the damaged part of the building is to be repaired or restored so that the condition is not worse or less extensive than that part when new,
- d. expenses incurred in removing debris are payable,
- e. the remuneration of architects and other persons whose services are necessary as an incident to the rebuilding, replacement, repair, or restoration is payable.

Section 39 of the Strata Schemes Management Regulation 2016 states the manner of calculation for an insurance limit under damage policy as follows;

1. For the purposes of section 161 (1) (a) of the Act, the minimum amount for which a building is to be insured is to be not less than the amount calculated in accordance with subclause (2).
2. For the purposes of section 161 (2) of the Act, the amount to which the liability of an insurer may be limited under a damage policy is to be calculated by adding together the following amounts:
 - a. the estimated cost, as at the date of commencement of the damage policy, of (i) carrying out the work that a damage policy is required to provide for under section 161 of the Act, and ii) making the payments that a damage policy is required to provide for under section 161 of the Act,
 - b. the estimated amount by which expenditure referred to in the preceding paragraphs may increase during the period of 24 months following the date of commencement of the damage policy.
3. The amounts referred to in subclause (2) (a) and (b) are to be calculated so as to include any applicable taxes, fees, and charges (including taxes, fees, and charges of the Commonwealth).

Community, Neighbourhood & Precinct Property Building insurance valuations in order to comply with the Section 39 of the Community Land Management Act 1989 and states the following;

1. An association is guilty of an offence if any building or structure on its association property is not at all times fully insured, with an insurer approved by the Minister, against damage or destruction by fire, lightning, explosion, or other prescribed risk.
2. Any such building or structure is to be insured for not less than the amount determined in accordance with the regulations.

By Laws

Each strata scheme has its own by-laws, which are a set of rules that owners, tenants and, in some cases, visitors must follow. By-laws cover the behaviour of residents and the use of common property.

New Strata Legislation (Effective 30 November 2016)

The Strata Schemes Management Act 2015 commenced on 30 November 2016 which enacted new regulations regarding By-Laws. All Strata Schemes should have reviewed their By-Laws before 1 December 2017.

Schemes prior to 1 July 1997 were required to initially adopt the new model By-Laws. However, they can be subject to changes via a Special Resolution in a general meeting of the Owners Corporation. Strata Schemes commencing between 1 July 1997 and 30 November 2016 are not required to adopt the new model By-Laws.

Owners' corporations can choose to adopt the sample model by-laws or make changes to them to manage issues in strata like overcrowding, pets, parking, and smoke drift. Schemes are not required to adopt or adapt any of the model by-laws, they are available to assist schemes in reviewing and making by-laws to suit their scheme. Model by-laws need to be approved by the owners' corporation and registered with NSW Land Registry Services

They can cover issues such as whether pets are allowed on the scheme, how smoking is regulated, parking and noise levels. The by-laws can vary significantly from scheme to scheme and it is important to understand which by-laws apply to your scheme.

Owners' corporations can determine the by-laws that suit the preferred lifestyle of the strata scheme. A by-law must not be harsh, unconscionable or oppressive. No by-law is capable of restricting a dealing in a lot, except, from 10 April 2020, in relation to using a lot for short-term rental where it is not the host's principal place of residence. By-laws cannot restrict children or assistance animals.

The owners' corporation must decide by special resolution at a general meeting to make or change a by-law. This means no more than 25 percent of votes can go against the motion. Notification of any new or changed by-law must be given to NSW Land Registry Services. A by-law has no force or effect if it is inconsistent with the Strata Schemes Management Act 2015, or any other laws.

Animals

On 25th August 2021, new laws about keeping animals came into effect. In summary, the laws prohibit an Owners Corporation from refusing the keeping of an animal in a strata scheme, unless the animal unreasonably interferes with another resident's use and enjoyment of their lot or the common property.

Under the new laws, an Owners Corporation:

1. Can only refuse to allow an animal into the scheme if it unreasonably interferes with another resident's use and enjoyment of their lot or the common property,
2. Can still require residents to apply for approval to keep an animal on their lot,
3. Can still set certain conditions in their by-laws to manage keeping animals in the scheme,
4. Cannot set a blanket by-law ban on the keeping of any animals within a scheme and any existing by-laws banning pets are not valid.

The List: Unreasonable Interference What is deemed as unreasonable interference? For the purposes of the Act, section 137B(3), the circumstances in which the keeping of an animal unreasonably interferes with another occupant's use and enjoyment of the occupant's lot or the common property are:

- a. the animal makes a noise that persistently occurs to the degree that the noise unreasonably interferes with the peace, comfort, or convenience of another occupant, or
- b. the animal repeatedly runs at or chases another occupant, a visitor of another occupant or an animal kept by another occupant, or
- c. the animal attacks or otherwise menaces another occupant, a visitor of another occupant or an animal kept by another occupant, or
- d. the animal repeatedly causes damage to the common property or another lot, or
- e. the animal endangers the health of another occupant through infection or infestation, or
- f. the animal causes a persistent offensive odour that penetrates another lot or the common property, or
- g. for a cat kept on a lot—the owner of the animal fails to comply with an order that is in force under the Companion Animals Act 1998, section 31, or
- h. for a dog kept on a lot—
 - i. the owner of the animal fails to comply with an order that is in force under the Companion Animals Act 1998, section 32A, or
 - ii. the animal is declared to be a menacing dog or a dangerous dog under the Companion Animals Act 1998, section 34, or
 - iii. the animal is a restricted dog within the meaning of the Companion Animals Act 1998, section 55(1).

Cladding

Following the tragic fire at the Grenfell Tower in London in 2017 and the fire at the Lacrosse Building in Melbourne in 2014, new laws have been made for buildings with combustible cladding. The laws are part of a whole-of-government response to the fire safety risks posed by external combustible cladding.

Under the Regulation, owners of certain buildings with external combustible cladding are required to register their building with the NSW Government.

For buildings occupied before 22 October 2018, the deadline for registration is 22 February 2019. Owners of new buildings will be required to register their building within four months of the building first being occupied.

The presence of non-fire-compliant cladding is a serious issue (both from a personal safety and lending criteria). If cladding is not fire compliant, the builder and or the developer may not be liable or financially able to replace it with compliant cladding and a special levy may need to be raised.

We recommend you make further investigations and seek confirmation in writing of the fire compliance status of any cladding on the façade of this complex through the strata managers. If the cladding is not fire compliant, you should also ask to see any related reports by engineers and a copy of the notification to the NSW Cladding Register of its non-compliance. This will help you understand the extent of non-compliance.

Window Safety

All strata buildings in NSW must be fitted with devices that lock the window opening at less than 12.5cm. This applies to openable windows that are two metres above the ground and within 1.7 metres inside.

Owners' corporations must have devices installed on all applicable common property windows by 13 March 2018. The safety devices must be robust and childproof.

IMPORTANT INFORMATION REGARDING THIS REPORT

The purpose of this report is to provide a summary of the information gathered during an inspection of the records of the Owners Corporation by Global Strata Reports Pty Ltd ACN 672 498 672 (**GSR**) or its Authorised Representatives (**Inspectors**).

LIMITATIONS AND DISCLAIMER TO OUR INSPECTION AND GLOBAL STRATA REPORTS

The report (**Report**) is derived from the inspection of the information made available to the Inspectors by the Strata Manager on the date of inspection. Some Strata Management companies scan the Strata Records onto a computer storage system. In these instances, inspectors are required to inspect computer systems as well as the loose copies provided by the Strata Management.

In the event that the Managing Agents hold “pending” files, such files may not be produced. For example, documents under legal privilege, exempt from access, unable to be released, pending , or subject to the *Privacy Act 1988* may be withheld from the inspection. Therefore, GSR and its Authorised Representatives do not and cannot guarantee that the documents or files inspected represent the full and complete set of records of the Owners Corporation.

The personnel of Strata Manager’s offices are not required to be available for interview and some Strata Managers prohibit their personnel from offering information verbally. Unless otherwise indicated, the information in this report has been obtained solely from the records made available to the Inspectors.

Whilst GSR and its Authorised Representatives endeavor to verify the accuracy of the information contained in this Report, GSR and its Authorised Representatives cannot and do not attest to the accuracy nor accept liability for any incorrect information contained in this Report arising from the records or derived verbally from the Secretary, Treasurer or Managing Agent of the Owners Corporation. Where there is an inconsistency between information provided in this Report and information in an attachment to the Report, the information in the attachment will prevail, unless otherwise stated.

Unless specified otherwise in the Report, the Inspectors have not physically inspected the building. As such, the Inspectors cannot determine whether the building is well maintained. GSR and its Authorised representatives do not attest to, nor accept any liability in respect to, the maintenance of the building.

The contents of this report may be subject to additional limitations and disclaimers. Where such limitations and disclaimers apply, it will be specifically outlined in this report.

This Report includes information in relation to levies that have been obtained from the available records. We strongly recommend that a Section 184 Certificate be obtained prior to exchange of contract to confirm levies and any other applicable charges.

This Report is not exclusive to the recipient and GSR retains the right to use, share or disclose any information of this report in its sole and absolute discretion.

COPYRIGHT NOTICE

The content of this Strata Inspection Report, including all text, data, findings, and conclusions contained herein, is the exclusive property of Global Strata Reports Pty Ltd (GSR). Unauthorized distribution, reproduction, or use of this report, in whole or in part, without the prior written consent of GSR is strictly prohibited. Access to this report is provided solely for the individual or entity for whom the report was prepared. Any request for distribution or reproduction of this report must be formally requested through and approved in writing by GSR, subject to a mutually agreed upon written agreement specifying the terms of such distribution or reproduction.

INDEPENDENT LEGAL ADVICE

It is strongly recommended that any individual considering the purchase or sale of the property seek independent legal advice before proceeding. Global Strata Reports Pty Ltd (GSR) and its Authorised Representatives cannot be held responsible for any decisions made based on the information provided in this report. The responsibility to gather, interpret, and act upon any relevant information rests solely with the individual. This report is intended to assist in the decision-making process, but it should not be the only source of information considered. Legal counsel can provide comprehensive advice tailored to the specific circumstances of the property transaction.

CONDITIONS OF THIS STRATA INSPECTION REPORT

This Report is based on the result of a search of the available Owners Corporation Records of three (3) years prior to the date of inspection (unless otherwise stated in the Report) and, where applicable and appropriate, conversations with the officers of the Managing Agent and/or Owners Corporation.

All reasonable care has been exercised by GSR whilst compiling this Report. GSR make no warranty of representation as to the accuracy of the information provided to us by the above bodies and will not be responsible for any loss or damage due to any cause whatsoever, including negligence whether in connection with information supplied by the Managing Agent and/or Officers of the Owners Corporation or otherwise.

GSR can offer no assurances that the records made available were complete and it is always possible that other relevant records exist that were not inspected. Where there is an inconsistency between information provided in this report and information in an attachment to the report, the information in the attachment will prevail, unless otherwise stated.

This report is made for the benefit of the parties listed herein and no other person shall be or shall be deemed to be entitled to rely on this report for any purpose whatsoever. In recent times Strata Managers have been providing fully computerised records for our inspections. Strata inspectors are presented with many and varied systems of storage of documents.

Some documents and historical records are unable to be accessed because of the way they are presented for inspection particularly in the case of hand over documentation when the strata management is changed.

CONTACT GLOBAL STRATA REPORTS

Please feel free to contact GLOBAL Strata Reports regarding this report. Should there be any information that you believe you may be incorrect or have any difficulty in understanding anything contained in this report, you should contact GSR immediately to verify, seek further clarification, and/or have the matter explained to you. If you have any questions at all or require any clarification, then contact GLOBAL Strata Reports prior to acting on this report.

Contact details: admin@globalreports.com.au

TIPS WHEN YOU PURCHASE A PROPERTY

If you are successful in purchasing a property in a Strata Scheme the following information may be useful:

1. Confirm your legal representative has provided all relevant information to the Strata Managing Agent or the Owners Corporation.
2. If you will be living in the property, you will need to organise contents insurance for the property. The Owners Corporation insurance policy will cover the building, including the common areas, only.
3. If the property is to be rented, you or your Property Manager, need to provide the Strata Managing Agent or the Owners Corporation with the tenant's details. It is also strongly recommended you take out Landlords Insurance. You also need to provide your tenant with a copy of the current By-Laws.

WILLIAMS PRD 2 DULWICH HILL

Roll Update Advice Report

21 October 2025

Lot No	Contribution Entitlements	Unit Number	Car Space	Storage Space
28	316.00 0.00	28		

Owner **Lisa & Domenico Bonfiglio**
7 Dunlop Avenue
Harrington Park NSW 2570.

0450878281
0416044265

db@dbc corp.com.au,domenic@c21paramountgroup.com.au,lisaaloe@bigpond.com 07/03/2013

Lessee **Margaret Sabrina Berrigan**
28/2 Williams Parade
DULWICH HILL NSW 2203

0410963593

Notice Type
52 Weeks

msberrigan@hotmail.com

26/04/2024

LettingAgent **Century 21 The Paramount Gp**
G06/7 Gregory Hills Drive
GREGORY HILLS NSW 2557

4655 4488

4655 1972

finance@c21paramountgroup.com.au

21/03/2016

Strata Plan No. 48676

A/c No **02100028**

Owner Information

20 October 2025

Lot No	Entitlements	Unit No	StrataPay No	Car Space	Storage Space
28	316	28	140235875		

Owner Name **Lisa Francesca Bonfiglio & Domenico Antonio Bonfiglio**
 Email **db@dbcorp.com.au, domenic@c21paramountgroup.com.au, lisaaloe@bigpond.com**
 Telephone (1) Mobile **0416044265**
 Telephone (2) **0450878281** Facsimile

Account Balance	Administrative Fund Paid To	Capital Works Fund Paid To	Direct Debit
-2,825.38	31/12/25	31/12/25	Not Set up

Residential / Business Address	Address for Service of Notices	Levy Notice Address
7 Dunlop Avenue Harrington Park NSW 2570.	7 Dunlop Avenue Harrington Park NSW 2570.	7 Dunlop Avenue Harrington Park NSW 2570.
Delivery by Email to Owner	Delivery by Email to Owner	Delivery by Email to Owner

Letting Agent Century 21 The Paramount Group Email finance@c21paramountgroup.com.au Telephone (1) 4655 4488 Mobile Telephone (2) Facsimile 4655 1972	Address G06/7 Gregory Hills Drive GREGORY HILLS NSW 2557
---	--

Date	Description	Fund	Reference	Amount	Balance
	Brought Forward			0.00	0.00
28/02/24	01/04/24 to 30/06/24	Admin Fund	I0013419	1,072.74	1,072.74
28/02/24	01/04/24 to 30/06/24	Capital Works Fund	I0013449	608.30	1,681.04
15/03/24	Admin Fund	Admin Fund	R0002604	-965.47	715.57
15/03/24	Capital Works Fund	Capital Works Fund	RA002604	-547.47	168.10
15/03/24	Discount	Admin Discount	RB002604	-107.27	60.83
15/03/24	Discount	CWF Discount	RC002604	-60.83	0.00
20/05/24	Key Deposits	Other	M0000141	565.00	565.00
21/05/24	Other	Other	R0002624	-565.00	0.00
28/05/24	01/07/24 to 30/09/24	Admin Fund	I0013479	1,072.74	1,072.74
28/05/24	01/07/24 to 30/09/24	Capital Works Fund	I0013509	608.30	1,681.04
29/05/24	Admin Fund	Admin Fund	R0002625	-965.47	715.57
29/05/24	Capital Works Fund	Capital Works Fund	RA002625	-547.47	168.10
29/05/24	Discount	Admin Discount	RB002625	-107.27	60.83
29/05/24	Discount	CWF Discount	RC002625	-60.83	0.00
26/08/24	01/10/24 to 31/12/24	Admin Fund	I0013539	1,072.74	1,072.74
26/08/24	01/10/24 to 31/12/24	Capital Works Fund	I0013569	608.30	1,681.04
28/08/24	Admin Fund	Admin Fund	R0002661	-965.47	715.57
28/08/24	Capital Works Fund	Capital Works Fund	RA002661	-547.47	168.10
28/08/24	Discount	Admin Discount	RB002661	-107.27	60.83
28/08/24	Discount	CWF Discount	RC002661	-60.83	0.00
29/11/24	01/01/25 to 31/03/25	Admin Fund	I0013599	1,072.74	1,072.74
29/11/24	01/01/25 to 31/03/25	Capital Works Fund	I0013629	608.30	1,681.04
19/12/24	Admin Fund	Admin Fund	R0002705	-965.47	715.57
19/12/24	Capital Works Fund	Capital Works Fund	RA002705	-547.47	168.10
19/12/24	Discount	Admin Discount	RB002705	-107.27	60.83
19/12/24	Discount	CWF Discount	RC002705	-60.83	0.00
28/02/25	01/04/25 to 30/06/25	Admin Fund	I0013659	1,175.44	1,175.44
28/02/25	01/04/25 to 30/06/25	Capital Works Fund	I0013689	616.99	1,792.43
03/03/25	Admin Fund	Admin Fund	R0002728	-1,057.90	734.53
03/03/25	Capital Works Fund	Capital Works Fund	RA002728	-555.29	179.24
03/03/25	Discount	Admin Discount	RB002728	-117.54	61.70
03/03/25	Discount	CWF Discount	RC002728	-61.70	0.00
15/04/25	Admin Fund	Admin Fund	R0002760	-6,051.76	-6,051.76
30/05/25	01/07/25 to 30/09/25	Admin Fund	I0013719	1,175.44	-4,876.32
30/05/25	Admin Fund	Admin Discount	J0033014	-117.54	-4,993.86
30/05/25	01/07/25 to 30/09/25	Capital Works Fund	I0013749	616.99	-4,376.87
30/05/25	Discount	CWF Discount	J0033023	-61.70	-4,438.57
29/08/25	01/10/25 to 31/12/25	Admin Fund	I0013779	1,175.44	-3,263.13
29/08/25	Admin Fund	Admin Discount	J0033554	-117.54	-3,380.67

LEVY REGISTER

Strata Plan No. 48676

Levy Year		Last Annual General Meeting	Entitlements			Total Number of Lots	Financial Year			
Start	End					Start	End			
01/04/2025	31/03/2026	18/02/2025	10000.0000			30	01/01/2025	31/12/2025		
Lot No	Description	Period	Notice Date	Amount	Discount	If Paid by or Due	Net Amount	Date Paid	Balance Due	Net Due
28	BONFIGLIO L F & D A Entitlements: 316									
	Admin Fund	01/01/13 to 31/03/13	11/12/2012	625.59	62.56	01/01/2013	563.03	30/06/2013		
	Admin Fund	01/04/13 to 30/06/13	12/03/2013	660.69	66.07	01/04/2013	594.62	30/06/2013		
	Admin Fund	01/07/13 to 30/09/13	11/06/2013	660.69	66.07	01/07/2013	594.62	08/07/2013		
	Admin Fund	01/10/13 to 31/12/13	11/09/2013	660.69	66.07	01/10/2013	594.62	17/09/2013		
	Admin Fund	01/01/14 to 31/03/14	11/12/2013	660.69	66.07	31/12/2013	594.62	24/12/2013		
	Admin Fund	01/04/14 to 30/06/14	11/03/2014	660.69	66.07	31/03/2014	594.62	27/03/2014		
	Admin Fund	01/07/14 to 30/09/14	10/06/2014	660.69	66.07	30/06/2014	594.62	27/06/2014		
	Admin Fund	01/10/14 to 31/12/14	15/09/2014	660.69	66.07	30/09/2014	594.62	26/09/2014		
	Admin Fund	01/01/15 to 31/03/15	09/12/2014	660.69	66.07	31/12/2014	594.62	24/12/2014		
	Admin Fund	01/04/15 to 30/06/15	09/03/2015	699.70	69.97	31/03/2015	629.73	31/03/2015		
	Admin Fund	01/07/15 to 30/09/15	15/06/2015	699.70	69.97	30/06/2015	629.73	26/06/2015		
	Admin Fund	01/10/15 to 31/12/15	07/09/2015	699.70	69.97	30/09/2015	629.73	24/09/2015		
	Admin Fund	01/01/16 to 31/03/16	07/12/2015	699.70	69.97	31/12/2015	629.73	23/12/2015		
	Admin Fund	01/04/16 to 30/06/16	07/03/2016	699.70	69.97	31/03/2016	629.73	22/03/2016		
	Admin Fund	01/07/16 to 30/09/16	06/06/2016	699.70	69.97	30/06/2016	629.73	29/06/2016		
	Admin Fund	01/10/16 to 31/12/16	05/09/2016	699.70	69.97	30/09/2016	629.73	27/09/2016		
	Admin Fund	01/01/17 to 31/03/17	05/12/2016	699.70	69.97	31/12/2016	629.73	28/12/2016		
	Admin Fund	01/04/17 to 30/06/17	06/03/2017	699.70	69.97	31/03/2017	629.73	21/03/2017		
	Admin Fund	01/07/17 to 30/09/17	05/06/2017	699.70	69.97	30/06/2017	629.73	27/06/2017		
	Admin Fund	01/10/17 to 31/12/17	04/09/2017	699.70	69.97	30/09/2017	629.73	29/09/2017		
	Admin Fund	01/01/18 to 31/03/18	05/12/2017	699.70	69.97	31/12/2017	629.73	08/12/2017		
	Admin Fund	01/04/18 to 30/06/18	12/03/2018	699.70	69.97	31/03/2018	629.73	13/03/2018		
	Admin Fund	01/07/18 to 30/09/18	12/06/2018	699.70	69.97	30/06/2018	629.73	12/06/2018		
	Admin Fund	01/10/18 to 31/12/18	06/09/2018	699.70	69.97	30/09/2018	629.73	18/09/2018		
	Admin Fund	01/01/19 to 31/03/19	10/12/2018	699.70	69.97	31/12/2018	629.73	28/12/2018		
	Admin Fund	01/04/19 to 30/06/19	26/02/2019	699.70	69.97	31/03/2019	629.73	28/02/2019		
	Admin Fund	01/07/19 to 30/09/19	27/05/2019	670.16	67.02	30/06/2019	603.14	04/06/2019		
	Admin Fund	01/10/19 to 31/12/19	26/08/2019	670.16	67.02	30/09/2019	603.14	29/08/2019		
	Admin Fund	01/01/20 to 31/03/20	21/11/2019	670.16	67.02	31/12/2019	603.14	29/11/2019		
	Admin Fund	01/04/20 to 30/06/20	17/02/2020	670.16	67.02	31/03/2020	603.14	19/02/2020		
	Admin Fund	01/07/20 to 30/09/20	18/05/2020	670.16	67.02	30/06/2020	603.14	25/05/2020		
	Admin Fund	01/10/20 to 31/12/20	27/08/2020	788.83	78.88	30/09/2020	709.95	31/08/2020		
	Admin Fund	01/01/21 to 31/03/21	25/11/2020	788.83	78.88	31/12/2020	709.95	27/11/2020		
	Admin Fund	01/04/21 to 30/06/21	25/02/2021	788.83	78.88	31/03/2021	709.95	02/03/2021		
	Admin Fund	01/07/21 to 30/09/21	26/05/2021	955.90	95.59	30/06/2021	860.31	31/05/2021		
	Admin Fund	01/10/21 to 31/12/21	23/08/2021	955.90	95.59	30/09/2021	860.31	26/08/2021		
Report Totals								-2825.38	-2825.38	

LEVY REGISTER

Strata Plan No. 48676

Levy Year		Last Annual General Meeting	Entitlements			Total Number of Lots	Financial Year			
Start	End					Start	End			
01/04/2025	31/03/2026	18/02/2025	10000.0000			30	01/01/2025	31/12/2025		
Lot No	Description	Period	Notice Date	Amount	Discount	If Paid by or Due	Net Amount	Date Paid	Balance Due	Net Due
28	BONFIGLIO L F & D A Entitlements: 316									
	Admin Fund	01/01/22 to 31/03/22	22/11/2021	955.90	95.59	31/12/2021	860.31	24/11/2021		
	Admin Fund	01/04/22 to 30/06/22	23/02/2022	955.90	95.59	31/03/2022	860.31	24/02/2022		
	Admin Fund	01/07/22 to 30/09/22	20/05/2022	1,014.12	101.41	30/06/2022	912.71	26/05/2022		
	Admin Fund	01/10/22 to 31/12/22	23/08/2022	1,014.12	101.41	30/09/2022	912.71	24/08/2022		
	Admin Fund	01/01/23 to 31/03/23	22/11/2022	1,014.12	101.41	31/12/2022	912.71	23/11/2022		
	Admin Fund	01/04/23 to 30/06/23	21/02/2023	1,014.12	101.41	31/03/2023	912.71	22/02/2023		
	Admin Fund	01/07/23 to 30/09/23	22/05/2023	927.22	92.72	30/06/2023	834.50	23/05/2023		
	Admin Fund	01/10/23 to 31/12/23	21/08/2023	927.22	92.72	30/09/2023	834.50	25/08/2023		
	Admin Fund	01/01/24 to 31/03/24	29/11/2023	927.22	92.72	31/12/2023	834.50	29/11/2023		
	Admin Fund	01/04/24 to 30/06/24	28/02/2024	1,072.74	107.27	31/03/2024	965.47	15/03/2024		
	Admin Fund	01/07/24 to 30/09/24	28/05/2024	1,072.74	107.27	30/06/2024	965.47	29/05/2024		
	Admin Fund	01/10/24 to 31/12/24	26/08/2024	1,072.74	107.27	30/09/2024	965.47	28/08/2024		
	Admin Fund	01/01/25 to 31/03/25	29/11/2024	1,072.74	107.27	31/12/2024	965.47	19/12/2024		
	Admin Fund	01/04/25 to 30/06/25	28/02/2025	1,175.44	117.54	31/03/2025	1,057.90	03/03/2025		
	Admin Fund	01/07/25 to 30/09/25	30/05/2025	1,175.44	117.54	30/06/2025	1,057.90	30/05/2025		
	Admin Fund	01/10/25 to 31/12/25	29/08/2025	1,175.44	117.54	30/09/2025	1,057.90	29/08/2025	-2,825.38	-2,825.38
	Admin Fund	01/01/26 to 31/03/26		1,175.44	117.54	31/12/2025	1,057.90			
	Admin Fund Special	01/06/21	28/04/2021	198.13	0.00	01/06/2021	198.13	07/05/2021	0.00	0.00
	Capital Works Fund	01/01/13 to 31/03/13	11/12/2012	76.43	7.64	01/01/2013	68.79	30/06/2013		
	Capital Works Fund	01/04/13 to 30/06/13	12/03/2013	76.43	7.64	01/04/2013	68.79	30/06/2013		
	Capital Works Fund	01/07/13 to 30/09/13	11/06/2013	76.43	7.64	01/07/2013	68.79	08/07/2013		
	Capital Works Fund	01/10/13 to 31/12/13	11/09/2013	76.43	7.64	01/10/2013	68.79	17/09/2013		
	Capital Works Fund	01/01/14 to 31/03/14	11/12/2013	76.44	7.64	31/12/2013	68.80	24/12/2013		
	Capital Works Fund	01/04/14 to 30/06/14	11/03/2014	113.28	11.33	31/03/2014	101.95	27/03/2014		
	Capital Works Fund	01/07/14 to 30/09/14	10/06/2014	113.28	11.33	30/06/2014	101.95	27/06/2014		
	Capital Works Fund	01/10/14 to 31/12/14	15/09/2014	113.28	11.33	30/09/2014	101.95	26/09/2014		
	Capital Works Fund	01/01/15 to 31/03/15	09/12/2014	113.28	11.33	31/12/2014	101.95	24/12/2014		
	Capital Works Fund	01/04/15 to 30/06/15	09/03/2015	112.97	11.30	31/03/2015	101.67	31/03/2015		
	Capital Works Fund	01/07/15 to 30/09/15	15/06/2015	112.97	11.30	30/06/2015	101.67	26/06/2015		
	Capital Works Fund	01/10/15 to 31/12/15	07/09/2015	112.97	11.30	30/09/2015	101.67	24/09/2015		
	Capital Works Fund	01/01/16 to 31/03/16	07/12/2015	112.97	11.30	31/12/2015	101.67	23/12/2015		
	Capital Works Fund	01/04/16 to 30/06/16	07/03/2016	112.97	11.30	31/03/2016	101.67	22/03/2016		
	Capital Works Fund	01/07/16 to 30/09/16	06/06/2016	143.35	14.34	30/06/2016	129.01	29/06/2016		
	Capital Works Fund	01/10/16 to 31/12/16	05/09/2016	143.35	14.34	30/09/2016	129.01	27/09/2016		
	Capital Works Fund	01/01/17 to 31/03/17	05/12/2016	143.35	14.34	31/12/2016	129.01	28/12/2016		
	Capital Works Fund	01/04/17 to 30/06/17	06/03/2017	143.35	14.34	31/03/2017	129.01	21/03/2017		
Report Totals								-2825.38	-2825.38	

Strata Plan No. 48676

Levy Year		Last Annual General Meeting	Entitlements			Total Number of Lots	Financial Year			
Start	End					Start	End			
01/04/2025	31/03/2026	18/02/2025	10000.0000			30	01/01/2025	31/12/2025		
Lot No	Description	Period	Notice Date	Amount	Discount	If Paid by or Due	Net Amount	Date Paid	Balance Due	Net Due
28	BONFIGLIO L F & D A Entitlements: 316									
	Capital Works Fund	01/07/17 to 30/09/17	05/06/2017	147.79	14.78	30/06/2017	133.01	27/06/2017		
	Capital Works Fund	01/10/17 to 31/12/17	04/09/2017	147.79	14.78	30/09/2017	133.01	29/09/2017		
	Capital Works Fund	01/01/18 to 31/03/18	05/12/2017	147.79	14.78	31/12/2017	133.01	08/12/2017		
	Capital Works Fund	01/04/18 to 30/06/18	12/03/2018	147.79	14.78	31/03/2018	133.01	13/03/2018		
	Capital Works Fund	01/07/18 to 30/09/18	12/06/2018	147.79	14.78	30/06/2018	133.01	18/06/2018		
	Capital Works Fund	01/10/18 to 31/12/18	06/09/2018	147.79	14.78	30/09/2018	133.01	18/09/2018		
	Capital Works Fund	01/01/19 to 31/03/19	10/12/2018	147.79	14.78	31/12/2018	133.01	28/12/2018		
	Capital Works Fund	01/04/19 to 30/06/19	26/02/2019	147.79	14.78	31/03/2019	133.01	28/02/2019		
	Capital Works Fund	01/07/19 to 30/09/19	27/05/2019	234.69	23.47	30/06/2019	211.22	04/06/2019		
	Capital Works Fund	01/10/19 to 31/12/19	26/08/2019	234.69	23.47	30/09/2019	211.22	29/08/2019		
	Capital Works Fund	01/01/20 to 31/03/20	21/11/2019	234.69	23.47	31/12/2019	211.22	29/11/2019		
	Capital Works Fund	01/04/20 to 30/06/20	17/02/2020	234.69	23.47	31/03/2020	211.22	19/02/2020		
	Capital Works Fund	01/07/20 to 30/09/20	18/05/2020	234.69	23.47	30/06/2020	211.22	25/05/2020		
	Capital Works Fund	01/10/20 to 31/12/20	27/08/2020	152.31	15.23	30/09/2020	137.08	31/08/2020		
	Capital Works Fund	01/01/21 to 31/03/21	25/11/2020	152.31	15.23	31/12/2020	137.08	27/11/2020		
	Capital Works Fund	01/04/21 to 30/06/21	25/02/2021	152.31	15.23	31/03/2021	137.08	02/03/2021		
	Capital Works Fund	01/07/21 to 30/09/21	26/05/2021	260.70	26.07	30/06/2021	234.63	31/05/2021		
	Capital Works Fund	01/10/21 to 31/12/21	23/08/2021	260.70	26.07	30/09/2021	234.63	26/08/2021		
	Capital Works Fund	01/01/22 to 31/03/22	22/11/2021	260.70	26.07	31/12/2021	234.63	24/11/2021		
	Capital Works Fund	01/04/22 to 30/06/22	23/02/2022	260.70	26.07	31/03/2022	234.63	24/02/2022		
	Capital Works Fund	01/07/22 to 30/09/22	20/05/2022	434.50	43.45	30/06/2022	391.05	26/05/2022		
	Capital Works Fund	01/10/22 to 31/12/22	23/08/2022	434.50	43.45	30/09/2022	391.05	24/08/2022		
	Capital Works Fund	01/01/23 to 31/03/23	22/11/2022	434.50	43.45	31/12/2022	391.05	23/11/2022		
	Capital Works Fund	01/04/23 to 30/06/23	21/02/2023	434.50	43.45	31/03/2023	391.05	22/02/2023		
	Capital Works Fund	01/07/23 to 30/09/23	22/05/2023	521.40	52.14	30/06/2023	469.26	23/05/2023		
	Capital Works Fund	01/10/23 to 31/12/23	21/08/2023	521.40	52.14	30/09/2023	469.26	25/08/2023		
	Capital Works Fund	01/01/24 to 31/03/24	29/11/2023	521.40	52.14	31/12/2023	469.26	07/12/2023		
	Capital Works Fund	01/04/24 to 30/06/24	28/02/2024	608.30	60.83	31/03/2024	547.47	15/03/2024		
	Capital Works Fund	01/07/24 to 30/09/24	28/05/2024	608.30	60.83	30/06/2024	547.47	29/05/2024		
	Capital Works Fund	01/10/24 to 31/12/24	26/08/2024	608.30	60.83	30/09/2024	547.47	28/08/2024		
	Capital Works Fund	01/01/25 to 31/03/25	29/11/2024	608.30	60.83	31/12/2024	547.47	19/12/2024		
	Capital Works Fund	01/04/25 to 30/06/25	28/02/2025	616.99	61.70	31/03/2025	555.29	03/03/2025		
	Capital Works Fund	01/07/25 to 30/09/25	30/05/2025	616.99	61.70	30/06/2025	555.29	30/05/2025		
	Capital Works Fund	01/10/25 to 31/12/25	29/08/2025	616.99	61.70	30/09/2025	555.29	29/08/2025	0.00	0.00
	Capital Works Fund	01/01/26 to 31/03/26		616.99	61.70	31/12/2025	555.29			
	Capital Works Fund Special	01/04/15	09/03/2015	304.74	0.00	01/04/2015	304.74	31/03/2015		
Report Totals								-2825.38	-2825.38	

LEVY REGISTER

Strata Plan No. 48676

Levy Year	Last Annual General Meeting	Entitlements	Total Number of Lots	Financial Year
Start 01/04/2025	End 31/03/2026	10000.0000	30	Start 01/01/2025
	18/02/2025			End 31/12/2025

Lot No	Description	Period	Notice Date	Amount	Discount	If Paid by or Due	Net Amount	Date Paid	Balance Due	Net Due
28	BONFIGLIO L F & D A Entitlements: 316									
	Capital Works Fund Special	01/07/15	15/06/2015	304.74	0.00	01/07/2015	304.74	26/06/2015		
	Capital Works Fund Special	01/10/15	07/09/2015	304.74	0.00	01/10/2015	304.74	24/09/2015		
	Capital Works Fund Special	01/01/16	07/12/2015	304.74	0.00	01/01/2016	304.74	23/12/2015		
	Capital Works Fund Special	01/04/16	07/03/2016	304.74	0.00	01/04/2016	304.74	22/03/2016		
	Capital Works Fund Special	01/07/16	06/06/2016	304.74	0.00	01/07/2016	304.74	29/06/2016		
	Capital Works Fund Special	01/10/16	05/09/2016	304.74	0.00	01/10/2016	304.74	27/09/2016		
	Capital Works Fund Special	01/01/17	05/12/2016	304.74	0.00	01/01/2017	304.74	28/12/2016		
	Capital Works Fund Special	01/04/17	28/03/2017	276.50	0.00	01/04/2017	276.50	31/03/2017		
	Capital Works Fund Special	01/07/17	05/06/2017	276.50	0.00	01/07/2017	276.50	27/06/2017		
	Capital Works Fund Special	01/10/17	04/09/2017	276.50	0.00	01/10/2017	276.50	29/09/2017		
	Capital Works Fund Special	01/01/18	05/12/2017	276.50	0.00	01/01/2018	276.50	08/12/2017		
	Capital Works Fund Special	01/07/18	12/06/2018	276.50	0.00	01/07/2018	276.50	18/06/2018		
	Capital Works Fund Special	01/10/18	06/09/2018	276.50	0.00	01/10/2018	276.50	18/09/2018		
	Capital Works Fund Special	01/01/19	10/12/2018	276.50	0.00	01/01/2019	276.50	28/12/2018		
	Capital Works Fund Special	01/04/19	26/02/2019	276.50	0.00	01/04/2019	276.50	28/02/2019	0.00	0.00

Strata Plan No. 48676

BALANCE SHEET

AS AT 20 OCTOBER 2025

	ACTUAL 20/10/2025	ACTUAL 31/12/2024
<u>OWNERS FUNDS</u>		
Administrative Fund	50,524.17	28,533.19
Capital Works Fund	320,284.69	253,501.49
<u>TOTAL</u>	<u>\$ 370,808.86</u>	<u>\$ 282,034.68</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>ASSETS</u>		
Cash At Bank	272,891.93	220,257.09
Investment A/C Sink Fund 1	107,328.61	102,456.71
Levies In Arrears	4,366.73	1,632.72
Other Arrears	65.00	56.18
Interest On Overdue Levies	264.46	134.33
Secondary Debtors	605.00	605.00
<u>TOTAL ASSETS</u>	<u>385,521.73</u>	<u>325,142.03</u>
<u>LIABILITIES</u>		
Gst Clearing Account	4,580.60	889.24
Payg Clearing Account	1,047.00	1,047.00
Creditors	2,706.00	0.00
Security Key Deposits/Bond	1,473.00	1,293.00
Next Year Discounts	0.00	(4,430.80)
Levies In Advance	4,906.27	44,308.91
<u>TOTAL LIABILITIES</u>	<u>14,712.87</u>	<u>43,107.35</u>
<u>NET ASSETS</u>	<u>\$ 370,808.86</u>	<u>\$ 282,034.68</u>

Strata Plan No. 48676

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JANUARY 2025 TO 20 OCTOBER 2025

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/01/25-20/10/25	01/01/25-31/12/25		01/01/24-31/12/24
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	132,309.09	135,263.60	(2,954.51)	119,258.70
Discount - Admin Fund	(12,022.97)	(12,111.37)	88.40	(10,653.80)
Interest Received	2,426.68	0.00	2,426.68	2,456.71
By Laws	0.00	0.00	0.00	891.99
Interest On Overdue Levies	179.80	0.00	179.80	567.15
Insurance Claims Received	0.00	0.00	0.00	150.00
Key Deposits	1,463.64	0.00	1,463.64	740.91
Reimbursement	0.00	0.00	0.00	2,220.00
Remote Control	0.00	0.00	0.00	86.36
Fob/Tag/Swipe Deposit	0.00	0.00	0.00	250.00
<u>TOTAL ADMIN. FUND INCOME</u>	124,356.24	123,152.23	1,204.01	115,968.02
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	420.00	420.00	0.00	410.00
Asbestos Report	0.00	0.00	0.00	1,220.00
Transaction Fees - Levies/I.T.	210.45	300.00	(89.55)	286.21
Building Consultancy	7,241.82	0.00	7,241.82	0.00
Building Manager	0.00	0.00	0.00	2,340.00
Business Activity Statement	300.00	0.00	300.00	400.00
By-Law Registration Fees	0.00	0.00	0.00	889.30
Common Area Cleaning And Lawns	10,069.50	14,000.00	(3,930.50)	11,664.75
Common Seal For Body Corporate	177.27	0.00	177.27	0.00
Electricity	3,497.07	4,300.00	(802.93)	3,550.88
Fire Equipment - Service/Inspe	2,211.37	2,250.00	(38.63)	3,553.64
Government Strata Hub	90.00	90.00	0.00	90.00
Insurance	0.00	26,640.00	(26,640.00)	22,161.52
Insurance Stamp Duty	0.00	2,000.00	(2,000.00)	1,888.11
Insurance Claim/Excess	0.00	0.00	0.00	(1,681.82)
Levy Payment	37,417.28	30,000.00	7,417.28	20,736.72
Maintenance - Carpet Cleaning	2,385.00	1,350.00	1,035.00	872.73
Maintenance - Ceiling Repairs	1,600.00	0.00	1,600.00	0.00
Maintenance - Doors	1,490.00	0.00	1,490.00	560.00
Maintenance - Electrical	0.00	0.00	0.00	410.00
Maintenance - Gutter Cleaning	1,400.00	2,800.00	(1,400.00)	2,800.00
Maintenance - Intercom Repairs	1,452.75	0.00	1,452.75	230.00

Strata Plan No. 48676

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JANUARY 2025 TO 20 OCTOBER 2025

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/01/25-20/10/25	01/01/25-31/12/25		01/01/24-31/12/24
Maintenance - Locksmiths	996.46	0.00	996.46	559.15
Maintenance - Pest Control	436.36	1,000.00	(563.64)	1,003.64
Maintenance - Plumbing	3,468.00	3,000.00	468.00	5,182.00
Maintenance-Pressure Cleaning	360.00	0.00	360.00	2,300.00
Maintenance - Roof Repairs	1,840.00	0.00	1,840.00	1,010.00
Maintenance - Tiling/Paving	320.00	0.00	320.00	0.00
Maintenance - General	1,051.09	10,000.00	(8,948.91)	570.00
Management Fees	9,802.20	9,802.23	(0.03)	9,113.64
Management Fees - Strata Hub	200.00	200.00	0.00	200.00
Management Fees Schedule B	1,850.00	2,200.00	(350.00)	1,700.00
Pool Repairs	200.00	0.00	200.00	0.00
Postage	0.00	0.00	0.00	(51.07)
Postage Photocopy & Stationery	2,218.32	2,500.00	(281.68)	1,929.44
Reimbursement	300.00	0.00	300.00	1,895.45
Remote Control Purchases	0.00	0.00	0.00	821.20
Safety Report	980.00	0.00	980.00	200.00
Security Key/Card Purchases	(118.19)	0.00	(118.19)	(22.73)
Capital Works Fund Report	1,234.55	0.00	1,234.55	0.00
Water Rates	7,263.96	10,300.00	(3,036.04)	9,537.24
TOTAL ADMIN. EXPENDITURE	102,365.26	123,152.23	(20,786.97)	108,330.00
SURPLUS / DEFICIT	\$ 21,990.98	\$ 0.00	\$ 21,990.98	\$ 7,638.02
Opening Admin. Balance	28,533.19	28,533.19	0.00	20,895.17
ADMINISTRATIVE FUND BALANCE	\$ 50,524.17	\$ 28,533.19	\$ 21,990.98	\$ 28,533.19

Strata Plan No. 48676

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JANUARY 2025 TO 20 OCTOBER 2025

	ACTUAL 01/01/25-20/10/25	BUDGET 01/01/25-31/12/25	VARIANCE	ACTUAL 01/01/24-31/12/24
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	70,750.10	71,000.00	(249.90)	67,500.21
Discount - Capital Works Fund	(6,312.12)	(6,000.00)	(312.12)	(5,976.95)
Interest On Investments	2,445.22	0.00	2,445.22	0.00
<u>TOTAL CAPITAL WORKS INCOME</u>	66,883.20	65,000.00	1,883.20	61,523.26
<u>EXPENDITURE - CAPITAL WORKS</u>				
Electrical Improvements	0.00	0.00	0.00	7,325.00
Improvements	0.00	34,940.00	(34,940.00)	0.00
Income Tax Return Fee	100.00	100.00	0.00	100.00
Roof Repairs	0.00	0.00	0.00	8,750.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	100.00	35,040.00	(34,940.00)	16,175.00
<u>SURPLUS / DEFICIT</u>	\$ 66,783.20	\$ 29,960.00	\$ 36,823.20	\$ 45,348.26
Opening Capital Works Balance	253,501.49	253,501.49	0.00	208,153.23
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 320,284.69	\$ 283,461.49	\$ 36,823.20	\$ 253,501.49

Strata Plan No. 48676

LOT BALANCE REPORT

20 October 2025

<u>Lot No</u>	<u>Unit No</u>	<u>Administrative Fund</u>	<u>Capital Works Fund</u>	<u>Other</u>	<u>Total</u>
2	2	1,215.15	1,245.70	302.00	2,762.85
4	4	-0.72	0.00	0.00	-0.72
9	9	0.00	0.00	27.46	27.46
14	14	1,249.84	656.04	0.00	1,905.88
21	21	-190.58	0.00	0.00	-190.58
27	27	-1,889.59	0.00	0.00	-1,889.59
28	28	-2,825.38	0.00	0.00	-2,825.38
Total		(\$2,441.28)	\$1,901.74	\$329.46	(\$210.08)

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1213	Administrative Fund	ACCOUNTING FEE	
18/02/25	Accounting Fees	Premier Strata Management	462.00
18/02/25	GST		-42.00
	Total:		420.00
1234	Administrative Fund	TRANSACTION FEES - LEVIES/I.T.	
24/01/25	StrataMax Fee		13.80
31/01/25	StrataPay Trans/Svce		4.75
24/02/25	StrataMax Fee		13.80
28/02/25	StrataPay Trans/Svce		1.90
24/03/25	StrataMax Fee		13.80
31/03/25	StrataPay Trans/Svce		24.95
24/04/25	StrataMax Fee		13.80
30/04/25	StrataPay Trans/Svce		4.75
23/05/25	StrataMax Fee		13.80
24/06/25	StrataMax Fee		13.80
30/06/25	StrataPay Trans/Svce		23.05
24/07/25	StrataMax Fee		13.80
31/07/25	StrataPay Trans/Svce		2.85
25/08/25	StrataMax Fee		13.80
29/08/25	StrataPay Trans/Svce		1.90
24/09/25	StrataMax Fee		13.80
30/09/25	StrataPay Trans/Svce		22.10
	Total:		210.45
1246	Administrative Fund	BUILDING CONSULTANCY	
10/01/25	Balc inpec & report	Msi Engineering Pty Ltd	7,966.00
10/01/25	GST		-724.18
	Total:		7,241.82
1249	Administrative Fund	BUSINESS ACTIVITY STATEMENT	
18/02/25	BAS Preparation Fees	Premier Strata Management	110.00
18/02/25	GST		-10.00
27/05/25	BAS Preparation Fees	Premier Strata Management	110.00
27/05/25	GST		-10.00
26/08/25	BAS Preparation Fees	Premier Strata Management	110.00
26/08/25	GST		-10.00
	Total:		300.00
1261	Administrative Fund	COMMON AREA CLEANING AND LAWNS	
08/01/25	December maint	Abdullah Strata Cleaning	1,062.60
08/01/25	GST		-96.60
31/01/25	January maint	Abdullah Strata Cleaning	1,045.75
31/01/25	GST		-95.07
28/02/25	February maintenance	Abdullah Strata Cleaning	1,045.75

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1261	Administrative Fund	COMMON AREA CLEANING AND LAWNS	
28/02/25	GST		-95.07
31/03/25	March maintenance	Abdullah Strata Cleaning	1,045.75
31/03/25	GST		-95.07
30/04/25	April maint	Abdullah Strata Cleaning	1,219.00
30/04/25	GST		-110.82
31/05/25	May maint	Abdullah Strata Cleaning	1,144.75
31/05/25	GST		-104.07
30/06/25	June maintenance	Abdullah Strata Cleaning	1,095.25
30/06/25	GST		-99.57
31/07/25	July maint	Abdullah Strata Cleaning	1,271.20
31/07/25	GST		-115.56
31/08/25	August maint	Abdullah Strata Cleaning	1,073.20
31/08/25	GST		-97.56
30/09/25	September maint	Abdullah Strata Cleaning	1,073.20
30/09/25	GST		-97.56
	Total:		10,069.50
1276	Administrative Fund	ELECTRICITY	
09/01/25	11/1/25-7/4/25	Agl Electricity - 208868	237.27
09/01/25	GST		-21.57
09/01/25	11/1/25-7/4/25	Agl Electricity - 208868	233.01
09/01/25	GST		-21.18
09/01/25	11/1/25-7/4/25	Agl Electricity - 208868	206.61
09/01/25	GST		-18.78
14/01/25	10/10/24-10/1/25	Agl Electricity - 208868	249.67
14/01/25	GST		-22.70
14/01/25	10/10/24-10/1/25	Agl Electricity - 208868	249.67
14/01/25	GST		-22.70
14/01/25	10/10/24-10/1/25	Agl Electricity - 208868	487.09
14/01/25	GST		-44.28
16/01/25	10/10/24-10/1/25	Agl Electricity - 208868	256.74
16/01/25	GST		-23.34
05/08/25	8/4/25-9/7/25	Agl Electricity - 208868	240.23
05/08/25	GST		-21.84
06/08/25	8/4/25-9/7/25	Agl Electricity - 208868	478.23
06/08/25	GST		-43.48
13/08/25	8/4/25-9/7/25	Agl Electricity - 208868	230.66
13/08/25	GST		-20.97
02/10/25	10/7/25-13/10/25	Agl Electricity - 208868	250.06
02/10/25	GST		-22.73
02/10/25	10/7/25-13/10/25	Agl Electricity - 208868	493.10
02/10/25	GST		-44.83
03/10/25	10/7/25-13/10/25	Agl Electricity - 208868	234.44
03/10/25	GST		-21.31
	Total:		3,497.07

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1288	Administrative Fund	FIRE EQUIPMENT - SERVICE/INSPE	
27/02/25	AFSS	Inner West Council	125.00
09/03/25	AFSS inspection	Powertek Fire Services Pty Ltd	1,170.00
09/03/25	GST		-106.36
22/07/25	S&I led exit light	Powertek Fire Services Pty Ltd	905.00
22/07/25	GST		-82.27
30/07/25	Annual Fire Safety	Premier Strata Management	220.00
30/07/25	GST		-20.00
	Total:		2,211.37
1298	Administrative Fund	GOVERNMENT STRATA HUB	
02/04/25	Government Strata Hu	Service Nsw	90.00
	Total:		90.00
1333	Administrative Fund	LEGAL FEES	
24/01/25	Arrears Notice Fee	Dionysios Mothoneos	-65.00
24/01/25	GST		5.91
29/01/25	Arrears Fees	Premier Strata Management	65.00
29/01/25	GST		-5.91
07/02/25	Arrears Notice Fee	Katherine Rojas	-11.00
07/02/25	GST		1.00
07/02/25	Arrears Notice Fee	Nicole Louise Farrugia	-11.00
07/02/25	GST		1.00
17/02/25	Arrears Fees	Premier Strata Management	22.00
17/02/25	GST		-2.00
27/02/25	U2 legal fees	Chambers Russell Lawyers	77.00
27/02/25	GST		-7.00
28/02/25	L2 - LOD	Dionysios Mothoneos	-77.00
28/02/25	GST		7.00
26/03/25	Arrears Mgt Fee	Dionysios Mothoneos	-230.00
26/03/25	GST		20.91
26/03/25	Arrears Mgt Fee	Premier Strata Management	230.00
26/03/25	GST		-20.91
30/05/25	Arrears Notice Fee	Dionysios Mothoneos	-11.00
30/05/25	GST		1.00
30/05/25	Arrears Notice Fee	Karen Lorraine Parsons	-11.00
30/05/25	GST		1.00
30/05/25	Arrears Notice Fee	Rachel Askew	-11.00
30/05/25	GST		1.00
02/06/25	Arrears Fees	Premier Strata Management	33.00
02/06/25	GST		-3.00
13/06/25	Arrears Notice Fee	Dionysios Mothoneos	-21.00
13/06/25	GST		1.91
16/06/25	Arrears Fees	Premier Strata Management	21.00
16/06/25	GST		-1.91

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1333	Administrative Fund	LEGAL FEES	
19/09/25	Arrears Notice Fee	Benjamin Richard Ma	-11.00
19/09/25	GST		1.00
19/09/25	Arrears Notice Fee	Dionysios Mothoneos	-65.00
19/09/25	GST		5.91
29/09/25	Arrears Fees	Premier Strata Management	76.00
29/09/25	GST		-6.91
	Total:		0.00
1363	Administrative Fund	MAINTENANCE - CARPET CLEANING	
26/03/25	Steam cln & rem stai	Stainfighter Cleaning & Resto	874.50
26/03/25	GST		-79.50
07/04/25	Carpet cln 3 s/wells	Stainfighter Cleaning & Resto	874.50
07/04/25	GST		-79.50
05/08/25	Clean carpet	Stainfighter Cleaning & Resto	874.50
05/08/25	GST		-79.50
	Total:		2,385.00
1366	Administrative Fund	MAINTENANCE - CEILING REPAIRS	
23/06/25	U21-30 rep ceiling	Leitchies Property Services	1,265.00
23/06/25	GST		-115.00
23/06/25	U6 ceiling repairs	Leitchies Property Services	495.00
23/06/25	GST		-45.00
	Total:		1,600.00
1369	Administrative Fund	MAINTENANCE - DOORS	
24/02/25	February maintenance	Leitchies Property Services	715.00
24/02/25	GST		-65.00
26/03/25	U17 balcony door	Handitech Property Maintenance	462.00
26/03/25	GST		-42.00
29/09/25	U1 S&I sliding door	Handitech Property Maintenance	462.00
29/09/25	GST		-42.00
	Total:		1,490.00
1393	Administrative Fund	MAINTENANCE - GUTTER CLEANING	
20/03/25	Clean gutters	Jsj Roofing P/L	1,540.00
20/03/25	GST		-140.00
	Total:		1,400.00
1396	Administrative Fund	MAINTENANCE - INTERCOM REPAIRS	
26/03/25	U17 intec repl monit	Tesnik Security	658.02
26/03/25	GST		-59.82
11/09/25	Prog 10 remotes	Tesnik Security	940.00
11/09/25	GST		-85.45
	Total:		1,452.75

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1405	Administrative Fund	MAINTENANCE - LOCKSMITHS	
22/01/25	S&Cut 4 keys	Bells Locksmiths	179.00
22/01/25	GST		-16.27
10/06/25	U8 S&l glass lock	Bells Locksmiths	311.30
10/06/25	GST		-28.30
04/09/25	Supply keys	Bells Locksmiths	539.80
04/09/25	GST		-49.07
27/09/25	Supply keys	Bells Locksmiths	66.00
27/09/25	GST		-6.00
	Total:		996.46
1411	Administrative Fund	MAINTENANCE - PEST CONTROL	
27/02/25	Replace rodents	North Sydney Pest Management	480.00
27/02/25	GST		-43.64
	Total:		436.36
1414	Administrative Fund	MAINTENANCE - PLUMBING	
09/01/25	U17 rep dam drainage	Ace Performance Plumbing P/L	454.30
09/01/25	GST		-41.30
18/01/25	U8 repl shw waste	Ace Performance Plumbing P/L	1,028.50
18/01/25	GST		-93.50
28/08/25	Insp d/pipe u14&19	Sydney Strata Building Service	275.00
28/08/25	GST		-25.00
13/09/25	U25 repair leak	Ace Performance Plumbing P/L	440.00
13/09/25	GST		-40.00
05/10/25	u1 Clr main stack	Ace Performance Plumbing P/L	792.00
05/10/25	GST		-72.00
14/10/25	U29 leak to U24	Ace Performance Plumbing P/L	825.00
14/10/25	GST		-75.00
	Total:		3,468.00
1415	Administrative Fund	MAINTENANCE-PRESSURE CLEANING	
06/10/25	Pressure cleaning	Jarrah Gardens	396.00
06/10/25	GST		-36.00
	Total:		360.00
1420	Administrative Fund	MAINTENANCE - ROOF REPAIRS	
24/02/25	U6&7 inv roof repair	Jsj Roofing P/L	319.00
24/02/25	GST		-29.00
04/04/25	S&l c/bond plate	Jsj Roofing P/L	583.00
04/04/25	GST		-53.00
12/05/25	u30 clr & seal gutte	Jsj Roofing P/L	407.00
12/05/25	GST		-37.00
08/08/25	U30 roof leak	Jsj Roofing P/L	715.00
08/08/25	GST		-65.00
	Total:		1,840.00

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1426	Administrative Fund	MAINTENANCE - TILING/PAVING	
30/04/25	Resec loose pavers	Leitchies Property Services	352.00
30/04/25	GST		-32.00
	Total:		320.00
1438	Administrative Fund	MAINTENANCE - GENERAL	
20/06/25	U14&18 balcony rep	Easy Trades	890.00
20/06/25	GST		-80.91
16/09/25	Repair pavers	Your Home & Property Maintenan	242.00
	Total:		1,051.09
1447	Administrative Fund	MANAGEMENT FEES	
03/01/25	Management Fees	Premier Strata Management	2,695.61
03/01/25	GST		-245.06
01/04/25	Management Fees	Premier Strata Management	2,695.61
01/04/25	GST		-245.06
01/07/25	Management Fees	Premier Strata Management	2,695.61
01/07/25	GST		-245.06
01/10/25	Management Fees	Premier Strata Management	2,695.61
01/10/25	GST		-245.06
	Total:		9,802.20
1448	Administrative Fund	MANAGEMENT FEES - STRATA HUB	
01/07/25	Strata Hub	Premier Strata Management	220.00
01/07/25	GST		-20.00
	Total:		200.00
1450	Administrative Fund	MANAGEMENT FEES SCHEDULE B	
29/01/25	Schedule B Fees	Premier Strata Management	385.00
29/01/25	GST		-35.00
17/02/25	Schedule B Fees	Premier Strata Management	550.00
17/02/25	GST		-50.00
26/02/25	Schedule B Fees	Premier Strata Management	385.00
26/02/25	GST		-35.00
29/04/25	Schedule B Fees	Premier Strata Management	55.00
29/04/25	GST		-5.00
02/06/25	Schedule B Fees	Premier Strata Management	55.00
02/06/25	GST		-5.00
16/06/25	Schedule B Fees	Premier Strata Management	55.00
16/06/25	GST		-5.00
25/06/25	GST		-20.00
25/06/25	GST		20.00
25/06/25	Compliance - Safety	Premier Strata Management	220.00
25/06/25	GST		-20.00
25/06/25	Schedule B Fees	Premier Strata Management	220.00

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1450	Administrative Fund	MANAGEMENT FEES SCHEDULE B	
25/06/25	GST		-20.00
30/07/25	Schedule B Fees	Premier Strata Management	55.00
30/07/25	GST		-5.00
02/09/25	Schedule B Fees	Premier Strata Management	55.00
02/09/25	GST		-5.00
	Total:		1,850.00
1465	Administrative Fund	POOL REPAIRS	
27/05/25	Compliance - Pool	Premier Strata Management	220.00
27/05/25	GST		-20.00
	Total:		200.00
1471	Administrative Fund	POSTAGE PHOTOCOPY & STATIONERY	
29/01/25	Emails	Premier Strata Management	50.60
29/01/25	GST		-4.60
29/01/25	Levies Issued	Premier Strata Management	2.20
29/01/25	GST		-0.20
29/01/25	Printing	Premier Strata Management	264.66
29/01/25	GST		-24.06
17/02/25	Emails	Premier Strata Management	55.00
17/02/25	GST		-5.00
17/02/25	Levies Issued	Premier Strata Management	2.20
17/02/25	GST		-0.20
17/02/25	Postage - Standard	Premier Strata Management	39.00
17/02/25	GST		-3.55
17/02/25	Printing	Premier Strata Management	17.82
17/02/25	GST		-1.62
26/02/25	Emails	Premier Strata Management	47.30
26/02/25	GST		-4.30
26/02/25	Postage - Standard	Premier Strata Management	12.00
26/02/25	GST		-1.09
26/02/25	Printing	Premier Strata Management	42.90
26/02/25	GST		-3.90
26/03/25	Emails	Premier Strata Management	159.50
26/03/25	GST		-14.50
26/03/25	Levies Issued	Premier Strata Management	17.60
26/03/25	GST		-1.60
26/03/25	Postage - Standard	Premier Strata Management	87.00
26/03/25	GST		-7.91
26/03/25	Printing	Premier Strata Management	50.82
26/03/25	GST		-4.62
26/03/25	Stationery	Premier Strata Management	5.50
26/03/25	GST		-0.50
29/04/25	Emails	Premier Strata Management	57.20

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1471	Administrative Fund	POSTAGE PHOTOCOPY & STATIONERY	
29/04/25	GST		-5.20
29/04/25	Postage - Standard	Premier Strata Management	37.50
29/04/25	GST		-3.41
29/04/25	Printing	Premier Strata Management	16.50
29/04/25	GST		-1.50
27/05/25	Emails	Premier Strata Management	90.20
27/05/25	GST		-8.20
27/05/25	Postage - Standard	Premier Strata Management	37.50
27/05/25	GST		-3.41
27/05/25	Printing	Premier Strata Management	333.96
27/05/25	GST		-30.36
27/05/25	Postage - A4	Premier Strata Management	32.00
27/05/25	GST		-2.91
28/05/25	Emails	Premier Strata Management	2.20
28/05/25	GST		-0.20
02/06/25	Archive Fees	Premier Strata Management	13.20
02/06/25	GST		-1.20
02/06/25	Emails	Premier Strata Management	115.50
02/06/25	GST		-10.50
02/06/25	Levies Issued	Premier Strata Management	19.80
02/06/25	GST		-1.80
02/06/25	Postage - Standard	Premier Strata Management	12.00
02/06/25	GST		-1.09
02/06/25	Printing	Premier Strata Management	16.50
02/06/25	GST		-1.50
16/06/25	Emails	Premier Strata Management	73.70
16/06/25	GST		-6.70
16/06/25	Levies Issued	Premier Strata Management	2.20
16/06/25	GST		-0.20
16/06/25	Postage - Standard	Premier Strata Management	67.50
16/06/25	GST		-6.14
16/06/25	Printing	Premier Strata Management	56.10
16/06/25	GST		-5.10
23/06/25	Emails	Premier Strata Management	66.00
23/06/25	GST		-6.00
23/06/25	Postage - Standard	Premier Strata Management	49.50
23/06/25	GST		-4.50
23/06/25	Printing	Premier Strata Management	85.80
23/06/25	GST		-7.80
25/06/25	Emails	Premier Strata Management	1.10
25/06/25	GST		-0.10
25/06/25	GST		-0.60
25/06/25	GST		0.60
25/06/25	Emails	Premier Strata Management	6.60

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1471	Administrative Fund	POSTAGE PHOTOCOPY & STATIONERY	
25/06/25	GST		-0.60
01/07/25	Archive Fees	Premier Strata Management	13.20
01/07/25	GST		-1.20
01/07/25	Emails	Premier Strata Management	5.50
01/07/25	GST		-0.50
30/07/25	Archive Fees	Premier Strata Management	66.00
30/07/25	GST		-6.00
30/07/25	Emails	Premier Strata Management	77.00
30/07/25	GST		-7.00
26/08/25	Archive Fees	Premier Strata Management	13.20
26/08/25	GST		-1.20
02/09/25	Emails	Premier Strata Management	124.30
02/09/25	GST		-11.30
02/09/25	Postage - Standard	Premier Strata Management	3.00
02/09/25	GST		-0.27
02/09/25	Printing	Premier Strata Management	6.60
02/09/25	GST		-0.60
03/09/25	Archive Fees	Premier Strata Management	13.20
03/09/25	GST		-1.20
29/09/25	Emails	Premier Strata Management	40.70
29/09/25	GST		-3.70
29/09/25	Levies Issued	Premier Strata Management	2.20
29/09/25	GST		-0.20
29/09/25	Printing	Premier Strata Management	10.56
29/09/25	GST		-0.96
01/10/25	Emails	Premier Strata Management	2.20
01/10/25	GST		-0.20
01/10/25	Printing	Premier Strata Management	2.64
01/10/25	GST		-0.24
01/10/25	Archive Fees	Premier Strata Management	13.20
01/10/25	GST		-1.20
	Total:		2,218.32
1480	Administrative Fund	REIMBURSEMENT	
25/06/25	U11 loss of bike	Daniel Moore	300.00
	Total:		300.00
1495	Administrative Fund	SAFETY REPORT	
25/06/25	GST		-20.00
25/06/25	GST		20.00
26/06/25	Safety report	Building Report Services	858.00
26/06/25	GST		-78.00
29/09/25	Compliance - Safety	Premier Strata Management	220.00
29/09/25	GST		-20.00
	Total:		980.00

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2025 to 20 October 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1510	Administrative Fund	SECURITY KEY/CARD PURCHASES	
08/01/25	Security Key/Card Pu	Crawford J G	-210.00
08/01/25	GST		19.09
17/02/25	Keys	Premier Strata Management	20.00
17/02/25	GST		-1.82
26/02/25	Keys	Premier Strata Management	10.00
26/02/25	GST		-0.91
02/09/25	Keys	Premier Strata Management	10.00
02/09/25	GST		-0.91
29/09/25	Keys	Premier Strata Management	40.00
29/09/25	GST		-3.64
	Total:		-118.19
1528	Administrative Fund	CAPITAL WORKS FUND REPORT	
30/06/25	CWF Report	Solutions Ie	1,138.00
30/06/25	GST		-103.45
01/07/25	Compliance - SFF	Premier Strata Management	220.00
01/07/25	GST		-20.00
	Total:		1,234.55
1564	Administrative Fund	WATER RATES	
29/04/25	Water	Sydney Water	2,543.40
08/05/25	6/2-8/5/25	Sydney Water	2,322.90
07/08/25	9/5-7/8/25	Sydney Water	2,397.66
	Total:		7,263.96
2273	Capital Works Fund	INCOME TAX RETURN FEE	
26/08/25	Tax Preparation Fees	Premier Strata Management	110.00
26/08/25	GST		-10.00
	Total:		100.00

Strata Plan No. 48676

INSURANCE DETAILS

20 October 2025

<u>Type</u>	<u>Insurer</u>	<u>Policy No</u>	<u>Sum Insured</u>	<u>Due Date</u>
BUILDING	Insurance Brokers Bac	06S8840918	11,907,900	06/12/25
PUBLIC LIABILITY	Insurance Brokers Bac	06S8840918	30,000,000	06/12/25
COMMON CONTENTS	Insurance Brokers Bac	06S8840918	Included	06/12/25
OFFICE BEARERS	Insurance Brokers Bac	06S8840918	1,000,000	06/12/25
VOLUNTARY WORKERS	Insurance Brokers Bac	06S8840918	200,000/2,000	06/12/25
FIDELITY GUARANTEE	Insurance Brokers Bac	06S8840918	100,000	06/12/25
CATASTROPHE	Insurance Brokers Bac	06S8840918	1,786.,185	06/12/25
COMMISSION TO SM	Insurance Brokers Bac		3820.25	06/12/25

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For Period 1 January 2025 To 20 October 2025

Administrative Fund

Balance carried forward	28,533.19
Total income received	124,356.24
Total interest earned	2,426.68
Total contributions paid	111,437.11
Total unpaid contributions payable	1,565.09
Total expenditure for maintenance	85,862.47
Total expenditure for administration costs	16,212.79
Balance at end of reporting period	50,524.17

Principal items of expenditure proposed for next reporting period

Administration

Insurance	20,200.00
Management Fees	9,802.23
Accounting Fee	420.00
Transaction Fees - Levies/I.T.	300.00
Total of proposed administration expenditure	<u>30,722.23</u>

Maintenance

Levy Payment	30,000.00
Common Area Cleaning And Lawns	14,000.00
Building Manager	13,500.00
Maintenance - General	10,000.00
Water Rates	9,000.00
Maintenance - Plumbing	3,000.00
Maintenance - Gutter Cleaning	2,800.00
Electricity	2,500.00
Fire Equipment - Service/Inspe	2,250.00
Insurance Stamp Duty	1,600.00
Maintenance - Carpet Cleaning	1,350.00
Maintenance - Pest Control	1,000.00
Total of proposed maintenance expenditure	<u>91,000.00</u>

Total of proposed expenditure	<u>121,722.23</u>
-------------------------------	-------------------

Capital Works Fund

Balance carried forward	253,501.49
Total income received	66,883.20
Total interest earned	2,445.22
Total contributions paid	54,053.54
Total unpaid contributions payable	1,901.74
Total expenditure for maintenance	0.00

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For Period 1 January 2025 To 20 October 2025

Capital Works Fund

Total expenditure for administration costs	100.00
Balance at end of reporting period	320,284.69

Principal items of expenditure proposed for next reporting period

Maintenance

Improvements	<u>34,940.00</u>
Total of proposed maintenance expenditure	<u>34,940.00</u>
Total of proposed expenditure	<u>34,940.00</u>



Capital Works Fund Plan

Brunswick Building

2 Williams Parade

Dulwich Hill NSW 2203

Strata Plan 48676



Report details

Inspection date:	26/06/2025
Inspector:	Ryan Peckham

NEW SOUTH WALES

L5 115 Pitt St Sydney 2000
PO Box A72 Sydney South 1235

QUEENSLAND

9 Gardner Close, Milton 4064
PO Box 1584 Milton 4064

VICTORIA

L1 1 Queens Rd Melbourne 3004
GPO Box 3025 Melbourne 3001

WESTERN AUSTRALIA

202/37 Barrack Street Perth 6000



30/06/2025

The Owners Corporation
Brunswick Building
2 Williams Parade
Dulwich Hill NSW 2203

Dear Committee Members,

Thank you for appointing our company to conduct your Capital Works Fund Plan.

Based on our survey of your property, we have determined that the Owners Corporation will need only to allow contributions to increase with inflation in order to cover its forecasted capital works fund expenses. We strongly recommend that the levies be set at the level recommended in this report.

This plan should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements, and any discrepancies between the forecast and actual capital works fund balances. Regular updates also create peace of mind and assist the Owners Corporation to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Unit Entitlement (Total capital works fund levy divided by unit entitlements)	\$7.00
Total Unit Entitlements	10000
Total Capital Works Fund Levy	\$70,000.00

The data used to arrive at the above figures is in the attached report (which includes GST). It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph with New Levies	3
Report Detail	Section 2
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	7
Inspector's Building Report & Building Specific Report Notes	13
Report Notes	15

All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsinengineering.com

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 1300 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Brunswick Building
Building Address	2 Williams Parade Dulwich Hill NSW 2203
Strata Plan No.	48676
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	1994
Number of Unit Entitlements	10000
Number of Units	30
Estimated Capital Works Fund Balance	\$269,000
Starting date of Financial Year for Report	1/01/2025
GST Status	Registered for GST
Current Capital Works Fund Levy per Lot Entitlement (Inc. GST)	7.00

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000) Years 1 - 3	4.50%
Assumed Interest Rate on invested funds (For funds over \$10,000) Years 4 - 15	3.50%
Company Taxation Rate	25.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Capital Works Fund balances over \$10,000 - Years 1 - 3	3.38%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Capital Works Fund balances over \$10,000 - Years 4 - 15	2.63%
Contingency Allowance - For minor and/or unforeseen expenses	10%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	4.50%
Forecast Period - Number of years the plan forecasts	15 years

15 Year Levy Table

Year	Year To	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/12/2025	70,000.00	6,363.64	7.00	0.64	1.75	0.16
2	31/12/2026	72,799.99	6,618.18	7.28	0.66	1.82	0.17
3	31/12/2027	75,711.99	6,882.91	7.57	0.69	1.89	0.17
4	31/12/2028	78,740.46	7,158.22	7.87	0.72	1.97	0.18
5	31/12/2029	81,890.08	7,444.55	8.19	0.74	2.05	0.19
6	31/12/2030	85,165.69	7,742.34	8.52	0.77	2.13	0.19
7	31/12/2031	88,572.31	8,052.03	8.86	0.81	2.22	0.20
8	31/12/2032	92,115.20	8,374.11	9.21	0.84	2.30	0.21
9	31/12/2033	95,799.80	8,709.07	9.58	0.87	2.40	0.22
10	31/12/2034	99,631.80	9,057.44	9.96	0.91	2.49	0.23
11	31/12/2035	103,617.06	9,419.73	10.36	0.94	2.59	0.24
12	31/12/2036	107,761.74	9,796.52	10.78	0.98	2.70	0.25
13	31/12/2037	112,072.21	10,188.38	11.21	1.02	2.80	0.25
14	31/12/2038	116,555.10	10,595.92	11.66	1.06	2.92	0.27
15	31/12/2039	121,217.31	11,019.76	12.12	1.10	3.03	0.28

15 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' (including contingency allowance) are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:

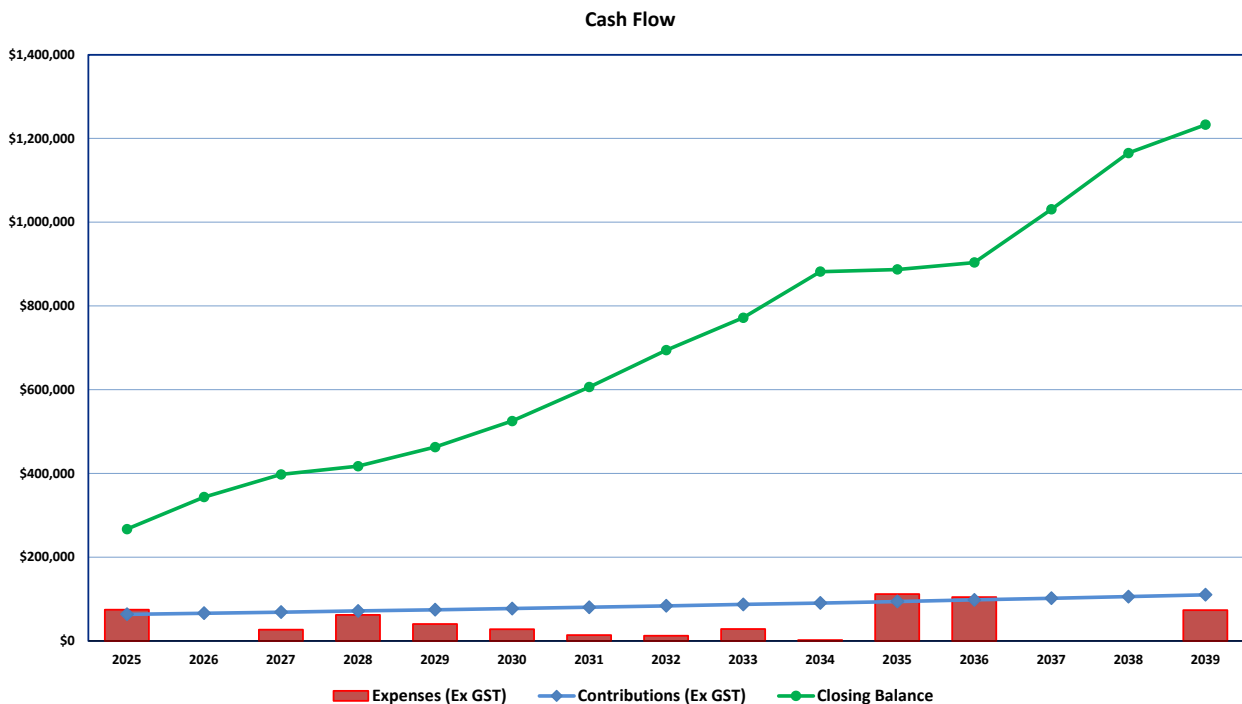
$$\text{Opening Balance} + \text{Total Levy Contributions} + \text{Interest} - \text{Anticipated Expenses} = \text{Closing Balance}$$

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Exc. GST)	Closing Balance
1	31/12/2025	269,000.00	63,636.36	8,908.64	74,498.18	267,046.82
2	31/12/2026	267,046.82	66,181.81	10,144.66	0.00	343,373.29
3	31/12/2027	343,373.29	68,829.08	12,312.48	27,026.36	397,488.49
4	31/12/2028	397,488.49	71,582.24	10,576.70	62,247.27	417,400.16
5	31/12/2029	417,400.16	74,445.53	11,424.83	40,437.27	462,833.25
6	31/12/2030	462,833.25	77,423.35	12,823.69	27,904.55	525,175.74
7	31/12/2031	525,175.74	80,520.28	14,684.56	14,175.45	606,205.13
8	31/12/2032	606,205.13	83,741.09	16,878.17	12,640.00	694,184.39
9	31/12/2033	694,184.39	87,090.73	19,026.76	28,557.27	771,744.61
10	31/12/2034	771,744.61	90,574.36	21,462.71	1,918.18	881,863.50
11	31/12/2035	881,863.50	94,197.33	22,959.72	111,938.18	887,082.37
12	31/12/2036	887,082.37	97,965.22	23,243.29	104,579.09	903,711.79
13	31/12/2037	903,711.79	101,883.83	25,107.39	0.00	1,030,703.01
14	31/12/2038	1,030,703.01	105,959.18	28,500.85	0.00	1,165,163.04
15	31/12/2039	1,165,163.04	110,197.55	31,124.27	73,659.09	1,232,825.77

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the capital works fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

- Contributions line - Total capital works fund contributions per year.
- Expenses line – Total anticipated expenses in each year.
- Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are:

‘**Expenditure Items**’ - lists the different areas and items of expenditure.

‘**Current Cost**’ - shows the current maintenance expenditure costs in today’s dollars.

Year 1 to 15 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a ‘**Grand Total (Inc. GST)**’ followed by a line calculating the ‘**Contingency Allowance (Inc. GST)**’ for unforeseen and minor expenses and finally ‘**Total Expenses (Inc. GST)**’ for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
1. BUILDING EXTERIOR																
Repaint balustrades	20,913	20,913	-	-	-	-	-	-	-	-	-	32,477	-	-	-	-
Repaint gables	4,932	4,932	-	-	-	-	-	-	-	-	-	7,659	-	-	-	-
Repaint balconies ceilings	8,298	8,298	-	-	-	-	-	-	-	-	-	12,887	-	-	-	-
Repaint external surfaces-slab edges	3,274	3,274	-	-	-	-	-	-	-	-	-	5,084	-	-	-	-
Repaint roof overhangs and soffits	3,420	3,420	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repaint eaves lining	6,143	6,143	-	-	-	-	-	-	-	-	-	9,540	-	-	-	-
Repaint fascia	6,595	6,595	-	-	-	-	-	-	-	-	-	10,242	-	-	-	-
Repaint PCV downpipe guards	1,084	1,084	-	-	-	-	-	-	-	-	-	1,683	-	-	-	-
Repair downpipes (Total: 144 lm) - 10%	1,430	1,430	-	-	-	-	-	-	-	-	-	2,221	-	-	-	-
Work at heights access and site setup	13,323	13,323	-	-	-	-	-	-	-	-	-	20,690	-	-	-	-
Repair metal fascia (Total: 168 lm) - 10%	656	656	-	-	-	-	-	-	-	-	-	1,019	-	-	-	-
Repair eaves guttering (Total: 312 lm) - 10%	3,034	3,034	-	-	-	-	-	-	-	-	-	4,712	-	-	-	-
Repair terrace and balcony waterproof membrane and tiled surfaces (Total: 765 m2) - 10%	54,547	-	-	-	62,247	-	-	-	-	-	-	-	88,522	-	-	-
Repair balustrades (Total: 276 lm) - 5%	9,440	-	-	-	-	-	11,764	-	-	-	-	-	-	-	-	-
Repair/ replace windows doors and hardware	9,288	-	-	-	-	-	-	-	12,640	-	-	-	-	-	-	-
Plumbing and drainage maintenance	6,383	-	-	6,970	-	-	7,954	-	-	9,077	-	-	10,359	-	-	11,821
Sub Total (Incl. GST)		73,102	0	6,970	62,247	0	19,718	0	12,640	9,077	0	108,214	98,881	0	0	11,821
2. ROOFTOP																
Repair tiled,gables,flashing roofing (Total: 1296 m2) - 5%	7,331	-	-	-	-	-	-	9,547	-	-	-	-	-	-	-	-
Replace tiled roofing	299,648	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair tiled roof ridge capping (Total: 174 lm) - 10%	1,222	-	-	-	-	-	-	1,591	-	-	-	-	-	-	-	-
Upgrade roof anchor points	8,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	11,138	0	0	0	0	0	0	0	0

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
3. HALLWAYS																
Repaint internal walls	13,430	-	-	-	-	16,016	-	-	-	-	-	-	-	-	-	24,872
Repaint internal ceilings	5,191	-	-	-	-	6,190	-	-	-	-	-	-	-	-	-	9,613
Repaint unit entry door - 1x side and frame	6,542	-	-	-	-	7,801	-	-	-	-	-	-	-	-	-	12,115
Repaint service door - 2x sides and frame	921	-	-	-	-	1,098	-	-	-	-	-	-	-	-	-	1,706
Repaint timber balustrade	2,600	-	-	-	-	3,101	-	-	-	-	-	-	-	-	-	4,815
Replace carpet and treads	18,366	-	-	20,056	-	-	-	-	-	-	-	-	-	-	-	-
Repair tiled walkway (Total: 9 m2) - 10%	268	-	-	-	-	320	-	-	-	-	398	-	-	-	-	496
Sub Total (Incl. GST)		0	0	20,056	0	34,526	0	0	0	0	398	0	0	0	0	53,617
4. VEHICLE ACCESSWAYS																
Repair bitumen (Total: 1482 m2) - 10%	8,557	-	-	-	-	-	-	-	-	12,169	-	-	-	-	-	-
Replace bituminous surface treatment	55,782	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repaint line marking	5,141	-	-	-	-	-	-	-	-	7,311	-	-	-	-	-	-
Repaint service door - 2x sides and frame	2,762	-	-	-	-	3,294	-	-	-	-	-	-	-	-	-	5,115
Repaint service entry door - 1x side and frame	654	-	-	-	-	780	-	-	-	-	-	-	-	-	-	1,211
Sub Total (Incl. GST)		0	0	0	0	4,074	0	0	0	19,480	0	0	0	0	0	6,326
5. PEDESTRIAN ACCESSWAYS																
Repair paved walkway and stairwell to covered parking (Total: 43 m2) - 20%	1,023	-	-	-	-	1,220	-	-	-	-	1,520	-	-	-	-	1,895
Sub Total (Incl. GST)		0	0	0	0	1,220	0	0	0	0	1,520	0	0	0	0	1,895
6. FIXTURES & FITTINGS																
Replace post mounted clothesline (Total: 6 ea.) - 10%	517	-	-	-	-	617	-	-	-	-	-	803	-	-	-	-
Replace fixed clothesline (Total: 2 ea.) - 50%	484	-	-	-	-	-	603	-	-	-	-	752	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	617	603	0	0	0	0	1,555	0	0	0	0
7. ELECTRICAL																
Replace intercom entry system (Total: 3 ea.) - 33%	2,336	-	-	-	-	-	2,911	-	-	-	-	-	3,791	-	-	-
Replace unit handsets (Total: 30 Per unit) - 10%	1,175	-	-	-	-	-	1,464	-	-	-	-	-	1,907	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	4,375	0	0	0	0	0	5,698	0	0	0

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
11. HEATING, VENTILATION, AIR-CONDITIONING (HVAC)																
Repair ventilation system	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total (Incl. GST)		73,102	0	27,026	62,247	40,437	24,696	11,138	12,640	28,557	1,918	109,769	104,579	0	0	73,659
Contingency Allowance (Incl. GST)		7,310	0	2,703	6,225	4,044	2,470	1,114	1,264	2,856	192	10,977	10,458	0	0	7,366
DBPA Allowance (Incl. GST)		1,536	0	0	0	0	3,529	3,341	0	0	0	2,386	0	0	0	0
Grand Total Expenses (Incl. Contingency Allowance and GST)		81,948	0	29,729	68,472	44,481	30,695	15,593	13,904	31,413	2,110	123,132	115,037	0	0	81,025

Building Data List from the Property Inspection for Brunswick Building

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the quantity of that item in scope

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'DBPA %' – is a percentage allowance for costs incurred by complying with the Design and Building Practitioners Act 2020 (NSW)

'Value' - is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' - is the remaining life in years until an item needs money spent on it.

'Total Life' - is the total life of the item after it is replaced, repaired or repainted.

'Comments' - details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	DBPA (%)	Next Due	Total Life	Comments
1. BUILDING EXTERIOR								
Repaint balustrades	276	lm	75.77	20,913.00		1	10	Ongoing painting program
Repaint gables	96	m2	51.38	4,932.00		1	10	Ongoing painting program
Repaint balconies ceilings	231	m2	35.92	8,298.00		1	10	Ongoing painting program
Repaint external surfaces-slab edges	86	m2	38.07	3,274.00		1	10	Ongoing painting program
Repaint roof overhangs and soffits	85	lm	40.23	3,420.00		1	20	Ongoing painting program
Repaint eaves lining	236	lm	26.03	6,143.00		1	10	Ongoing painting program
Repaint fascia	192	lm	34.35	6,595.00		1	10	Ongoing painting program
Repaint PCV downpipe guards	11	ea.	98.56	1,084.00		1	10	Ongoing painting program
Repair downpipes (Total: 144 lm) - 10%	15	lm	95.36	1,430.00	30%	1	10	Repair as required
Work at heights access and site setup	1	ea.	13,323.00	13,323.00		1	10	Method to be determined by contractor
Repair metal fascia (Total: 168 lm) - 10%	17	lm	38.56	656.00	30%	1	10	Repair as required
Repair eaves guttering (Total: 312 lm) - 10%	32	lm	94.82	3,034.00	30%	1	10	Repair as required
Repair terrace and balcony waterproof membrane and tiled surfaces (Total: 765 m2) - 10%	77	m2	708.40	54,547.00		4	8	Provision towards balcony tile repairs
Repair balustrades (Total: 276 lm) - 5%	14	lm	674.25	9,440.00	30%	6	10	Repair as required
Repair/ replace windows doors and hardware	1	Item	9,287.68	9,288.00		8	8	Replace seals,mechanism repairs
Plumbing and drainage maintenance	1	Item	6,383.00	6,383.00		3	3	Plumbing pipework repairs
2. ROOFTOP								
Repair tiled,gables,flashing roofing (Total: 1296 m2) - 5%	65	m2	112.78	7,331.00	30%	7	10	Repair as required
Replace tiled roofing	1296	m2	231.21	299,648.00	30%	29	60	Replace as required
Repair tiled roof ridge capping (Total: 174 lm) - 10%	18	lm	67.90	1,222.00	30%	7	10	Repair as required
Upgrade roof anchor points	1	Item	8,750.00	8,750.00		0	0	Replaced 2024
3. HALLWAYS								
Repaint internal walls	423	m2	31.75	13,430.00		5	10	Ongoing painting program
Repaint internal ceilings	159	m2	32.65	5,191.00		5	10	Ongoing painting program
Repaint unit entry door - 1x side and frame	30	ea.	218.07	6,542.00		5	10	Ongoing painting program

Items	Qty	Unit	Rate (\$)	Value (\$)	DBPA (%)	Next Due	Total Life	Comments
Repaint service door - 2x sides and frame	3	ea.	306.89	921.00		5	10	Ongoing painting program
Repaint timber balustrade	38	lm	68.43	2,600.00		5	10	Ongoing painting program
Replace carpet and treads	150	m2	122.44	18,366.00		3	15	Replace as required
Repair tiled walkway (Total: 9 m2) - 10%	1	m2	267.68	268.00		5	5	Repair as required
4. VEHICLE ACCESSWAYS								
Repair bitumen (Total: 1482 m2) - 10%	149	m2	57.43	8,557.00		9	10	Repair as required
Replace bituminous surface treatment	1	Item	55,782.00	55,782.00		33	40	Replaced 2019 \$42835
Repaint line marking	234	lm	21.97	5,141.00		9	10	Ongoing painting program
Repaint service door - 2x sides and frame	9	ea.	306.89	2,762.00		5	10	Ongoing painting program
Repaint service entry door - 1x side and frame	3	ea.	218.07	654.00		5	10	Ongoing painting program
5. PEDESTRIAN ACCESSWAYS								
Repair paved walkway and stairwell to covered parking (Total: 43 m2) - 20%	9	m2	113.62	1,023.00		5	5	Repair as required
6. FIXTURES & FITTINGS								
Replace post mounted clothesline (Total: 6 ea.) - 10%	1	ea.	516.54	517.00		5	6	Replace as required
Replace fixed clothesline (Total: 2 ea.) - 50%	1	ea.	484.27	484.00		6	5	Replace as required
7. ELECTRICAL								
Replace intercom entry system (Total: 3 ea.) - 33%	1	ea.	2,335.95	2,336.00		6	6	Replace as required
Replace unit handsets (Total: 30 Per unit) - 10%	3	Per unit	391.64	1,175.00		6	6	Replace as required
8. HEATING, VENTILATION, AIR-CONDITIONING (HVAC)								
Repair ventilation system	1	Item	0.00	0.00		0	0	Ongoing investigation

Building Photo Section

Item Group

BUILDING EXTERIOR

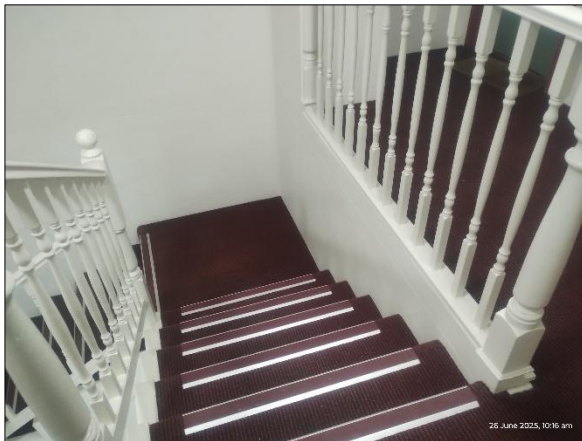


ROOFTOP



Item Group

HALLWAYS

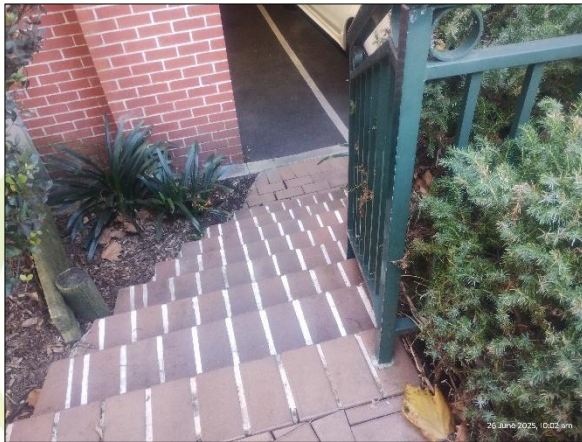


VEHICLE ACCESSWAYS



Item Group

PEDESTRIAN ACCESSWAYS



FIXTURES & FITTINGS



Item Group

ELECTRICAL



Inspector's Report for Brunswick Building

1. **INFLATION** - It is necessary to offset the effects of inflation on construction materials and labour costs and to ensure that adequate funds are available to provide for major works. These major works can frequently become necessary as the property ages but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. **UPDATES** - We recommend that this report is updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. **ADMINISTRATION EXPENSES** - We assume that small repairs & improvements, regular maintenance items are financed via the administration fund and therefore are not included in this report.
4. **DESIGN AND BUILDING PRACTITIONERS ACT 2020** - This report includes an allowance for costs incurred by complying with the Design and Building Practitioners Act 2020 (NSW). Remedial line items which are triggered by the requirement to use only registered building practitioners, are assigned an additional % to accommodate for the associated fees. Money has been allocated towards remedial works, but this will vary subject to the recommendations of the selected engineer / builder / project manager.
5. **FINANCIAL YEAR ALREADY STARTED** - Starting levies in this report have already been set. Any adjustments will be made from the following financial year onwards.
6. **ADEQUATE LEVIES** - Based on our assessment of the property, we believe that the current levies are adequate to cover estimated expenditure.
7. **HARSH ENVIRONMENT** - A harsh environment can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
8. **TREES** - Trees should be maintained below the height of guttering and clear of buildings wherever possible to prevent premature corrosion of the roof, flashings, gutters, and downpipes. Root systems should also be kept away from buildings, driveways and walkways to prevent structural damage. Removal of trees may be required in some cases.
9. **PAINT WITHIN LOT BOUNDARIES** - The measurements and estimated costs for painting include all surfaces identified by the inspector, including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual to include the painting of these areas to preserve the appearance of the property and to reduce overall costs for individual lot owners.
10. **PAINT QUOTATIONS** - It is recommended that quotations are obtained for painting well in advance of when the work is to be carried out to allow for any shortfall or excess in funds. The costs estimated for painting are as accurate as possible but will vary from actual painting quotations.
11. **PAINT SERVICE-LIFE** - Paint serves to protect a surface as well as improving its appearance. Paint seals the surface from water, salt, or air pollutants. Although paint may hold its appearance for at least ten years before cracking and/or peeling occurs, it may become porous and lose its protective abilities before this point.
12. **PAINTED METAL** - Some painted metal items show signs of wear and/or damage. Repainting these items is recommended in the short term, but full replacement of these items should be considered and planned for well in advance.
13. **BITUMEN SURFACES** - Bitumen surfaces are more susceptible to environmental factors than other areas of the property. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs.
14. **TILED ROOFS** - Tiled roofs may have a service life of 60 years or more with proper care and maintenance.
15. **SMALL STRATA PLAN** - As this is a smaller Strata Plan, we assume that several items are financed via the administration fund, which would commonly be on a Capital Works Fund, and these items are not included in this report. These items include but are not limited to: (Maintenance for Common property electrical, Common property lighting, Mailboxes, Windows, Gutter downpipes)

16. **WATERPROOFING** – Waterproofing membranes requires regular maintenance and replacement when signs of failure like small leaks or small cracks appear. If action is not taken immediately the costs of damage and remediation grow exponentially.
17. **FUNDS REQUIRED** – While this report has been calculated using a 20 year timeline the report only shows the first 15 year. The closing balance appears high, but funds will be required for maintenance and improvements in the first half of this plan which at this stage is unknown as it is in the early investigation into the waterproofing issues.
18. **HEIGHT ALLOWANCE** - Funds allocated for painting & remedial works can be used for many types of access equipment including, but not limited to scaffolding, boom lifts, cherry pickers, rope access, etc. An allowance towards work at height equipment is included and cost may vary dependent upon type of equipment selected, set up and transport costs, required licences from council, and term of hire.
19. **ALUMINIUM** – Aluminium materials and structures may have a service life of 40 years or more with proper care and maintenance.
20. **TIMING CHANGED FROM PREVIOUS REPORT** – Timing has changed from the previous plan. The present state of repair of an item is considered when determining its remaining life, however, it is not the only consideration. Many items degrade in a non-uniform fashion, wearing more rapidly towards the end of their life. As such, we draw upon industry experience and information regarding the expected lifespans of items when estimating replacement schedules, but modify our estimates based upon our visual inspection.
21. Ventilation systems replacement to all 3 towers water ingress issues/ balcony waterproofing to all balconies. engineer currently investigation for water ingress therefore depending on the outcome of this investigation this could result in significant cost. These expenses may require the implementation of a special levy or adjustments to the existing maintenance plan.

Report Notes

Capital Works Fund Plan (NSW)

This forecast satisfies the current requirements of the Strata Schemes Management Act 2015, which states:

80 Owners corporation to prepare 10-year capital works fund plan

- (1) *An owners corporation is to prepare a plan of anticipated major expenditure to be met from the capital works fund for a 10-year period commencing on the first annual general meeting of the owners corporation.*
- (2) *An owners corporation is to prepare a plan for each 10-year period following the 10-year period to which the first plan applied. The plan is to be prepared for the annual general meeting at which the period covered by the previous plan expires.*
- (3) *An owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared under this section and must review the plan at least once every 5 years.*
- (4) *A plan under this section is to include the following:*
 - (a) *details of proposed work or maintenance,*
 - (b) *the timing and anticipated costs of any proposed work,*
 - (c) *the source of funding for any proposed work,*
 - (d) *any other matter the owners corporation thinks fit,*
 - (e) *any other matter prescribed by the regulations for the purposes of this section.*
- (5) *A plan under this section is to be finalised by the end of the next annual general meeting of the owners corporation after the annual general meeting for which the plan is prepared.*
- (6) *An owners corporation may engage expert assistance in the preparation of a plan under this section.*
- (7) *An owners corporation is, so far as practicable (and subject to any adjustment under this section), to implement each plan prepared under this section.*

A Capital Works Fund is established under section 74 of the *Strata Schemes Management Act 2015*, which states:

74 Capital works fund

- (1) **Establishment of fund**
An owners corporation must establish a capital works fund.
- (2) **Amounts payable to fund**
An owners corporation must pay the following amounts into the capital works fund:
 - (a) *the contributions levied on, and paid by, owners for payment into the fund,*
 - (b) *any amounts paid to the owners corporation by way of discharge of insurance claims, unless paid into the administrative fund,*
 - (c) *any amounts paid to the owners corporation under Part 11,*
 - (d) *any amount received by the owners corporation that is not required or permitted to be paid into the administrative fund,*
 - (e) *the proceeds of any investment of the fund.*
- (3) *An owners corporation may also pay the following amounts into the capital works fund:*
 - (a) *any income of the owners corporation,*
 - (b) *any amount that may be, but is not required to be, paid into the fund under this Act.*
- (4) **Amounts payable from fund**
An owners corporation may pay money from its capital works fund only for the following purposes:
 - (a) *payments of the kind for which estimates have been made under section 79 (2),*
 - (b) *payments made in accordance with this Division on a distribution of a surplus in the fund,*
 - (c) *payments of amounts for the purposes of Part 11,*
 - (d) *the transfer of money to the administrative fund or to pay expenditure that should have been paid from the administrative fund.*
- (5) **Exemption**
An owners corporation for a strata scheme comprising 2 lots need not establish a capital works fund if:
 - (a) *the owners corporation so determines by unanimous resolution, and*

- (b) *the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and*
- (c) *no building or part of a building in the strata scheme is situated outside those lots.*

THIS REPORT DEALS WITH THE CAPITAL WORKS FUND PLAN.

Implementation - It is the responsibility of the Strata Committee and the Owners Corporation to implement this plan so far as is practicable.

Interaction with Capital Works Fund - The source of funding for all proposed work or maintenance is presumed to be the capital works fund. No allowance has been made for proposed work or maintenance that is funded by means other than the capital works fund.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Strata Committee has some flexibility to make minor adjustments to the timing of any proposed work. More major adjustments to the timing of work may require an ordinary resolution of the Strata Committee, or complete revision of the Plan. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of Australia's (RBA) historical series for Cash Management and Online Savings Account interest rates for the past fifteen years. The company tax rate is applied to interest income unless *Solutions in Engineering* is advised that the Owners Corporation is exempt from tax on external income. The standard inflation rate used by *Solutions in Engineering* is based upon the entire RBA historical series for Construction, Manufacturing and Property Services inflation, commencing March 1999. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Administration Fund - Items of a recurrent nature that are covered by the administration budget such as maintenance contract for lifts, fire protection equipment, air conditioners, cleaning and gardening are not included. Neither are items of a minor recurrent nature with varying life spans such as light bulbs and exit light battery packs.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the Strata Committee). This forecast deals only with estimating the timing of physical obsolescence.

Improvements - The Strata Committee may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the owners and the Strata Committee. Allowances for ongoing maintenance programs allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- ◆ Usage.
- ◆ Accidental damage to floor tiles, which may or may not be still available or in stock.
- ◆ Fences can be maintained and replaced gradually or all at once.
- ◆ Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- ◆ Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- ◆ Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Strata Committee Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Strata Committee/Representative.

Other Matters - Unless otherwise included, this report does not include matters that are not anticipated major expenditures to be met from the capital works fund.

Updates - The forecast is made with the best available data at this time. The forecast should be upgraded at regular intervals. We recommend a minimum of bi-annual updates.

Your FREE amendment (conditions) - In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.

Supply terms and conditions - All services provided by *Solutions in Engineering* are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report.



CERTIFICATE OF CURRENCY



To whom it may concern,

Strata Unit Underwriting Agency Pty Ltd
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246719
Level 14/141 Walker Street, North Sydney, New South Wales 2060
info@suu.com.au | www.suu.com.au | T: 1300 668 066 | F: 1300 668 166

Date: 29/11/2024

Reference No: DOC0000869419

This policy referred to is current at the date of issue of this certificate and whilst a due date has been indicated, it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date. This is to certify cover has been granted in terms of the Insurers Standard Policy, a copy of which is available on request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extents of your insurance cover.

Insured: The Owners - Strata Plan No 48676

Type of Insurance: Residential Strata

Policy Number: 06S8840918

Period of Insurance: From 4:00PM 06/12/2024
To 4:00PM 06/12/2025

OVERVIEW

Insured:	The Owners - Strata Plan No 48676	
Situation:	2 WILLIAMS PARADE, DULWICH HILL NSW 2203	
Section 1:	Building including common contents	\$11,907,900
	Loss of Rent/Temporary Accommodation (15%)	\$1,786,185
	Catastrophe or Emergency (15%)	\$1,786,185
	Additional Loss of Rent/Temporary Accommodation	Not included
	Additional Catastrophe or Emergency	Not included
	Floating Floors	Included
	Flood	Included
Section 2:	Glass	Automatically Included
Section 3:	Theft	Automatically Included
Section 4:	Liability	\$ 30,000,000
Section 5:	Fidelity Guarantee	\$100,000
Section 6:	Office Bearers Liability	\$ 1,000,000
Section 7:	Voluntary Workers (Weekly/Capital Benefit)	\$2,000/\$200,000
Section 8:	Government Audit Costs	\$25,000
Section 9:	Legal Expenses	\$50,000
Section 10:	Workplace, Health and Safety Breaches	\$100,000
Section 11:	Machinery Breakdown	Not Insured
Section 12:	Lot Owners Improvements (Per Lot)	\$250,000
Section 13:	Workers Compensation	Not included

On behalf of the Insurers: Insurance Australia Limited
Trading as CGU Insurance | ABN: 11 000 016 722

CERTIFICATE OF CURRENCY



Policy Number: 06S8840918

Insured: The Owners - Strata Plan No 48676

EXCESSES

Section 1 - Building including Common Contents

\$2,500.00 all other claims + as per policy wording

\$5,000.00 bursting, leaking, discharging or overflowing of pipes and/or apparatus and any resultant damage

\$5,000.00 water damage claims

Section 2 - Glass

\$2,500.00 all claims

Section 3 - Theft

\$2,500.00 all claims

SPECIAL TERMS/CONDITIONS

Flood

This policy is extended to include flood.

The word 'flood' is deleted from exclusion 1.e on page 36 and exclusion e on page 41.

CERTIFICATE OF CURRENCY



IMPORTANT NOTICES

It is important to read and consider the Product Disclosure Statement when deciding whether to purchase this insurance. You should consider whether this product is appropriate for your financial circumstances, objectives and needs. After reading this notice if any matter relating to your policy is unclear to you or you have any questions at all in relation to the insurance, please contact us for an answer or explanation as soon as possible.

Strata Unit Underwriting Agency Pty Limited T/A Strata Unit Underwriters (SUU) hereby gives notice that this contract is issued under an authority by the Insurer/s named on Your Quotation or Policy Schedule. SUU is an agent of the Insurer and not the Insured.

Clients who are not fully satisfied with our services should contact our Internal Disputes Resolution Officer. SUU also subscribes to the Australian Financial Complaints Authority, a free customer service. Further information is available within the Product Disclosure Statement (PDS) or via our website.

Please review the sums insured as noted on your Quotation or Policy Schedule to ensure they are up-to-date and take into account your objectives, financial situation, needs and requirements of any relevant legislation.

When answering our questions you must be honest, as the answers will form the basis of our decision to insure you. Your answers apply to you and to anyone else that may be insured under the policy. If you have not answered our questions in this way, we may reduce or refuse to pay a claim, or cancel the policy.

GENERAL ADVICE WARNING

The general advice provided has not taken into account your objectives, financial situation or needs. You must therefore assess whether it is appropriate, in the light of your own individual objectives, financial situation or needs, to act upon this advice.



INSURANCE VALUATION UPDATE -STRATA

C/- PREMIER STRATA MANAGEMENT
PO BOX 3030
PARRAMATTA
NSW 2124

Date :9/11/2022
Ref :96001

Dear Sir/Madam,

Re: Valuation of Property - 2 WILLIAMS PARADE DULWICH HILL 2203

We acknowledge your instructions to prepare an Update Insurance Valuation of the above property being the entire replacement and reinstatement of improvements in Strata Scheme No 48676.

We therefore advise in respect of Sections 161 and 162 of the Strata Schemes Management Act 2015 and under Section 161 (2) Reg 39 of the SSMA 2015 that as of the above date our Update Insurance Valuation is.

: **\$11,790,000**

(Elven Million Seven Hundred And Ninety Thousand Dollars)

Emergency Accommodation/Loss of Rent : \$1,768,500

Optional Cover

Building Catastrophe/Escalation in costs due to : \$3,537,000
materials/labour shortages-upto 30%

We further confirm that the details of our previous Valuation with respect to other insurances and re-building still apply. This Update Valuation allows for alternate accommodation/loss of rent costs up to a maximum of fifteen percent (15%) of the sum insured as optional cover.

Yours faithfully,
CLISDELLS VALUATIONS

PETER R CLISDELL
LFAPI, FREI, LMSCA(NSW), FAVI
API Member No. 67453

NOTE: This Valuation is for the use only of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of this Valuation. We carried out an inspection of exposed and readily accessible areas of improvements. However, the valuer is therefore unable to certify the structural soundness of the improvements. Readers of this report should make their own enquiries. Liability Limited by a scheme approved under Professional Standards Legislation.

NSW Insurance Valuations Pty Ltd ABN 83 849 483 303
623 Princes Highway Rockdale NSW 2216 Locked Bag No. 30 Rockdale DC NSW 2216 **Phone** (02)
9556 5222 **Fax** (02) 9556 5224 **Email** valuations@clisdells.com.au DX 25304 Rockdale

Member of Real Estate Institute of NSW Member of The Australian Property Institute

**MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS OF
STRATA PLAN 48676 – 2 WILLIAMS PARADE, DULWICH HILL HELD VIA ZOOM
ON TUESDAY 18TH FEBRUARY 2025, COMMENCING 4:30 PM**

PRESENT:

R Parkinson-Scott	(6)	R Cook	(11)
A Coleman	(15)	C Giamboi	(17)
B Larkham	(18)	D Wallace	(23)
H Barnett	(24)		

**PRESENT VIA
ELECTRONIC
VOTE:**

C Corr	(22)
--------	------

BY PROXY:

B Larkham	(18)	Proxy to: R Cook	(11)
-----------	------	------------------	------

APOLOGIES:

P & C Cowan	(13)	R Riviezzo & H Strain	(14)
-------------	------	-----------------------	------

IN ATTENDANCE: Kristy Blackwell

CHAIRPERSON: Kristy Blackwell

QUORUM: It was noted that a quorum was present.

MINUTES: It was **RESOLVED** that the minutes of the previous General Meeting held 5th February 2024 be confirmed and adopted.

**VALUATION/
SUM INSURED:** It was **RESOLVED** that a Valuation be obtained prior to 2025 renewal for the full replacement and reinstatement value of the complex and that the insurance be renewed and endorsed for this amount immediately.

INSURANCE: It was **RESOLVED** that the Owners Corporation obtain three (3) quotations for all items of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing the most suitable quotation to the Strata Managing Agent on instruction of the Owners Corporation or Strata Committee.

It was **further RESOLVED** that Fidelity Guarantee and Office Bearers insurance be accepted and policies taken out on renewal for the following year. Additional Workers Compensation is not required as per the Act on renewal for the following year.

The building insurance is placed with Strata Unit Underwriting Agency Pty Ltd (SUU). A copy of their Financial Services Guide (FSG) can be found at the following link:-

<https://www.suu.com.au/Media/Default/Downloadable%20Forms/Residential-Strata-Insurance-Policy-Disclosure-Statement.pdf>

COMMISSION AND TRAINING SERVICES:

It was **RESOLVED** that the Owners Corporation note the report from the Strata Managing Agent pursuant to Section 60 of the Strata Schemes Management Act 2015 as follows:

- Insurance & Other Commission received for the past financial period noted in the Accounts.

Insurer	SUU	Amount	\$3,820.25 Inc GST
Energy Broker	Energy Action	Amount	\$ 30.00 inc GST

- Estimated Insurance & Other Commission to be received for the future financial period

Insurer	SUU	Amount	\$4,000.00 Inc GST
Energy Broker	Energy Action	Amount	\$ 30.00 inc GST

STRATA COMMITTEE:

It was **RESOLVED** by the Owners Corporation & pursuant to Section 29 of the Strata Schemes Management Act 2015 that the Strata Committee is to consist of 7 members. It was **further RESOLVED** in accordance with Clause 9 of the Strata Schemes Management Regulation 2016, that the below persons be elected for the following year:

R Parkinson-Scott	(6)	R Cook	(11)
A Coleman	(15)	C Giamboi	(17)
B Larkham	(18)	D Wallace	(23)
H Barnett	(24)		

RESTRICTED MATTERS:

It was **RESOLVED** that a \$20,000.00 limitation be placed on the decision-making powers of the Strata Committee for the following year other than those already existing under the Strata Schemes Management Act 2015 and Regulations.

KEY FINANCIAL INFORMATION:

It was **RESOLVED** that the Annual Statement of Key Financial Information for the period ending 31st December 2024 be received and adopted.

AUDITOR:

It was **RESOLVED** not to arrange an independent audit of the Annual Statement of Key Financial Information.

LEVY CONTRIBUTIONS:

It was **RESOLVED** that in accordance with Section 79 (2) and 81 of the Strata Schemes Management Act 2015, the following budget be accepted on a unit entitlement basis from 1 April 2025, with levies due in four equal payments due 1 April 2025, 1 July 2025, 1 October 2025, 1 January 2026, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

Administrative Fund	\$135,263.60 + GST
Capital Works Fund	<u>\$ 71,000.00 + GST</u>
Total Funds	\$206,263.60 + GST

QUARTERLY CONTRIBUTIONS

Lot No.	U/E	Admin Fund	Capital Works	Total
23, 28	316	\$1,070.19	\$564.85	\$1,635.04
1, 2, 24, 27	319	\$1,080.35	\$570.21	\$1,650.56
3, 12, 22	321	\$1,087.13	\$573.79	\$1,660.92
13, 26	323	\$1,093.90	\$577.36	\$1,671.26
6, 7, 8, 16, 17, 18	325	\$1,100.67	\$580.94	\$1,681.61

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW
Postal Address: PO Box 3030,
Parramatta NSW 2124

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation.

LEVY CONTRIBUTIONS CONTINUED:	QUARTERLY CONTRIBUTIONS CONTINUED				
30	327	\$1,107.45	\$584.51	\$1,691.96	
4, 10, 20	332	\$1,124.38	\$593.45	\$1,717.83	
11, 14, 21	336	\$1,137.93	\$600.60	\$1,738.53	
5, 29	356	\$1,205.66	\$636.35	\$1,842.01	
9	368	\$1,246.30	\$657.80	\$1,904.10	
15, 19, 25	374	\$1,266.62	\$668.53	\$1,935.15	
Unit Entitlements	10,000				

CAPITAL WORKS FUND ANALYSIS REPORT:

It was **RESOLVED** that the Owners Corporation agree to:

- Review the current Capital Works Fund Analysis Report; and/or
- Not to engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and/or
- Submit that report to the Strata Committee to determine what action is required, if any; and/or
- Delegate to the Strata Manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

Note: it was noted that a new report was ordered in January 2025.

WORK HEALTH AND SAFETY:

It was **RESOLVED** that the Owners Corporation acknowledge the *Work Health and Safety Act 2011 and Regulations(NSW)* and **RESOLVED** to:

- As required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on Work Health and Safety matters under the Work Health and Safety Act 2011 and Regulations (NSW) with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors
- To engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW).

ANNUAL FIRE SAFETY STATEMENT:

It was **RESOLVED** that the Owners Corporation carry out the following:

- Engage a suitably qualified consultant to carry out an Annual Fire Safety Report and Statement in accordance with Part 9. Division 5 of the NSW Environment Planning and Assessment Regulations 2000 as amended; and
- To submit any corrective actions, report to the Strata Committee to determine what action is required, if any; and
- To delegate to the Strata Manager the following functions pursuant to the Agency Agreement Additional Duties Schedule:
 - Undertake the seeking of quotation and engaging the contractor to prepare the statement; and
 - Sign the statement on behalf of the scheme and lodge the statement with local council and cause a copy of the statement to be given to the Fire Commissioner and for the Strata Committee Secretary to affix a copy to the scheme notice board.

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,

Parramatta NSW 2124

Liability limited by a scheme approved under Professional Standards Legislation.

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

**PREVENTATIVE
MAINTENANCE:**

It was **RESOLVED** that the Owners Corporation discuss and set up a preventative maintenance schedule which engages suitably qualified contractors to undertake the following and any other maintenance items pertinent to the complex:

- a) That an inspection of the property for evidence of termite activity not be carried out. In addition, a general pest inspection, not be carried out to the common areas.
- b) That cleaning of all gutters and downpipes and determination of schedule for frequency as well as the possible need for a detailed roof inspection be carried out on a 4 monthly basis.
- c) That cleaning of drains, pits and retention basins in the complex including servicing of any pumps not be carried out.
- d) Maintenance and testing of any mechanical or electronic devices, including, but not limited to mechanical ventilation, garage doors, auto doors, intercoms, CCTV etc. not be carried out.
- e) Maintenance, testing and compliance of any height safety systems installed pursuant to Work Health and Safety Act 2011 and Regulations 2017 (NSW), be carried out.
- f) Inspecting, certifying and repairing window locks that have been installed pursuant to Section 118 of the Strata Schemes Management Act 2015, not be carried out against Strata Managers recommendation.

STRATA HUB:

It was **RESOLVED** That the Owners Corporation acknowledge and authorise the following:

- a) Delegate to the strata manager the function of preparing and uploading available information/documents in the books and records required to comply with the Strata Schemes Management Regulations relating to the Office of Fair Trading "strata hub" in accordance with the existing terms of the Managing Agency Agreement.
- b) Approve the payment of the strata manager's fees (additional services) for the work required at a rate of \$200.00 plus GST for initial upload of content and \$220.00* plus GST per annum for ongoing annual updating of Hub content in accordance with the existing terms of the Managing Agency Agreement.
- c) Acknowledge the prescribed fee of \$3.00 per lot per annum (GST Exempt inclusive of any utilities lots) payable by the Owners Corporation to Service NSW and authorise managing agent to process the requisite payment on behalf of the Owners Corporation inclusive of any associated merchant fees.
- d) That the Owners Corporation confirms the emergency contact for the scheme to be entered into the Strata Hub is Premier Strata Management.

**LEVY
COLLECTION:**

It was **RESOLVED** by ordinary resolution that the owners of Strata Plan No. 48676 that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue reminder letters each requesting payment within 14 days of the reminder letter;

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW
Postal Address: PO Box 3030,
Parramatta NSW 2124

Phone 61 2 9630 7500
Fax 61 2 9630 1915

www.premierstrata.com.au
mail@premierstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation.

**LEVY
COLLECTION
CONTINUED:**

- I. Levy Recovery Step 1: Issue 1st levy recovery letter 35 days after the levy due date;
 - II. Levy Recovery Step 2: Issue 2nd levy recovery letter 60 days after the levy due date;
 - III. Levy Recovery Step 3: Issue 3rd levy recovery letter 75 days after the levy due date;
 - IV. Levy Recovery Step 4: Issue 4th levy recovery letter 106 days after the original date the levy was due;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Debt collection agents lawyer and/or experts be engaged and instructed to:
- i. Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in court of competent jurisdiction;
 3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) The Debt collection agents lawyer and/or experts be engaged and instructed to:
- i. Provide advice regarding recovering outstanding contributions;
 - ii. Commence, maintain, defend or discontinue court Proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
 - iii. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 1. Obtaining any necessary writ(s) for the levy of property; and
 2. Obtaining any necessary garnishee order(s).

**PAYMENT PLANS
FOR OVERDUE
LEVY
CONTRIBUTIONS:**

It was **RESOLVED** by ordinary resolution that the owners of Strata Plan No. 48676 in accordance with section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW
Postal Address: PO Box 3030,
Parramatta NSW 2124

Phone 61 2 9630 7500
Fax 61 2 9630 1915

www.premierstrata.com.au
mail@premierstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation.

PAYMENT PLANS FOR OVERDUE LEVY CONTRIBUTIONS: (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

DP270052 COMMUNITY ASSOCIATION: The Owners Corporation **RESOLVED** to review the community matters and that the drainage works completed and the damage to the sound wall within the Greenway Project were the main issues being addressed by the Community Association; and that the temporary fence that has been addressed was still being pursued with council and the 4 trees effect by the Greenway project, 1 is required to be removed as the stabilization of the tree has been compromised by the works and 3 are being monitored for 48 months.

It was **FURTHER RESOLVED** that Robyn Cook be appointed as the Community Representative for the Greenway Project and that Raylene Parkinson-Scott be appointed as the Greenway Project Representative.

BUILDING VENTILATION: That the Owners Corporation **RESOLVED** to review further progress made with the ducted ventilation system throughout the building and that the majority of units were installed by FND and that their opinion is that the current system may be repairable.

It was **FURTHER RESOLVED** that the strata committee be empowered to continue with their research sourcing suitable and viable options to rectify the ventilation issues.

CLOSE: There being no further business to discuss the meeting closed at 7:10 pm

**MINUTES OF THE STRATA COMMITTEE MEETING OF OWNERS OF
STRATA PLAN 48676 – 2 WILLIAMS PARADE, DULWICH HILL HELD VIA ZOOM
ON TUESDAY 18TH FEBRUARY 2025, COMMENCING 7:11 PM**

PRESENT:	R Parkinson-Scott	(6)	R Cook	(11)
	A Coleman	(15)	C Giamboi	(17)
	B Larkham	(18)	H Barnett	(24)
	H Barnett	(24)		
IN ATTENDANCE:	Kristy Blackwell			
CHAIRPERSON:	Kristy Blackwell			
MINUTES:	It was RESOLVED that the minutes of the last Strata Committee meeting held 27 th November 2024 be adopted as a true and accurate account of the proceedings of that meeting.			
DISCLOSURE OF PECUNIARY INTEREST:	The strata committee RESOLVED to: (a) receive any disclosures under clause 18 of Schedule 2 of the Strata Schemes Management Act 2015 regarding pecuniary interests; (b) record any such disclosures in a book kept for that purpose; and (c) determine a fee for payment for inspection of the disclosure book. <i>Note: It was noted that no pecuniary interest was declared, therefore no fee was determined for inspection of the disclosure book.</i>			
OFFICE BEARERS:	It was RESOLVED that the Office Bearers be appointed as follows: - Chairman: R Parkinson-Scott (6) - Secretary: R Cook (11) - Treasurer: D Wallace (23)			
MAIN CONTACT:	It was RESOLVED that all Strata Committee members be the Strata Schemes contact point.			
CLOSE:	There being no further business to discuss the meeting closed at 7:15 pm			

Strata Plan No. 48676

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2024

	ACTUAL 31/12/2023	ACTUAL 31/12/2024
<u>OWNERS FUNDS</u>		
Administrative Fund	20,895.17	28,533.19
Capital Works Fund	208,153.23	253,501.49
<u>TOTAL</u>	<u>\$ 229,048.40</u>	<u>\$ 282,034.68</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>ASSETS</u>		
Cash At Bank	260,093.00	220,257.09
Investment A/C Sink Fund 1	0.00	102,456.71
Levies In Arrears	5,922.86	1,632.72
Other Arrears	90.08	56.18
Interest On Overdue Levies	344.89	134.33
Secondary Debtors	605.00	605.00
<u>TOTAL ASSETS</u>	<u>267,055.83</u>	<u>325,142.03</u>
<u>LIABILITIES</u>		
Gst Clearing Account	(232.53)	889.24
Payg Clearing Account	1,047.00	1,047.00
Security Key Deposits/Bond	993.00	1,293.00
Next Year Discounts	(3,932.81)	(4,430.80)
Levies In Advance	40,132.77	44,308.91
<u>TOTAL LIABILITIES</u>	<u>38,007.43</u>	<u>43,107.35</u>
<u>NET ASSETS</u>	<u>\$ 229,048.40</u>	<u>\$ 282,034.68</u>

Strata Plan No. 48676

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2024 TO 31 DECEMBER 2024

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/23-31/12/23	01/01/24-31/12/24	01/01/24-31/12/24	01/01/25-31/12/25
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	111,699.98	119,258.70	123,445.04	135,263.60
Discount - Admin Fund	(9,192.13)	(10,653.80)	(12,111.37)	(12,111.37)
Interest Received	0.00	2,456.71	0.00	0.00
By Laws	532.48	891.99	0.00	0.00
Interest On Overdue Levies	507.81	567.15	0.00	0.00
Insurance Claims Received	0.00	150.00	0.00	0.00
Key Deposits	250.00	740.91	0.00	0.00
Reimbursement	5,725.74	2,220.00	0.00	0.00
Remote Control	0.00	86.36	0.00	0.00
Fob/Tag/Swipe Deposit	0.00	250.00	0.00	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	109,523.88	115,968.02	111,333.67	123,152.23
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	400.00	410.00	410.00	420.00
Asbestos Report	0.00	1,220.00	0.00	0.00
Transaction Fees - Levies/I.T.	281.21	286.21	300.00	300.00
Building Manager	4,420.00	2,340.00	13,500.00	0.00
Business Activity Statement	400.00	400.00	0.00	0.00
By-Law Registration Fees	957.46	889.30	0.00	0.00
Common Area Cleaning And Lawns	13,142.06	11,664.75	14,000.00	14,000.00
Electricity	2,180.18	3,550.88	2,500.00	4,300.00
Emergency After Hours Support	30.00	0.00	0.00	0.00
Fire Equipment - Service/Inspe	1,878.77	3,553.64	2,250.00	2,250.00
Government Strata Hub	90.00	90.00	90.00	90.00
Insurance	18,804.42	22,161.52	20,200.00	26,640.00
Insurance Stamp Duty	1,590.14	1,888.11	1,600.00	2,000.00
Insurance Claim/Excess	0.00	(1,681.82)	0.00	0.00
Levy Payment	31,662.73	20,736.72	30,000.00	30,000.00
Maintenance - Carpet Cleaning	654.55	872.73	1,350.00	1,350.00
Maintenance - Ceiling Repairs	550.00	0.00	0.00	0.00
Maintenance - Doors	380.00	560.00	0.00	0.00
Maintenance - Electrical	2,205.00	410.00	0.00	0.00
Maintenance - Glass Repairs	1,162.00	0.00	0.00	0.00
Maintenance - Gutter Cleaning	2,700.00	2,800.00	2,800.00	2,800.00
Maintenance - Intercom Repairs	370.73	230.00	0.00	0.00

Strata Plan No. 48676

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2024 TO 31 DECEMBER 2024

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/23-31/12/23	01/01/24-31/12/24	01/01/24-31/12/24	01/01/25-31/12/25
Maintenance - Locksmiths	732.18	559.15	0.00	0.00
Maintenance - Pest Control	1,710.91	1,003.64	1,000.00	1,000.00
Maintenance - Plumbing	1,325.00	5,182.00	3,000.00	3,000.00
Maintenance-Pressure Cleaning	0.00	2,300.00	0.00	0.00
Maintenance - Roof Repairs	3,720.00	1,010.00	0.00	0.00
Maintenance - Tree Maintenance	181.82	0.00	0.00	0.00
Maintenance - General	0.00	570.00	10,000.00	10,000.00
Management Fees	8,679.08	9,113.64	9,113.67	9,802.23
Management Fees - Strata Hub	400.00	200.00	220.00	200.00
Management Fees Schedule B	2,600.00	1,700.00	0.00	2,200.00
Postage	0.00	(51.07)	0.00	0.00
Postage Photocopy & Stationery	2,466.28	1,929.44	0.00	2,500.00
Reimbursement	0.00	1,895.45	0.00	0.00
Remote Control Purchases	0.00	821.20	0.00	0.00
Safety Report	400.00	200.00	0.00	0.00
Security Key/Card Purchases	18.18	(22.73)	0.00	0.00
Security Key Refund	309.32	0.00	0.00	0.00
Water Rates	8,239.63	9,537.24	9,000.00	10,300.00
TOTAL ADMIN. EXPENDITURE	114,641.65	108,330.00	121,333.67	123,152.23
SURPLUS / DEFICIT	\$ (5,117.77)	\$ 7,638.02	\$ (10,000.00)	\$ 0.00
Opening Admin. Balance	26,012.94	20,895.17	20,895.17	28,533.19
ADMINISTRATIVE FUND BALANCE	\$ 20,895.17	\$ 28,533.19	\$ 10,895.17	\$ 28,533.19

Strata Plan No. 48676

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2024 TO 31 DECEMBER 2024

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/23-31/12/23	01/01/24-31/12/24	01/01/24-31/12/24	01/01/25-31/12/25
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	55,000.14	67,500.21	70,000.00	71,000.00
Discount - Capital Works Fund	(4,171.51)	(5,976.95)	(5,000.00)	(6,000.00)
<u>TOTAL CAPITAL WORKS INCOME</u>	50,828.63	61,523.26	65,000.00	65,000.00
<u>EXPENDITURE - CAPITAL WORKS</u>				
Clothesline Repair/Replacement	140.00	0.00	0.00	0.00
Electrical Improvements	0.00	7,325.00	0.00	0.00
Improvements	1,515.00	0.00	34,940.00	34,940.00
Income Tax Return Fee	100.00	100.00	0.00	100.00
Roof Repairs	9,310.00	8,750.00	0.00	0.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	11,065.00	16,175.00	34,940.00	35,040.00
<u>SURPLUS / DEFICIT</u>	\$ 39,763.63	\$ 45,348.26	\$ 30,060.00	\$ 29,960.00
Opening Capital Works Balance	168,389.60	208,153.23	208,153.23	253,501.49
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 208,153.23	\$ 253,501.49	\$ 238,213.23	\$ 283,461.49

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1213	Administrative Fund	ACCOUNTING FEE	
26/02/24	Accounting Fees	Premier Strata Management P/L	451.00
26/02/24	GST		-41.00
	Total:		410.00
1228	Administrative Fund	ASBESTOS REPORT	
31/10/24	assesmnt of asbestos	Biv Reports Pty Limited	1,122.00
31/10/24	GST		-102.00
26/11/24	Compliance -Asbestos	Premier Strata Management P/L	220.00
26/11/24	GST		-20.00
	Total:		1,220.00
1234	Administrative Fund	TRANSACTION FEES - LEVIES/I.T.	
24/01/24	StrataMax Fee		13.80
31/01/24	StrataPay Trans/Svce		0.95
23/02/24	StrataMax Fee		13.80
29/02/24	Rounding Adjustment		0.01
29/02/24	StrataPay Trans/Svce		4.75
22/03/24	StrataMax Fee		13.80
28/03/24	StrataPay Trans/Svce		17.50
24/04/24	StrataMax Fee		13.80
30/04/24	StrataPay Trans/Svce		8.55
24/05/24	StrataMax Fee		13.80
31/05/24	StrataPay Trans/Svce		5.70
24/06/24	StrataMax Fee		13.80
28/06/24	StrataPay Trans/Svce		19.80
24/07/24	StrataMax Fee		13.80
31/07/24	StrataPay Trans/Svce		6.65
23/08/24	StrataMax Fee		13.80
30/08/24	StrataPay Trans/Svce		2.85
24/09/24	StrataMax Fee		13.80
30/09/24	StrataPay Trans/Svce		19.80
24/10/24	StrataMax Fee		13.80
31/10/24	StrataPay Trans/Svce		5.70
22/11/24	StrataMax Fee		13.80
29/11/24	StrataPay Trans/Svce		5.70
24/12/24	StrataMax Fee		13.80
31/12/24	StrataPay Trans/Svce		22.65
	Total:		286.21
1247	Administrative Fund	BUILDING MANAGER	
31/01/24	January building man	Samcou Services Pty Ltd	1,430.00
31/01/24	GST		-130.00
28/02/24	February srvice	Samcou Services Pty Ltd	1,144.00
28/02/24	GST		-104.00
	Total:		2,340.00

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1249	Administrative Fund	BUSINESS ACTIVITY STATEMENT	
26/02/24	BAS Preparation Fees	Premier Strata Management P/L	110.00
26/02/24	GST		-10.00
29/05/24	BAS Preparation Fees	Premier Strata Management P/L	110.00
29/05/24	GST		-10.00
21/08/24	BAS Preparation Fees	Premier Strata Management P/L	110.00
21/08/24	GST		-10.00
04/11/24	BAS Preparation Fees	Premier Strata Management P/L	110.00
04/11/24	GST		-10.00
	Total:		400.00
1261	Administrative Fund	COMMON AREA CLEANING AND LAWNS	
12/01/24	December 23 maint	Abdullah Strata Cleaning	1,058.50
12/01/24	GST		-96.23
31/01/24	January maintenance	Abdullah Strata Cleaning	1,033.20
31/01/24	GST		-93.93
29/02/24	February maintenance	Abdullah Strata Cleaning	1,188.80
29/02/24	GST		-108.07
31/03/24	March maintenance	Abdullah Strata Cleaning	1,008.95
31/03/24	GST		-91.72
30/04/24	April maint	Abdullah Strata Cleaning	1,156.95
30/04/24	GST		-105.18
31/05/24	May maintenance	Abdullah Strata Cleaning	1,009.00
31/05/24	GST		-91.73
30/06/24	June maintenance	Abdullah Strata Cleaning	1,014.98
30/06/24	GST		-92.27
31/07/24	July maintenance	Abdullah Strata Cleaning	1,062.60
31/07/24	GST		-96.60
31/08/24	August maint	Abdullah Strata Cleaning	1,037.30
31/08/24	GST		-94.30
30/09/24	September maintenanc	Abdullah Strata Cleaning	1,037.30
30/09/24	GST		-94.30
31/10/24	October maintenance	Abdullah Strata Cleaning	1,186.35
31/10/24	GST		-107.85
30/11/24	November maint	Abdullah Strata Cleaning	1,037.30
30/11/24	GST		-94.30
	Total:		11,664.75
1276	Administrative Fund	ELECTRICITY	
09/01/24	7/10/23-8/1/24	Agl Electricity - 208868	223.63
09/01/24	GST		-20.33
09/01/24	7/10/23-8/1/24	Agl Electricity - 208868	246.16
09/01/24	GST		-22.38
09/01/24	7/10/23-8/1/24	Agl Electricity - 208868	503.02
09/01/24	GST		-45.73

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1276	Administrative Fund	ELECTRICITY	
05/04/24	9/1/24-8/4/24	Agl Electricity - 208868	235.47
05/04/24	GST		-21.41
15/04/24	9/1/24-8/4/24	Agl Electricity - 208868	242.20
15/04/24	GST		-22.02
15/04/24	9/1/24-8/4/24	Agl Electricity - 208868	497.60
15/04/24	GST		-45.24
11/07/24	9/4/24-9/7/24	Agl Electricity - 208868	209.08
11/07/24	GST		-19.01
11/07/24	9/4/24-8/7/24	Agl Electricity - 208868	236.38
11/07/24	GST		-21.49
11/07/24	9/4/24-8/7/24	Agl Electricity - 208868	491.07
11/07/24	GST		-44.64
09/10/24	9/7/24-9/10/24	Agl Electricity - 208868	245.70
09/10/24	GST		-22.34
09/10/24	10/7/24-9/10/24	Agl Electricity - 208868	287.74
09/10/24	GST		-26.16
09/10/24	9/7/24-9/10/24	Agl Electricity - 208868	487.94
09/10/24	GST		-44.36
	Total:		3,550.88
1288	Administrative Fund	FIRE EQUIPMENT - SERVICE/INSPE	
07/02/24	S&I smoke alarm u27	Powertek Installations Pty Ltd	198.00
07/02/24	GST		-18.00
29/02/24	AFSS	Inner West Council	125.00
17/05/24	AFSS insp & report	Powertek Installations Pty Ltd	1,247.00
17/05/24	GST		-113.36
30/05/24	AFSS insp u13	Powertek Installations Pty Ltd	385.00
30/05/24	GST		-35.00
09/07/24	Rep lights in garg	Powertek Installations Pty Ltd	1,545.50
09/07/24	GST		-140.50
30/09/24	Annual Fire Safety	Premier Strata Management P/L	220.00
30/09/24	GST		-20.00
17/12/24	U28 test smoke alar	Powertek Installations Pty Ltd	176.00
17/12/24	GST		-16.00
	Total:		3,553.64
1298	Administrative Fund	GOVERNMENT STRATA HUB	
28/05/24	Hub	Service Nsw	90.00
	Total:		90.00
1315	Administrative Fund	INSURANCE	
29/11/24	6/12/24-6/12/25	Bac Insurance Brokers Pty Ltd	24,377.67
29/11/24	GST		-2,216.15
	Total:		22,161.52

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1316	Administrative Fund	INSURANCE STAMP DUTY	
29/11/24	6/12/24-6/12/25	Bac Insurance Brokers Pty Ltd	1,888.11
	Total:		1,888.11
1318	Administrative Fund	INSURANCE CLAIM/EXCESS	
30/04/24	Process Ins Claims	Premier Strata Management P/L	75.00
30/04/24	GST		-6.82
12/07/24	Insurance Claim/Exce	Crawford J G	-2,000.00
12/07/24	GST		181.82
11/11/24	Process Ins Claims	Premier Strata Management P/L	75.00
11/11/24	GST		-6.82
	Total:		-1,681.82
1363	Administrative Fund	MAINTENANCE - CARPET CLEANING	
18/01/24	Steam cln comm s/w	Stainfighter Cleaning & Resto	795.00
18/01/24	GST		-72.27
04/04/24	Clean carpet	Stainfighter Cleaning & Resto	165.00
04/04/24	GST		-15.00
	Total:		872.73
1369	Administrative Fund	MAINTENANCE - DOORS	
27/06/24	U23 rep sliding door	Handitech Property Maintenance	484.00
27/06/24	GST		-44.00
10/07/24	Lift & sec paver	Leitchies Property Services	132.00
10/07/24	GST		-12.00
	Total:		560.00
1375	Administrative Fund	MAINTENANCE - ELECTRICAL	
08/01/24	U11-20 lights	Powertek Installations Pty Ltd	110.00
08/01/24	GST		-10.00
17/05/24	S&I push button	Powertek Installations Pty Ltd	121.00
17/05/24	GST		-11.00
29/05/24	Exhaust fans	Fmd Services Pty Ltd	220.00
29/05/24	GST		-20.00
	Total:		410.00
1393	Administrative Fund	MAINTENANCE - GUTTER CLEANING	
16/05/24	Cln gutters & d/pipe	Jsj Roofing P/L	1,540.00
16/05/24	GST		-140.00
10/09/24	Clean gutters	Jsj Roofing P/L	1,540.00
10/09/24	GST		-140.00
	Total:		2,800.00
1396	Administrative Fund	MAINTENANCE - INTERCOM REPAIRS	
30/08/24	Garage lock	Bells Locksmiths	253.00

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1396	Administrative Fund	MAINTENANCE - INTERCOM REPAIRS	
30/08/24	GST		-23.00
	Total:		230.00
1405	Administrative Fund	MAINTENANCE - LOCKSMITHS	
29/02/24	U1-10 repair lock	Guardian Locksmiths	312.57
29/02/24	GST		-28.42
07/05/24	Security door lock	Guardian Locksmiths	302.50
07/05/24	GST		-27.50
	Total:		559.15
1411	Administrative Fund	MAINTENANCE - PEST CONTROL	
13/08/24	Rodents	North Sydney Pest Management	752.00
13/08/24	GST		-68.36
19/11/24	rodent stn check	North Sydney Pest Management	352.00
19/11/24	GST		-32.00
	Total:		1,003.64
1414	Administrative Fund	MAINTENANCE - PLUMBING	
09/03/24	U1-1 blockage	Ace Performance Plumbing P/L	646.80
09/03/24	GST		-58.80
04/04/24	U5 repair leak	Ace Performance Plumbing P/L	525.80
04/04/24	GST		-47.80
04/04/24	U27 repair leak	Ace Performance Plumbing P/L	1,254.00
04/04/24	GST		-114.00
04/04/24	U19 repair leak	Ace Performance Plumbing P/L	242.00
04/04/24	GST		-22.00
04/04/24	U28 leak to U23	Ace Performance Plumbing P/L	726.00
04/04/24	GST		-66.00
15/06/24	U14 repair leak	Ace Performance Plumbing P/L	404.80
15/06/24	GST		-36.80
10/08/24	U13 sewer drains	Ace Performance Plumbing P/L	740.30
10/08/24	GST		-67.30
17/09/24	CP tap	Ace Performance Plumbing P/L	253.00
17/09/24	GST		-23.00
07/11/24	u14 water leak insp	Ace Performance Plumbing P/L	484.00
07/11/24	GST		-44.00
28/11/24	U8 leak to U3	Ace Performance Plumbing P/L	423.50
28/11/24	GST		-38.50
	Total:		5,182.00
1415	Administrative Fund	MAINTENANCE-PRESSURE CLEANING	
02/07/24	Presser Washing	Snf Cleaning	2,530.00
02/07/24	GST		-230.00
	Total:		2,300.00

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1420	Administrative Fund	MAINTENANCE - ROOF REPAIRS	
08/01/24	U30 roof leak	Jsj Roofing P/L	495.00
08/01/24	GST		-45.00
04/03/24	u7 rep flashing wake	Jsj Roofing P/L	616.00
04/03/24	GST		-56.00
	Total:		1,010.00
1438	Administrative Fund	MAINTENANCE - GENERAL	
25/03/24	Supply mat	The Mat Group	231.00
25/03/24	GST		-21.00
24/06/24	U1-10 rep pavers	Handitech Property Maintenance	396.00
24/06/24	GST		-36.00
	Total:		570.00
1447	Administrative Fund	MANAGEMENT FEES	
01/01/24	Management Fees	Premier Strata Management P/L	2,506.25
01/01/24	GST		-227.84
02/04/24	Management Fees	Premier Strata Management P/L	2,506.25
02/04/24	GST		-227.84
01/07/24	Management Fees	Premier Strata Management P/L	2,506.25
01/07/24	GST		-227.84
01/10/24	Management Fees	Premier Strata Management P/L	2,506.25
01/10/24	GST		-227.84
	Total:		9,113.64
1448	Administrative Fund	MANAGEMENT FEES - STRATA HUB	
01/07/24	Strata Hub	Premier Strata Management P/L	220.00
01/07/24	GST		-20.00
	Total:		200.00
1450	Administrative Fund	MANAGEMENT FEES SCHEDULE B	
26/03/24	Schedule B Fees	Premier Strata Management P/L	440.00
26/03/24	GST		-40.00
30/04/24	Schedule B Fees	Premier Strata Management P/L	440.00
30/04/24	GST		-40.00
30/07/24	Schedule B Fees	Premier Strata Management P/L	55.00
30/07/24	GST		-5.00
21/08/24	Schedule B Fees	Premier Strata Management P/L	55.00
21/08/24	GST		-5.00
30/09/24	Schedule B Fees	Premier Strata Management P/L	220.00
30/09/24	GST		-20.00
09/10/24	Schedule B Fees	Premier Strata Management P/L	165.00
09/10/24	GST		-15.00
26/11/24	Schedule B Fees	Premier Strata Management P/L	495.00
26/11/24	GST		-45.00

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1450	Administrative Fund	MANAGEMENT FEES SCHEDULE B	
27/11/24	Management Fees Sche	Katherine Rojas	-220.00
27/11/24	GST		20.00
18/12/24	Schedule B Fees	Premier Strata Management P/L	220.00
18/12/24	GST		-20.00
	Total:		1,700.00
1468	Administrative Fund	POSTAGE	
06/12/24	Postage	Katherine Rojas	-56.18
06/12/24	GST		5.11
	Total:		-51.07
1471	Administrative Fund	POSTAGE PHOTOCOPY & STATIONERY	
30/01/24	Emails	Premier Strata Management P/L	2.20
30/01/24	GST		-0.20
26/02/24	Emails	Premier Strata Management P/L	136.40
26/02/24	GST		-12.40
26/02/24	Postage - Standard	Premier Strata Management P/L	36.00
26/02/24	GST		-3.27
26/02/24	Printing	Premier Strata Management P/L	63.36
26/02/24	GST		-5.76
26/03/24	Emails	Premier Strata Management P/L	128.70
26/03/24	GST		-11.70
26/03/24	Levies Issued	Premier Strata Management P/L	22.00
26/03/24	GST		-2.00
26/03/24	Postage - Standard	Premier Strata Management P/L	26.40
26/03/24	GST		-2.40
26/03/24	Printing	Premier Strata Management P/L	13.20
26/03/24	GST		-1.20
30/04/24	Emails	Premier Strata Management P/L	80.30
30/04/24	GST		-7.30
30/04/24	Postage - Standard	Premier Strata Management P/L	60.00
30/04/24	GST		-5.45
30/04/24	Printing	Premier Strata Management P/L	40.26
30/04/24	GST		-3.66
05/06/24	Emails	Premier Strata Management P/L	101.20
05/06/24	GST		-9.20
05/06/24	Levies Issued	Premier Strata Management P/L	13.20
05/06/24	GST		-1.20
05/06/24	Postage - Standard	Premier Strata Management P/L	40.50
05/06/24	GST		-3.68
05/06/24	Printing	Premier Strata Management P/L	23.10
05/06/24	GST		-2.10
26/06/24	Emails	Premier Strata Management P/L	13.20
26/06/24	GST		-1.20

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1471	Administrative Fund	POSTAGE PHOTOCOPY & STATIONERY	
26/06/24	Levies Issued	Premier Strata Management P/L	2.20
26/06/24	GST		-0.20
26/06/24	Printing	Premier Strata Management P/L	8.58
26/06/24	GST		-0.78
30/07/24	Emails	Premier Strata Management P/L	58.30
30/07/24	GST		-5.30
30/07/24	Postage - Standard	Premier Strata Management P/L	36.00
30/07/24	GST		-3.27
30/07/24	Printing	Premier Strata Management P/L	24.42
30/07/24	GST		-2.22
21/08/24	Emails	Premier Strata Management P/L	56.10
21/08/24	GST		-5.10
21/08/24	Postage - Standard	Premier Strata Management P/L	40.50
21/08/24	GST		-3.68
21/08/24	Printing	Premier Strata Management P/L	113.52
21/08/24	GST		-10.32
27/08/24	Emails	Premier Strata Management P/L	48.40
27/08/24	GST		-4.40
27/08/24	Levies Issued	Premier Strata Management P/L	15.40
27/08/24	GST		-1.40
27/08/24	Postage - Standard	Premier Strata Management P/L	27.00
27/08/24	GST		-2.45
27/08/24	Printing	Premier Strata Management P/L	47.52
27/08/24	GST		-4.32
30/09/24	Emails	Premier Strata Management P/L	81.40
30/09/24	GST		-7.40
30/09/24	Levies Issued	Premier Strata Management P/L	2.20
30/09/24	GST		-0.20
30/09/24	Printing	Premier Strata Management P/L	8.58
30/09/24	GST		-0.78
30/09/24	Postage - C5	Premier Strata Management P/L	3.00
30/09/24	GST		-0.27
09/10/24	Emails	Premier Strata Management P/L	46.20
09/10/24	GST		-4.20
09/10/24	Postage - Standard	Premier Strata Management P/L	37.50
09/10/24	GST		-3.41
09/10/24	Printing	Premier Strata Management P/L	43.56
09/10/24	GST		-3.96
28/10/24	Emails	Premier Strata Management P/L	36.30
28/10/24	GST		-3.30
28/10/24	Postage - Standard	Premier Strata Management P/L	34.50
28/10/24	GST		-3.14
28/10/24	Printing	Premier Strata Management P/L	35.64
28/10/24	GST		-3.24

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1471	Administrative Fund	POSTAGE PHOTOCOPY & STATIONERY	
11/11/24	Emails	Premier Strata Management P/L	53.90
11/11/24	GST		-4.90
11/11/24	Postage - Standard	Premier Strata Management P/L	39.00
11/11/24	GST		-3.55
11/11/24	Printing	Premier Strata Management P/L	34.32
11/11/24	GST		-3.12
26/11/24	Emails	Premier Strata Management P/L	69.30
26/11/24	GST		-6.30
26/11/24	Levies Issued	Premier Strata Management P/L	2.20
26/11/24	GST		-0.20
26/11/24	Postage - Standard	Premier Strata Management P/L	42.00
26/11/24	GST		-3.82
26/11/24	Printing	Premier Strata Management P/L	37.62
26/11/24	GST		-3.42
26/11/24	SMS Charges	Premier Strata Management P/L	0.33
26/11/24	GST		-0.03
18/12/24	Emails	Premier Strata Management P/L	136.40
18/12/24	GST		-12.40
18/12/24	Levies Issued	Premier Strata Management P/L	17.60
18/12/24	GST		-1.60
18/12/24	Postage - Standard	Premier Strata Management P/L	52.50
18/12/24	GST		-4.77
18/12/24	Printing	Premier Strata Management P/L	30.36
18/12/24	GST		-2.76
	Total:		1,929.44
1480	Administrative Fund	REIMBURSEMENT	
12/06/24	Printer cartridges		85.00
12/06/24	GST		-7.73
22/07/24	Excess	Darren Wallace	2,000.00
22/07/24	GST		-181.82
	Total:		1,895.45
1495	Administrative Fund	SAFETY REPORT	
30/09/24	Compliance - Safety	Premier Strata Management P/L	220.00
30/09/24	GST		-20.00
	Total:		200.00
1510	Administrative Fund	SECURITY KEY/CARD PURCHASES	
26/02/24	Keys	Premier Strata Management P/L	10.00
26/02/24	GST		-0.91
30/04/24	Keys	Premier Strata Management P/L	10.00
30/04/24	GST		-0.91
05/06/24	Keys	Premier Strata Management P/L	95.00

Strata Plan No. 48676

ACCOUNTS SUMMARY

1 January 2024 to 31 December 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
1510	Administrative Fund	SECURITY KEY/CARD PURCHASES	
05/06/24	GST		-8.64
30/07/24	Keys	Premier Strata Management P/L	10.00
30/07/24	GST		-0.91
21/08/24	Keys	Premier Strata Management P/L	20.00
21/08/24	GST		-1.82
22/10/24	Security Key/Card Pu	B Stockwell & K Charles	-95.00
22/10/24	GST		8.64
08/11/24	Security Key/Card Pu	Mark Kelly	-95.00
08/11/24	GST		8.64
18/12/24	Keys	Premier Strata Management P/L	20.00
18/12/24	GST		-1.82
	Total:		-22.73
1564	Administrative Fund	WATER RATES	
13/02/24	5/11-7/2/24	Sydney Water	2,589.90
13/05/24	8/2-4/5/24	Sydney Water	2,210.76
02/08/24	5/5-2/8/24	Sydney Water	2,248.14
12/11/24	3/8/24-2/11/24	Sydney Water	2,488.44
	Total:		9,537.24
2234	Capital Works Fund	ELECTRICAL IMPROVEMENTS	
07/02/24	Replace lighting	Light Knight Electrical	8,057.50
07/02/24	GST		-732.50
	Total:		7,325.00
2273	Capital Works Fund	INCOME TAX RETURN FEE	
21/08/24	Tax Preparation Fees	Premier Strata Management P/L	110.00
21/08/24	GST		-10.00
	Total:		100.00
2312	Capital Works Fund	ROOF REPAIRS	
10/09/24	Additional anchor	Jsj Roofing P/L	9,625.00
10/09/24	GST		-875.00
	Total:		8,750.00

Strata Plan No. 48676

INSURANCE DETAILS

31 December 2024

<u>Type</u>	<u>Insurer</u>	<u>Policy No</u>	<u>Sum Insured</u>	<u>Due Date</u>
BUILDING	Insurance Brokers Bac	06S8840918	11,907,900	06/12/25
PUBLIC LIABILITY	Insurance Brokers Bac	06S8840918	30,000,000	06/12/25
COMMON CONTENTS	Insurance Brokers Bac	06S8840918	Included	06/12/25
OFFICE BEARERS	Insurance Brokers Bac	06S8840918	1,000,000	06/12/25
VOLUNTARY WORKERS	Insurance Brokers Bac	06S8840918	200,000/2,000	06/12/25
FIDELITY GUARANTEE	Insurance Brokers Bac	06S8840918	100,000	06/12/25
CATASTROPHE	Insurance Brokers Bac	06S8840918	1,786.,185	06/12/25
COMMISSION TO SM	Insurance Brokers Bac		3820.25	06/12/25

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For Period 1 January 2024 To 31 December 2024

Administrative Fund

Balance carried forward	20,895.17
Total income received	115,968.02
Total interest earned	2,456.71
Total contributions paid	124,494.90
Total unpaid contributions payable	-9,721.24
Total expenditure for maintenance	71,200.96
Total expenditure for administration costs	35,949.74
Balance at end of reporting period	28,533.19

Principal items of expenditure proposed for next reporting period

Administration

Insurance	26,640.00
Management Fees	9,802.23
Postage Photocopy & Stationery	2,500.00
Management Fees Schedule B	2,200.00
Accounting Fee	420.00
Transaction Fees - Levies/I.T.	300.00
Total of proposed administration expenditure	<u>41,862.23</u>

Maintenance

Levy Payment	30,000.00
Common Area Cleaning And Lawns	14,000.00
Water Rates	10,300.00
Maintenance - General	10,000.00
Electricity	4,300.00
Maintenance - Plumbing	3,000.00
Maintenance - Gutter Cleaning	2,800.00
Fire Equipment - Service/Inspe	2,250.00
Insurance Stamp Duty	2,000.00
Maintenance - Carpet Cleaning	1,350.00
Maintenance - Pest Control	1,000.00
Total of proposed maintenance expenditure	<u>81,000.00</u>

Total of proposed expenditure	<u><u>122,862.23</u></u>
-------------------------------	--------------------------

Capital Works Fund

Balance carried forward	208,153.23
Total income received	61,523.26
Total interest earned	0.00
Total contributions paid	70,529.24
Total unpaid contributions payable	-5,476.06

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For Period 1 January 2024 To 31 December 2024

Capital Works Fund

Total expenditure for maintenance	16,075.00
Total expenditure for administration costs	100.00
Balance at end of reporting period	253,501.49

Principal items of expenditure proposed for next reporting period

Administration

Income Tax Return Fee	<u>100.00</u>
Total of proposed administration expenditure	<u>100.00</u>

Maintenance

Improvements	<u>34,940.00</u>
Total of proposed maintenance expenditure	<u>34,940.00</u>
Total of proposed expenditure	<u>35,040.00</u>

**AMENDED MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS OF
STRATA PLAN 48676 – 2 WILLIAMS PARADE, DULWICH HILL HELD VIA ZOOM
ON MONDAY 5TH FEBRUARY 2024, COMMENCING 5:00 PM**

PRESENT:	R Parkinson-Scott H Boyton	(6) (24)	R Cook	(11)				
PRESENT VIA ELECTRONIC VOTE:	D Cramb C Corr	(9) (22)	R & A Coleman	(15)				
BY PROXY:	B Larkham & I Hersk	(18)	Proxy to: R Cook	(11)				
APOLOGIES:	K Parson	(4)	C Hodges	(30)				
CHAIRPERSON:	Kristy Blackwell							
QUORUM:	It was noted that a quorum was present.							
MINUTES:	It was RESOLVED that the minutes of the previous General Meeting held 14 th December 2023 be confirmed and adopted.							
VALUATION/ SUM INSURED:	It was RESOLVED that the building sum insured is to be renewed at an amount of \$11,907,900.00.							
INSURANCE:	<p>It was RESOLVED that the Owners Corporation obtain three (3) quotations for all items of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing the most suitable quotation to the Strata Managing Agent on instruction of the Owners Corporation or Strata Committee.</p> <p>It was further RESOLVED that Fidelity Guarantee and Office Bearers insurance be accepted and policies taken out on renewal for the following year. Additional Workers Compensation is not required as per the Act on renewal for the following year.</p> <p>The building insurance is placed with Strata Unit Underwriting Agency Pty Ltd (SUU). A copy of their Financial Services Guide (FSG) can be found at the following link:- https://www.suu.com.au/Media/Default/Downloadable%20Forms/Residential-Strata-Insurance-Policy-Disclosure-Statement.pdf</p>							
COMMISSION AND TRAINING SERVICES:	<p>It was RESOLVED that the Owners Corporation note the report from the Strata Managing Agent pursuant to Section 60 of the Strata Schemes Management Act 2015 as follows:</p> <ul style="list-style-type: none">Insurance & Other Commission received for the past financial period noted in the Accounts. <table><thead><tr><th>Insurer</th><th>SUU</th><th>Amount</th><th>\$2,977.30 Inc GST</th></tr></thead></table>				Insurer	SUU	Amount	\$2,977.30 Inc GST
Insurer	SUU	Amount	\$2,977.30 Inc GST					

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,

Parramatta NSW 2124

Liability limited by a scheme approved under Professional Standards Legislation.

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.aumail@premierstrata.com.au

**COMMISSION
AND TRAINING
SERVICES
CONTINUED:**

- Estimated Insurance & Other Commission to be received for the future financial period
- | | | | |
|---------|-----|--------|--------------------|
| Insurer | SUU | Amount | \$3,250.00 Inc GST |
|---------|-----|--------|--------------------|

**STRATA
COMMITTEE:**

It was RESOLVED by the Owners Corporation & pursuant to Section 29 of the Strata Schemes Management Act 2015 that the Strata Committee is to consist of 3 members. It was further RESOLVED in accordance with Clause 9 of the Strata Schemes Management Regulation 2016, that the below persons be elected for the following year:

R Cook	(11)	A Coleman	(15)
B Larkham	(18)		

**RESTRICTED
MATTERS:**

It was RESOLVED that a \$10,000.00 limitation be placed on the decision-making powers of the Strata Committee for the following year other than those already existing under the Strata Schemes Management Act 2015 and Regulations.

**KEY FINANCIAL
INFORMATION:**

It was RESOLVED that the Annual Statement of Key Financial Information for the period ending 31st December 2023 be received and adopted.

AUDITOR:

It was RESOLVED to arrange an independent audit of the Annual Statement of Key Financial Information.

It was noted that the Owners Corporation is currently required to complete an audit.

**LEVY
CONTRIBUTIONS:**

It was RESOLVED that in accordance with Section 79 (2) and 81 of the Strata Schemes Management Act 2015, the following budget be accepted on a unit entitlement basis from 1 April 2024, with levies due in four equal payments due 1 April 2024, 1 July 2024, 1 October 2024, 1 January 2025, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

Administrative Fund	\$123,445.05
Capital Works Fund	<u>\$ 70,000.00</u>
Total Funds	\$193,445.05

QUARTERLY CONTRIBUTIONS

Lot No.	U/E	Admin Fund	Capital Works	Total
23, 28	316	\$1,072.74	\$608.30	\$1,681.04
1, 2, 24, 27	319	\$1,082.92	\$614.08	\$1,697.00
3, 12, 22	321	\$1,089.71	\$617.93	\$1,707.64
13, 26	323	\$1,096.50	\$621.78	\$1,718.28
6, 7, 8, 16, 17, 18	325	\$1,103.29	\$625.63	\$1,728.92
30	327	\$1,110.08	\$629.48	\$1,739.56
4, 10, 20	332	\$1,127.05	\$639.10	\$1,766.15
11, 14, 21	336	\$1,140.63	\$646.80	\$1,787.43
5, 29	356	\$1,208.53	\$685.30	\$1,893.83
9	368	\$1,249.26	\$708.40	\$1,957.66
15, 19, 25	374	\$1,269.63	\$719.95	\$1,989.58
Unit Entitlements	10,000			

It was noted that L24 was against the proposed budget.

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,

Parramatta NSW 2124

Liability limited by a scheme approved under Professional Standards Legislation.

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

**CAPITAL WORKS
FUND ANALYSIS
REPORT:**

It was RESOLVED that the Owners Corporation agree to:

- a) Review the current Capital Works Fund Analysis Report; and/or
- b) Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and/or
- c) Submit that report to the Strata Committee to determine what action is required, if any; and/or
- d) Delegate to the Strata Manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

**WORK HEALTH
AND SAFETY:**

It was RESOLVED that the Owners Corporation acknowledge the *Work Health and Safety Act 2011* and *Regulations(NSW)* and RESOLVED to:

- a) As required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on Work Health and Safety matters under the Work Health and Safety Act 2011 and Regulations (NSW) with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors
- b) Against Strata Managers recommendation to not engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW). By not agreeing to obtain a report the owners are exercising the New South Wales Work Cover Authority Work Health and Safety Legislation Exemption and confirming that the property is 100% residential with no business activity on common property and does not engage a worker as an employee.

**ANNUAL FIRE
SAFETY
STATEMENT:**

It was RESOLVED that the Owners Corporation carry out the following:

- a) Engage a suitably qualified consultant to carry out an Annual Fire Safety Report and Statement in accordance with Part 9. Division 5 of the NSW Environment Planning and Assessment Regulations 2000 as amended; and
- b) To submit any corrective actions, report to the Strata Committee to determine what action is required, if any; and
- c) To delegate to the Strata Manager the following functions pursuant to the Agency Agreement Additional Duties Schedule:
 - i. Undertake the seeking of quotation and engaging the contractor to prepare the statement; and
 - ii. Sign the statement on behalf of the scheme and lodge the statement with local council and cause a copy of the statement to be given to the Fire Commissioner and for the Strata Committee Secretary to affix a copy to the scheme notice board.

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,
Parramatta NSW 2124

Liability limited by a scheme approved under Professional Standards Legislation.

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

**PREVENTATIVE
MAINTENANCE:**

It was RESOLVED that the Owners Corporation discuss and set up a preventative maintenance schedule which engages suitably qualified contractors to undertake the following and any other maintenance items pertinent to the complex:

- a) That an inspection of the property for evidence of termite activity be carried out inclusive of the roof voids. In addition, a general pest inspection, be carried out to the common areas.
- b) That cleaning of all gutters and downpipes and determination of schedule for frequency as well as the possible need for a detailed roof inspection be carried out with the frequency as per JSJ Roofing's recommendation.
- c) That cleaning of drains, pits and retention basins in the complex including servicing of any pumps not be carried out.
- d) Maintenance and testing of any mechanical or electronic devices, including, but not limited to mechanical ventilation, garage doors, auto doors, intercoms, CCTV etc. not be carried out.
- e) Maintenance, testing and compliance of any height safety systems installed pursuant to Work Health and Safety Act 2011 and Regulations 2017 (NSW), be carried out.
- f) Inspecting, certifying and repairing window locks that have been installed pursuant to Section 118 of the Strata Schemes Management Act 2015, not be carried out against Strata Managers recommendation.

STRATA HUB:

It was RESOLVED That the Owners Corporation acknowledge and authorise the following:

- a) Delegate to the strata manager the function of preparing and uploading available information/documents in the books and records required to comply with the Strata Schemes Management Regulations relating to the Office of Fair Trading "strata hub" in accordance with the existing terms of the Managing Agency Agreement.
- b) Approve the payment of the strata manager's fees (additional services) for the work required at a rate of \$200.00 plus GST for initial upload of content and \$200.00* plus GST per annum for ongoing annual updating of Hub content in accordance with the existing terms of the Managing Agency Agreement.
- c) Acknowledge the prescribed fee of \$3.00 per lot per annum (GST Exempt inclusive of any utilities lots) payable by the Owners Corporation to Service NSW and authorise managing agent to process the requisite payment on behalf of the Owners Corporation inclusive of any associated merchant fees.
- d) That the Owners Corporation confirms the emergency contact for the scheme to be entered into the Strata Hub is Premier Strata Management.

**LEVY
COLLECTION:**

It was RESOLVED by ordinary resolution that the owners of Strata Plan No. 48676 that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- a) The Strata Manager may issue reminder letters each requesting payment within 14 days of the reminder letter;

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,

Parramatta NSW 2124

Liability limited by a scheme approved under Professional Standards Legislation.

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

**LEVY
COLLECTION
CONTINUED:**

- I. Levy Recovery Step 1: Issue 1st levy recovery letter 35 days after the levy due date;
 - II. Levy Recovery Step 2: Issue 2nd levy recovery letter 60 days after the levy due date;
 - III. Levy Recovery Step 3: Issue 3rd levy recovery letter 75 days after the levy due date;
 - IV. Levy Recovery Step 4: Issue 4th levy recovery letter 106 days after the original date the levy was due;
- b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Debt collection agents lawyer and/or experts be engaged and instructed to:
- I. Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in court of competent jurisdiction;
 3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
 5. Any other action that may be taken to arrange for payment of the contribution;
 - c) The Debt collection agents lawyer and/or experts be engaged and instructed to:
 - I. Provide advice regarding recovering outstanding contributions;
 - II. Commence, maintain, defend or discontinue court Proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
 - III. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 1. Obtaining any necessary writ(s) for the levy of property; and
 2. Obtaining any necessary garnishee order(s).

**PAYMENT PLANS
FOR OVERDUE
LEVY
CONTRIBUTIONS:**

It was RESOLVED by ordinary resolution that the owners of Strata Plan No. 48676 in accordance with section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- a) the schedule of payments for the amounts owing and the period for which the plan applies;
- b) the manner in which the payments are to be made; and
- c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,
Parramatta NSW 2124

Liability limited by a scheme approved under Professional Standards Legislation.

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

**DP270052
COMMUNITY
ASSOCIATION:**

The Owners Corporation RESOLVED that Conti Strata are requested that DP270052 provide an update on the matters raised previously which have not been resolved with include the repair of the main driveway pavers of which the bricks are stored in SP48676 meter room; the main green intercom panel; the repair and painting of the rotting timbers on the main entry of the carriageway.

It was FURTHER RESOLVED that Conti Strata are advised the that timber garden trim boarders retaining the garden beds to the Brunswick car park are rotting and require replacement and the Robyn Cook be appointed as the Community Representative.

**BUILDING
VENTILATION:**

That the Owners Corporation RESOLVED to continue to source an appropriate technician who is able to provide suitable solutions to rectify the issues and complete the required scope of works.

**MANAGER
NOTES:**

The Managing Agent was instructed under her delegated authority to arrange:

- Quotes for carpet replacement and coir mats
- Quotes for painting entry balustrades and touch up paint works to stairwells.
- Contact Conti Strata regarding ventilation specialist.

CLOSE:

There being no further business to discuss the meeting closed at 8:00 pm

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,
Parramatta NSW 2124

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation.

**MINUTES OF THE STRATA COMMITTEE MEETING OF OWNERS OF
STRATA PLAN 48676 – 2 WILLIAMS PARADE, DULWICH HILL HELD VIA ZOOM
ON MONDAY 5TH FEBRUARY 2024, COMMENCING 8:01 PM**

- PRESENT:** R Cook (11)
- PROXY:** B Larkham (18) Proxy to: R Cook (11)
- CHAIRPERSON:** Kristy Blackwell
- MINUTES:** It was RESOLVED that the minutes of the last Strata Committee meeting held 7th December 2023 be adopted as a true and accurate account of the proceedings of that meeting.
- OFFICE BEARERS:** It was RESOLVED that no Office Bearers be elected.
- MAIN CONTACT:** It was RESOLVED that the Strata Committee members the Strata Schemes contact point.
- CLOSE:** There being no further business to discuss the meeting closed at 8:05 pm

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,

Parramatta NSW 2124

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

Liability limited by a scheme approved under Professional Standards Legislation.

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL POSITION

AS AT 19 DECEMBER 2023

	ACTUAL 31/12/2022	ACTUAL 19/12/2023
<u>OWNERS FUNDS</u>		
Administrative Fund	26,012.94	27,977.81
Capital Works Fund	168,389.60	208,153.23
<u>TOTAL</u>	<u>\$ 194,402.54</u>	<u>\$ 236,131.04</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>ASSETS</u>		
Cash At Bank	230,449.23	245,889.93
Levies In Arrears	0.00	7,384.75
Other Arrears	983.24	694.04
Interest On Overdue Levies	0.00	289.95
Secondary Debtors	605.00	605.00
<u>TOTAL ASSETS</u>	<u>232,037.47</u>	<u>254,863.67</u>
<u>LIABILITIES</u>		
Gst Clearing Account	(260.39)	478.28
Payg Clearing Account	1,047.00	1,047.00
Creditors	0.00	814.00
Security Key Deposits/Bond	993.00	993.00
Next Year Discounts	(3,878.66)	(1,602.62)
Levies In Advance	39,733.98	17,002.97
<u>TOTAL LIABILITIES</u>	<u>37,634.93</u>	<u>18,732.63</u>
<u>NET ASSETS</u>	<u>\$ 194,402.54</u>	<u>\$ 236,131.04</u>

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2023 TO 19 DECEMBER 2023

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/22-31/12/22	01/01/23-19/12/23	01/01/23-31/12/23	01/01/24-31/12/24
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	113,350.16	111,699.98	106,700.00	133,445.04
Discount - Admin Fund	(10,409.93)	(9,192.13)	(10,679.80)	(12,111.37)
By Laws	0.00	532.48	0.00	0.00
Interest On Overdue Levies	59.14	446.29	0.00	0.00
Insurance Claims Received	6,660.00	0.00	0.00	0.00
Key Deposits	100.00	250.00	0.00	0.00
Reimbursement	0.00	5,725.74	0.00	0.00
Remote Control	86.36	0.00	0.00	0.00
Fob/Tag/Swipe Deposit	86.36	0.00	0.00	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	109,932.09	109,462.36	96,020.20	121,333.67
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	390.00	400.00	400.00	410.00
Bank Fees	373.06	245.16	350.00	300.00
Building Manager	0.00	4,420.00	0.00	13,500.00
Business Activity Statement	400.00	400.00	0.00	0.00
By-Law Registration Fees	0.00	957.46	0.00	0.00
Common Area Cleaning And Lawns	10,695.41	13,142.06	11,000.00	14,000.00
Common Seal For Body Corporate	454.55	0.00	0.00	0.00
Electricity	2,218.73	2,180.18	2,500.00	2,500.00
Emergency After Hours Support	0.00	30.00	0.00	0.00
Fire Equipment - Service/Inspe	1,943.64	1,878.77	2,250.00	2,250.00
Government Strata Hub	0.00	90.00	0.00	90.00
Insurance	17,641.61	18,804.42	20,200.00	20,200.00
Insurance Stamp Duty	1,505.07	1,590.14	1,600.00	1,600.00
Insurance Repairs	1,860.00	0.00	0.00	0.00
Insurance Valuation	270.00	0.00	0.00	0.00
Legal Fees	0.00	(19.09)	0.00	0.00
Levy Payment	19,132.68	25,338.73	32,000.00	30,000.00
Maintenance - Carpet Cleaning	1,200.00	654.55	1,200.00	1,350.00
Maintenance - Ceiling Repairs	850.00	550.00	0.00	0.00
Maintenance - Doors	0.00	380.00	0.00	0.00
Maintenance - Electrical	1,780.00	2,205.00	0.00	0.00
Maintenance - Glass Repairs	0.00	1,162.00	0.00	0.00
Maintenance - Gutter Cleaning	2,500.00	2,700.00	2,800.00	2,800.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2023 TO 19 DECEMBER 2023

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/22-31/12/22	01/01/23-19/12/23	01/01/23-31/12/23	01/01/24-31/12/24
Maintenance - Intercom Repairs	240.00	370.73	0.00	0.00
Maintenance - Locksmiths	273.75	732.18	0.00	0.00
Maintenance - Pest Control	936.36	1,710.91	1,000.00	1,000.00
Maintenance - Plumbing	603.18	1,325.00	3,000.00	3,000.00
Maintenance-Pressure Cleaning	792.73	0.00	0.00	0.00
Maintenance - Roof Repairs	600.00	3,720.00	0.00	0.00
Maintenance - Tree Maintenance	0.00	181.82	0.00	0.00
Maintenance - Wall Repair	270.00	0.00	0.00	0.00
Maintenance - General	363.64	0.00	10,000.00	10,000.00
Management Fees	8,266.36	8,679.08	8,679.68	9,113.67
Management Fees - Strata Hub	0.00	400.00	0.00	220.00
Management Fees Schedule B	6.14	2,300.00	0.00	0.00
Postage Photocopy & Stationery	1,611.75	2,001.26	0.00	0.00
Safety Report	0.00	400.00	0.00	0.00
Security Key/Card Purchases	18.18	18.18	0.00	0.00
Security Key Refund	209.00	309.32	0.00	0.00
Water Rates	8,537.52	8,239.63	10,000.00	9,000.00
<u>TOTAL ADMIN. EXPENDITURE</u>	85,943.36	107,497.49	106,979.68	121,333.67
<u>SURPLUS / DEFICIT</u>	\$ 23,988.73	\$ 1,964.87	\$ (10,959.48)	\$ 0.00
Opening Admin. Balance	2,024.21	26,012.94	26,012.94	27,977.81
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ 26,012.94	\$ 27,977.81	\$ 15,053.46	\$ 27,977.81

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2023 TO 19 DECEMBER 2023

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/22-31/12/22	01/01/23-19/12/23	01/01/23-31/12/23	01/01/24-31/12/24
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	40,000.24	55,000.14	60,000.00	60,000.00
Discount - Capital Works Fund	(3,395.43)	(4,171.51)	(5,000.00)	(5,000.00)
<u>TOTAL CAPITAL WORKS INCOME</u>	36,604.81	50,828.63	55,000.00	55,000.00
<u>EXPENDITURE - CAPITAL WORKS</u>				
Ceiling Repairs	3,200.00	0.00	0.00	0.00
Clothesline Repair/Replacement	0.00	140.00	0.00	0.00
Improvements	0.00	1,515.00	34,940.00	34,940.00
Income Tax Return Fee	100.00	100.00	0.00	0.00
Plumbing/Drainage Works	2,400.00	0.00	0.00	0.00
Roof Repairs	2,950.00	9,310.00	0.00	0.00
Waterproofing	1,240.00	0.00	0.00	0.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	9,890.00	11,065.00	34,940.00	34,940.00
<u>SURPLUS / DEFICIT</u>	\$ 26,714.81	\$ 39,763.63	\$ 20,060.00	\$ 20,060.00
Opening Capital Works Balance	141,674.79	168,389.60	168,389.60	208,153.23
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 168,389.60	\$ 208,153.23	\$ 188,449.60	\$ 228,213.23

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 January 2023 to 19 December 2023

Administrative Fund

Balance carried forward	26,012.94
Total income received	109,462.36
Total interest earned	0.00
Total contributions paid	94,726.61
Total unpaid contributions payable	1,309.45
Total expenditure for maintenance	73,209.20
Total expenditure for administration costs	32,810.83
Balance at end of reporting period	27,977.81

Principal items of expenditure proposed for next reporting period

Administration

Insurance	20,200.00
Management Fees	9,113.67
Accounting Fee	410.00
Bank Fees	300.00
Total of proposed administration expenditure	<u>30,023.67</u>

Maintenance

Levy Payment	30,000.00
Common Area Cleaning And Lawns	14,000.00
Building Manager	13,500.00
Maintenance - General	10,000.00
Water Rates	9,000.00
Maintenance - Plumbing	3,000.00
Maintenance - Gutter Cleaning	2,800.00
Electricity	2,500.00
Fire Equipment - Service/Inspe	2,250.00
Insurance Stamp Duty	1,600.00
Maintenance - Carpet Cleaning	1,350.00
Maintenance - Pest Control	1,000.00
Total of proposed maintenance expenditure	<u>91,000.00</u>

Total of proposed expenditure	<u>121,023.67</u>
-------------------------------	-------------------

Capital Works Fund

Balance carried forward	168,389.60
Total income received	50,828.63
Total interest earned	0.00
Total contributions paid	46,068.81
Total unpaid contributions payable	781.81
Total expenditure for maintenance	10,825.00

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 January 2023 to 19 December 2023

Capital Works Fund

Total expenditure for administration costs	100.00
Balance at end of reporting period	208,153.23

Principal items of expenditure proposed for next reporting period

Maintenance

Improvements	<u>34,940.00</u>
Total of proposed maintenance expenditure	<u>34,940.00</u>
Total of proposed expenditure	<u>34,940.00</u>

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/23 to 19/12/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
1213 Accounting Fee					
13/04/23	Accounting Fees M0433111	Creditor Invoice	DA011481	Premier Strata Management P/L 08200002	440.00
13/04/23	GST DA011481	Journal	J0028032		-40.00
Total:					\$400.00
1247 Building Manager					
30/09/23	September maint 300923	Creditor Invoice	DA011576	Samcou Services Pty Ltd 08205085	1144.00
30/09/23	GST DA011576	Journal	J0029293		-104.00
31/10/23	October 23 serv 311023	Creditor Invoice	DA011586	Samcou Services Pty Ltd 08205085	1144.00
31/10/23	GST DA011586	Journal	J0029340		-104.00
30/11/23	November service 301123	Creditor Invoice	DA011605	Samcou Services Pty Ltd 08205085	1430.00
30/11/23	GST DA011605	Journal	J0029545		-130.00
06/12/23	December serv 311223	Creditor Invoice	DA011607	Samcou Services Pty Ltd 08205085	1144.00
06/12/23	GST DA011607	Journal	J0029567		-104.00
Total:					\$4420.00
1249 Business Activity Statement					
13/04/23	BAS Preparation Fees M0433112	Creditor Invoice	DA011482	Premier Strata Management P/L 08200002	110.00
13/04/23	GST DA011482	Journal	J0028034		-10.00
30/05/23	BAS Preparation Fees M0440754	Creditor Invoice	DA011508	Premier Strata Management P/L 08200002	110.00
30/05/23	GST DA011508	Journal	J0028391		-10.00
07/08/23	BAS Preparation Fees M0447851	Creditor Invoice	DA011549	Premier Strata Management P/L 08200002	110.00
07/08/23	GST DA011549	Journal	J0028796		-10.00
28/11/23	BAS Preparation Fees M0457147	Creditor Invoice	DA011594	Premier Strata Management P/L 08200002	110.00
28/11/23	GST DA011594	Journal	J0029416		-10.00
Total:					\$400.00
1250 By-Law Registration Fees					
13/02/23	By laws 903	Creditor Invoice	DA011462	Thomas Martin Lawyers 08204214	613.23
13/02/23	GST DA011462	Journal	J0027720		-55.75
16/02/23	By-Law Registration By-Law Registration Fee to Thomas Martin Lawyers	Debtor Invoice	MA000094	Cramb D 02100009	-306.62
16/02/23	GST MA000094	Journal	J0027708		27.87
16/02/23	By-Law Registration By-Law Registration fee to Thomas Martin Lawyers	Debtor Invoice	MA000095	Wallace D 02100023	-306.62
16/02/23	GST MA000095	Journal	J0027712		27.87
28/02/23	CT Amendments M0431857	Creditor Invoice	DA011473	Premier Strata Management P/L 08200002	71.50
28/02/23	GST DA011473	Journal	J0027822		-6.50
15/05/23	By Laws 1034	Creditor Invoice	DA011503	Thomas Martin Lawyers 08204214	585.73
15/05/23	GST DA011503	Journal	J0028189		-53.25
06/06/23	By-Law Registration By-Law registration reimbursement	Debtor Invoice	MA000112	Helen Margaret Boyton 02100024	-330.00
06/06/23	GST MA000112	Journal	J0028478		30.00
27/06/23	By-Law Registration M0443085	Creditor Invoice	DA011526	Premier Strata Management P/L 08200002	726.00
27/06/23	GST DA011526	Journal	J0028586		-66.00
Total:					\$957.46
1261 Common Area Cleaning And Lawns					
18/01/23	December maint 0367	Creditor Invoice	DA011449	Abdullah Strata Cleaning 08203418	1049.80
18/01/23	GST DA011449	Journal	J0027650		-95.44
31/01/23	January maint 0374	Creditor Invoice	DA011461	Abdullah Strata Cleaning 08203418	1164.25
31/01/23	GST DA011461	Journal	J0027701		-105.84
28/02/23	Feb maintenance 0381	Creditor Invoice	DA011475	Abdullah Strata Cleaning 08203418	929.70
28/02/23	GST DA011475	Journal	J0027851		-84.52

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/23 to 19/12/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Common Area Cleaning And Lawns 1261 (Continued)					
31/03/23	March maint 0388	Creditor Invoice	DA011484	Abdullah Strata Cleaning 08203418	929.70
31/03/23	GST DA011484	Journal	J0028041		-84.52
30/04/23	April maintenance 0395	Creditor Invoice	DA011499	Abdullah Strata Cleaning 08203418	1070.70
30/04/23	GST DA011499	Journal	J0028129		-97.34
31/05/23	May maint 0402	Creditor Invoice	DA011514	Abdullah Strata Cleaning 08203418	994.80
31/05/23	GST DA011514	Journal	J0028448		-90.44
30/06/23	June maintenance 0409	Creditor Invoice	DA011537	Abdullah Strata Cleaning 08203418	971.70
30/06/23	GST DA011537	Journal	J0028743		-88.34
31/07/23	July maintenance 0416	Creditor Invoice	DA011551	Abdullah Strata Cleaning 08203418	1036.50
31/07/23	GST DA011551	Journal	J0028805		-94.23
31/07/23	July maintenance 310723	Creditor Invoice	DA011546	Samcou Services Pty Ltd 08205085	572.00
31/07/23	GST DA011546	Journal	J0028781		-52.00
31/08/23	August maint 0423	Creditor Invoice	DA011562	Abdullah Strata Cleaning 08203418	1082.70
31/08/23	GST DA011562	Journal	J0029051		-98.43
31/08/23	August maintenance 310823	Creditor Invoice	DA011563	Samcou Services Pty Ltd 08205085	1430.00
31/08/23	GST DA011563	Journal	J0029055		-130.00
30/09/23	September maint 0431	Creditor Invoice	DA011577	Abdullah Strata Cleaning 08203418	1132.75
30/09/23	GST DA011577	Journal	J0029297		-102.98
31/10/23	October maintenance 0438	Creditor Invoice	DA011587	Abdullah Strata Cleaning 08203418	1033.20
31/10/23	GST DA011587	Journal	J0029345		-93.93
30/11/23	November maint 0445	Creditor Invoice	DA011606	Abdullah Strata Cleaning 08203418	1058.50
30/11/23	GST DA011606	Journal	J0029549		-96.23
Total:					\$13142.06
1276 Electricity					
31/01/23	12/10-11/1/23	Creditor Invoice	DA011450	Agl Electricity - 208868 08200928	146.48
31/01/23	GST DA011450	Journal	J0027659		-13.32
31/01/23	12/10-11/1/23	Creditor Invoice	DA011451	Agl Electricity - 208868 08200928	325.51
31/01/23	GST DA011451	Journal	J0027663		-29.59
31/01/23	12/10-11/1/23	Creditor Invoice	DA011452	Agl Electricity - 208868 08200928	151.59
31/01/23	GST DA011452	Journal	J0027667		-13.78
26/04/23	12/1/23-13/4/23	Creditor Invoice	DA011485	Agl Electricity - 208868 08200928	326.27
26/04/23	GST DA011485	Journal	J0028050		-29.66
26/04/23	12/1/23-13/4/23	Creditor Invoice	DA011486	Agl Electricity - 208868 08200928	152.91
26/04/23	GST DA011486	Journal	J0028054		-13.90
26/04/23	12/1/23-13/4/23	Creditor Invoice	DA011487	Agl Electricity - 208868 08200928	153.29
26/04/23	GST DA011487	Journal	J0028058		-13.94
17/07/23	14/4/23-10/7/23	Creditor Invoice	DA011538	Agl Electricity - 208868 08200928	230.19
17/07/23	GST DA011538	Journal	J0028748		-20.93
17/07/23	14/4/23-10/7/23	Creditor Invoice	DA011539	Agl Electricity - 208868 08200928	60.38
17/07/23	GST DA011539	Journal	J0028752		-5.49
17/07/23	14/4/23-10/7/23	Creditor Invoice	DA011540	Agl Electricity - 208868 08200928	57.44
17/07/23	GST DA011540	Journal	J0028756		-5.22
13/10/23	11/7/23-6/10/23	Creditor Invoice	DA011578	Agl Electricity - 208868 08200928	188.06
13/10/23	GST DA011578	Journal	J0029303		-17.10
13/10/23	11/7/23-6/10/23	Creditor Invoice	DA011579	Agl Electricity - 208868 08200928	192.20
13/10/23	GST DA011579	Journal	J0029307		-17.47
13/10/23	11/7/23-6/10/23	Creditor Invoice	DA011580	Agl Electricity - 208868 08200928	413.89
13/10/23	GST DA011580	Journal	J0029311		-37.63
Total:					\$2180.18
1277 Emergency After Hours Support					
31/01/23	Emergency Call A/H M0427667	Creditor Invoice	DA011455	Premier Strata Management P/L 08200002	33.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/23 to 19/12/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Emergency After Hours Support 1277 (Continued)					
31/01/23	GST DA011455	Journal	J0027675		-3.00
Total:					\$30.00
1288 Fire Equipment - Service/Inspe					
31/03/23	AFSS 2869736	Creditor Invoice	DA011483	Inner West Council 08202301	122.40
28/04/23	AFSS 00029639	Creditor Invoice	DA011498	Powertek Installations Pty Ltd 08200044	1148.00
28/04/23	GST DA011498	Journal	J0028110		-104.36
01/06/23	2nd AFSS,s&i exit li 00029859	Creditor Invoice	DA011515	Powertek Installations Pty Ltd 08200044	564.00
01/06/23	GST DA011515	Journal	J0028452		-51.27
30/08/23	Annual Fire Safety M0450974	Creditor Invoice	DA011559	Premier Strata Management P/L 08200002	220.00
30/08/23	GST DA011559	Journal	J0028944		-20.00
Total:					\$1878.77
1298 Government Strata Hub					
15/02/23	hub2022 1112976461	Creditor Invoice	DA011467	Service NSW Strata Hub 08204819	90.00
Total:					\$90.00
1315 Insurance					
21/11/23	6/12/23-6/12/24 97755	Creditor Invoice	DA011592	Bac Insurance Brokers Pty Ltd 08200950	20684.86
21/11/23	GST DA011592	Journal	J0029403		-1880.44
Total:					\$18804.42
1316 Insurance Stamp Duty					
21/11/23	6/12/23-6/12/24 97755	Creditor Invoice	DA011593	Bac Insurance Brokers Pty Ltd 08200950	1590.14
Total:					\$1590.14
1333 Legal Fees					
17/02/23	02100018-Committed -1	Debtor Invoice	MA000096	Larkham B & Hersk I 02100018	-11.00
17/02/23	GST MA000096	Journal	J0027716		1.00
28/02/23	Arrears Fees M0429677	Creditor Invoice	DA011468	Premier Strata Management P/L 08200002	11.00
28/02/23	GST DA011468	Journal	J0027812		-1.00
12/05/23	02100001-Committed -1	Debtor Invoice	MA000097 X		-11.00
12/05/23	GST MA000097	Journal	J0028134		1.00
12/05/23	02100002-Committed -1	Debtor Invoice	MA000098	Dionysios Mothoneos 02100002	-11.00
12/05/23	GST MA000098	Journal	J0028138		1.00
12/05/23	02100005-Committed -1	Debtor Invoice	MA000099	Ogando N 02100005	-11.00
12/05/23	GST MA000099	Journal	J0028142		1.00
12/05/23	02100008-Committed -1	Debtor Invoice	MA000100 X		-11.00
12/05/23	GST MA000100	Journal	J0028146		1.00
12/05/23	02100016-Committed -1	Debtor Invoice	MA000101 X		-11.00
12/05/23	GST MA000101	Journal	J0028150		1.00
12/05/23	02100020-Committed -1	Debtor Invoice	MA000102	Whitfield G 02100020	-11.00
12/05/23	GST MA000102	Journal	J0028154		1.00
12/05/23	02100026-Committed -1	Debtor Invoice	MA000103	Nicole Louise Farrugia 02100026	-11.00
12/05/23	GST MA000103	Journal	J0028158		1.00
12/05/23	02100029-Committed -1	Debtor Invoice	MA000104	B Stockwell & K Charles 02100029	-11.00
12/05/23	GST MA000104	Journal	J0028162		1.00
19/05/23	02100001-Committed	Journal	MA000097 Y		11.00
19/05/23	GST MA000097 Y	Journal	J0028209		-1.00
19/05/23	02100008-Committed	Journal	MA000100 Y		11.00
19/05/23	GST MA000100 Y	Journal	J0028213		-1.00
19/05/23	02100016-Committed	Journal	MA000101 Y		11.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/23 to 19/12/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Legal Fees 1333 (Continued)					
19/05/23	GST MA000101 Y	Journal	J0028254		-1.00
30/05/23	Arrears Fees M0438108	Creditor Invoice	DA011509	Premier Strata Management P/L 08200002	55.00
30/05/23	GST DA011509	Journal	J0028395		-5.00
09/06/23	02100002-Committed -2	Debtor Invoice	MA000113	Dionysios Mothoneos 02100002	-21.00
09/06/23	GST MA000113	Journal	J0028487		1.91
27/06/23	Arrears Fees M0441101	Creditor Invoice	DA011521	Premier Strata Management P/L 08200002	21.00
27/06/23	GST DA011521	Journal	J0028576		-1.91
21/08/23	02100002-Committed -1	Debtor Invoice	MA000117	Dionysios Mothoneos 02100002	-11.00
21/08/23	GST MA000117	Journal	J0028840		1.00
21/08/23	02100005-Committed -1	Debtor Invoice	MA000118	Ogando N 02100005	-11.00
21/08/23	GST MA000118	Journal	J0028844		1.00
21/08/23	02100008-Committed -1	Debtor Invoice	MA000119 X		-11.00
21/08/23	GST MA000119	Journal	J0028848		1.00
21/08/23	02100011-Committed -1	Debtor Invoice	MA000120	Robyn Cook 02100011	-11.00
21/08/23	GST MA000120	Journal	J0028852		1.00
21/08/23	02100016-Committed -1	Debtor Invoice	MA000121	Gavin Yip 02100016	-11.00
21/08/23	GST MA000121	Journal	J0028856		1.00
21/08/23	02100020-Committed -1	Debtor Invoice	MA000122	Whitfield G 02100020	-11.00
21/08/23	GST MA000122	Journal	J0028860		1.00
21/08/23	02100026-Committed -1	Debtor Invoice	MA000123	Nicole Louise Farrugia 02100026	-11.00
21/08/23	GST MA000123	Journal	J0028864		1.00
21/08/23	02100029-Committed -1	Debtor Invoice	MA000124	B Stockwell & K Charles 02100029	-11.00
21/08/23	GST MA000124	Journal	J0028868		1.00
30/08/23	Arrears Fees M0448653	Creditor Invoice	DA011554	Premier Strata Management P/L 08200002	88.00
30/08/23	GST DA011554	Journal	J0028934		-8.00
31/08/23	02100005-Committed -2	Debtor Invoice	MA000125	Ogando N 02100005	-21.00
31/08/23	GST MA000125	Journal	J0028963		1.91
31/08/23	02100016-Committed -2	Debtor Invoice	MA000126	Gavin Yip 02100016	-21.00
31/08/23	GST MA000126	Journal	J0028967		1.91
31/08/23	02100020-Committed -2	Debtor Invoice	MA000127	Whitfield G 02100020	-21.00
31/08/23	GST MA000127	Journal	J0028971		1.91
31/08/23	02100029-Committed -2	Debtor Invoice	MA000128 X		-21.00
31/08/23	GST MA000128	Journal	J0028975		1.91
31/08/23	02100029-Committed	Journal	MA000128 Y		21.00
31/08/23	GST MA000128 Y	Journal	J0028979		-1.91
06/09/23	02100008-Committed	Journal	MA000119 Y		11.00
06/09/23	GST MA000119 Y	Journal	J0029033		-1.00
15/09/23	02100005-Committed -3	Debtor Invoice	MA000129	Ogando N 02100005	-65.00
15/09/23	GST MA000129	Journal	J0029105		5.91
26/09/23	Arrears Fees M0451325	Creditor Invoice	DA011566	Premier Strata Management P/L 08200002	117.00
26/09/23	GST DA011566	Journal	J0029172		-10.64
10/11/23	02100002-Committed -1	Debtor Invoice	MA000130	Dionysios Mothoneos 02100002	-11.00
10/11/23	GST MA000130	Journal	J0029352		1.00
10/11/23	02100004-Committed -1	Debtor Invoice	MA000131	Karen Lorraine Parsons 02100004	-11.00
10/11/23	GST MA000131	Journal	J0029356		1.00
10/11/23	02100005-Committed -1	Debtor Invoice	MA000132	Ogando N 02100005	-11.00
10/11/23	GST MA000132	Journal	J0029360		1.00
10/11/23	02100009-Committed -1	Debtor Invoice	MA000133	Cramb D 02100009	-11.00
10/11/23	GST MA000133	Journal	J0029364		1.00
10/11/23	02100011-Committed -1	Debtor Invoice	MA000134	Robyn Cook 02100011	-11.00
10/11/23	GST MA000134	Journal	J0029368		1.00
10/11/23	02100015-Committed -1	Debtor Invoice	MA000135	Robyn & Anthony Coleman 02100015	-11.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/23 to 19/12/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Legal Fees 1333 (Continued)					
10/11/23	GST MA000135	Journal	J0029372		1.00
05/12/23	Arrears Fees M0457402	Creditor Invoice	DA011595	Premier Strata Management P/L 08200002	66.00
05/12/23	GST DA011595	Journal	J0029507		-6.00
08/12/23	02100002-Committed -2	Debtor Invoice	MA000136	Dionysios Mothoneos 02100002	-21.00
08/12/23	GST MA000136	Journal	J0029563		1.91
Total:					-\$19.09
1336 Levy Payment					
20/02/23	Levy	Creditor Invoice	DA011465	Deft Payment Systems 08200927	7004.59
20/02/23	GST DA011465	Journal	J0027730		-636.78
21/03/23	1/4-30/6/23	Creditor Invoice	DA011476	Deft Payment Systems 08200927	6955.21
21/03/23	GST DA011476	Journal	J0027900		-632.29
21/06/23	Quarterly levy	Creditor Invoice	DA011519	Deft Payment Systems 08200927	6956.40
21/06/23	GST DA011519	Journal	J0028533		-632.40
21/09/23	Levies	Creditor Invoice	DA011565	Deft Payment Systems 08200927	6956.40
21/09/23	GST DA011565	Journal	J0029161		-632.40
Total:					\$25338.73
1363 Maintenance - Carpet Cleaning					
26/06/23	CARPET CLEANING 1691	Creditor Invoice	DA011548	Jumbo Carpet & Cleaning Serv 08201280	720.00
26/06/23	GST DA011548	Journal	J0028790		-65.45
Total:					\$654.55
1366 Maintenance - Ceiling Repairs					
03/07/23	U4 repair ceiling 0002407	Creditor Invoice	DA011535	Leitchies Property Services 08201027	605.00
03/07/23	GST DA011535	Journal	J0028729		-55.00
Total:					\$550.00
1369 Maintenance - Doors					
16/05/23	U25 repair door INV-8746	Creditor Invoice	DA011501	Handitech Property Maintenance 08200027	418.00
16/05/23	GST DA011501	Journal	J0028181		-38.00
Total:					\$380.00
1375 Maintenance - Electrical					
04/01/23	S&I LED oyster light fitting o/side u10 00028946	Creditor Invoice	DA011446	Powertek Installations Pty Ltd 08200044	286.00
04/01/23	GST DA011446	Journal	J0027616		-26.00
17/05/23	Repair lights 00029743	Creditor Invoice	DA011502	Powertek Installations Pty Ltd 08200044	286.00
17/05/23	GST DA011502	Journal	J0028185		-26.00
18/05/23	S&I 2x led lights 00029766	Creditor Invoice	DA011505	Powertek Installations Pty Ltd 08200044	396.00
18/05/23	GST DA011505	Journal	J0028284		-36.00
05/07/23	Repair common lights 00030033	Creditor Invoice	DA011536	Powertek Installations Pty Ltd 08200044	396.00
05/07/23	GST DA011536	Journal	J0028738		-36.00
16/08/23	S&I led oyst lig u16 00030276	Creditor Invoice	DA011552	Powertek Installations Pty Ltd 08200044	286.00
16/08/23	GST DA011552	Journal	J0028834		-26.00
26/08/23	U6 repair lights 00030371	Creditor Invoice	DA011561	Powertek Installations Pty Ltd 08200044	489.50
26/08/23	GST DA011561	Journal	J0029016		-44.50
16/12/23	Repair lights 00030983	Creditor Invoice	DA011612	Powertek Installations Pty Ltd 08200044	286.00
16/12/23	GST DA011612	Journal	J0029665		-26.00
Total:					\$2205.00
1387 Maintenance - Glass Repairs					
15/05/23	Reglaze door TI-274725	Creditor Invoice	DA011500	Express Glass 24 Hour Service 08200005	1278.20

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/23 to 19/12/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Maintenance - Glass Repairs 1387 (Continued)					
15/05/23	GST DA011500	Journal	J0028166		-116.20
Total:					\$1162.00
1393 Maintenance - Gutter Cleaning					
31/01/23	Clean gutters 00059247	Creditor Invoice	DA011456	Jsj Roofing P/L 08200638	1430.00
31/01/23	GST DA011456	Journal	J0027680		-130.00
07/12/23	Clean gutters NV-00062879	Creditor Invoice	DA011609	Jsj Roofing P/L 08200638	1540.00
07/12/23	GST DA011609	Journal	J0029576		-140.00
Total:					\$2700.00
1396 Maintenance - Intercom Repairs					
19/06/23	U24 repair intercom 19109	Creditor Invoice	DA011518	Tesnik Security 08201540	346.50
19/06/23	GST DA011518	Journal	J0028512		-31.50
05/07/23	Locks 67313	Creditor Invoice	DA011564	Bells Locksmiths 08200048	61.30
05/07/23	GST DA011564	Journal	J0029078		-5.57
Total:					\$370.73
1405 Maintenance - Locksmiths					
31/05/23	U19 repair lock 00024708	Creditor Invoice	DA011516	Guardian Locksmiths 08200049	365.40
31/05/23	GST DA011516	Journal	J0028482		-33.22
27/06/23	u9S&F d/latch fro do 00024769	Creditor Invoice	DA011532	Guardian Locksmiths 08200049	418.00
27/06/23	GST DA011532	Journal	J0028713		-38.00
24/07/23	NMB keys cut to code 00024832	Creditor Invoice	DA011547	Guardian Locksmiths 08200049	22.00
24/07/23	GST DA011547	Journal	J0028786		-2.00
Total:					\$732.18
1411 Maintenance - Pest Control					
30/06/23	Possums 13577	Creditor Invoice	DA011533	North Sydney Pest Management 08200095	480.00
30/06/23	GST DA011533	Journal	J0028717		-43.64
04/09/23	Pest treatment 13639	Creditor Invoice	DA011608	North Sydney Pest Management 08200095	330.00
04/09/23	GST DA011608	Journal	J0029572		-30.00
11/12/23	Pest treatment 13913	Creditor Invoice	DA011610	North Sydney Pest Management 08200095	1072.00
11/12/23	GST DA011610	Journal	J0029580		-97.45
Total:					\$1710.91
1414 Maintenance - Plumbing					
08/02/23	u10 clr blk ktc dra 00016676	Creditor Invoice	DA011460	Ace Performance Plumbing P/L 08200839	404.80
08/02/23	GST DA011460	Journal	J0027697		-36.80
28/05/23	U9 Inv Leak 00017154	Creditor Invoice	DA011507	Ace Performance Plumbing P/L 08200839	264.00
28/05/23	GST DA011507	Journal	J0028374		-24.00
17/06/23	U4 repair leak 2068	Creditor Invoice	DA011534	Polaris Plumbing 08200069	260.70
17/06/23	GST DA011534	Journal	J0028721		-23.70
15/11/23	CP leak below u21 re 00017834	Creditor Invoice	DA011589	Ace Performance Plumbing P/L 08200839	528.00
15/11/23	GST DA011589	Journal	J0029388		-48.00
Total:					\$1325.00
1420 Maintenance - Roof Repairs					
23/03/23	U25 insp roof leak 00060301	Creditor Invoice	DA011477	Jsj Roofing P/L 08200638	495.00
23/03/23	GST DA011477	Journal	J0028013		-45.00
17/05/23	U15,18,19 rep roof 00061113	Creditor Invoice	DA011504	Jsj Roofing P/L 08200638	550.00
17/05/23	GST DA011504	Journal	J0028280		-50.00
27/08/23	Clean gutters 00061987	Creditor Invoice	DA011560	Jsj Roofing P/L 08200638	1540.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/23 to 19/12/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Maintenance - Roof Repairs 1420 (Continued)					
27/08/23	GST DA011560	Journal	J0029012		-140.00
27/09/23	S&I Wakeflex flashin NV-00062240	Creditor Invoice	DA011575	Jsj Roofing P/L 08200638	638.00
27/09/23	GST DA011575	Journal	J0029276		-58.00
16/11/23	U18 roof repairs NV-00062679	Creditor Invoice	DA011591	Jsj Roofing P/L 08200638	341.00
16/11/23	GST DA011591	Journal	J0029398		-31.00
16/11/23	U30 repair roof leak NV-00062680	Creditor Invoice	DA011611	Jsj Roofing P/L 08200638	528.00
16/11/23	GST DA011611	Journal	J0029661		-48.00
Total:					\$3720.00
1429 Maintenance - Tree Maintenance					
14/02/23	Remove vegetation 3150	Creditor Invoice	DA011464	Dynamic Tree Services 08202114	200.00
14/02/23	GST DA011464	Journal	J0027726		-18.18
Total:					\$181.82
1447 Management Fees					
04/01/23	Management Fees M0424241	Creditor Invoice	DA011447	Premier Strata Management P/L 08200002	2386.75
04/01/23	GST DA011447	Journal	J0027620		-216.98
13/04/23	Management Fees M0433110	Creditor Invoice	DA011480	Premier Strata Management P/L 08200002	2386.75
13/04/23	GST DA011480	Journal	J0028030		-216.98
03/07/23	Management Fees M0443946	Creditor Invoice	DA011528	Premier Strata Management P/L 08200002	2386.75
03/07/23	GST DA011528	Journal	J0028706		-216.98
03/10/23	Management Fees M0453837	Creditor Invoice	DA011574	Premier Strata Management P/L 08200002	2386.75
03/10/23	GST DA011574	Journal	J0029270		-216.98
Total:					\$8679.08
1448 Management Fees - Strata Hub					
28/02/23	Strata Hub M0432188	Creditor Invoice	DA011474	Premier Strata Management P/L 08200002	220.00
28/02/23	GST DA011474	Journal	J0027824		-20.00
03/07/23	Strata Hub M0443947	Creditor Invoice	DA011529	Premier Strata Management P/L 08200002	220.00
03/07/23	GST DA011529	Journal	J0028708		-20.00
Total:					\$400.00
1450 Management Fees Schedule B					
27/06/23	Schedule B Fees M0443251	Creditor Invoice	DA011527	Premier Strata Management P/L 08200002	1210.00
27/06/23	GST DA011527	Journal	J0028588		-110.00
27/06/23	Additional Services M0441027	Creditor Invoice	DA011520	Premier Strata Management P/L 08200002	220.00
27/06/23	GST DA011520	Journal	J0028574		-20.00
26/07/23	Schedule B Fees M0447292	Creditor Invoice	DA011544	Premier Strata Management P/L 08200002	220.00
26/07/23	GST DA011544	Journal	J0028770		-20.00
26/09/23	Schedule B Fees M0453339	Creditor Invoice	DA011571	Premier Strata Management P/L 08200002	220.00
26/09/23	GST DA011571	Journal	J0029182		-20.00
30/10/23	Additional Services M0454561	Creditor Invoice	DA011581	Premier Strata Management P/L 08200002	220.00
30/10/23	GST DA011581	Journal	J0029320		-20.00
30/10/23	Search Fees M0454815	Creditor Invoice	DA011582	Premier Strata Management P/L 08200002	220.00
30/10/23	GST DA011582	Journal	J0029322		-20.00
05/12/23	Schedule B Fees M0459975	Creditor Invoice	DA011602	Premier Strata Management P/L 08200002	220.00
05/12/23	GST DA011602	Journal	J0029521		-20.00
Total:					\$2300.00
1495 Safety Report					
29/04/23	Compliance - Safety M0437229	Creditor Invoice	DA011493	Premier Strata Management P/L 08200002	220.00
29/04/23	GST DA011493	Journal	J0028088		-20.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/23 to 19/12/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Safety Report 1495 (Continued)					
05/12/23	Compliance - Safety M0459870	Creditor Invoice	DA011601	Premier Strata Management P/L 08200002	220.00
05/12/23	GST DA011601	Journal	J0029519		-20.00
Total:					\$400.00
1564 Water Rates					
10/02/23	22/11-10/2/23	Creditor Invoice	DA011463	Sydney Water 08200008	1867.50
22/05/23	11/2-22/5/23	Creditor Invoice	DA011506	Sydney Water 08200008	2302.50
11/08/23	23/5-12/8/23	Creditor Invoice	DA011553	Sydney Water 08200008	1949.65
06/11/23	13/8-4/11/23	Creditor Invoice	DA011588	Sydney Water 08200008	2119.98
Total:					\$8239.63
2224 Clothesline Repair/Replacement					
20/02/23	Clothesline 13226	Creditor Invoice	DA011466	Sydney Clotheslines & Lettbox 08202622	154.00
20/02/23	GST DA011466	Journal	J0027738		-14.00
Total:					\$140.00
2273 Income Tax Return Fee					
07/08/23	Tax Preparation Fees M0447852	Creditor Invoice	DA011550	Premier Strata Management P/L 08200002	110.00
07/08/23	GST DA011550	Journal	J0028798		-10.00
Total:					\$100.00
2312 Roof Repairs					
24/04/23	S&I wakeflex buildin 00060735	Creditor Invoice	DA011497	Jsj Roofing P/L 08200638	10241.00
24/04/23	GST DA011497	Journal	J0028105		-931.00
Total:					\$9310.00
Report Total:					\$114473.57

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF OWNERS OF
STRATA PLAN 48676 – 2 WILLIAMS PARADE, DULWICH HILL HELD VIA ZOOM
ON THURSDAY 14TH DECEMBER 2023, COMMENCING 10:00 AM**

PRESENT: K Parson (4) R Coleman (15)
H Boyton (24)

PRESENT VIA ELECTRONIC VOTE: M & I Fernandez (1) D Cramb (9)
D Grygier (10) R & A Coleman (15)
B Larkham & I Hersk (18) X Mizen (19)
C Corr (22) D Wallace (23)
H Boyton (24)

BY PROXY: R Parkinson-Scott (6) Proxy to: Chairman

APOLOGIES: R Parkinson-Scott (6) R Riviezzo & H Strain (14)

CHAIRMAN: Kristy Blackwell

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held 3rd April 2023 be confirmed and adopted.

SPECIAL BY-LAW NO. 17 – MAJOR RENOVATION & BUILDING WORKS (LOT 4.): The owners corporation SPECIALLY RESOLVED pursuant to sections 108 and 143 of the *Strata Schemes Management Act 2015* to authorise the owner of the lot specified in the special by-law set out below to carry out the alterations and additions to that lot and the common property described in that special by-law on the conditions of that special by-law (including the condition that the owner is responsible for the maintenance, upkeep and repair of those alterations and additions and the common property occupied by them) and to add to the by-laws applicable to the strata scheme by making that special by-law:

Special By-Law No. 17 – Major Renovations and Building Works (Lot 4.)

1. Introduction

This by-law gives the Owner : Karen Lorraine Parsons, the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

“**Lot**” means Lot 4/2 in the Strata Scheme;

“**Owner**” means the owner for the time being of the Lot (being the current owner and all successors);

Karen Lorraine Parsons,

“**Plans**” means the plans/drawings prepared by Origin Bathrooms George Sowmi and dated attached to this by-law;

SPECIAL BY-LAW NO. 17 – MAJOR RENOVATION & BUILDING WORKS (LOT 4.) CONTINUED: George Sowmi
<george@originbathrooms.com.au>
"Major Renovations" means the alterations and additions to the Lot and common property described and shown in the Plans being prepared by Origin Bathrooms,
Unit 7 10-12 George St
Leichhardt NSW 2040
Phone 1300998925

.....;
"Major Renovations By-Law" means Special By-Law No.17 – Major Renovations as amended from time to time;
"Strata Scheme" means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner: Karen Lorraine Parsons

(a) the authority to carry out the Major Renovations strictly in accordance with the Plans;

(b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

4.1 The Major Renovations By-Law will apply to the Major Renovations.

4.1 The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.

4.2 The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures of fittings comprised in those Major Renovations and that common property.

4.3 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.

4.4 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.

4.5 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.

CLOSE: There being no further business to discuss the meeting closed at 11:00 am

**MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS OF STRATA PLAN 48676 –
2 WILLIAMS PARADE, DULWICH HILL HELD VIRTUALLY VIA ZOOM
ON MONDAY 3RD APRIL 2023, COMMENCING 5:00 PM**

PRESENT:	K Parsons (4)	R Parkinson-Scott (6)
	R Cook (11)	H Strain (14)
	H Boyton (24)	
PRESENT VIA ELECTRONIC VOTE:	D Mothoneos (2)	B Larkham & I Herski (18)
BY PROXY:	Craig Corr (22)	- Proxy to: Chariperson
CHAIRPERSON:	Kristy Blackwell	
QUORUM:	It was noted that a quorum was present.	
MINUTES:	It was RESOLVED that the minutes of the previous General Meeting held 17 th November 22 be confirmed and adopted. It was FURTHER RESOLVED that the minutes from The AGM 28th January 2022 be confirmed and updates on matters are as follows: a) Notice to comply for Lot 29 be pursued if the laundry rooms have not been returned to the Australian building standards. b) That the Owners Corporation accept the negotiated amount of \$4464.98 for the carparks resurfacing reimbursement and that Conti Strata be advised of this ion writing. c) That Comfort Zone Ventilation are engaged to provide a detailed proposal for the ventilation systems and that any communication received from Standard Air be forward to the committee for their consideration. d) That the tabled summary of air-conditioner compliance be emailed to the committee. That the awning compliance summary also be sent on to the committee. e) The condition of the slab edges remains of similar condition in appearance and the matter to be reviewed again in 2024. f) Building-By laws be engaged to seek guidance and draft by-laws as need for the inclusion of the waterproofing as exclusive use to each Lot.	
VALUATION/ SUM INSURED:	It was RESOLVED that the building sum insured is to be renewed at an amount of \$11,907,900.00	
INSURANCE:	It was RESOLVED that the Owners Corporation obtain three (3) quotations for all items of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing the most suitable quotation to the Strata Managing Agent on instruction of the Owners Corporation or Strata Committee.	

**INSURANCE
CONT'D:**

It was further RESOLVED that Fidelity Guarantee and Office Bearers insurance be accepted and policies taken out on renewal for the following year. Additional Workers Compensation is not required as per the Act on renewal for the following year.

The building insurance is placed with Strata Unit Underwriting Agency Pty Ltd (SUU). A copy of their Financial Services Guide (FSG) can be found at the following link:-

<https://www.suu.com.au/Media/Default/Downloadable%20Forms/Residential-Strata-Insurance-Policy-Disclosure-Statement.pdf>

**COMMISSION
AND TRAINING
SERVICES:**

It was RESOLVED that the Owners Corporation note the report from the Strata Managing Agent pursuant to Section 60 of the Strata Schemes Management Act 2015 as follows:

- Insurance & Other Commission received for the past financial period noted in the Accounts.

Insurer	SUU	Amount	\$2,977.30 Inc GST
---------	-----	--------	--------------------

- Estimated Insurance & Other Commission to be received for the future financial period

Insurer	SUU	Amount	\$3,000.00 Inc GST
---------	-----	--------	--------------------

**STRATA
COMMITTEE:**

It was RESOLVED by the Owners Corporation & pursuant to Section 29 of the Strata Schemes Management Act 2015 that the Strata Committee is to consist of 3 members. It was further RESOLVED in accordance with Clause 9 of the Strata Schemes Management Regulation 2016, that the below persons be elected for the following year:

R Cook	(11)	B Larkham	(18)
H Boyton	(24)		

Note: it was noted the T Coleman of Lot 15 be cc'd into committee correspondence.

**RESTRICTED
MATTERS:**

It was RESOLVED that a \$10,000.00 limitation be placed on the decision-making powers of the Strata Committee for the following year other than those already existing under the Strata Schemes Management Act 2015 and Regulations.

**KEY FINANCIAL
INFORMATION:**

It was RESOLVED that the Annual Statement of Key Financial Information for the period ending 31st December 2022 be received and adopted.

AUDITOR:

It was RESOLVED not to arrange an independent audit of the Annual Statement of Key Financial Information.

**LEVY
CONTRIBUTIONS:**

It was RESOLVED that in accordance with Section 79 (2) and 81 of the Strata Schemes Management Act 2015, the following budget be accepted on a unit entitlement basis from 1 July 2023, with levies due in four equal payments due 1 July 2023, 1 October 2023, 1 January 2024, 1 April 2024, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

Administrative Fund	\$106,700.00
Capital Works Fund	\$ 60,000.00
Total Funds	\$166,700.00

LEVY CONTRIBUTIONS CONT'D:	QUARTERLY CONTRIBUTIONS				
	Lot No.	U/E	Admin Fund	Capital Works	Total
	23, 28	316	\$927.22	\$521.40	\$1,448.62
	1, 2, 24, 27	319	\$936.03	\$526.35	\$1,462.38
	3, 12, 22	321	\$941.89	\$529.65	\$1,471.54
	13, 26	323	\$947.76	\$532.95	\$1,480.71
	6, 7, 8, 16, 17, 18	325	\$953.63	\$536.25	\$1,489.88
	30	327	\$959.50	\$539.55	\$1,499.05
	4, 10, 20	332	\$974.17	\$547.80	\$1,521.97
	11, 14, 21	336	\$985.91	\$554.40	1,540.31
	5, 29	356	\$1,044.59	\$587.40	\$1,631.99
	9	368	\$1,079.80	\$607.20	\$1,687.00
	15, 19, 25	374	\$1,097.41	\$617.10	\$1,714.51
	Unit Entitlements	10,000			

**STRATA
MANAGER
APPOINTMENT:**

It was RESOLVED that:

- a) Pursuant to Section 50(1) of the Strata Schemes Management Act 2015, Premier Strata Management Pty Limited be reappointed as Strata Managing Agent of the Owners Corporation.
- b) The Owners Corporation delegate to Premier Strata Management Pty Limited all of the functions of the Owners Corporation (other than those listed in Section 52(2) of the Act); and its Chairperson, Treasurer, Secretary, and Strata Committee necessary to enable the Agent to carry out all services noted in the written agreement signed by the owners at the meeting.
- c) That the common seal of the Owners Corporation be affixed to the Agency Agreement tabled at this meeting which incorporates the instruments of the appointment of and the delegation to Premier Strata Management Pty Limited.

R Cook of lot 11 and H Boyton of lot 24 were authorised to sign the Management Agreement on behalf of the Owners Corporation with the agreement commencing on the 3rd April 2023 for a term of 3 Years.

**CAPITAL WORKS
FUND ANALYSIS
REPORT:**

It was RESOLVED that the Owners Corporation agree to review the current Capital Works Fun Analysis Report. It was NOTED that the current Capital Works Fund Report is still valid.

**WORK HEALTH
AND SAFETY:**

It was RESOLVED that the Owners Corporation acknowledge the *Work Health and Safety Act 2011 and Regulations(NSW)* and RESOLVED to:

- a) As required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on Work Health and Safety matters under the Work Health and Safety Act 2011 and Regulations (NSW) with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors
- b) Against Strata Managers recommendation to not engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW).

**WORK HEALTH
AND SAFETY
CONT'D:**

By not agreeing to obtain a report the owners are exercising the New South Wales Work Cover Authority Work Health and Safety Legislation Exemption and confirming that the property is 100% residential with no business activity on common property and does not engage a worker as an employee.

**ANNUAL FIRE
SAFETY
STATEMENT:**

It was RESOLVED that the Owners Corporation carry out the following:

- a) Engage a suitably qualified consultant to carry out an Annual Fire Safety Report and Statement in accordance with Part 9. Division 5 of the NSW Environment Planning and Assessment Regulations 2000 as amended; and
- b) To submit any corrective actions, report to the Strata Committee to determine what action is required, if any; and
- c) To delegate to the Strata Manager the following functions pursuant to the Agency Agreement Additional Duties Schedule:
 - i. Undertake the seeking of quotation and engaging the contractor to prepare the statement; and
 - ii. Sign the statement on behalf of the scheme and lodge the statement with local council and cause a copy of the statement to be given to the Fire Commissioner and for the Strata Committee Secretary to affix a copy to the scheme notice board.

**PREVENTATIVE
MAINTENANCE:**

It was RESOLVED that the Owners Corporation discuss and set up a preventative maintenance schedule which engages suitably qualified contractors to undertake the following and any other maintenance items pertinent to the complex:

- a) That an inspection of the property for evidence of termite activity be carried out excluding roof voids. In addition, a general pest inspection, be carried out to the common areas excluding garden pathway.
- b) That cleaning of all gutters and downpipes and determination of schedule for frequency as well as the possible need for a detailed roof inspection be carried out on a 3-monthly basis.
- c) That cleaning of drains, pits and retention basins in the complex including servicing of any pumps not be carried out.
- d) Maintenance and testing of any mechanical or electronic devices, including, but not limited to mechanical ventilation, garage doors, auto doors, intercoms, CCTV etc. not be carried out.
- e) Maintenance, testing and compliance of any height safety systems installed pursuant to Work Health and Safety Act 2011 and Regulations 2017 (NSW), be carried out.
- f) Inspecting, certifying and repairing window locks that have been installed pursuant to Section 118 of the Strata Schemes Management Act 2015, be carried out 3 years from last inspection in 2020.

STRATA HUB:

It was RESOLVED That the Owners Corporation acknowledge and authorise the following:

- (a) Delegate to the strata manager the function of preparing and uploading available information/documents in the books and records required to comply with the Strata Schemes Management Regulations relating to the Office of Fair Trading "strata hub" in accordance with the existing terms of the Managing Agency Agreement.
- (b) Approve the payment of the strata manager's fees (additional services) for the work required at a rate of \$200.00 plus GST for initial upload of content and \$150.00* plus GST per annum for ongoing annual updating of Hub content in accordance with the existing terms of the Managing Agency Agreement.
- (c) Acknowledge the prescribed fee of \$3.00 per lot per annum (GST Exempt inclusive of any utilities lots) payable by the Owners Corporation to Service NSW and authorise managing agent to process the requisite payment on behalf of the Owners Corporation inclusive of any associated merchant fees.
- (d) That the Owners Corporation confirms the emergency contact for the scheme to be entered into the Strata Hub is Premier Strata Management.

PAYMENT PLANS FOR OVERDUE LEVY CONTRIBUTIONS:

It was RESOLVED by ordinary resolution that the owners of Strata Plan No. 48676 in accordance with section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and
- (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

LEVY COLLECTION:

It was RESOLVED by ordinary resolution that the owners of Strata Plan No. 48676 that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue reminder letters each requesting payment within 14 days of the reminder letter;
 - I. Levy Recovery Step 1: Issue 1st levy recovery letter 35 days after the levy due date;
 - II. Levy Recovery Step 2: Issue 2nd levy recovery letter 60 days after the levy due date;
 - III. Levy Recovery Step 3: Issue 3rd levy recovery letter 75 days after the levy due date;
 - IV. Levy Recovery Step 4: Issue 4th levy recovery letter 106 days after the original date the levy was due;

**LEVY
COLLECTION
CONT'D:**

- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Debt collection agents lawyer and/or experts be engaged and instructed to:
- i. Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
 3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) The Debt collection agents lawyer and/or experts be engaged and instructed to:
- i. Provide advice regarding recovering outstanding contributions;
 - ii. Commence, maintain, defend or discontinue court Proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
 - iii. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 1. Obtaining any necessary writ(s) for the levy of property; and
 2. Obtaining any necessary garnishee order(s)

**DP 270052
Community
Association:**

The Owners Corporation RESOLVED that a representative of the Strata Community not be nominated as a representative for the Community Association and that should a Building Manager be engaged, this may form part of their responsibility.

The current netting in place for the pigeons will remain until the association determine any further action required.

The abborist works have been completed. The Garden Upgrade will still to be carried out.

The pressure cleaning has been completed.

That Conti Strata provide an update on the signage to the common driveway entrance regarding parking in the driveway entrance.

**Special By-Law
16 – Major
Renovations
And Building
Works – Lot 24
Bathroom
Renovations
Inclusive Of
Waterproofing:**

The Owners Corporation SPECIALLY RESOLVED pursuant to sections 108 and 143 of the *Strata Schemes Management Act 2015* to authorise the owner of the lot specified in the special by-law set out below to carry out the alterations and additions to that lot and the common property described in that special by-law on the conditions of that special by-law (including the condition that the owner is responsible for the maintenance, upkeep and repair of those alterations and additions and the common property occupied by them) and to add to the by-laws applicable to the strata scheme by making that special by-law:

**SPECIAL BY-LAW 16 – MAJOR RENOVATIONS AND BUILDING WORKS – LOT 24
BATHROOM
RENOVATIONS INCLUSIVE OF WATERPROOFING**

1. Introduction

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

“Lot” means Lot 24/2 Williams Parade Dulwich Hill in the Strata Scheme SP48676;

“Owner” means the owner for the time being of the Lot (being the current owner and all successors);

“Plans” means the plans/drawings prepared by Origin Bathrooms Pty Ltd dated 27 January 2023 attached to this by-law;

“Major Renovations” means the alterations to the Lot and common property described and shown in the Plans being bathroom renovations comprising removal of bath and replacing with shower, no changes to drainage points, tiling of surfaces extending to ceiling and inclusive of waterproofing, fitting out vanity, basin, toilet with no change to existing plumbing and layout other than shower.

“Major Renovations By-Law” means Special By-Law No XX – Major Renovations as amended from time to time;

“Strata Scheme” means the strata scheme to which this by-law applies.

60

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner:

- (a) The authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) The special privilege to, at the Owner’s cost, carry out the Major Renovations to the common property strictly in accordance with the Plans;
- (c) The exclusive use and enjoyment of the common property to be occupied by the Major Renovation; on the conditions of this by-law.

4. Conditions

4.1 The Major Renovations By-Law will apply to the Major Renovations.

4.2 The Owner must, at the Owner's cost, comply with the conditions specified in the

Major Renovations By-Law with respect to the Major Renovations.

4.3 The Owner must also , at the Owner's cost, properly maintain and keep in a state of

good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace and fixtures of fittings comprised in those Major Renovations and that common property.

4.4 The Owners Corporation may exercise any of the functions conferred on it under the

Major Renovations By-Law with respect to the Major Renovations.

4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.

4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-

Law.

MANAGER NOTES:

The Managing Agent was instructed under her delegated authority to arrange:

- Arrange a proposal for the engagement of a building manager 1 day a week for consideration and that a detailed statement of duties would also be required to be provided which may include the responsibility of the role of the community representative.
- Committee be updated with a list of units with correspondence and levies being issued via post/email.
- Email Conti Strata of an update on the installation of the signage at the front entrance of no parking in the shared driveway.
- Pigeon Infestation: the current netting will remain until the Community Association make a further decision.
- Arborist work is complete.
- Pressure cleaning is complete.
- Garden upgrade has not been completed.

CLOSE:

There being no further business to discuss the meeting closed at 7:50 pm

**MINUTES OF THE STRATA COMMITTEE MEETING OF OWNERS OF STRATA PLAN 48676 –
2 WILLIAMS PARADE, DULWICH HILL HELD VIRTUALLY VIA ZOOM
ON MONDAY 3RD APRIL 2023, COMMENCING IMMEDIATELY FOLLOWING THE ANNUAL
GENERAL MEETING**

PRESENT: R Cook (11) H Boyton (24)
IN ATTENDANCE: K Parsons (4) R Parkinson-Scott (6)
H Strain (14)

CHAIRPERSON: Kristy Blackwell

MINUTES: It was RESOLVED that the minutes of the last Strata Committee meeting held 28/02/2022 be adopted as a true and accurate account of the proceedings of that meeting.

OFFICE BEARERS: It was RESOLVED that no Office Bearers be appointed..

MAIN CONTACT: It was RESOLVED that there be NO main point of contact for the Strata Committee communication.

CLOSE: There being no further business to discuss the meeting closed at 7:55 pm

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL POSITION

AS AT 20 DECEMBER 2022

	ACTUAL 31/12/2021	ACTUAL 20/12/2022
<u>OWNERS FUNDS</u>		
Administrative Fund	2,024.21	25,665.28
Capital Works Fund	141,674.79	168,389.60
<u>TOTAL</u>	<u>\$ 143,699.00</u>	<u>\$ 194,054.88</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>ASSETS</u>		
Cash At Bank	170,965.98	211,626.68
Levies In Arrears	0.00	91.66
Interest On Overdue Levies	0.00	0.75
Secondary Debtors	605.00	605.00
<u>TOTAL ASSETS</u>	<u>171,570.98</u>	<u>212,324.09</u>
<u>LIABILITIES</u>		
Gst Clearing Account	373.82	(299.57)
Payg Clearing Account	1,047.00	1,047.00
Creditors	94.16	0.00
Security Key Deposits/Bond	993.00	993.00
Next Year Discounts	(2,760.73)	(1,836.47)
Levies In Advance	28,124.73	18,365.25
<u>TOTAL LIABILITIES</u>	<u>27,871.98</u>	<u>18,269.21</u>
<u>NET ASSETS</u>	<u>\$ 143,699.00</u>	<u>\$ 194,054.88</u>

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2022 TO 20 DECEMBER 2022

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/21-31/12/21	01/01/22-20/12/22	01/01/22-31/12/22	01/01/23-31/12/23
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	100,387.62	113,350.16	116,700.00	117,659.48
Discount - Admin Fund	(9,457.56)	(10,409.93)	(11,668.00)	(10,679.80)
Special Admin. Fund Levy	5,700.01	0.00	0.00	0.00
Interest On Overdue Levies	10.29	59.14	0.00	0.00
Insurance Claims Received	0.00	6,660.00	0.00	0.00
Key Deposits	427.27	100.00	0.00	0.00
Remote Control	86.36	86.36	0.00	0.00
Fob/Tag/Swipe Deposit	86.36	86.36	0.00	0.00
TOTAL ADMIN. FUND INCOME	97,240.35	109,932.09	105,032.00	106,979.68
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	380.00	390.00	390.00	400.00
Audit Fees	500.00	0.00	0.00	0.00
Bank Fees	406.48	328.86	420.00	350.00
Business Activity Statement	400.00	400.00	400.00	0.00
By-Law Registration Fees	666.58	0.00	0.00	0.00
Common Area Cleaning And Lawns	10,509.47	10,695.41	11,000.00	11,000.00
Common Seal For Body Corporate	0.00	454.55	0.00	0.00
Electricity	2,039.67	2,218.73	2,500.00	2,500.00
Fire Equipment - Service/Inspe	1,436.30	1,943.64	2,250.00	2,250.00
Insurance	14,049.92	17,641.61	16,000.00	20,200.00
Insurance Stamp Duty	1,233.87	1,505.07	1,450.00	1,600.00
Insurance Claim/Excess	68.18	0.00	0.00	0.00
Insurance Repairs	0.00	1,860.00	0.00	0.00
Insurance Valuation	0.00	270.00	0.00	0.00
Legal Fees	59.09	0.00	0.00	0.00
Levy Payment	25,364.02	19,132.68	32,000.00	32,000.00
Maintenance - Carpet Cleaning	1,100.00	1,200.00	1,100.00	1,200.00
Maintenance - Ceiling Repairs	0.00	850.00	0.00	0.00
Maintenance - Doors	750.00	0.00	0.00	0.00
Maintenance - Electrical	110.00	1,780.00	0.00	0.00
Maintenance - Gutter Cleaning	2,495.45	2,500.00	2,800.00	2,800.00
Maintenance - Intercom Repairs	0.00	240.00	0.00	0.00
Maintenance - Locksmiths	0.00	273.75	0.00	0.00
Maintenance - Pest Control	1,190.91	936.36	1,000.00	1,000.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2022 TO 20 DECEMBER 2022

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/21-31/12/21	01/01/22-20/12/22	01/01/22-31/12/22	01/01/23-31/12/23
Maintenance - Plumbing	1,705.00	603.18	3,000.00	3,000.00
Maintenance-Pressure Cleaning	0.00	792.73	0.00	0.00
Maintenance - Roof Repairs	3,336.35	600.00	0.00	0.00
Maintenance - Tiling/Paving	220.00	0.00	0.00	0.00
Maintenance - Wall Repair	0.00	270.00	0.00	0.00
Maintenance - General	117.78	363.64	10,000.00	10,000.00
Management Fees	7,872.38	8,266.36	8,266.36	8,679.68
Management Fees Schedule B	1,500.00	400.00	1,000.00	0.00
Postage Photocopy & Stationery	1,620.37	1,609.75	2,500.00	0.00
Remote Control Purchases	692.40	0.00	0.00	0.00
Safety Report	400.00	0.00	0.00	0.00
Security Key/Card Purchases	45.45	18.18	0.00	0.00
Security Key Refund	0.00	209.00	0.00	0.00
Water Rates	9,256.76	8,537.52	10,000.00	10,000.00
TOTAL ADMIN. EXPENDITURE	89,526.43	86,291.02	106,076.36	106,979.68
SURPLUS / DEFICIT	\$ 7,713.92	\$ 23,641.07	\$ (1,044.36)	\$ 0.00
Opening Admin. Balance	(5,689.71)	2,024.21	2,024.21	25,665.28
ADMINISTRATIVE FUND BALANCE	\$ 2,024.21	\$ 25,665.28	\$ 979.85	\$ 25,665.28

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2022 TO 20 DECEMBER 2022

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/21-31/12/21	01/01/22-20/12/22	01/01/22-31/12/22	01/01/23-31/12/23
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	23,763.66	40,000.24	50,000.00	50,000.00
Discount - Capital Works Fund	(2,235.88)	(3,395.43)	(3,000.00)	(5,000.00)
<u>TOTAL CAPITAL WORKS INCOME</u>	21,527.78	36,604.81	47,000.00	45,000.00
<u>EXPENDITURE - CAPITAL WORKS</u>				
Ceiling Repairs	1,250.00	3,200.00	0.00	0.00
Improvements	0.00	0.00	1,705.00	34,940.00
Income Tax Return Fee	100.00	100.00	100.00	0.00
Plumbing/Drainage Works	0.00	2,400.00	0.00	0.00
Roof Repairs	0.00	2,950.00	0.00	0.00
Waterproofing	0.00	1,240.00	0.00	0.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	1,350.00	9,890.00	1,805.00	34,940.00
<u>SURPLUS / DEFICIT</u>	\$ 20,177.78	\$ 26,714.81	\$ 45,195.00	\$ 10,060.00
Opening Capital Works Balance	121,497.01	141,674.79	141,674.79	168,389.60
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 141,674.79	\$ 168,389.60	\$ 186,869.79	\$ 178,449.60

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 January 2022 to 20 December 2022

Administrative Fund

Balance carried forward	2,024.21
Total income received	109,932.09
Total interest earned	0.00
Total contributions paid	105,221.42
Total unpaid contributions payable	-4,868.73
Total expenditure for maintenance	56,529.89
Total expenditure for administration costs	29,761.13
Balance at end of reporting period	25,665.28

Principal items of expenditure proposed for next reporting period

Administration

Insurance	20,200.00
Management Fees	8,679.68
Accounting Fee	400.00
Bank Fees	350.00
Total of proposed administration expenditure	<u>29,629.68</u>

Maintenance

Levy Payment	32,000.00
Common Area Cleaning And Lawns	11,000.00
Maintenance - General	10,000.00
Water Rates	10,000.00
Maintenance - Plumbing	3,000.00
Maintenance - Gutter Cleaning	2,800.00
Electricity	2,500.00
Fire Equipment - Service/Inspe	2,250.00
Insurance Stamp Duty	1,600.00
Maintenance - Carpet Cleaning	1,200.00
Maintenance - Pest Control	1,000.00
Total of proposed maintenance expenditure	<u>77,350.00</u>

Total of proposed expenditure	<u>106,979.68</u>
-------------------------------	-------------------

Capital Works Fund

Balance carried forward	141,674.79
Total income received	36,604.81
Total interest earned	0.00
Total contributions paid	38,822.06
Total unpaid contributions payable	-1,701.85
Total expenditure for maintenance	9,790.00
Total expenditure for administration costs	100.00

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 January 2022 to 20 December 2022

Capital Works Fund

Balance at end of reporting period 168,389.60

Principal items of expenditure proposed for next reporting period

Maintenance

Improvements	<u>34,940.00</u>
Total of proposed maintenance expenditure	<u>34,940.00</u>
Total of proposed expenditure	<u>34,940.00</u>

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/22 to 20/12/22

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
1213 Accounting Fee					
24/02/22	GST DA011324	Journal	J0025452		-39.00
24/02/22	Accounting Fees M0388972	Creditor Invoice	DA011324	Premier Strata Management P/L 08200002	429.00
Total:					\$390.00
1249 Business Activity Statement					
24/02/22	GST DA011325	Journal	J0025454		-10.00
24/02/22	BAS Preparation Fees M0388973	Creditor Invoice	DA011325	Premier Strata Management P/L 08200002	110.00
31/05/22	BAS Preparation Fees M0396137	Creditor Invoice	DA011355	Premier Strata Management P/L 08200002	110.00
31/05/22	GST DA011355	Journal	J0026053		-10.00
03/08/22	GST DA011387	Journal	J0026517		-10.00
03/08/22	BAS Preparation Fees M0406333	Creditor Invoice	DA011387	Premier Strata Management P/L 08200002	110.00
29/11/22	BAS Preparation Fees M0417468	Creditor Invoice	DA011428	Premier Strata Management P/L 08200002	110.00
29/11/22	GST DA011428	Journal	J0027136		-10.00
Total:					\$400.00
1261 Common Area Cleaning And Lawns					
18/01/22	GST DA011310	Journal	J0025359		-85.52
18/01/22	December Maintenance 0274	Creditor Invoice	DA011310	Abdullah Strata Cleaning 08203418	940.75
14/02/22	January maintenance 0281	Creditor Invoice	DA011318	Abdullah Strata Cleaning 08203418	940.75
14/02/22	GST DA011318	Journal	J0025396		-85.52
08/03/22	GST DA011328	Journal	J0025603		-85.52
08/03/22	February maintenance 0288	Creditor Invoice	DA011328	Abdullah Strata Cleaning 08203418	940.75
12/04/22	GST DA011340	Journal	J0025881		-97.90
12/04/22	March maintenance 0295	Creditor Invoice	DA011340	Abdullah Strata Cleaning 08203418	1076.85
05/05/22	GST DA011351	Journal	J0025933		-85.52
05/05/22	April maint 0307	Creditor Invoice	DA011351	Abdullah Strata Cleaning 08203418	940.75
09/06/22	May maint 0317	Creditor Invoice	DA011361	Abdullah Strata Cleaning 08203418	962.75
09/06/22	GST DA011361	Journal	J0026137		-87.52
07/07/22	June maint 0324	Creditor Invoice	DA011376	Abdullah Strata Cleaning 08203418	940.75
07/07/22	GST DA011376	Journal	J0026420		-85.52
10/08/22	GST DA011391	Journal	J0026534		-88.34
10/08/22	July maint 0331	Creditor Invoice	DA011391	Abdullah Strata Cleaning 08203418	971.70
08/09/22	August maint 0339	Creditor Invoice	DA011402	Abdullah Strata Cleaning 08203418	994.80
08/09/22	GST DA011402	Journal	J0026665		-90.44
12/10/22	GST DA011411	Journal	J0026976		-88.34
12/10/22	September maintenanc 0346	Creditor Invoice	DA011411	Abdullah Strata Cleaning 08203418	971.70
14/11/22	GST DA011420	Journal	J0027027		-98.96
14/11/22	October maintenance 0353	Creditor Invoice	DA011420	Abdullah Strata Cleaning 08203418	1088.60
13/12/22	GST DA011438	Journal	J0027232		-90.44
13/12/22	November maintenance 0360	Creditor Invoice	DA011438	Abdullah Strata Cleaning 08203418	994.80
Total:					\$10695.41
1264 Common Seal For Body Corporate					
09/02/22	GST DA011317	Journal	J0025388		-45.45
09/02/22	Common Seals M0386813	Creditor Invoice	DA011317	Premier Strata Management P/L 08200002	500.00
Total:					\$454.55
1276 Electricity					
24/01/22	GST DA011311	Journal	J0025364		-28.41
24/01/22	GST DA011313	Journal	J0025372		-14.04
24/01/22	GST DA011312	Journal	J0025368		-13.69
24/01/22		Creditor Invoice	DA011312 X		150.57

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/22 to 20/12/22

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Electricity 1276 (Continued)					
24/01/22		Creditor Invoice	DA011313 X		154.39
24/01/22		Creditor Invoice	DA011311 X		312.47
27/04/22		Creditor Invoice	DA011347 X		312.47
27/04/22	GST DA011347	Journal	J0025907		-28.41
27/04/22	GST DA011348	Journal	J0025911		-27.38
27/04/22	GST DA011346	Journal	J0025903		-26.95
27/04/22		Creditor Invoice	DA011346 X		296.47
27/04/22		Creditor Invoice	DA011348 X		301.13
09/06/22	GST DA011363	Journal	J0026145		-26.79
09/06/22	GST DA011362	Journal	J0026141		-28.41
09/06/22		Creditor Invoice	DA011362 X		312.47
09/06/22		Creditor Invoice	DA011363 X		294.68
25/07/22	GST DA011312 Y	Journal	J0026473		13.69
25/07/22	GST DA011313 Y	Journal	J0026465		14.04
25/07/22	GST DA011363 Y	Journal	J0026445		26.79
25/07/22	GST DA011346 Y	Journal	J0026461		26.95
25/07/22	GST DA011348 Y	Journal	J0026453		27.38
25/07/22	GST DA011362 Y	Journal	J0026449		28.41
25/07/22	GST DA011347 Y	Journal	J0026457		28.41
25/07/22	GST DA011311 Y	Journal	J0026469		28.41
25/07/22	REVERSAL	Journal	DA011362 Y		-312.47
25/07/22	REVERSAL	Journal	DA011347 Y		-312.47
25/07/22	REVERSAL	Journal	DA011311 Y		-312.47
25/07/22	REVERSAL	Journal	DA011348 Y		-301.13
25/07/22	REVERSAL	Journal	DA011346 Y		-296.47
25/07/22	REVERSAL	Journal	DA011363 Y		-294.68
25/07/22	REVERSAL	Journal	DA011313 Y		-154.39
25/07/22	REVERSAL	Journal	DA011312 Y		-150.57
25/07/22	GST DA011380	Journal	J0026486		-83.18
25/07/22	GST DA011379	Journal	J0026481		-41.50
25/07/22	GST DA011378	Journal	J0026477		-41.05
25/07/22	Electricity	Creditor Invoice	DA011378	Agl Electricity - 208868 08200928	451.52
25/07/22	Electricity	Creditor Invoice	DA011379	Agl Electricity - 208868 08200928	456.51
25/07/22	Electricity	Creditor Invoice	DA011380	Agl Electricity - 208868 08200928	914.95
19/10/22	GST DA011416	Journal	J0026999		-28.80
19/10/22	14/7-11/10/22	Creditor Invoice	DA011414	Agl Electricity - 208868 08200928	148.95
19/10/22	14/7-11/10/22	Creditor Invoice	DA011415	Agl Electricity - 208868 08200928	151.91
19/10/22	14/7-11/10/22	Creditor Invoice	DA011416	Agl Electricity - 208868 08200928	316.77
19/10/22	GST DA011414	Journal	J0026991		-13.54
19/10/22	GST DA011415	Journal	J0026995		-13.81
Total:					\$2218.73
1315 Insurance					
16/11/22	GST DA011422	Journal	J0027037		-13.46
16/11/22	Endorsment 86413	Creditor Invoice	DA011422	Bac Insurance Brokers Pty Ltd 08200950	148.02
22/11/22	6/12/22-6/12/23 86086	Creditor Invoice	DA011425	Bac Insurance Brokers Pty Ltd 08200950	19257.76
22/11/22	GST DA011425	Journal	J0027047		-1750.71
Total:					\$17641.61
1316 Insurance Stamp Duty					
16/11/22	Endorsement 86413	Creditor Invoice	DA011423	Bac Insurance Brokers Pty Ltd 08200950	9.23
22/11/22	6/12/22-6/12/23 86086	Creditor Invoice	DA011426	Bac Insurance Brokers Pty Ltd 08200950	1495.84

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/22 to 20/12/22

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Total:					\$1505.07
1321 Insurance Repairs					
05/09/22	GST F0001290	Journal	J0026660		-186.00
05/09/22	U9 repairs	Payment	F0001290	Deborah Cramb	2046.00
Total:					\$1860.00
1324 Insurance Valuation					
13/12/22	GST DA011437	Journal	J0027228		-27.00
13/12/22	Insurance Valuation 96001	Creditor Invoice	DA011437	Clisdells Valuation 08200118	297.00
Total:					\$270.00
1336 Levy Payment					
31/03/22	GST DA011335	Journal	J0025787		-631.96
31/03/22	Levy Payment April	Creditor Invoice	DA011335	Deft Payment Systems 08200927	6951.60
15/11/22	July & Oct service	Creditor Invoice	DA011421	Deft Payment Systems 08200927	14094.34
15/11/22	GST DA011421	Journal	J0027032		-1281.30
Total:					\$19132.68
1363 Maintenance - Carpet Cleaning					
14/06/22	GST DA011364	Journal	J0026149		-60.00
14/06/22	Clean carpet 1683	Creditor Invoice	DA011364	Jumbo Carpet & Cleaning Serv 08201280	660.00
14/12/22	Clean carpet 1684	Creditor Invoice	DA011439	Jumbo Carpet & Cleaning Serv 08201280	660.00
14/12/22	GST DA011439	Journal	J0027253		-60.00
Total:					\$1200.00
1366 Maintenance - Ceiling Repairs					
15/02/22	GST DA011319	Journal	J0025400		-85.00
15/02/22	U7 repair ceiling 00124076	Creditor Invoice	DA011319	Leitchies Property Services 08201027	935.00
Total:					\$850.00
1375 Maintenance - Electrical					
24/02/22	GST DA011326	Journal	J0025458		-24.00
24/02/22	S&I led light blk 3 00027093	Creditor Invoice	DA011326	Powertek Installations Pty Ltd 08200044	264.00
04/05/22	U15 phone line 00027159	Creditor Invoice	DA011350	Powertek Installations Pty Ltd 08200044	990.00
04/05/22	GST DA011350	Journal	J0025927		-90.00
30/05/22	GST DA011354	Journal	J0026048		-12.00
30/05/22	Switchboard 00027629	Creditor Invoice	DA011354	Powertek Installations Pty Ltd 08200044	132.00
01/08/22	GST DA011386	Journal	J0026511		-12.00
01/08/22	Repair lights 00028038	Creditor Invoice	DA011386	Powertek Installations Pty Ltd 08200044	132.00
10/08/22	GST DA011390	Journal	J0026530		-26.00
10/08/22	Inv blk 3 lights s&i led light fitting 00028038	Creditor Invoice	DA011390	Powertek Installations Pty Ltd 08200044	286.00
29/08/22	Powertek Powertek	Payment	B0010231		-132.00
29/08/22	GST B0010231	Journal	J0026599		12.00
19/10/22	U14 repair lights 00028582	Creditor Invoice	DA011413	Powertek Installations Pty Ltd 08200044	286.00
19/10/22	GST DA011413	Journal	J0026987		-26.00
Total:					\$1780.00
1393 Maintenance - Gutter Cleaning					
04/05/22	Clean gutters 00055103	Creditor Invoice	DA011349	Jsj Roofing P/L 08200638	1320.00
04/05/22	GST DA011349	Journal	J0025923		-120.00
26/10/22	Clean gutters 00058135	Creditor Invoice	DA011419	Jsj Roofing P/L 08200638	1430.00
26/10/22	GST DA011419	Journal	J0027015		-130.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/22 to 20/12/22

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Total:					\$2500.00
1396 Maintenance - Intercom Repairs					
14/06/22	U21-30 door lock 57570	Creditor Invoice	DA011365	Bells Locksmiths 08200048	264.00
14/06/22	GST DA011365	Journal	J0026153		-24.00
Total:					\$240.00
1405 Maintenance - Locksmiths					
26/07/22	Repair door 00024198	Creditor Invoice	DA011385	Guardian Locksmiths 08200049	301.13
26/07/22	GST DA011385	Journal	J0026502		-27.38
Total:					\$273.75
1411 Maintenance - Pest Control					
07/04/22	Repl 8 rodent statio 12437	Creditor Invoice	DA011339	North Sydney Pest Management 08200095	320.00
07/04/22	GST DA011339	Journal	J0025874		-29.09
27/06/22	Treat pests 12646	Creditor Invoice	DA011367	North Sydney Pest Management 08200095	260.00
27/06/22	GST DA011367	Journal	J0026265		-23.64
22/11/22	Pest inspection 12912	Creditor Invoice	DA011424	North Sydney Pest Management 08200095	450.00
22/11/22	GST DA011424	Journal	J0027043		-40.91
Total:					\$936.36
1414 Maintenance - Plumbing					
31/03/22	U24&29 inv pipework no leak was found 00135362	Creditor Invoice	DA011334	Sydneys Plumbing Specialists 08203088	302.50
31/03/22	GST DA011334	Journal	J0025783		-27.50
11/07/22	U9 leak to U4 12336	Creditor Invoice	DA011377	A Style Plumbing Drainage 08200509	240.00
11/07/22	GST DA011377	Journal	J0026424		-21.82
10/08/22	Inv dam pit drain in carpark 2297	Creditor Invoice	DA011389	Leitchies Property Services 08201027	121.00
10/08/22	GST DA011389	Journal	J0026526		-11.00
05/09/22	U17 leak 12656	Creditor Invoice	DA011401	A Style Plumbing Drainage 08200509	286.00
05/09/22	GST DA011401	Journal	J0026655		-26.00
20/09/22	CBA SP48676	Payment	B0010234		-286.00
20/09/22	GST B0010234	Journal	J0026762		26.00
Total:					\$603.18
1415 Maintenance-Pressure Cleaning					
12/10/22	Pressure cleaning 00037418	Creditor Invoice	DA011412	Response Property Services 08201086	872.00
12/10/22	GST DA011412	Journal	J0026980		-79.27
Total:					\$792.73
1420 Maintenance - Roof Repairs					
22/08/22	U30 repair roof leak 00057713	Creditor Invoice	DA011392	Jsj Roofing P/L 08200638	220.00
22/08/22	GST DA011392	Journal	J0026541		-20.00
22/08/22	U18 downpipe 00057112	Creditor Invoice	DA011393	Jsj Roofing P/L 08200638	165.00
22/08/22	GST DA011393	Journal	J0026545		-15.00
14/09/22	U7&17 insp roof area 00057434	Creditor Invoice	DA011403	Jsj Roofing P/L 08200638	275.00
14/09/22	GST DA011403	Journal	J0026669		-25.00
Total:					\$600.00
1430 Maintenance - Wall Repair					
17/05/22	Repair cracks 3702	Creditor Invoice	DA011352	Projecteaze 08200855	297.00
17/05/22	GST DA011352	Journal	J0025950		-27.00
Total:					\$270.00
1438 Maintenance - General					
23/06/22	Rep manhole & entry	Journal	J0026245		400.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/22 to 20/12/22

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Maintenance - General 1438 (Continued)					
23/06/22	GST J0026245	Journal	J0026246		-36.36
Total:					\$363.64
1447 Management Fees					
05/01/22	Management Fees M0383607	Creditor Invoice	DA011308	Premier Strata Management P/L 08200002	2273.25
05/01/22	GST DA011308	Journal	J0025326		-206.66
01/04/22	Management Fees M0392746	Creditor Invoice	DA011336	Premier Strata Management P/L 08200002	2273.25
01/04/22	GST DA011336	Journal	J0025820		-206.66
04/07/22	Management Fees M0402596	Creditor Invoice	DA011373	Premier Strata Management P/L 08200002	2273.25
04/07/22	GST DA011373	Journal	J0026403		-206.66
04/10/22	Management Fees M0413920	Creditor Invoice	DA011407	Premier Strata Management P/L 08200002	2273.25
04/10/22	GST DA011407	Journal	J0026921		-206.66
Total:					\$8266.36
1510 Security Key/Card Purchases					
31/05/22	Keys M0399166	Creditor Invoice	DA011360	Premier Strata Management P/L 08200002	10.00
31/05/22	GST DA011360	Journal	J0026065		-0.91
26/07/22	Keys M0405750	Creditor Invoice	DA011384	Premier Strata Management P/L 08200002	10.00
26/07/22	GST DA011384	Journal	J0026497		-0.91
Total:					\$18.18
1513 Security Key Refund					
28/06/22	U21-30 fobs 16960	Creditor Invoice	DA011368	Tesnik Security 08201540	209.00
Total:					\$209.00
1564 Water Rates					
07/03/22	16/11-21/2/22	Creditor Invoice	DA011327	Sydney Water 08200008	2270.52
23/05/22	22/2-16/5/22	Creditor Invoice	DA011353	Sydney Water 08200008	2051.56
22/08/22	17/5-13/8/22	Creditor Invoice	DA011394	Sydney Water 08200008	1995.44
24/11/22	14/8-21/11/22	Creditor Invoice	DA011427	Sydney Water 08200008	2220.00
Total:					\$8537.52
2220 Ceiling Repairs					
23/02/22	U9 repair ceiling 00002036	Creditor Invoice	DA011323	Leitchies Property Services 08201027	3520.00
23/02/22	GST DA011323	Journal	J0025448		-320.00
Total:					\$3200.00
2273 Income Tax Return Fee					
03/08/22	Tax Preparation Fees M0406334	Creditor Invoice	DA011388	Premier Strata Management P/L 08200002	110.00
03/08/22	GST DA011388	Journal	J0026519		-10.00
Total:					\$100.00
2303 Plumbing/Drainage Works					
10/10/22	Repair pit 12785	Creditor Invoice	DA011410	A Style Plumbing Drainage 08200509	2640.00
10/10/22	GST DA011410	Journal	J0026971		-240.00
Total:					\$2400.00
2312 Roof Repairs					
23/08/22	Repair roof 00057104	Creditor Invoice	DA011395	Jsj Roofing P/L 08200638	3245.00
23/08/22	GST DA011395	Journal	J0026553		-295.00
Total:					\$2950.00
2342 Waterproofing					
19/12/22	U26 waterproofing 00027683	Creditor Invoice	DA011443	Accelerate Showers 08200413	1364.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/22 to 20/12/22

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
	Waterproofing 2342 (Continued)				
19/12/22	GST DA011443	Journal	J0027296		-124.00
	Total:				\$1240.00
	Report Total:				\$91898.77

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF
STRATA PLAN 48676 – 2 WILLIAMS PARADE, DULWICH HILL
HELD VIA ZOOM VIDEO CONFERENCE
ON THURSDAY 17 NOVEMBER 2022, COMMENCING 4:00 PM**

PRESENT: K Parsons (4) R Parkinson-Scott (6)
H Strain (14) D Wallace (23)

PRESENT VIA ELECTRONIC MEANS: R Cook (11) R & A Coleman (15)
C Carr (22)

IN ATTENDANCE: C Wallace (23)

CHAIRMAN: Kristy Blackwell

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held 28 January 2022 be confirmed and adopted.

LOT 9 – SPECIAL BY-LAW: It was SPECIALLY RESOLVED pursuant to Sections 108 and 143 of the *Strata Schemes Management Act 2015* to authorise the owner of the lot specified in the special by-law set out below to carry out the alterations and additions to that lot and the common property described in that special by-law on the conditions of that special by-law (including the condition that the owner is responsible for the maintenance, upkeep and repair of those alterations and additions and the common property occupied by them) and to add to the by-laws applicable to the strata scheme by making that special by-law:

Special By-Law No 14 – Major Renovations and Building Works – Lot 9 Bathroom Renovations Inclusive Of Waterproofing .

1. Introduction

This By-Law gives the owner the right to carry out the Major Renovations on the conditions of the Major Renovation By-Law and this By-Law.

2. Definition

In this by-law:

“Lot” means Lot 9/2 Williams Parade Dulwich Hill in the Strata Scheme SP 48676;

“Owner” means the owner for the time being of the lot (being the current owner and all successors);

“Plans” means the plans/drawings prepared by the Accelerate Showers & Bathrooms Pty Ltd and dated 21st August 2022 attached to this by-law.

**LOT 9 – SPECIAL
BY-LAW:
(CONT.)**

“Major Renovations” means the alterations and additions to the Lot and common property described and shown in the Plans being bathroom renovations of tiled surfaces extending to ceilings and inclusive of waterproofing, not altering the existing plumbing and layout

“Major Renovations By-Law” means Special By-Law No 14 – Major Renovations as amended from time to time;

“Strata Scheme” means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner:

- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and
- (c) the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

- 4.1 The Major Renovations By-Law will apply to the Major Renovations.
- 4.2 The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.
- 4.3 The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures of fittings comprised in those Major Renovations and that common property.
- 4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.
- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.
- 4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.

**LOT 23 – SPECIAL
BY-LAW 15:**

The Owners Corporation SPECIALLY RESOLVED that;

- a) The kitchen renovation works is approved by the Owners Corporation as minor works with an approval letter and acceptance form to be issued;

**LOT 23 – SPECIAL
BY-LAW 15:
(CONT.)**

- b) The major renovation work to the bathroom inclusive of relocating the toilet, shower and floor waste; laundry inclusive of the additional toilet and relocation of the hot water system; and the installation of the kitchen exhaust with external vent is approved on the basis that the recommendations of the engineers report by Clemensen Holdings Pty Ltd is carried out as follows:
- i) Engage an electrician to disconnect any electrical power points with the new works
 - ii) Engage a plumber to disconnect/relocate any redundant water and or sewer drainage pipes.
 - iii) The new drainage works requires two 115mm and one 65mm diameter penetrations through the first floor slab.
 - iv) Slab Scan be engaged to locate and/or map out the locations of the steel reinforcement in the slab in the areas where the slab penetrations are required. Once this has been completed the exact locations of the penetration can be determined so not to clash with the slab reinforcement.
 - v) The plumber shall install a fire collar around each of the new slab penetrations.
 - vi) The plumber shall remove redundant drainage pipes from existing slab penetrations and fill in the resulting void with an epoxy repair mortar.
 - vii) The three penetrations are permitted, however, under no circumstances may the concrete slab be chased or cut into.
- c) That as per the recommendations of Clemensen Holdings Pty Ltd the Owner of Lot 23 engage Slab Scan and provide the documentation of the findings to the Strata Committee.
- d) That the Hot Water Service is to have an automatic shut off valve installed, is to be plumbed to the existing overflow drain and has a drip tray installed as per the Australian Standards.
- e) It is noted that the Kensington Hooded model of the ventilation system is the committees preferred model to install.

It was further SPECIALLY RESOLVED pursuant to Sections 108 and 143 of the *Strata Schemes Management Act 2015* to authorise the owner of the lot specified in the special by-law set out below to carry out the alterations and additions to that lot and the common property described in that special by-law on the conditions of that special by-law (including the condition that the owner is responsible for the maintenance, upkeep and repair of those alterations and additions and the common property occupied by them) and to add to the bylaws applicable to the strata scheme by making that special by-law:

Special By-Law No. 15

Major Renovations and Building Works - Lot 23 bathroom and laundry renovation of tiled surfaces inclusive of waterproofing.

1. Introduction

**LOT 23 – SPECIAL
BY-LAW 15:
(CONT.)**

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this bylaw.

2. Definitions

In this by-law:

“Lot” means Lot 23 in the Strata Scheme 48676;

“Owner” means the owner for the time being of the Lot (being the current owner and all successors);

“Plans” means the plans/drawings prepared by Cutting Edge Carpentry & Constructions Pty Ltd dated 17/10/2022 attached to this by-law;

“Major Renovations” means the alterations and additions to the Lot and common property described and shown in the Plans being a full bathroom renovation inclusive of relocating the toilet, shower, floor waste and waterproofing; laundry renovations inclusive of the additional toilet and relocation of the hot water system; and the installation of the kitchen exhaust with external vent.

“Major Renovations By-Law” means Special By-Law No. 15 Major Renovations as amended from time to time;

“Strata Scheme” means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner:

- a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

4.1. The Major Renovations By-Law will apply to the Major Renovations.

4.2. The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.

4.3. The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures of fittings comprised in those Major Renovations and that common property.

4.4. The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.

**LOT 23 – SPECIAL
BY-LAW 15:
(CONT.)**

- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.
- 4.6 For the avoidance of doubt, this by-law operates as the approval of the Owners Corporation of the Major Renovations for the purposes of the Major Renovations By-Law.

CLOSE: There being no further business to discuss the meeting closed at 5:20 pm.

**MINUTES OF THE ANNUAL GENERAL MEETING OF
STRATA PLAN 48676 HELD VIA ZOOM AT THE OFFICES OF
PREMIER STRATA MANAGEMENT 6/175 BRIENS ROAD NORTHMEAD
ON MONDAY 28 JANUARY 2022, COMMENCING 4.30 PM**

PRESENT VIA ZOOM: K Parsons (4) R Parkinson-Scott (6)
H Strain (14) J Kilazoglou (19)
C Hodges (30)

BY PROXY: R Cook (11) Proxy to: Lot 14
R & A Coleman (15) Proxy to: Lot 6
C Corr (22) Proxy to: Chairman

CHAIRMAN: Kristy Blackwell

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held 8 November 2021 be confirmed and adopted.

**VALUATION/
SUM INSURED:** It was RESOLVED that a Valuation be obtained prior to renewal for the full replacement and reinstatement value of the complex and that the insurance be renewed or endorsed for this amount.

INSURANCE: It was RESOLVED that the Owners Corporation obtain three (3) quotations for all items of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing the most suitable quotation to the Strata Managing Agent on instruction of the Owners Corporation or Strata Committee.

It was further RESOLVED that Fidelity Guarantee and Office Bearers insurance be accepted and policies taken out on renewal for the following year. Additional Workers Compensation is not required as per the Act on renewal for the following year.

The building insurance is placed with CHU Underwriting Agencies Pty Ltd (CHU). A copy of their Financial Services Guide (FSG) can be found at the following link: -

http://www.chu.com.au/wp-content/uploads/2016/02/102520-Residential-Strata-PDS-WEB-11_15.pdf

Under the delegated authority of the agent, the owners selected the optional paint benefit to be included on renewal for the following year.

**COMMISSION
AND TRAINING
SERVICES:** It was RESOLVED that the Owners Corporation note the report from the Strata Managing Agent pursuant to Section 60 of the Strata Schemes Management Act 2015 as follows:

- Insurance & Other Commission received for the past financial period noted in the Accounts.

Insurer	CHU	Amount	\$2416.38 Inc GST
---------	-----	--------	-------------------



Premier Strata

COMMISSION AND TRAINING SERVICES: (CONT.)

- Estimated Insurance & Other Commission to be received for the future financial period
- | | | | |
|---------|-----|--------|-------------------|
| Insurer | CHU | Amount | \$2500.00 Inc GST |
|---------|-----|--------|-------------------|

STRATA COMMITTEE:

It was RESOLVED by the Owners Corporation & pursuant to Section 29 of the Strata Schemes Management Act 2015 that the Strata Committee is to consist of 5 members. It was further RESOLVED in accordance with Clause 9 of the Strata Schemes Management Regulation 2016, that the below persons be elected for the following year:

K Parsons	(4)	Self Nominated
R Parkinson-Scott	(6)	Self Nominated
R Cook	(11)	Self Nominated
H Strain	(14)	Self Nominated
A Coleman	(15)	Self Nominated

RESTRICTED MATTERS:

It was RESOLVED that \$10,000 limitations be placed on the decision-making powers of the Strata Committee for the following year other than those already existing under the Strata Schemes Management Act 2015 and Regulations.

KEY FINANCIAL INFORMATION:

It was RESOLVED that the Annual Statement of Key Financial Information for the period ending 31 December 2021 be received and adopted.

LEVY CONTRIBUTIONS:

It was RESOLVED that in accordance with Section 79 (2) and 81 of the Strata Schemes Management Act 2015, the following budget be accepted on a unit entitlement basis from 1 July 2022, with levies due in four equal payments due 1 July 2022, 1 October 2022, 1 January 2023, 1 April 2023, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

Administrative Fund	\$116,700.00
Capital Works Fund	<u>\$ 50,000.00</u>
Total Funds	\$166,700.00

QUARTERLY CONTRIBUTIONS

Lot No.	U/E	A/F	S/F	Total
23,28	316	\$1,014.12	\$434.50	\$1,448.62
1, 2, 24, 27	319	\$1,023.75	\$438.63	\$1,462.38
3, 12, 22	321	\$1,030.17	\$441.38	\$1,471.55
13, 26	323	\$1,036.59	\$444.13	\$1,480.72
6, 7, 8, 16, 17, 18	325	\$1,043.01	\$446.88	\$1,489.89
30	327	\$1,049.42	\$449.63	\$1,499.05
4, 10, 20	332	\$1,065.47	\$456.50	\$1,521.97
11, 14, 21	336	\$1,078.31	\$462.00	\$1,540.31
5, 29	356	\$1,142.49	\$489.50	\$1,631.99
9	368	\$1,181.00	\$506.00	\$1,687.00
15, 19, 25	374	\$1,200.26	\$514.25	\$1,714.51
Unit Entitlements	10,000			

Premier Strata Management

Liability limited by a scheme approved under Professional Standards Legislation.

Address: 6/175 Briens Road, Northmead NSW
 Postal Address: PO Box 3030, Parramatta NSW 2124

Phone 61 2 9630 7500
 Fax 61 2 9630 1915

www.premierstrata.com.au
mail@premierstrata.com.au

**CAPITAL WORKS
FUND ANALYSIS
REPORT:**

It was RESOLVED that the Owners Corporation agree to review the current Capital Works Fund Analysis Report. It was NOTED that the current Capital Works Fund is still valid.

**WORK HEALTH
AND SAFETY:**

It was RESOLVED that the Owners Corporation acknowledge the *Work Health and Safety Act 2011* and *Regulations(NSW)* and RESOLVED to:

- a) As required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on Work Health and Safety matters under the Work Health and Safety Act 2011 and Regulations (NSW) with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors
- b) Against Strata Managers recommendation to not engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW). By not agreeing to obtain a report the owners are exercising the New South Wales Work Cover Authority Work Health and Safety Legislation Exemption and confirming that the property is 100% residential with no business activity on common property and does not engage a worker as an employee.

**ANNUAL FIRE
SAFETY
STATEMENT:**

It was RESOLVED that the Owners Corporation carry out the following:

- a) Engage a suitably qualified consultant to carry out an Annual Fire Safety Report and Statement in accordance with Part 9. Division 5 of the NSW Environment Planning and Assessment Regulations 2000 as amended; and
- b) To submit any corrective actions, report to the Strata Committee to determine what action is required, if any; and
- c) To delegate to the Strata Manager the following functions pursuant to the Agency Agreement Additional Duties Schedule:
 - i. Undertake the seeking of quotation and engaging the contractor to prepare the statement; and
 - ii. Sign the statement on behalf of the scheme and lodge the statement with local council and cause a copy of the statement to be given to the Fire Commissioner and for the Strata Committee Secretary to affix a copy to the scheme notice board.

**PREVENTATIVE
MAINTENANCE:**

It was RESOLVED that the Owners Corporation discuss and set up a preventative maintenance schedule which engages suitably qualified contractors to undertake the following and any other maintenance items pertinent to the complex:

- a) That an inspection of the property for evidence of termite activity be carried out excluding the roof voids. In addition, a rodent baiting only, be carried out to the common areas.
- b) That cleaning of all gutters and downpipes and determination of schedule for frequency as well as the possible need for a detailed roof inspection be carried out 4 monthly.

**PREVENTATIVE
MAINTENANCE:
(CONT.)**

- c) That cleaning of drains, pits and retention basins in the complex including servicing of any pumps not be carried out.
- d) Maintenance and testing of any mechanical or electronic devices, including, but not limited to mechanical ventilation, garage doors, auto doors, intercoms, CCTV etc. not be carried out.
- e) Maintenance, testing and compliance of any height safety systems installed pursuant to Work Health and Safety Act 2011 and Regulations 2017 (NSW), be carried out.
- f) Inspecting, certifying and repairing window locks that have been installed pursuant to Section 118 of the Strata Schemes Management Act 2015, not be carried out against Strata Managers recommendation.

**LEVY
COLLECTION:**

It was RESOLVED that the Owners of Strata Plan No. 48676, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the ACT (including Section 86 of the Strata Schemes Management Act 2015), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following:

- i. Levy Recovery Step 1: Issue 1st levy recovery letter 35 days after the levy due date;
- ii. Levy Recovery Step 2: Issue 2nd levy recovery letter 60 days after the levy due date;
- iii. Levy Recovery Step 3: Issue 3rd levy recovery letter 75 days after the levy due date;
- iv. Levy Recovery Step 4: Issue 4th levy recovery letter 106 days after the original date the levy was due;
- v. Where the debt is in excess of \$1,000.00 appoint the services of a debt collection agency, obtain legal advice and/or retain representation of solicitors, barristers and/or experts on behalf of The Owners – Strata Plan No. 48676 issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or any other proceedings against any Lot Owner, Mortgagee in possession and/or former Lot Owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- vi. Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- vii. Filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions; and,
- viii. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.
- ix. Enter into a payment plan with any lot owner for the payment of overdue contributions provided that the plan is limited to a period of 12 months or less.

**DP270052
COMMUNITY
ASSOCIATION:**

It was RESOLVED that the Owners Corporation reviewed community matters and resolved that K Parsons be nominated as the community representative and that H Strain be appointed as the second representative.

**NOTICE TO
COMPLY – BY-
LAW 5 – LOT 29:**

It was RESOLVED that the Owners Corporation has formed the opinion and is satisfied that the registered owner of Lot 29 – Ben Stockwell & Kate Charles has breached By-Law 5, of the registered By-Laws applicable to the Strata Scheme by completing renovations within the laundry without prior approval from the owners Corporation.

- a. That the Strata Committee authorises Premier Strata Management Pty Ltd as the Strata Managing Agent of Strata Plan 48676 to issue a Notice to Comply for breach of the By-Law referred to in this motion.
- b. That the Strata Committee instruct Premier Strata Management Pty Ltd as the Strata Managing Agent of Strata Plan 48676, if required, to act on their behalf at but not limited to any mediation, preparing NSW Civil & Administrative Tribunal (NCAT) applications and or obtaining legal council that may be required following the occupier of Lot 29 being issued with a Notice to Comply for breach of By-Laws.

**NOTICE TO
COMPLY –
SPECIAL BY-LAW
9 – LOT 29**

It was RESOLVED that the Owners Corporation has formed the opinion and is satisfied that the registered owner of Lot 29 – Ben Stockwell & Kate Charles has breached Special By-Law 9, of the registered By-Laws applicable to the Strata Scheme by completing renovations within the laundry without prior approval from the owners Corporation

- a. That the Strata Committee authorises Premier Strata Management Pty Ltd as the Strata Managing Agent of Strata Plan 48676 to issue a Notice to Comply for breach of the By-Law referred to in this motion.
- b. That the Strata Committee instruct Premier Strata Management Pty Ltd as the Strata Managing Agent of Strata Plan 48676, if required, to act on their behalf at but not limited to any mediation, preparing NSW Civil & Administrative Tribunal (NCAT) applications and or obtaining legal council that may be required following the occupier of Lot 29 being issued with a Notice to Comply for breach of By-Laws.

**NOTICE TO
COMPLY –
SPECIAL BY-LAW
11 – LOT 29**

It was RESOLVED that the Owners Corporation has formed the opinion and is satisfied that the registered owner of Lot 29 – Ben Stockwell & Kate Charles has breached Special By-Law 11, of the registered By-Laws applicable to the Strata Scheme by completing renovations within the laundry without prior approval from the owners Corporation

- a. That the Strata Committee authorises Premier Strata Management Pty Ltd as the Strata Managing Agent of Strata Plan 48676 to issue a Notice to Comply for breach of the By-Law referred to in this motion.

**NOTICE TO
COMPLY –
SPECIAL BY-LAW
11 – LOT 29
(CONT.)**

- b. That the Strata Committee instruct Premier Strata Management Pty Ltd as the Strata Managing Agent of Strata Plan 48676, if required, to act on their behalf at but not limited to any mediation, preparing NSW Civil & Administrative Tribunal (NCAT) applications and or obtaining legal council that may be required following the occupier of Lot 29 being issued with a Notice to Comply for breach of By-Laws.

**2021 AGM
MINUTES**

The Owners Corporation resolved to review the minutes of the AGM with the updates provided. It was resolved as follows;

- a) proceed obtaining a fee proposal and legal advice be accepted for the initial consultation to review and offer guidance for the recovery of costs for the park carpark works and reclaiming the exclusive use of the parking bays.
- b) An alternative contractor is engaged to proceed with the ventilation systems and that the committee will continue to pursue documentation form Standard air regarding the trail installation.
- c) A final letter be issued for the all noncompliance of air conditioners, which outlines the requirements for compliance to the relevant Lots.
- d) The matter of the slab edging will be considered once the ventilation issues are resolved.
- e) That Building by-laws be engaged for the by-law review, with a quote submitted to the committee;
- f) That the approved renovation works for Lot 19 major renovations did not proceed and that minor renovations were completed.

**MANAGER
NOTES:**

The Managing Agent was instructed under their delegated authority to arrange:

- A letter for over watering of plants/slab edge over flow.
- Letter issued for awning cleaning to lots 1, 5, 9, 10, 14, 15, 17 and 20

CLOSE:

here being no further business to discuss the meeting closed at 7.30 pm.

**MINUTES OF THE STRATA COMMITTEE MEETING OF
STRATA PLAN 48676 HELD VIA ZOOM AT THE OFFICES OF
PREMIER STRATA MANAGEMENT 6/175 BRIENS ROAD NORTHMEAD
ON MONDAY 28 FEBRUARY 2022, COMMENCING 7.30 PM**

PRESENT VIA ZOOM: K Parsons (4) R Parkinson-Scott (6)
H Strain (14) J Kilazoglou (19)
C Hodges (30)

CHAIRMAN: Kristy Blackwell

MINUTES: It was RESOLVED that the minutes of the last Strata Committee meeting held 19 April 2021 be adopted as a true and accurate account of the proceedings of that meeting.

MAIN CONTACT: It was RESOLVED that there be no main point of contact for Strata Committee communication.

CLOSE: There being no further business to discuss the meeting closed at 7.35 pm

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2021

	ACTUAL 31/12/2020	ACTUAL 31/12/2021
<u>OWNERS FUNDS</u>		
Administrative Fund	(5,689.71)	2,024.21
Capital Works Fund	121,497.01	141,674.79
<u>TOTAL</u>	<u>\$ 115,807.30</u>	<u>\$ 143,699.00</u>
 <u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>ASSETS</u>		
Cash At Bank	137,281.44	170,965.98
Secondary Debtors	605.00	605.00
<u>TOTAL ASSETS</u>	<u>137,886.44</u>	<u>171,570.98</u>
<u>LIABILITIES</u>		
Gst Clearing Account	(3,249.58)	373.82
Payg Clearing Account	1,047.00	1,047.00
Creditors	0.00	94.16
Security Key Deposits/Bond	993.00	993.00
Next Year Discounts	(2,587.59)	(2,760.73)
Levies In Advance	25,876.31	28,124.73
<u>TOTAL LIABILITIES</u>	<u>22,079.14</u>	<u>27,871.98</u>
 <u>NET ASSETS</u>	 <u>\$ 115,807.30</u>	 <u>\$ 143,699.00</u>

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2021 TO 31 DECEMBER 2021

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/20-31/12/20	01/01/21-31/12/21	01/01/21-31/12/21	01/01/22-31/12/22
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	80,532.30	100,387.62	110,000.00	116,684.00
Discount - Admin Fund	(7,769.89)	(9,457.56)	(10,569.00)	(11,668.00)
Special Admin. Fund Levy	0.00	5,700.01	0.00	0.00
Interest On Overdue Levies	(4.58)	10.29	0.00	0.00
Key Deposits	163.64	427.27	0.00	0.00
Reimbursement	1,121.82	0.00	0.00	0.00
Remote Control	259.08	86.36	0.00	0.00
Fob/Tag/Swipe Deposit	172.72	86.36	0.00	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	74,475.09	97,240.35	99,431.00	105,016.00
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	370.00	380.00	380.00	390.00
Accrued Management Fee	179.51	0.00	0.00	0.00
Audit Fees	0.00	500.00	0.00	0.00
Bank Fees	290.44	406.48	320.00	420.00
Business Activity Statement	360.00	400.00	360.00	400.00
By-Law Registration Fees	538.09	666.58	0.00	0.00
Common Area Cleaning And Lawns	9,404.96	10,509.47	11,000.00	11,000.00
Electricity	2,256.10	2,039.67	2,500.00	2,500.00
Fire Equipment - Service/Inspe	1,631.30	1,436.30	2,250.00	2,250.00
Insurance	11,794.40	14,049.92	13,500.00	16,000.00
Insurance Stamp Duty	1,036.92	1,233.87	1,100.00	1,450.00
Insurance Claim/Excess	68.18	68.18	0.00	0.00
Insurance Valuation	440.00	0.00	0.00	0.00
Legal Fees	0.00	59.09	0.00	0.00
Levy Payment	31,599.94	25,364.02	32,000.00	32,000.00
Maintenance - Carpet Cleaning	981.82	1,100.00	900.00	1,100.00
Maintenance - Doors	530.00	750.00	0.00	0.00
Maintenance - Electrical	750.00	110.00	0.00	0.00
Maintenance - Gutter Cleaning	1,295.45	2,495.45	2,800.00	2,800.00
Maintenance - Intercom Repairs	535.00	0.00	0.00	0.00
Maintenance - Locksmiths	953.43	0.00	0.00	0.00
Maintenance - Painting	227.27	0.00	0.00	0.00
Maintenance - Pest Control	689.09	1,190.91	690.00	1,000.00
Maintenance - Plumbing	3,150.00	1,705.00	3,000.00	3,000.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2021 TO 31 DECEMBER 2021

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/20-31/12/20	01/01/21-31/12/21	01/01/21-31/12/21	01/01/22-31/12/22
Maintenance - Roof Repairs	1,210.00	3,336.35	0.00	0.00
Maintenance - Tiling/Paving	150.00	220.00	0.00	0.00
Maintenance - General	100.00	117.78	8,500.00	10,000.00
Management Fees	7,227.51	7,872.38	7,872.38	8,266.36
Management Fees Schedule B	800.00	1,500.00	800.00	1,000.00
Postage Photocopy & Stationery	2,435.00	1,620.37	2,500.00	2,500.00
Remote Control Purchases	0.00	692.40	0.00	0.00
Safety Report	0.00	400.00	0.00	0.00
Security Key/Card Purchases	27.27	45.45	0.00	0.00
Water Rates	9,575.33	9,256.76	10,000.00	10,000.00
TOTAL ADMIN. EXPENDITURE	90,607.01	89,526.43	100,472.38	106,076.36
SURPLUS / DEFICIT	\$ (16,131.92)	\$ 7,713.92	\$ (1,041.38)	\$ (1,060.36)
Opening Admin. Balance	10,442.21	(5,689.71)	(5,689.71)	2,024.21
ADMINISTRATIVE FUND BALANCE	\$ (5,689.71)	\$ 2,024.21	\$ (6,731.09)	\$ 963.85

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 JANUARY 2021 TO 31 DECEMBER 2021

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/01/20-31/12/20	01/01/21-31/12/21	01/01/21-31/12/21	01/01/22-31/12/22
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	24,637.03	23,763.66	30,000.00	33,000.00
Discount - Capital Works Fund	(2,318.20)	(2,235.88)	(1,884.00)	(3,000.00)
<u>TOTAL CAPITAL WORKS INCOME</u>	22,318.83	21,527.78	28,116.00	30,000.00
<u>EXPENDITURE - CAPITAL WORKS</u>				
Ceiling Repairs	0.00	1,250.00	0.00	0.00
Clothesline Repair/Replacement	2,509.09	0.00	0.00	0.00
Improvements	0.00	0.00	6,000.00	1,705.00
Income Tax Return Fee	100.00	100.00	100.00	100.00
Plumbing/Drainage Works	980.00	0.00	0.00	0.00
Roof Repairs	30,200.00	0.00	0.00	0.00
Tiling	1,800.00	0.00	0.00	0.00
Window Lock Install/Compliance	2,218.73	0.00	0.00	0.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	37,807.82	1,350.00	6,100.00	1,805.00
<u>SURPLUS / DEFICIT</u>	\$ (15,488.99)	\$ 20,177.78	\$ 22,016.00	\$ 28,195.00
Opening Capital Works Balance	136,986.00	121,497.01	121,497.01	141,674.79
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 121,497.01	\$ 141,674.79	\$ 143,513.01	\$ 169,869.79

Strata Plan No. 48676

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 January 2021 to 31 December 2021

Administrative Fund

Balance carried forward	-5,689.71
Total income received	97,240.35
Total interest earned	0.00
Total contributions paid	106,708.72
Total unpaid contributions payable	-8,174.24
Total expenditure for maintenance	62,071.61
Total expenditure for administration costs	26,788.24
Balance at end of reporting period	2,024.21

Principal items of expenditure proposed for next reporting period

Administration

Insurance	16,000.00
Management Fees	8,266.36
Postage Photocopy & Stationery	2,500.00
Management Fees Schedule B	1,000.00
Bank Fees	420.00
Business Activity Statement	400.00
Accounting Fee	390.00
Total of proposed administration expenditure	<u>28,976.36</u>

Maintenance

Levy Payment	32,000.00
Common Area Cleaning And Lawns	11,000.00
Maintenance - General	10,000.00
Water Rates	10,000.00
Maintenance - Plumbing	3,000.00
Maintenance - Gutter Cleaning	2,800.00
Electricity	2,500.00
Fire Equipment - Service/Inspe	2,250.00
Insurance Stamp Duty	1,450.00
Maintenance - Carpet Cleaning	1,100.00
Maintenance - Pest Control	1,000.00
Total of proposed maintenance expenditure	<u>77,100.00</u>

Total of proposed expenditure	<u>106,076.36</u>
-------------------------------	-------------------

Capital Works Fund

Balance carried forward	121,497.01
Total income received	21,527.78
Total interest earned	0.00
Total contributions paid	25,340.11

Strata Plan No. 48676**STATEMENT OF KEY FINANCIAL INFORMATION**

For period 1 January 2021 to 31 December 2021

Capital Works Fund

Total unpaid contributions payable	-2,025.62
Total expenditure for maintenance	1,250.00
Total expenditure for administration costs	100.00
Balance at end of reporting period	141,674.79

Principal items of expenditure proposed for next reporting period

Administration

Income Tax Return Fee	100.00
Total of proposed administration expenditure	<u>100.00</u>

Maintenance

Improvements	1,705.00
Total of proposed maintenance expenditure	<u>1,705.00</u>

Total of proposed expenditure	<u>1,805.00</u>
-------------------------------	-----------------

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/21 to 31/12/21

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
1213 Accounting Fee					
01/02/21	GST DA011142	Journal	J0023185		-38.00
01/02/21	Accounting Fees M0337274	Creditor Invoice	DA011142	Premier Strata Management P/L 08200002	418.00
Total:					\$380.00
1231 Audit Fees					
24/02/21	GST DA011158	Journal	J0023248		-50.00
24/02/21	Audit 00026589	Creditor Invoice	DA011158	Taxable Accounting 08200202	550.00
Total:					\$500.00
1250 By-Law Registration Fees					
05/05/21	GST DA011204	Journal	J0023777		-13.31
05/05/21	GST DA011203	Journal	J0023773		-6.00
05/05/21	COB	Creditor Invoice	DA011204	Lib Services 08200867	146.40
05/05/21	COB	Creditor Invoice	DA011203	Lib Services 08200867	66.00
21/05/21	GST MA000063	Journal	J0023808		25.22
21/05/21	By-Law Registration By-Law Registration	Debtor Invoice	MA000063	James & Glenys Kilazoglou 02100019	-277.40
20/12/21	GST DA011304	Journal	J0025053		-66.07
20/12/21	December service 6550454	Creditor Invoice	DA011304	Jane Crittenden, Lawyers 08202071	726.74
22/12/21	CT Amendments M0383035	Creditor Invoice	DA011307	Premier Strata Management P/L 08200002	71.50
22/12/21	GST DA011307	Journal	J0025122		-6.50
Total:					\$666.58
1261 Common Area Cleaning And Lawns					
11/01/21	December maint 0179	Creditor Invoice	DA011137	Abdullah Strata Cleaning 08203418	943.60
11/01/21	GST DA011137	Journal	J0023138		-85.78
03/02/21	GST DA011144	Journal	J0023192		-83.88
03/02/21	January maintenance 0187	Creditor Invoice	DA011144	Abdullah Strata Cleaning 08203418	922.70
04/03/21	February maint 0201	Creditor Invoice	DA011162	Abdullah Strata Cleaning 08203418	922.70
04/03/21	GST DA011162	Journal	J0023362		-83.88
13/04/21	GST DA011181	Journal	J0023672		-85.78
13/04/21	March maintenance 0203	Creditor Invoice	DA011181	Abdullah Strata Cleaning 08203418	943.60
10/05/21	GST DA011205	Journal	J0023790		-83.88
10/05/21	April maintenance 0211	Creditor Invoice	DA011205	Abdullah Strata Cleaning 08203418	922.70
07/06/21	May maintenance 0219	Creditor Invoice	DA011213	Abdullah Strata Cleaning 08203418	922.70
07/06/21	GST DA011213	Journal	J0023952		-83.88
06/07/21	June maintenance 0227	Creditor Invoice	DA011231	Abdullah Strata Cleaning 08203418	986.50
06/07/21	GST DA011231	Journal	J0024252		-89.68
09/08/21	GST DA011238	Journal	J0024296		-97.71
09/08/21	July maintenance 0235	Creditor Invoice	DA011238	Abdullah Strata Cleaning 08203418	1074.80
13/09/21	GST DA011248	Journal	J0024420		-87.52
13/09/21	August maintenance 0243	Creditor Invoice	DA011248	Abdullah Strata Cleaning 08203418	962.75
11/10/21	GST DA011265	Journal	J0024745		-85.52
11/10/21	September maintenanc 0253	Creditor Invoice	DA011265	Abdullah Strata Cleaning 08203418	940.75
09/11/21	October maintenance 0260	Creditor Invoice	DA011282	Abdullah Strata Cleaning 08203418	1054.85
09/11/21	GST DA011282	Journal	J0024819		-95.90
02/12/21	GST DA011299	Journal	J0024984		-87.52
02/12/21	November maint 0267	Creditor Invoice	DA011299	Abdullah Strata Cleaning 08203418	962.75
Total:					\$10509.47
1276 Electricity					
21/01/21	GST DA011138	Journal	J0023144		-28.30
21/01/21	GST DA011139	Journal	J0023148		-14.11

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/21 to 31/12/21

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Electricity 1276 (Continued)					
21/01/21	GST DA011140	Journal	J0023152		-14.09
21/01/21	10/10-12/1/21	Creditor Invoice	DA011140	Agl Electricity - 208868 08200928	155.02
21/01/21	10/10-12/1/21	Creditor Invoice	DA011139	Agl Electricity - 208868 08200928	155.20
21/01/21	10/10-12/1/21	Creditor Invoice	DA011138	Origin Energy - 130112 08200010	311.34
15/02/21	GST DA011149	Journal	J0023210		-6.49
15/02/21	13/1-2/2/21	Creditor Invoice	DA011149	Origin Energy - 130112 08200010	71.34
20/04/21	13/1-12/4/21	Creditor Invoice	DA011183	Agl Electricity - 208868 08200928	148.82
20/04/21	13/1-12/4/21	Creditor Invoice	DA011182	Agl Electricity - 208868 08200928	150.28
20/04/21	GST DA011182	Journal	J0023682		-13.66
20/04/21	GST DA011183	Journal	J0023686		-13.53
09/06/21	GST DA011221	Journal	J0024011		-16.31
09/06/21	3/2-12/4/21	Creditor Invoice	DA011221	Agl Electricity - 208868 08200928	179.42
22/07/21	GST DA011232	Journal	J0024257		-13.52
22/07/21	GST DA011233	Journal	J0024261		-13.80
22/07/21	13/4-8/7/21	Creditor Invoice	DA011233	Agl Electricity - 208868 08200928	151.83
22/07/21	13/4-8/7/21	Creditor Invoice	DA011232	Agl Electricity - 208868 08200928	148.76
01/10/21	13/4-8/7/21	Creditor Invoice	DA011261	Agl Electricity - 208868 08200928	218.58
01/10/21	GST DA011261	Journal	J0024711		-19.87
25/10/21	9/7-12/10/21	Creditor Invoice	DA011272	Agl Electricity - 208868 08200928	230.45
25/10/21	9/7-12/10/21	Creditor Invoice	DA011273	Agl Electricity - 208868 08200928	159.05
25/10/21	9/7-12/10/21	Creditor Invoice	DA011274	Agl Electricity - 208868 08200928	163.54
25/10/21	GST DA011274	Journal	J0024785		-14.87
25/10/21	GST DA011273	Journal	J0024781		-14.46
25/10/21	GST DA011272	Journal	J0024777		-20.95
Total:					\$2039.67
1288 Fire Equipment - Service/Inspe					
31/05/21	AFSS 10082	Creditor Invoice	DA011209	Inner West Council 08202301	116.30
31/05/21	GST DA011210	Journal	J0023838		-97.50
31/05/21	AFSS inspection 00025920	Creditor Invoice	DA011210	Powertek Installations Pty Ltd 08200044	1072.50
28/09/21	GST DA011259	Journal	J0024577		-20.00
28/09/21	Annual Fire Safety M0370761	Creditor Invoice	DA011259	Premier Strata Management P/L 08200002	220.00
19/10/21	GST DA011271	Journal	J0024768		-14.50
19/10/21	Exit lights 00026581	Creditor Invoice	DA011271	Powertek Installations Pty Ltd 08200044	159.50
Total:					\$1436.30
1315 Insurance					
10/11/21	GST DA011283	Journal	J0024824		-1404.99
10/11/21	6/12/21-6/12/22 75769	Creditor Invoice	DA011283	Bac Insurance Brokers Pty Ltd 08200950	15454.91
Total:					\$14049.92
1316 Insurance Stamp Duty					
10/11/21	6/12/21-6/12/22 75769	Creditor Invoice	DA011284	Bac Insurance Brokers Pty Ltd 08200950	1233.87
Total:					\$1233.87
1318 Insurance Claim/Excess					
07/04/21	GST DA011179	Journal	J0023664		-6.82
07/04/21	Process Ins Claims M0349268	Creditor Invoice	DA011179	Premier Strata Management P/L 08200002	75.00
Total:					\$68.18
1333 Legal Fees					
16/02/21	02100004-Committed -1	Debtor Invoice	MA000060	Karen Lorraine Parsons 02100004	-11.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/21 to 31/12/21

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Legal Fees 1333 (Continued)					
16/02/21	02100008-Committed -1	Debtor Invoice	MA000061	Coutts R & Le M 02100008	-11.00
16/02/21	GST MA000060	Journal	J0023222		1.00
16/02/21	GST MA000061	Journal	J0023226		1.00
22/02/21	GST DA011152	Journal	J0023231		-2.00
22/02/21	Arrears Fees M0339813	Creditor Invoice	DA011152	Premier Strata Management P/L 08200002	22.00
09/06/21	GST DA011219	Journal	J0024005		-5.91
09/06/21	CT Amendment M0358139	Creditor Invoice	DA011219	Premier Strata Management P/L 08200002	65.00
06/08/21	GST MA000066	Journal	J0024284		1.00
06/08/21	GST MA000067	Journal	J0024288		1.00
06/08/21	GST MA000068	Journal	J0024292		1.00
06/08/21	02100008-Committed -1	Debtor Invoice	MA000066	Coutts R & Le M 02100008	-11.00
06/08/21	02100012-Committed -1	Debtor Invoice	MA000067	Oi l 02100012	-11.00
06/08/21	02100024-Committed -1	Debtor Invoice	MA000068	Helen Margaret Boyton 02100024	-11.00
30/08/21	GST DA011241	Journal	J0024361		-3.00
30/08/21	Arrears Fees M0365379	Creditor Invoice	DA011241	Premier Strata Management P/L 08200002	33.00
18/11/21	GST MA000074	Journal	J0024847		1.00
18/11/21	02100004-Committed -1	Debtor Invoice	MA000074	Karen Lorraine Parsons 02100004	-11.00
30/11/21	Arrears Fees M0378484	Creditor Invoice	DA011293	Premier Strata Management P/L 08200002	11.00
30/11/21	GST DA011293	Journal	J0024936		-1.00
Total:					\$59.09
1336 Levy Payment					
24/03/21	GST DA011168	Journal	J0023486		-631.96
24/03/21	1/4-30/6/21	Creditor Invoice	DA011168	Deft Payment Systems 08200927	6951.60
14/09/21	GST DA011249	Journal	J0024436		-631.96
14/09/21	1/7/21-30/9/21	Creditor Invoice	DA011249	Deft Payment Systems 08200927	6951.60
22/09/21	GST DA011252	Journal	J0024494		-640.60
22/09/21	October levies	Creditor Invoice	DA011252	Deft Payment Systems 08200927	7046.59
16/12/21	Levy Payment	Creditor Invoice	DA011303	Deft Payment Systems 08200927	6950.63
16/12/21	GST DA011303	Journal	J0025048		-631.88
Total:					\$25364.02
1363 Maintenance - Carpet Cleaning					
27/04/21	Clean carpet 1664	Creditor Invoice	DA011191	Jumbo Carpert & Cleaning Serv 08201280	540.00
27/04/21	GST DA011191	Journal	J0023720		-49.09
29/06/21	Clean carpet 1672	Creditor Invoice	DA011227	Jumbo Carpert & Cleaning Serv 08201280	130.00
29/06/21	GST DA011227	Journal	J0024169		-11.82
08/11/21	Clean carpet 1675	Creditor Invoice	DA011281	Jumbo Carpert & Cleaning Serv 08201280	540.00
08/11/21	GST DA011281	Journal	J0024814		-49.09
Total:					\$1100.00
1369 Maintenance - Doors					
09/02/21	Repair door 1742	Creditor Invoice	DA011145	Leitchies Property Services 08201027	825.00
09/02/21	GST DA011145	Journal	J0023197		-75.00
Total:					\$750.00
1375 Maintenance - Electrical					
05/05/21	Adjust comm area lig 00025865	Creditor Invoice	DA011202	Powertek Installations Pty Ltd 08200044	121.00
05/05/21	GST DA011202	Journal	J0023769		-11.00
08/06/21	Telephone cabling NBN telephone cabling issue	Debtor Invoice	MA000065	James & Glenys Kilazoglou 02100019	-385.00
08/06/21	GST MA000065	Journal	J0023969		35.00
16/06/21	U19 inv nbn & cabling u15 00026068	Creditor Invoice	DA011222	Powertek Installations Pty Ltd 08200044	385.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/21 to 31/12/21

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Maintenance - Electrical 1375 (Continued)					
16/06/21	GST DA011222	Journal	J0024038		-35.00
Total:					\$110.00
1393 Maintenance - Gutter Cleaning					
15/03/21	Clean gutters 00048018	Creditor Invoice	DA011167	Jsj Roofing P/L 08200638	1210.00
15/03/21	GST DA011167	Journal	J0023424		-110.00
27/09/21	Clean gutters 00051384	Creditor Invoice	DA011255	Jsj Roofing P/L 08200638	1210.00
27/09/21	GST DA011255	Journal	J0024555		-110.00
08/12/21	Clean gutters 00052618	Creditor Invoice	DA011300	Jsj Roofing P/L 08200638	325.00
08/12/21	GST DA011300	Journal	J0025004		-29.55
Total:					\$2495.45
1411 Maintenance - Pest Control					
03/11/21	Pest treatment 11914	Creditor Invoice	DA011279	North Sydney Pest Management 08200095	1310.00
03/11/21	GST DA011279	Journal	J0024804		-119.09
Total:					\$1190.91
1414 Maintenance - Plumbing					
16/02/21	U22 repair leak BX736	Creditor Invoice	DA011151	Boyd Parsons Plumbing 08200433	247.50
16/02/21	GST DA011151	Journal	J0023218		-22.50
08/03/21	U4 repair leak BX871	Creditor Invoice	DA011163	Boyd Parsons Plumbing 08200433	324.50
08/03/21	GST DA011163	Journal	J0023366		-29.50
07/10/21	Inv wtr dam s/well u30 rep pipe in wall BX904	Creditor Invoice	DA011264	Boyd Parsons Plumbing 08200433	682.00
07/10/21	GST DA011264	Journal	J0024740		-62.00
15/12/21	U20 Clr blk drains BY787a	Creditor Invoice	DA011302	Boyd Parsons Plumbing 08200433	621.50
15/12/21	GST DA011302	Journal	J0025043		-56.50
Total:					\$1705.00
1420 Maintenance - Roof Repairs					
12/04/21	U28 repair roof leak 00048286	Creditor Invoice	DA011180	Jsj Roofing P/L 08200638	545.00
12/04/21	GST DA011180	Journal	J0023668		-49.55
20/04/21	U9 &7 roof leak 00048953	Creditor Invoice	DA011184	Jsj Roofing P/L 08200638	1040.00
20/04/21	GST DA011184	Journal	J0023690		-94.55
29/06/21	U9 repair roof 00050122	Creditor Invoice	DA011226	Jsj Roofing P/L 08200638	1045.00
29/06/21	GST DA011226	Journal	J0024165		-95.00
27/09/21	U7 repair roof leak 00051331	Creditor Invoice	DA011253	Jsj Roofing P/L 08200638	220.00
27/09/21	GST DA011253	Journal	J0024547		-20.00
27/09/21	U19 roof leak 00051330	Creditor Invoice	DA011254	Jsj Roofing P/L 08200638	110.00
27/09/21	GST DA011254	Journal	J0024551		-10.00
03/11/21	U19 repair roof leak 00051891	Creditor Invoice	DA011280	Jsj Roofing P/L 08200638	325.00
03/11/21	GST DA011280	Journal	J0024808		-29.55
08/12/21	U11-20 repair roof 00052619	Creditor Invoice	DA011301	Jsj Roofing P/L 08200638	385.00
08/12/21	GST DA011301	Journal	J0025008		-35.00
Total:					\$3336.35
1426 Maintenance - Tiling/Paving					
07/06/21	Repair stairs 1849	Creditor Invoice	DA011212	Leitchies Property Services 08201027	242.00
07/06/21	GST DA011212	Journal	J0023948		-22.00
Total:					\$220.00
1438 Maintenance - General					
27/04/21	Stationery	Payment	F0001182	Raylene Parkinson-Scott	129.56

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/21 to 31/12/21

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Maintenance - General 1438 (Continued)					
27/04/21	GST F0001182	Journal	J0023725		-11.78
Total:					\$117.78
1447 Management Fees					
04/01/21	Management Fees M0333568	Creditor Invoice	DA011133	Premier Strata Management P/L 08200002	2112.10
04/01/21	GST DA011133	Journal	J0023103		-192.01
01/04/21	Management Fees M0347118	Creditor Invoice	DA011174	Premier Strata Management P/L 08200002	2112.10
01/04/21	GST DA011174	Journal	J0023654		-192.01
01/07/21	Management Fees M0360766	Creditor Invoice	DA011228	Premier Strata Management P/L 08200002	2217.71
01/07/21	GST DA011228	Journal	J0024212		-201.61
01/10/21	Management Fees M0371331	Creditor Invoice	DA011260	Premier Strata Management P/L 08200002	2217.71
01/10/21	GST DA011260	Journal	J0024707		-201.61
Total:					\$7872.38
1450 Management Fees Schedule B					
30/03/21	Schedule B Fees M0346685	Creditor Invoice	DA011173	Premier Strata Management P/L 08200002	220.00
30/03/21	GST DA011173	Journal	J0023568		-20.00
28/04/21	Schedule B Fees M0351900	Creditor Invoice	DA011196	Premier Strata Management P/L 08200002	660.00
28/04/21	GST DA011196	Journal	J0023741		-60.00
09/06/21	Schedule B Fees M0358165	Creditor Invoice	DA011220	Premier Strata Management P/L 08200002	330.00
09/06/21	GST DA011220	Journal	J0024007		-30.00
29/06/21	Additional Services M0358244	Creditor Invoice	DA011223	Premier Strata Management P/L 08200002	220.00
29/06/21	GST DA011223	Journal	J0024156		-20.00
30/11/21	Schedule B Fees M0380274	Creditor Invoice	DA011298	Premier Strata Management P/L 08200002	220.00
30/11/21	GST DA011298	Journal	J0024946		-20.00
Total:					\$1500.00
1483 Remote Control Purchases					
27/04/21	remotes 14799	Creditor Invoice	DA011192	Tesnik Security 08201540	761.64
27/04/21	GST DA011192	Journal	J0023729		-69.24
Total:					\$692.40
1495 Safety Report					
14/09/21	Covid report 8072	Creditor Invoice	DA011250	Clad Clear Pty Ltd 08204273	440.00
14/09/21	GST DA011250	Journal	J0024440		-40.00
Total:					\$400.00
1510 Security Key/Card Purchases					
21/04/21	Keys M0350981	Creditor Invoice	DA011189	Premier Strata Management P/L 08200002	20.00
21/04/21	GST DA011189	Journal	J0023705		-1.82
03/05/21	Keys M0353861	Creditor Invoice	DA011201	Premier Strata Management P/L 08200002	10.00
03/05/21	GST DA011201	Journal	J0023763		-0.91
09/06/21	Keys M0358116	Creditor Invoice	DA011218	Premier Strata Management P/L 08200002	20.00
09/06/21	GST DA011218	Journal	J0024003		-1.82
Total:					\$45.45
1564 Water Rates					
15/02/21	11/11-8/2/21	Creditor Invoice	DA011150	Sydney Water 08200008	2298.30
26/05/21	9/2-13/5/21	Creditor Invoice	DA011208	Sydney Water 08200008	2201.95
31/08/21	14/5-26/8/21	Creditor Invoice	DA011247	Sydney Water 08200008	2657.35
22/11/21	27/8-15/11/21	Creditor Invoice	DA011291	Sydney Water 08200008	2099.16
Total:					\$9256.76
2220 Ceiling Repairs					
22/09/21	u28 rep wtr dam corn & ceiling in bedroom & paint 00000005	Creditor Invoice	DA011251	Leitchies Property Services 08201027	1375.00

Strata Plan No. 48676

2 Williams Parade Dulwich Hill NSW 2203

Transactions for the period from 01/01/21 to 31/12/21

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Ceiling Repairs 2220 (Continued)					
22/09/21	GST DA011251	Journal	J0024490		-125.00
Total:					\$1250.00
Report Total:					\$88349.58

Fire Safety Statement

Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021



Please note:

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): an annual fire safety statement (complete the declaration at Section 8 of this form)
 a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: the whole building part of the building

Address (Street No., Street Name, Suburb and Postcode)

2 Williams Pde, Dulwich Hill NSW 2203

Lot No. (if known) DP/SP (if known) Building name (if applicable)
48676

Provide a brief description of the building or part (building use, number of storeys, construction type etc)
Residential - brick units

Section 3: Name and address of the owner(s) of the building or part of the building

Full Name (Given Name/s and Family Name) *
The Owners Corporation – Strata Plan 48676

* Where the owner is not a person/s but an entity including a company or trust insert the full name of that entity.

Address (Street No., Street Name, Suburb and Postcode)

C/- Premier Strata Management – PO Box 3030, Parramatta NSW 2124

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Fire Doors	AS1905 – 1997	29 th April 2025	F045434A
EXIT Lights	AS2293.1 – 1987	29 th April 2025	F045434A
Emergency Lights	AS2293.1 – 1987	29 th April 2025	F045434A
Smoke Alarms	AS3786 – 1993	29 th April 2025	F045434A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 15)

Part of the building inspected	Date(s) inspected	APFS *
Common Area	29 th April 2025	F045434A

Fire Safety Statement



Part 15 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)*

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
David Calabria	P.O. Box 6402 Baulkham Hills Business Centre N.S.W. 2153	0418 649 280	F045434A	

* Where applicable – see notes on page 4 for further information.

Section 7: Details of the person making the declaration in section 8 or 9

Full name (Given Name/s and Family Name)

Kristy Blackwell

Organisation (if applicable)

Premier Strata Management

Title/Position (if applicable)

Strata Manager

Address (Street No, Street Name, Suburb and Postcode)

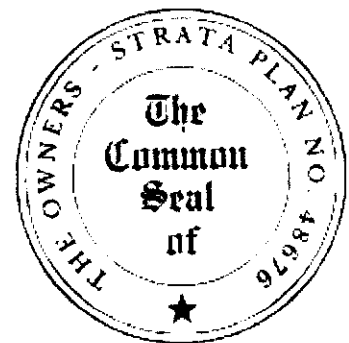
Unit 6, 175 Briens Road, Northmead NSW 2152

Phone

(02) 9630 7500

Email

compliance@premierstrata.com.au



The person making the declaration in section 8 or 9 must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, Kristy Blackwell

(insert full name) being the: owner owner's agent

declare that:

- each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing:
 - for an essential fire safety measure specified in the fire safety schedule, to a standard no less than that specified in the schedule, or
 - for an essential fire safety measure applicable to the building but not specified in the fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose grounds for a prosecution under Part 15 of the Regulation.

Owner/Agent Signature

Date issued

23/7/25

Section 9: Supplementary fire safety statement declaration

I, [Click here](#)

(insert full name) being the: owner owner's agent

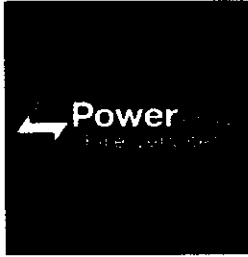
declare that each critical fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing to at least the standard required by the current fire safety schedule for the building.

Owner/Agent Signature

Date issued

Note:

- A fire safety statement for a building must not be issued unless the statement is accompanied by a fire safety schedule for the building in accordance with the Regulation.
- The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with section 81 of the Regulation. An agent cannot be made responsible for this requirement.



POWERTEK FIRE SERVICES PTY LTD

Accreditation No: F045434A
ACN: 657 561 727
P 0448 372 793
E admin@powertek.net.au

P.O. Box 6402
Baulkham Hills
Business Centre
N.S.W. 2153

Building Address: 2 Williams Pde, Dulwich Hill. N.S.W. 2203
Strata Plan No: 48676

FIRE SCHEDULE

List of Essential Fire Safety Measures

EXIT Lights	AS 2293.1 – 1987
Emergency Lighting	AS 2293.1 – 1987
Fire Doors	AS 1905 – 1997
Smoke Alarms	AS 3786 – 1993

Lodger Details

Lodger Code 506448F
Name THOMAS MARTIN LAWYERS
Address THE KIORA CENTRE
L 4, 29 KIORA RD
MIRANDA 2228
Lodger Box 1W
Email MALCOLM@THOMASMARTINLAW.COM.AU
Reference TM24101

Land Registry Document Identification

AT822727

STAMP DUTY:

Consolidation/Change of By-laws

Jurisdiction NEW SOUTH WALES

Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

Land Title Reference	Part Land Affected?	Land Description
CP/SP48676	N	

Owners Corporation

THE OWNERS - STRATA PLAN NO. SP48676
Other legal entity

Meeting Date

14/12/2023

Added by-law No.

Details Special By-Law 17

Repealed by-law No.

Details NA

Amended by-law No.

Details NA

The subscriber requests the Registrar-General to make any necessary recording in the Register to give effect to this instrument, in respect of the land or interest described above.

Attachment

See attached Conditions and Provisions

See attached Approved forms

Execution

The Certifier has taken reasonable steps to verify the identity of the applicant or his, her or its administrator or attorney.

The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.

The Certifier has retained the evidence supporting this Registry Instrument or Document.

The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Executed on behalf of THE OWNERS - STRATA PLAN NO. SP48676

Signer Name MALCOLM JAMES HINDI

Signer Organisation TMMJ GROUP PTY LTD

Signer Role PRACTITIONER CERTIFIER

Execution Date 08/02/2024

CONSOLIDATION OF BY-LAWS - STRATA PLAN NO 48676

1 Noise

An owner or occupier of a lot must not create any noise on the parcel likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property.

2 Vehicles

1.1 An owner or occupier of a lot must not:

- a) Drive or propel any motor or other vehicle upon common or community property at a speed in excess of 10 kilometres per hour;
 - b) Park or stand or allow to park or stand any motor or other vehicle upon the common or community property (including the area designated for invitees) except;
 - I. For the purpose of picking up or delivering goods or passengers provided that in such case the period concerned shall not exceed ten (10) minutes; or
 - II. In the case of an emergency; or
 - III. With the prior written approval of the owners corporation or community association (such approval not to be unreasonably withheld);
 - c) permit any invitee to drive or propel any motor or other vehicle past any designated common or community property driveway access point as indicated by sign or as determined by the owners corporation.
 - d) Drive or propel or start or allow to operate any motor or other vehicle upon the parcel which is excessively noisy (including music or entertainment or sound system) or which emits an excessive level of exhaust or other fumes;
 - e) Carry out repairs or maintenance to any motor or other vehicle likely to cause damage to the common property or cause interference with the peaceful enjoyment of the owner or occupier of another lot.
 - f) Drive or propel any motor vehicle upon common property if the driver is not licensed to drive the vehicle upon a public road in accordance with the laws of any State or Territory of Australia.
1. The owner of any motor or other vehicle must promptly remove any motor or other vehicle leakages made (accidentally or otherwise) on the common property and must take such action as may be necessary to clean the area of any spillage or resultant stain”.

The Common Seal of the Owners – Strata Plan No. 48676
was affixed on the 24th day of January 2024 in the presence of

Signature: *[Handwritten Signature]*

Name: *Leanna Bailey*, strata manager
being the person authorised by Section 273 of the Strata
Schemes Management Act 2015 to attest the affixing of the seal.



3 Obstruction of common property

An owner or occupier of a lot must not obstruct lawful use of common property by any person.

4 Damage to lawns and plants on common property

An owner or occupier of a lot must not:

- (a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated on common property, or
- (b) use for his or her own purposes as a garden any portion of the common property.

5 Damage to common property

- (1) An owner or occupier of a lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property without the approval in writing of the owners corporation.
- (2) An approval given by the owners corporation under subclause (1) cannot authorise any additions to the common property.
- (3) This by-law does not prevent an owner or person authorised by an owner from installing:
 - (a) any locking or other safety device for protection of the owner's lot against intruders, or
 - (b) any screen or other device to prevent entry of animals or insects on the lot, or
 - (c) any structure or device to prevent harm to children.
- (4) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.
- (5) Despite section 106 of the *Strata Schemes Management Act 2015*, the owner of a lot must maintain and keep in a state of good and serviceable repair any installation or structure referred to in subclause (3) that forms part of the common property and that services the lot.

6 Behaviour of owners and occupiers

An owner or occupier of a lot when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.

7 Children playing on common property in building

An owner or occupier of a lot must not permit any child of whom the owner or occupier has control to play on common property within the building or, unless accompanied by an adult exercising effective control, to be or to remain on common property comprising a laundry, car parking area or other area of possible danger or hazard to children.

8 Behaviour of invitees

An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property.

9 Depositing rubbish and other material on common property

An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using the common property.

10 Drying of laundry items

An owner or occupier of a lot must not place any rack or line, nor hang any washing, towel, bedding, clothing or any other article in any manner on any part of the parcel other than on any lines provided by the owners corporation for that purpose and there only for a reasonable period.

11 Cleaning windows and doors

An owner or occupier of a lot must keep clean all glass in windows and all doors on the boundary of the lot, including so much as is common property.

12 Storage of inflammable liquids and other substances and materials

- (1) An owner or occupier of a lot must not, except with the approval in writing of the owners corporation, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material.
- (2) This by-law does not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

13 Moving furniture and other objects on or through common property

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless sufficient notice has first been given to the executive committee so as to enable the executive committee to arrange for its nominee to be present at the time when the owner or occupier does so.

14 Floor coverings

- (1) An owner of a lot must ensure that all floor space within the lot is covered or otherwise treated to an extent sufficient to prevent the transmission from the floor space of noise likely to disturb the peaceful enjoyment of the owner or occupier of another lot.
- (2) This by-law does not apply to floor space comprising a kitchen, laundry, lavatory or bathroom.

15 Garbage disposal

An owner or occupier of a lot:

- (a) must maintain within the lot, or on such part of the common property as may be authorised by the owners corporation, in clean and dry condition and adequately covered a receptacle for garbage, and
- (b) must ensure that before refuse is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained, and
- (c) for the purpose of having the garbage collected, must place the receptacle within an area designated for that purpose by the owners corporation and at a time not more than 12 hours before the time at which garbage is normally collected, and
- (d) when the garbage has been collected, must promptly return the receptacle to the lot or other area referred to in paragraph (a),
- (e) must not place any thing in the receptacle of the owner or occupier of any other lot except with the permission of that owner or occupier, and
- (f) must promptly remove any thing which the owner, occupier or garbage collector may have spilled from the receptacle and must take such action as may be necessary to clean the area within which that thing was spilled.

16 Keeping of animals

- (1) Subject to section 157 of the *Strata Schemes Management Act 2015*, an owner or occupier of a lot must not, without the approval in writing of the owners corporation, keep any animal on the lot or the common property.
- (2) The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

17 Appearance of lot

- (1) The owner or occupier of a lot must not, without the written consent of the owners corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.
- (2) This by-law does not apply to the hanging of any washing, towel, bedding, clothing or other article as referred to in By-law 10.

18 Notice-board

An owners corporation must cause a notice-board to be affixed to some part of the common property.

19 Change in use of lot to be notified

An occupier of a lot must notify the owners corporation if the occupier changes the existing use of the lot in a way that may affect the insurance premiums for the strata scheme (for example, if the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes).

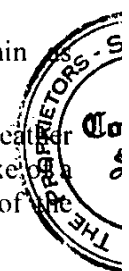
SPECIAL BY-LAW 1:

That each owner within the Strata Plan 48676 be granted exclusive use and enjoyment rights of the special privileges in respect of cupboards, sinks, vanity units, wash basins, laundry tubs, toilet bowls and cisterns, lights and fittings, alarms, smoke detectors, exhaust ventilation fans, switches and power points and/or their working parts within or on internal or boundary walls, shower screens, linen presses, built in cupboards, internal doors, air-conditioning units, fly screens, fixed floor coverings, tiles, internal plumbing and electrical installations which are visible within the individual lots or/and for the lot's individual use, mirrors, stoves, water heaters, bath tubs and spas, internal staircase balustrades but not structural integrity of staircases, window furnishings and their working parts. Each owner is responsible and liable for the maintenance, upkeep, repair, replacement and restoration of the aforesaid items as is necessary for safety control and good management as well as payment of any insurance excess applicable to above repairs. In an emergency situation the Owners Corporation is empowered to attend to any of the above repairs and enter costs as a debit against the lot owner's accounts.

SPECIAL BY-LAW 2: Installation of air conditioning units:

- 1.1 subject to the conditions set out below, the owners of each lot (“the owner”) are respectfully granted: separate and independent special privilege in respect of the common property to install not more than two inverter style split system air-conditioning units per lot wholly within the boundaries of their lot (“the work”) and separate and independent rights of exclusive use and enjoyment of such parts of the common property as are occupied by the work carried out by or for the respective owner.
- 1.2 Pursuant to section 53 of the Act, the grants of rights and privileges as above are made subject to the following conditions:-
 - a) the provision by the owner to the owners corporation before commencement of the work details of the proposed work and of a certificate addressed to the owners corporation given by a suitably qualified and experienced contractor that the work and in particular, but without limitation, any penetrations of any part of the common property (including common property wall, window or door) will be performed in such a way as will not affect the structural integrity and weather tightness of the building;
 - b) the work shall be carried out:
 - I. in a good and tradesperson like manner by suitable qualified and where necessary, licensed builders and/or tradespersons;
 - II. causing as little inconvenience as possible to other occupiers of the strata scheme;
 - III. in accordance with any conditions imposed by any competent authority;
 - IV. only after the owner has obtained the approval in writing of the owners corporation for the work;

- c) the work shall include, without limitation, the mounting of any electrical or mechanical equipment on rubber supports or otherwise in such a manner as shall ensure that no noise or vibration is transmitted to other parts of the strata scheme and;
- I. no part of the work shall be installed in any exterior boundary wall, external window, upon the common property roof or within the common property ceiling voids;
 - II. the maximum noise generated by the equipment and materials comprised in the work shall not be more than 45 decibels;
 - III. condensation drainage is to be constructed and in a manner approved in writing by the owners corporation and in this regard (without limitation) such condensation shall not be permitted to run off balconies or collect on any part of the common property or the lot;
 - IV. the work is to be located and camouflaged to an extent to remain unobstructive as possible from outside the lot;
- d) the work shall be performed with due regard for the structural integrity and weather tightness of the building, employing only materials, conduits, wiring and the like in a style, colour and texture in keeping with the appearance of the remainder of the building and the community scheme;
- e) no drilling or hammering on or into any part of the building, nor any other work likely to transmit undue noise to other occupiers of the building, shall in any event be carried out at any time considered by the executive committee to be unreasonable.
- f) the owner shall at the owner's expense rectify any damage caused to the common property or any part of it in consequence of the performance of the work or connection therewith;
- g) no materials, goods or tools used in connection with the work shall be kept upon the common property and any debris arising from the work shall be disposed of in a manner approved by the executive committee;
- h) the common property shall be left in a clean and tidy condition and shall at all times be adequately protected against any damage which may be caused by the passage of goods, materials, tools and tradespersons;
- i) the owner shall be responsible for the maintenance and keep in a state of good and serviceable repair any equipment or materials comprised in the work and any common property occupied by the work and whenever necessary shall renew or replace them at the direction of the owners corporation;
- j) the owner shall at all time keep the owners corporation indemnified in respect of all damages, losses, liabilities, costs, charges and expenses whatsoever arising from the performance, existence or use of the work.
- 1.3 In the event that the owner breaches any of the conditions referred to above the owner must remove the work and restore the common property to the condition that it was in prior to the undertaking of the work within seven (7) days of the date of written notice by the owners corporation, failing which the owners corporation may enter the lot and undertake any work in accordance with section 65 of the act.



“SPECIAL BY-LAW 3”: Installation of awnings:

“ 1.1 Subject to the conditions set out below, the owners of each lot (“the owner”) upon submitting a written application including artwork and sample materials being provided owners corporation consent be respectfully granted:

* Separate and independent special privilege in respect of the common property to install not more than one awning per lot (“the work”) wholly within the boundaries and airspace of their lot and

* separate and independent rights of exclusive use and enjoyment of such parts of the common property as are occupied by the work carried out by or for the respective owner.

1.2 Pursuant to section 53 of the Act, the grants of rights and privileges as above are made subject to the following conditions:-

(a) the provision by the owner to the owners corporation before commencement of the work details of the proposed work;

(b) the work shall:

I. not protrude into the common air space past the architectural line of the building.

II. not extend further than half the outer edge of the lot balcony floor or ceiling when fully opened.

III. when in an open position be no lower vertically than the height of the existing balcony handrail so as not to cover in any way the handrail;

(c) the work shall be performed with due regard for the structural and architectural integrity of the building, employing only materials of a style, design (plain), texture (canvas), edging (straight) and heritage colour (Brunswick Green) in keeping with the appearance of the remainder of the building and the community scheme;

(d) the work shall be carried out:

I. in a good and tradesperson like manner by suitable qualified and where necessary, licensed builders and/or tradespersons;

II. causing as little inconvenience as possible to other occupiers of the strata scheme;

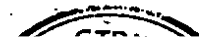
III. in accordance with any conditions imposed by any competent authority;

IV. only after the owner has obtained the approval in writing of the owners corporation for the work;

(e) the owner shall at the owner’s expense rectify any damage caused to the common property or any part of it in consequence of the performance of the work or in connection therewith;

- (f) no materials, goods or tools used in connection with the work shall be kept upon the common property and any debris arising from the work shall be disposed of in a manner approved by the executive committee;
- (g) the common property shall be left in a clean and tidy condition and shall at all times be adequately protected against any damage which may be caused by the passage of goods, materials, tools and tradespersons;
- (h) The owner shall be responsible for the maintenance and keep in a state of good and serviceable repair all materials comprised in the work and any common property occupied by the work and whenever necessary shall renew or replace them at the direction of the owners corporation;
- (i) the owner shall at all time keep the owners corporation indemnified in respect of all damages, losses, liabilities, costs, charges and expenses whatsoever arising from the performance, existence or use of the work.

1.3 In the event that the owner breaches any of the conditions referred to above the owner must remove the work and restore the common property to the condition that it was in prior to the undertaking of the work within seven (7) days of the date of written notice by the owners corporation, failing which the owners corporation may enter the lot and undertake any work in accordance with section 65 of the act”.



"SPECIAL BY-LAW 4"

- Compliance by lessees/licensees:

The owner of a lot which is subject to a lease or licence agreement shall take all reasonable steps, including any action available under any such lease or license agreement, to ensure that any lessee or licensee or other occupier of the lot or their invitees comply with the provisions of the strata and community scheme by-laws."

SPECIAL BY-LAW 5

A document may be served on the owner of a Lot by electronic means if the person has given the Owners Corporation an e-mail address for the service of notices and the document is sent to that address. A notice or document served on an owner by e-mail in accordance with this By-Law is deemed to have been served when transmitted by the sender, providing that the sender does not receive an electronic notification of unsuccessful transmission within 24 hours.

SPECIAL BY-LAW 6

That the Owners Corporation of Strata Plan 48676 be empowered to manage Child Window Safety Compliance at the complex and within individual lots. This may involve from time to time the installation, certification, testing, repair and replacement of window barriers, locks, restrictors, guard mounts, screens, grills, nets or any device which has been installed in compliance with the Strata Schemes Management Act & Regulations amendments applying to Child Window Safety Devices. This is to be carried out in order to achieve compliance with the legislation

for the complex. The Owners Corporation in exercising the above duties is empowered to enter all costs of above works specific to an individual lot as a debit against the individual lot owners levy account.

SPECIAL BY-LAW 7

Cosmetic Work

1. Introduction

This by-law sets out the rules you must follow if you intend to carry out cosmetic work to a common area in the building in connection with your apartment.

2. Definitions & Interpretation

2.1 In this by-law, unless the context or subject matter otherwise indicates or requires:

- (a) “**Act**” means the *Strata Schemes Management Act 2015*,
- (b) “**apartment**” means a lot in the strata scheme,
- (c) “**building**” means the building in the strata scheme in which your apartment is located,
- (d) “**common area**” means the common property in the strata scheme,
- (e) “**cosmetic work**” means any work to a common area in the building in connection with your apartment for the following purposes:
 - (i) installing or replacing hooks, nails, screws or the like for hanging paintings and other things on walls,
 - (ii) installing any device used to affix decorative items to the internal surfaces of walls in your apartment,
 - (iii) installing or replacing handrails,
 - (iv) painting,
 - (v) filling minor holes and cracks in internal walls,
 - (vi) laying carpet,
 - (vii) installing or replacing built-in wardrobes,
 - (viii) installing or replacing internal blinds and curtains,
 - (ix) installing any locking or other safety device to improve safety within your apartment,

- (x) installing any locking or other safety device for protection of your apartment against intruders,
 - (xi) installing any screen or other device to prevent entry of animals or insects on your apartment,
 - (xii) installing any structure or device to prevent harm to children,
- but cannot include non-cosmetic work,
- (f) **“non-cosmetic work”** means:
 - (i) work that consists of minor renovations for the purposes of section 110 of the Act and any by-law that specifies additional work that is to be a minor renovation for the purposes of section 110 of the Act,
 - (ii) work involving structural changes,
 - (iii) work that changes the external appearance of an apartment, including the installation of an external access ramp,
 - (iv) work that detrimentally affects the safety of an apartment or common area, including fire safety systems,
 - (v) work involving waterproofing or the plumbing or exhaust system of a building,
 - (vi) work involving reconfiguring walls,
 - (vii) work for which consent or another approval is required under any other Act such as development consent of the local council under the *Environmental Planning and Assessment Act 1979*,
 - (g) **“strata scheme”** means the strata scheme to which this by-law applies, and
 - (h) **“you”** means an owner of an apartment and includes your successors in title.

2.2 In this by-law, unless the context or subject matter otherwise indicates or requires:

- (a) headings have been inserted for guidance only and do not affect the interpretation of this by-law,
- (b) references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them,

- (c) words importing the singular number include the plural and vice versa,
- (d) where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning,
- (e) any expression used in this by-law and which is defined in the Act will have the same meaning as that expression has in that Act unless a contrary intention is expressed in this by-law, and
- (f) if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

3. Cosmetic Work

- 3.1 You may carry out cosmetic work without the approval of the owners corporation.
- 3.2 If you carry out cosmetic work, you must comply with the rules for cosmetic work specified in this by-law.

4. Rules for Cosmetic Work

4.1 During Cosmetic Work

During any cosmetic work you carry out, or which a person carries out on your behalf, you must:

- (a) **Standard of Workmanship**
ensure the cosmetic work is carried out in a competent and proper manner utilising only first quality materials which are good and suitable for the purpose for which they are used,
- (b) **Quality of Cosmetic Work**
make certain the cosmetic work is completed in accordance with any specifications for it and complies with the Building Code of Australia and any applicable Australian Standard (in the event of a conflict, the Building Code of Australia shall prevail),
- (c) **Time for Completion of Cosmetic Work**
make sure the cosmetic work is carried out with due diligence and is completed as soon as practicable from the date of commencement,
- (d) **Times for Cosmetic Work**
ensure that the cosmetic work is only carried out between the hours of 8.00am – 5.00pm on Monday – Friday and 9.00am – 3.00pm on Saturdays (not including public holidays) and is not carried out during any other times,

- (e) Appearance of Cosmetic Work**
ensure the cosmetic work is carried out and completed in a manner which is in keeping with the rest of the building,
- (f) Noise During Cosmetic Work**
ensure the cosmetic work does not create any excessive noise in your apartment or in a common area that is likely to interfere with the peaceful enjoyment of the occupier of another apartment or of any person lawfully using a common area,
- (g) Transportation of Construction Equipment**
ensure that all construction materials and equipment in connection with the cosmetic work are transported in accordance with any manner reasonably directed by the owners corporation and in a manner that does not cause damage to the building,
- (h) Debris**
ensure that any debris and rubbish associated with or generated by the cosmetic work is removed from the building strictly in accordance with the reasonable directions of the owners corporation,
- (i) Storage of Building Materials on Common Areas**
make sure that no building materials are stored in a common area,
- (j) Protection of Building**
protect all areas of the building outside your apartment which are affected by the cosmetic work from damage, the entry of water or rain and from dirt, dust and debris relating to the cosmetic work and ensure that all common areas, especially the walls, floors and lift leading to your apartment, are protected by covers and mats when transporting furniture, construction materials, equipment and debris through the building,
- (k) Daily Cleaning**
clean any part of the common areas affected by the cosmetic work on a daily basis and keep all of those common areas clean, neat and tidy during the cosmetic work,
- (l) Security**
ensure that the security of the building is not compromised and that no external doors in the common area of the building are left open and unattended or left open for longer than is reasonably necessary during the cosmetic work,
- (m) Costs of Cosmetic work**
pay all costs associated with the cosmetic work.

4.2 After Cosmetic Work

You must:

- (a) **Maintenance of Cosmetic Work**
properly maintain the cosmetic work and keep it in a reasonable state of good and serviceable repair and, where necessary, renew or replace any part of the cosmetic work,
- (b) **Repair Damage**
repair any damage caused to another apartment or any common area by the carrying out of the cosmetic work in a competent and proper manner,
- (c) **Prevent Excessive Noise**
ensure that any equipment forming part of the cosmetic work does not create or generate any heat, noise or vibrations that are likely to interfere with the peaceful enjoyment of the occupier of another apartment or of any person lawfully using a common area,
- (d) **Indemnity**
indemnify and keep indemnified the owners corporation against all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by or brought or made against the owners corporation arising out of the cosmetic work or the altered state or use of any of the common areas arising from the cosmetic work or your breach of this by-law,
- (e) **Comply with the Law**
comply with all statutes, by-laws, regulations, rules and other laws for the time being in force and which are applicable to the cosmetic work and the requirements of the local council concerning the cosmetic work.

5. Breach of this By-Law

- 5.1 If you breach any condition of this by-law and fail to rectify that breach within 14 days of service of a written notice from the owners corporation requiring rectification of that breach (or such other period as is specified in the notice), then the owners corporation may:
 - (a) rectify the breach,
 - (b) enter on any part of the building including your apartment, by its agents, employees or contractors, in accordance with the Act for the purpose of rectifying the breach, and
 - (c) recover as a debt due from you the costs of the rectification and the expenses of the owners corporation incurred in recovering those costs including legal costs on an indemnity basis.
- 5.2 Nothing in this clause restricts the rights of or the remedies available to the owners corporation as a consequence of a breach of this by-law.

6. Specification of Additional Cosmetic Work

To avoid doubt, this by-law specifies additional work that is to be cosmetic work for the purposes of section 109 of the Act.

7. Decision of Owners Corporation not to Maintain Cosmetic Work

To avoid doubt, the owners corporation determines that:

- (a) it is inappropriate for the owners corporation to maintain, renew, replace or repair any item of cosmetic work done by you; and
- (b) in the light of the obligations imposed on you in this by-law to maintain, renew, replace or repair any item of cosmetic work done by you, its decision will not affect the safety of any building, structure or common area in the strata scheme or detract from the appearance of any property in the strata scheme.

SPECIAL BY-LAW 8

It was further specially resolved pursuant to Section 106(3) of the *Strata Schemes Management Act 2015* that:

1. It is inappropriate for the Owners Corporation to maintain, renew, replace or repair any item of cosmetic work referred to in Special By-Law 7 - Cosmetic Work; and
2. In the light of the obligation imposed on others in that by-law to maintain, renew, replace or repair any items of cosmetic work done by them, its decision will not affect the safety of any building, structure or common area in the strata scheme or detract from the appearance of any property in the strata scheme.

SPECIAL BY-LAW 9

Minor Renovations

1. Introduction

This by-law sets out the rules you must follow if you intend to carry out minor renovations to a common area in the building in connection with your apartment.

2. Definitions & Interpretation

- 2.1 In this by-law, unless the context or subject matter otherwise indicates or requires:
 - (a) “**Act**” means the *Strata Schemes Management Act 2015*,
 - (b) “**apartment**” means a lot in the strata scheme,

- (c) “**building**” means the building in the strata scheme in which your apartment is located,
- (d) “**common area**” means the common property in the strata scheme,
- (e) “**minor renovations**” means any work to a common area in the building in connection with your apartment for the following purposes:
 - (i) renovating a kitchen,
 - (ii) renovating a bathroom in a manner that does not involve waterproofing,
 - (iii) renovating any other room in your apartment in a manner that does not involve waterproofing or structural changes,
 - (iv) changing recessed light fittings,
 - (v) removing carpet or other soft floor coverings to expose underlying wooden or other hard floors,
 - (vi) installing or replacing wood or other hard floors,
 - (vii) installing or replacing wiring or cabling or power or access points,
 - (viii) installing or replacing pipes and ducts,
 - (ix) work involving reconfiguring walls in a manner that does not involve structural changes,
 - (x) installing a rainwater tank,
 - (xi) installing a clothesline,
 - (xii) installing a reverse cycle split system air conditioner or a ducted air conditioning system,
 - (xiii) installing double or triple glazed windows,
 - (xiv) installing a heat pump or hot water service,
 - (xv) installing ceiling insulation,
 - (xvi) installing an aerial or antenna,
 - (xvii) installing a satellite dish with a diameter no greater than 1.5 metres,
 - (xviii) installing a skylight, whirlybird, ventilation or exhaust fan in a roof directly above your apartment,

but cannot include non-minor renovations,

- (f) “**non-minor renovations**” means:
- (i) work that consists of cosmetic work for the purposes of section 109 of the Act and any by-law that specifies additional work that is to be cosmetic work for the purposes of section 109 of the Act,
 - (ii) work involving structural changes,
 - (iii) work that changes the external appearance of a lot, including the installation of an external access ramp,
 - (iv) work involving waterproofing,
 - (v) work for which consent or another approval is required under any other Act such as development consent of the local council under the *Environmental Planning and Assessment Act 1979*,
 - (vi) work that is authorised by a by-law made under section 108 of the Act or a common property rights by-law,
- (g) “**strata scheme**” means the strata scheme to which this by-law applies, and
- (h) “**you**” means an owner of an apartment and includes your successors in title.

2.2 In this by-law, unless the context or subject matter otherwise indicates or requires:

- (a) headings have been inserted for guidance only and do not affect the interpretation of this by-law,
- (b) references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them,
- (c) words importing the singular number include the plural and vice versa,
- (d) where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning,
- (e) any expression used in this by-law and which is defined in the Act will have the same meaning as that expression has in that Act unless a contrary intention is expressed in this by-law, and

- (f) if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

3. Minor Renovations Approval Process

3.1 Minor Renovations Require Approval

You may carry out, or permit another person to carry out on your behalf, minor renovations with the approval of the owners corporation or strata committee.

3.2 The Approval Process

3.2.1 If you wish to carry out minor renovations you must make an application to the owners corporation in order to seek its approval of the minor renovations.

3.2.2 The application must be in writing and sent to the strata managing agent of the owners corporation or, if there is no strata managing agent, to the secretary of the owners corporation.

3.2.3 Your application must contain:

- (a) your name, address and telephone number,
- (b) your apartment and lot number,
- (c) details of the minor renovations,
- (d) drawings, plans and specifications for the minor renovations,
- (e) an estimate of the duration and times of the minor renovations,
- (f) details of the persons carrying out the minor renovations including the name, licence number, qualifications and telephone number of those persons,
- (g) details of arrangements to manage any resulting rubbish or debris arising from the minor renovations.

3.2.4 The owners corporation may request further information to supplement the information contained in your application but it must not act unreasonably when doing so.

3.2.5 The owners corporation may engage a consultant to assist it review your application.

3.2.6 The owners corporation may:

- (a) approve your application either with or without conditions, or

- (b) withhold approval of your application (but it must not act unreasonably when doing so).

3.2.7 You must comply with any conditions which the owners corporation issues as part of its approval and the conditions contained in this by-law.

4. Conditions for Minor Renovations

4.1 Before the Minor Renovations

4.1.1 Before commencing the minor renovations, you must:

- (a) **Prior Notice**
give the owners corporation at least 14 days' written notice. Your written notice must include the estimated start date of the minor renovations and the estimated end date of the minor renovations,
- (b) **Contractor's Licence and Insurance Details**
give the owners corporation a copy of a certificate or other document demonstrating that the contractor who will carry out the minor renovations holds a current:
 - (i) licence,
 - (ii) all risk insurance policy which must include public liability cover in the sum of \$10,000,000.00,
 - (iii) workers compensation insurance policy (if required by law), and
 - (iv) home building compensation fund insurance policy under the *Home Building Act 1989* for the minor renovations (if required by law),
- (c) **Engineer's Report**
if requested to by the owners corporation, give the owners corporation a report from a structural engineer addressed to the owners corporation certifying that the minor renovations do not involve structural changes,
- (d) **Acoustic Consultant's Report**
if the minor renovations will involve removing carpet or other soft floor coverings to expose underlying wooden or other hard floors or installing or replacing wood or other hard floors (apart from floor coverings in a laundry, lavatory or bathroom), if requested to by the owners corporation, give the owners corporation a report from an acoustic consultant certifying the acoustic properties of the new floor coverings,
- (e) **Dilapidation Report**
if requested to by the owners corporation, give the owners corporation a dilapidation report (which must include photographs) concerning the areas of the building the owners corporation requires to be included in that report,

- (f) **Bond**
if requested to by the owners corporation, pay a bond to the owners corporation in the sum of \$5,000 or such other amount determined from time to time by the owners corporation,
- (g) **Costs**
pay the reasonable costs of the owners corporation incurred in connection with considering or approving your application for minor renovations including any consultant's costs.

4.1.2 If you have not complied with any of the conditions set out in clause 4.1.1 you must not begin the minor renovations and if you have already begun the minor renovations you must immediately stop them.

4.2 During the Minor renovations

During the minor renovations you must:

- (a) **Standard of Workmanship**
ensure the minor renovations are carried out in a competent and proper manner by appropriately qualified and licensed contractors utilising only first quality materials which are good and suitable for the purpose for which they are used,
- (b) **Quality of Minor Renovations**
make certain the minor renovations are completed in accordance with any specifications for them and comply with the Building Code of Australia and any applicable Australian Standard (in the event of a conflict, the Building Code of Australia shall prevail),
- (c) **Time for Completion of Minor Renovations**
make sure the minor renovations are carried out with due diligence and are completed as soon as practicable from the date of commencement,
- (d) **Times for Minor Renovations**
ensure that the minor renovations are only carried out between the hours of 8.00am - 5.00pm on Monday - Friday and 9.00am - 3.00pm on Saturdays (not including public holidays) and are not carried out any other times,
- (e) **Times for Operation of Noisy Equipment**
make sure that percussion tools and noisy equipment such as jack hammers and tile cutters are only used between 10.00am - 3.00pm and that at least 72 hours notice is given to the occupiers of the other apartments in the building by a sign prominently displayed on the noticeboard before the use of any such tools and equipment.
- (f) **Appearance of Minor Renovations**
ensure the minor renovations are carried out and completed in a manner which is in keeping with the rest of the building,

- (g) Noise During Minor Renovations**
ensure the minor renovations and your contractors do not create any excessive noise in your apartment or in a common area that is likely to interfere with the peaceful enjoyment of the occupier of another apartment or of any person lawfully using a common area,
- (h) Transportation of Construction Equipment**
ensure that all construction materials and equipment are transported in accordance with any manner reasonably directed by the owners corporation and in a manner that does not cause damage to the building,
- (i) Debris**
ensure that any debris and rubbish associated with or generated by the minor renovations is removed from the building strictly in accordance with the reasonable directions of the owners corporation,
- (j) Storage of Building Materials on Common Areas**
make sure that no building materials are stored in a common area,
- (k) Protection of Building**
protect all areas of the building outside your apartment which are affected by the minor renovations from damage, the entry of water or rain and from dirt, dust and debris relating to the minor renovations and ensure that all common areas, especially the walls, floors and lift leading to your apartment, are protected by covers and mats when transporting furniture, construction materials, equipment and debris through the building,
- (l) Daily Cleaning**
clean any part of the common areas affected by the minor renovations on a daily basis and keep all of those common areas clean, neat and tidy during the minor renovations,
- (m) Interruption to Services**
minimise any disruption to services in the building and give the occupiers of the other apartments in the building at least 72 hours prior notice of any planned interruption to the services in the building such as water, electricity and television by a sign prominently displayed on the noticeboard before any such disruption,
- (n) Access**
give the owners corporation's nominee (which may be its consultant) access to your apartment to inspect (and, if applicable, supervise) the minor renovations on reasonable notice,
- (o) Vehicles**
ensure that no contractor's vehicles obstruct the common areas including the driveway areas other than on a temporary and non-recurring basis when delivering or removing materials or equipment and then only for such time as is reasonably necessary,

- (p) Security**
ensure that the security of the building is not compromised and that no external doors in the common area of the building are left open and unattended or left open for longer than is reasonably necessary during the minor renovations,
- (q) Variation to Minor Renovations**
not vary the minor renovations without obtaining the written approval of the owners corporation or strata committee,
- (r) Costs of Minor renovations**
pay all costs associated with the minor renovations including any costs incurred by the owners corporation engaging a consultant to inspect or supervise the minor renovations.

4.3 After the Minor Renovations

After the minor renovations have been completed, you must:

- (a) Notify the Owners Corporation**
promptly notify the owners corporation that the minor renovations have been completed,
- (b) Access**
give the owners corporation's nominee (which may be its consultant) access to your apartment to inspect the minor renovations on reasonable notice,
- (c) Restore the Common Areas**
restore all common areas damaged by the minor renovations as nearly as possible to the state which they were in immediately prior to commencement of the minor renovations,
- (d) Expert's Report**
if required by the owners corporation, give the owners corporation a report from a duly qualified building consultant or expert addressed to the owners corporation certifying that the minor renovations have been completed in a manner that complies with the Building Code of Australia and any applicable Australian Standards,
- (e) Acoustic Consultant's Report**
if the minor renovations involved removing carpet or other soft floor coverings to expose underlying wooden or other hard floors or installing or replacing wood or other hard floors (apart from in a laundry, lavatory or bathroom), if required by the owners corporation, give the owners corporation a report from an acoustic consultant certifying the acoustic properties of the new floor coverings.

4.4 Enduring Obligations

You must:

- (a) **Maintenance of Minor Renovations**
properly maintain the minor renovations and keep them in a reasonable state of good and serviceable repair and, where necessary, renew or replace any part of those minor renovations,
- (b) **Repair Damage**
repair any damage caused to another apartment or the common areas by the carrying out of the minor renovations in a competent and proper manner,
- (c) **Prevent Excessive Noise**
ensure that any equipment forming part of the minor renovations does not create or generate any heat, noise or vibrations that are likely to interfere with the peaceful enjoyment of the occupier of another apartment or of any person lawfully using a common area,
- (d) **Flooring**
ensure that any floor coverings installed or exposed in an apartment during the minor renovations are covered or otherwise treated to an extent sufficient to prevent the transmission from the floor coverings of noise likely to disturb the peaceful enjoyment of the owner or occupier of another apartment (apart from floor coverings in a laundry, lavatory or bathroom),
- (e) **Indemnity**
indemnify and keep indemnified the owners corporation against all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by or brought or made against the owners corporation arising out of the minor renovations or the altered state or use of any of the common areas arising from the minor renovations or your breach of this by-law,
- (f) **Insurance**
if required by the owners corporation, make, or permit the owners corporation to make on your behalf, any insurance claim concerning or arising from the minor renovations, and use the proceeds of any insurance payment made as a result of an insurance claim to complete the minor renovations or repair any damage to the building caused by the minor renovations,
- (g) **Comply with the Law**
comply with all statutes, by-laws, regulations, rules and other laws for the time being in force and which are applicable to the minor renovations and the requirements of the local council concerning the minor renovations.

5. Bond

The owners corporation shall be entitled to apply the bond paid by you under the conditions of this by-law, or any part of it, towards the costs of the owners corporation incurred:

- (a) repairing any damage caused to a common area or any other apartment during or as a result of the minor renovations, or
- (b) cleaning any part of the common area as a result of the minor renovations, and the owners corporation must refund the bond, or the remaining balance of it, when you notify the owners corporation that the minor renovations have been completed and the owners corporation is reasonably satisfied that you have complied with the conditions of this by-law.

6. Breach of this By-Law

- 6.1 If you breach any condition of this by-law and fail to rectify that breach within 14 days of service of a written notice from the owners corporation requiring rectification of that breach (or such other period as is specified in the notice), then the owners corporation may:
- (a) rectify the breach,
 - (b) enter on any part of the building including your apartment, by its agents, employees or contractors, in accordance with the Act for the purpose of rectifying the breach, and
 - (c) recover as a debt due from you the costs of the rectification and the expenses of the owners corporation incurred in recovering those costs including legal costs on an indemnity basis.
- 6.2 Nothing in this clause restricts the rights of or the remedies available to the owners corporation as a consequence of a breach of this by-law.

7. Approvals

The strata committee may approve minor renovations under this by-law. To avoid doubt, the owners corporation delegates its functions under section 110 of the Act to the strata committee.

8. Specification of Additional Minor Renovations

To avoid doubt, this by-law specifies additional work that is to be a minor renovation for the purposes of section 110 of the Act.

9. Decision of Owners Corporation not to Maintain Minor Renovations

To avoid doubt, the owners corporation determines that:

- (a) it is inappropriate for the owners corporation to maintain, renew, replace or repair any minor renovations done by you pursuant to an approval granted under this by-law; and
- (b) in the light of the obligations imposed on you in this by-law to maintain, renew, replace or repair any such minor renovations, its decision will not affect the safety of any building, structure or common area in the strata scheme or detract from the appearance of any property in the strata scheme.

SPECIAL BY-LAW 10

It was further specially resolved pursuant to Section 106(3) of the *Strata Schemes Management Act 2015* that:

1. It is inappropriate for the Owners Corporation to maintain, renew, replace or repair any item of minor work referred to in Special By-Law 9 – Minor Renovations; and
2. In the light of the obligation imposed on others in that by-law to maintain, renew, replace or repair any items of minor renovation done by them, its decision will not affect the safety of any building, structure or common area in the strata scheme or detract from the appearance of any property in the strata scheme.

SPECIAL BY-LAW 11

Major Renovations

1. Introduction

This by-law sets out the rules you must follow if you intend to carry out major renovations to a common area in the building in connection with your apartment or to your apartment.

2. Definitions & Interpretation

- 2.1 In this by-law, unless the context or subject matter otherwise indicates or requires:
- (a) “**Act**” means the *Strata Schemes Management Act 2015*,
 - (b) “**apartment**” means a lot in the strata scheme,
 - (c) “**annexure**” means the annexure to this by-law,
 - (d) “**building**” means the building in the strata scheme in which your apartment is located,
 - (e) “**common area**” means the common property in the strata scheme,
 - (f) “**cosmetic work**” means cosmetic work for the purposes of section 109 of the Act and any by-law that specifies additional work that is to be cosmetic work for the purposes of section 109 of the Act,
 - (g) “**major renovations**” means any work to an apartment or a common area in the building in connection with your apartment for the following purposes:
 - (i) work involving structural changes such as the removal of the whole or part of a load bearing wall,

- (ii) work that changes the external appearance of your apartment, including the installation of an external access ramp, awning, pergola or vergola or installation of a new window in a boundary wall of your apartment,
- (iii) work involving waterproofing such as a bathroom renovation involving the laying of a new waterproof membrane,
- (iv) work for which consent or another approval is required under any other Act such as development consent of the local council under the *Environmental Planning and Assessment Act 1979*,

but cannot include cosmetic work or minor renovations,

- (h) “**minor renovations**” means minor renovations for the purposes of section 110 of the Act and any by-law that specifies additional work that is to be a minor renovation for the purposes of section 110 of the Act,
- (i) “**strata scheme**” means the strata scheme to which this by-law applies, and
- (j) “**you**” means an owner of an apartment and includes your successors in title.

2.2 In this by-law, unless the context or subject matter otherwise indicates or requires:

- (a) headings have been inserted for guidance only and do not affect the interpretation of this by-law,
- (b) references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them,
- (c) words importing the singular number include the plural and vice versa,
- (d) where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning,
- (e) any expression used in this by-law and which is defined in the Act will have the same meaning as that expression has in that Act unless a contrary intention is expressed in this by-law, and
- (f) if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

3. Major Renovations Approval Process

3.1 Major Renovations Require Approval

You must not carry out, or permit anyone else to carry out, major renovations without the prior written approval of the owners corporation.

3.2 The Approval Process

3.2.1 If you wish to carry out major renovations you must make an application to the owners corporation in order to seek its approval of the major renovations.

3.2.2 The application must be in writing and sent to the strata managing agent of the owners corporation or, if there is no strata managing agent, to the secretary of the owners corporation.

3.2.3 Your application must contain:

- (a) your name, address and telephone number,
- (b) your apartment and lot number,
- (c) details of the major renovations,
- (d) drawings, plans and specifications for the major renovations,
- (e) an estimate of the duration and times of the major renovations,
- (f) details of the persons carrying out the major renovations including the name, licence number, qualifications and telephone number of those persons,
- (g) details of arrangements to manage any resulting rubbish or debris arising from the major renovations.

3.2.4 Your application must also contain a motion and by-law generally in the form set out in the annexure (with the blanks appropriately completed) and your written consent to that by-law if the major renovations will involve alterations or additions to a common area.

3.2.5 The owners corporation may request further information to supplement the information contained in your application but it must not act unreasonably when doing so.

3.2.6 The owners corporation may engage a consultant to assist it review your application.

3.2.7 The owners corporation may:

- (a) approve your application either with or without conditions, or

- (b) withhold approval of your application (but it must not act unreasonably when doing so).

3.2.8 If your major renovations will involve alterations or additions to a common area, and the owners corporation approves your application, the owners corporation must do so by passing a special resolution at a general meeting to approve the motion and by-law submitted with your application (or a substantially similar motion and by-law).

3.2.9 You must comply with any conditions which the owners corporation issues as part of its approval and the conditions contained in this by-law.

4. Conditions for Major Renovations

4.1 Before the Major Renovations

4.1.1 Before commencing the major renovations, you must:

(a) **Prior Notice**

give the owners corporation at least 14 days' written notice. Your written notice must include the estimated start date of the major renovations and the estimated end date of the major renovations,

(b) **Local Council Approval**

if required by law, obtain a complying development certificate for or development consent of the local council to the major renovations and a construction certificate for the major renovations, and give copies of them to the owners corporation,

(c) **Contractor's Licence and Insurance Details**

give the owners corporation a copy of a certificate or other document demonstrating that the contractor who will carry out the major renovations holds a current:

- (i) licence,
- (ii) all risk insurance policy which must include public liability cover in the sum of \$10,000,000.00,
- (iii) workers compensation insurance policy, and
- (iv) home building compensation fund insurance policy under the *Home Building Act 1989* for the major renovations (if required by law),

(d) **Engineer's Report**

if requested to by the owners corporation, give the owners corporation a report from a structural engineer addressed to the owners corporation certifying that the major renovations will not have a detrimental affect on the structural integrity of the building or any part of it,

- (e) Acoustic Consultant's Report**
if the major renovations will involve changes to the floor coverings in your apartment (apart from floor coverings in a laundry, lavatory or bathroom) by, for example, installing or replacing wood or other hard floors, if requested to by the owners corporation, give the owners corporation a report from an acoustic consultant certifying the acoustic properties of the new floor coverings,
- (f) Dilapidation Report**
if requested to by the owners corporation, give the owners corporation a dilapidation report (which must include photographs) concerning the areas of the building the owners corporation requires to be included in that report,
- (g) Bond**
if requested to by the owners corporation, pay a bond to the owners corporation in the sum of \$10,000 or such other amount determined from time to time by the owners corporation,
- (h) Costs**
pay the reasonable costs of the owners corporation incurred in connection with considering or approving your application for major renovations including any consultant's costs.

4.1.2 If you have not complied with any of the conditions set out in clause 4.1.1 you must not begin the major renovations and if you have already begun the major renovations you must immediately stop them.

4.2 During the Major Renovations

During the major renovations you must:

- (a) Standard of Workmanship**
ensure the major renovations are carried out in a competent and proper manner by appropriately qualified and licensed contractors utilising only first quality materials which are good and suitable for the purpose for which they are used,
- (b) Quality of Major Renovations**
make certain the major renovations are completed in accordance with any specifications for them and comply with the Building Code of Australia and any applicable Australian Standard (in the event of a conflict, the Building Code of Australia shall prevail),
- (c) Time for Completion of Major Renovations**
make sure the major renovations are carried out with due diligence and are completed as soon as practicable from the date of commencement,
- (d) Times for Major Renovations**
ensure that the major renovations are only carried out between the hours of 8.00am – 5.00pm on Monday – Friday and 9.00am – 3.00pm on Saturdays (not including public holidays) and are not carried out any other times,

- (e) Times for Operation of Noisy Equipment**
make sure that percussion tools and noisy equipment such as jack hammers and tile cutters are only used between 10.00am – 3.00pm and that at least 72 hours notice is given to the occupiers of the other apartments in the building by a sign prominently displayed on the noticeboard before the use of any such tools and equipment,
- (f) Appearance of Major Renovations**
ensure the major renovations are carried out and completed in a manner which is in keeping with the rest of the building,
- (g) Supervision of Major Renovations**
ensure that the major renovations are adequately supervised and that the common areas are inspected by the supervisor on a daily basis to ensure that the conditions of this by-law are complied with,
- (h) Noise During Major Renovations**
ensure the major renovations and your contractors do not create any excessive noise in your apartment or in a common area that is likely to interfere with the peaceful enjoyment of the occupier of another apartment or of any person lawfully using a common area,
- (i) Transportation of Construction Equipment**
ensure that all construction materials and equipment are transported in accordance with any manner reasonably directed by the owners corporation and in a manner that does not cause damage to the building,
- (j) Debris**
ensure that any debris and rubbish associated with or generated by the major renovations is removed from the building strictly in accordance with the reasonable directions of the owners corporation,
- (k) Storage of Building Materials on Common Areas**
make sure that no building materials are stored in a common area,
- (l) Protection of Building**
protect all areas of the building outside your apartment which are affected by the major renovations from damage, the entry of water or rain and from dirt, dust and debris relating to the major renovations and ensure that all common areas, especially the walls, floors and lift leading to your apartment, are protected by covers and mats when transporting furniture, construction materials, equipment and debris through the building,
- (m) Building Integrity**
keep all areas of the building affected by the major renovations structurally sound during the major renovations and make sure that any holes or penetrations made during the major renovations are adequately sealed and waterproofed and, if necessary, fireproofed,

- (n) Daily Cleaning**
clean any part of the common areas affected by the major renovations on a daily basis and keep all of those common areas clean, neat and tidy during the major renovations,
- (o) Interruption to Services**
minimise any disruption to services in the building and give the occupiers of the other apartments in the building at least 72 hours prior notice of any planned interruption to the services in the building such as water, electricity and television by a sign prominently displayed on the noticeboard before any such disruption,
- (p) Access**
give the owners corporation's nominee (which may be its consultant) access to your apartment to inspect (and, if applicable, supervise) the major renovations on reasonable notice,
- (q) Vehicles**
ensure that no contractor's vehicles obstruct the common areas including the driveway areas and passing bay other than on a temporary and non-recurring basis when delivering or removing materials or equipment and then only for such time as is reasonably necessary,
- (r) Security**
ensure that the security of the building is not compromised and that no external doors of the building are left open and unattended or left open for longer than is reasonably necessary during the major renovations,
- (s) Variation to Major renovations**
not vary the major renovations without obtaining the prior written approval of the owners corporation,
- (t) Costs of Major renovations**
pay all costs associated with the major renovations including any costs incurred by the owners corporation engaging a consultant to inspect or supervise the major renovations.

4.3 After the Major Renovations

After the major renovations have been completed, you must:

- (a) Notify the Owners Corporation**
promptly notify the owners corporation that the major renovations have been completed,
- (b) Access**
give the owners corporation's nominee (which may be its consultant) access to your apartment to inspect the major renovations on reasonable notice,

- (c) **Obtain Planning Certificates**
if required by law, obtain all requisite certificates issued under Part 4A of the *Environmental Planning and Assessment Act 1979* approving the major renovations and the occupation of your apartment (such as a compliance certificate and an occupation certificate) and give copies of them to the owners corporation,
- (d) **Restore the Common Areas**
restore all common areas damaged by the major renovations as nearly as possible to the state which they were in immediately prior to commencement of the major renovations,
- (e) **Engineer's Report**
if required by the owners corporation, give the owners corporation a report from a duly qualified structural engineer addressed to the owners corporation certifying that the major renovations have been completed in a manner that will not detrimentally affect the structural integrity of the building or any part of it,
- (f) **Expert's Report**
if required by the owners corporation, give the owners corporation a report from a duly qualified building consultant or expert addressed to the owners corporation certifying that the major renovations have been completed in a manner that complies with the Building Code of Australia and any applicable Australian Standards,
- (g) **Acoustic Consultant's Report**
if the major renovations involved changes to the floor coverings of your apartment (apart from floor coverings in a laundry, lavatory or bathroom), if required by the owners corporation, give the owners corporation a report from an acoustic consultant certifying the acoustic properties of any new floor coverings.

4.4 Enduring Obligations

You must:

- (a) **Maintenance of Major Renovations**
properly maintain the major renovations to your apartment and keep them in a reasonable state of good and serviceable repair and, where necessary, renew or replace any part of those major renovations,
- (b) **Repair Damage**
repair any damage caused to another apartment or the common areas by the carrying out of the major renovations in a competent and proper manner,
- (c) **Prevent Excessive Noise**
ensure that any equipment forming part of the major renovations does not create or generate any heat, noise or vibrations that are likely to interfere with the peaceful enjoyment of the occupier of another apartment or of any person lawfully using a common area,

(d) Flooring

if the major renovations involved changes to the floor coverings of your apartment, ensure that the new floor coverings are covered or otherwise treated to an extent sufficient to prevent the transmission from the floor coverings of noise likely to disturb the peaceful enjoyment of the owner or occupier of another apartment (apart from floor coverings in a laundry, lavatory or bathroom),

(e) Indemnity

indemnify and keep indemnified the owners corporation against all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by or brought or made against the owners corporation arising out of the major renovations or the altered state or use of any of the common areas arising from the major renovations or your breach of this by-law,

(f) Insurance

if required by the owners corporation, make, or permit the owners corporation to make on your behalf, any insurance claim concerning or arising from the major renovations, and use the proceeds of any insurance payment made as a result of an insurance claim to complete the major renovations or repair any damage to the building caused by the major renovations,

(g) Comply with the Law

comply with all statutes, by-laws, regulations, rules and other laws for the time being in force and which are applicable to the major renovations and the requirements of the local council concerning the major renovations (for example, the conditions of the local council's approval of the major renovations, a notice or order issued by the local council or fire safety laws).

5. Bond

The owners corporation shall be entitled to apply the bond paid by you under the conditions of this by-law, or any part of it, towards the costs of the owners corporation incurred:

- (a) repairing any damage caused to a common area or any other apartment during or as a result of the major renovations, or
- (b) cleaning any part of the common area as a result of the major renovations, and the owners corporation must refund the bond, or the remaining balance of it, when you notify the owners corporation that the major renovations have been completed and the owners corporation is reasonably satisfied that you have complied with the conditions of this by-law.

6. Breach of this By-Law

6.1 If you breach any condition of this by-law and fail to rectify that breach within 14 days of service of a written notice from the owners corporation requiring rectification of that breach (or such other period as is specified in the notice), then the owners corporation may:

- (a) rectify the breach,

- (b) enter on any part of the building including your apartment, by its agents, employees or contractors, in accordance with the Act for the purpose of rectifying the breach, and
- (c) recover as a debt due from you the costs of the rectification and the expenses of the owners corporation incurred in recovering those costs including legal costs on an indemnity basis.

6.2 Nothing in this clause restricts the rights of or the remedies available to the owners corporation as a consequence of a breach of this by-law.

7. Common Property Rights By-Law

- 7.1 Nothing in this by-law detracts from or alters any obligation that arises under sections 108 or 143 of the Act for or in relation to your major renovations.
- 7.2 Nothing in this by-law prevents the owners corporation from requiring, as a condition of approval for your major renovations or otherwise, a separate by-law to be made under section 108 or 143 of the Act for your major renovations in accordance with clause 3.2.2.

ANNEXURE TO MAJOR RENOVATION BY-LAW

Motion and By-Law for Major Renovations

That the owners corporation specially resolves pursuant to sections 108 and 143 of the *Strata Schemes Management Act 2015* to authorise the owner of the lot specified in the special by-law set out below to carry out the alterations and additions to that lot and the common property described in that special by-law on the conditions of that special by-law (including the condition that the owner is responsible for the maintenance, upkeep and repair of those alterations and additions and the common property occupied by them) and to add to the by-laws applicable to the strata scheme by making that special by-law:

Special By-Law No. ... - Major Renovations and Building Works (Lot ...)

1. Introduction

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

“**Lot**” means Lot in the Strata Scheme;

“**Owner**” means the owner for the time being of the Lot (being the current owner and all successors);

“**Plans**” means the plans/drawings prepared by and dated attached to this by-law;

“**Major Renovations**” means the alterations and additions to the Lot and common property described and shown in the Plans being

“**Major Renovations By-Law**” means Special By-Law No._____ - Major Renovations as amended from time to time;

“**Strata Scheme**” means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner:

- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner’s cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

- 4.1 The Major Renovations By-Law will apply to the Major Renovations.
- 4.2 The Owner must, at the Owner’s cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.
- 4.3 The Owner must also, at the Owner’s cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures or fittings comprised in those Major Renovations and that common property.
- 4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.
- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.

4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.

SPECIAL BY-LAW 12 – MAJOR RENOVATIONS AND BUILDING WORKS – LOT 19 BATHROOM RENOVATIONS INCLUSIVE OF WATERPROOFING

1. Introduction

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

“**Lot**” means Lot 19/2 Williams Parade Dulwich Hill in the Strata Scheme SP48676;

“**Owner**” means the owner for the time being of the Lot (being the current owner and all successors);

“**Plans**” means the plans/drawings prepared by Complete Building Co Pty Ltd and dated 22 February 2021 attached to this by-law;

“**Major Renovations**” means the alterations and additions to the Lot and common property described and shown in the Plans being bathrooms renovation of tiled surfaces extending to ceilings and inclusive of the waterproofing, not altering the existing plumbing and layout;

“**Major Renovations By-Law**” means Special By-Law No.12 – Major Renovations as amended from time to time;

“**Strata Scheme**” means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner:

- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner’s cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

4.1 The Major Renovations By-Law will apply to the Major Renovations.

4.2 The Owner must, at the Owner’s cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.

4.3 The Owner must also, at the Owner’s cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures of fittings comprised in those Major Renovations and that common property.

4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.

4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.

4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.

4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.

SPECIAL BY-LAW 13

Major Renovations and Building Works - Lot 30 Bathroom and laundry renovations inclusive of waterproofing

1. Introduction

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

"Lot" means Lot 30/2 Williams Parade, Dulwich Hill in the Strata Scheme SP48676;

"Owner" means the owner for the time being of the Lot (being the current owner and all successors);

"Plans" means the plans/ drawings prepared by Origin Bathrooms and dated 23 September 2021 attached to this by-law;

"Major Renovations" means the alterations and additions to the Lot and common property described and shown in the Plans being bathroom and laundry renovation of tiled surfaces inclusive of the waterproofing. Bathroom wall tiling will be extended to ceiling. Laundry wall tiling will be to create a splashback around proposed benchtop. No layout changes are planned. Minor alterations to existing plumbing and electrical power points are proposed in the laundry and bathroom.

"Major Renovations By-Law" means Special By-Law No. 13 - Major Renovations as amended from time to time;

"Strata Scheme" means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner:

- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and
- (c) the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

- 4.1 The Major Renovations By-Law will apply to the Major Renovations.
- 4.2 The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.
- 4.3 The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures or fittings comprised in those Major Renovations and that common property.
- 4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.
- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.
- 4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.

SPECIAL BY-LAW 14

Major Renovations and Building Works - Lot 9 Bathroom renovations inclusive of waterproofing

1. Introduction

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

"Lot" means Lot 9/2 Williams Parade, Dulwich Hill in the Strata Scheme SP48676;

"Owner" means the owner for the time being of the Lot (being the current owner and all successors);

"Plans" means the plans/ drawings prepared by the Accelerate Showers & Bathrooms Pty Ltd dated 21st August 2022 attached to this by-law;

"Major Renovations" means the alterations and additions to the Lot and common property described and shown in the Plans being bathroom renovations of tiled surfaces extending to ceilings and inclusive of waterproofing, not altering the existing plumbing and layout.

"Major Renovations By-Law" means Special By-Law No. 14 - Major Renovations as amended from time to time;

"Strata Scheme" means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner:

- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and
- (c) the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

- 4.1 The Major Renovations By-Law will apply to the Major Renovations.
- 4.2 The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.
- 4.3 The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures of fittings comprised in those Major Renovations and that common property.
- 4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.
- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.
- 4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.

SPECIAL BY-LAW 15

Major Renovations and Building Works - Lot 23 bathroom and laundry renovation of tiled surfaces inclusive of waterproofing

1. Introduction

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

"Lot" means Lot 23 in the Strata Scheme 48676;

"Owner" means the owner for the time being of the Lot (being the current owner and all successors);

"Plans" means the plans/ drawings prepared by Cutting Edge Carpentry & Constructions Pty Ltd dated 17/10/2022 attached to this by-law;

"Major Renovations" means the alterations and additions to the Lot and common property described and shown in the Plans being bathroom and laundry renovation of tiled surfaces inclusive of waterproofing.

"Major Renovations By-Law" means Special By-Law No. 15 - Major Renovations as amended from time to time;

"Strata Scheme" means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner:

- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and
- (c) the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

- 4.1 The Major Renovations By-Law will apply to the Major Renovations.
- 4.2 The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.
- 4.3 The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures of fittings comprised in those Major Renovations and that common property.
- 4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.
- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.
- 4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.

SPECIAL BY-LAW 16

Major Renovations and Building Works - Lot 24 bathroom renovations inclusive of waterproofing

1. Introduction

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

"Lot" means Lot 24/2 Williams Parade Dulwich Hill in the Strata Scheme 48676;

"Owner" means the owner for the time being of the Lot (being the current owner and all successors);

"Plans" means the plans/ drawings prepared by Origin Bathrooms Pty Ltd dated 27 January 2023 attached to this by-law;

"Major Renovations" means the alterations to the Lot and common property described and shown in the Plans being bathroom renovations comprising removal of bath and replacing with shower, no changes to drainage points, tiling of surfaces extending to ceiling and inclusive of waterproofing, fitting out vanity, basin, toilet with no change to existing plumbing and layout other than shower.

"Major Renovations By-Law" means Special By-Law No. XX - Major Renovations as amended from time to time;

"Strata Scheme" means the strata scheme to which this by-law applies.

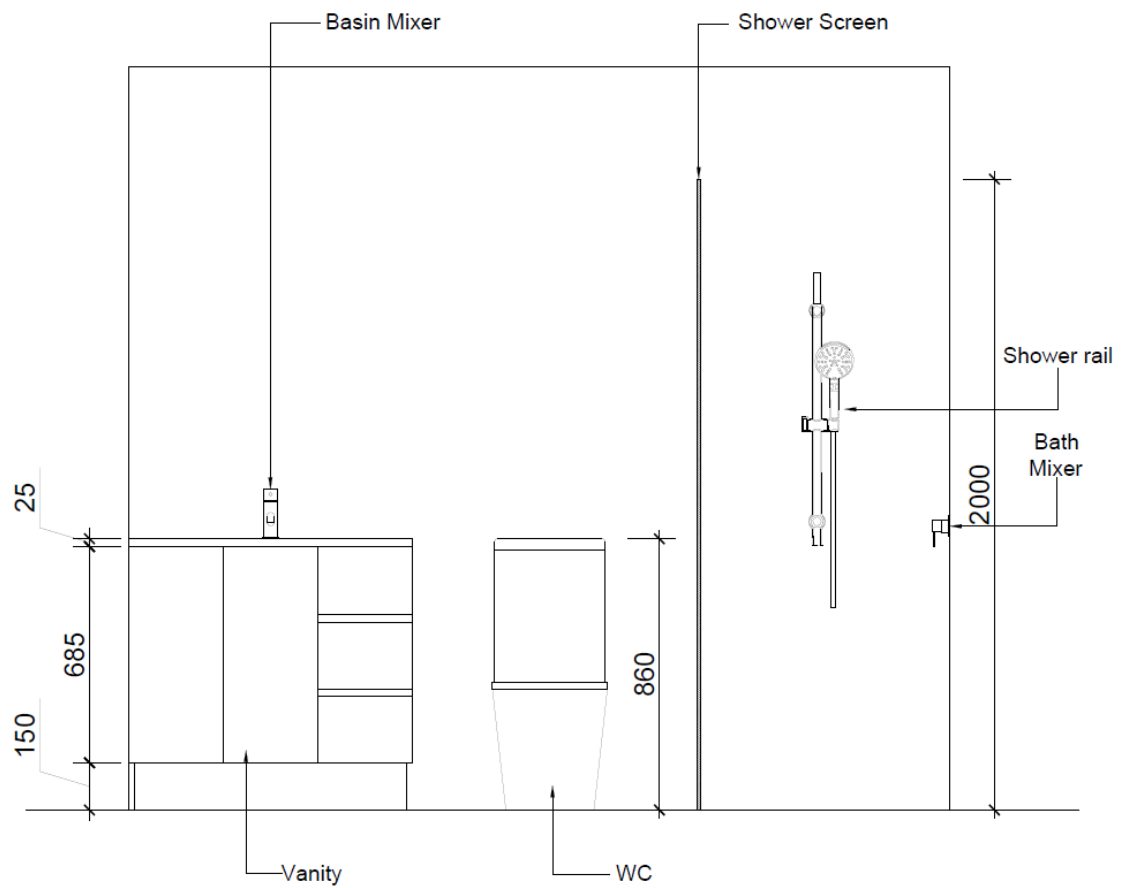
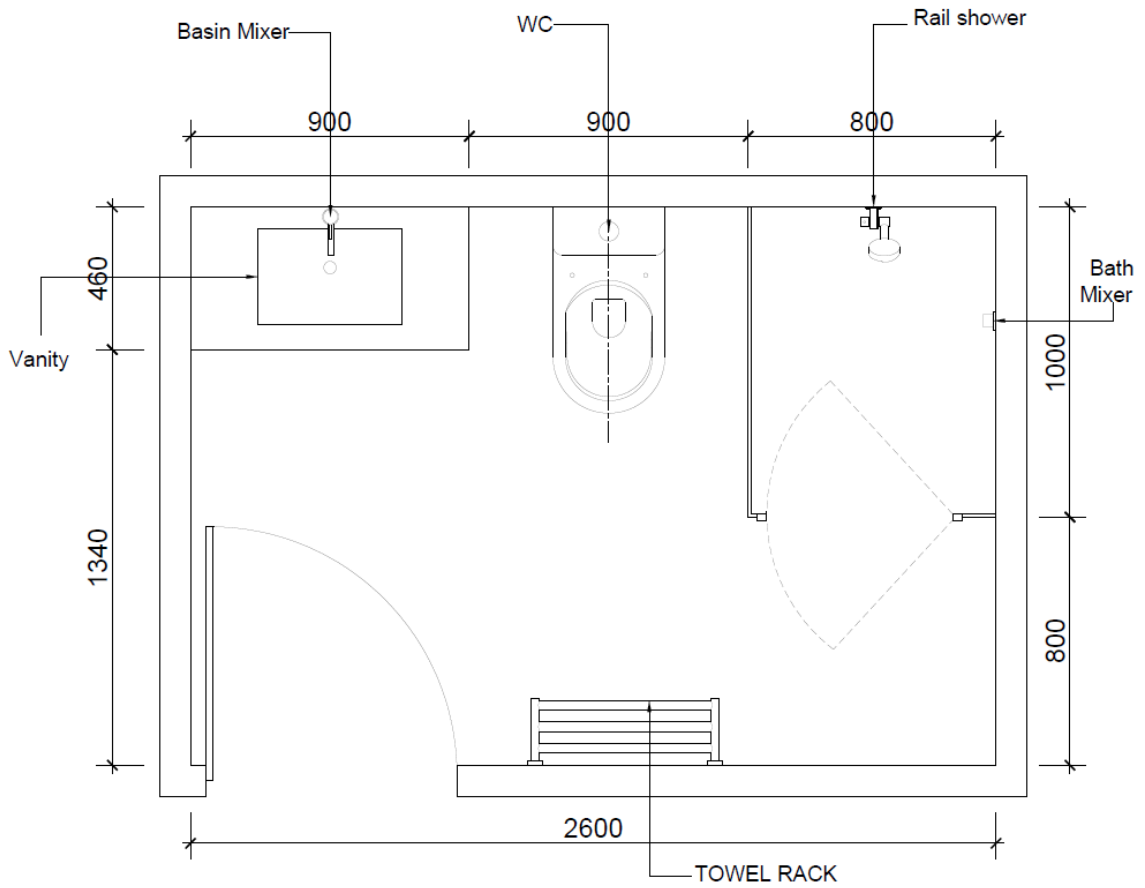
3. Authorisation for Major Renovations

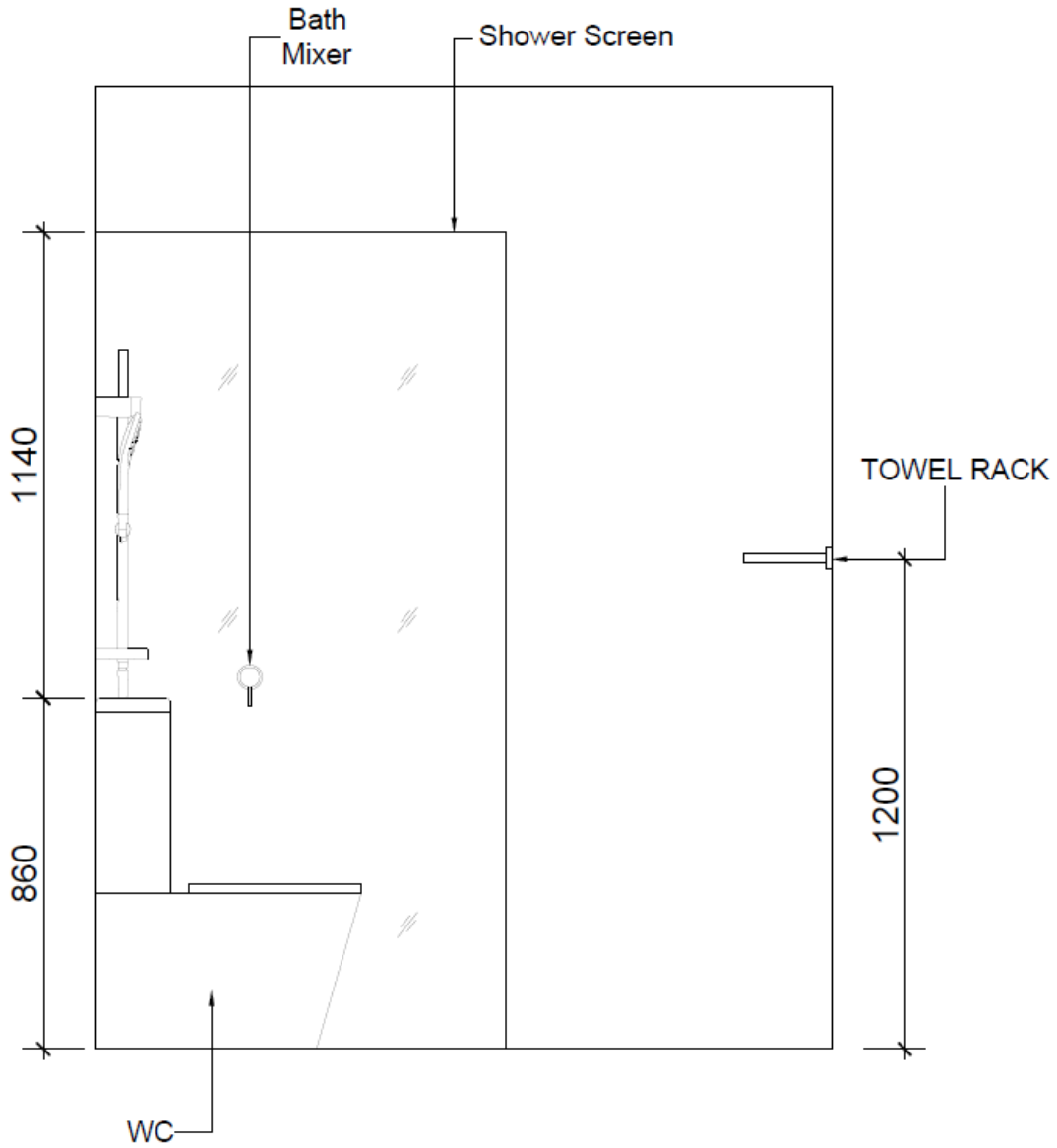
The Owners Corporation grants the Owner:

- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans;
- (c) the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

4. Conditions

- 4.1 The Major Renovations By-Law will apply to the Major Renovations.
- 4.2 The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.
- 4.3 The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures or fittings comprised in those Major Renovations and that common property.
- 4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.
- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.
- 4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.





SPECIAL BY-LAW 17

Major Renovations and Building Works - Lot 4

1. Introduction

This by-law gives the Owner : Karen Lorraine Parsons, the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

"Lot" means Lot 4/2 in the Strata Scheme;

"Owner" means the owner for the time being of the Lot (being the current owner and all successors);

Karen Lorraine Parsons,

"Plans" means the plans/ drawings prepared by Origin Bathrooms George Sowmi and dated attached to this by-law;

George Sowmi

<george@originbathrooms.com.au>

"Major Renovations" means the alterations and additions to the Lot and common property described and shown in the Plans being prepared by Origin Bathrooms,
Unit 7 10-12 George St
Leichardt NSW 2040
Phone 1300998925

"Major Renovations By-Law" means Special By-Law No. 17 - Major Renovations as amended from time to time;

"Strata Scheme" means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

The Owners Corporation grants the Owner: Karen Lorraine Parsons

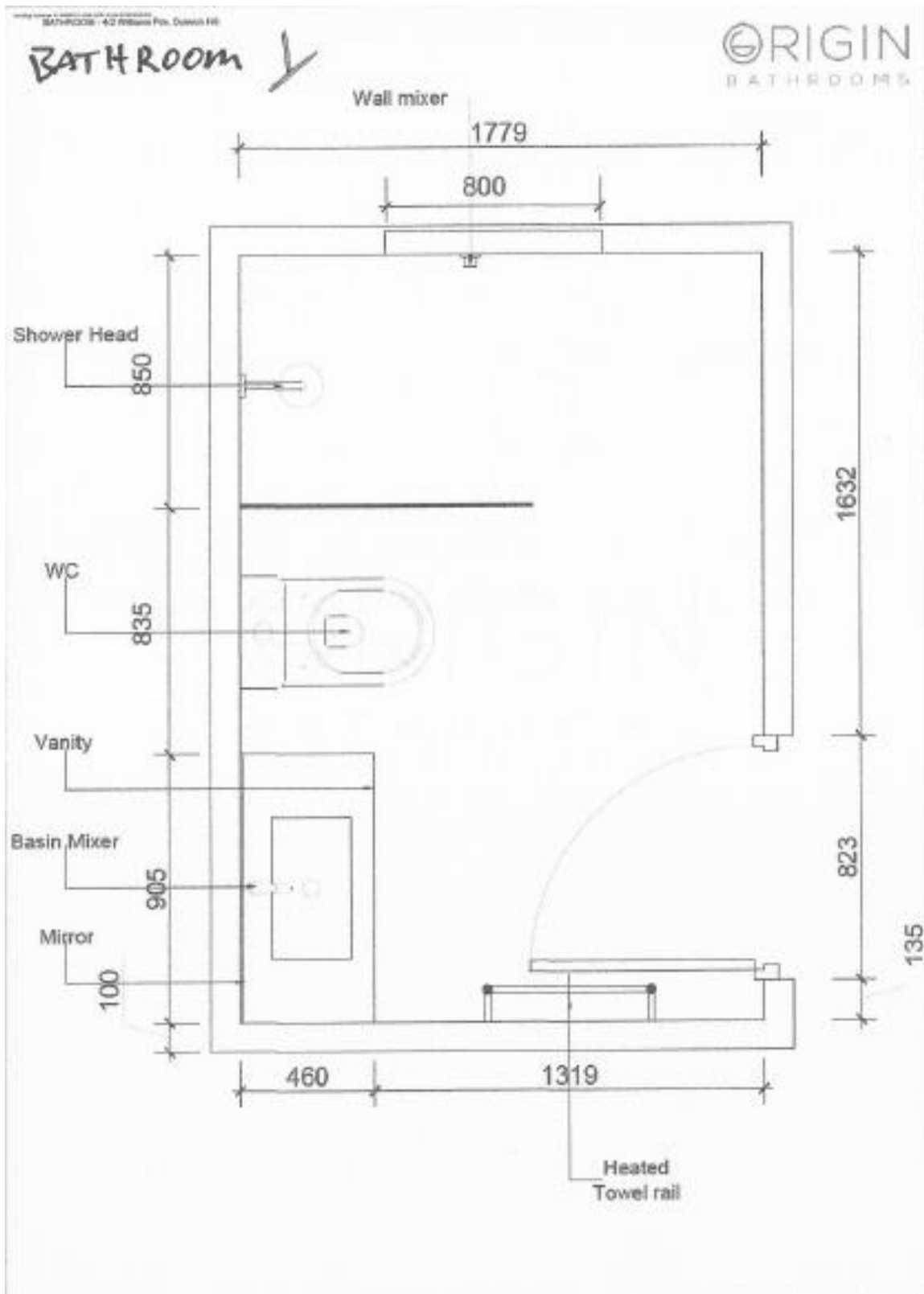
- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and the exclusive use and enjoyment of the common property to be occupied by the Major Renovations; on the conditions of this by-law.

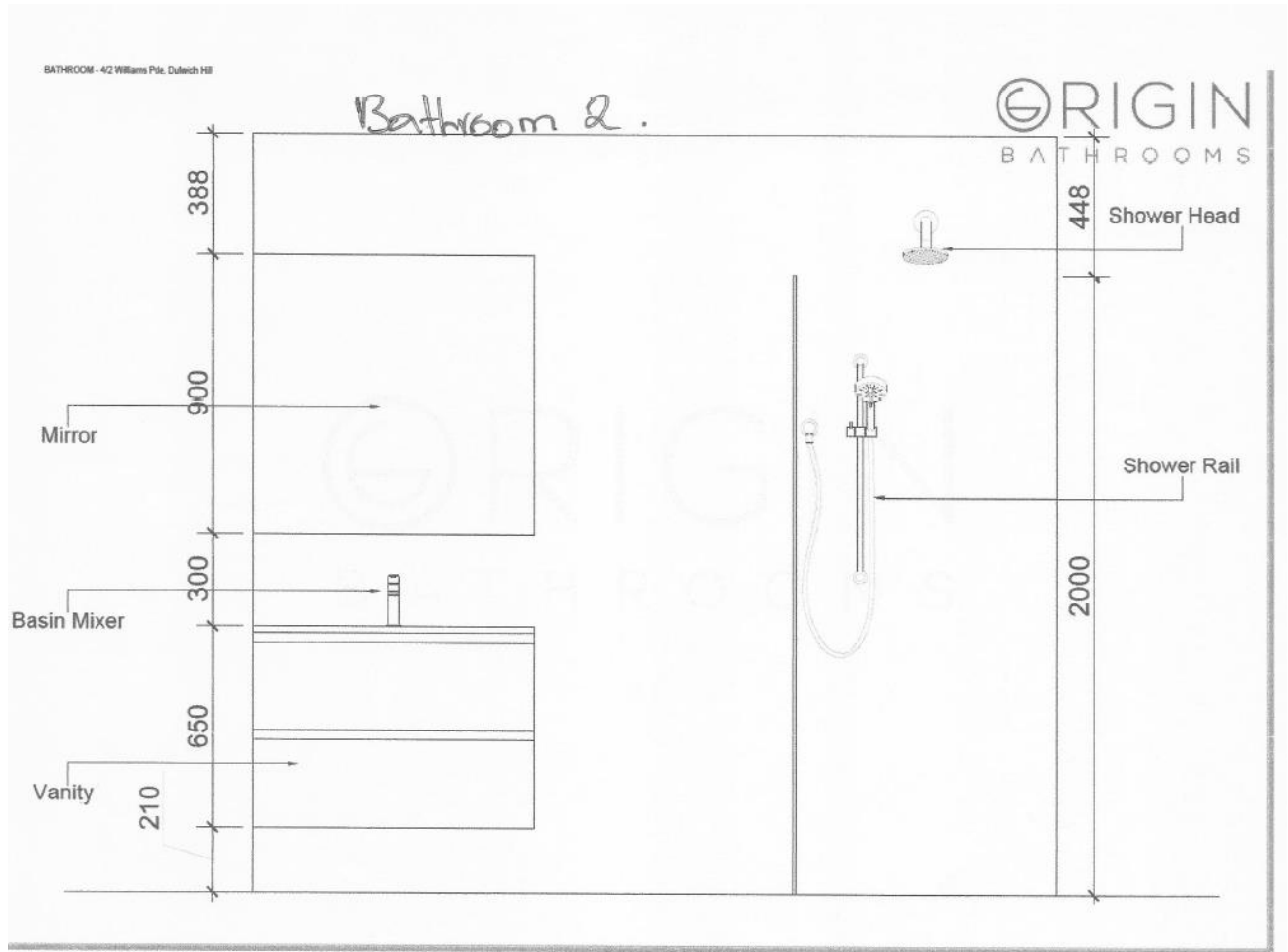
4. Conditions

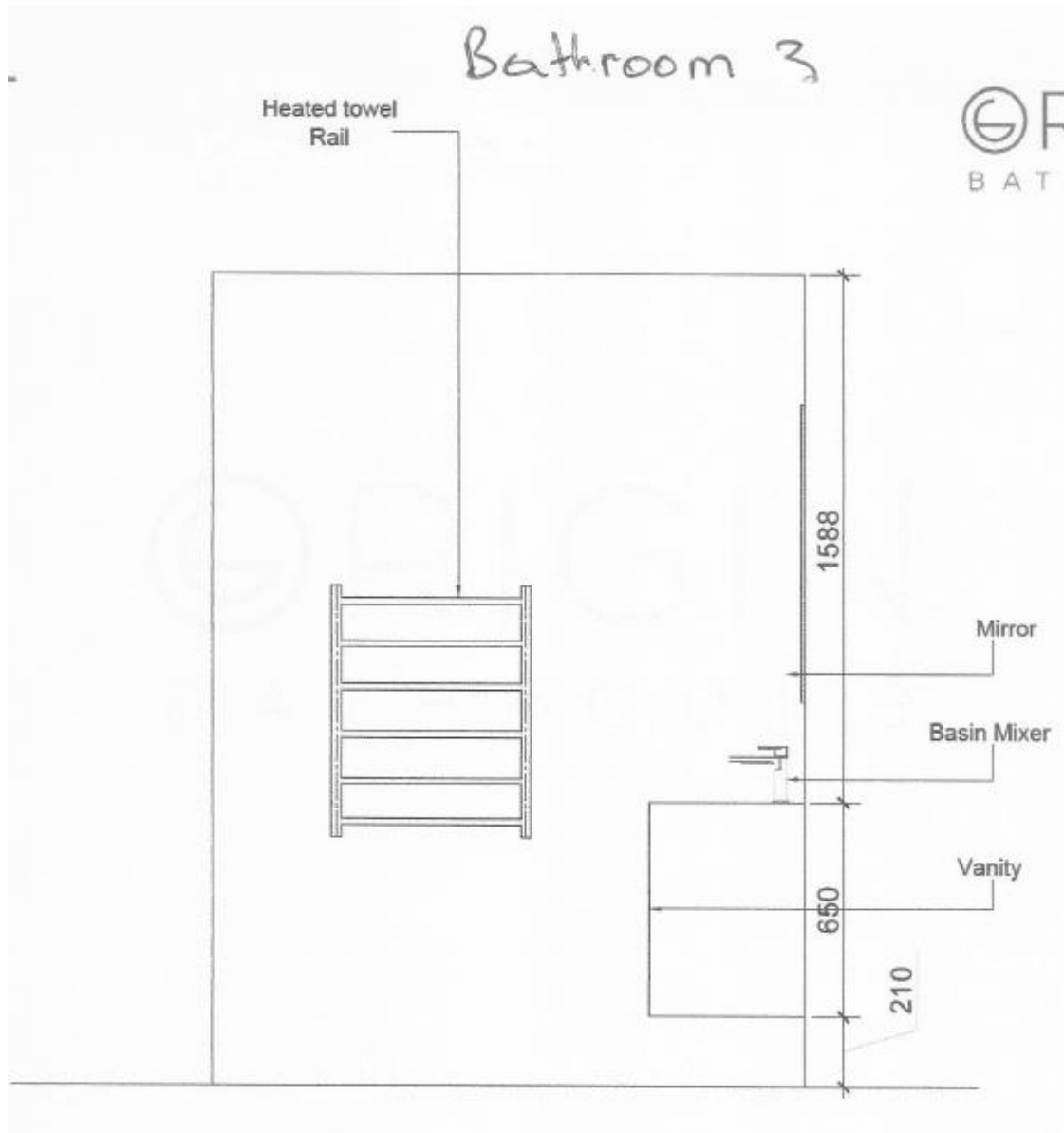
4.1 The Major Renovations By-Law will apply to the Major Renovations.

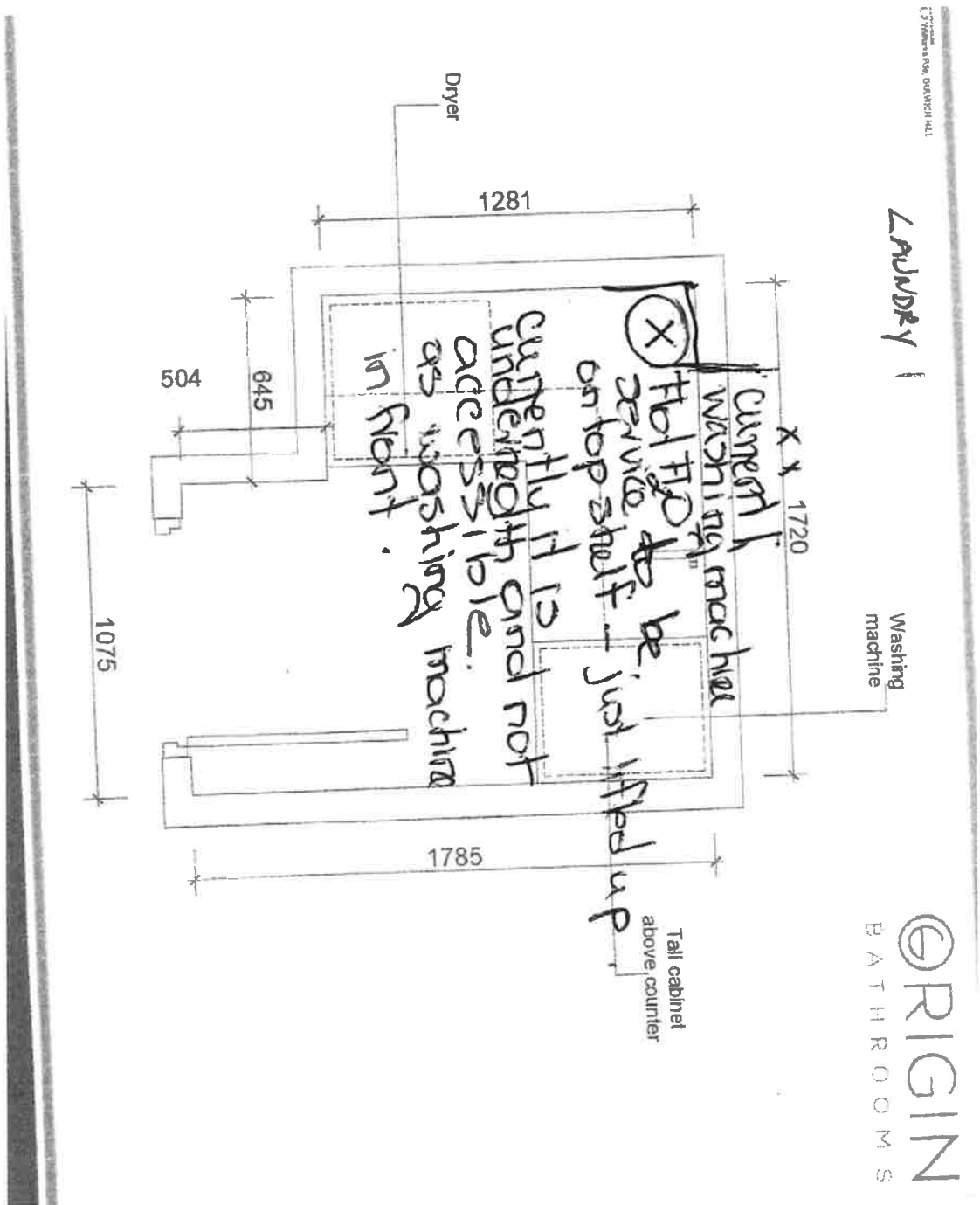
4.2 The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.

- 4.3 The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures of fittings comprised in those Major Renovations and that common property.
- 4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.
- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.
- 4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations By-Law.









The Common Seal of the Owners - Strata Plan No. 48676 was affixed on the 24th day of January 2024 in the presence of

Signature: *[Handwritten Signature]*

Name: *Fosica Doley*, strata manager being the person authorised by Section 273 of the Strata Schemes Management Act 2015 to attest the affixing of the seal.



Approved Form 23

Attestation

The seal of The Owners - Strata Plan No 48676 was affixed on [^] 24/1/24 in the presence of the following person(s) authorised by section 273 *Strata Schemes Management Act 2015* to attest the affixing of the seal.

Signature:  Name: Jessica Dady Authority: Strata Managing Agent

Signature: Name: Authority:

^ Insert appropriate date



COUNCIL'S CERTIFICATE

Marrickville Council (Name of Council) having satisfied itself that the requirements of the Strata Titles Act, 1973 (other than the requirements for the registration of plans) have been complied with, approves of the proposed strata plan

illustrated herein. Council does not object to the encroachment of the building beyond the alignment of

This approval is given on the condition that lot(s)

is/are subject to the restriction on user referred to in section 39 of the Strata Titles Act, 1973.

Date 2/12/94

Subdivision No. 50/94

General Manager/Authorised Person

Complete, or delete if inapplicable.

SURVEYOR'S CERTIFICATE

RODNEY HILLS HILLS & ASSOCS. 90 MUSTON ST., MOSMAN

a surveyor registered under the Surveyors Act 1929, hereby certify that: (1) any wall, the inner surface of any part of which corresponds substantially with any line shown on the accompanying floor plan as a boundary of a proposed lot, exists;

(2) any floor or ceiling, the upper or under surface or any part of which forms a boundary of a proposed lot, shown in the accompanying floor plan, exists;

(3) any wall, floor, ceiling or structural cubic space, by reference to which any boundary of a proposed lot shown in the accompanying floor plan is defined, exists;

(4) any building containing proposed lots erected on the land shown on the accompanying location plan and each proposed lot shown on the accompanying floor plan are wholly within the perimeter of the parcel (except to the extent that: (a) the building encroaches on a public place; (b) the building encroaches on land that is a public place, in respect of which encroachment an appropriate easement has been created by registered plan; (c) the building encroaches on land that is a public place, in respect of which encroachment an appropriate easement has been created under section 60B of the Conveyancing Act 1919.

(5) the survey information recorded in the accompanying location plan is accurate.

Signature: Rodney Hills

Date: 6th Oct 94

Delete if inapplicable. State whether dealing or plan, and quote registered number.

This is sheet 1 of my Plan in 5 sheets.

PLAN OF LOT 3 IN COMMUNITY PLAN DP270052

LGA: MARRICKVILLE

Locality: DULWICH HILL

Parish: PETERSHAM

County: CUMBERLAND

Reduction Ratio 1: 1 : 600

Lengths are in metres

STRATA PLAN 48676

Registered: 13.12.1994

C.A. No. 50/94 OF 2-12-1994

Title System: TORRENS

Purpose: STRATA PLAN

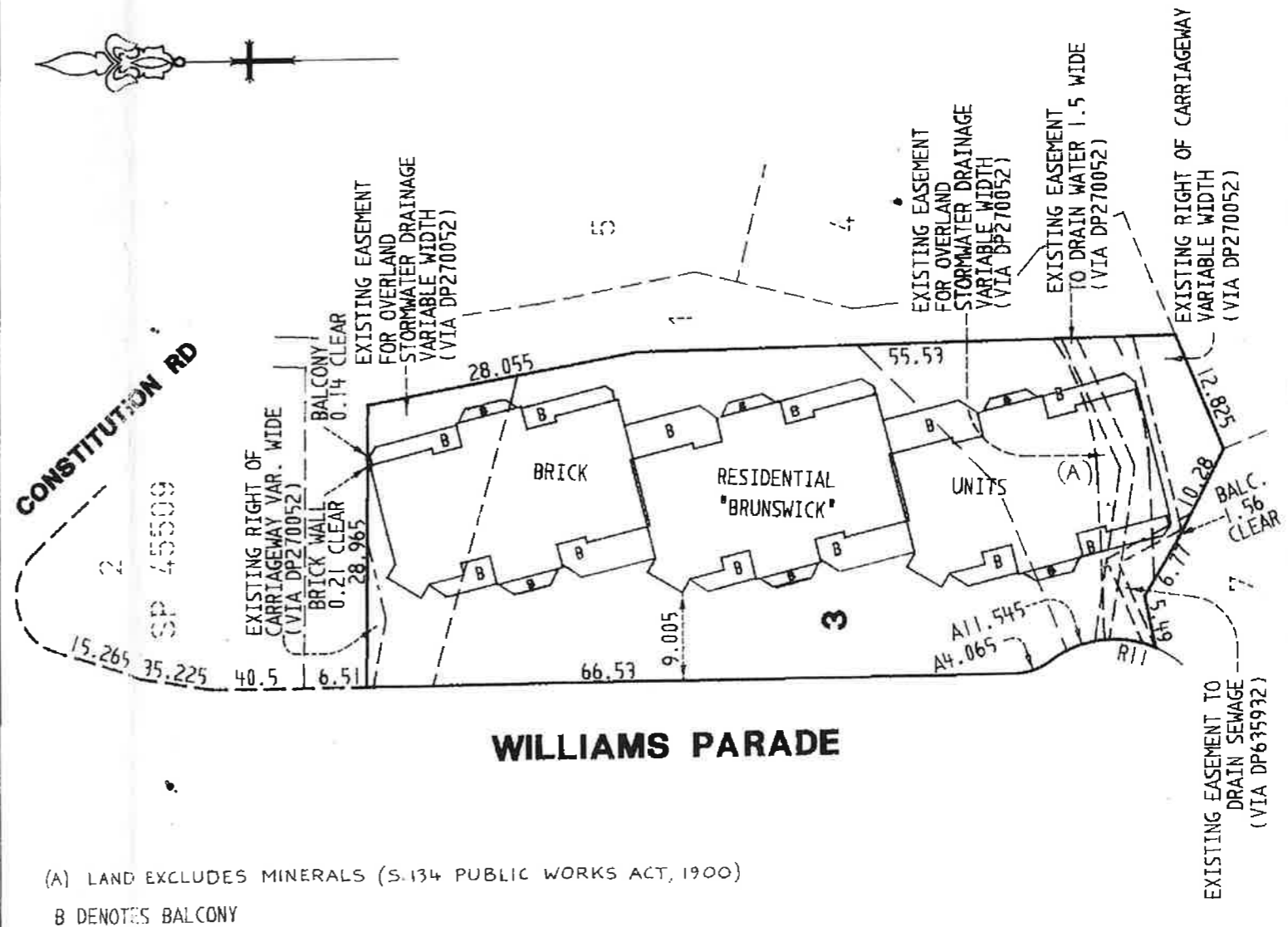
Ref. Map: PARISH

Last Plan: DP 270052

Name of, and address for service of notices on, the body corporate: THE PROPRIETORS STRATA PLAN 48676 - LOT 3 WILLIAMS PDE., DULWICH HILL 2203 "BRUNSWICK"

Signatures, seals and statements of intention to create easements, restrictions on the use of land or positive covenants.

Handwritten signatures and statements of intention to create easements, restrictions on the use of land or positive covenants.



(A) LAND EXCLUDES MINERALS (S.134 PUBLIC WORKS ACT, 1900) B DENOTES BALCONY

Table of mm with columns for 10, 20, 30, 40, 50, 60, 100, 110, 120, 130, 140, 150, 160.

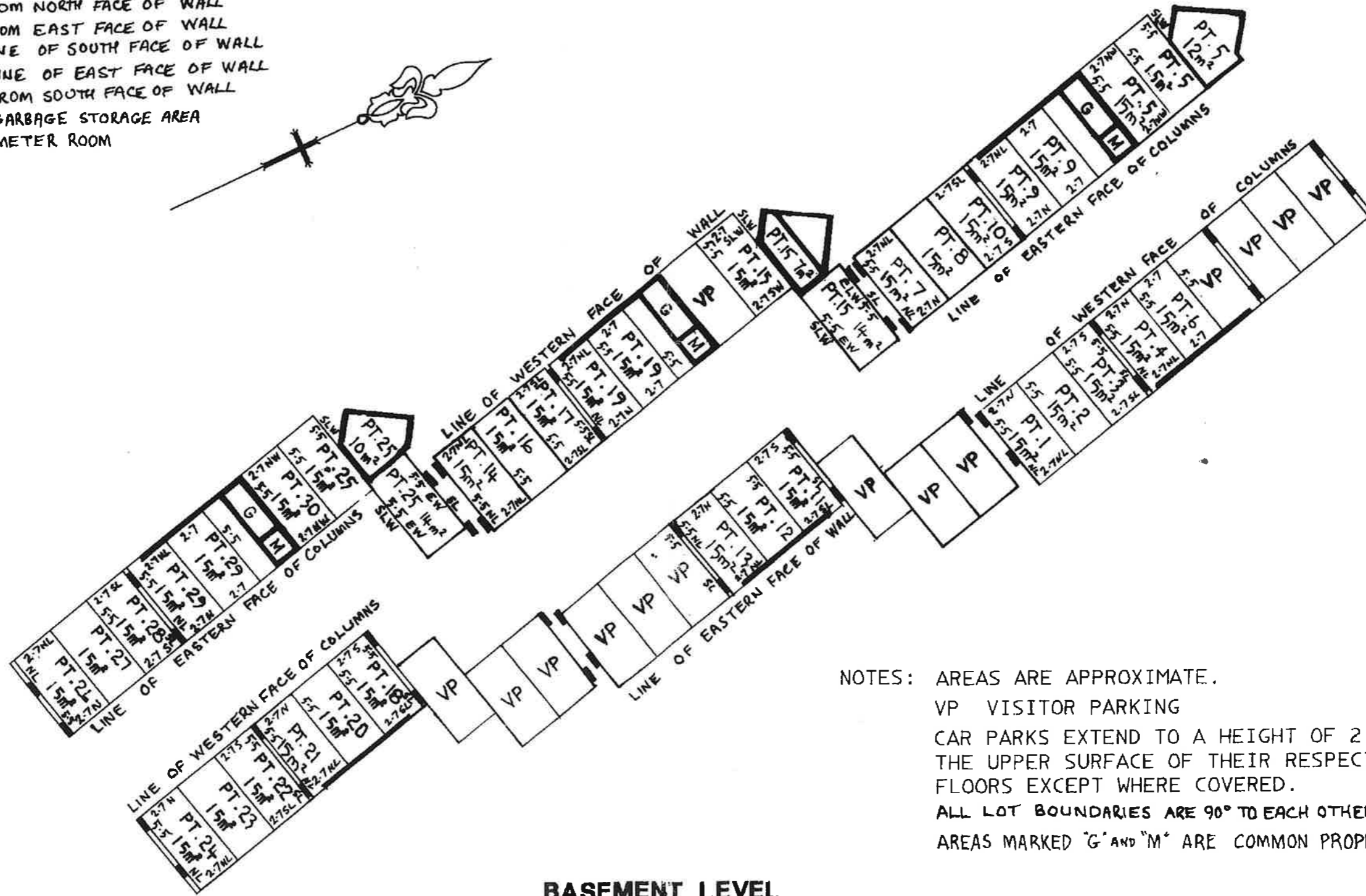
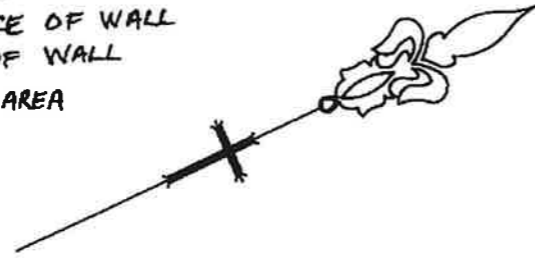
SURVEYOR'S REFERENCE: BRUNSWICK

Plan Drawing only to appear in this space

Plan Drawing only to appear in this space

STRATA PLAN 48676

- N- DENOTES FROM NORTH FACE OF COLUMN
- NL- DENOTES LINE OF NORTH FACE OF COLUMNS
- SL- DENOTES LINE OF SOUTH FACE OF COLUMNS
- E- DENOTES FROM EAST FACE OF COLUMN
- S- DENOTES FROM SOUTH FACE OF COLUMN
- W- DENOTES FROM WEST FACE OF COLUMN
- NW- DENOTES FROM NORTH FACE OF WALL
- EW- DENOTES FROM EAST FACE OF WALL
- SLW- DENOTES LINE OF SOUTH FACE OF WALL
- ELW- DENOTES LINE OF EAST FACE OF WALL
- SW- DENOTES FROM SOUTH FACE OF WALL
- G- DENOTES GARBAGE STORAGE AREA
- M- DENOTES METER ROOM



NOTES: AREAS ARE APPROXIMATE.
 VP VISITOR PARKING
 CAR PARKS EXTEND TO A HEIGHT OF 2.5M ABOVE THE UPPER SURFACE OF THEIR RESPECTIVE FLOORS EXCEPT WHERE COVERED.
 ALL LOT BOUNDARIES ARE 90° TO EACH OTHER
 AREAS MARKED "G" AND "M" ARE COMMON PROPERTY

BASEMENT LEVEL

Reduction Ratio 1: 250

Lengths are in metres

Madrey Hills
 Registered Surveyor

2/12/94

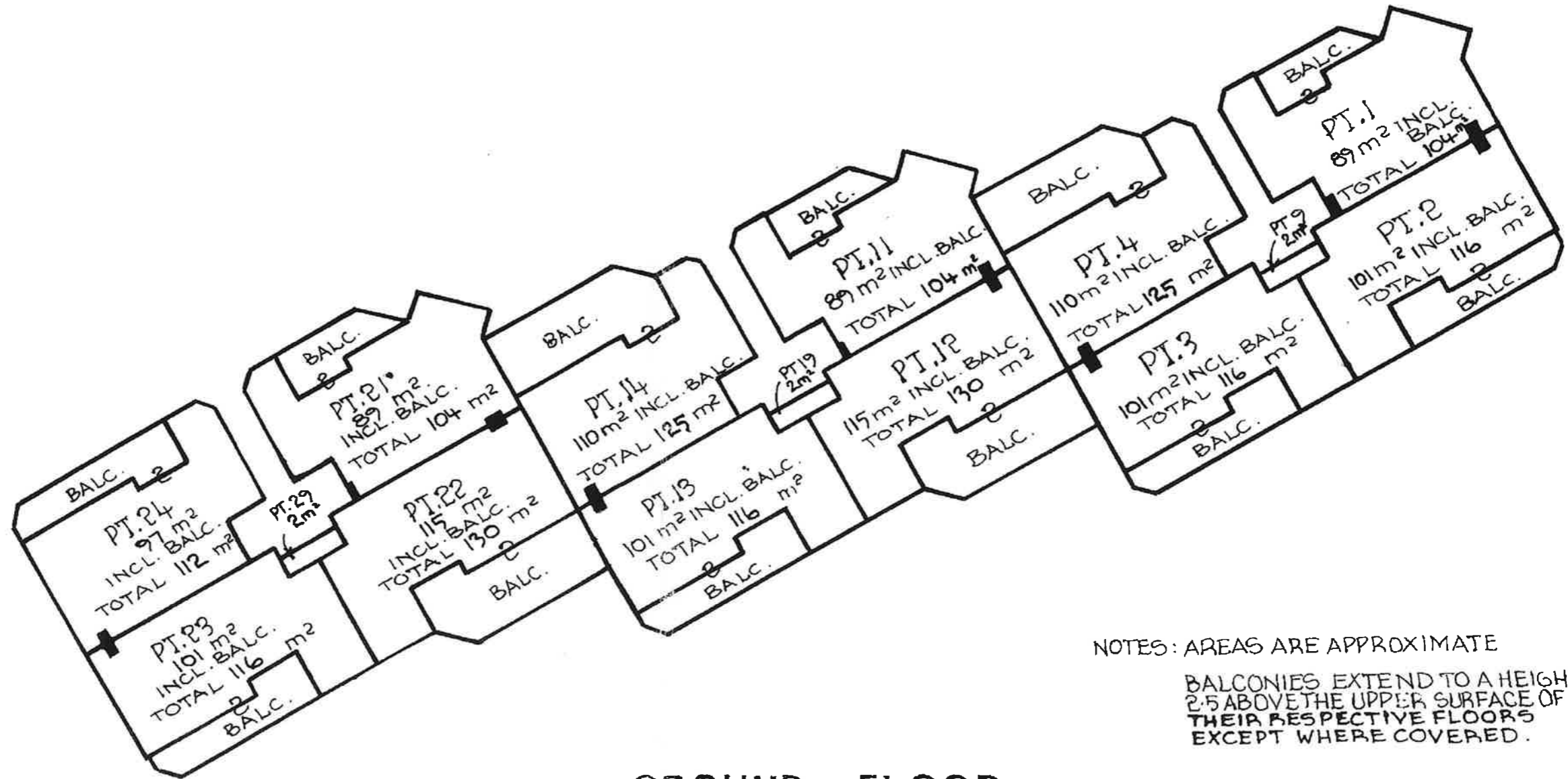
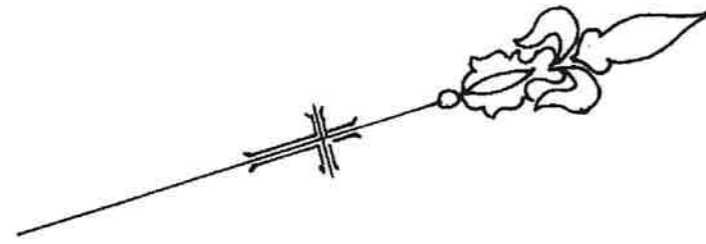
[Signature]
 Acting General Manager
 Council Clerk

SURVEYOR'S REFERENCE: BRUNSWICK

*OFFICE USE ONLY

Box: 219= / Request: z334410 / Document: sp 0048676 PLAN / Revision: 15-Dec-1994 / Status: OK / Printed: 17-Feb-1998 11:37 / Images: 5

STRATA PLAN 48676



NOTES: AREAS ARE APPROXIMATE

BALCONIES EXTEND TO A HEIGHT OF 2.5 ABOVE THE UPPER SURFACE OF THEIR RESPECTIVE FLOORS EXCEPT WHERE COVERED.

GROUND FLOOR

Reduction Ratio 1: 250

Lengths are in metres

Prodney Hills
Registered Surveyor

[Signature]
Acting General Manager
Council Clerk

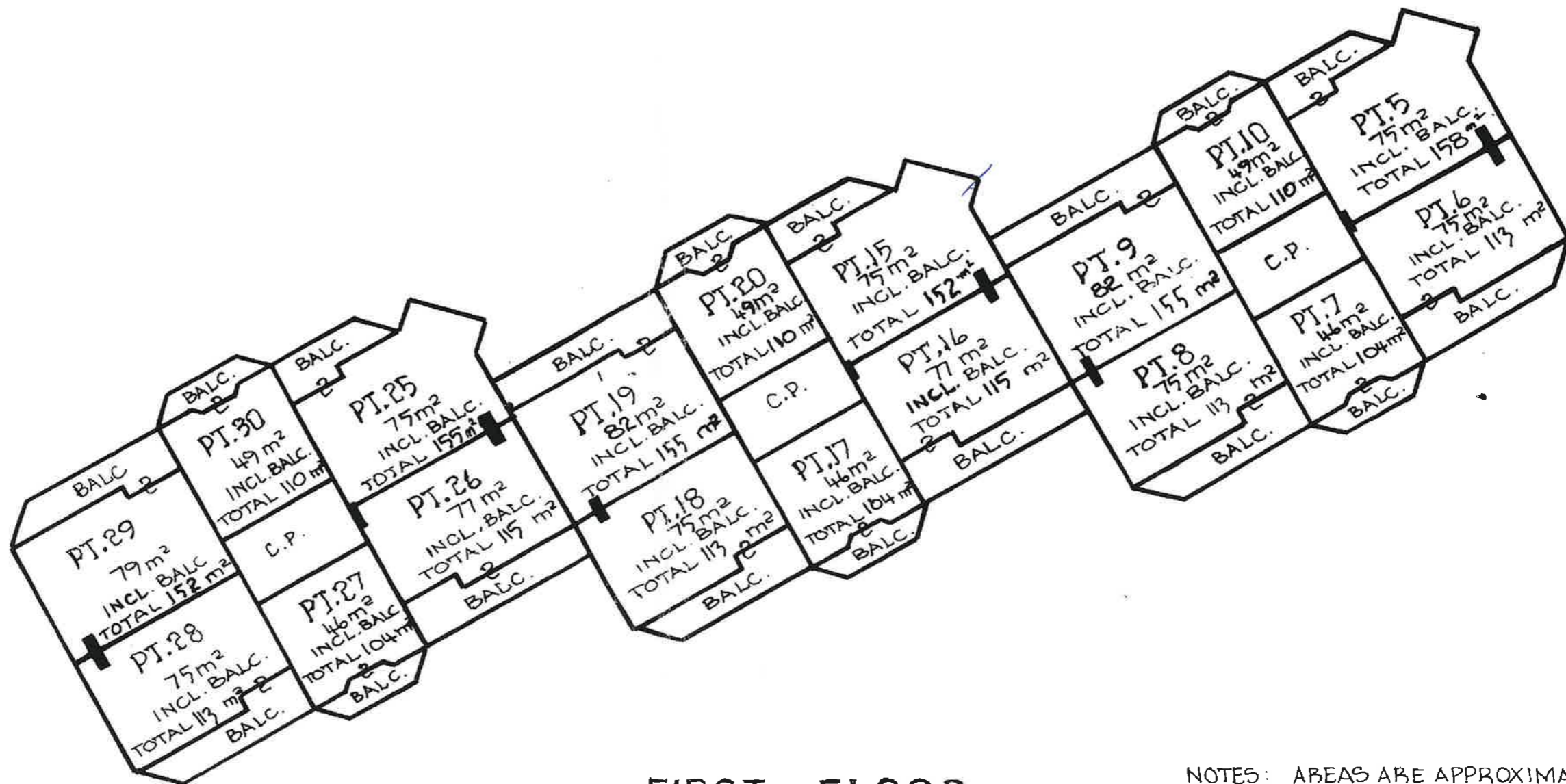
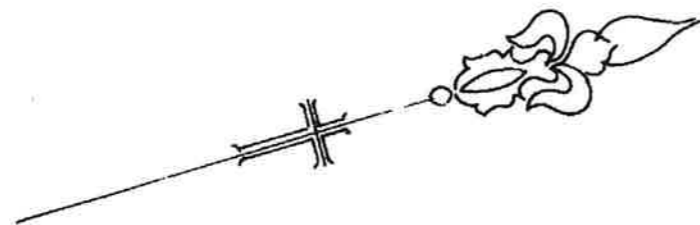
2/12/94

SURVEYOR'S REFERENCE: LOT 3/ WILLIAMS/ BRUNSWICK

*OFFICE USE ONLY



STRATA PLAN 48676



FIRST FLOOR

NOTES: AREAS ARE APPROXIMATE.

BALCONIES EXTEND TO A HEIGHT OF 2.5 ABOVE THE UPPER SURFACE OF THEIR RESPECTIVE FLOORS EXCEPT WHERE COVERED.

Reduction Ratio 1:250

Lengths are in metres

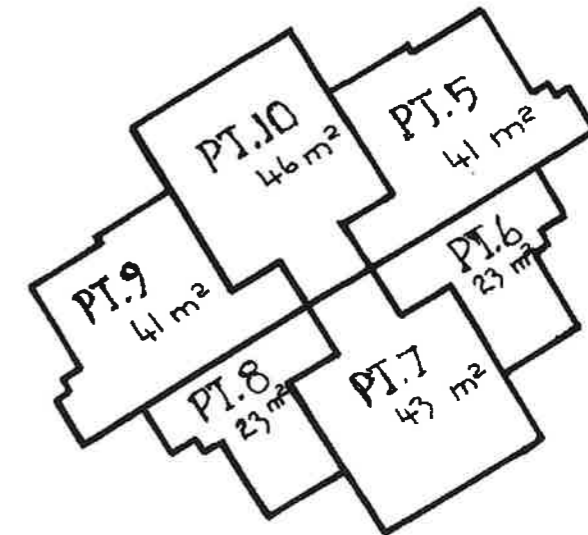
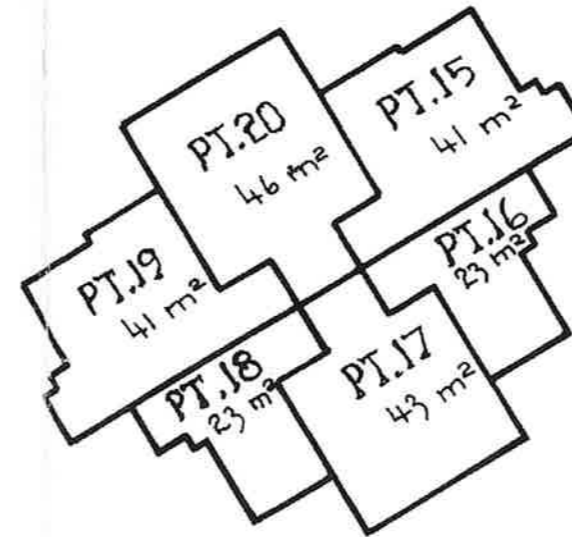
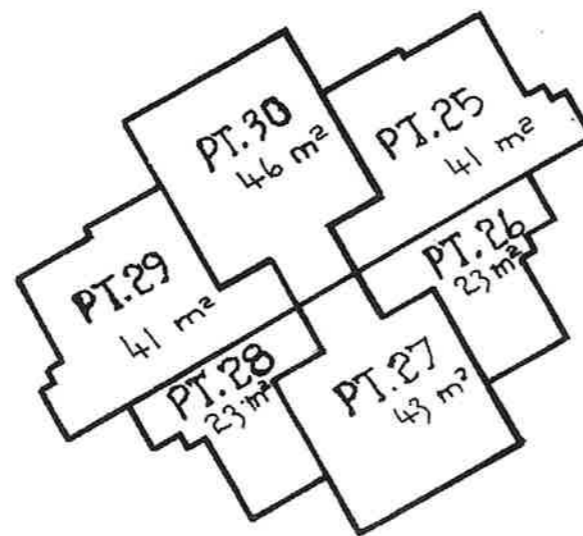
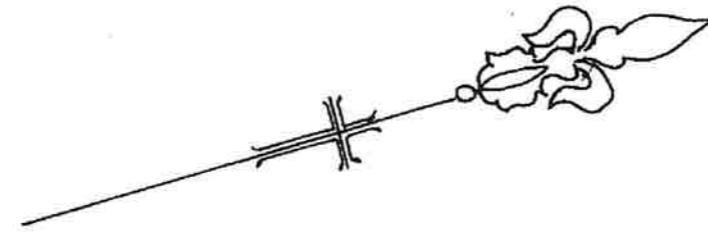
Rocky Hill
Registered Surveyor

[Signature]
Acting General Manager
Council Clerk

SURVEYOR'S REFERENCE: LOT 3/WILLIAMS/BRUNSWICK

STRATA PLAN 48676

SCHEDULE OF UNIT ENTITLEMENT			
LOT N ^o	UNIT ENTITLEMENT	LOT N ^o	UNIT ENTITLEMENT
1	319	16	325
2	319	17	325
3	321	18	325
4	332	19	374
5	356	20	332
6	325	21	336
7	325	22	321
8	325	23	316
9	368	24	319
10	332	25	374
11	336	26	323
12	321	27	319
13	323	28	316
14	336	29	356
15	374	30	327
AGGREGATE		10000	



SECOND FLOOR

NOTE: AREAS ARE APPROXIMATE

Reduction Ratio 1: 250

Lengths are in metres

Nadney Hills
Registered Surveyor

2/12/94

[Signature]
Acting General Manager
Council Clerk

SURVEYOR'S REFERENCE: LOT 3/WILLIAMS/BRUNSWICK

*OFFICE USE ONLY

Provided by CITEC Confirm

NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: CP/SP48676

SEARCH DATE	TIME	EDITION NO	DATE
-----	----	-----	----
16/7/2024	1:38 PM	12	12/2/2024

LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 48676
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT DULWICH HILL
LOCAL GOVERNMENT AREA INNER WEST
PARISH OF PETERSHAM COUNTY OF CUMBERLAND
TITLE DIAGRAM SHEET 1 SP48676

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 48676
ADDRESS FOR SERVICE OF DOCUMENTS:
OWNERS CORPORATION SP 48676
C/- PREMIER STRATA MANAGEMENT
PO BOX 3030 NSW 2124

SECOND SCHEDULE (12 NOTIFICATIONS)

- 1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
- 2 LAND EXCLUDES MINERALS (S.134 PUBLIC WORKS ACT, 1900) AFFECTING THE PART SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 3 EASEMENT(S) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM CREATED BY:
DP635932 EASEMENT TO DRAIN SEWAGE
- 4 DP270052 EASEMENT FOR OVERLAND STORMWATER DRAINAGE VARIABLE WIDTH AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 5 DP270052 EASEMENT TO DRAIN WATER 1.5 WIDE (B) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 6 DP270052 EASEMENT TO DRAIN WATER 1.5 WIDE (B) APPURTENANT TO THE LAND ABOVE DESCRIBED
- 7 THIS STRATA PLAN FORMS PART OF A COMMUNITY SCHEME - SEE INTERESTS RECORDED ON REGISTER FOLIO 1/270052
- 8 DP270052 RIGHT OF CARRIAGEWAY VARIABLE WIDTH (F) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 9 DP270052 RIGHT OF CARRIAGEWAY VARIABLE WIDTH (F) APPURTENANT

10 U689054 TO THE LAND ABOVE DESCRIBED
LEASE TO SYDNEY ELECTRICITY OF "SUBSTATION PREMISES
NO.7433 "WILLIAMS CONSTITUTION TOGETHER WITH A RIGHT
OF WAY & EASEMENT FOR ELECTRICITY PURPOSES AS SHOWN IN
PLAN WITH U689054.EXPIRES 31/8/2093

END OF PAGE 1 - CONTINUED OVER

TM24101

PRINTED ON 16/7/2024

NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: CP/SP48676

PAGE 2

SECOND SCHEDULE (12 NOTIFICATIONS) (CONTINUED)

AK971351 LEASE OF LEASE U689054 TO BLUE ASSET PARTNER PTY
LTD, ERIC ALPHA ASSET CORPORATION 1 PTY LTD, ERIC
ALPHA ASSET CORPORATION 2 PTY LTD, ERIC ALPHA
ASSET CORPORATION 3 PTY LTD & ERIC ALPHA ASSET
CORPORATION 4 PTY LTD EXPIRES: SEE DEALING. CLAUSE
2.3 (b) (ii).

AK971352 LEASE OF LEASE AK971351 TO BLUE OP PARTNER PTY
LTD, ERIC ALPHA OPERATOR CORPORATION 1 PTY LTD,
ERIC ALPHA OPERATOR CORPORATION 2 PTY LTD, ERIC
ALPHA OPERATOR CORPORATION 3 PTY LTD & ERIC ALPHA
OPERATOR CORPORATION 4 PTY LTD EXPIRES: SEE
DEALING. CLAUSE 12.1

AK971502 MORTGAGE OF LEASE AK971351 TO ANZ FIDUCIARY
SERVICES PTY LTD

AK971571 CHANGE OF NAME AFFECTING LEASE U689054 LESSEE
NOW ALPHA DISTRIBUTION MINISTERIAL HOLDING
CORPORATION

11 AQ523981 INITIAL PERIOD EXPIRED

12 AT822727 CONSOLIDATION OF REGISTERED BY-LAWS

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 10000)

STRATA PLAN 48676

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 319	2	- 319	3	- 321	4	- 332
5	- 356	6	- 325	7	- 325	8	- 325
9	- 368	10	- 332	11	- 336	12	- 321
13	- 323	14	- 336	15	- 374	16	- 325
17	- 325	18	- 325	19	- 374	20	- 332
21	- 336	22	- 321	23	- 316	24	- 319
25	- 374	26	- 323	27	- 319	28	- 316
29	- 356	30	- 327				

NOTATIONS

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

TM24101

PRINTED ON 16/7/2024

Provided on 16/07/2024 01:38 PM by CITEC Confirm

* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register.

CITEC Confirm hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with section 96B(2) of the Real Property Act, 1900.

Information contained in this document is provided by CITEC Confirm, ABN 52 566 829 700, confirm.com.au, an approved NSW Land Registry Services Information Broker.

© Office of the Registrar General 2024.



Safety Report

BRUNSWICK BUILDING

DULWICH HILL NSW 2203

STRATA PLAN 48676



Report details

Inspection date:	26 June 2025
Inspector:	Ryan Peckham
Weather conditions at time of Inspection:	Fine
Report Expiry Date:	26 June 2026



Executive Summary

This report presents findings and recommendations for the Safety Report undertaken at 2 Williams Parade, Dulwich Hill. The principal aim was to assist the property owners in identifying hazards that could be significant risk issues within the common property areas inspected at the time of inspection.

The owner of the property has obligations and duties as 'Persons Conducting a Business or Undertaking' (PCBU). As well as statutory laws around 'Duty of Care' where the onus is on all persons to ensure that all areas where a person may enter or egress an area from, or commence working on, is safe to do so.

This review has been designed to indicate risk improvement and to identify priority issues that require immediate risk control solutions.

During the inspection we identified the following number of items that need addressing, the details of which can be found in this report:

RISK RATING	# HAZARDS	URGENCY
Minimal	0	Consider action possibly longer term at reasonable cost and after higher priority items
Minor	2	Consider Action Immediately – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
Moderate	1	Consider Action Immediately – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
Major	0	Consider Action Immediately - access to the area should be restricted if hazard cannot be immediately mitigated.
Serious	0	Immediate Action – Restrict ALL access to Building or Area.






Property Information

Building Name	Brunswick Building Owners Corporation
Address	2 Williams Parade, Dulwich Hill NSW 2203
Strata Plan	48676
Building Use	Residential
Number of Units	30

Inspection Details

Inspector	Ryan Peckham
Inspection Date	26 June 2025
Site Contact	Raylene 0401 970 659

Action List

Item	Observation & Recommendation	Photo	Date actioned
Moderate hazards			
4.2	We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip door mats throughout the complex.	 <p>Throughout lobbies</p>	
Minor hazards			
4.4	We recommend highlighting the top edge of the affected steps with contrasting, non-slip paint as soon as possible.	 <p>Bins room</p>	
5.1	While the grate is properly seated, we recommend highlighting the border with contrasting non-slip paint as best practice.	 <p>Covered parking</p>	

Report Methodology

The following tables show the criteria our inspectors use to assess the risks in your building according to the ISO 31000 standard. First, they assess the potential probability and severity of an incident. These ratings are then multiplied against each other in the Risk Matrix to provide an overall hazard rating between 1 & 25. This produces a Risk Rating used to determine how urgently to consider action.

PROBABILITY

1 Rare	So unlikely, it can be assumed occurrence may not be experienced.
2 Unlikely	Unlikely but could occur during the building's lifespan.
3 Possible	Likely to occur sometime during the building's lifespan
4 Likely	Likely to occur several times during the building's lifespan.
5 Almost Certain	Likely to occur often in building's lifespan.

POTENTIAL SEVERITY

1 Very Low	Injury is non-existent or almost non-existent (Trivial) requiring no first aid treatment
2 Low	Small injury requiring first aid treatment or low-level medical treatment.
3 Medium	Injury requiring medical attention, possible ambulance transport, and possible hospitalisation
4 High	Significant injury requiring ambulance transport and hospitalisation.
5 Very High	One or multiple fatalities are likely.

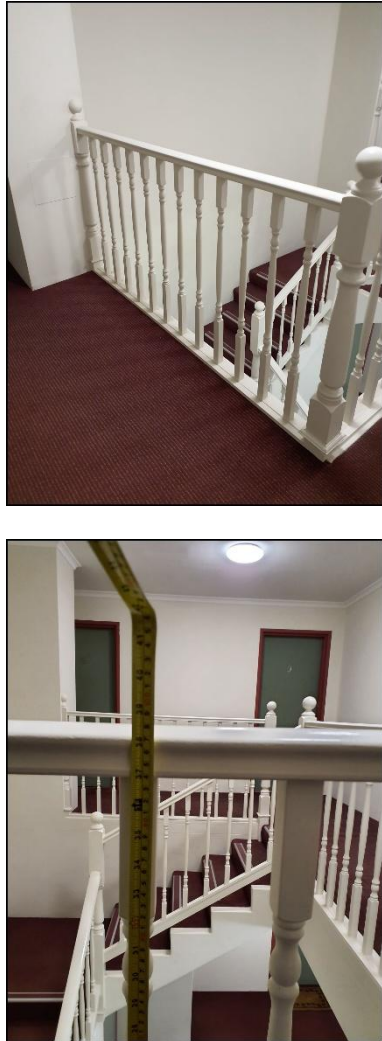
RISK MATRIX

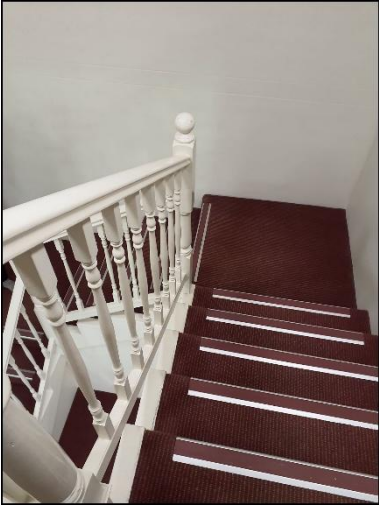
		Severity				
		1 Very Low	2 Low	3 Medium	4 High	5 Very High
Probability	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost Certain	5	10	15	20	25


RISK RATING


Score	Explanation	Suggested action period
1-2	Minimal	Consider action longer term at reasonable cost and after higher priority items.
3-4	Minor	Consider As Soon As Possible – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
5-9	Moderate	Consider Action As Soon As Possible – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
10-16	Major	Consider Action As Soon As Possible - access to the area should be restricted if hazard cannot be immediately mitigated.
20-25	Serious	Action As Soon As Possible – Restrict ALL access to Building or Area.

Findings Summary


Item	Observation & Recommendation	Photo	Risk Rating
1. BARRIERS TO PREVENT FALLS			
<p>1.1 Internal stairwell</p>	<p>Your barriers, where measured, failed to meet best practice recommendations.</p> <p>We recommend consideration be given to upgrading or replacing the barrier to comply with current standards which is considered best practice.</p> <p>We have assumed that the barrier inspected is the original barrier that was passed by the authorities at the time of construction and therefore would have complied with any applicable building codes at that time. The Building Code is generally not retrospective; however there have been rare occasions when a court has forced the immediate upgrade of a balustrade to meet the current building codes (ref: Doherty vs SP36613). Compliance with current standards would be considered best practice.</p> <p>Under the current Building Codes, the recommended dimensions of the barriers are:</p> <ul style="list-style-type: none"> - Height of the barrier from the floor is greater than 1000 mm - Spacing between the elements of the barriers (including the floor) is no greater than 125 mm. <p>Gap at the base of the barrier measured: 0</p> <p>Height of the barrier from the floor: 975</p> <p>Spacing between the elements of the barrier: 115</p> <p>Trade: Barrier Installer</p> <p><i>(AS ISO 31000:2018; NCC 2022 Volume One Section D - D1P3)</i></p>	 <p>National Construction Code 2022 Part 11.3.3</p>	<p>Comment Only</p>


Item	Observation & Recommendation	Photo	Risk Rating
1.2 Internal stairwell	<p>Your barriers, where measured, met best practice recommendations.</p> <p>We have assumed that the barrier inspected is the original barrier that was passed by the authorities at the time of construction and therefore would have complied with any applicable building codes at that time. The Building Code is generally not retrospective; however there have been rare occasions when a court has forced the immediate upgrade of a balustrade to meet the current building codes (ref: Doherty vs SP36613). Compliance with current standards would be considered best practice.</p> <p>Under the current Building Codes, the recommended dimensions of the barriers are:</p> <ul style="list-style-type: none"> - Height of the barrier from the stair nosing line is not less than 865 mm - Spacing between the elements of the barriers is no greater than 125 mm. - A 125 mm sphere must not pass through the opening when tested above the nosing line. <p>Height of the barrier from the stair nosing line: 980</p> <p>Spacing between the elements of the barrier: 115</p> <p>A 125mm sphere could pass through the opening above the nosing line?: No</p> <p><i>(AS ISO 31000:2018; NCC 2022 Volume One Section D - D1P3)</i></p>		<p>Meets Best Practice</p>


Item	Observation & Recommendation	Photo	Risk Rating
1.3 Balconies	<p>Your barriers, where measured, met best practice recommendations.</p> <p>We have assumed that the barrier inspected is the original barrier that was passed by the authorities at the time of construction and therefore would have complied with any applicable building codes at that time. The Building Code is generally not retrospective; however there have been rare occasions when a court has forced the immediate upgrade of a balustrade to meet the current building codes (ref: Doherty vs SP36613). Compliance with current standards would be considered best practice.</p> <p>Under the current Building Codes, the recommended dimensions of the barriers are:</p> <ul style="list-style-type: none"> - Height of the barrier from the floor is greater than 1000 mm - Spacing between the elements of the barriers (including the floor) is no greater than 125 mm. - The space between 150 mm and 760 mm must not have any climbable elements. <p>Height of the barrier from the floor: 1010</p> <p>Spacing between the elements of the barrier: 125</p> <p>Gap at the base of the barrier measured: 105</p> <p><i>(AS ISO 31000:2018; NCC 2022 Volume One Section D - D1P3)</i></p>		<p>Meets Best Practice</p>

Item	Observation & Recommendation	Photo	Risk Rating
2. ELECTRICAL			
<p>2.1 Covered parking meter rooms</p>	<p>The switchboard area was clean and clear of obstructions or stored items that would represent a chemical, fire or other hazard. No hazards were observed at the time of inspection.</p> <p><i>(AS/NZS 3000:2018 Clause 2.9.2.2, Code of Practice - Service and Installation Rules of New South Wales)</i></p>		<p>Meets Best Practice</p>

Item	Observation & Recommendation	Photo	Risk Rating
2.2 Front of property	<p>The main switch room was clearly identified. No hazards were observed at the time of inspection.</p> <p><i>(AS ISO 31000:2018)</i></p>		<p>Meets Best Practice</p>
2.3 Front of property	<p>The switchboards were readily accessible in terms of obstructions. No hazards were observed at the time of inspection.</p> <p><i>(AS ISO 31000:2018)</i></p>		<p>Meets Best Practice</p>
2.4 Main switchroom	<p>The switch room was clean and clear of obstructions or stored items that would represent a chemical, fire or other hazard. No hazards were observed at the time of inspection.</p> <p><i>(AS/NZS 3000:2018 Clause 2.9.2.2, Code of Practice - Service and Installation Rules of New South Wales)</i></p>		<p>Meets Best Practice</p>

Item	Observation & Recommendation	Photo	Risk Rating
3. GENERAL			
3.1 Bin rooms	<p>We noted no apparent hazardous conditions in this area at the time of inspection.</p> <p><i>(AS ISO 31000:2018; NCC 2022 Volume One Section D - D1P2)</i></p>		<p>Meets Best Practice</p>

Item	Observation & Recommendation	Photo	Risk Rating
4. PEDESTRIAN ACCESS			
<p>4.1 Internal stairwell</p>	<p>We noted no apparent hazardous conditions in this area at the time of inspection.</p> <p><i>(AS ISO 31000:2018; NCC 2022 Vol 1 Section D - D1P2)</i></p>		<p>Meets Best Practice</p>

Item	Observation & Recommendation	Photo	Risk Rating
<p>4.2 Throughout lobbies</p>	<p>We noted unsuitable door mats outside some units. This represents a tripping hazard.</p> <p>We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip door mats throughout the complex.</p> <p>Trade: Owners Corporation / Body Corporate</p> <p><i>(AS ISO 31000:2018; NCC 2022 Vol 1 Section D - D1P2)</i></p>		<p>Moderate</p>

Item	Observation & Recommendation	Photo	Risk Rating
4.3 Tiled entry	<p>We noted no apparent hazardous conditions in this area at the time of inspection.</p> <p><i>(AS ISO 31000:2018; NCC 2022 Vol 1 Section D - D1P2)</i></p>		<p>Meets Best Practice</p>

4.4 Bins room

The edges of the steps are not readily discernible, which may cause a person to miss their footing and fall. This represents a tripping hazard.

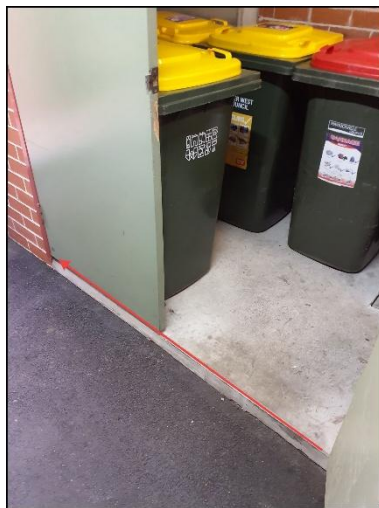
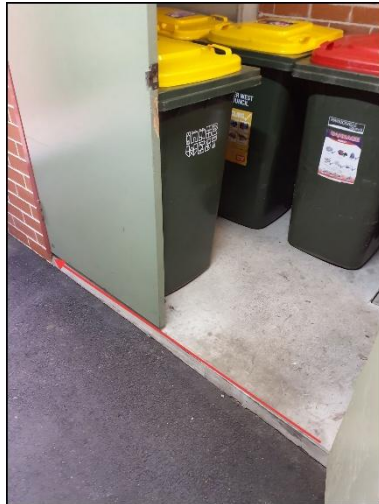
We recommend highlighting the top edge of the affected steps with contrasting, non-slip paint as soon as possible.

Length: 1610mm

Number of steps: 3


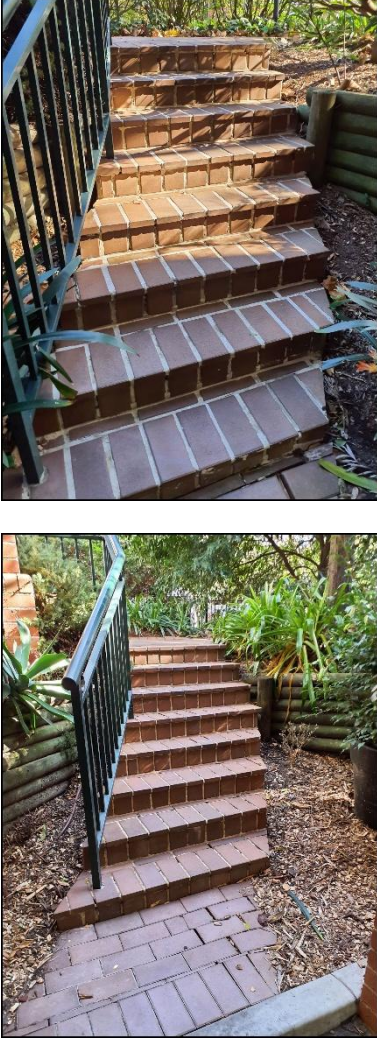
Trade: Handyperson

(AS ISO 31000:2018; NCC 2022 Vol 1 Section D - D1P2)





Example:

Minor

Item	Observation & Recommendation	Photo	Risk Rating
			
<p>4.5 External stairs to covered parking</p>	<p>We noted no apparent hazardous conditions in this area at the time of inspection.</p> <p><i>(AS ISO 31000:2018; NCC 2022 Vol 1 Section D - D1P2)</i></p>		<p>Meets Best Practice</p>

Item	Observation & Recommendation	Photo	Risk Rating
4.6 Entrance stairs	<p>We noted no apparent hazardous conditions in this area at the time of inspection.</p> <p><i>(AS ISO 31000:2018; NCC 2022 Vol 1 Section D - D1P2)</i></p>		<p>Meets Best Practice</p>

Item	Observation & Recommendation	Photo	Risk Rating
5. VEHICLE ACCESSWAYS			
<p>5.1 Covered parking</p>	<p>We noted an unhighlighted grate that could represent a tripping / personal injury hazard.</p> <p>While the grate is properly seated, we recommend highlighting the border with contrasting non-slip paint as best practice.</p> <p>Number: 5/ 730x730</p> <p>Trade: Handyperson</p> <p><i>(AS ISO 31000:2018; NCC 2022 Volume One Section D - D1P2)</i></p>		<p>Minor</p>

Item	Observation & Recommendation	Photo	Risk Rating
6. VEHICLE SIGNAGE			
6.1 Covered parking	We noted appropriate traffic control signage in place at the time of inspection.		Meets Best Practice

Report Notes

Access Limitations

The inspector has inspected the areas of the subject property detailed in the 'scope of report' that were safely accessible. Our inspector has determined which areas could be safely accessed based on a risk assessment at the time of inspection. The following areas were not inspected and are not included in this report:

1. Rooftop maintenance facilities - Not safely accessible at time of inspection
2. Ceiling and roof cavities - Not safely accessible at time of inspection
3. Internal areas of units - Private area, outside the scope of this report
4. Underground plumbing and internal wiring - Outside the scope of this report
5. Dividing walls between units - Outside the scope of this report

Additional Documentation

The following documents are available for download from the Solutions in Engineering website www.solutionsinengineering.com:

- A template Contractor **Safe Working Agreement**. It is recommended that this agreement be customised and signed before any contractor begins work on the property.
- A detailed information sheet on particular hazards involved with **working at heights**.
- An Implementation Plan to assist in organising the rectification of hazards identified.

Asbestos

This report does not attempt to identify Asbestos hazards. All buildings built prior to 1 January 2004 have the risk of containing Asbestos. Buildings which contain Asbestos are required to manage their Asbestos risk by implementing control measures identifying, monitoring, and controlling the Asbestos risk on their property.

An Asbestos Report is available as a separate product, contact Solutions in Engineering for assistance with managing your Asbestos hazards.

Balustrade Assessment

Wherever balustrades are installed on the subject property, our inspector will have conducted a visual inspection of two (2) typical balustrades only, subject to access restrictions (as outlined above). We have not inspected every balustrade on the property. This inspection will be carried out against current safety standards for balustrades. Further, this is simply a visual inspection. Comment may be made on general issues of safety, even if the balustrade is compliant. However, no ranking or recommendation will be given, as the balustrade will in most circumstances be assumed to have been compliant at time of construction.

If you require a further assessment of your balustrades, a balustrade safety report is available as a separate product.

Balustrade Height Requirements

A fall over a Balustrade represents one of the most severe risks which can occur on common property, often leading to brain damage or even death (see for example the case of *Toomey v Scolaro's Concrete Constructions Pty Ltd (in liq) & Ors (No 2)* [2001] VSC 279). Balustrades built under the Building Code of Australia since 1 July 1997 have a height requirement of 1000mm.

Although older buildings must only comply with the requirements which existed at the time of construction, we will strongly recommend you consider replacing them with balustrades which meet modern standards. Particularly if your balustrades are below 865mm at any point, there is a good chance that your balustrades are not compliant with the requirements at the time of construction and need to be replaced.

Car Park Traffic Management

We have assumed that a safe approach to traffic management was established and implemented during the building's original design and occupation process. The client agrees that any comments made regarding vehicle or pedestrian movement within the car park are not intended to constitute a Traffic Management Plan and should not be interpreted as such.

If traffic conditions at the site have changed significantly, or if there is any uncertainty about the adequacy of existing controls, the property's management representatives should seek updated advice from a qualified traffic engineer.

Commercial Buildings

You should advise all occupiers to ensure all delivery drivers and workers attending the property complete a Job Safety Analysis for the task/s to be undertaken by them. A sample is attached to this report that should be forwarded to all owners and occupiers.

Consideration of medical supplies and equipment

Solutions IE Pty Ltd does not include in the scope of our common property safety reports the assessment of medical supplies and equipment, whether or not on common property, at a strata scheme. Identifying these types of items falls outside the scope of our reports and we make no recommendation to items such as, but not limited to, defibrillators, first aid kits and pharmaceuticals.

Solutions IE Pty Ltd strongly encourages the recipient of this report to consult with a medical specialist if they are unsure of any required medical products or equipment, the storage of such products or equipment and their appropriate administration.

Contractor Safe Working Agreement

Solutions in Engineering recommends that the Owners Corporation liaise with any owner, occupier or tenant about the risks discussed in this report and the importance of Safe Work Practices. If the owner occupier or tenant is engaging any worker or contractor, we recommend that the Owners Corporations provide them a copy of the Safe Method Agreement attached (refer Section 2 of this report). This is so that the owner, tenant, or occupier are made aware of Safe Work Practices, so that they can ensure that any contractor is properly qualified and engages in Safe Work Practices.

We also recommend that Delivery drivers sign the Contractor Safe Method Agreement (in this report) and provides the Owners Corporation with proof of competence (e.g., Contractor's license card) and insurance etc. As plans are not always available, assumptions are made as to what is common property, therefore this Report may exclude some items/issues relating to these parts of the common property.

Defence Costs in the Case of Frivolous Claim

Should Solutions In Engineering be joined in a proceeding originating from a frivolous claim, the opposing joining party will be responsible for reimbursing all legal, administrative and labour costs associated with Solutions In Engineering defending the claim. Once joined to a claim of this nature Solutions In Engineering will not agree to any settlement between parties without reimbursement of these costs being a part of it.

Due Diligence

Solutions In Engineering does not replace the need for building owners and residents to conduct their own due diligence and stay informed about changes in applicable laws and regulations. Solutions In Engineering advises building owners and residents to take an active role in the management and maintenance of subject properties to ensure their safety.

Electrical Safety, Installations, & Equipment

This report does not include a comprehensive inspection of electrical equipment. These are some general recommendations:

- The main switch is clearly identifiable.
- The main switch is readily accessible in terms of obstructions.
- The switchboard area is clean and clear of obstructions or stored items that would represent a chemical, fire, or other hazard.
- The switchboard/s are securely mounted and free of broken plugs, sockets, switches and frayed or defective leads.
- All electrical circuits on the switchboard are clearly identifiable.
- All community power circuits with socket outlets are protected by a Safety Switch (RCD).
- After installation, the community power Safety Switches (RCDs) are tested every 2 years by a qualified electrician and records of these checks are kept onsite.
- All community light circuits are protected by a safety switch (RCD) as soon as possible after the suitability of this control measure has been assessed by a qualified electrician.
- The switchboards are inspected and tested at least every 2 years by a qualified electrician and suitable records of the test and inspection date are kept on site.

Our inspectors are not licensed electricians or electrical engineers. We have not carried out a thorough inspection of any electrical installations or equipment, including the main switchboard, as we are not qualified to do so. Please ensure that a suitably qualified electrical contractor carries out a thorough inspection of electrical installations at least every 2 years or as otherwise required. This inspection can be incorporated with the testing of Residual Current Devices, if installed.

Electric Gates

This report does not assess the safety risks involved in the operation and/or presence of automatic electric gates. We have presumed that the appropriate safety measures have been implemented to ensure that any electric gates which may be on the property, are operating safely and risk of harm is minimized. The relevant safety measures should include pressure sensors, edge sensors, warning signs, and a physical stop/emergency button.

Environmental Conditions

This report is based on the state of the environment surrounding the subject property at the time of inspection. Changes may occur to the environment and/or affect the structural integrity and overall safety of the property over time. Since the weather may be unpredictable it is important to be aware of the safety hazards brought by harsh weather conditions that Solutions In Engineering has no control over.

External Wall Cladding

This report does not assess the presence, composition, or fire performance of external wall cladding. Identification of combustible or non-compliant cladding materials is outside the scope of this visual inspection and would require specialist analysis by a qualified façade engineer or building consultant.

Fire Safety

This report does not deal with issues relating to Fire Safety, including the installation or maintenance of fire-fighting equipment, the provision and adequacy of any fire and evacuation plan or emergency response procedures, or the installation and adequacy of evacuation signage. Solutions in Fire can be engaged to conduct a Fire Safety Report that addresses these issues.

Glass

This report only addresses glass requiring obvious replacement; it does not cover the Building Code, Australian Standard and safety requirements of glass installed in the subject property.

Inspection Conducted Under Prevailing Conditions

This inspection was conducted under the conditions prevailing at the time of the inspection, as described in the covering letter to this report. The safety of the property under conditions other than those prevailing at the time of inspection was not assessed. This report may not identify all risks to health and safety on the common property under all conditions. For example, this report may not identify slipping hazards under wet conditions if the slipping hazards were not evident at the time of inspection.

You should regularly monitor the common property for risks under differing conditions and take appropriate action to eliminate or control any additional risks identified. To assist with this, we recommend that a procedure for reporting accidents, near-misses and hazards is established.

Solutions in Engineering are able to provide Specific Issue Reports to address specific hazards arising under different conditions, at your request.

Legal Duties

The *Work Health and Safety Act 2011* requires that persons conducting a business or undertaking and persons in control of workplace identify and assess hazards and implement control measures to minimise or eliminate risks to the health and safety of workers, self-employed persons, and members of the public. Control measures must be monitored for effectiveness and updated on a regular basis.

The purpose of our report is to assist you in identifying and assessing hazards at your property, and to provide advice about suggested control measures. This report does not deal with the duties of a person conducting a business or undertaking (other than those that also accrue to a person in control of a workplace premises) and is not a work health and safety audit insofar as it does not include a review of manual handling, job task analysis, training, air space and lighting measurements, or a safety management system and policies and procedures for safe work.

Under Section 267 of the Act, a breach of the Act is not necessarily a valid basis for a civil cause of action. This report does not attempt to deal with all matters that might give rise to a civil cause of action, or any statutory cause of action other than those under the Act.

Furthermore, under common law negligence any person (including Owners Corporations, caretakers, managers, and management companies) have the duties to take precautions against the risk of harms which are foreseeable, not insignificant and that a reasonable person would have taken precautions against.

The Owners Corporation's duties to maintain a safe environment and identify risks on property are not supplanted or replaced by the existence of this report. This report aims to assist in the discharge of these obligations, not replace or take on the duty of them. If you are unsure of the extent of your obligations, we recommend that you obtain independent legal advice.

Solutions in Engineering carry out an inspection of the readily accessible (by foot) areas only that are seen, to assist in the identification of site-specific physical hazards and we deliver a report that provides recommends minimising the risks associated with those hazards.

Solutions in Engineering do not perform an audit of compliance with the relevant safety legislation as this includes the incorporation of manual handling, job task analysis, training, air space and lighting measurements, asbestos analysis, chemical management, a safety management system and policies and procedures for safe work. The recommendations above and this report in no way supplant, discharge, or minimise your common law or statutory duty of care to minimise harm, exposures, risks or other like events and Solutions in Engineering do not accept any responsibility for property damage and/or bodily injury whatsoever.

Lithium-ion batteries

Lithium-ion batteries contain flammable components that can produce extreme heat if overcharged, damaged or mishandled, posing a serious fire hazard to occupants and visitors. To ensure safe charging procedures, only use quality chargers, avoid overcharging, turn off batteries after use, inspect cables and batteries regularly, and never leave charging devices unattended. Solutions in Engineering is not permitted nor qualified to examine lithium-ion batteries or any form of chargers, including electric vehicle charging systems, and assumes no liability for locating undetected issues or malfunctions regarding this equipment. We strongly advise the owners to have a suitably qualified professional to complete routine testing and inspections pursuant to guidelines, warranties and industry standards.

Lighting

Safety inspections are conducted during usual daylight hours and do not comment on or assess the adequacy of lighting or the impact of lighting on the continued safety of any area of the common property either during usual daylight hours or at night. A light audit was not carried out as a part of this inspection.

If you wish to obtain a specialist lighting assessment, please contact our office on 1300 136 036 so that you can be referred to a suitably qualified specialist.

Nature of Inspection

Our inspector has conducted a visual inspection of the subject property to prepare this report. Except where otherwise noted, this inspection did not involve physical testing using prescribed methods (for example, we did not conduct slip-resistance testing to AS 4663-2013). This report therefore deals with hazards that were reasonably identifiable from a visual inspection and should be read subject to the following limitations.

Notably, potential chemical or biological hazards which are not obvious during a visual inspection are outside the scope of this report.

No Assumption of Liability in Personal Injury

Solutions In Engineering does not assume liability for personal injury incidents occurring at the property/ies. Liability is limited to the extent permitted by law.

Ongoing Safety

This report deals with hazards present and identified at the time of inspection. As such, it does not ensure an ongoing assessment, and does not supplant your duty to ensure the safety of the common property.

It is the responsibility of the Owners Corporation and any property managers to remain on the lookout for new and altered hazards on the subject property on a day-to-day basis. To assist you with this, we recommend implementing a system or procedure for reporting incidents, near-misses, and suspected hazards as they arise. Solutions in Engineering require that a safety inspection and report be undertaken every 12 months, in order to review the effectiveness of control measures, to identify new hazards, and to assess hazards that have changed over time.

Pool Safety

This report may include references to a pool area. However, this report is an advisory report only, and considers only the general safety issues within this area.

This report in **no way satisfies** the criteria for the issuing of a Pool Safety Certificate or Non-Conformity Notice and **does not give recommendations** on how to be compliant with pool fence regulations. A Pool Safety report can only be carried out by specially qualified staff and is available for separate purchase. Please note a separate charging schedule applies.

This report makes no reference to safety considerations of the pool itself, such as condition and maintenance of the pool, water quality, or suction and drainage hazards. Such issues should be assessed by a qualified pool contractor only.

Property Boundaries

Our inspector has used their best efforts to determine which areas and elements lie on the subject property based on all the information available at the time of inspection. It is possible that this report may inadvertently include some items/issues relating to private or neighbouring property or have excluded some areas of the common property. Please contact our office if you have any concerns about areas included in this report.

Property Condition

This report is based on the state of the subject property at the time of inspection. Changes will occur to the state of the property over time, and we recommend regular updates to incorporate these changes. If a major change occurs on the subject property, we suggest that an updated report is ordered immediately to identify and assess any new risks arising from the change.

We have not made any assessment as to the structural adequacy of any of the elements of the complex, or hazards arising from structural issues, unless otherwise noted. Where an opinion is noted, it in no way implies that a holistic undertaking of structural issues was assessed. Instead, it is a helpful opinion not to be read in conjunction with the rest of the report. A qualified structural engineer must carry out such an assessment.

This report is a safety report dealing with the identification and assessment of hazards, not a construction compliance report. Unless otherwise noted, we have not assessed the compliance of the subject property at the time of construction. We have relied upon the fact that the relevant local authority has determined that the complex as constructed has met with all local and statutory building regulations and relevant building standards, by declaring the complex to be fit for habitation. A building certifier must carry out any assessment of compliance at the time of construction.

Property Usage

The risk assessments conducted as a part of this report are based on the apparent usage of the property at the time of inspection. This report assumes that the existing use of the property will continue. If the usage of the property changes in a material way, we recommend that the report is updated to reflect the change.

Safety Report Expiry

This report is only valid for 12 months. We research the changing landscape of safety, injury and litigation by tracking court cases and review the way we look at risk and hazards in light of the cases. Further we consider any changes in legislation and their impact on inspection processes, therefore after 12 months this report is not current. You need to update this report every 12 months.

Slip-Resistance of Surfaces

No assessment of the slip-resistance or slipperiness of floor surfaces has been made in this report. Slip-resistance is affected by a wide range of factors, including the condition of the surface, the type of sole on footwear worn by a person, and the presence of any substances on the surface. As such, it is not possible to provide an assessment of the slip-resistance or slipperiness of surfaces without conducting tests in accordance with AS 4663-2013.

Our inspector may identify slip hazards based on their experience of the slipperiness of surfaces during the inspection; however, we do not warrant that all surfaces are free from slipping hazards. You should monitor the floor surfaces under the full range of conditions and users and provide hazard mitigation solutions that are appropriate for the relevant areas of the property.

If complaints have been received about the slipperiness of flooring or near misses have been reported, we recommend that an anti-slip treatment be applied to the flooring as soon as possible. You may also wish to examine a sample of the flooring and request the manufacturer to provide evidence as to meeting the above standard or engage a contractor to provide slip-resistance testing services.

If you wish to obtain a slip test or slip resistance report, please contact our office on 1300 136 036 so that you can be referred to a suitably qualified specialist.

Supply Terms and Conditions

All services provided by Solutions in Engineering are supplied on the basis of our Supply Terms and Conditions and Product Descriptions which are available from our Office and from our website, www.solutionsinengineering.com. These listed report notes do not limit the generality of those Terms and Conditions.

Contractor's Safe Working Agreement

This statement provides details on how I / we; the Trade Contractor will manage the health and safety hazards associated with my/our work. The contractor agrees not to undertake any task without first assessing all Work Health and Safety Risks associated with the task. A full JSA (Job Safety Analysis) must be completed by the contractor before commencing any task. All work must be conducted in accordance with the *Work Health and Safety Act 2011* and associated regulations and Australian Standards.

1. ELECTRICAL

- Ensuring portable electrical equipment is of an industrial standard.
- Ensuring residual current devices are used with all electrical equipment.
- Ensuring power leads are located to minimise the risk of damage and are kept out of puddles, and plugs are kept dry.
- Ensuring extra protection for, or relocation of power leads occurs in areas of high traffic.
- Ensuring portable electrical equipment and power leads are maintained in a safe working condition.
- Ensuring double adaptors, 3-pin adaptors (piggy back), and lightly constructed domestic type appliances are not used for work purposes.

Electrical contractors please note:

- Ensuring electrical installation is completed in accordance with AS/NZS 3000:2018 Electrical Installations (known as the AS/NZ Wiring Rules) and are tested and connected in accordance with recognised procedures, using suitable testing equipment.
- Ensuring all incomplete circuits must be suitably terminated or isolated. Where there is likelihood of those circuits being inadvertently energised, they must be clearly tagged in accordance with AS/NZ 3000:2018.

2. FIRE CONTROL

- Ensuring a fire extinguisher is supplied where flammable paints and/or liquids are used or stored.
- Ensuring fire control methods are completed in accordance with AS/NZS 1851:2012 – Routine service of fire protection systems and equipment, AS 1670.1:2024 – Fire detection, warning, control and intercom systems – System design, installation and commissioning, and the *WHS Regulations*.

3. FIRST AID

- Ensuring the provision of first aid, which is adequate for the types of injuries which may occur while performing work, in accordance with Section 42 of the national *Work Health and Safety Regulation 2011* ('*WHS Regulations*').

4. GUARDING ON TOOLS AND EQUIPMENT

- Ensuring guards are fitted and working effectively before tools and equipment are used.

5. HAZARDOUS SUBSTANCE / CHEMICALS

- Ensure an Asbestos Register, if applicable, is available on site
- Ensuring when using chemicals, the manufacturer's requirements are followed.
- Ensure all hazardous substances on site are correctly stored, labelled and have Safety data sheets (SDS's). SDS's should be provided by the supplier or manufacturer at purchase as well as on the purchaser's request.
- All hazardous substances are to be handled in compliance with Chapter 7 of the *Work Health and Safety Regulation 2011* and any other relevant document.

6. HEALTH AND SAFETY INDUCTION

- Ensuring that employees who are unfamiliar with health and safety issues receive instructions on safe work procedures (JSAs) and practices.

7. INSURANCE

- Ensure that all necessary insurances are in place as required by legislation including worker's compensation or personal accident insurance, public liability, and professional indemnity. Please provide copy of certificate of currency for all insurances.

8. LADDERS

- Ensuring ladders are of an industrial standard and comply with and are used in accordance with the requirements of the *Work Health and Safety Regulation 2017 NSW (s 79)* and *AS/NZS 1892.5-2020 – Portable ladders*.
- Ensuring attention is given to tying off ladders to the structure, where there is a likelihood of the latter becoming unstable.
- Ensuring attention is given to base stability, particularly on soft or uneven soils.
- Ensuring domestic type ladders are not used and ladders are in a sound working condition. For example, the slip resistant feet are fitted and maintained, rungs and stiles in good condition.

9. LICENCES

- Ensuring appropriate licences and certificates of competency are held where required in the performance of any work (for example an explosive powered tool certificate).

10. LIGHTING

- Providing adequate temporary lighting if work is to be undertaken in areas where there is insufficient light to work safely.

11. MAINTENANCE AND USE OF EQUIPMENT

- Ensuring equipment is adequately maintained and used in accordance with the manufacturer's instructions (for example, power tools).

12. MANUAL HANDLING

- Encouraging and using safe manual handling techniques. For example:
 - When bending or lifting repetitively try to vary duties or change posture;
 - When bending to lift objects try to maintain an inclined back and bent knees to a semi-squat where your feet are stable on the ground, and you assume a power lifter stance;
 - When lifting awkward and heavy items, use mechanical aids
 - When using 2 wheeled trolleys load so that the weight is being supported by the wheels not the operator. Do not overload the trolley and use load restraints for high, wide, or bulky loads.
- Where this is not possible consider team lifting where people are trained.
- Ensuring the principles detailed in the *National Standard for Manual Tasks (2018)* are followed as well as those set out in the *Code of Practice for Hazardous Manual Tasks NSW 2019*

13. MATERIAL HANDLING AND STORAGE

- Ensuring materials and equipment are stored on site in a manner that does not cause injury or illness.
- Indicating where materials are to be delivered and stored (signs may be erected if appropriate), taking into account where materials are used and the order in which they are used.
- Not permitting smoking where flammable materials are stored.
- Ensure the manufacturer's requirements regarding handling and storage of materials are followed.

14. OTHER PERSONS

- Ensuring that my / our work does not create health & safety risks for the other workers and the public.

15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Ensuring PPE is used in accordance with the *WHS Regulations* part 3.2, division 5: personal protective equipment, and any other relevant codes of practice for the type or kind of work being engaged in, or in accordance with best-practice standards where no relevant code of practice exists.
- Providing and ensuring the use of items of personal protective equipment where it is not practicable (reasonable) to control risk of injury by other means.
- Ensuring helmets are worn when there is a risk of injury to the head, for example when working underneath other trades.
- Ensuring appropriate protective footwear is used.
- Ensuring that where hazards are created by particular activities, risks are controlled by ensuring the use of PPE, or by some other means.

16. PLANT, CRANES AND MACHINES

- Ensuring the safety instructions of drivers or licensed operators of plant are followed
- Ensuring plants, cranes and machines are operated in accordance with AS/NZ 2550.1:2011 – Cranes, hoists and winches – Safe use.
- Add standard – 2550?

17. PROTRUSIONS

- Protrusions include protruding nails; tie-down bolts; reinforcing rods and mesh; bars; steel, copper, and plastic tubing; metal flashings; post tensioning cables etc.
- Ensuring any protrusions created, are removed, bent over, or guarded to eliminate or reduce risk of injury, where they are a hazard.

18. STABILITY OF STRUCTURE DURING CONSTRUCTION

- De-stabilisation may be caused by: weather, wind, subsidence, construction loads, live loads, and the premature removal of temporary bracing or temporary propping.
- Ensuring any structure being built remains stable during the construction process.

19. TIDINESS

- Ensuring work progresses in a tidy manner, work areas are kept clear of excessive rubbish and work areas are left in a clean and tidy condition.
- Ensure that rubbish is disposed in an appropriate manner.

20. TRAINING AND SKILL

- Ensuring that my/our employees are sufficiently trained and skilled to perform the work in a healthy and safe manner.

21. TRENCHING AND EXCAVATION

- Ensuring that our work is supervised by a person who is competent and capable of assessing the risks associated with trenching work. This person should be knowledgeable on trenching, soil stability, appropriate shoring systems, and where possible should have experience of local soil conditions.
- Ensuring that trenches, which people have to enter, are shored where the soil is unstable or prone to collapse.
- Ensuring that trenches deeper than 1.5 metres, which people have to enter, are shored, unless a soil engineer confirms that the trench walls are stable without shoring.
- Ensuring that unattended excavations I/We have created are barricaded or covered where they present a hazard and are filled as soon as practicable.
- Ensuring that where they present a hazard, unattended excavations are barricaded.
- Ensuring that the *Work Health and Safety Regulation 2011* and the Code of Practice: Excavation Work (2020) NSW (and the national Model Code of Practice: Excavation work 2018) are adhered to.

22. ULTRAVIOLET LIGHT

- Encouraging employees to wear adequate clothing, or other protection to protect them from the effects of working in the sun.

23. WARNING SIGNS

- Warning signs may be required for some hazardous situations. Hazardous situations may include the use of power tools and where there is a risk of being struck by falling objects. Ensuring warning signs are clearly visible to any persons who are approaching the area in which the hazardous situation exists.
- Ensure warning signs comply with AS 1319:1994 – Safety signs for the occupational environment.

24. WORKING ABOVE 2 METRES

- Where work is being conducted at a height greater than 2 metres from the surrounding ground level, then a contractor must comply with the NSW Code of Practice: *Managing the Risk of Falls at Workplaces Code of Practice 2019* (and the national Model Code of Practice 2020) in relation to controlling the risk of falls.

25. WORKING PLATFORMS ON SCAFFOLDS

- Ensuring scaffolds are satisfactorily erected and used. In particular, ensuring the scaffolds comply with relevant parts of the *WHS Regulation, AS/NZS 1576.1:2019 – Scaffolding (General Requirements)*, and the NSW Code of Practice: *Formwork 2021*.
- Ensuring the scaffold is erected in accordance with supplier's instructions, is as near as reasonable to level, and is fully decked when being used.

26. WORKING PLATFORMS ON TRESTLE LADDERS AND ADJUSTABLE TRESTLES

- Platforms (e.g., scaffolding planks) on trestles provide a bigger, more stable surface to work from than a ladder rung.
- Ensuring trestles are erected in accordance with suppliers' instructions, and good practice, as outlined in AS/NZS 1892.1:2018 - Portable ladders, and AS/NZS 1892.2-1992 – Portable ladders, for trestle ladders, and AS/NZS 1576.5-2021 – Scaffolding, for adjustable trestles.
- Ensuring platforms are erected as near as reasonable to level, and are stepped rather than sloped, for example when working on gables.
- Ensuring platforms are in good and sound condition.
- Ensuring attention is given to placing trestles on a firm surface.

CONTRACTOR INSURANCE DETAILS				
	Policy No	Insurance Company	Commencement Date	Expiry Date
Public Liability				
Professional Indemnity				
Workers' Compensation Personal Accident				
Other				

FOR CONTRACTOR USE:

DETAILS OF WORK TO BE UNDERTAKEN		
DATE	LOCATION	BRIEF DESCRIPTION OF WORK

Trade Contractor's Name

Name of Trade Contractor's Company

Signature Date ___/___/___

Contractor's License Number (If applicable)


NOTE TO CONTRACTORS

**PLEASE ATTACH A COPY OF CERTIFICATES OF CURRENCY FOR WORKERS
COMPENSATION, PROFESSIONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE AND
COPY OF ALL RELEVANT LICENSES.**

Please note: It is advisable that a new agreement be signed by all contractors annually.

Property Profile

SITE INFORMATION FOR WORKERS

Photo of building	Plan #	Address
	48676	2 WILLIAMS PARADE, DULWICH HILL NSW 2203
Work Environment and Facilities Checklist	✓/ ✗	Comments
Are there management employees or a representative on site?	✓	Raylene 0401 970 659
Is parking readily available to visiting workers?	✓	Free Street Parking
Are toilet facilities available?		
Is there access to water for general maintenance purposes?	✓	
Is there access to electricity for general maintenance purposes?	✓	
Are workers able to access the roof unaided?		

Job Safety Analysis Worksheets

A Job Safety Analysis (JSA) is a written procedure which helps review work steps and their associated hazards to put in place correct solutions to eliminate or minimise the risk of those hazards.

Trade Specific Job Safety Analysis (JSA) are recommended to be provided to all contractors for completion prior to commencing any work on the complex.

The trade specific JSA work sheets are available for download from our website at www.solutionsinengineering.com/job-safety-analysis-worksheets/

An example for a General Handyperson is included on the following page.

JOB SAFETY ANALYSIS WORK SHEET GENERAL HANDYPERSON

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Gardening / Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate personal protective clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Gardening / Clean up	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Gardening / Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate Personal Protective Clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Painting	Fumes / Dust	Ensure area is well ventilated and wear appropriate Personal Protective Equipment. Clean up after work.	Contractor
Painting	Pollution	Ensure paint is contained in area and that drop sheets are used whenever paint is opened or used.	Contractor
Painting	Hazardous / flammable materials	Ensure hazardous / flammable materials are stored in appropriate containers that are labelled, and that Safety Data Sheets are available for each material stored.	Contractor
Painting	Hazardous / Flammable Materials	Ensure hazardous / flammable materials are stored in appropriate locations and volumes do not exceed allowable amounts.	Contractor

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....
Signature:..... Date:.....

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information

Trade Required	Handyperson
Building Address	2 Williams Parade Dulwich Hill NSW 2203
Inspection Date	26 Jun 2025
SIE Reference	2472526-6

Quote Summary

Location	Bins room
Observation	The edges of the steps are not readily discernible, which may cause a person to miss their footing and fall. This represents a tripping hazard.



Work to be done	We recommend highlighting the top edge of the affected steps with contrasting, non-slip paint as soon as possible.
Length	1610mm
Number of steps	3

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

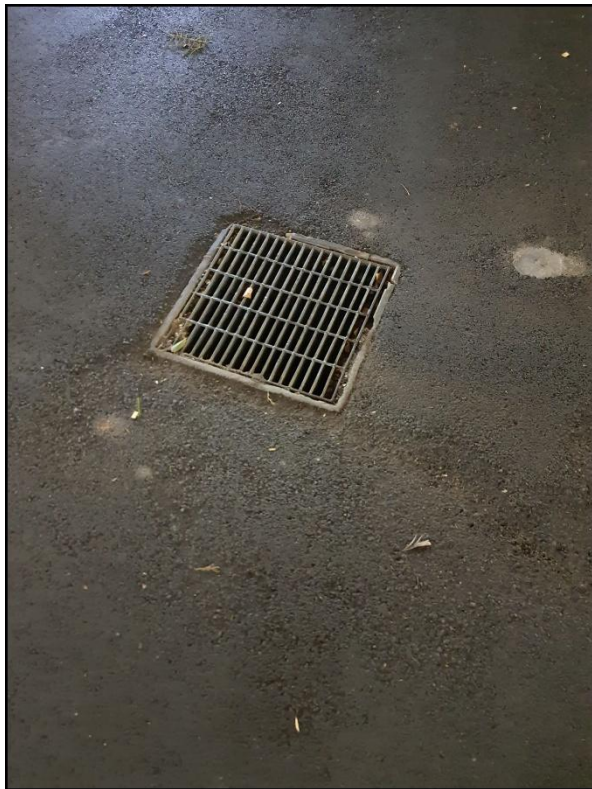
Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information

Trade Required	Handyperson
Building Address	2 Williams Parade Dulwich Hill NSW 2203
Inspection Date	26 Jun 2025
SIE Reference	2472526-12

Quote Summary

Location	Covered parking
Observation	We noted an unhighlighted grate that could represent a tripping / personal injury hazard.



Work to be done	While the grate is properly seated, we recommend highlighting the border with contrasting non-slip paint as best practice.
Number	5/ 730x730

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.



BIV REPORTS PTY LIMITED

Building Insurance Valuations · 10 Year Plans · Safety Reports (Civil Liability + WHS)
Asbestos Reports (Registers + Management Plans) · Life Cycle Maintenance Reports

Strata Compliance Specialists since 1983

ABN 60 508 188 246

ASBESTOS REGISTER AND ASBESTOS MANAGEMENT PLAN COMMON PROPERTY - LEVEL 1 INSPECTION

31 October 2024



2 WILLIAMS PARADE, DULWICH HILL :: SP48676



BIV REPORTS
1300 10 72 80

biv@biv.com.au



STRATA SERVICES
SPECIALIST
COMPANY

10 Year Plans
Safety Reports
Asbestos Reports
Insurance Valuations



strata
community
association®
National Partner

SCA Sponsor: Bronze Qld, Tas, Vic; Silver WA; Platinum ACT, SA, NT

Contents

Part 1 – Asbestos Register

Part 2 – Asbestos Management Plan

Part 3 – Explanation of this Asbestos Report

The Risk Management Process

Risk Assessment	1
Priority of risk	1
Control Measures - General.....	2
Time to rectify.....	2
Asbestos Management Plan.....	2

Property Owners and PCBU Obligations.....

Relevant extracts from the legislation.....	3
---	---

General.....

Inaccessible areas.....	5
Relevant extracts from the Code of Practice.....	5
Safe work procedures.....	5
Control measures – Asbestos specific	5

Annex A – Asbestos Penalties Summary – typical WHS Regulations

Annex B – Asbestos Warning Labels

Annex C – National Safe Work Practices

Annex D – Asbestos Fibre Identification Test Report

Copyright Notice:




Wal Dobrow asserts the intellectual property right over the contents of this Report. The contents including the Risk Assessment and Asbestos Register are considered to be unique and are provided in a format that is easy to read and understand. Neither this Report nor any part of this Report is to be provided to any likely competitor. The provision of this Report is only for the use of the Property Owner or Owners Corporation for their purposes of assessing safety and risk items relating to the potential injury to persons and does not give any right to the contents of this Report. Any breach of copyright will result in Court action. Your assistance in keeping this Report confidential to the Property Owner or Owners Corporation and the Strata Manager or Tenancy Manager is appreciated.

ASBESTOS REGISTER

This Asbestos Register should be read in conjunction with the full Asbestos Report

Address: 2 Williams Parade, Dulwich Hill :: SP48676

Date of Inspection: 31 October 2024



Code of Practice Items				Risk Assessment		Photo																								
Date of Identification	Item description (Type of Asbestos product) Location	Friable or Non-Friable? Asbestos Condition Area m2 Inaccessible Area?	Visual Identification Only:		Recommended Control Measures																									
			Is it Asbestos? 1. Highly likely 2. Likely 3. Unlikely 4. Highly unlikely	Contamination Risk 1. Very high (friable) 2. High 3. Moderate 4. Low																										
1	31 Oct 2024	Ceiling Unit 5 bathroom	No asbestos	No	Low	<p>Not applicable (see Asbestos Fibre Identification Test Report Annex "D" dated 13/11/24)</p> 																								
				Risk Assessment Matrix <table border="1"> <thead> <tr> <th rowspan="2">OVERALL RISK RATING</th> <th colspan="4">Likelihood</th> </tr> <tr> <th>Highly likely</th> <th>Likely</th> <th>Unlikely</th> <th>Highly unlikely</th> </tr> </thead> <tbody> <tr> <td>Very High</td> <td>1</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>High</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Moderate</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Low</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </tbody> </table>			OVERALL RISK RATING	Likelihood				Highly likely	Likely	Unlikely	Highly unlikely	Very High	1	1	2	3	High	1	2	3	4	Moderate	2	3	4	5
OVERALL RISK RATING	Likelihood																													
	Highly likely	Likely	Unlikely	Highly unlikely																										
Very High	1	1	2	3																										
High	1	2	3	4																										
Moderate	2	3	4	5																										
Low	3	4	5	6																										
2	31 Oct 2024	Manhole hatch Unit 5 bathroom hatch	No asbestos	No	Low	<p>Not applicable (see Asbestos Fibre Identification Test Report Annex "D" dated 13/11/24)</p> 																								
				Risk Assessment Matrix <table border="1"> <thead> <tr> <th rowspan="2">OVERALL RISK RATING</th> <th colspan="4">Likelihood</th> </tr> <tr> <th>Highly likely</th> <th>Likely</th> <th>Unlikely</th> <th>Highly unlikely</th> </tr> </thead> <tbody> <tr> <td>Very High</td> <td>1</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>High</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Moderate</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Low</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </tbody> </table>			OVERALL RISK RATING	Likelihood				Highly likely	Likely	Unlikely	Highly unlikely	Very High	1	1	2	3	High	1	2	3	4	Moderate	2	3	4	5
OVERALL RISK RATING	Likelihood																													
	Highly likely	Likely	Unlikely	Highly unlikely																										
Very High	1	1	2	3																										
High	1	2	3	4																										
Moderate	2	3	4	5																										
Low	3	4	5	6																										
3	31 Oct 2024	Door Unit entry doors	Non-Friable Fair 60m2 Inaccessible	Likely	Low	<p>Leave in place, do not disturb. Keep painted or sealed. Do not drill, cut, water blast or create dust. Contractors should be made aware of and use safe work practices if working on or around this material or item. Periodically monitor and review.</p> 																								
				Risk Assessment Matrix <table border="1"> <thead> <tr> <th rowspan="2">OVERALL RISK RATING</th> <th colspan="4">Likelihood</th> </tr> <tr> <th>Highly likely</th> <th>Likely</th> <th>Unlikely</th> <th>Highly unlikely</th> </tr> </thead> <tbody> <tr> <td>Very High</td> <td>1</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>High</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Moderate</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Low</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </tbody> </table>			OVERALL RISK RATING	Likelihood				Highly likely	Likely	Unlikely	Highly unlikely	Very High	1	1	2	3	High	1	2	3	4	Moderate	2	3	4	5
OVERALL RISK RATING	Likelihood																													
	Highly likely	Likely	Unlikely	Highly unlikely																										
Very High	1	1	2	3																										
High	1	2	3	4																										
Moderate	2	3	4	5																										
Low	3	4	5	6																										

ASBESTOS REGISTER

This Asbestos Register should be read in conjunction with the full Asbestos Report

Address: 2 Williams Parade, Dulwich Hill :: SP48676

Date of Inspection: 31 October 2024

Code of Practice Items				Risk Assessment			Photo																								
Date of Identification	Item description (Type of Asbestos product) Location	Friable or Non-Friable? Asbestos Condition Area m2 Inaccessible Area?	Visual Identification Only:		Recommended Control Measures																										
			Is it Asbestos? 1. Highly likely 2. Likely 3. Unlikely 4. Highly unlikely	Contamination Risk 1. Very high (friable) 2. High 3. Moderate 4. Low																											
4	31 Oct 2024	Eaves and soffits Level 1-2 perimeter of the building and Level 1 balcony ceilings	Non-Friable	Likely	Low	Leave in place, do not disturb. Keep painted or sealed. Do not drill, cut, water blast or create dust. Contractors should be made aware of and use safe work practices if working on or around this material or item. Periodically monitor and review.																									
			Fair 110m2 Accessible Area	Risk Assessment Matrix <table border="1"> <thead> <tr> <th rowspan="2">OVERALL RISK RATING</th> <th colspan="4">Likelihood</th> </tr> <tr> <th>Highly likely</th> <th>Likely</th> <th>Unlikely</th> <th>Highly unlikely</th> </tr> </thead> <tbody> <tr> <td>Very High</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>High</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Moderate</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>Low</td> <td>4</td> <td>5</td> <td>6</td> <td></td> </tr> </tbody> </table>				OVERALL RISK RATING	Likelihood				Highly likely	Likely	Unlikely	Highly unlikely	Very High	1	2	3	4	High	2	3	4	5	Moderate	3	4	5	6
OVERALL RISK RATING	Likelihood																														
	Highly likely	Likely	Unlikely	Highly unlikely																											
Very High	1	2	3	4																											
High	2	3	4	5																											
Moderate	3	4	5	6																											
Low	4	5	6																												
5	31 Oct 2024	Backing boards Electrical rooms	Non-Friable	Likely	Low	Replace when practical. Minimise drilling, gouging, grinding or creating dust. Keep isolated. Periodically monitor and review.																									
			Fair 3m2 Accessible Area	Risk Assessment Matrix <table border="1"> <thead> <tr> <th rowspan="2">OVERALL RISK RATING</th> <th colspan="4">Likelihood</th> </tr> <tr> <th>Highly likely</th> <th>Likely</th> <th>Unlikely</th> <th>Highly unlikely</th> </tr> </thead> <tbody> <tr> <td>Very High</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>High</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Moderate</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>Low</td> <td>4</td> <td>5</td> <td>6</td> <td></td> </tr> </tbody> </table>				OVERALL RISK RATING	Likelihood				Highly likely	Likely	Unlikely	Highly unlikely	Very High	1	2	3	4	High	2	3	4	5	Moderate	3	4	5	6
OVERALL RISK RATING	Likelihood																														
	Highly likely	Likely	Unlikely	Highly unlikely																											
Very High	1	2	3	4																											
High	2	3	4	5																											
Moderate	3	4	5	6																											
Low	4	5	6																												

Inaccessible Areas: The legislation allows areas that were not accessed to be dealt with in the following manner.

Description	Accessed	Status
Roof & Cavity	No	Not Reasonable
Storage Area	No	Locked
Electrical Cabinet	Yes	

ASBESTOS MANAGEMENT PLAN

This Management Plan should be read in conjunction with the full Asbestos Report

Treatment of Asbestos at: 2 Williams Parade, Dulwich Hill :: SP48676

Date of Inspection: 31 October 2024

Item	Item description and Location	Area m2 Approx	Recommended Control Measures (Remove/Isolate)	Person responsible + work to be done	Date to commence	Expected time to complete	Work complete - signed off by	Signed off date
1	Ceiling Unit 5 bathroom	N/A	Not applicable (see Asbestos Fibre Identification Test Report Annex "D" dated 13/11/24)					
2	Manhole hatch Unit 5 bathroom hatch	N/A	Not applicable (see Asbestos Fibre Identification Test Report Annex "D" dated 13/11/24)					
3	Door Unit entry doors	60m2	Leave in place, do not disturb. Keep painted or sealed. Do not drill, cut, water blast or create dust. Contractors should be made aware of and use safe work practices if working on or around this material or item. Periodically monitor and review.					
4	Eaves and soffits Level 1-2 perimeter of the building and Level 1 balcony ceilings	110m2	Leave in place, do not disturb. Keep painted or sealed. Do not drill, cut, water blast or create dust. Contractors should be made aware of and use safe work practices if working on or around this material or item. Periodically monitor and review.					
5	Backing boards Electrical rooms	3m2	Replace when practical. Minimise drilling, gouging, grinding or creating dust. Keep isolated. Periodically monitor and review.					

ASBESTOS MANAGEMENT PLAN

This Management Plan should be read in conjunction with the full Asbestos Report

Treatment of Asbestos at: 2 Williams Parade, Dulwich Hill :: SP48676

Date of Inspection: 31 October 2024

Item	Item description and Location	Area m2 Approx	Recommended Control Measures (Remove/Isolate)	Person responsible + work to be done	Date to commence	Expected time to complete	Work complete - signed off by	Signed off date
------	-------------------------------	-------------------	--	---	------------------	---------------------------	-------------------------------	-----------------

Procedures for detailing accidents, incidents or emergencies of asbestos in the workplace - any work with asbestos or ACM is to comply with the 'How to manage and control asbestos in the workplace - Code of Practice' (ISBN 978-0-642-33315-5); Safe work procedures refer to Appendix G of the above Code of Practice; Control measures are referred to in page 43 of the above Code of Practice; Training workers are referred to in page 41 of the above Code of Practice; for Emergency procedures refer the matter to the person in the management or control of the workplace in accordance with the above Code of Practice.

In the case of accidents, incidents or emergencies relating to asbestos Contact:..... Phone:.....

Part 3: Explanation

The Risk Management Process

There are varying methods of Risk Management and we have considered AS4360:2004 Risk Management, ISO 31,000:2009 Risk Management, AS4801:2001 Occupational Health and Safety Management Systems - Specification with guidance for use; WorkCover NSW Hazpak and Risk Management at Work - Guide, the ISO 31000 Risk Management family, amongst other documents.

This Asbestos Report outlines the following:

1. **Identifies likely asbestos hazards** excluding inaccessible areas
2. **Assesses risk** associated with those hazards
3. Provides an **overall risk rating** under Contamination Risk
4. Provides a recommended **Control Measure** for the rectification of those identified risk items
5. Provides an **Asbestos Register** and an **Asbestos Management Plan**

Risk Assessment

We have adopted two factors to assess overall risk. These are the propensity for **contamination** and the **likelihood** of an item being asbestos or an Asbestos Containing Material (ACM) as we do not carry out testing of samples for a Level 1 Inspection (visual inspection only). There are four levels for each factor.

<u>Contamination</u>	<u>The non-rectification of this risk item could result in</u>
1. Very high	Potentially contaminated site in the short term (for example, ACM is friable)
2. High	Potentially contaminated site in the medium term
3. Moderate	Potentially contaminated site in the longer term
4. Low	Limited degree of potential contamination

<u>Likelihood</u>	<u>Would the item contain asbestos?</u>
1. Highly likely	Very likely
2. Likely	Likely
3. Unlikely	Unlikely
4. Highly unlikely	Very unlikely

An example of likeliness may relate to the comparison of two building products, one which was known to contain asbestos in all of the product range (Highly Likely - James Hardie Super 6 Corrugated Roofing) and the other being a building product that at times, used asbestos in its production, but not at all times (Likely). The combination of the above considerations (contamination and likelihood) gives an overall risk rating.

For the purpose of this report we have utilised a simple 4 x 4 Hazpak Priority Table for our Asbestos Risk Assessment Matrix which considers the degree of contamination, and the degree of likelihood of exposure to an asbestos hazard. Set out below is an example of our Asbestos Reports and WHS Reports Risk Assessment Matrix.

OVERALL RISK RATING	Very Likely	Likely	Unlikely	Very unlikely
Fatality / disability	1	1	2	3
Serious injury	1	2	3	4
Moderate injury	2	3	4	5
Minor injury	3	4	5	6

Priority of Risk

An Overall Risk Rating of 1 (Top Priority) would require immediate attention and 'it is extremely important to do something about this hazard as soon as possible'. An Overall Risk Rating of 6 (Low Priority) requires action but 'may not need your immediate attention' and do something about this hazard when possible. This allows varying hazards to be compared in relation to their risk rating which may assist in the assessment of the priority of rectification of those hazards.

Control measures

There are a number of ways to deal with a hazard. Here are basically five typical controls:

Elimination	removing the hazard or cause of the hazard - this is the best way to deal with a hazard
Isolation	quarantine the exposure to asbestos containing material by a physical barrier
Engineering	structurally change the environment or access to any likely asbestos containing material ie barriers, guards, enclosures to reduce the risk
PPE	personal protective equipment ie masks, safety goggles, gloves and protective clothing to reduce the risk
Administrative	documentation of the correct procedures or instructions for carrying out a task safely, or limiting the exposure to a hazard

All work to rectify a hazard should be carried out in a workman-like manner by a suitably qualified person. Likely control measures listed in this report are generally one of many potential solutions. A contractor, the Property Owner or the Owners Corporation should choose their own safe work method of rectifying any hazard in accordance with good industry practice. The 'how to manage and control asbestos in the workplace' Code of Practice provides good advice on safe work practices.

Time to rectify

Sometimes we provide a recommended time frame for the elimination, rectification or minimisation of a hazard as simply (1) Short term; (2) Medium term; or (3) Long term. The actual time within the recommended time frames would vary depending on the hazard and the risk element. Generally, Short Term would require an effective control measure to be in place within a few days or weeks depending on the hazard; Medium Term would be in a few weeks to a few months; and Long Term may be a time frame of up to a year or more.

The context of that risk is important. In high traffic areas, the timeframe for repair would be expected to be sooner rather than later, when compared to a low traffic area. Note that if the problem is obvious and the risk of injury or damage to ACM is high, then acting to control and minimise the risk immediately, even if the act is an interim measure only, is more prudent than leaving the risk uncontrolled and waiting for the perfect control measure that ultimately eliminates the risk.

For example, broken ACM cladding at the rear of the property where people generally do not walk may attract a recommendation of 'medium term' being an expected repair in six months, where an equivalent broken ACM cladding at an access way at the front of the property that is used more often may attract a 'short term' repair within a few weeks and a control measure put in place within a few days.

Asbestos Management Plan

We provide a recommended Asbestos Management Plan (AMP) in Part 2 of this report which the Property Owner or Owners Corporation can add to or modify. This Asbestos Management Plan provides a suggested timeline and priority of work to be completed. It also includes headings for who is responsible for the work, the expected timeframe and when the work has been completed. It is entirely up to the Property Owner or Owners Corporation to determine their own priority level as they are more intimately aware of their property, and whether it is 'reasonably practicable' to carry out certain rectification works. Note that just because an item is low priority does not mean that it should be completed a long time down the track if it can be fixed easily and quickly now.

The new Work Health and Safety legislation for Managers and Property Owners

There is a concerted effort to harmonise the Occupational Health and Safety legislation around Australia using the National Work Health and Safety (WHS) Model. The new WHS legislation was adopted by NSW, QLD, ACT, NT and the Commonwealth, and the Work Health and Safety Act 2011 (WHS Act) and the Work Health and Safety Regulation 2017 (WHS Reg) came into effect from 1 January 2012 in each State above. The term 'Person Conducting a Business or Undertaking' (PCBU) now captures a much wider range of person being responsible under the WHS legislation, and the definition of 'worker' includes contractors, sub-contractors, employees, volunteers, amongst other persons.

The new legislation has also significantly increased the requirements in dealing with asbestos and ACM, and in essence requires all buildings built before 31 December 2003 to obtain an Asbestos Register in order to comply (see Annex A for a summary of the penalties that applies to asbestos non-compliance).

Relevant extracts from the legislation

There is a limited exemption for some residential strata schemes that meet a stringent test. This is set out in clause 7 of the WHS Regulation 2017 NSW.

*7 (1) For the purposes of section 5(6) of the Act, a strata title body corporate that is responsible for any common areas **used only for residential purposes** may be taken **not** to be a Person Conducting a Business or Undertaking in relation to those premises. (2) Subclause (1) does not apply if the strata title body corporate engages any worker as an employee.*

Note that the definition of 'worker' is very wide and includes volunteers, employees, contractors and sub-contractors, amongst others (see s7 WHS Act). Many town planning instruments allow home business type uses within residential buildings, which may cause a loss of the residential exemption under the WHS Act. See s20(1) below

Part 2 Division 3 Further duties of persons conducting businesses or undertakings

20 Duty of persons conducting businesses or undertakings involving management or control of workplaces

20(1) In this section, person with management or control of a workplace means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace ...but does not include - (a) the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking;

20(2) The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

Section 18 of the WHS Act is very important in defining 'reasonably practicable' and is set out below.

*18 In this Act, **reasonably practicable**, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:*

- (a) the likelihood of the hazard or the risk concerned occurring, and*
- (b) the degree of harm that might result from the hazard or the risk, and*
- (c) what the person concerned knows, or ought reasonably to know, about:
 - (i) the hazard or the risk, and*
 - (ii) ways of eliminating or minimising the risk, and**
- (d) the availability and suitability of ways to eliminate or minimise the risk, and*
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.*

Clause 427 of the Work Health and Safety Regulation 2017 states

427 Access to asbestos register

(1) A person with management or control of a workplace where an asbestos register is kept must ensure that the asbestos register is readily accessible to:

- (a) a worker who has carried out, carries out or intends to carry out, work at the workplace, and*
- (b) a health and safety representative who represents a worker referred to in paragraph (a), and*
- (c) a PCBU who has carried out, carries out or intends to carry out, work at the workplace, and*
- (d) a person conducting a business or undertaking who has required, requires, or intends to require work to be carried out at the workplace.*

Maximum penalty: (a) in the case of an individual - \$3,600, or (b) in the case of a body corporate - \$18,000.

(2) If a person conducting a business or undertaking carries out, or intends to carry out, work at a workplace that involves a risk of exposure to airborne asbestos, the person with management or control of the workplace must ensure that the person is given a copy of the asbestos register.

Maximum penalty: (a) in the case of an individual - \$3,600, or (b) in the case of a body corporate - \$18,000.

General

The purpose of this Asbestos Report is to provide you with an Asbestos Register and Asbestos Management Plan. In addition, we carry out a Level 1 Inspection (visual inspection only) of the easily accessible common property areas. The Asbestos Register and Asbestos Management Plan are 'live' documents that should be added to or reviewed by a Property Owner or Manager or controller of a workplace whenever asbestos or ACM is identified or assumed to be at the workplace or premises. For example, if a tradesman is working in the roof cavity and sees pipe lagging that may contain asbestos, then he is obligated to inform the manager or controller or his instructing party that there is likely asbestos in that location so that the Asbestos Register and Asbestos Management Plan can be updated.

This Asbestos Report generally deals with your obligations under the WHS legislation. This report does not ensure compliance with every possible aspect of the Act or Regulations or any Code of Practice, particularly when access to all parts of the building are not easily available. In addition to legislative requirements, the Property Owner has 'duty of care' requirements under common law.

The basis of instruction for this Asbestos Report has been for a Level 1 Inspection (visual inspection only) and without any invasive sample testing. Asbestos has been used in a variety of construction materials and at differing timeframes. There is no definitive list of items used in construction that may or may not contain asbestos. We do not carry out an invasive inspection. This Asbestos Report is not a Level 2 or Level 3 Audit. That is, we do not dig, gouge, dismantle, move or remove any building items. We do not climb onto the roof or in the ceiling spaces or into the underfloor areas. More asbestos may be found by using a Level 2 Inspection which would entail the taking of building material samples and having those samples tested in a National Association of Testing Authorities (NATA) accredited laboratory at further cost to the building owner.

This report is current only on the day of inspection and relates to the condition of the common property of the strata complex only or the buildings in a non-strata property. We are not liable nor accept responsibility for differing opinions that other asbestos experts may have nor items that may be considered 'missed' or opinions of items that require a certain standard for compliance or rectification to our opinions. The subject property may well have its own existing asbestos problems. After commissioning this report the property will still have those same problems. It is entirely up to the Owners Corporation or the building owner to determine the 'reasonably practicable' approach of which items require rectification and in which priority order.

Simply obtaining an asbestos report does not change the Property Owner's risks or hazards associated with their property, i.e. there is no change to the risk to a Property Owner before or after obtaining an Asbestos Report, nor does it exclude, take away or minimise the obligations and responsibilities under the Work Health and Safety Act 2011 as a person conducting a business or undertaking or as a person in the management or control of a workplace. The commissioning of an Asbestos Report is not an insurance policy to the benefit of the Property Owner as we do not cover you for liability of the risks or hazards of your property. That is, there is no transfer of risk from the Property Owner to us. We do not accept liability for injury to persons or damage to property. The recommendations in the Asbestos Report need to be acted upon and the priority of items needing rectification is to be determined by the Property Owner.

This report is for the use of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this report. Neither the whole nor any part of this report or any reference thereto may be included in any published document, circular or statement or published in any way without our written approval of the form and context in which it may appear. This Asbestos Report has been prepared on the basis of instruction being for an Asbestos Report only and for no other purpose. A comprehensive report (ie a Level 2 - take samples and test, or a Level 3 - highly invasive inspection - usually carried out before the demolition of a building) should be commissioned if a party requires a more detailed report or for use in litigation matters. We reserve the right to review or withdraw our report at any time.

This report does not cover the structural condition of the property or other environmental contamination, nor is a quantitative survey. This report does not cover council or other government authority compliance in any respect (ie. building, etc) nor should it be construed as such.

Inaccessible areas

Many properties do not have appropriate fall arrest and safety anchor points near the manhole access to the roof cavity and as a result are not inspected, nor are underfloor areas due to Confined Space safety requirements. Plant rooms, utility rooms, meter rooms and plant machinery may not have been accessible during our inspection and the legislation allows us to 'assume' that asbestos containing material may be present, and thereby complying with the legislation that the asbestos has been 'identified' (see clause 422(4) of the WHS Reg). Other areas such as ceiling spaces, and locked common property rooms may not have been inspected and we either do not make comment on these areas or alternately assume that asbestos may be present. We do not ordinarily make comment on the asbestos safety aspects of plant and machinery items and suggest an inspection be undertaken by a machinery and plant specialist.

Relevant Extracts from the Asbestos Code of Practice

Safe work procedures

Appendix F of the Code of Practice sets out some recommended safe work methods that demonstrate how control measures can be used when asbestos is present at the workplace:

Safe work practice 1 – drilling of ACM

Safe work practice 2 – sealing, painting, coating and cleaning of asbestos-cement products

Safe work practice 3 – cleaning leaf litter from gutters of asbestos cement roofs

Safe work practice 4 – replace cabling in asbestos cement conduits or boxes

Safe work practice 5 – working on electrical mounting boards containing asbestos

Control Measures

R.420 A person conducting a business or undertaking must ensure, so far as is reasonably practicable, exposure of a person at the workplace to airborne asbestos is eliminated. If this is not reasonably practicable, the exposure must be minimised so far as is reasonably practicable. The exposure standard for asbestos must not be exceeded at the workplace.

Managing the risks associated with asbestos involves:

- identifying asbestos and ACM at the workplace and recording this in the asbestos register
- assessing the risk of exposure to airborne asbestos
- eliminating or minimising the risks by implementing control measures
- reviewing control measures to ensure they are effective.

For the most appropriate control measure, you must consider the following hierarchy of controls:

- eliminating the risk (for example, removing the asbestos)
- substitute or isolate the risk, or apply engineering controls (enclose, encapsulate, seal, etc)
- using administrative controls (for example, safe work practices)
- using PPE.

A combination of these controls may be required in order to adequately manage and control asbestos or ACM. Chapter 7 of the NSW Code provides more information on the different control measures that can be used. General guidance on the risk management process is available in the Code of Practice: How to Manage Work Health and Safety Risks.

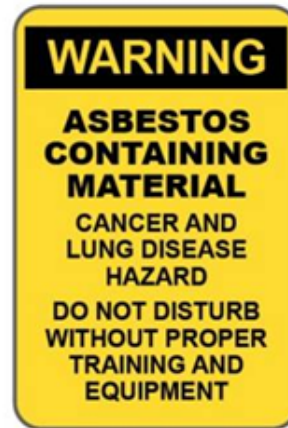
Annex A - Brief Summary of penalties for non compliance

Annex B - Asbestos Warning Labels - examples from the Code of Practice

Annex C - Safe Work Practices

Annex A - Brief summary of the Asbestos penalties that apply for non-compliance with the WHS Reg 2011.

WHS Reg Clause	Brief extract	Fine: Individual	Fine: Body Corporate
419	Work involving asbestos or ACM – prohibitions and exceptions A PCBU must not carry out, or direct or allow a worker to carry out, work involving (includes disturbing) asbestos.	\$6,000	\$30,000
420	Exposure to airborne asbestos at workplace A PCBU must ensure that the exposure standard for asbestos is not exceeded at the workplace.	\$6,000	\$30,000
Part 8.3 Management of asbestos and associated risks			
422	Asbestos to be identified or assumed at workplace (1) A person with management or control of a workplace must ensure, so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified by a competent person (2) A person with management or control of a workplace must: (a) if material at the workplace cannot be identified but a competent person reasonably believes that the material is asbestos or ACM – assume that the material is asbestos, and (b) if part of the workplace is inaccessible to workers and likely to contain asbestos or ACM - assume that asbestos is present in the part of the workplace.	\$6,000	\$30,000
423	Analysis of sample A person with management or control of a workplace <u>may</u> identify asbestos or ACM by arranging for a sample of material at the workplace to be analysed for the presence of asbestos or ACM.	\$1,250	\$6,000
424	Presence and location of asbestos to be indicated A person with management or control of a workplace must ensure that: (a) the presence and location of asbestos or ACM identified at the workplace under cl. 422 is clearly indicated, <u>and</u> (b) if it is reasonably practicable to do so, indicate the presence and location of the asbestos or ACM by a label.	\$6,000	\$30,000
425	Asbestos register (1) A person with management or control of a workplace must ensure that a register (an asbestos register) is prepared and kept at the workplace. (2) The person must ensure that the asbestos register is maintained to ensure the information in the register is up to date. (6) This clause does not apply to a workplace if: (a) the workplace is a building that was constructed after 31 December 2003, <u>and</u> (b) no asbestos has been identified at the workplace, <u>and</u> (c) no asbestos is likely to be present at the workplace from time to time.	\$3,600	\$18,000
426	Review of asbestos register A person with management or control of a workplace where an asbestos register is kept must ensure that the register is reviewed and as necessary revised	\$3,600	\$18,000
427	Access to asbestos register (1) A person with management or control of a workplace where an asbestos register is kept must ensure that the asbestos register is readily accessible to: (a) a worker who has carried out, carries out or intends to carry out, work at the workplace, and.... (d) a person conducting a business or undertaking who has required, requires, or intends to require work to be carried out at the workplace.	\$3,600	\$18,000
428	Transfer of asbestos register by person relinquishing management or control If a person with management or control of a workplace plans to relinquish management or control of the workplace, the person must ensure, so far as is reasonably practicable, that the asbestos register is given to the person, if any, assuming management or control of the workplace.	\$3,600	\$18,000
429	Asbestos management plan (2) A person with management or control of the workplace must ensure that a written plan (an asbestos management plan) for the workplace is prepared. (3) A person with management or control of the workplace must ensure that the asbestos management plan is maintained to ensure the information in the plan is up to date. (5) A person with management or control of a workplace must ensure that a copy of the asbestos management plan for the workplace is readily accessible to: (a) a worker who has carried out, carries out or intends to carry out, work at the workplace, and ... (d) a person conducting a business or undertaking who has required, requires, or intends to require work to be carried out at the workplace.	\$6,000	\$30,000
430	Review of asbestos management plan (1) A person with management or control of a workplace that has an asbestos management plan must ensure that the plan is reviewed and as necessary revised in certain circumstances.	\$3,600	\$18,000



As the owners are more familiar with their property and that they have unlimited liability, the owners are best to decide the size and type of any proposed label and in the location from the Asbestos Register.

424. Presence and location of asbestos to be indicated
 A person with management or control of a workplace must ensure that

(a) the presence and location of asbestos or ACM identified at the workplace under regulation 422 is clearly indicated; and

(b) if it is reasonably practicable to do so, indicate the presence and location of the asbestos or ACM by a label.

Note: 424(a) The presence and location is achieved by a notation in the Asbestos Register. 424(b) The owners may decide it is impracticable to place a label high on a ceiling or on eaves, or on other surfaces.

ANNEX C – RECOMMENDED ASBESTOS SAFE WORKING PRACTICES

As a first priority, planning for the maintenance of asbestos at the workplace must include consideration of the removal of the asbestos as the most preferred control option. Where removed, products containing asbestos must be replaced with products that do not contain asbestos. Removal of asbestos products must be done in accordance with the *Code of Practice: How to Safely Remove Asbestos*.

Below are some recommended safe working methods that demonstrate how control measures can be used when asbestos is present at the workplace:

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

SAFE WORK PRACTICE 1 – DRILLING OF ACM

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 that may be required prior to starting work (in addition to what is needed for the task)	<ul style="list-style-type: none"> • A non-powered hand drill or a 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 unsuitable then shadow vacuuming techniques should be used • Disposable cleaning rags • A bucket of water, or more as appropriate, and/or a misting spray bottle • Duct tape • Spare PPE • Sealant • 200 mm plastic sheeting • A thickened substance such as wallpaper paste, shaving cream or hair gel • A suitable asbestos waste container (e.g. 200 µm plastic bags or a drum, bin or skip lined with 200 µm plastic sheeting) • Warning signs and/or barrier tape • An asbestos vacuum cleaner • A sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only).
PPE	<ul style="list-style-type: none"> • 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.
Preparing the asbestos work area	<ul style="list-style-type: none"> • If the work is to be carried out at a height, appropriate precautions must be taken to prevent falls. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • 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. • If drilling a roof from outside, segregate the area below. • If access is available to the rear of the asbestos cement, segregate this area as well as above. • If possible, use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could become contaminated. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak 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.
Drilling vertical surfaces	<ul style="list-style-type: none"> • 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. • Cover the drill entry and exit points (if accessible) on the asbestos with a generous amount of thickened substance. • Drill through the paste. • Use damp rags to clean off the paste and debris from the wall and drill bit. • Dispose of the rags as asbestos waste as they will contain asbestos dust and fibres. • Seal the cut edges with sealant. • If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.

Drilling overhead horizontal surfaces	<ul style="list-style-type: none"> • Mark the point to be drilled. • Drill a hole through the bottom of the cup. • Fill or line the inside of the cup with shaving cream, gel or a similar thickened substance. • 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. • Align the drill bit with the marked point. • Ensure the cup is firmly held against the surface to be drilled. • Drill through the surface. • Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface. • Remove the cup from the surface. • Use damp rags to clean off the paste and debris from the drill bit. • Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres. • Seal the cut edges with sealant. • If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> • Use damp rags to clean the equipment. • 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. • If necessary, use damp rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • 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.
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> • 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. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • 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 labelled asbestos waste bag or waste container. <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"> • 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

SAFE WORK PRACTICE 2 – SEALING, PAINTING, COATING, CLEANING OF ASBESTOS-CEMENT PRODUCTS

These tasks should only be carried out on asbestos that are in good condition. For this reason, the ACM should be thoroughly inspected before starting 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 it has deteriorated as a result of aggressive environmental factors such as pollution. If it 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 is considered essential, a method that does not disturb the matrix 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 prior to starting work (in addition to what is needed for the task)	<ul style="list-style-type: none"> • Disposable cleaning rags • A bucket of water, or more as appropriate, and/or a misting spray bottle • Sealant • Spare PPE • A suitable asbestos waste container • Warning signs and/or barrier tape.
PPE	<ul style="list-style-type: none"> • 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.
Preparing the asbestos work area	<ul style="list-style-type: none"> • If work is being carried out at heights, precautions must be taken to prevent falls. • Before starting, assess the asbestos cement for damage. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • 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. • If working at a height, segregate the area below. • 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. • Ensure there is adequate lighting. • If using a bucket of water, do not resoak 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. • Never use high-pressure water cleaning methods. • 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. • 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. • Wipe dusty surfaces with a damp cloth.
Painting and sealing	<ul style="list-style-type: none"> • When using a spray brush, <i>never</i> use a high-pressure spray to apply the paint. • When using a roller, use it lightly to avoid abrasion or other damage.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> • Use damp rags to clean the equipment. • If required, use damp rags and/or an asbestos vacuum cleaner to clean the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • 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.
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> • 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. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • 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 labelled asbestos waste bag or waste container. <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"> • 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

SAFE WORK PRACTICE 3 – CLEANING LEAF LITTER FROM GUTTERS OF ASBESTOS CEMENT ROOFS	
Equipment that may be required prior to starting work (in addition to what is needed for the task)	<ul style="list-style-type: none"> • A bucket of water, or more as appropriate, and detergent • A watering can or garden spray • A hand trowel or scoop • Disposable cleaning rags • A suitable asbestos waste container • Warning signs and/or barrier tape • An asbestos vacuum cleaner.
PPE	<ul style="list-style-type: none"> • 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.
Preparing the asbestos work area	<ul style="list-style-type: none"> • Since the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls. • Ensure appropriately marked asbestos waste disposal containers are available. • 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. • Segregate the area below. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak 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.
Gutter cleaning	<ul style="list-style-type: none"> • 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. • Mix the water and detergent. • Using the watering can or garden spray, pour the water and detergent mixture into the gutter but avoid over-wetting as this will create a slurry. • Remove the debris using a scoop or trowel. Do not allow debris or slurry to enter the water system. • Wet the debris again if dry material is uncovered. • Place the removed debris straight into the asbestos waste container.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> • Use damp rags to wipe down all equipment used. • Use damp rags to wipe down the guttering. • Where practicable, and if necessary, use an asbestos vacuum cleaner to vacuum the area below. • Place debris, used rags and other waste in the asbestos waste container. • Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> • 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. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • 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 labelled asbestos waste bag or waste container. <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"> • 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

SAFE WORK PRACTICE 4 – REPLACE CABLING IN ASBESTOS CEMENT CONDUITS OR BOXES	
Equipment that may be required prior to starting the work (in addition to what is required for the task)	<ul style="list-style-type: none"> • Disposable cleaning rags • A bucket of water, or more as appropriate, and/or a misting spray bottle • 200 µm thick plastic sheeting • Cable slipping compound • Appropriately marked asbestos waste disposal bags • Spare PPE • Duct tape • Warning signs and/or barrier tape • An asbestos vacuum cleaner.
PPE	<ul style="list-style-type: none"> • 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.
Preparing the asbestos work area	<ul style="list-style-type: none"> • If the work will be carried out in a confined space, appropriate precautions must be taken to prevent the risk of asphyxiation. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • 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. • Use plastic sheeting secured with duct tape to cover any surface within the asbestos work area which could become contaminated. • Place plastic sheeting below any conduits before pulling any cables through. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak 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.
Replacement or installation of cables	<ul style="list-style-type: none"> • Wet down the equipment and apply adequate cable slipping compound to the conduits/ducts throughout the process. • 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. • Ropes used for cable pulling should have a smooth surface that can easily be cleaned. • Do not use metal stockings when pulling cables through asbestos cement conduits. • Do not use compressed air darts to pull cables through asbestos cement conduits/ducts.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> • Use damp rags to clean the equipment. • Wet wipe around the end of the conduit, sections of exposed cable and the pulling eye at the completion of the cable pulling operation. • If the rope or cable passes through any rollers, these must also be wet wiped after use. • 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. • 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. • If required, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. • Place all debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • 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.
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> • 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. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • 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 labelled asbestos waste bag or waste container. <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"> • 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

SAFE WORK PRACTICE 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 outlined in the *Code of Practice: How to Safely Remove Asbestos* must be followed. If drilling is required, the control process should be consistent with the measures in *Safe Work Practice 1*.




Equipment that may be required prior to starting the work (in addition to what is required for the task)	<ul style="list-style-type: none"> • 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 • Duct tape • Spare PPE • 200 mm plastic sheeting • Warning signs and/or barrier tape • Disposable cleaning rags • A plastic bucket of water and/or a misting spray bottle • A suitable asbestos waste container • An asbestos vacuum cleaner.
PPE	<ul style="list-style-type: none"> • 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.
Preparing the asbestos work area	<ul style="list-style-type: none"> • As the work area will involve electrical hazards, precautions must be taken to prevent electrocution. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • 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. • Use plastic sheeting secured with duct tape to cover any surface within the asbestos work area which could become contaminated. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak 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.
Work on electrical mounting panels	<ul style="list-style-type: none"> • Providing the panel is not friable, maintenance and service work may include: <ul style="list-style-type: none"> ○ replacing asbestos containing equipment on the electrical panel with non-asbestos equipment ○ operate main switches and individual circuit devices ○ pull/insert service and circuit fuses ○ bridge supplies at meter bases ○ use testing equipment ○ access the neutral link ○ install new components/equipment.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> • Use damp rags to clean the equipment. • 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. • If there is an electrical hazard, use an asbestos vacuum cleaner to remove any dust from the mounting panel and other visibly contaminated sections of the asbestos work area. • If there is no electrical hazard, wet wipe with a damp rag to remove minor amounts of dust. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • 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.
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> • 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. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • 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 labelled asbestos waste bag or waste container. <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"> • 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

ASBESTOS FIBRE IDENTIFICATION TEST REPORT

REPORT DETAILS			
Client Name:	BIV Reports Pty Ltd	Client Contact:	Sol Mashiri
Client Email:	biv@biv.com.au	Report Reference:	BE5660
Client Ref/Site Address:	SP48676		
LABORATORY DETAILS			
Sampler:	Client	No. of Samples:	2
Samples Received:	13/11/2024	Report Issue Date:	13/11/2024
BroadSpec Environmental Testing Facility: 15/288 Amherst Road, Canning Vale, WA 6155 Email: christine@broadspecenvironmental.com.au		Facility Contact: Christine Smart	




Test Specifications: Qualitative identification of Chrysotile, Amosite and Crocidolite asbestos fibre in bulk samples using Polarised Light Microscopy (PLM) and Dispersion Staining Techniques including Synthetic Mineral Fibre (SMF) and Organic Fibre as per Australian Standard 4964-2004 and methods identified in the BroadSpec Environmental Laboratory Control Manual Section C.

BE ID Reference	Supplier Sample Reference	Sample Analysis Date	Sample Description	Sample Mass	Non-Asbestos Fibres Detected	Asbestos Fibres Detected
BE5660-1	Bathroom Hatch Unit 5	13/11/2024	Fibrous Mass	2.84 g	Organic Fibres Detected	No Asbestos Detected
BE5660-2	Ceiling Bathroom Unit 5	13/11/2024	Fibrous Mass	2.77 g	Organic Fibres Detected	No Asbestos Detected

BroadSpec Environmental Approved Identifier		BroadSpec Environmental Approved Signatory
 Christine Smart	Accreditation no:21141 Accredited for compliance with ISO/IEC 17025 – Testing  WORLD RECOGNISED ACCREDITATION	 Christine Smart
Page 1 of 2		

Notes:

1. Asbestos in bulk materials requiring disintegration such as vinyl, resins, mastic, and caulking can be difficult to detect using PLM and dispersion staining due to the low grade or small length or diameter of the asbestos fibres present in the material, or due to the fact that very fine fibres have been distributed intimately throughout the materials. Where no asbestos is detected in such a sample, another, independent analytical technique should be considered.
2. The results contained within this report relate only to sample(s) submitted for testing in the condition received at the laboratory.
3. Where a sample is delivered to the laboratory by a third party, BroadSpec Environmental accepts no responsibility for the quality of sample submitted, including whether the sample is representative of the source material.
4. The practical detection limit for identification of asbestos fibre using PLM and dispersion staining techniques is 0.01-0.1%, equivalent to 0.1-1g/kg.
5. Reported sample weights are approximate and include weight of sample bag.
6. Unknown Mineral Fibres (UMF) detected by PLM including dispersion staining in samples. The UMF detected may or may not be asbestos fibres. To confirm the identities another independent analytical technique may be necessary.
7. Samples of dust collected using adhesive tape, swabs or wipes fall outside the definition of a 'bulk' sample and therefore are not covered by the scope of AS4964-2004.
8. This test report shall not be reproduced, except in full.
9. Sampling is not within the scope of accreditation if the laboratory is involved with sampling of asbestos identification samples.

BroadSpec Environmental Approved Identifier		BroadSpec Environmental Approved Signatory
 Christine Smart	<p>Accreditation no:21141</p> <p>Accredited for compliance with ISO/IEC 17025 – Testing</p> 	 Christine Smart
<p>Page 2 of 2</p>		



Appendix A

Helpful Guide in choosing the right supplier for strata compliance reports

Things that owners and committee members should be aware of

Firstly, some Reports available in the market are NOT the same. Some Reports are offered by suppliers with limited experience, lack detail, or a proper understanding of the legislative requirements and the true task. Just because a Report is cheaper, it can be a significant false economy and can place the owners at financial risk and compliance risk.

Why get our Reports

We are the most knowledgeable and experienced Compliance Report providers in the strata industry. Our service is excellent and our fees are competitive. We are National Partners with the Strata Community Association and are regularly requested to provide advice on the interpretation and compliance with risk and safety procedures, legislation and to make presentations (ie 2022 Joint presentation with the General Manager - WorkSafe on the WHS legislation to Strata Managers). Some of our contributions include

- 10+ years on the Strata Industry Working Group advising the land titles office + State Govt,
- Reviewed and adjusted the Cert IV + Diploma Courses in Strata Community Management,
- COAG appointed to determine qualifications, training, experience for all Valuers in Aust,
- Wrote the majority of the Expert Witness TIP Guide for all API Valuers in Aust and NZ,
- 10+ years training Expert Witnesses for the Aust Prop Institute in State + Federal Courts,
- Invited onto the Fire Protection Association Accreditation (Review) Reference Group,
- Wrote the Risk Management Module - Strata Manager Licencing, approved by Fair Trading.

Simply put, we know strata and community property intimately, as well as the legislative compliance requirements.

Our Reports are genuinely Easy to Read and Understand

Our ideas and practical recommendations for compliance are robust and unique, which assists the Owners to reduce their risk from (1) being sued for negligence and (2) comply with the legislation in a cost effective manner.

Building Insurance Valuations

We have been carrying out valuations for strata properties since the early 1980's as Registered Valuers, and specialise in construction costs for both strata and community schemes. We know the accurate construction costs as we have extensive experience in developing and building our own properties and pay these costs, and not purely speculate from some book.

Over 75% of the insurance valuations that I peer review are over-valued. Inexperienced consultants attempt to 'cover' themselves by over valuing. We do not over-value, nor under-value, we provide a mid-range recommended sum insured valuation.

Safety Reports

As owners have unlimited liability in dealing with their properties, it is very important to ensure that your consultant is properly qualified to assess risk, and is experienced in making practical, effective and cost saving recommendations.

We have Cert IV WHS qualifications, and extensive experience in analysing negligence cases throughout Australia for nearly two decades. Our Safety Reports cover both the WHS legislation, as well as Civil Liability legislation to minimise the risk of being prosecuted or being sued in negligence.

10 Year Plans

The format of our Plans is easy to read and understand, and we carry out the mathematics correctly so that our recommended contributions are practical, proven and not excessive. These Plans provide contributions for items of a capital and non-recurring nature. We do not charge for updates to the Plan in the short term (6 months).

These are Savings Plans not Spending Plans and assist the owners in a form of forced savings on a user-pays basis. We also provide a recommended contribution for each lot and for each year of the Plan.

Asbestos Reports

Our Asbestos Reports include both an Asbestos Register and an Asbestos Management Plan that comply with legislation as well as the National Codes of Practice. Significant fines apply when these are not available in a workplace, and some insurers are now insisting on these Reports before they even look at a property to insure.

We provide the National Safe Work practices within our Asbestos Report, which assists contractors that rely upon the Asbestos Report in order to keep your property safe. We have all four asbestos qualifications, and choose not to be licensed to provide advice that is independent from any physical asbestos work. Our qualifications include Independent Asbestos Assessor, and Asbestos Supervisor for both Friable and Non-friable asbestos.

Common Property (Life Cycle) Maintenance Reports

Insurers are becoming highly selective of which schemes they may choose to insure. Each scheme has to be competitive and demonstrate that their actions and plans will minimise losses to the insurer. Our comprehensive and detailed Maintenance Report will become one of the more important tools looked at by insurers, as well as assisting owners to prove that they are keeping their property safe for visitors and residents.

I trust the above assists you in your deliberations for your strata compliance consultant, and if you have any questions, feel free to call for further advice.



Wal Dobrow FAPI FRICS FREI REIV(Aust) CDP CPP FSSP
 Director - Certified Practicing Valuer, Chartered Valuation Surveyor
 Cert IV WHS, Asbestos qualifications, Past Fire Safety Practitioner



EASY RENEWAL FORM™

Send to: biv@biv.com.au

This was completed around November 2024 with a recommended renewal of five years, (about 13 November 2029. If a Work Order is issued for an update Report before the renewal date shown, then the fee will be the discounted renewal fee and not some fee applying at some future date.

Renewal Date: 13 Nov 2029

Renewal Fee: \$891

Our 'we will beat any competitors written quote by 12%' still prevails over the above fee

From: Premier Strata Management Pty Ltd

Contact: Kristy Blackwell

Email: kristyb@premierstrata.com.au

Phone: 02 9630 7500

SP48676 : 2 Williams Parade, Dulwich Hill : 30 Lots

Date report required:/...../..... **Is this date a:** LIKE to have by date, or MUST have by date

Access to Property (if required, ie security building) **Is this person:** provided for access only a MUST MEET for info

Contact: Ph:

If a MUST MEET for information **Can this person provide:** info by phone or email, or a 'real' Must Meet on site

Additional Reports:

Discounts apply if you order Additional Reports for the same property before

The discounts are 5% discount for one Additional Report; 10% for the next two Additional Reports, and 15% for all three Additional Reports.

13 May 2025

	<u>Normal fee</u> for each Report	<u>Rate</u> per Lot	<u>Maximum</u> 15% disc. fee
<input type="checkbox"/> Safety Report	\$836	\$27.87	\$704
<input type="checkbox"/> Capital Works Plan	\$1,078	\$35.93	\$913
<input type="checkbox"/> Insurance Valuation	\$957	\$31.90	\$803
<input type="checkbox"/> Other			

Our 'we will beat any competitors written quote by 12%' prevails over the above fees as well

Special instructions: If a Sinking Fund Plan please provide: Financial Year End + Fund Balance + Contribution.

Signed: I/We undertake to be responsible for all fees incurred as mentioned hereon.

Dated:/...../..... We agree that any liability is limited to the amount of the fee agreed or paid.

STRATA PLAN 48676
2 WILLIAMS PARADE DULWICH HILL

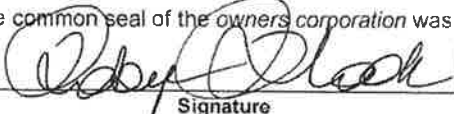
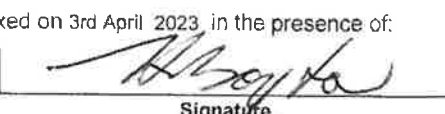
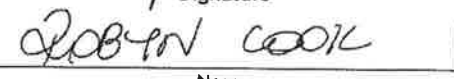
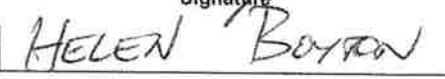

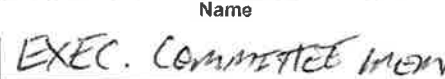

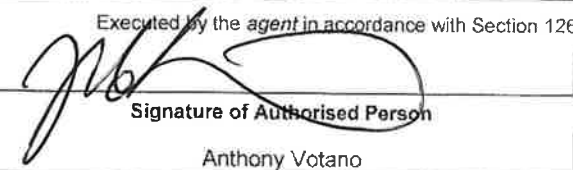
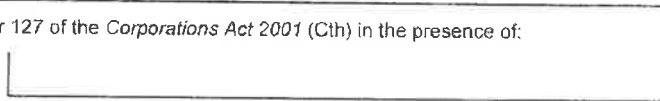
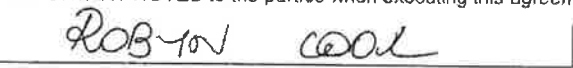

STRATA MANAGEMENT AGENCY AGREEMENT



STRATA MANAGEMENT AGENCY AGREEMENT

Date 3rd April 2023		
The Owners – Strata Plan 48676		“Owners Corporation”
Attention: The Secretary Address: 2 Williams Parade 2203 Phone: 02 96307500 ABN: 58 750 748 418 Facsimile: 02 96301915 Email: mail@premierstrata.com.au		
The Agent Premier Strata Management Pty Limited		“Agent”
Attention: The Licensee Address: 6/175 Briens Road, Northmead NSW 2152 Phone: 02 9630 7500 ABN: 60056277215 Facsimile: 02 9630 1915 SCA (NSW) Membership No: 136 Email: mail@premierstrata.com.au Licence No: 873622		
Particulars		
Item 1	<i>Professional indemnity</i>	In accordance with Section 22 of the <i>Agents Act</i>
Item 2	<i>Commencement date</i>	3rd April 2023
Item 3	<i>Term</i>	3 years
Item 4	<i>Review date</i>	in relation to <i>agreed services</i> – annually at each anniversary of financial period end in relation to <i>additional services rates</i> - annually at each anniversary of financial period end in relation to <i>charges</i> - annually at each anniversary of financial period end
Item 5	<i>Annual increase</i>	To be reviewed annually in accordance with the approved budget of the Owners Corporation at each Annual General Meeting
Item 6	<i>Agreed services fee p.a</i>	Option 1 - \$9,547.65 inc GST plus rebates, discounts and commissions in Disclosure Schedule C1 and C2 – Agent retains all commissions (refer to clause 3.3(a)) or Option 2 – \$ _____ plus rebates, discounts and commissions in Disclosure Schedule C2 – Agent retains some commissions (refer to clause 3.3(b)) or Option 3 – \$ _____ Agent not entitled to commissions or the fee as described in clause 3.3(e) All fees under this agreement are GST INCLUSIVE (clause 9)
Item 7	<i>Fee payment method</i>	Management Fees Quarterly in advance/Disbursements Monthly in Arrears
Item 8	<i>Manner of accounting</i>	Financial Statements – Accruals Basis – Separate Trust Account Frequency of Accounting – Monthly Online/Upon Request – Online & Upon Request

STRATA MANAGEMENT AGENCY AGREEMENT

Signatures	
Owners Corporation	
The common seal of the owners corporation was affixed on 3rd April 2023 in the presence of:	
 Signature	 Signature
 Name	 Name
 Designation	 Designation
	
Being the person(s) authorised by section 273 of the Act to attest the affixing of the seal.	
Agent	
Executed by the agent in accordance with Section 126 or 127 of the Corporations Act 2001 (Cth) in the presence of:	
 Signature of Authorised Person	 Signature of Authorised Person
Anthony Votano Name of Authorised Person	Dominic Votano Name of Authorised Person
Service	
The owners corporation acknowledges receipt of a copy of this agreement within 48 hours of execution by the owners corporation (refer to page 9 for IMPORTANT NOTES to the parties when executing this agreement).	
 Name of Signatory	 Signature

STRATA MANAGEMENT AGENCY AGREEMENT

Agreement

1. Warranties and acknowledgment

- 1.1 The *owners corporation* warrants that it has resolved and has authority to enter into the *agreement*.
- 1.2 The *agent* warrants that the *agent* holds:
- (a) a strata managing *agent's* licence under the *Agents Act* and that such licence will be maintained while the *agreement* is in force; and
 - (b) professional indemnity insurance as indicated in *Item 1*.

2. Appointment of and delegation to agent

- 2.1 The *owners corporation*:
- (a) appoints the *agent* as the strata managing *agent* for the strata *scheme*; and
 - (b) subject to clause 2.2 and 2.3, delegates the *agreed services* and *additional services* to the *agent*,
- from the commencement date for the *agreed services fee* and the *additional services fee*, until the *agreement* is terminated in accordance with clause 5 or at the end of the *term* whichever is the earlier.
- 2.2 The extent of authority for *agreed services* and *additional services* that has been delegated is stated in schedule A1, being either:
- (a) full authority with no limitations;
 - (b) full authority subject to limitations as disclosed in schedule A2; or
 - (c) no authority, in which case there is no delegation.

Where a selection has not been indicated on schedule A1 of either (a), (b) or (c), then the extent of authority that has been delegated is FULL AUTHORITY WITH NO LIMITATIONS.

- 2.3 The parties acknowledge that:
- (a) the delegation to the *agent* in clause 2.1 does not:
 - (i) constitute a delegation by the *owners corporation* of its power to make:
 - (A) a delegation under section 52 of the *Act*; or
 - (B) a decision on a matter required by the *Act* to be decided by the *owners corporation*; or
 - (C) a determination relating to the levying or payment of contributions; or
 - (ii) prevent the *owners corporation* or the *strata committee* from performing all or any of the *agreed services* or *additional services* (if any); and
 - (b) the *agent* does not have and may not exercise any of the powers, authorities, duties or functions of the *owners corporation* that are conferred on another strata managing *agent* appointed for the *owners corporation* under section 237 of the *Act* once being notified of any such appointment by the *Tribunal* or the *owners corporation*.

3. Fees and charges

- 3.1 The *owners corporation* must pay to the *agent* in accordance with the fee payment method:
- (a) the *agreed services fee*; and
 - (b) the *additional services fee* for any *additional services* performed by the *agent*; and
 - (c) the *charges* associated with the performance of the *agreed services* and any *additional services*.
- 3.2 The *owners corporation* authorises the *agent* to retain any fees paid to the *agent* for supplying to third parties information that the *owners corporation* must supply under the *Act* and retain any fees paid to the *agent* for supplying to third parties information that is not required under the *Act*, provided that such fees are charged in accordance with those set out in schedule B.
- 3.3 In addition to the fees and charges in clause 3.1 and 3.2, the *agent* is entitled to remuneration for its services in the form of rebates, discounts and commissions disclosed in schedule C1 and schedule C2 as follows:
- (a) If the first option in *item 6* is selected, the *agent* may retain rebates, discounts and commissions paid to it by the providers of goods and services to the *owners corporation* described in the disclosure schedule C1 or schedule C2 or as otherwise notified

STRATA MANAGEMENT AGENCY AGREEMENT

in writing to the *owners corporation* from time to time and agreed in writing by the *owners corporation*.

- (b) If the second option in *item 6* is selected, the *agent* must pay to the *owners corporation* any rebates, discounts and commissions paid to it by providers of goods and services to the *owners corporation* within 30 days of receipt except for any rebates, discounts and commissions described in the disclosure schedule C2 which may be retained by the *agent*.
- (c) If the third option in *item 6* is selected, the *agent* must pay to the *owners corporation* any rebates, discounts and commissions paid to it by providers of goods and services to the *owners corporation* within 30 days of receipt.
- (d) If the *owners corporation*:
 - (i) delegates the *agent* to arrange insurance cover;
 - (ii) selects the first or second option in *item 6*; and
 - (iii) later takes steps to arrange its own insurance or directs, instructs or passes a resolution that has the effect that the *agent* does not receive a commission or rebate for the placement of insurance,

then the *agreed services fee* shall be increased by an amount equivalent to the commission the *agent* would have received had the *agent* arranged the insurance cover.

- 3.4 The *agent* must account to the *owners corporation* for money received by the *agent* on behalf of the *owners corporation* in the manner and with the frequency set out in *item 8*.
- 3.5 At any time, by written *agreement* between the parties, *items* may be added to or deleted from the *additional services rates* and/or charges.

4. Review of fees and charges

- 4.1 The *agreed services fee*, the *additional services rates* and the *charges* will be reviewed on the review date by the *agent*.
- 4.2 Unless otherwise agreed before the review date, the *agreed services fee*, the *additional services rates* and the *charges* payable on and from the review date will be increased in accordance with *item 5*.
- 4.3 The *agent* will notify the *owners corporation* of the new *agreed services fee*, the *additional services rates* and the *charges* as soon as practicable after the review date.

5. Terminating the agreement

- 5.1 After the expiry of the *term*, the *agreement* will automatically end unless the *owners corporation* extends the *agreement* in accordance with section 50(4) of the *Act*.
- 5.2 The *agreement* may be terminated at any time with the mutual consent of the parties.
- 5.3 Any notice to terminate under this *agreement* can only be given by the *owners corporation* if authorised by a resolution of the *owners corporation* at *general meeting*.
- 5.4 Despite this clause 5 and without affecting any of its other rights, the *agreement* may be terminated with immediate effect by written notice given by:
 - (a) the *owners corporation*:
 - (i) if the *agent* is in breach of the *agreement* and fails to remedy that breach within 28 days after the *owners corporation* serves a written notice on the *agent* providing particulars of the breach; or
 - (ii) where the *agent* is an individual, the *agent* is declared bankrupt; or
 - (iii) where the *agent* is a corporation, the *agent* is wound up or placed in administration or liquidation; or
 - (iv) if the *agent* ceases to hold a strata managing *agent's* licence; or
 - (b) the *agent* if:
 - (i) the *owners corporation* is in breach of the *agreement* and fails to remedy that breach within 28 days after the *agent* serves a written notice on the *owners corporation* providing particulars of the breach; or
 - (ii) an order by a Court is made for the variation or termination of the *strata scheme* under Part 9 or 10 of the *Development Act*; or
 - (iii) the *owners corporation* fails to pay any moneys owed under this *agreement* after the *agent* serves a written notice on the *owners corporation* providing particulars of the amount outstanding; or

STRATA MANAGEMENT AGENCY AGREEMENT

(iv) the *owners corporation* fails to comply with any law or fails to provide adequate instructions or prevents the *agent* from carrying out its obligations under this *agreement* after the *Agent* serves a written notice on the *owners corporation* providing particulars of the breach.

5.5 The *agreement* is terminated on the appointment of a strata managing *agent* under section 237 of the *Act* to exercise or perform all the functions of the *owners corporation* and, if so terminated, the *agent* will not be entitled to:

- (a) any remuneration by way of commission, *agreed services fee*, *additional services fee*, *charges* or otherwise in respect of any period after the termination; or
- (b) any payment (in the nature of a penalty or otherwise) by reason of the early termination.

5.6 In the event of termination, the *agent* must provide all books, records, accounts, funds and property of the *owners corporation* in the *agent's* possession to the secretary of the *owners corporation*, or persons nominated by the secretary of the *owners corporation*, within seven (7) business days.

6. Liability of the *agent* and exclusions

6.1 The *agent* is liable to the *owners corporation*:

- (a) only for *services* actually supplied or that should have been supplied under this *agreement*; and
- (b) on the terms of this clause 6.

6.2 The *agent* is excluded from all liability for any claim, liability or *loss* arising directly or indirectly out of the *services* or *additional services* or arising from any cause of action whatsoever except to the extent that the claim, liability or *loss* is caused or contributed to by the *agent's* wilful breach of this *agreement*, gross negligence, dishonesty or fraud. The *owners corporation* agrees that it will at all times indemnify the *agent* against all actions, suits, proceedings, costs, claims, expenses or demands which may arise in the course of or as a result of the *agent's* management of the scheme, including all legal expenses incurred by the *agent* in defence of or initiation of any legal proceedings as well as any excess payable under the *agent's* professional indemnity insurance;

- (a) by third parties against the *agent*;
- (b) by the *owners corporation* against the *agent* arising before, during or after this *agreement*.

6.3 The *agent's* maximum liability to the *owners corporation* for any breach of this *agreement*, or arising out of the provision or non provision of the *agreed services* or the *additional services* or by taking steps contrary to this agreement, whether under law of contract, tort or otherwise, is limited to the amount of the *agreed services fees* for the year in which the liability arose.

6.4 The *agent* is deemed to be discharged from all liability in respect of the *agreed services* and the *additional services*, whether under the law of contract, tort or otherwise, at the expiration of two years from the date of the act or omission giving rise to the liability, and the *owners corporation* (and persons claiming through or under the *owners corporation*) shall not be entitled to commence any action or claim against the *agent* in respect of that act or omission after that date.

6.5 Clauses 6.1, 6.2, 6.3, 6.4 and 6.5 apply to the extent permitted by law.

6.6 The *owners corporation* must indemnify the *agent* immediately on demand against any matter for which the *agent* has no liability to the *owners corporation* including in respect of the matters referred to in clause 6.2 and 6.3.

7. Transfer of the *agreement*

7.1 The *agent* cannot transfer the *agreement* without the written consent of the *owners corporation*, which consent shall not be unreasonably withheld if the *agent* satisfies the *owners corporation* that the proposed transferee and *related persons* are fit and proper persons and have the qualifications, competence and experience to perform the *agreed services* and *additional services* at an *agreed services fee* and an *additional services fee* not greater than the current *agreed services fee* and *additional services fee*.

7.2 The *owners corporation* must advise the *agent* of its decision whether to approve a proposed transfer within 28 days after receiving from the *agent* the information reasonably necessary to make the decision.

7.3 If the *owners corporation* approves the transfer, the *owners corporation*, the *agent* and the transferee must enter into a transfer *agreement*, or alternatively if the *agent* elects to enter into a new agency *agreement* then clause 7.4 will apply.

STRATA MANAGEMENT AGENCY AGREEMENT

7.4 After the transfer *agreement* has been entered into or, if an election has been made by the *agent* under clause 7.3, the new *agent* must request that the *owners corporation* enter into a new agency *agreement* and the *owners corporation* must advise the new *agent* of its decision to enter into a new agency *agreement* within 28 days after such request, such approval not to be unreasonably withheld if the new agency *agreement* is on the same terms as this *agreement*, or on terms not less favourable to the *owners corporation* as this *agreement*. The new *agent* must pay the reasonable cost of preparing the new agency *agreement*, preparing and holding the meetings of the *strata committee* and the general meeting of the *owners corporation*, however if the meeting relates to more than approval of the minutes of the last meeting and the resolution relating to the new agency *agreement*, then the new *agent* must pay the proportionate share of the total cost relating to approval of the new agency *agreement*.

8. Service of notices

8.1 Any notice to be served under the *agreement*:

- (a) must be served either personally, by post, facsimile or e-mail using the details provided on the front page of this *agreement*, or other notice details subsequently notified from time to time by a party in writing to the other party; and
- (b) is served the first time it is served if it is served more than once.

9. GST

9.1 Words or expressions used in this clause 9 or elsewhere in the *agreement* that are defined in the *GST Act* have the same meaning in the *agreement*.

9.2 The parties acknowledge that:

- (a) the *agreed services fee*, the *additional services rates* and the *charges* are inclusive of GST and are based on a GST rate of 10%; and
- (b) if the rate of GST increases or decreases, the *agreed services fee*, the *additional services rates* and the *charges* will simultaneously increase or decrease so that the *agent* receives the same GST exclusive payment as it received before the change in the rate of GST.

10. Work, health and safety

10.1 The parties mutually covenant and agree that they will each comply with their respective obligations under the *Work Health & Safety Act 2011*

(NSW) and the *Work Health & Safety Regulation 2011* (NSW) (*WHS Act 2011* and *WHS Regulation 2011*), as amended from time to time.

10.2 Subject to the provisions of the *WHS Act 2011* and *WHS Regulation 2011*, the *owners corporation's* appointment of the *agent* under this *agreement* does not constitute the appointment of the *agent* as a principal contractor within the meaning of regulation 293 of the *WHS Regulation 2011* (as amended from time to time).

11. Definitions

The following words have these meanings in the *agreement* unless the contrary intention appears:

<i>Act</i>	<i>Strata Schemes Management Act 2015</i> (NSW).
<i>additional services</i>	the functions and duties of the <i>owners corporation</i> set out in schedule A1 or schedule A2.
<i>additional services fee</i>	the fee for the supply by the <i>agent</i> of the <i>additional services</i> calculated according to the <i>additional services rates</i> , as varied under the <i>agreement</i> .
<i>additional services rates</i>	the rates for carrying out the <i>additional services</i> set out in schedule B, as varied under the <i>agreement</i> .
<i>agent</i>	the person described on the front page of the <i>agreement</i> and, where appropriate, includes the <i>agent's</i> employees and contractors or any transferee under clause 7.
<i>Agents Act</i>	<i>Property, Stock and Business Agents Act 2002</i> (NSW).
<i>agreed services</i>	the functions and duties of the <i>owners corporation</i> set out in: a) schedule A1 other than those marked "No authority"; and b) schedule A2.
<i>agreed services fee</i>	the fee in <i>item 6</i> for the supply of the <i>agreed services</i> , as varied under the <i>agreement</i> .
<i>agreement</i>	this <i>agreement</i> including the particulars, schedules and attachments.
<i>charges</i>	the costs and associated fees set out in schedule B and/or schedule D, as varied under the <i>agreement</i> .
<i>CPI</i>	the All Groups consumer price index published by the Australian Bureau of Statistics for Sydney, or if that bureau stops publishing the <i>CPI</i> , then the index recommended by the Property Council of Australia as the index that most appropriately replaces the <i>CPI</i> .
<i>Development Act</i>	in relation to a freehold <i>strata scheme</i> , the <i>Strata Schemes Development Act 2015</i> (NSW).
<i>disclosure schedule</i>	schedules C1 and C2.
<i>strata committee</i>	the <i>strata committee</i> of the <i>strata scheme</i> .
<i>GST Act</i>	<i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cth).
<i>item</i>	an <i>item</i> in the Particulars.
<i>loss</i>	any damage or damages, <i>loss</i> , costs (including, without limitation, the costs of complying with any verdict, award or settlement of any dispute and legal costs on a solicitor and own client costs basis), expense, charge, payment of liability, in any case, whether accrued or paid but not indirect, incidental or consequential <i>loss</i> or damages.
<i>minimum term</i>	the period or event in <i>item 3</i> : a) commencing on the commencement date; and b) expiring at the duration of the period identified or event in <i>item 3</i> .
<i>non-standard work</i>	means any work not defined as <i>standard work</i> .
<i>owners corporation</i>	the <i>owners corporation</i> described on the front page of the <i>agreement</i> and, where appropriate, includes the <i>employees</i> , <i>agents</i> (other than the <i>agent</i>), contractors and invitees of the <i>owners corporation</i> .
<i>Regulation</i>	<i>Property, Stock and Business Agents Regulation 2014</i> (NSW).
<i>related persons</i>	in relation to a proposed transferee which is a: a) corporation, — a 'related entity' of the corporation within the meaning of section 9 of the Corporations Act 2011 (Cth); or b) partnership, — the partners and principal staff of the partnership.
<i>SCA (NSW)</i>	means Strata Community Australia (NSW).
<i>services</i>	the <i>agreed services</i> and <i>additional services</i> .

STRATA MANAGEMENT AGENCY AGREEMENT

standard work

Means:

- a) construction work where there is no requirement to work above three (3) metres, including but not limited to, replacement of roofing, guttering;
 - b) general maintenance works, including but not limited to, lawn mowing, gardening, window cleaning (below three (3) metres), painting;
 - c) minor maintenance repairs, including but not limited to, repair/replacement of leaking pipes, replacing tiles/pavers, lock replacement/repairs;
 - d) maintenance of essential fire safety equipment;
 - e) annual inspection and notifications required for essential fire safety equipment;
 - f) pest management treatments (excluding fumigation);
 - g) lift, traveller or escalator maintenance; or
 - h) renewal of plant registrations in accordance with the requirements of the *WHS Act 2011* and *WHS Regulation 2011*;
- provided however:
- a) if any of these works require a principal contractor (as defined under the *WHS Act 2011* and *WHS Regulation 2011*) to be appointed then the works will be considered *Non-Standard Work*; or
 - b) if there is any inconsistency between *Standard Work* and *Non-Standard Work*, the work will be interpreted as *Non-Standard Work*.

strata scheme

the *scheme* described on the front page of the *agreement*.

Tribunal

means the NSW Civil and Administrative Tribunal.

12. Interpretation

In the *agreement*, unless the contrary intention appears:

- (a) a reference to:
 - (i) a thing includes the whole or each part of it;
 - (ii) a document includes any variation or replacement of it;
 - (iii) a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them; and
 - (iv) a person includes that person's executors, administrators, successors, substitutes (including but not limited to, person taking by novation) and assigns;
- (b) the singular includes the plural and vice versa;
- (c) headings do not affect interpretation; and
- (d) despite clause 11, the words defined in clause 11 are defined words whether or not these words are in italics.

Important notes for the parties when executing the *agreement*:

- **The *agent* may not be entitled to any fee for services performed unless the *agent* serves a copy of the *agreement* signed by the *agent* on the *owners corporation* within 48 hours after the *agreement* is signed by or on behalf of the *owners corporation*.**
- **Once the terms of the *agreement* have been agreed, the *agent* should sign the *agreement* in duplicate and submit the *agreement* in duplicate to the *owners corporation* for signing. The *owners corporation* should sign, date and acknowledge receipt of the *agreement* on both counterparts.**
- **The *agent* should retain a copy of the signed *agreement*.**
- **A copy should be given to the secretary of the *owners corporation*.**
- **The *agent* should provide a copy of the proposed *agreement* to all parties required to be given notice of the meeting at which the *agreement* is proposed to be approved.**
- **If the *owners corporation* does not nominate two (2) persons to witness the affixing of the seal then the seal must be affixed in the presence of the secretary and any other member of the *strata committee*.**

STRATA MANAGEMENT AGENCY AGREEMENT

Schedule A1

NOTE: Where this schedule A1 provides for choices and no choice is selected, "Full authority with no limitations" applies. **DO NOT** delete any *item* in this schedule, as it may render the *agreement* in breach of the *Property Stock and Business Agents Act 2002 (NSW)*. If a duty/function does not apply, then mark the box "No authority".

Duties and Functions as described in the Property Stock & Business Agents Regulations (Schedule 6 Clause 6).	FULL AUTHORITY WITH NO LIMITATIONS	No Authority	Full Authority Subject to Limitations as Disclosed in Schedule A2	Regulation Schedule 6 Clause 6 Ref
Undertaking the financial management of funds and books of account.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(a)
Holding documents and maintaining records relating to the <i>scheme</i> (for example, the strata roll, notices, and minutes of meetings).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(b)
Arranging building inspections and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(c)
Effecting repairs to and maintaining common property or engaging appropriately qualified tradespersons to do <i>Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the approval of the person on behalf of whom the <i>agent</i> is acting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(d)
Engaging appropriately qualified tradespersons to do <i>Non-Standard Work</i> , and the appointment on behalf of the <i>owner's corporation</i> of a <i>principal contractor</i> within the meaning of regulation 293 of the WHS Regulation 2011 for such <i>Non-Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the principal's approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Paying disbursements and expenses incurred in connection with the <i>agent's</i> management of the <i>scheme</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(e)
Arranging insurance cover for the <i>scheme</i> . NOTE: Where the <i>owners corporation</i> arranges for placement of the insurance cover or engages a third party i.e. an insurance broker, the <i>agent</i> is indemnified by the <i>owners corporation</i> to the extent of liability contributed by an act, omission or negligence on behalf of the <i>owners corporation</i> or third party in placing the insurance cover.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(f)
Serving notices to comply with a by-law.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(g)
Managing the sinking fund/capital works fund and the administrative fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(h)
Undertaking steps necessary to recover any money owing in relation to levies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(i)
Representing the <i>owners corporation</i> or association in tribunal or court proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(j)
Entering into utility, service and maintenance contracts on behalf of the <i>scheme</i> and paying accounts in relation to the <i>scheme</i> (for example, accounts for electricity, gas, water charges, council rates and maintenance).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(k)
Arranging and undertaking administrative duties in relation to annual general meetings and other general meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(l)

STRATA MANAGEMENT AGENCY AGREEMENT

Schedule A2 *

NOTE: Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.

Duties and functions	Limitations on Authority e.g. on expenditure (if nothing stated, then no limitations apply)	Fee Method
Undertaking the financial management of funds and books of account.	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Holding documents and maintaining records relating to the <i>scheme</i> (for example, the strata roll, notices, and minutes of meetings).	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Arranging building inspections and reports.	Owners Corporation or Strata Committee Instruction Required	Additional Services fees plus disbursements
Effecting repairs to and maintaining common property or engaging appropriately qualified tradespersons to do <i>Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the approval of the person on behalf of whom the <i>agent</i> is acting.	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Engaging appropriately qualified tradespersons to do <i>Non-Standard Work</i> , and the appointment on behalf of the <i>owners corporation</i> of a <i>principal contractor</i> within the meaning of regulation 293 of the WHS Regulation 2011 for such <i>Non-Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the principal's approval.	Owners Corporation or Strata Committee Instruction Required	Additional Services fees plus disbursements
Paying disbursements and expenses incurred in connection with the <i>agent's</i> management of the <i>scheme</i> .	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Arranging insurance cover for the <i>scheme</i> . NOTE: Where the <i>owners corporation</i> arranges for placement of the insurance cover or engages a third party i.e. an insurance broker, the <i>agent</i> is indemnified by the <i>owners corporation</i> to the extent of liability contributed by an act, omission or negligence on behalf of the <i>owners corporation</i> or third party in placing the insurance cover.	Owners Corporation or Strata Committee Instruction Required	Included in Agreed Services fees plus disbursements
Serving notices to comply with a by-law.	Owners Corporation or Strata Committee Instruction Required	Additional Services fees plus disbursements
Managing the sinking fund/capital works fund and the administrative fund.	No Limitations on Agents Authority unless instructed otherwise by Owners Corporation or Strata Committee	Included in Agreed Services fees plus disbursements
Undertaking steps necessary to recover any money owing in relation to levies.	Owners Corporation or Strata Committee Instruction Required	Charged to lot owner in default under Additional Services fees plus disbursements
Representing the <i>owners corporation</i> or association in tribunal or court proceedings.	Owners Corporation or Strata Committee Instruction Required	Additional Services fees plus disbursements
Paying accounts in relation to the <i>scheme</i> (for example, accounts for water charges, council rates and maintenance).	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Arranging and undertaking administrative duties in relation to annual general meetings and other general meetings.	No Limitations on Agents Authority	AGM Included in Agreed Services fees plus disbursements. EGMs are additional services fees plus disbursements

* These fees have been negotiated between the parties to the *agreement*

STRATA MANAGEMENT AGENCY AGREEMENT

Schedule B – Fees

Item	Charge (inclusive of GST)	Unit
Hourly Rates*		
Hourly Rate for Principal/ Licensee	\$ 330.00	Per Hour
Hourly Rate for Senior Strata Manager	\$220.00	Per Hour
Hourly Rate Certified Strata Managers	\$165.00	Per Hour
Hourly Rate for Support Staff	\$110.00	Per Hour
Adjourned Meeting Charges	\$165.00	Per Meeting
Prepare & Attend General or Strata Committee Meetings (other than AGM)	\$165.00/\$220.00	Per Hour
Attend Property –after hours (emergency situation or on request)	\$330.00	Per Hour plus travel time
Attend Property – weekends or public holidays (emergency situation or on request)	\$440.00	Per Hour plus travel time
Collating, Preparing, Arranging, Signing off and lodgement of Annual Fire Safety Statements, Lift Certification, Pool Compliance, Window certification, Safety, Asbestos etc	\$165.00/\$220.00	Per Hour
Management of defect claims; including but not limited to project management, site visits, liaising with engineers, developers/builders and/or their insurers. Liaising with specialists, contractors, councils, legal or government bodies and preparing/collating/arranging reports, notices, warrant/works agreements, lodgements of claims etc.	\$165.00/\$220.00	Per Hour
Preparing, Collating, Arranging, Project Management of Fire Orders, Fire Audits, Lift Audits, Hazard & Risk Assessments, Other Compliance Orders, etc.	\$165.00/\$220.00	Per Hour
Attending Site (other than meetings) to meet with contractors or owners as requested	\$165.00/\$220.00	Per Hour
Collating, Preparing, Serving and lodging Breach Notices under Section 146 or Applications for Mediation, Adjudication or Orders including attending Tribunal	\$165.00/\$220.00	Per hour

* These fees have been negotiated between the parties to the agreement

STRATA MANAGEMENT AGENCY AGREEMENT

Schedule D - Charges and associated fees*

Item	Charge (inclusive of GST)	Unit
Annual Accounting Fee/Reg 39 Report	\$440.00	Per annum
Issue Levy Notices	\$2.20	Per Notice
Issue Notice of Overdue Levy – First Reminder	\$11.00	Per Notice – charged to unit owner in default
Issue Notice of Overdue Levy – Second Reminder	\$21.00	Per Notice – charged to unit owner in default
Issue Notice of Overdue Levy – Third and Fourth Demand	\$65.00	Per Notice – charged to unit owner in default
Place instructions for recovery of outstanding levies and commencement of bankruptcy proceedings	\$185.00	Per Notice – charged to unit owner in default
Monitoring debt recovery matter	\$65.00	Monthly – charged to unit owner in default
Ledger Statement for Overdue Levies	\$33.00	Per request – charged to unit owner
Provide historical levy statements	\$16.50	Per statement
Stratamax Software*	\$5.50	Per Lot/Per Annum
Archival Records Storage Fee	\$2.20	Per month per box
Minute Book*	\$33.00	Per book
No Parking Stickers	\$2.20	Per Sticker
Photocopying, collating, stapling and enveloping	\$0.66	Per copy/page
Delivery of mail by Australia Post or Hand	\$1.00 – standard \$2.50 – C5 size \$4.00 – A4 size	Per envelope
Facsimile inwards or Outwards	\$1.10	Per page
Initial Insurance Claim Lodgement	\$75.00	Per lodgement
Ongoing Insurance Claim Management	\$220.00	Per hour
Scanning of Documents	\$0.66	Per scan
Colour Copying or Printing or Laminating	\$1.10	Per page
BAS Prep & Lodgement	\$110.00	Per return
ABN/TFN Application	\$110.00	Per Application
Collate information to allow preparation of tax return	\$110.00	Per return
Emails outwards (includes email of levy notice)	\$1.10	Per email
Courier charges (Sydney Metro)*	\$27.50	Per one-way trip
Common Seals*	\$38.50	Per seal
Taking and Releasing Key/Card/Remote/Access Control Deposits	\$10.00	Per transaction
Close of building accounts and collating books/records on exit	\$440.00	One off on exit of agreement
After hours calls to Premier Strata's emergency phone line	\$30.00	Per call
Open investment account (preferred investment banker)	\$99.00	Per account establishment
Manage investment account (preferred investment banker)	\$49.50	Per account establishment
Open investment account (non-preferred investment banker)	\$330.00	Per account establishment
Manage investment account (non-preferred investment banker)	\$165.00	Per account establishment

* These fees and charges have been negotiated between the parties to the agreement

* Postage charges are subject to change without prior notice in accordance with government price changes.

* Items marked with an asterisks (*) are subject to change without notice in accordance with the supplier or service providers charges.

STRATA MANAGEMENT AGENCY AGREEMENT

Schedule D - Charges and associated fees* (continued)

Item	Charge (inclusive of GST)	Unit
Print/Post cheque and/or EFT remittance	\$2.20	Per payment
Generate additional or special levies	\$33.00	Per levy
Provide online invoice approval system (up to 20 lots)	\$22.00	Per month
Provide online invoice approval system (21 to 50 lots)	\$44.00	Per month
Provide online invoice approval system (51 to 99 lots)	\$66.00	Per month
Provide online invoice approval system (100 lots or more)	\$88.00	Per month
Additional follow up on invoice approvals	\$16.50	Per follow up
Provide financial reports (current year)	\$22.00	Per set
Provide historical financial reports	\$55.00	Per set
Stop payments or dishonoured cheques	\$33.00	Per transaction
Register by-laws and consolidation of by-laws	\$65.00	Per registration
Provide copy of Insurance Certificate	\$16.50	Per request
Amendments to Certificate of Title	\$65.00	Per transaction
Zoom/Video Meeting Fee	\$10.00	Per meeting
Stratahub Preparation and Lodgement (Govt fee not included)	\$220.00 Up to 20 lots \$11.00/lot over 20 lots	Per Lodgement Per Lot

* These fees and charges have been negotiated between the parties to the agreement

* Postage charges are subject to change without prior notice in accordance with government price changes.

* Items marked with an asterisks (*) are subject to change without notice in accordance with the supplier or service providers charges

CODE OF CONDUCT

This is your written guarantee of our service.

- Every phone call will be returned within 24 hours of the manager returning to the office.
- We will reply to every email requiring a reply within 72 hours from receipt of the electronic communication.
- We will reply to every letter requiring a reply within seven days of receipt of correspondence.
- We will never use a proxy to register a vote against owners attending a meeting unless the proxy has given instruction per motion.
- We will never receive a commission or profit from any tradesman.
- All clients will be treated with respect as we ask the same in return.
- If we are dismissed by 51% or more of all owners, we will resign our management at no penalty to the Owners Corporation.
- We will aim to conserve Owners Corporation funds and limit expenditure where possible.
- We warrant that a tax invoice will be obtained for every payment drawn.
- We strive to further our education, knowledge and experience in the field of Strata Title Management and ensure our staff are appropriately certified.
- We will ensure Owners Corporations operate within the current laws that govern Strata Schemes
- We will endeavor to notify and update Strata Committees of changes to the laws and regulations that may affect the Owners Corporation
- Our office will be attended by qualified and attentive staff during the hours of 9:00 am and 5:00 pm, Monday to Friday, except for 1pm-2pm when the office is closed for a lunch break.
- Please note, the office may be closed on public holidays and during end of year holiday season.

STRATA MANAGEMENT AGENCY AGREEMENT

SERVICES INCLUDED IN OUR MANAGEMENT

Accounting

1. Establish & maintain a separate trust account
2. Prepare levy notices, postage and printing extra
3. Monitor & arrange for recovery of levy arrears at cost to owner in arrears
4. Pay invoices on behalf of Owners Corporation
5. Provide statutory reconciled accounts including balance sheet, statement of income & expenditure and levy status report
6. Assist auditor in providing accounts & records for audit
7. Prepare administrative fund budget & arrange for sinking fund budget

Insurance

8. Arrange insurance valuation as required
9. Obtain quotes for insurance renewal

Secretarial

10. Collate quotes for strata committee & renew insurances, postage & printing extra
11. Maintain strata roll & minute book (cost of minute book, strata roll stationery extra)
12. Maintain correspondence file
13. Record & retain section 184, 185 & 186 notices
14. Issue minutes of delegated performance
15. Maintain common seal (Cost of Common Seal additional)
16. Attend to routine written & oral communication
17. Provide after hours emergency phone numbers of tradesmen on request

Meetings

18. Prepare notices of Annual General Meetings (postage & printing extra)
19. Attend Annual General via Zoom held in office hours being commencement prior to and including 6.00p.m. (Meeting duration of 1 hour, After 1 hour charges as per Schedule of Charges). (AGM's held on site in person chargeable)
20. Prepare minutes of Annual General Meetings (postage & printing extra)
21. Arrange for venue for meetings

By-Laws

22. Generally advise the owners corporation regarding by-laws

Repairs & Maintenance

23. Attend to routine repairs, maintenance and replacement of owner's corporation property on request by the owners corporation
24. Obtain quotations for repair, maintenance & replacement of owner's corporation property

STRATA MANAGEMENT AGENCY AGREEMENT

SERVICES NOT INCLUDED IN OUR MANAGEMENT FEE

(charged at an additional rate)

Strata Committee Meetings

1. Prepare & distribute notices of strata committee meetings
2. Attend strata committee meetings
3. Prepare & distribute minutes of meetings

Extra-Ordinary General Meetings

4. Prepare & distribute notices of extra-ordinary general meetings
5. Attend extra-ordinary general meetings
6. Prepare & distribute minutes of meetings

Repairs & Maintenance

7. Arrange and execute contracts pursuant to the Home Building Act
8. Make inspections of the common property with tradesmen or owners.
9. Make and arrange insurance claims
10. Meet with builders, tradesmen, architects and engineers regarding work
11. Dealing with any public bodies or service provider for strata related issues or certifications
12. Dealing with private parties outside of the managed property for shared issues such as dividing fences, retaining walls, shared easements, driveways etc

Major Projects

13. Management of all defect claims, common property upgrades, cladding replacements and any other project that the managing agent has been instructed to manage or oversee.

By-Laws

14. Prepare and issue notices under Section 146

Accounting

15. Prepare and lodge tax returns
16. Prepare and lodge business activity statements

Additional

17. Attend any hearing, tribunal or meeting with engineers, accountants, lawyers
18. Any other services that can be provided by the managing agent but not included in schedules will be subject to additional charges in accordance with schedule of additional charges and disbursements as provided from time to time by the managing agent.