DATED 2026

BAOFANG ZHOU AND SHENG QU

to

CONTRACT OF SALE OF LAND

Property: Apartment 811, 41 Batman Street, West Melbourne VIC

Fast Settle

C/- Fast Settle
PO_BOX 8249
TARNEIT VIC 3029
Tel: 0423 382 568
Fax:
Ref: MS:S 3055 WL

Contract of Sale of Land

Property:

Apartment 811, 41 Batman Street, West Melbourne VIC 3003

Fast Settle
TARNEIT VIC 3029
Tel: 0423 382 568
C/- Fast Settle, PO_BOX 8249, Tarneit VIC 3029
Ref: MS:S 3055 WL

Contract of sale of land

IMPORTANT NOTICE TO PURCHASERS – COOLING-OFF

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

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

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

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

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

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

NOTICE TO PURCHASERS OF PROPERTY OFF-THE-PLAN

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

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

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

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

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

Contract of Sale of Land

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

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

in that order of priority.

SIGNING OF THIS CONTRACT

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

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

The authority of a person signing –

- under power of attorney; or
- as director of a corporation; or
- as agent authorised in writing by one of the parties –

must be noted beneath the signature.

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

SIGNED BY THE PURCHASER:

WHERE SIGNATORY IS AN INDIVIDUAL

SIGNED on ...../…..……/2026

for and on behalf of:

Name of individual Signature of individual

State nature of authority, if applicable: ....

WHERE SIGNATORY IS AN INDIVIDUAL

SIGNED on ...../…..……/2026

for and on behalf of:

Name of individual Signature of individual

State nature of authority, if applicable: .....

This offer will lapse unless accepted within [ ] clear business days (3 clear business days if none specified)

In this contract, "business day" has the same meaning as in section 30 of the *Sale of Land Act 1962* (Vic)

SIGNED BY THE VENDOR:

WHERE SIGNATORY IS AN INDIVIDUAL

SIGNED on ...../…..……/2026

for and on behalf of:

Baofang Zhou

Name of individual Signature of individual

State nature of authority, if applicable: ....

WHERE SIGNATORY IS AN INDIVIDUAL

SIGNED on ...../…..……/2026

for and on behalf of:

Sheng Qu

Name of individual Signature of individual

State nature of authority, if applicable: ....

The **DAY OF SALE** is the date by which both parties have signed this contract.4

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Particulars of Sale

Vendor's estate agent

Name: XYNERGY REALTY

Address: 25 Malcolm Street, South Yarra VIC 3141

Email: william.w@xynergy.com.au

Tel: 0410 515 168 Mob: 0410515168 Ref: William Wang

Vendor

Name: Baofang Zhou and Sheng Qu

Address:

ABN/ACN:

Email:

Vendor's legal practitioner or conveyancer

Name: Fast Settle

Address: Tarneit VIC 3029
C/- Fast Settle, PO_BOX 8249, Tarneit VIC 3029

Email: info@fastsettle.com.au

Tel: 0423 382 568 Mob: Ref: S 3055 WL

Purchaser

Name:

Address:

ABN/ACN:

Email:

Purchaser's legal practitioner or conveyancer

Name:

Address:

Email:

Tel: Ref:

Land (general conditions 7 and 13)

The land is described in the table below –

Certificate of Title reference				being lot	on plan
Volume	11372	Folio	053	811	PS 643908H

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

The land includes all improvements and fixtures.

Property address

The address of the land is: Apartment 811, 41 Batman Street, West Melbourne VIC 3003

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

.....

Payment

Price $ .....

Deposit $ ..... by (of which has been paid)

Balance $ ..... payable at settlement

Deposit bond

☐ General condition 15 applies only if the box is checked

Bank guarantee

☐ General condition 16 applies only if the box is checked

GST (general condition 19)

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

☐ GST (if any) must be paid in addition to the price if the box is checked

☐ This sale is a sale of land on which a 'farming business' is carried on which the parties consider meets the requirements of section 38-480 of the GST Act if the box is checked

☐ This sale is a sale of a 'going concern' if the box is checked

☐ The margin scheme will be used to calculate GST if the box is checked

Settlement (general conditions 17 & 26.2)

is due on

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

- the above date; and
- the 21st day after the vendor gives notice in writing to the purchaser of registration of the plan of subdivision.

Lease (general condition 5.1)

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

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

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

OR

☐ a periodic tenancy determinable by notice

Terms contract (general condition 30)

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

Loan (general condition 20)

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

Lender: .....

(or another lender chosen by the purchaser)

Loan amount: ..... Approval date: .....

Building report

☐ General condition 21 applies only if the box is checked

Pest report

☐ General condition 22 applies only if the box is checked

Special Conditions

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

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

General Conditions

Special Condition

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

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

1. ACKNOWLEDGMENT BY THE PURCHASER

The Purchaser acknowledges that:

1.1 prior to the signing hereof or the signing of any document relating to this sale, the Purchaser received from the Vendor's Estate Agent:
  (a) a Statement containing the particulars required by Section 51 of the Estate Agents Act1980; and
  (b) a Statement pursuant to Section 32 of the Sale of Land Act 1962 ("Vendor'sStatement").

1.2 the Purchaser has received a copy of the Contract of Sale in compliance with Section 53 of the Estate Agents Act 1980;

1.3 the Purchaser has entered into this Contract on the basis of the Purchaser's own inspections and the enquiries the Purchaser has made;

1.4 in entering into this Contract the Purchaser has relied on Purchaser's own judgement;

1.5 the Purchaser has not relied on any representations by the Vendor, the Vendor's Agent or any other person or persons or corporation in and about entering into this Contract other than as set out herein; any promise, condition, representation or warranty that may have been made by the Vendor or by any person on behalf of the Vendor and which is not set out in this contract is negatived and withdrawn;

1.6 if the Purchaser consists of more than one person, each of them are jointly and severally bound by this Contract. Unless inconsistent with the context words involving gender include all genders and the neuter and words importing the singular number include the plural and vice versa;

1.7 Section 42(3) of Property Law Act 1958 (Vic) is not applicable in this Contract of Sale; and

1.8 the conditions and stipulations herein constitute the only and entire agreement between the Purchaser and the Vendor.

2. AMENDMENTS TO GENERAL CONDITIONS OF THE CONTRACT OF SALE

The parties acknowledge and agree that:

2.1 General Condition 4 is deleted and replaced by the following: "The purchaser may no later than 14 days before the due date for settlement nominate a substitute or additional transferee, but the named purchaser remains personally liable for the due performance of all the purchaser's obligations under this contract. The nomination arrangements shall be completed to the reasonable satisfaction of the Vendor and the Vendor's Conveyancer at the cost of both the Purchaser and the nominee, which cost is fixed at $220 and is to be paid to the Vendor's Conveyancer at the same time as delivering to the Vendor's Conveyancer the nomination documents or any other time as agreed by the Vendor's Conveyancer".

2.2 To amend General Condition 12 by inserting the following words at the end of this condition: "Nevertheless, a failure to provide same by settlement shall not be constitute as a breach of this Contract."

2.3 General Conditions 12, 31.4, 31.5 and 31.6 are deleted *in toto*.

2.4 General Condition 33 is amended by deleting the reference to "2%" and inserting "5%".

2.5 General Condition 35.4(a) is amended to read as follows "an amount equal to 10% of the price is forfeited to the Vendor as the Vendor's absolute property, whether the Deposit has been paidor not; and".

3. IDENTITY OF PROPERTY

The Purchaser admits that the Property as offered for sale and inspected by the Purchaser is identical with that described in the title particulars set out in the particulars of sale. The Purchaser must not make any requisition or claim any compensation for any alleged misdescription of the land or deficiency in its area or measurements or call upon the vendor to amend title or to meet any cost of doing so.

4. CONDITION OF PROPERTY AND BUILDING REGULATIONS

4.1 The property and any chattels (if applicable) are sold in their present condition and subject to any defects.

4.2 The property may subject to any unregistered easement and/or priority notice which the Vendor is unaware of. The Purchaser fully accepts the responsibility for registration of any easement and shall not make any demand for any claim, loss, liability, damage, cost, charge, expense, outgoing or payment incurred or to be incurred in relation to registration and/or complying with any unregistered easement.

4.3 The Purchaser acknowledges that the Vendor makes no representation or warranty as to the procuring of a building permit, building approvals, occupancy permit, building warranty insurance or any other permits in relation to the property, and further acknowledges that no failure of any improvements of the property to comply with the Victoria Building Regulations, Council or Shire by-laws, statues and regulations thereunder shall constitute a defect in the Vendor's title and the Purchaser shall not make any requisition or claim any compensation in relation thereof. No failure of compliance with any order or notice constitutes a defect in the vendor's title or affects the validity of this contract.

4.4 The Vendor sells the property with all fencing as it presently exists irrespective of whether fencing is on its correct boundary or whether there may be encroachments by or upon the property. The Vendor will not be liable for any claim or compensation in respect of the need to erect new fencing on correct boundaries or to dismantle existing fencing.

5. SWIMMING POOL OR SPA

In the event the Property includes a swimming pool/spa, the Purchaser hereby acknowledge by signing of this Contract that the swimming pool/spa located on the Property may not have fencing or security that complies with all current legislative requirements. The Purchaser further acknowledges that notwithstanding anything to the contrary contained herein, that the Purchaser cannot terminate this Contract for any reason directly or indirectly related to or associated with

the lack of swimming pool fencing or security that fails to comply with current legislative requirements, nor will the Purchaser require the Vendor to comply with any requirement nor seek any compensation from the Vendor for any non-compliance.

6. PURCHASER FAILING TO COMPLETE

The Vendor gives notice to the Purchaser that in the event that the Purchaser fails to complete the purchase of the Property on the due date under the Contract, the Vendor will or may suffer the following losses and expenses which the Purchaser should be required to pay, in addition to the interest chargeable on the balance of purchase moneys, in accordance with the terms of the Contract:

6.1 the costs of obtaining bridging finance to complete the Vendor's purchase of another property, and interest charged on such bridging finance; and/or

6.2 interest payable by the Vendor under any existing mortgage over the Property calculated from the due date for settlement; and/or

6.3 accommodation and additional storage and removal expenses necessarily incurred by the Vendor; and/or

6.4 legal costs and expenses incurred by the Vendor; and/or

6.5 any commission fees payable by the Vendor on a Solicitor/Conveyancer and client costs basis; and/or

6.6 a fee for rescheduling settlement on the day of settlement for a sum at least $330 for each settlement rescheduling; and/or

6.7 penalties payable or discounts lost by the Vendor through any delay in completion of the Vendor's purchase of another property (without limiting the generality of the foregoing to include any payment of costs, interest and/ or other penalties).

7. STAMP DUTY: PURCHASER BUYING UNEQUAL INTERESTS

7.1 If there is more than one purchaser, the Purchasers must ensure that the Contract correctly records at the Day of Sale the proportions in which they are buying the Property ("the proportions").

7.2 If the proportions recorded in the Transfer of Land differ from those recorded in the Contract it is the Purchasers' responsibility to pay any additional duty that may be assessed as a result of the variation.

7.3 The Purchasers shall fully indemnify the Vendor, the Vendor's agent and the Vendor's Solicitor/Conveyancer against any claim or demand that may be made against any or all of them in relation to any additional duty payable as a result of the proportions in the Transfer of Land differing from those in the Contract.

7.4 This Special Condition does not merge on completion.

8. FOREIGN ACQUISITIONS AND TAKEOVERS ACT 1975 (CTH)

8.1 This special condition applies where the Purchaser is a “Foreign Person” within the meaning of the Foreign Acquisitions and Takeovers Act 1975 (Cth).

8.2 The Purchaser warrants to the Vendor, and it is an essential condition of this Contract of Sale, that any prior approval, consent or notification required under the Foreign Acquisitions and Takeovers Act 1975 (Cth) to enter into this Contract of Sale has been obtained. If the above warranty is untrue in any way whatsoever, the Purchaser will be deemed to be in default under this Contract of Sale.

8.3 Without prejudice to any other rights of the Vendor, the Purchaser agrees to indemnify the Vendor fully from and against all losses (including any consequential loss), actions, costs and expenses whatsoever suffered or incurred by the Vendor as a result of the above warranty being untrue in any way whatsoever. Insofar as such indemnity should take the form of a deed, the Purchaser intends for this contract to take effect as a deed and undertakes, if necessary, to execute such other deed as is prepared by the Vendor or Vendor’s Solicitor/Conveyancer in order for this provision to take full effect.

8.4 For clarity, the provisions of this special condition are not intended to merge at completion.

9. RESTRICTION AS TO USE

The property is sold subject to any restriction as to use under any order, plan, scheme, regulation or by-law made by any authority empowered by any legislation to control the use of land. No such restriction constitutes a defect in the vendor’s title or affects the validity of this contract. The purchaser must not make any requisition or objection and is not entitled to any compensation from the vendor in respect of any such restriction.

10. NO MERGER

To the extent that this contract includes obligation which continue to arise after the settlement date, this contract remains in full force and effect irrespective of settlement. The provisions of this Contract do not merge with any conveyance, transfer or assignment or the registration of any of these.

11. STATEMENT OF AJDUSTMENTS

11.1 The Purchaser shall deliver the Statement of Adjustments together with copies of all certificates used to calculate the adjustments at least five (5) business days before settlement for the Vendor’s approval. If such adjustments is not delivered at least five (5) business days before settlement, the Purchaser will pay for the Vendor’s Solicitor/Conveyancer additional legal fees of $220 at settlement for urgent review. This is an essential term of the Contract of Sale.

12. CONTRACT VARIATION OR REQUESTS FOR EXTENSION OF TIME

The purchaser acknowledges that after this Contract has been signed by both parties, if the purchaser requests any variation to the contract or extension of time (which for the avoidance of doubt but is not limited to changing settlement date, extension of finance/loan approval, extension of time for the Purchaser to fulfil any condition set out in the contract), the vendor may incur further conveyancing fees and expenses as a result of the Purchasers requests. In this event the

Purchaser irrevocably agrees to indemnity the vendor for additional conveyancing fees and expenses of $330 for each separate request for the variation or extension of time, such sum shall be allowed by the purchaser as an adjustment at settlement.

13. RESCHEDULE OF SETTLEMENT

If Settlement is rescheduled due to Purchaser, the Purchaser shall pay the Vendors Representative an amount of $275 for each and every rescheduled settlement, even if it is rescheduled to settle on the same day. Such additional amounts must be paid at the rescheduled settlement.

14. DEPOSIT

The deposit payable hereunder shall be ten per centum (10%) of the purchase price.

15. LEASE

15.1 In the event that there is any rent in arrears and/or loss incurred by the Vendor due to tenant's breach of lease prior to settlement and the Vendor intends to take legal action to recover such rent and/or seek compensation from the tenant regarding its breach of lease after settlement, the Purchaser shall co-operate and allow the Vendor to do same in the name of the Purchaser.

15.2 Despite Special Condition 15.1 above, the Purchaser shall allow the Vendor a proportion of rent from the day it becomes due and payable up to and inclusive of the settlement date in the event that any rent remains outstanding and/or unpaid by the tenant as at settlement date.

15.3 The Purchaser acknowledges and agrees that the Vendor may at its absolute direction deduct part or whole amount of bond/security deposit paid by the Tenant before or at settlement to cover any rent arrears and/or loss incurred by the Vendor due to tenant's breach of lease.

15.4 The Purchaser acknowledge and accept that the Vendor might give the tenant a rent reduction due to the covid-19 outbreak before the settlement date, and the Purchaser will not object, rescind the Contract or claim compensation due to such rent reduction.

15.5 The Purchaser further acknowledges that even though the Property is sold subject to a lease, the Purchaser acknowledges that the tenant may give the Vendor the required notice to vacate the Property before the settlement date. The Purchaser will not object, rescind this Contract or claim compensation if the Tenancy Agreement is terminated prior to settlement.

15.6 This special condition does not merge at settlement.

16. FINANCE CONDITION

16.1 For the avoidance of doubt, the parties agree that if the Property was sold at or within 3 days of a publicly advertised Auction, then the Contract is not conditional on finance and General Condition 20 shall not apply.

16.2 For the avoidance of doubt, in the event that the Contract is signed subject to loan approval and the Purchaser intends to end the Contract by using 'subject to loan approval' clause, the Purchaser must provide the Vendor a copy of the Formal Finance Decline letter from the Registered Lending Institution, not the broker that is engaged to secure the finance.

17. AUCTION RULES

Where the Property is offered for sale by public Auction,

17.1 Sale is subject to the Vendor's reserve price.

17.2 The rules for the conduct of the public auction shall be as set out in Schedules to the Sale of Land (Public Auctions) Regulations 2014 or any rules prescribed by regulation which may modify or replace those Rules together with the additional requirements as set out in this special condition.

17.3 the bidder to whom the Property is knocked down shall immediately upon fall of the hammer sign this Contract and pay the deposit to the Agent.

17.4 If after thirty (30) minutes the deposit remains unpaid and the Contract is not signed then the Vendor may immediately or at any time thereafter resubmit the Property for sale and treat with any other person or persons and the bidder shall have no right of action against the Vendor or the Auctioneer or Agent and shall not be entitled to call for a Contract of Sale of the Property or have any interest legal or equitable in the Property but shall be liable to pay to the Vendor on demand any deficiency in price on resale together with all costs of such resale.

18. HOLIDAY CLOSURE AND FINAL DATE OF SETTLEMENT

18.1 Notwithstanding any other provisions of the Contract of Sale, if settlement has not taken place on or before 20 December in any calendar year that settlement is set then both parties agree that settlement of this Contract will be set on 12 January of the following calendar year.

18.2 Neither party may issue a Default Notice on the other party between 20 December and 12 January of the following calendar year arising from or in connection with the failure to complete this contract of sale between the dates set out in Special Condition 18.1.

18.3 Neither party may make any objection, requisition or claim for any compensation in respect of any matter disclosed or referred to in this Special Condition 18.

19. GUARANTEE AND INDEMNITY

General Condition 3 is replaced with the following: "Where the Purchaser is a corporation (other than a corporation listed on the Australian Stock Exchange) the Purchaser must simultaneously with the execution hereof obtain the execution of the Guarantee and Indemnity in the form annexed hereto by two of the directors of the purchaser company or one director and the company secretary of the purchaser company". The Purchaser shall be obliged to procure the execution of the Guarantee and deliver the same to the Agent or Solicitor/Conveyancer for the Vendor within 7 days of receipt by the Purchaser or its Solicitor/Conveyancer of the Guarantee. Should the Purchaser fail to procure the execution of the Guarantee as aforesaid in the time stipulated then such failure shall be deemed to be a breach of this contract and shall entitle the Vendor to exercise all its remedies given to it under this contract or at law.

Sale of Land (Public Auctions) Regulations 2014
Schedule 1

GENERAL RULES FOR THE CONDUCT OF PUBLIC AUCTIONS OF LAND

1. The auctioneer may make one or more bids on behalf of the vendor of the land at any time during the auction.

2. The auctioneer may refuse any bid.

3. The auctioneer may determine the amount by which the bidding is to be advanced.

4. The auctioneer may withdraw the property from sale at any time.

5. The auctioneer may refer a bid to the vendor at any time before the conclusion of the auction.

6. In the event of a dispute concerning a bid, the auctioneers may re-submit the property for sale at the last undisputed bid or start the bidding again.

7. The auctioneer must not accept any bid or offer for a property that is made after the property has been knocked down to the successful bidder, unless the vendor or successful bidder at the auction refuses to sign the contract of sale following the auction.

8. If a reserve price has been set for the property and the property is passed in below that reserved price, the vendor will first negotiate with the highest bidder for the purchase of the property.

Sale of Land (Public Auctions) Regulations 2014
Schedule 5

INFORMATION CONCERNING THE CONDUCT OF PUBLIC AUCTIONS OF LAND

Meaning of Vendor

The Vendor is the person who is selling the property that is being auctioned. There may be more than one vendor. Where there are two or more vendors, they are selling the property as co-owners.

Bidding by Co-owners

Where there are two or more vendors of the property, one or some or all of them may bid to purchase the property from their co-owners. The vendor or vendors intending to bid to purchase the property can make these bids themselves, or through a representative, but not through the auctioneer.

Vendor bids

The law of Victoria allows vendors to choose to have bids made for them by the auctioneers. If this is the case, it will be stated as the first rule applying to the auction. However, these bids cannot be made for a co-owner intending to bid to purchase the property from their co-owner or co-owners.

The auctioneer can only make a vendor bid if –

- the auctioneer declares before bidding starts that the auctioneer can make bids on behalf of a vendor, and states how these bids will be made; and
- the auctioneer states when making the bid that it is a bid for the vendors. The usual way for an auctioneer to indicate that the auctioneer is making a vendor bid is to say “vendor bid” in making the bid.

What rules and conditions apply to the auction?

Different rules apply to an auction depending upon whether there are any co-owners intending to bid to purchase the property from their co-owners, and whether vendor bids can be made. The auctioneer must display the rules that apply at the auction.

It is possible that a vendor may choose to have additional conditions apply at the auction. This is only allowed if those additional conditions do not conflict with the rules that apply to the auction or any other legal requirement. The additional conditions are usually contained in the contract of sale.

Copies of the rules

The law requires that a copy of the rules and conditions that are to apply to a public auction of land be made available for public inspection a reasonable time before the auction starts and in any case not less than 30 minutes before the auction starts.

Questions

A person at a public auction of land may ask the auctioneer in good faith a reasonable number of questions about the property being sold, the contract of sale, the rules under which the auction is being conducted and the conduct of the auction.

Forbidden activities at auctions

The law forbids –

- any person bidding for a vendor other than –
  - the auctioneer (who can make bids for a vendor who does not intend to purchase the property from their co-owner or co-owners); or
  - a representative of a vendor who is a co-owner of the property wishing to purchase the property from their co-owner or co-owners.
- the auctioneer taking any bid that he or she knows was made on behalf of the vendor, unless it is made by a vendor (or their representative) who is a co-owner wishing to purchase the property.
- the auctioneer acknowledging a bid if no bid was made.
- any person asking another person to bid on behalf of the vendor, other than a vendor who is a co-owner engaging a representative to bid for them.
- any person falsely claiming or falsely acknowledging that he or she made a bid.
- an intending bidder (or a person acting on behalf of an intending bidder) harassing or interfering with other bidders at a public auction of land.

Substantial penalties apply to any person who does any of the things in this list.

Who made the bid?

At any time during a public auction of land, a person at the auction may ask the auctioneer to indicate who made a bid. Once such a request has been made, the auctioneer is obliged by law to comply with such a request before taking another bid.

It is an offence to disrupt an auction

The law forbids an intending bidder or a person acting on behalf of an intending bidder from doing any thing with the intention of preventing or causing a major disruption to, or causing the cancellation of, a public auction of land.

The cooling off period does not apply to public auctions of land

If you purchase a property that has been offered for sale by public auction either at the auction or within 3 clear business days before or after the auction, there is no cooling off period.

What law applies

The information in this document is only intended as a brief summary of the law that applies to public auctions of land in Victoria. Most of the laws referred to in this document can be found in the *Sale of Land Act 19*62 or the Sale of Land (Public Auctions) Regulations 2014. Copies of those laws can be found at the following web site: www.legislation.vic.gov.au under the title "Victorian Law Today".

General Conditions

Contract signing

1. ELECTRONIC SIGNATURE

1.1 In this general condition “electronic signature“ means a digital signature or a visual representation of a person’s handwritten signature or mark which is placed on a physical or electronic copy of this contract by electronic or mechanical means, and “electronically signed” has a corresponding meaning.

1.2 The parties consent to this contract being signed by or on behalf of a party by an electronic signature.

1.3 Where this contract is electronically signed by or on behalf of a party, the party warrants and agrees that the electronic signature has been used to identify the person signing and to indicate that the party intends to be bound by the electronic signature.

1.4 This contract may be electronically signed in any number of counterparts which together will constitute the one document.

1.5 Each party consents to the exchange of counterparts of this contract by delivery by email or such other electronic means as may be agreed in writing.

1.6 Each party must upon request promptly deliver a physical counterpart of this contract with the handwritten signature or signatures of the party and all written evidence of the authority of a person signing on their behalf, but a failure to comply with the request does not affect the validity of this contract.

2. LIABILITY OF SIGNATORY

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

3. GUARANTEE

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

4. NOMINEE

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

Title

5. ENCUMBRANCES

5.1 The purchaser buys the property subject to:

(a) any encumbrance shown in the section 32 statement other than mortgages or caveats; and

(b) any reservations, exceptions and conditions in the crown grant; and

(c) any lease or tenancy referred to in the particulars of sale.

5.2 The purchaser indemnifies the vendor against all obligations under any lease or tenancy that are to be performed by the landlord after settlement.

6 VENDOR WARRANTIES

6.1 The vendor warrants that these general conditions 1 to 35 are identical to the general conditions 1 to 35 in the form of contract of sale of land published by the Law Institute of Victoria Limited and the Real Estate Institute of Victoria Ltd**.**

6.2 The warranties in general conditions 6.3 and 6.4 replace the purchaser’s right to make requisitions and inquiries.

6.3 The vendor warrants that the vendor:

(a) has, or by the due date for settlement will have, the right to sell the land; and

(b) is under no legal disability; and

(c) is in possession of the land, either personally or through a tenant; and

(d) has not previously sold or granted any option to purchase, agreed to a lease or granted a pre-emptive right which is current over the land and which gives another party rights which have priority over the interest of the purchaser; and

(e) will at settlement be the holder of an unencumbered estate in fee simple in the land; and

(f) will at settlement be the unencumbered owner of any improvements, fixtures, fittings and goods sold with the land.

6.4 The vendor further warrants that the vendor has no knowledge of any of the following:

(a) public rights of way over the land;

(b) easements over the land;

(c) lease or other possessory agreement affecting the land;

(d) notice or order directly and currently affecting the land which will not be dealt with at settlement, other than the usual rate notices and any land tax notices;

(e) legal proceedings which would render the sale of the land void or voidable or capable of being set aside.

6.5 The warranties in general conditions 6.3 and 6.4 are subject to any contrary provisions in this contract and disclosures in the section 32 statement.

6.6 If sections 137B and 137C of the *Building Act* 1993 apply to this contract, the vendor warrants that:

(a) all domestic building work carried out in relation to the construction by or on behalf of the vendor of the home was carried out in a proper and workmanlike manner; and

(b) all materials used in that domestic building work were good and suitable for the purpose for which they were used and that, unless otherwise stated in the contract, those materials were new; and

(c) domestic building work was carried out in accordance with all laws and legal requirements, including, without limiting the generality of this warranty, the *Building Act* 1993 and regulations made under the *Building Act* 1993.

6.7 Words and phrases used in general condition 6.6 which are defined in the *Building Act* 1993 have the same meaning in general condition 6.6.

7. IDENTITY OF THE LAND

7.1 An omission or mistake in the description of the property or any deficiency in the area, description or measurements of the land does not invalidate the sale.

7.2 The purchaser may not:

(a) make any objection or claim for compensation for any alleged misdescription of the property or any deficiency in its area or measurements; or

(b) require the vendor to amend title or pay any cost of amending title.

8. SERVICES

8.1 The vendor does not represent that the services are adequate for the purchaser's proposed use of the property and the vendor advises the purchaser to make appropriate inquiries. The condition of the services may change between the day of sale and settlement and the vendor does not promise that the services will be in the same condition at settlement as they were on the day of sale.

8.2 The purchaser is responsible for the connection of all services to the property after settlement and the payment of any associated cost.

9. CONSENTS

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

10. TRANSFER & DUTY

10.1 The purchaser must prepare and deliver to the vendor at least 7 days before the due date for settlement any paper transfer of land document which is necessary for this transaction. The delivery of the transfer of land document is not acceptance of title.

10.2 The vendor must promptly initiate the Duties on Line or other form required by the State Revenue Office in respect of this transaction, and both parties must co-operate to complete it as soon as practicable.

11. RELEASE OF SECURITY INTEREST

11.1 This general condition applies if any part of the property is subject to a security interest to which the *Personal Property Securities Act* 2009 (Cth) applies.

11.2 For the purposes of enabling the purchaser to search the Personal Property Securities Register for any security interests affecting any personal property for which the purchaser may be entitled to a release, statement, approval or correction in accordance with general condition 11.4, the purchaser may request the vendor to provide the vendor's date of birth to the purchaser. The vendor must comply with a request made by the purchaser under this condition if the purchaser makes the request at least 21 days before the due date for settlement.

11.3 If the purchaser is given the details of the vendor's date of birth under general condition 11.2, the purchaser must

(a) only use the vendor's date of birth for the purposes specified in general condition 11.2; and

(b) keep the date of birth of the vendor secure and confidential.

11.4 The vendor must ensure that at or before settlement, the purchaser receives—

(a) a release from the secured party releasing the property from the security interest; or

(b) a statement in writing in accordance with section 275(1)(b) of the *Personal Property Securities Act* 2009 (Cth) setting out that the amount or obligation that is secured is nil at settlement; or

(c) a written approval or correction in accordance with section 275(1)(c) of the *Personal Property Securities Act* 2009 (Cth) indicating that, on settlement, the personal property included in the contract is not or will not be property in

which the security interest is granted.

11.5 Subject to general condition 11.6, the vendor is not obliged to ensure that the purchaser receives a release, statement, approval or correction in respect of personal property—

(a) that—

(i) the purchaser intends to use predominantly for personal, domestic or household purposes; and

(ii) has a market value of not more than $5000 or, if a greater amount has been prescribed for the purposes of section 47(1) of the *Personal Property Securities Act* 2009 (Cth), not more than that prescribed amount; or

(b) that is sold in the ordinary course of the vendor's business of selling personal property of that kind.

11.6 The vendor is obliged to ensure that the purchaser receives a release, statement, approval or correction in respect of personal property described in general condition 11.5 if—

(a) the personal property is of a kind that may or must be described by serial number in the Personal Property Securities Register; or

(b) the purchaser has actual or constructive knowledge that the sale constitutes a breach of the security agreement that provides for the security interest.

11.7 A release for the purposes of general condition 11.4(a) must be in writing.

11.8 A release for the purposes of general condition 11.4(a) must be effective in releasing the goods from the security interest and be in a form which allows the purchaser to take title to the goods free of that security interest.

11.9 If the purchaser receives a release under general condition 11.4(a) the purchaser must provide the vendor with a copy of the release at or as soon as practicable after settlement.

11.10 In addition to ensuring that a release is received under general condition 7.4(a), the vendor must ensure that at or before settlement the purchaser receives a written undertaking from a secured party to register a financing change statement to reflect that release if the property being released includes goods of a kind that are described by serial number in the Personal Property Securities Register.

11.11 The purchaser must advise the vendor of any security interest that is registered on or before the day of sale on the Personal Property Securities Register, which the purchaser reasonably requires to be released, at least 21 days before the due date for settlement.

11.12 The vendor may delay settlement until 21 days after the purchaser advises the vendor of the security interests that the purchaser reasonably requires to be released if the purchaser does not provide an advice under general condition 11.11.

11.13 If settlement is delayed under general condition 11.12 the purchaser must pay the vendor—

(a) interest from the due date for settlement until the date on which settlement occurs or 21 days after the vendor receives the advice, whichever is the earlier; and

(b) any reasonable costs incurred by the vendor as a result of the delay—

as though the purchaser was in default.

11.14 The vendor is not required to ensure that the purchaser receives a release in respect of the land. This general condition 1.14 applies despite general condition 11.1.

11.15 Words and phrases which are defined in the *Personal Property Securities Act* 2009 (Cth) have the same meaning in general condition 11 unless the context requires otherwise.

12. BUILDER WARRANTY INSURANCE

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

13. GENERAL LAW LAND

13.2 The remaining provisions of this general condition 13 only apply if any part of the land is not under the operation of the *Transfer of Land Act* 1958.

13.3 The vendor is taken to be the holder of an unencumbered estate in fee simple in the land if there is an unbroken chain of title starting at least 30 years before the day of sale proving on the face of the documents the ownership of the entire legal and equitable estate without the aid of other evidence.

13.4 The purchaser is entitled to inspect the vendor's chain of title on request at such place in Victoria as the vendor nominates.

13.5 The purchaser is taken to have accepted the vendor's title if:

(a) 21 days have elapsed since the day of sale; and

(b) the purchaser has not reasonably objected to the title or reasonably required the vendor to remedy a defect in the title.

13.6 The contract will be at an end if:

(a) the vendor gives the purchaser a notice that the vendor is unable or unwilling to satisfy the purchaser's objection or requirement and that the contract will end if the objection or requirement is not withdrawn within 14 days of the giving of the notice; and

(b) the objection or requirement is not withdrawn in that time.

13.7 If the contract ends in accordance with general condition 13.6, the deposit must be returned to the purchaser and neither party has a claim against the other in damages.

13.10 General condition 17.1 [settlement] should be read as if the reference to 'registered proprietor' is a reference to 'owner' in respect of that part of the land which is not under the operation of the *Transfer of Land Act* 1958.

Money

14. DEPOSIT

14.1 The purchaser must pay the deposit:

(a) to the vendor's licensed estate agent; or

(b) if there is no estate agent, to the vendor's legal practitioner or conveyancer; or

(c) if the vendor directs, into a special purpose account in an authorised deposit-taking institution in Victoria specified by the vendor in the joint names of the purchaser and the vendor.

14.2 If the land sold is a lot on an unregistered plan of subdivision, the deposit:

(a) must not exceed 10% of the price; and

(b) must be paid to the vendor's estate agent, legal practitioner or conveyancer and held by the estate agent, legal practitioner or conveyancer on trust for the purchaser until the registration of the plan of subdivision.

14.3 The deposit must be released to the vendor if:

(a) the vendor provides particulars, to the satisfaction of the purchaser, that either-

(i) there are no debts secured against the property; or

(ii) if there are any debts, the total amount of those debts together with any amounts to be withheld in accordance with general conditions 24 and 25 does not exceed 80% of the sale price; and

(b) at least 28 days have elapsed since the particulars were given to the purchaser under paragraph (a); and

(c) all conditions of section 27 of the *Sale of Land Act* 1962 have been satisfied.

14.4 The stakeholder must pay the deposit and any interest to the party entitled when the deposit is released, the contract is settled, or the contract is ended.

14.5 The stakeholder may pay the deposit and any interest into court if it is reasonable to do so.

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

14.7 Payment of the deposit may be made or tendered:

(a) in cash up to $1,000 or 0.2% of the price, whichever is greater; or

(b) by cheque drawn on an authorised deposit-taking institution; or

(c) by electronic funds transfer to a recipient having the appropriate facilities for receipt.

However, unless otherwise agreed:

(d) payment may not be made by credit card, debit card or any other financial transfer system that allows for any chargeback or funds reversal other than for fraud or mistaken payment, and

(e) any financial transfer or similar fees or deductions from the funds transferred, other than any fees charged by the

recipient's authorised deposit-taking institution, must be paid by the remitter.

14.8 Payment by electronic funds transfer is made when cleared funds are received in the recipient's bank account.

14.9 Before the funds are electronically transferred the intended recipient must be notified in writing and given sufficient particulars to readily identify the relevant transaction.

14.10 As soon as the funds have been electronically transferred the intended recipient must be provided with the relevant transaction number or reference details.

14.11 For the purpose of this general condition 'authorised deposit-taking institution' means a body corporate for which an authority under section 9(3) of the *Banking Act 1959 (Cth)* is in force.

15. DEPOSIT BOND

15.1 This general condition only applies if the applicable box in the particulars of sale is checked.

15.2 In this general condition "deposit bond" means an irrevocable undertaking to pay on demand an amount equal to the deposit or any unpaid part of the deposit. The issuer and the form of the deposit bond must be satisfactory to the vendor. The deposit bond must have an expiry date at least 45 days after the due date for settlement.

15.3 The purchaser may deliver a deposit bond to the vendor's estate agent, legal practitioner or conveyancer within 7 days after the day of sale.

15.4 The purchaser may at least 45 days before a current deposit bond expires deliver a replacement deposit bond on the same terms and conditions.

15.5 Where a deposit bond is delivered, the purchaser must pay the deposit to the vendor's legal practitioner or conveyancer on the first to occur of:

(a) settlement;

(b) the date that is 45 days before the deposit bond or any replacement deposit bond expires;

(c) the date on which this contract ends in accordance with general condition 35.2 [default not remedied] following breach by the purchaser; and

(d) the date on which the vendor ends this contract by accepting repudiation of it by the purchaser.

15.6 The vendor may claim on the deposit bond without prior notice if the purchaser defaults under this contract or repudiates this contract and the contract is ended. The amount paid by the issuer satisfies the obligations of the purchaser under general condition 15.5 to the extent of the payment.

15.7 Nothing in this general condition limits the rights of the vendor if the purchaser defaults under this contract or repudiates this contract, except as provided in general condition 15.6.

15.8 This general condition is subject to general condition 14.2 [deposit].

16. BANK GUARANTEE

16.1 This general condition only applies if the applicable box in the particulars of sale is checked.

16.2 In this general condition:

(a) "bank guarantee" means an unconditional and irrevocable guarantee or undertaking by a bank in a form satisfactory to the vendor to pay on demand any amount under this contract agreed in writing, and

(b) "bank" means an authorised deposit-taking institution under the *Banking Act 1959 (Cth)*.

16.3 The purchaser may deliver a bank guarantee to the vendor's legal practitioner or conveyancer.

16.4 The purchaser must pay the amount secured by the bank guarantee to the vendor's legal practitioner or conveyancer on the first to occur of:

(a) settlement;

(b) the date that is 45 days before the bank guarantee expires;

(c) the date on which this contract ends in accordance with general condition 35.2 [default not remedied] following breach by the purchaser; and

(d) the date on which the vendor ends this contract by accepting repudiation of it by the purchaser.

16.5 The vendor must return the bank guarantee document to the purchaser when the purchaser pays the amount secured by the bank guarantee in accordance with general condition 16.4.

16.6 The vendor may claim on the bank guarantee without prior notice if the purchaser defaults under this contract or repudiates this contract and the contract is ended. The amount paid by the bank satisfies the obligations of the purchaser under general condition 16.4 to the extent of the payment.

16.7 Nothing in this general condition limits the rights of the vendor if the purchaser defaults under this contract or repudiates this contract except as provided in general condition 16.6.

16.8 This general condition is subject to general condition 14.2 [deposit].

17. SETTLEMENT

17.1 At settlement:

(a) the purchaser must pay the balance; and

(b) the vendor must:

(i) do all things necessary to enable the purchaser to become the registered proprietor of the land; and

(ii) give either vacant possession or receipt of rents and profits in accordance with the particulars of sale.

17.2 Settlement must be conducted between the hours of 10.00 am and 4.00 pm unless the parties agree otherwise.

17.3 The purchaser must pay all money other than the deposit in accordance with a written direction of the vendor or the vendor's legal practitioner or conveyancer.

18. ELECTRONIC SETTLEMENT

18.1 Settlement and lodgement of the instruments necessary to record the purchaser as registered proprietor of the land will be conducted electronically in accordance with the Electronic Conveyancing National Law. This general condition 18 has priority over any other provision of this contract to the extent of any inconsistency.

18.2 A party must immediately give written notice if that party reasonably believes that settlement and lodgement can no longer be conducted electronically. General condition 18 ceases to apply from when such a notice is given.

18.3 Each party must:

(a) be, or engage a representative who is, a subscriber for the purposes of the Electronic Conveyancing National Law,

(b) ensure that all other persons for whom that party is responsible and who are associated with this transaction are, or engage, a subscriber for the purposes of the Electronic Conveyancing National Law, and

(c) conduct the transaction in accordance with the Electronic Conveyancing National Law.

18.4 The vendor must open the electronic workspace ("workspace") as soon as reasonably practicable and nominate a date and time for settlement. The inclusion of a specific date and time for settlement in a workspace is not of itself a promise to settle on that date or at that time. The workspace is an electronic address for the service of notices and for written communications for the purposes of any electronic transactions legislation.

18.5 This general condition 18.5 applies if there is more than one electronic lodgement network operator in respect of the transaction. In this general condition 18.5 "the transaction" means this sale and purchase and any associated transaction involving any of the same subscribers.

To the extent that any interoperability rules governing the relationship between electronic lodgement network operators do not provide otherwise:

(a) the electronic lodgement network operator to conduct all the financial and lodgement aspects of the transaction after the workspace locks must be one which is willing and able to conduct such aspects of the transaction in accordance with the instructions of all the subscribers in the workspaces of all the electronic lodgement network operators after the workspace locks;

(b) if two or more electronic lodgement network operators meet that description, one may be selected by purchaser's incoming mortgagee having the highest priority but if there is no mortgagee of the purchaser, the vendor must make the selection.

18.6 Settlement occurs when the workspace records that:

(a) there has been an exchange of funds or value between the exchange settlement account or accounts in the Reserve Bank of Australia of the relevant financial institutions or their financial settlement agents in accordance with the instructions of the parties; or

(b) if there is no exchange of funds or value, the documents necessary to enable the purchaser to become registered proprietor of the land have been accepted for electronic lodgement.

18.7 The parties must do everything reasonably necessary to effect settlement:

(a) electronically on the next business day, or

(b) at the option of either party, otherwise than electronically as soon as possible –

if, after the locking of the workspace at the nominated settlement time, settlement in accordance with general condition 18.6 has not occurred by 4.00 pm, or 6.00 pm if the nominated time for settlement is after 4.00 pm.

18.8 Each party must do everything reasonably necessary to assist the other party to trace and identify the recipient of any missing or mistaken payment and to recover the missing or mistaken payment.

18.9 The vendor must before settlement:

(a) deliver any keys, security devices and codes ("keys") to the estate agent named in the contract,

(b) direct the estate agent to give the keys to the purchaser or the purchaser's nominee on notification of settlement by the vendor, the vendor's subscriber or the electronic lodgement network operator;

(c) deliver all other physical documents and items (other than the goods sold by the contract) to which the purchaser

is entitled at settlement, and any keys if not delivered to the estate agent, to the vendor's subscriber or, if there is no vendor's subscriber, confirm in writing to the purchaser that the vendor holds those documents, items and keys at the vendor's address set out in the contract, and

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

19. GST

19.1 The purchaser does not have to pay the vendor any amount in respect of GST in addition to the price if the particulars of sale specify that the price includes GST (if any).

19.2 The purchaser must pay to the vendor any GST payable by the vendor in respect of a taxable supply made under this contract in addition to the price if:

(a) the particulars of sale specify that GST (if any) must be paid in addition to the price; or

(b) GST is payable solely as a result of any action taken or intended to be taken by the purchaser after the day of sale, including a change of use; or

(c) the particulars of sale specify that the supply made under this contract is of land on which a 'farming business' is carried on and the supply (or part of it) does not satisfy the requirements of section 38-480 of the GST Act; or

(d) the particulars of sale specify that the supply made under this contract is of a going concern and the supply (or a part of it) does not satisfy the requirements of section 38-325 of the GST Act.

19.3 The purchaser is not obliged to pay any GST under this contract until a tax invoice has been given to the purchaser.

19.4 If the particulars of sale specify that the supply made under this contract is of land on which a 'farming business' is carried on:

(a) the vendor warrants that the property is land on which a farming business has been carried on for the period of 5 years preceding the date of supply; and

(b) the purchaser warrants that the purchaser intends that a farming business will be carried on after settlement on the property.

19.5 If the particulars of sale specify that the supply made under this contract is a 'going concern':

(a) the parties agree that this contract is for the supply of a going concern; and

(b) the purchaser warrants that the purchaser is, or prior to settlement will be, registered for GST; and

(c) the vendor warrants that the vendor will carry on the going concern until the date of supply.

19.6 If the particulars of sale specify that the supply made under this contract is a 'margin scheme' supply, the parties agree that the margin scheme applies to this contract.

19.7 In this general condition:

(a) 'GST Act' means *A New Tax System (Goods and Services Tax) Act* 1999 (Cth); and

(b) 'GST' includes penalties and interest.

20. LOAN

20.1 If the particulars of sale specify that this contract is subject to a loan being approved, this contract is subject to the lender approving the loan on the security of the property by the approval date or any later date allowed by the vendor.

20.2 The purchaser may end the contract if the loan is not approved by the approval date, but only if the purchaser:

(a) immediately applied for the loan; and

(b) did everything reasonably required to obtain approval of the loan; and

(c) serves written notice ending the contract, together with written evidence of rejection or non-approval of the loan, on the vendor within 2 clear business days after the approval date or any later date allowed by the vendor; and

(d) is not in default under any other condition of this contract when the notice is given.

20.3 All money must be immediately refunded to the purchaser if the contract is ended.

21. BUILDING REPORT

21.1 This general condition only applies if the applicable box in the particulars of sale is checked.

21.2 The purchaser may end this contract within 14 days from the day of sale if the purchaser:

(a) obtains a written report from a registered building practitioner or architect which discloses a current defect in a structure on the land and designates it as a major building defect;

(b) gives the vendor a copy of the report and a written notice ending this contract; and

(c) is not then in default.

21.3 All money paid must be immediately refunded to the purchaser if the contract ends in accordance with this general condition.

21.4 A notice under this general condition may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.

21.5 The registered building practitioner may inspect the property at any reasonable time for the purpose of preparing the report.

22. PEST REPORT

22.1 This general condition only applies if the applicable box in the particulars of sale is checked.

22.2 The purchaser may end this contract within 14 days from the day of sale if the purchaser:

(a) obtains a written report from a pest control operator licensed under Victorian law which discloses a current pest infestation on the land and designates it as a major infestation affecting the structure of a building on the land;

(b) gives the vendor a copy of the report and a written notice ending this contract; and

(c) is not then in default.

22.3 All money paid must be immediately refunded to the purchaser if the contract ends in accordance with this general condition.

22.4 A notice under this general condition may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.

22.5 The pest control operator may inspect the property at any reasonable time for the purpose of preparing the report.

23. ADJUSTMENTS

23.1 All periodic outgoings payable by the vendor, and any rent and other income received in respect of the property must be apportioned between the parties on the settlement date and any adjustments paid and received as appropriate.

23.2 The periodic outgoings and rent and other income must be apportioned on the following basis:

(a) the vendor is liable for the periodic outgoings and entitled to the rent and other income up to and including the day of settlement; and

(b) the land is treated as the only land of which the vendor is owner (as defined in the *Land Tax Act* 2005); and

(c) the vendor is taken to own the land as a resident Australian beneficial owner; and

(d) any personal statutory benefit available to each party is disregarded in calculating apportionment.

23.3 The purchaser must provide copies of all certificates and other information used to calculate the adjustments under general condition 23, if requested by the vendor.

24. FOREIGN RESIDENT CAPITAL GAINS WITHHOLDING

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

24.2 Every vendor under this contract is a foreign resident for the purposes of this general condition unless the vendor gives the purchaser a clearance certificate issued by the Commissioner under section 14-220 (1) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The specified period in the clearance certificate must include the actual date of settlement.

24.3 The remaining provisions of this general condition 24 only apply if the purchaser is required to pay the Commissioner an amount in accordance with section 14-200(3) or section 14-235 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* ("the amount") because one or more of the vendors is a foreign resident, the property has or will have a market value not less than the amount set out in section 14-215 of the legislation just after the transaction, and the transaction is not excluded under section 14-215(1) of the legislation.

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

24.5 The purchaser must:

(a) engage a legal practitioner or conveyancer ("representative") to conduct all the legal aspects of settlement, including the performance of the purchaser's obligations under the legislation and this general condition; and

(b) ensure that the representative does so.

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

(a) pay, or ensure payment of, the amount to the Commissioner in the manner required by the Commissioner and as soon as reasonably and practicably possible, from moneys under the control or direction of the representative in accordance with this general condition if the sale of the property settles;

(b) promptly provide the vendor with proof of payment; and

(c) otherwise comply, or ensure compliance, with this general condition;

despite:

(d) any contrary instructions, other than from both the purchaser and the vendor; and

(e) any other provision in this contract to the contrary.

24.7 The representative is taken to have complied with the requirements of general condition 24.6 if:

(a) the settlement is conducted through an electronic lodgement network; and

(b) the amount is included in the settlement statement requiring payment to the Commissioner in respect of this transaction.

24.8 Any clearance certificate or document evidencing variation of the amount in accordance with section 14-235(2) of Schedule 1 to the *Taxation Administration Act 1953 (Cth*) must be given to the purchaser at least 5 business days before the due date for settlement.

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

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

25. GST WITHHOLDING

25.1 Words and expressions defined or used in Subdivision 14-E of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* or in *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* have the same meaning in this general condition unless the context requires otherwise. Words and expressions first used in this general condition and shown in italics and marked with an asterisk are defined or described in at least one of those Acts.

25.2 The purchaser must notify the vendor in writing of the name of the recipient of the *supply for the purposes of section 14-255 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* at least 21 days before the due date for settlement unless the recipient is the purchaser named in the contract.

25.3 The vendor must at least 14 days before the due date for settlement provide the purchaser and any person nominated by the purchaser under general condition 4 with a GST withholding notice in accordance with section 14-255 of Schedule 1 to the *Taxation Administration Act 1953 (Cth),* and must provide all information required by the purchaser or any person so nominated to confirm the accuracy of the notice.

25.4 The remaining provisions of this general condition 25 apply if the purchaser is or may be required to pay the Commissioner an *amount in accordance with section 14-250 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* because the property is *new residential premises or *potential residential land in either case falling within the parameters of that section, and also if the sale attracts the operation of section 14-255 of the legislation. Nothing in this general condition 25 is to be taken as relieving the vendor from compliance with section 14-255.

25.5 The amount is to be deducted from the vendor's entitlement to the contract *consideration and is then taken to be paid to the vendor, whether or not the vendor provides the purchaser with a GST withholding notice in accordance with section 14-255 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The vendor must pay to the purchaser at settlement such part of the amount as is represented by non-monetary consideration.

25.6 The purchaser must:

(a) engage a legal practitioner or conveyancer ("representative") to conduct all the legal aspects of settlement, including the performance of the purchaser's obligations under the legislation and this general condition; and

(b) ensure that the representative does so.

25.7 The terms of the representative's engagement are taken to include instructions to have regard to the vendor's interests relating to the payment of the amount to the Commissioner and instructions that the representative must:

(a) pay, or ensure payment of, the amount to the Commissioner in the manner required by the Commissioner and as soon as reasonably and practicably possible, from moneys under the control or direction of the representative in accordance with this general condition on settlement of the sale of the property;

(b) promptly provide the vendor with evidence of payment, including any notification or other document provided by the purchaser to the Commissioner relating to payment; and

(c) otherwise comply, or ensure compliance, with this general condition;

despite:

(d) any contrary instructions, other than from both the purchaser and the vendor; and

(e) any other provision in this contract to the contrary.

25.8 The representative is taken to have complied with the requirements of general condition 25.7 if:

(a) settlement is conducted through an electronic lodgement network; and

(b) the amount is included in the settlement statement requiring payment to the Commissioner in respect of this transaction.

25.9 The purchaser may at settlement give the vendor a bank cheque for the amount in accordance with section 16-30 (3) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*, but only if:

(a) so agreed by the vendor in writing; and

(b) the settlement is not conducted through an electronic lodgement network.

However, if the purchaser gives the bank cheque in accordance with this general condition 25.9, the vendor must:

(c) immediately after settlement provide the bank cheque to the Commissioner to pay the amount in relation to the supply; and

(d) give the purchaser a receipt for the bank cheque which identifies the transaction and includes particulars of the bank cheque, at the same time the purchaser gives the vendor the bank cheque.

25.10 A party must provide the other party with such information as the other party requires to:

(a) decide if an amount is required to be paid or the quantum of it, or

(b) comply with the purchaser's obligation to pay the amount,

in accordance with section 14-250 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The information must be provided within 5 business days of a written request. The party providing the information warrants that it is true and

correct.

25.11 The vendor warrants that:

(a) at settlement, the property is not new residential premises or potential residential land in either case falling within the parameters of section 14-250 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* if the vendor gives the purchaser a written notice under section 14-255 to the effect that the purchaser will not be required to make a payment under section 14-250 in respect of the supply, or fails to give a written notice as required by and within the time specified in section 14-255; and

(b) the amount described in a written notice given by the vendor to the purchaser under section 14-255 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* is the correct amount required to be paid under section 14-250 of the legislation.

25.12 The purchaser is responsible for any penalties or interest payable to the Commissioner on account of non-payment or late payment of the amount, except to the extent that:

(a) the penalties or interest arise from any failure on the part of the vendor, including breach of a warranty in general condition 25.11; or

(b) the purchaser has a reasonable belief that the property is neither new residential premises nor potential residential land requiring the purchaser to pay an amount to the Commissioner in accordance with section 14-250 (1) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*.

The vendor is responsible for any penalties or interest payable to the Commissioner on account of non-payment or late payment of the amount if either exception applies.

Transactional

26. TIME & CO OPERATION

26.1 Time is of the essence of this contract.

26.2 Time is extended until the next business day if the time for performing any action falls on a day which is not a business day.

26.3 Each party must do all things reasonably necessary to enable this contract to proceed to settlement, and must act in a prompt and efficient manner.

26.4 Any unfulfilled obligation will not merge on settlement.

27. SERVICE

27.1 Any document required to be served by or on any party may be served by or on the legal practitioner or conveyancer for that party.

27.2 A cooling off notice under section 31 of the *Sale of Land Act 1962* or a notice under general condition 20 [loan approval], 21 [building report] or 22 [pest report] may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.

27.3 A document is sufficiently served:

(a) personally, or

(b) by pre-paid post, or

(c) in any manner authorized by law or by the Supreme Court for service of documents, including any manner authorised for service on or by a legal practitioner, whether or not the person serving or receiving the document is a legal practitioner, or

(d) by email.

27.4 Any document properly sent by:

(a) express post is taken to have been served on the next business day after posting, unless proved otherwise;

(b) priority post is taken to have been served on the fourth business day after posting, unless proved otherwise;

(c) regular post is taken to have been served on the sixth business day after posting, unless proved otherwise;

(d) email is taken to have been served at the time of receipt within the meaning of section 13A of the *Electronic Transactions (Victoria) Act 2000*.

27.5 In this contract 'document' includes 'demand' and 'notice', 'serve' includes 'give', and 'served' and 'service' have corresponding meanings.

28. NOTICES

28.1 The vendor is responsible for any notice, order, demand or levy imposing liability on the property that is issued or made before the day of sale, and does not relate to periodic outgoings.

28.2 The purchaser is responsible for any notice, order, demand or levy imposing liability on the property that is issued or made on or after the day of sale, and does not relate to periodic outgoings.

28.3 The purchaser may enter the property to comply with that responsibility where action is required before settlement.

29. INSPECTION

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

30. TERMS CONTRACT

30.1 If this is a 'terms contract' as defined in the *Sale of Land Act 1962*:

(a) any mortgage affecting the land sold must be discharged as to that land before the purchaser becomes entitled to possession or to the receipt of rents and profits unless the vendor satisfies section 29M of the *Sale of Land Act* 1962; and

(b) the deposit and all other money payable under the contract (other than any money payable in excess of the amount required to so discharge the mortgage) must be paid to a legal practitioner or conveyancer or a licensed estate agent to be applied in or towards discharging the mortgage.

30.2 While any money remains owing each of the following applies:

(a) the purchaser must maintain full damage and destruction insurance of the property and public risk insurance noting all parties having an insurable interest with an insurer approved in writing by the vendor;

(b) the purchaser must deliver copies of the signed insurance application forms, the policies and the insurance receipts to the vendor not less than 10 days before taking possession of the property or becoming entitled to receipt of the rents and profits;

(c) the purchaser must deliver copies of any amendments to the policies and the insurance receipts on each amendment or renewal as evidence of the status of the policies from time to time;

(d) the vendor may pay any renewal premiums or take out the insurance if the purchaser fails to meet these obligations;

(e) insurance costs paid by the vendor under paragraph (d) must be refunded by the purchaser on demand without affecting the vendor's other rights under this contract;

(f) the purchaser must maintain and operate the property in good repair (fair wear and tear excepted) and keep the property safe, lawful, structurally sound, weatherproof and free from contaminations and dangerous substances;

(g) the property must not be altered in any way without the written consent of the vendor which must not be unreasonably refused or delayed;

(h) the purchaser must observe all obligations that affect owners or occupiers of land;

(i) the vendor and/or other person authorised by the vendor may enter the property at any reasonable time to inspect it on giving 7 days written notice, but not more than twice in a year.

31. LOSS OR DAMAGE BEFORE SETTLEMENT

31.1 The vendor carries the risk of loss or damage to the property until settlement.

31.2 The vendor must deliver the property to the purchaser at settlement in the same condition it was in on the day of sale, except for fair wear and tear.

31.3 The purchaser must not delay settlement because one or more of the goods is not in the condition required by general condition 31.2, but may claim compensation from the vendor after settlement.

31.4 The purchaser may nominate an amount not exceeding $5,000 to be held by a stakeholder to be appointed by the parties if the property is not in the condition required by general condition 31.2 at settlement.

31.5 The nominated amount may be deducted from the amount due to the vendor at settlement and paid to the stakeholder, but only if the purchaser also pays an amount equal to the nominated amount to the stakeholder.

31.6 The stakeholder must pay the amounts referred to in general condition 31.5 in accordance with the determination of the dispute, including any order for payment of the costs of the resolution of the dispute.

32. BREACH

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

(a) compensation for any reasonably foreseeable loss to the other party resulting from the breach; and

(b) any interest due under this contract as a result of the breach.

Default

33. INTEREST

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

34. DEFAULT NOTICE

34.1 A party is not entitled to exercise any rights arising from the other party's default, other than the right to receive interest and the right to sue for money owing, until the other party is given and fails to comply with a written default notice.

34.2 The default notice must:

(a) specify the particulars of the default; and

(b) state that it is the offended party's intention to exercise the rights arising from the default unless, within 14 days of the notice being given -

(i) the default is remedied; and

(ii) the reasonable costs incurred as a result of the default and any interest payable are paid.

35. DEFAULT NOT REMEDIED

35.1 All unpaid money under the contract becomes immediately payable to the vendor if the default has been made by the purchaser and is not remedied and the costs and interest are not paid.

35.2 The contract immediately ends if:

(a) the default notice also states that unless the default is remedied and the reasonable costs and interest are paid, the contract will be ended in accordance with this general condition; and

(b) the default is not remedied and the reasonable costs and interest are not paid by the end of the period of the default notice.

35.3 If the contract ends by a default notice given by the purchaser:

(a) the purchaser must be repaid any money paid under the contract and be paid any interest and reasonable costs payable under the contract; and

(b) all those amounts are a charge on the land until payment; and

(c) the purchaser may also recover any loss otherwise recoverable.

35.4 If the contract ends by a default notice given by the vendor:

(a) the deposit up to 10% of the price is forfeited to the vendor as the vendor's absolute property, whether the deposit has been paid or not; and

(b) the vendor is entitled to possession of the property; and

(c) in addition to any other remedy, the vendor may within one year of the contract ending either:

(i) retain the property and sue for damages for breach of contract; or

(ii) resell the property in any manner and recover any deficiency in the price on the resale and any resulting expenses by way of liquidated damages; and

(d) the vendor may retain any part of the price paid until the vendor's damages have been determined and may apply that money towards those damages; and

(e) any determination of the vendor's damages must take into account the amount forfeited to the vendor.

35.5 The ending of the contract does not affect the rights of the offended party as a consequence of the default.

GUARANTEE AND INDEMNITY

To the vendor ("the Vendor")

In consideration of the vendor having at the request of the person whose name address and description are set forth in the Schedule hereto ("the Guarantor") agreed to sell the land described in the Contract of Sale to the within-named purchaser ("the Purchaser") the Guarantor hereby guarantees to the Vendor the due and punctual payment by the Purchaser of the purchase money and interest payable thereon as detailed in the said Contract of Sale and all other monies that are payable or may become payable pursuant thereto ("the monies secured") and also the due performance and observance by the Purchaser of all and singular the covenants provisions and stipulations contained or implied in the Contract of Sale and on the part of the Purchaser to be performed and observed and the Guarantor hereby expressly acknowledges and declares that it has examined the Contract of Sale and has access to a copy thereof and further that this Guarantee is given upon and subject to the following conditions

That in the event of the Purchaser failing to pay the Vendor as and when due the monies referred to in the Contract the Guarantor will immediately pay such monies to the Vendor.

That in the event of the Purchaser failing to carry out or perform any of its obligations under the said Contract the Guarantor will immediately carry out and perform the same.

The Guarantor shall be deemed to be jointly and severally liable with the Purchaser (in lieu of being merely a surety for it) for the payment of the purchase moneys interest and all other monies if any payable pursuant to the Contract in the performance of the obligations herein contained and it shall not be necessary for the Vendor to make any claim or demand on or to take any action proceedings against the Purchaser before calling on the Guarantor to pay the moneys or to carry out perform the obligations herein contain.

That no time or other indulgence whatsoever that may be granted by the Vendor to the Purchaser shall in any manner whatsoever affect a liability of the Guarantor hereunder and the liability of the Guarantor shall continue to remain in full force and effect until all monies owing to the Vendor have been paid and all obligations have been performed.

VENDOR

PURCHASER

OF

GUARANTOR

OF

In Witness whereof the said Guarantors have set their hands and seals this day of 20

SIGNED SEALED AND DELIVERED)

BY THE SAID GUARANTOR)

IN VICTORIA IN THE PRESENCE OF)

)

Vendor Statement

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

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

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

Land	APARTMENT 811, 41 BATMAN STREET, WEST MELBOURNE VIC 3003

Vendor's name	Baofang Zhou	Date / /
Vendor's signature _____		
Vendor's name	Sheng Qu	Date / /
Vendor's signature _____		

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

1. FINANCIAL MATTERS

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

(a) ☒ Their total does not exceed: $6,000.00

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

$0.00	To	

Other particulars (including dates and times of payments):

1.3 **Terms Contract**

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

Not Applicable

1.4 **Sale Subject to Mortgage**

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

Not Applicable

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

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

2. INSURANCE

2.1 **Damage and Destruction**

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

Not Applicable

2.2 **Owner Builder**

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

Not Applicable

3. LAND USE

3.1 **Easements, Covenants or Other Similar Restrictions**

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

unregistered):

☒ Is in the attached copies of title document/s

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

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

3.2 **Road Access**

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

3.3 **Designated Bushfire Prone Area**

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

3.4 **Planning Scheme**

4. NOTICES

4.1 **Notice, Order, Declaration, Report or Recommendation**

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

Not Applicable

4.2 **Agricultural Chemicals**

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

NIL

4.3 **Compulsory Acquisition**

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

NIL

5. BUILDING PERMITS

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

Not Applicable

6. OWNERS CORPORATION

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

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

7. GROWTH AREAS INFRASTRUCTURE CONTRIBUTION ("GAIC")

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

Not Applicable

8. SERVICES

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

Electricity supply ☐	Gas supply ☐	Water supply ☐	Sewerage ☐	Telephone services ☒

9. TITLE

Attached are copies of the following documents:

9.1 ☒ (a) Registered Title

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

10. SUBDIVISION

10.1 **Unregistered Subdivision**

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

Not Applicable

10.2 **Staged Subdivision**

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

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

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

NIL

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

NIL

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

NIL

10.3 **Further Plan of Subdivision**

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

Not Applicable

11. DISCLOSURE OF ENERGY INFORMATION

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

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

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

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

Not Applicable

12. DUE DILIGENCE CHECKLIST

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

Is attached

13. ATTACHMENTS

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

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

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

Due diligence checklist

What you need to know before buying a residential property

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

Urban living

Moving to the inner city?

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

Is the property subject to an owners corporation?

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

Growth areas

Are you moving to a growth area?

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

Flood and fire risk

Does this property experience flooding or bushfire?

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

Rural properties

Moving to the country?

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

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

Can you build new dwellings?

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

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

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

Soil and groundwater contamination

Has previous land use affected the soil or groundwater?

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

(04/10/2016)

Land boundaries

Do you know the exact boundary of the property?

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

Planning controls

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

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

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

Are there any proposed or granted planning permits?

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

Safety

Is the building safe to live in?

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

Building permits

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

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

Are any recent building or renovation works covered by insurance?

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

Utilities and essential services

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

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

Buyers' rights

Do you know your rights when buying a property?

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

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

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

VOLUME 11372 FOLIO 053 Security no : 124135482442E
Produced 12/06/2026 10:31 AM

LAND DESCRIPTION

Lot 811 on Plan of Subdivision 643908H.
PARENT TITLE Volume 06712 Folio 297
Created by instrument PS643908H 27/08/2012

REGISTERED PROPRIETOR

Estate Fee Simple
Joint Proprietors
BAOFANG ZHOU
SHENG QU both of 29 ARLINGTON DRIVE GLEN WAVERLEY VIC 3150
AJ946663X 03/10/2012

ENCUMBRANCES, CAVEATS AND NOTICES

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

DIAGRAM LOCATION

SEE PS643908H FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

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

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

Street Address: UNIT 811 LEVEL 8 41 BATMAN STREET WEST MELBOURNE VIC 3003

OWNERS CORPORATIONS

The land in this folio is affected by
OWNERS CORPORATION 1 PLAN NO. PS643908H

DOCUMENT END

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Document Identification	**PS643908H**
Number of Pages (excluding this cover sheet)	**13**
Document Assembled	**15/06/2026 08:57**

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Signed by Council: Melbourne City Council, Council Ref: TP-2012-299, SA-2012-40, Original Certification: 30/07/2012, S.O.C.: 08/08/2012

PLAN OF SUBDIVISION

STAGE NO. /

LRS use only **EDITION 1**

Plan Number **PS 643908H**

Location of Land

Parish: MELBOURNE NORTH

Township: CITY OF MELBOURNE AT WEST MELBOURNE
Section: 36
Crown Allotment: 14 & 15 (PART)
Crown Portion:

Title Reference: VOL. 6712 FOL. 297

Last Plan Reference: LOTS 1 & 2 TP173776D
Postal Address: 33-43 BATMAN STREET
(at time of subdivision) WEST MELBOURNE 3003

MGA94 Co-ordinates (of approx. centre of land in plan) **E** 319 710 **N** 5 813 170 **ZONE** 55

Council Certificate and Endorsement

Council Name: CITY OF MELBOURNE Ref: SA-2012-40

1. This plan is certified under section 6 of the Subdivision Act 1988.
2. This plan is certified under section 11(7) of the Subdivision Act 1988. date of original certification under section 6 / /
3. This is a statement of compliance issued under section 21 of the Subdivision Act 1988.

OPEN SPACE

(i) A requirement for public open space under section 18 of the subdivision Act 1988 has/has not been made.
(ii) The requirement has been satisfied.
(iii) The requirement is to be satisfied in Stage

Council delegate
Council seal
Date / /

Re-certified under section 11(7) of the Subdivision Act 1988
Council delegate
Council seal
Date / /

Vesting of Roads and /or Reserves

Identifier	Council/Body/Person

Notations

Staging This ~~is~~ / is not a staged subdivision
Planning Permit No. TP-2012-299

Depth Limitation DOES NOT APPLY

THIS IS A SPEAR PLAN

COMMON PROPERTY No 1 IS ALL THE LAND IN THE PLAN EXCEPT LOTS C01, C02, C03, C04, C05, C08, C09, C12, C13, C14, C15, C16, C17, C18, C19, C20, C21, C22, C37, C38, C40, C54,C55, C58, C59 TO C72, C74 TO C102, M01, 201 TO 205, 301 TO 311, 401 TO 412, 501 TO 512, 601 TO 612, 701 TO 712, 801 TO 812, 901 TO 912, 1001 TO 1012, 1101 TO 1112, 1201 TO 1212, 1301 TO 1312 (ALL INCLUSIVE).

ALL INTERNAL SERVICE WIRES, CABLES, CONDUITS, DUCTS AND PIPE SHAFTS, INCLUDING FIRE, GAS, SEWERAGE, WATER, TELEPHONE & ELECTRICAL SERVICES, WITHIN THE BUILDING ARE DEEMED TO BE PART OF THE COMMON PROPERTY No.1. THE POSITIONS OF THESE WIRES, CABLES, CONDUITS, DUCTS AND SHAFTS HAVE NOT ALWAYS BEEN SHOWN ON THE DIAGRAMS HEREIN.

BOUNDARIES SHOWN BY THICK CONTINUOUS LINES ARE DEFINED BY BUILDINGS

LOCATION OF BOUNDARIES DEFINED BY BUILDINGS

MEDIAN - WALLS SHOWN THUS M, FLOORS & CEILINGS UNLESS OTHERWISE DENOTED

INTERIOR FACE - ALL OTHER BOUNDARIES

HATCHING WITHIN A PARCEL INDICATES THAT THE RELEVANT STRUCTURE IS CONTAINED WITHIN THAT PARCEL.

BALCONIES ON PLAN ARE DENOTED BY (B)

LOTS ON THIS PLAN MAY BE AFFECTED BY ONE OR MORE OWNERS CORPORATIONS.
SEE OWNERS CORPORATION SEARCH REPORT(S) FOR DETAILS.

Survey This plan is / ~~is not~~ based on survey
This survey has been connected to permanent marks no(s) 162, 264 & 265

In proclaimed Survey Area No.

Easement Information

Legend: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)

SECTION 12(2) OF THE SUBDIVISION ACT 1988 APPLIES TO ALL LAND IN THIS PLAN

Easement Reference	Purpose	Width (Metres)	Origin	Land benefited/In Favour Of
A-1	FIRE ESCAPE	VARIES REFER INSTRUMENT	INSTRUMENT AB890831F	C/T VOL 6712 FOLIO 297

LRS use only
Statement of Compliance/ Exemption Statement
Received ☑
Date 15 / 8 /12

LRS use only
PLAN REGISTERED
TIME 4:47
Date 27 / 8 /2012
S. Bobko
Assistant Registrar of Titles

Sheet 1 of 12 Sheets

90 CAMBERWELL ROAD HAWTHORN EAST VIC 3123
TEL: (03) 9804 2000 FAX: (03) 9804 2099
EMAIL: melb@vekta.net.au

LICENSED SURVEYOR (PRINT) NICHOLAS J MOORE
SIGNATURE DIGITALLY SIGNED **DATE** 24 / 07 / 2012
REF 252028 400 **VERSION** A-6

DATE / /
COUNCIL DELEGATE SIGNATURE

Original sheet size A3

Signed by: Nicholas John Moore (Vekta Pty Ltd) Surveyor's Plan Version (A-6) SPEAR Ref S022673H 24/07/2012

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Signed by Council: Melbourne City Council, Council Ref: TP-2012-299, SA-2012-40, Original Certification: 30/07/2012, S.O.C.: 08/08/2012

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EMAIL: melb@vekta.net.au

PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**

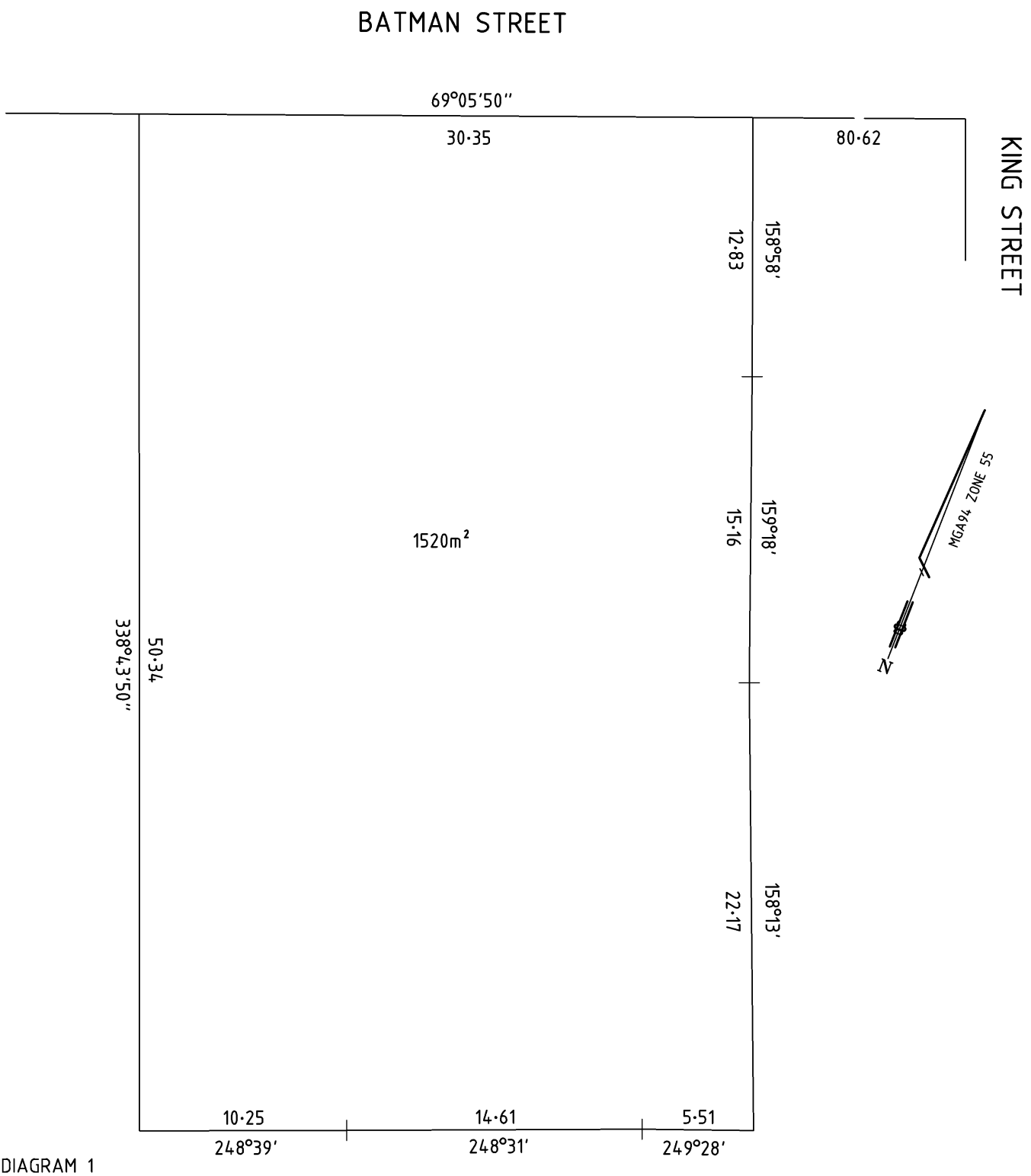


DIAGRAM 1
SITE PLAN

Sheet 2

ORIGINAL SCALE	SHEET SIZE	SCALE	LICENSED SURVEYOR NICHOLAS J MOORE	
1:200	A3	2 0 4 8 LENGTHS IN METRES	SIGNATURE DATE REF 252028 401 VERSION A-6	DATE / / COUNCIL DELEGATE SIGNATURE Original sheet size A3

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PLAN OF SUBDIVISION

Stage No.

Plan Number
PS 643908H

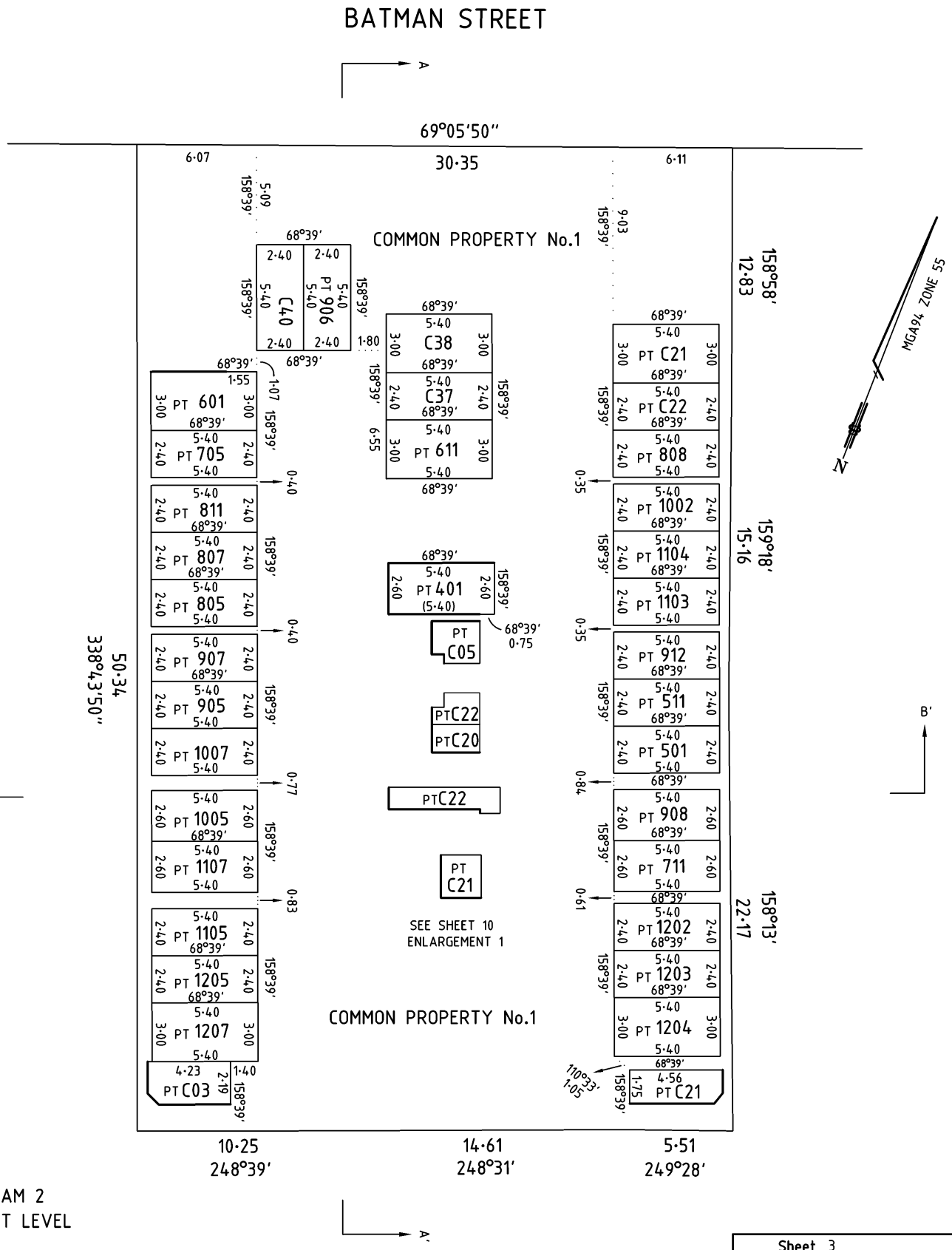


DIAGRAM 2
BASEMENT LEVEL

Sheet 3

ORIGINAL SCALE	SHEET SIZE
1:200	A3

SCALE
2 0 4 8
LENGTHS IN METRES

LICENSED SURVEYOR NICHOLAS J MOORE
SIGNATURE DATE
REF 252028 402 VERSION A-6

DATE / /
COUNCIL DELEGATE SIGNATURE
Original sheet size A3

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PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**

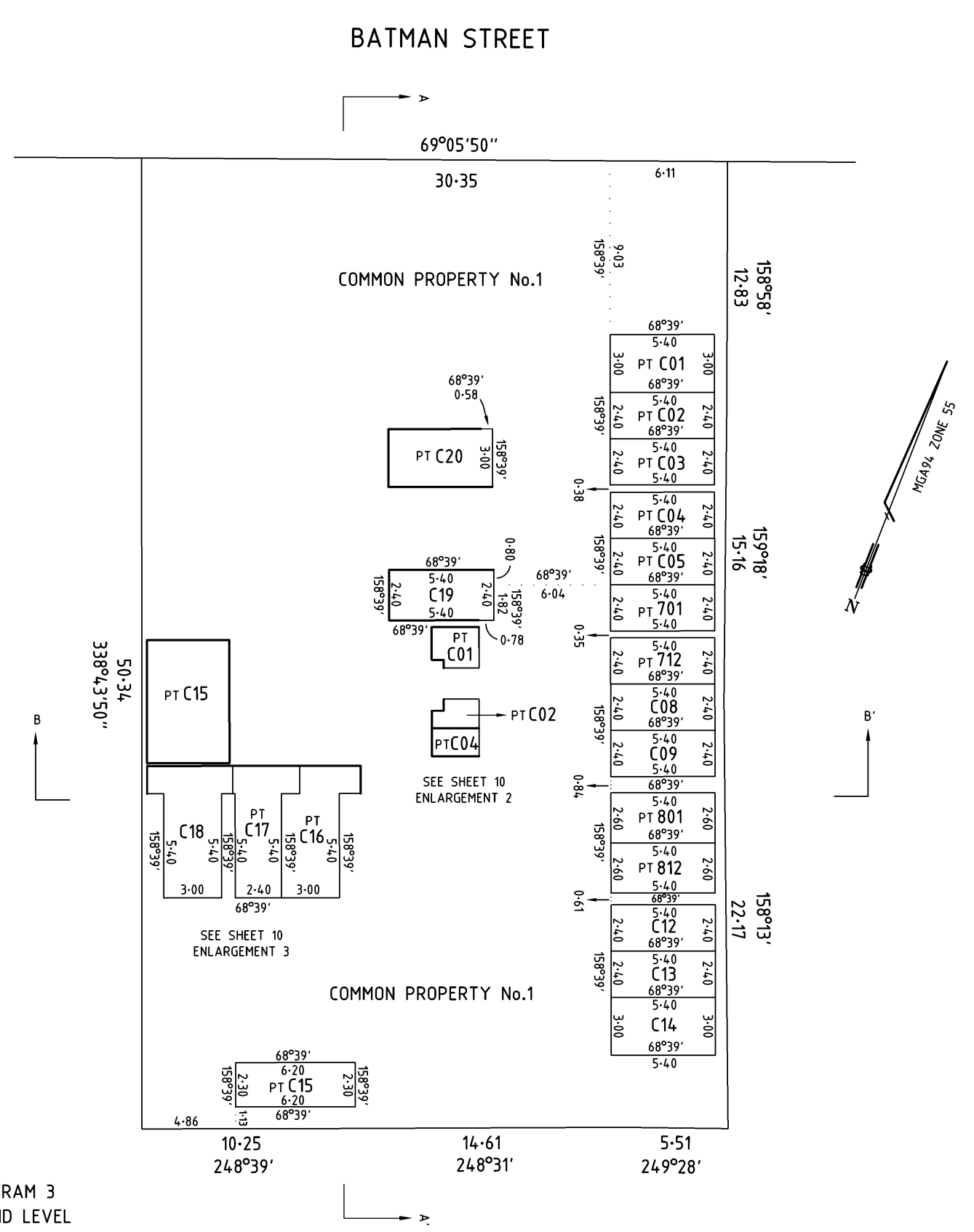


DIAGRAM 3
GROUND LEVEL

Sheet 4

ORIGINAL SCALE	SHEET SIZE	SCALE	LICENSED SURVEYOR NICHOLAS J MOORE	DATE / /
1:200	A3	2 0 4 8 LENGTHS IN METRES	SIGNATURE DATE	COUNCIL DELEGATE SIGNATURE
			REF 252028 403 VERSION A-6	Original sheet size A3

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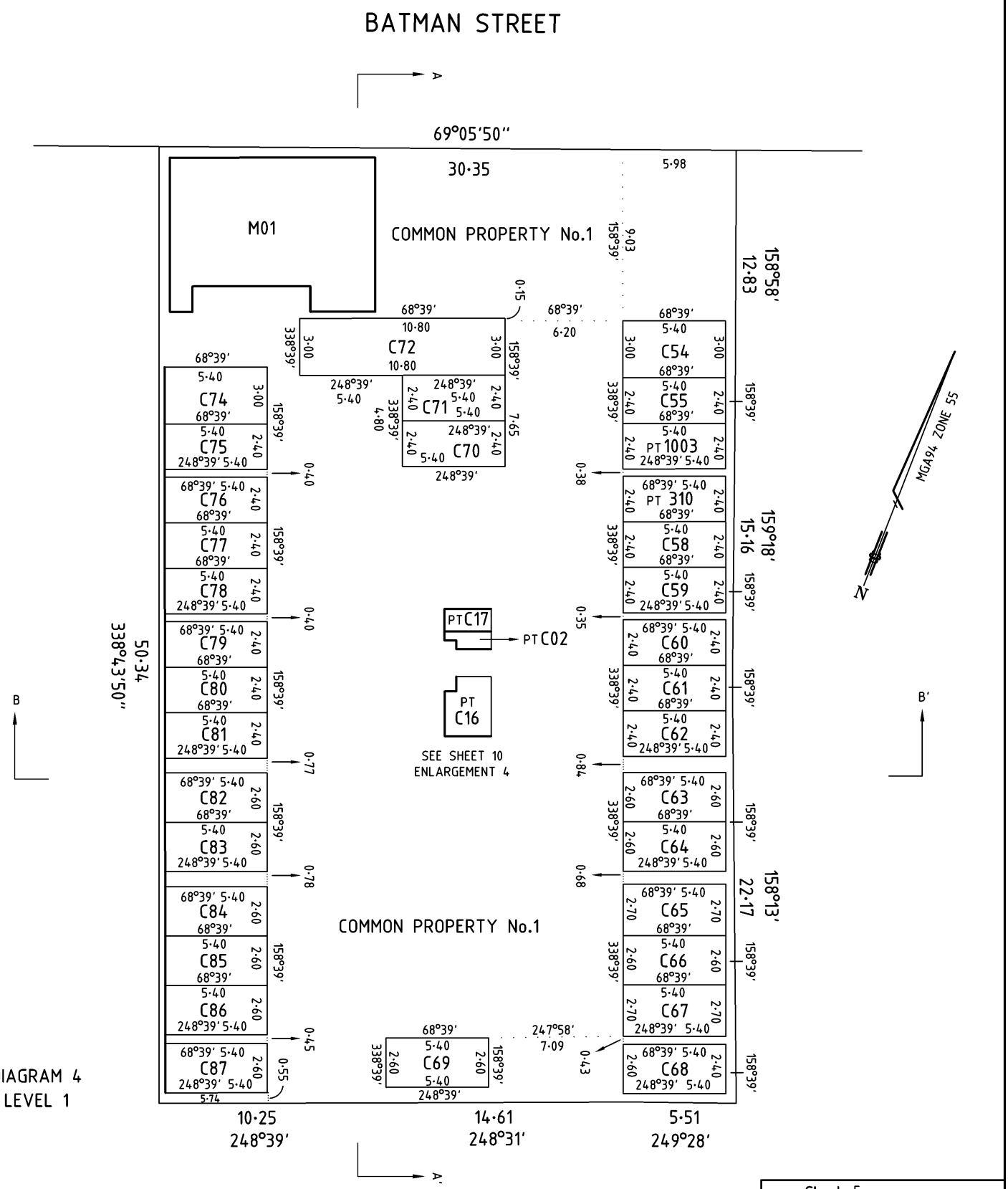
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PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**



Sheet 5

ORIGINAL SCALE	SHEET SIZE
1:200	A3

SCALE
2 0 4 8
LENGTHS IN METRES

LICENSED SURVEYOR NICHOLAS J MOORE
SIGNATURE DATE
REF 252028 404 VERSION A-6

DATE / /
COUNCIL DELEGATE SIGNATURE
Original sheet size A3

Signed by: Nicholas John Moore (Vekta Pty Ltd) Surveyor's Plan Version (A-6) SPEAR Ref S022673H 24/07/2012

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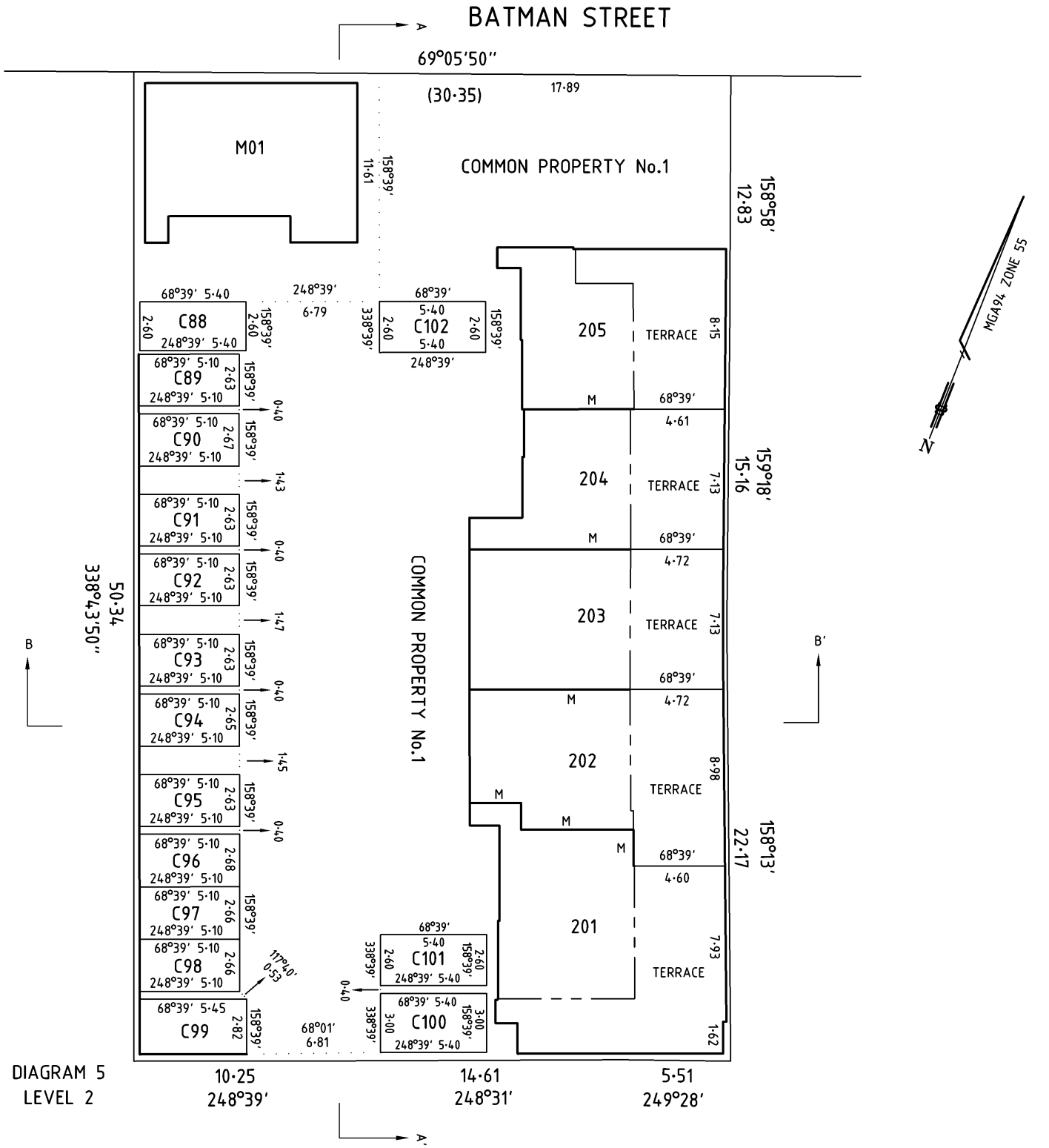
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PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**



ORIGINAL SCALE	SHEET SIZE	SCALE	LICENSED SURVEYOR NICHOLAS J MOORE	Sheet 6
1:200	A3	2 0 4 8 LENGTHS IN METRES	SIGNATURE DATE	DATE / / COUNCIL DELEGATE SIGNATURE
			REF 252028 405 VERSION A-6	Original sheet size A3

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PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**

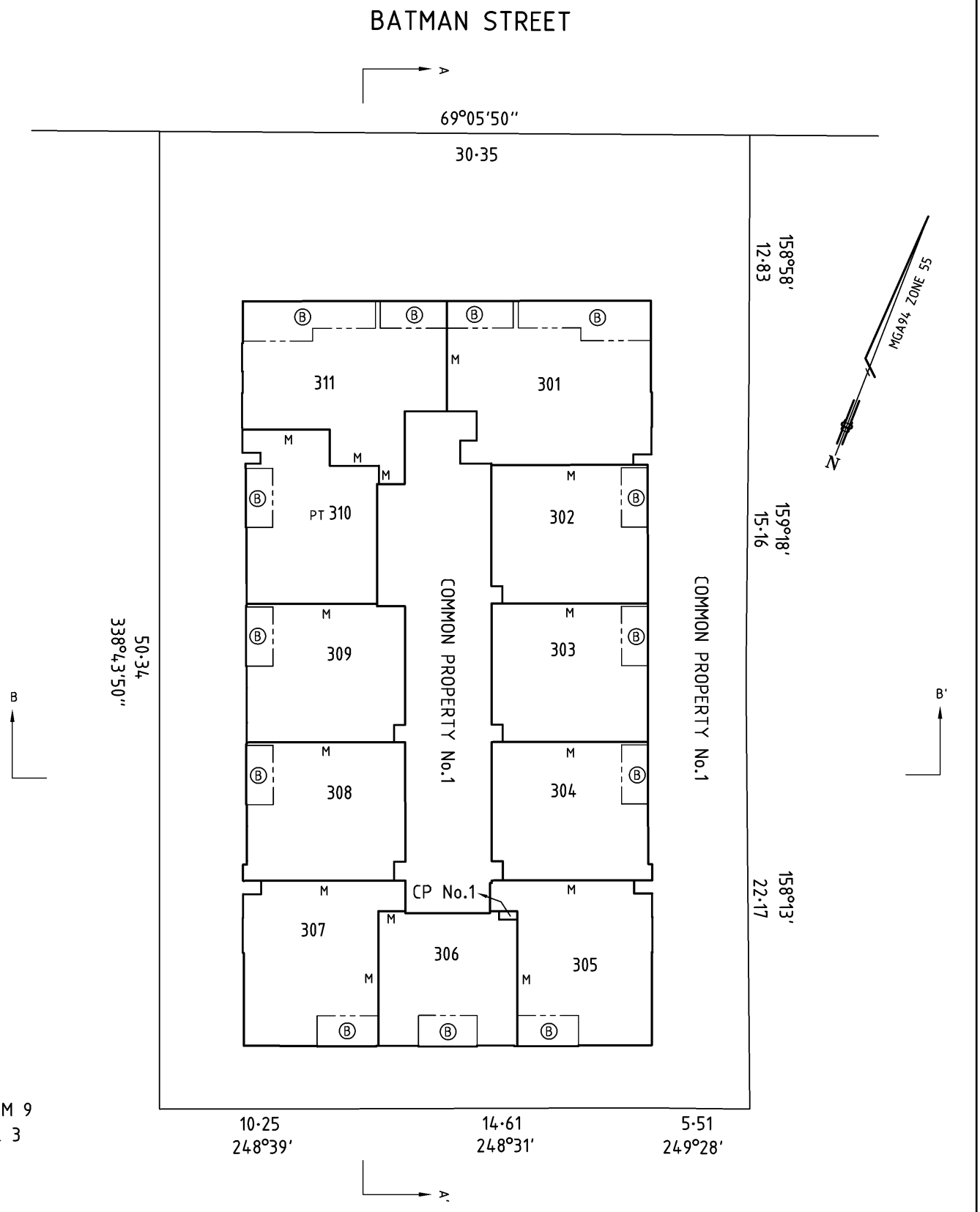


DIAGRAM 9
LEVEL 3

Sheet 7

ORIGINAL SCALE	SHEET SIZE
1:200	A3

SCALE
2 0 4 8
LENGTHS IN METRES

LICENSED SURVEYOR NICHOLAS J MOORE

SIGNATURE DATE

REF 252028 406 VERSION A-6

DATE / /

COUNCIL DELEGATE SIGNATURE

Original sheet size A3

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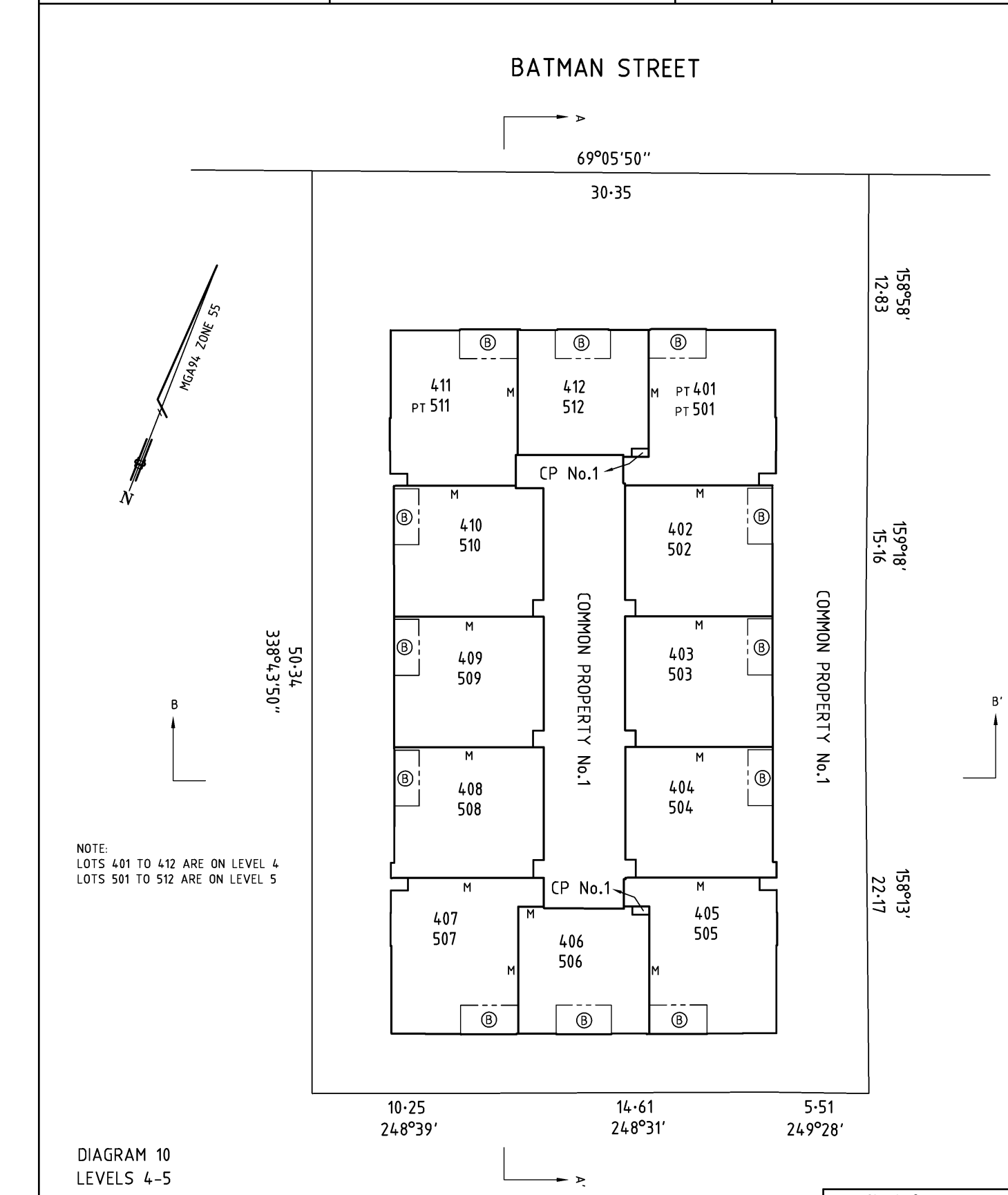
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PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**



NOTE:
LOTS 401 TO 412 ARE ON LEVEL 4
LOTS 501 TO 512 ARE ON LEVEL 5

DIAGRAM 10
LEVELS 4-5

Sheet 8

ORIGINAL SCALE	SHEET SIZE
1:200	A3

SCALE
2 0 4 8
LENGTHS IN METRES

LICENSED SURVEYOR NICHOLAS J MOORE

SIGNATURE DATE

REF 252028 407 VERSION A-6

DATE / /

COUNCIL DELEGATE SIGNATURE

Original sheet size A3

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PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**

BATMAN STREET

MGA94 ZONE 55

N

A

69°05'50"

30·35

158°58'
12·83

159°18'
15·16

158°13'
22·17

50·34
338°43'50"

10·25
248°39'

14·61
248°31'

5·51
249°28'

B

B'

A'

COMMON PROPERTY No.1

COMMON PROPERTY No.1

CP No.1

CP No.1

PT 611	1011	M		612	1012	M	PT 601	1001									
PT 711	1111			PT 712	1112		PT 701	1101									
PT 811	1211			PT 812	1212		PT 801	1201									
911	1311			PT 912	1312		901	1301									
610	1010						602	PT 1002									
710	1110						702	1102									
810	1210						802	PT 1202									
910	1310						902	1302									
609	1009						603	PT 1003									
709	1109						703	PT 1103									
809	1209						803	PT 1203									
909	1309						903	1303									
608	1008						604	1004									
708	1108						704	PT 1104									
PT 808	1208						804	PT 1204									
PT 908	1308						904	1304									
607	PT 1007			606	1006		605	PT 1005									
707	PT 1107			706	1106		PT 705	PT 1105									
PT 807	PT 1207	M		806	1206	M	PT 805	PT 1205									
PT 907	1307			PT 906	1306		PT 905	1305									

NOTE:
LOTS 601 TO 612 ARE ON LEVEL 6
LOTS 701 TO 712 ARE ON LEVEL 7
LOTS 801 TO 812 ARE ON LEVEL 8
LOTS 901 TO 912 ARE ON LEVEL 9
LOTS 1001 TO 1012 ARE ON LEVEL 10
LOTS 1101 TO 1112 ARE ON LEVEL 11
LOTS 1201 TO 1212 ARE ON LEVEL 12
LOTS 1301 TO 1312 ARE ON LEVEL 13

DIAGRAM 11
LEVELS 6-13

Sheet 9

ORIGINAL SCALE 1:200 | SHEET SIZE A3

SCALE
2 0 4 8
LENGTHS IN METRES

LICENSED SURVEYOR NICHOLAS J MOORE

SIGNATURE DATE

REF 252028 408 VERSION A-6

DATE / /

COUNCIL DELEGATE SIGNATURE

Original sheet size A3

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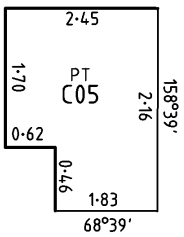
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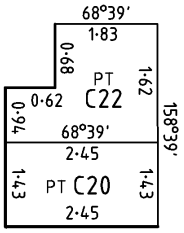
90 CAMBERWELL ROAD HAWTHORN EAST VIC 3123
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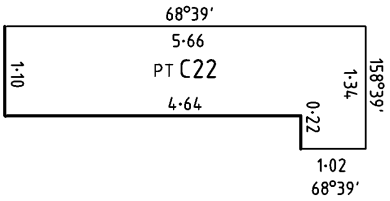
PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**







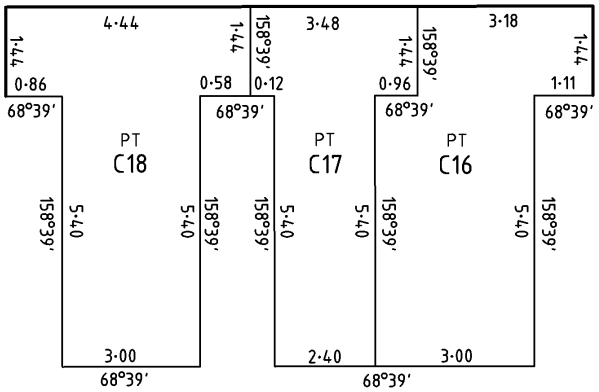


DIAGRAM 14

ENLARGEMENT 3 (NOT TO SCALE)
GROUND LEVEL
SEE SHEET 4

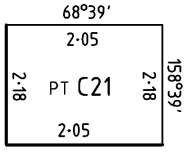
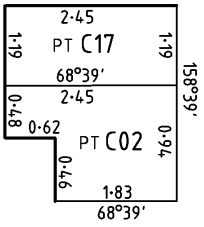
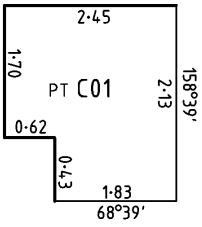
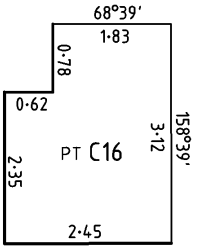


DIAGRAM 12

ENLARGEMENT 1 (NOT TO SCALE)
BASEMENT LEVEL
SEE SHEET 3







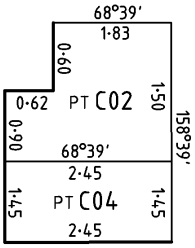


DIAGRAM 13

ENLARGEMENT 2 (NOT TO SCALE)
GROUND LEVEL
SEE SHEET 4

DIAGRAM 15

ENLARGEMENT 4 (NOT TO SCALE)
LEVEL 1
SEE SHEET 5

Sheet 10

ORIGINAL SCALE NTS | SHEET SIZE A3

SCALE 0 LENGTHS IN METRES

LICENSED SURVEYOR NICHOLAS J MOORE

SIGNATURE DATE

REF 252028 411 VERSION A-6

DATE / /

COUNCIL DELEGATE SIGNATURE

Original sheet size A3

Signed by: Nicholas John Moore (Vekta Pty Ltd) Surveyor's Plan Version (A-6) SPEAR Ref S022673H 24/07/2012

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TEL: (03) 9804 2000 FAX: (03) 9804 2099
EMAIL: melb @ vekta.net.au

PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**

BATMAN STREET

TITLE BOUNDARY

LEVEL 13	Ⓑ	1311 M	1310 M	1309 M	1308 M	1307 Ⓑ
LEVEL 12	Ⓑ	1211 M	1210 M	1209 M	1208 M	PT 1207 Ⓑ
LEVEL 11	Ⓑ	1111 M	1110 M	1109 M	1108 M	PT 1107 Ⓑ
LEVEL 10	Ⓑ	1011 M	1010 M	1009 M	1008 M	PT 1007 Ⓑ
LEVEL 9	Ⓑ	911 M	910 M	909 M	PT 908 M	PT 907 Ⓑ
LEVEL 8	Ⓑ	PT 811 M	810 M	809 M	PT 808 M	PT 807 Ⓑ
LEVEL 7	Ⓑ	PT 711 M	710 M	709 M	708 M	707 Ⓑ
LEVEL 6	Ⓑ	PT 611 M	610 M	609 M	608 M	607 Ⓑ
LEVEL 5	Ⓑ	PT 511 M	510 M	509 M	508 M	507 Ⓑ
LEVEL 4	Ⓑ	411 M	410 M	409 M	408 M	407 Ⓑ
LEVEL 3	Ⓑ	311 M	PT 310 M	309 M	308 M	307 Ⓑ

LEVEL 2

LEVEL 1

GROUND LEVEL

BASEMENT

M01

C73 2·20

2·20 PT C16

2·20 PT C15

PT 906 2·20

TYPICAL CAR SPACE LOT

COMMON PROPERTY No.1

TITLE BOUNDARY

DIAGRAM 16
SECTION A-A'

Sheet 11

ORIGINAL SCALE NTS | SHEET SIZE A3

SCALE 0

LENGTHS IN METRES

LICENSED SURVEYOR NICHOLAS J MOORE

SIGNATURE DATE

REF 252028 409 VERSION A-6

DATE / /

COUNCIL DELEGATE SIGNATURE

Original sheet size A3

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EMAIL: melb@vekta.net.au

PLAN OF SUBDIVISION

Stage No. /

Plan Number **PS 643908H**

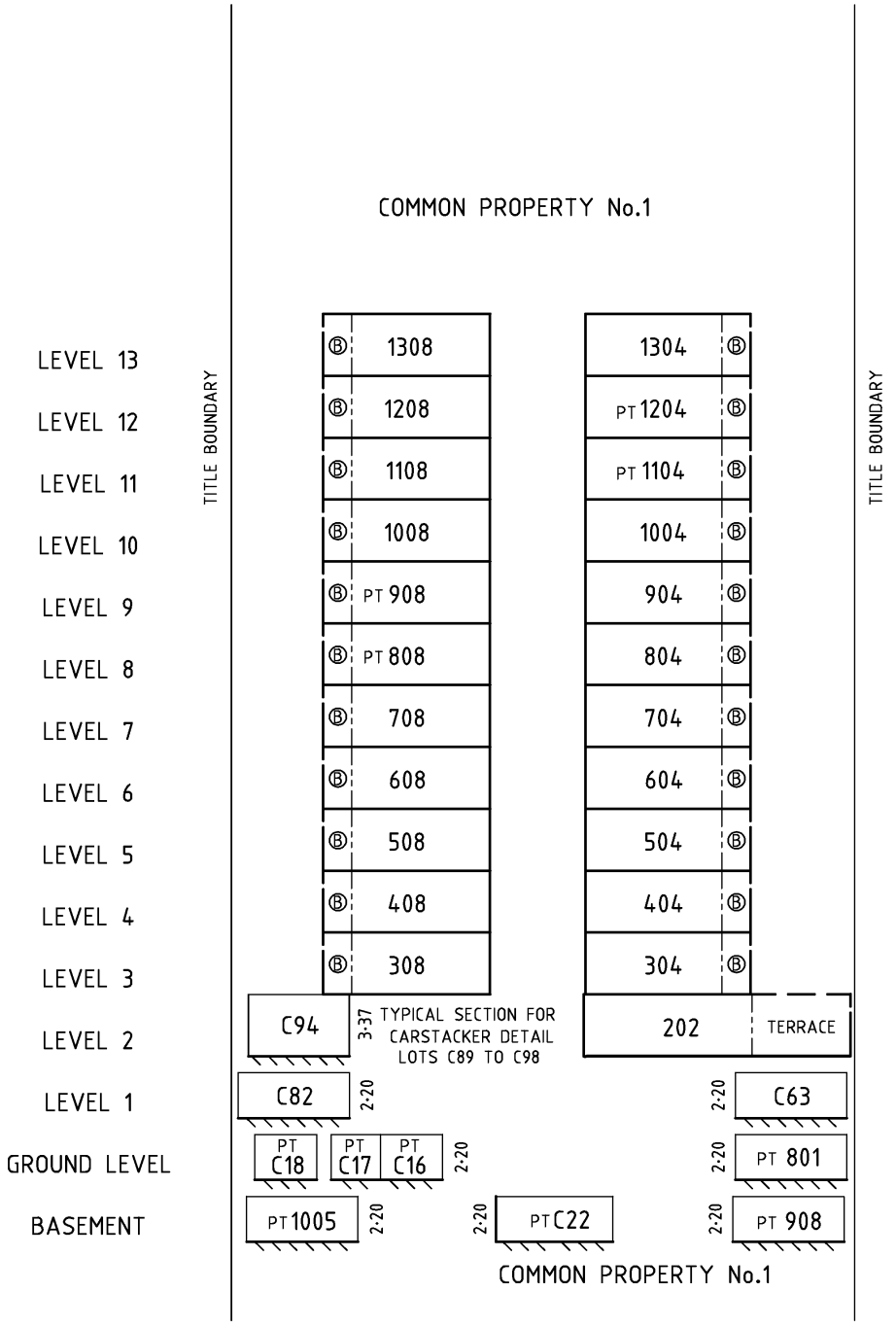


DIAGRAM 17
SECTION B-B'

Sheet 12

ORIGINAL SCALE	SHEET SIZE	SCALE	LICENSED SURVEYOR NICHOLAS J MOORE	
NTS	A3	0 LENGTHS IN METRES	SIGNATURE DATE	DATE / / COUNCIL DELEGATE SIGNATURE
			REF 252028 410 VERSION A-6	Original sheet size A3

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CITY OF MELBOURNE

Plan of Subdivision PS643908H

Certification of plan by Council (Form 2)

SUBDIVISION (PROCEDURES) REGULATIONS 2011

SPEAR Reference Number: S022673H
Plan Number: PS643908H
Responsible Authority Name: Melbourne City Council
Responsible Authority Reference Number 1: TP-2012-299
Responsible Authority Reference Number 2: SA-2012-40
Surveyor's Plan Version: A-6

Certification

This plan is certified under section 6 of the Subdivision Act 1988

Public Open Space

A requirement for public open space under section 18 of the Subdivision Act 1988

Has been made and the requirement has not been satisfied

Digitally signed by Council Delegate:	Christopher Neil Blackwood
Organisation:	Melbourne City Council
Date:	30/07/2012

Signed by: Christopher Neil Blackwood (Melbourne City Council) 30/07/2012

Department of Transport and Planning

Owners Corporation Search Report

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OWNERS CORPORATION 1
PLAN NO. PS643908H

The land in PS643908H is affected by 1 Owners Corporation(s)

Land Affected by Owners Corporation:

Common Property 1, Lots 201 - 205, 301 - 311, 401 - 412, 501 - 512, 601 - 612, 701 - 712, 801 - 812, 901 - 912, 1001 - 1012, 1101 - 1112, 1201 - 1212, 1301 - 1312, C01, C12, C13, C14, C15, C16, C17, C18, C19, C02, C20, C21, C22, C03, C37, C38, C04, C40, C05, C54, C55, C58, C59, C60, C61, C62, C63, C64, C65, C66, C67, C68, C69, C70, C71, C72, C74, C75, C76, C77, C78, C79, C08, C80, C81, C82, C83, C84, C85, C86, C87, C88, C89, C09, C90, C91, C92, C93, C94, C95, C96, C97, C98, C99, C100, C101, C102, M01.

Limitations on Owners Corporation:

Unlimited

Postal Address for Services of Notices:

195 SWANSTON STREET MELBOURNE VIC 3000

AK558307B 29/08/2013

Owners Corporation Manager:

NIL

Rules:

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

Owners Corporation Rules:

1. AJ902285C 10/09/2012

Additional Owners Corporation Information:

OC015409F 27/08/2012

Notations:

NIL

Entitlement and Liability:

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

Land Parcel	Entitlement	Liability
Common Property 1	0	0
Lot 201	81	81
Lot 202	66	66
Lot 203	68	68
Lot 204	53	53

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OWNERS CORPORATION 1
PLAN NO. PS643908H

Entitlement and Liability:

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

Land Parcel	Entitlement	Liability
Lot 205	53	53
Lot 301	73	73
Lot 302	57	57
Lot 303	57	57
Lot 304	57	57
Lot 305	58	58
Lot 306	46	46
Lot 307	58	58
Lot 308	57	57
Lot 309	57	57
Lot 310	63	63
Lot 311	71	71
Lot 401	62	62
Lot 402	57	57
Lot 403	57	57
Lot 404	57	57
Lot 405	58	58
Lot 406	46	46
Lot 407	58	58
Lot 408	57	57
Lot 409	57	57
Lot 410	57	57
Lot 411	58	58
Lot 412	46	46
Lot 501	62	62
Lot 502	57	57
Lot 503	57	57
Lot 504	57	57
Lot 505	58	58

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OWNERS CORPORATION 1
PLAN NO. PS643908H

Entitlement and Liability:

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Land Parcel	Entitlement	Liability
Lot 506	46	46
Lot 507	58	58
Lot 508	57	57
Lot 509	57	57
Lot 510	57	57
Lot 511	64	64
Lot 512	46	46
Lot 601	62	62
Lot 602	57	57
Lot 603	57	57
Lot 604	57	57
Lot 605	58	58
Lot 606	46	46
Lot 607	58	58
Lot 608	57	57
Lot 609	57	57
Lot 610	57	57
Lot 611	64	64
Lot 612	46	46
Lot 701	62	62
Lot 702	57	57
Lot 703	57	57
Lot 704	57	57
Lot 705	64	64
Lot 706	46	46
Lot 707	58	58
Lot 708	57	57
Lot 709	57	57
Lot 710	57	57

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OWNERS CORPORATION 1
PLAN NO. PS643908H

Entitlement and Liability:

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

Land Parcel	Entitlement	Liability
Lot 711	64	64
Lot 712	52	52
Lot 801	62	62
Lot 802	57	57
Lot 803	57	57
Lot 804	57	57
Lot 805	64	64
Lot 806	46	46
Lot 807	64	64
Lot 808	63	63
Lot 809	57	57
Lot 810	57	57
Lot 811	64	64
Lot 812	52	52
Lot 901	56	56
Lot 902	57	57
Lot 903	57	57
Lot 904	57	57
Lot 905	64	64
Lot 906	52	52
Lot 907	64	64
Lot 908	63	63
Lot 909	57	57
Lot 910	57	57
Lot 911	58	58
Lot 912	52	52
Lot 1001	56	56
Lot 1002	63	63
Lot 1003	63	63

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OWNERS CORPORATION 1
PLAN NO. PS643908H

Entitlement and Liability:

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Land Parcel	Entitlement	Liability
Lot 1004	57	57
Lot 1005	64	64
Lot 1006	46	46
Lot 1007	64	64
Lot 1008	57	57
Lot 1009	57	57
Lot 1010	57	57
Lot 1011	58	58
Lot 1012	46	46
Lot 1101	56	56
Lot 1102	57	57
Lot 1103	63	63
Lot 1104	63	63
Lot 1105	64	64
Lot 1106	46	46
Lot 1107	64	64
Lot 1108	57	57
Lot 1109	57	57
Lot 1110	57	57
Lot 1111	58	58
Lot 1112	46	46
Lot 1201	56	56
Lot 1202	63	63
Lot 1203	63	63
Lot 1204	63	63
Lot 1205	64	64
Lot 1206	46	46
Lot 1207	64	64
Lot 1208	57	57

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OWNERS CORPORATION 1
PLAN NO. PS643908H

Entitlement and Liability:

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

Land Parcel	Entitlement	Liability
Lot 1209	57	57
Lot 1210	57	57
Lot 1211	58	58
Lot 1212	46	46
Lot 1301	56	56
Lot 1302	57	57
Lot 1303	57	57
Lot 1304	57	57
Lot 1305	58	58
Lot 1306	46	46
Lot 1307	58	58
Lot 1308	57	57
Lot 1309	57	57
Lot 1310	57	57
Lot 1311	58	58
Lot 1312	46	46
Lot C01	8	8
Lot C12	6	6
Lot C13	6	6
Lot C14	6	6
Lot C15	13	13
Lot C16	9	9
Lot C17	8	8
Lot C18	8	8
Lot C19	6	6
Lot C02	8	8
Lot C20	7	7
Lot C21	9	9
Lot C22	9	9

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Owners Corporation Search Report

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OWNERS CORPORATION 1
PLAN NO. PS643908H

Entitlement and Liability:

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

Land Parcel	Entitlement	Liability
Lot C03	8	8
Lot C37	6	6
Lot C38	6	6
Lot C04	7	7
Lot C40	6	6
Lot C05	8	8
Lot C54	6	6
Lot C55	6	6
Lot C58	6	6
Lot C59	6	6
Lot C60	6	6
Lot C61	6	6
Lot C62	6	6
Lot C63	6	6
Lot C64	6	6
Lot C65	6	6
Lot C66	6	6
Lot C67	6	6
Lot C68	6	6
Lot C69	6	6
Lot C70	6	6
Lot C71	6	6
Lot C72	12	12
Lot C74	6	6
Lot C75	6	6
Lot C76	6	6
Lot C77	6	6
Lot C78	6	6
Lot C79	6	6

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OWNERS CORPORATION 1
PLAN NO. PS643908H

Entitlement and Liability:

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

Land Parcel	Entitlement	Liability
Lot C08	6	6
Lot C80	6	6
Lot C81	6	6
Lot C82	6	6
Lot C83	6	6
Lot C84	6	6
Lot C85	6	6
Lot C86	6	6
Lot C87	6	6
Lot C88	6	6
Lot C89	8	8
Lot C09	6	6
Lot C90	8	8
Lot C91	8	8
Lot C92	8	8
Lot C93	8	8
Lot C94	8	8
Lot C95	8	8
Lot C96	8	8
Lot C97	8	8
Lot C98	8	8
Lot C99	6	6
Lot C100	6	6
Lot C101	6	6
Lot C102	6	6
Lot M01	80	80
Total	**8351.00**	**8351.00**

From 31 December 2007 every Body Corporate is deemed to be an Owners Corporation. Any reference to a Body Corporate in any Plan,

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OWNERS CORPORATION 1
PLAN NO. PS643908H

Instrument or Folio is to be read as a reference to an Owners Corporation.

Statement End.

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M I C M

25/06/2026

Plan of Subdivision No: 643908H - Park West Apartments OC1

Park West
Apartments
Lot No: 811
Lot Street No: 33-43
Batman Street, West Melbourne

Please find attached Owners Corporation Certificate/s, as requested, in respect of the above-mentioned property.

When settlement has taken place, could you please record new owner details on the attached information sheet, and return to our office along with the Notice of Acquisition/Disposition so we may amend our records accordingly.

It is advised that you contact MICM Property at least two (2) working days prior to settlement to confirm current fee status. This updated information is provided free of charge to the original requester, provided that the enquiry is within three (3) months of the original Owners Corporation Certificate date of issue.

Please contact the Owners Corporation via email on ownerscorp@micm.com.au for an update prior to settlement, or regarding any related queries.

Regards

MICM

Attachments:
Model Rules
Additional Rules of the Owners Corporation
Statement of Advice and Information for Prospective Purchasers and Lot Owners – Schedule 3
Minutes from last Annual General Meeting
Contracts, leases, licences or agreements
Other Building related documents

Owners Corporation Certificate

Section 151 Owners Corporations Act 2006 and Reg 16 Owners Corporations Regulations 2018

OC Number	643908H - Park West Apartments OC1
Property	Park West Apartments LOT 811 at 33-43 Batman Street West Melbourne
Vendor	Baofang Zhou, Sheng Qu
Vendors Representative	Infotrack on behalf of Fast Settle Pty Ltd
Reference	REQ-17179-W8L6T

This certificate is issued for lot 811, 643908H - Park West Apartments OC1

This certificate consolidates all information and all financial liabilities for the lot in relation to the owners corporations named on this form.

IMPORTANT: The information in this certificate is issued on **25/06/2026**. You should obtain an update over the phone immediately prior to settlement.

a) The present fees for the above Lot are $5,490.58 per annum for the year commencing 01/07/2025 paid Quarterly (The annual contribution fee is subject to change depending on the budget set for the year.)

Due Date	Amount	Details
01/07/2025	$1,278.64	Standard Fee Park West Apartments OC1 From: 01/07/2025 To: 30/09/2025
03/10/2025	$1,403.98	Standard Fee Park West Apartments OC1 From: 01/10/2025 To: 31/12/2025
01/01/2026	$1,403.98	Standard Fee Park West Apartments OC1 From: 01/01/2026 To: 31/03/2026
01/04/2026	$1,403.98	Standard Fee Park West Apartments OC1 From: 01/04/2026 To: 30/06/2026

b) The fees are paid up until 30/06/2026. If settlement should occur on or after any due date the next fee instalment will also be due and payable

c) Unpaid fees and levies presently total **$0.00** plus penalty interest of **$0.00**

d) If applicable, the following special fees or levies have been raised and are payable on the dates indicated below-

Due Date	Amount	Details

e) Are there any repairs, maintenance or other work which has been or is about to be performed which may incur additional charges which have not been included in the annual fees and special levy fees? (if applicable, see attached)
250312 Be On Accesses Inspection Report 12.03.2025 The Owners Corporation made the following resolution at the Committee Meeting held 24.06.2025 "RESOLVED that that the Committee approve to obtain quotes from project managers to undertake a comprehensive inspection and report of the roof, roof membrane, and façade. Motion carried." The extent of the works and costs are not yet known. Additional work in consideration: Roof membrane

f) The Owners Corporation has the following insurance cover - See Certificate of Currency attached.
Yes

g) The Owners Corporation has not resolved that members may arrange their own insurance under Section 63 of the Act.
Nil

h) The total funds held by the owners corporation as at **25/06/2026.**

Administrative Fund	Maintenance Fund	Total
$215,748.61	$859,193.13	$1,074,941.74

i) If the Owners Corporation has additional liabilities that are not covered by annual fees, special levies and repairs and maintenance as set out above, see below if applicable.
Nil

j) The Owners Corporation has granted contracts, leases, licences or agreements affecting the common property as follows.
Building Management and Cleaning, OC Management, Fire and Essential Safety, Lift and car lift Service

k) Has the Owners Corporation made agreements to provide services to members and occupiers for a fee? (if applicable, see attached).
Nil

l) Are there any notices or orders served on the Owners Corporation in the last 12 months that have not been satisfied?(if applicable, see attached)
No

m) Is the Owners Corporation party to any proceedings or aware of any notices or orders which may give rise to proceedings? (if applicable, see attached)
Nil

n) The Owners Corporation has resolved to appoint MICM as manager
Yes

o) Has a proposal been made for the appointment of an administrator?, see below if applicable.
Nil

p) Other information:
Please refer to the attached cancellation of building order dated 08.11.2023.

q) The minutes of the most recent Annual General Meeting of the Owners Corporation
Attached

Further information on prescribed matters can be obtained by inspection of the owners corporation register.
An applicable fee to provide this service will apply.

IMPORTANT

1. **Information contained in this certificate is correct to the best of our knowledge at the date of issue.**
2. **This information is subject to change without notice.**
3. **It may be prudent to obtain a verbal update prior to settlement of the property. An update will be provided at no cost if requested within 90 days of the issue date. Once that 90 day period has lapsed an application must be made for a new certificate.**
4. **No other information given in relation to this certificate will be acknowledged as correct unless it is provided by the signatory.**

The owners corporation register can be inspected for additional information.
A fee applies pursuant to Section 150 of the Owners Corporation Act 2006.

Date of Issue:

25/06/2026

You are advised that this Certificate has been sealed electronically. Your consent to the affixing of the seal electronically will be assumed unless otherwise notified to our office upon receipt. If you do not consent to the affixing of the seal electronically as required under Section 9 (1)(c) of the Electronic Transactions (Vic) Act 2000 please advise the Manager in writing and the actual seal shall be affixed.

Prepared By:

Jin Xu
178 City Road, Southbank VIC 3006

Owners Corporations Regulations 2018
SCHEDULE 3

Owners Corporations Regulations 2018 Reg. 17

STATEMENT OF ADVICE AND INFORMATION FOR PROSPECTIVE PURCHASERS AND LOT OWNERS

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

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

Owners corporation rules
The owners corporation rules may deal with matters such as car parking, noise, pets, the appearance or use of lots, behaviour of owners, occupiers or guests and grievance procedures. You should look at the owners corporation rules to consider any restrictions imposed by the rules.

Lot entitlement and lot liability
The plan of subdivision will also show your lot entitlement and lot liability. Lot liability represents the share of owners corporation expenses that each lot owner is required to pay.
Lot entitlement is an owner's share of ownership of the common property, which determines voting rights. You should make sure that the allocation of lot liability and entitlement for the lot you are considering buying seems fair and reasonable.

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

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

IF YOU ARE UNCERTAIN ABOUT ANY ASPECT OF THE OWNERS CORPORATION OR THE DOCUMENTS YOU HAVE RECEIVED FROM THE OWNERS CORPORATION, YOU SHOULD SEEK EXPERT ADVICE.

MINUTES OF

ANNUAL GENERAL MEETING

MICM - OWNERS CORPORATION

Building Name	Park West Apartments
Plan No.	643908H
Address	33-43 Batman Street, WEST MELBOURNE, VIC, 3003
OC Manager	Andy Taylor
Meeting Date	2 September 2025 at 5:30pm
Location	180 City Road, Southbank, VIC, 3006

MICM

ATTENDANCE

MEMBERS PRESENT

Lot Number/s	Name of Lot Owner/s
Lot C18 & 1201	Jun Zheng
Lot C20 & 901	David George Feith
Lot C54 & 203	Robyn Phillipa Knox
Lot C74 & 707	Ivonne Goharjo
Lot 310	Eileen Soo Yuet Lin
Lot 609	Sea Huey Lee
Lot 705	Hui Ping Chu
Lot 803	Weng Hoon Lam
Lot 812	Mei Zhu
Lot 908	Chin EE Chu (non-financial)

PROXIES RECEIVED

There were no proxies received.

APOLOGIES

Lot 910 - Zainul Irfandy Franciscus
Lot 1309 - Peter Panagiotis Vlasiou

OTHER ATTENDEES

Stephen Ward - Operations Manager, National Facility Services
Andy Taylor – Owners Corporation Manager, MICM

NOTIFICATION OF QUORUM

A quorum was not achieved. Pursuant to Section 78(1) of the Owners Corporation Act 2006 the meeting proceeded, and all decisions made are considered interim resolutions.

These minutes are issued 14 days as formal notice of the interim resolutions pursuant to Section 78(2) of the Owners Corporation Act 2006.

Pursuant to Section 78(4) of the Owners Corporation Act 2006, an interim resolution cannot be acted on until 29 days after it is made. Following the 29 day period, all interim resolutions will become resolutions of the Owners Corporation. However, if notice of a special general meeting is given within the 29 day period, the interim resolution cannot be acted on until the resolution is confirmed at that meeting (which must be held within 28 days after the notice is given) or if the meeting is not held, until the end of that 28 day period.

Pursuant to Section 74 of the Owners Corporation Act 2006 Owners Pursuant to Section 74 of the Owners Corporation Act 2006 Owners whose lot entitlements represent at least 25% of the total lot entitlements may petition the Secretary of the Owners Corporation to convene a Special General Meeting during the 29 day period. At this meeting, the interim resolutions may be confirmed or replaced. Petitions must be submitted in writing and addressed to the Secretary, c/- MICM Property.

1 CONFIRMATION OF CHAIRPERSON

Ordinary Resolution

RESOLVED that Andy Taylor be appointed as Chairperson of the Meeting.

Motion carried.

2 VOTING INSTRUCTIONS AND ENTITLEMENTS

All Owners and proxies present are entitled to vote, except those as being listed as non-financial. Voting will be conducted by a simple majority of show of hands unless otherwise specified.

3 MINUTES OF PREVIOUS MEETING

Ordinary Resolution

RESOLVED that in accordance with section 71(i) of the Owners Corporation Act 2006, the amended minutes of the Annual General Meeting held on 27.08.2025 and attached to the notice of meeting be confirmed as a true and correct record of the meeting.

Motion carried.

4 CONSIDERATION OF REPORTS

4.1 Committee Report

Ordinary Resolution

RESOVLED that pursuant to Section 115 of the Owners Corporation Act 2006, the Owners Corporation adopt the Committee Report, a copy of which is attached to the meeting notice

Motion carried.

4.2 Owners Corporation Managers Report

Ordinary Resolution

RESOLVED that pursuant to Section 71(2)(h) and Section 126 of the Owners Corporation Act 2006, the Owners Corporation adopt the Owners Corporation Managers Report, a copy of which is attached to the meeting notice.

Motion carried.

4.3 Building Managers Report

Ordinary Resolution

RESOVLED that Owners Corporation adopt the Building Managers Report, a copy of which is attached to the meeting minutes.

Motion carried.

Notes: The Building Manager is requested to obtain three (3) quotations for all expiring maintenance contracts and provide a recommendation to the Owners Corporation. This is to be completed with sufficient time for the Owners Corporation Committee to review and approve accordingly.

4.4 Dispute Resolution & Complaints report

Ordinary Resolution

RESOLVED there are no ongoing dispute resolution matters or complaints.

Motion carried.

4.5 Maintenance Fund Report

Ordinary Resolution

RESOLVED pursuant to Section 71(2)(h) and Section 39 of the Owners Corporations Act 2006 the Owners Corporation adopt the Maintenance Fund Report, a copy of which is attached to the meeting notice.

Motion carried.

4.6 Maintenance Plan Report

Ordinary Resolution

RESOLVED that the Owners Corporation adopt the Maintenance Plan (including summary of contributions and estimated expenditure) prepared by Leary & Partners Pty Ltd, dated 31.12.2024, a copy of which Is attached to the meeting notice.

Motion carried.

4.7 Insurance Valuation Report

Ordinary Resolution

RESOLVED that pursuant to Section 65(3) of the Owners Corporation Act 2006 the Owners Corporation adopt the Insurance Valuation Report prepared by Leary & Partners Pty Ltd, dated 10.01.2025, a copy of which is attached to the meeting notice.

Motion carried.

5 FINANCIAL MATTERS

5.1 Audited Financial Statements

Ordinary Resolution

RESOLVED that pursuant to Section 71(2)(d) of the Owners Corporation Act 2006, the Owners Corporation adopt the audited financials including the balance sheet and income and expenditure statement for the period 01.07.2024 - 30.06.2025 as attached to the meeting notice.

Motion carried.

5.2 Determination of Administration Fund & Fees

Ordinary Resolution

RESOLVED that pursuant to Sections 23(1), 71(2)(d) and 71(2)(f) of the Owners Corporations Act 2006, the Owners Corporation approve raising a total levy income for the Administration Fund for the period 01.07.2025 - 30.06.2026 in the amount of $505,830.00 plus GST, and that the fees be charged quarterly in advance on 01.07.2025 (already issued), 03.10.2025, 01.01.2026, and 01.04.2026 in accordance with the lot liability schedule of the Plan of Subdivision.

Motion carried.

5.3 Determination of Maintenance Fund & Fees

Ordinary Resolution

RESOLVED that pursuant to Sections 23(1), 71(2)(d) and 71(2)(f) of the Owners Corporations Act 2006 and accordance with the Maintenance Plan prepared by Leary & Partners Pty Ltd dated 31.12.2024, the Owners Corporation approve raising a total levy income to the Maintenance Fund for the period 01.07.2025 - 30.06.2026 in the amount of $145,474.00 plus GST, and that the fees be charged quarterly in advance on 01.07.2025 (already issued), 03.10.2025, 01.01.2026, and 01.04.2026 in accordance with the lot liability schedule of the Plan of Subdivision.

Motion carried.

5.4 Determination of Carried Forward Fees

Ordinary Resolution

RESOLVED that if required, the Owners Corporation approve the issuance of the following carried forward levies to be due and payable on 01.07.2026 and/or 01.10.2026 to be issued in accordance with the lot liability schedule of the Plan of Subdivision and in accordance with sections 23(2), 71(2)(d) and 71(2)(f) of the Owners Corporations Act 2006:

- Administration Fund - $132,780.37 plus GST/Instalment
- Maintenance Fund - $45,701.50 plus GST/Instalment

Motion carried.

5.5 Appointment of Auditor

Ordinary Resolution

RESOLVED that pursuant to Section 35 of the Owners Corporation Act 2006, the Owners Corporation appoint Willis Partners to audit the Financials Statements for the financial year01.07.2025 - 30.06.2026.

Motion carried.

5.6 Penalty Interest

Ordinary Resolution

RESOLVED that pursuant to section 29(1) of the Owners Corporation Act 2006, the Owners Corporation will charge penalty interest at the maximum rate allowable under the Penalty Interest Rates Act (Vic) 1983 on any fees or amounts payable by a Lot Owner to the Owners Corporation that remain outstanding after the due date.

Motion carried.

5.7 Recovery Costs

Ordinary Resolution

RESOLVED pursuant to Sections 31 and 32 of the Owners Corporation Act 2006, the Owners Corporation authorise MICM to:

1. Issue a letter of demand or to engage a solicitor at its discretion to each Lot Owner who fails to pay their Owners Corporation fees and/or charges in accordance with the Final Fee Notice, and
2. To commence proceedings in VCAT/ Magistrates Court for recovery of those fees and proceed to execution of any orders.

Motion carried.

5.8 Interest Waiver

Ordinary Resolution

RESOLVED that pursuant to Sections 11(2) and section 29(3) of the Owners Corporation Act 2006, the Owners Corporation approve to delegate to the Owners Corporation Committee the discretion to grant a waiver of payment of interest upon matters it deems merit such consideration.

Motion carried.

6 OWNERS CORPORATION MANAGEMENT AGREEMENT

6.1 Instrument of Delegation to Manager

Ordinary Resolution

RESOLVED that pursuant to sections 11 and 120 of the Owners Corporation Act 2006, the Owners Corporation delegate all powers and functions that may be delegated under section 11 of the Owners Corporation Act 2006, to enable the Manager to perform the duties under the contract of appointment and to ensure the efficient and effective operation of the Owners Corporation.

Motion carried.

7 INSURANCE

The Owners Corporation's insurance policy does not extend to cover the Lot Owner's contents within a lot (private property).

Contents within a private lot Is the responsibility of the Lot Owner to insure. Contents including carpets, floating floors, curtains, blinds, personal valuables, furniture, household appliances not wired into the premises such as dishwashers, refrigerators, washing machines, dryers etc

In addition, Lot Owners should ensure that their contents cover also includes public liability insurance in the name of the Lot Owner as occupier or landlord. The Owners Corporation insurance does not provide cover for legal liability for Owners resulting from private ownership of individual lots.

7.1 Insurance Renewal

Ordinary Resolution

RESOLVED that pursuant to Sections 59 and 60 of the Owners Corporation Act 2006, the Owners Corporation approve to hold insurance for all buildings on common property as follows:

1. Reinstatement and replacement insurance for all buildings on common property in accordance with section 59 of the Act; and
2. Public liability insurance in accordance with section 60 of the Act.

Motion carried.

Notes: The insurance policy was renewed on 31.08.2025. A copy of the Certificate of Currency and Schedule of Insurance for the period 31.08.2025 – 31.08.2026 are attached to the meeting minutes.

7.2 Application of Excess

Ordinary Resolution

RESOLVED that pursuant to Section 23A(3) of the Owners Corporation Act 2006, the Owners Corporation will levy a Lot Owner a fee to cover the cost of an excess resulting from or attributable to an insurance claim, if the claim is caused by a culpable or wilful act or the gross negligence of:

- A Lot Owner; or
- A Lot Owner's lessee; or
- A guest of a Lot Owner or a guest of a Lot Owner's lessee.

Motion carried.

7.3 Insurance Valuation Report

Ordinary Resolution

RESOLVED that pursuant to section 65 of the Owners Corporation Act 2006, the Owners Corporation approves:

1. To obtain an updated Insurance Replacement Valuation Report prior to the insurance renewal due 31.08.2026, and
2. Provide a copy of the valuation to the insurer and Insurance broker to amend the cover in accordance with the valuer's assessment.

Motion carried.

7.4 Insurance Policy Indexation

Ordinary Resolution

That subject to the previous motion being defeated, the Owners Corporation agree to instruct City Central Insurances (the Owners Corporations Insurance Broker) to apply a 5% indexation to the building sum insured for the insurance renewal due 31.08.2026.

Motion defeated.

8 SIZE OF COMMITTEE

8.1 Size of Committee

Ordinary Resolution

That pursuant to Section 103(1A) of the Owners Corporation Act 2006, the Owners Corporation approve to increase the maximum number of Members elected to the Committee from 7 to _____.

Motion defeated.

9 ELECTION OF COMMITTEE

Ordinary Resolution

RESOLVED that pursuant to Section 100 of the Owners Corporation Act 2006, the Owners Corporation approve that the nominees as presented are elected to serve as members of the Committee of the Owners Corporation until a newly appointed committee is elected.

Lot Number/s	Name of Lot Owner/s
Lot 705	Hui Ping Chu (Ping)
Lot 707	Ivonne Goharjo
Lot 803	Weng Hoon Lam (Lam)
Lot 812	Mei Zhu (Grace)
Lot 1201	Jun Zheng (Raymond)
Lot 1309	Peter Panagiotis Vlasiou

Motion carried.

10 INSTRUMENT OF DELEGATION TO COMMITTEE

Ordinary Resolution

RESOLVED that pursuant to section 11 of the Owners Corporation Act 2006, the Owners Corporation delegate all powers and functions that are capable of being delegated to the Owners Corporation Committee to make decisions on behalf of the Owners Corporation excluding powers and functions that require a unanimous or special resolution.

Motion carried.

11 GRIEVANCE COMMITTEE

Ordinary Resolution

RESOVLED that pursuant to Part 10 of the Owners Corporations Act 2006 and Schedule 2, section 7 of the Owners Corporations Regulations 2018, the Owners Corporation appoint all members of the Owners Corporation Committee form the Grievance Committee and that at least three members of the elected Committee are to be available to resolve any dispute that may arise.

Motion carried.

12 SCHEDULED COMMITTEE MEETINGS

Ordinary Resolution

RESOLVED the Committee Meetings for the year 01.07.2025 - 30.06.2025 are scheduled to be held at 5:30pm via Microsoft Teams on the following dates:

- 07.10.2025
- 02.12.2025
- 20.01.2026
- 14.04.2026

Motion carried.

Notes: These dates are subject to change.

13 NEXT ANNUAL GENERAL MEETING

Ordinary Resolution

RESOLVED the next Annual General Meeting is scheduled to be held at 5:30pm via Microsoft Teams on 08.09.2026.

Motion carried.

Notes: These dates are subject to change.

The Chairperson declared the meeting closed at 6:32pm

NFS Building Managers Brief Annual Report July 2024 to June 2025.

Prepared by: Barry Digby

Date: 15/8/25

SUMMARY

Building Works.

- Sourcing Fee Proposals for Roof Membrane & Façade as requested.
- Painting Lift Lobby ground floor & fitting new lift & door corner trims WO: 19494
- Approved roof panel replacement works.

Access Control.

- Work Order #106. ALLCOM Ref/Quote Number 81124 Access Control upgrade approved by committee. Please see below approval from OCM on 13/5/25.
  ALLCOM have confirmed attendance late July 2025, early August for installation.

Passenger & Car Lift Report.

- All Lifts are currently operating.
- Annual passenger lift maintenance performed by Schindler 27/11/24.
- Noted that on LML report, many issues found with Schindler passenger lifts that are yet to be corrected. LML continue to chase Schindler for response. (LML report attached).
- Work Order #21961. Fuji replaced Car Lift lights with new LED panels.

FRV Call Outs.

- 5 FRV Call Outs (3 for the same smoke detector on Level 5), this Faulty smoke detector was replaced WO: #104 on 13/5/25 by AESM. NO Call Outs since.
- Noted that NO FRV Call Outs were during Building Managers Business Hours.

FIRE Contractor.

- AESM Annual Fire Panel check 6/11/24.
- AESM Annual Sprinkler, pumps & valves check 2/1/25.

- AESM 6 Monthly Fire Doors inspection 21/8/24 & 28/2/25.
- AESM Annual Fire Hydrant and flow test 24/2/25.
- AESM Annual Extinguishers & Hose Reel testing 14/2/25.
- AESM on 15/5/25 carried out the 5 yearly Fire Panel & Alarm System check. WO: 22481

ESM (Essential Safety Measures).

- NAMS Annual HVAC service (Heating, Ventilation & Air Conditioning) 19/9/24.
- MICM ESM Audit 13/6/25.

Hot Water Plant.

- CHWAM Annual Hot Water plant service 24/1/25.

PEST Control.

- Common area Pest Control was carried out quarterly by Adams Pest Control until Feb 2025, and as per OC request and approval was changed to every 2 months which is now carried out by Best On Pest.

Roof Anchor Point certification.

- **Note:** The Annual anchor point certification was carried out by ICOM Safety Solutions on 17th December 2024.

Police Reports.

- 3 Evidence submission requests have been supplied to the Victorian Police. Requests require all information and cctv available.

Plumbing.

- PL Plumbing Annual ground floor Hydro Jet Drain Cleaning & CCTV Inspection to the Stormwater Pits in the Foyer and the Electrical Room for Park West Apartments Completed 27/6/25.
- PL Plumbing Annual Back Flow testing completed 8/1/25.

Annual cleaning services by NFS.

- The Annual Inaccessible Window Cleaning was carried out 23rd/24th December 2024.
- The Annual Common Area Carpet Cleaning was carried out 6th May 2025.

Kind Regards

Barry Digby

Building Manager

National Facility Services
7am to 3pm Business days

Park West Apartments

33-43 Batman St, West Melbourne Vic 3003

Email: parkwestbm@nationalfacilityservices.com.au

NFS

Schedule of Corrective Works Report Passenger Lifts

Park West Apartments
33-34 Batman Street
West Melbourne VIC 3003

Date of Issue: 23/06/2025

Expected date of Completion: Within 90 days or as per contractual requirements

Maintenance Provider:

Schindler Lifts Australia

Echoe Dressel

Assessed and prepared by:

LML Lift Consultants Pty. Ltd.

admin@lmllift.com | 1300 001 565

1.0 General (Passenger Lifts)

1.1 Equipment Inspected

Table 1. Existing Passenger Lift Services

Description	Lift No. 1	Lift No.2
Original Equipment Manufacturer	: Schindler Lifts Australia	: Schindler Lifts Australia
Current Maintenance Provider	: Schindler Lifts Australia	: Schindler Lifts Australia
Rated Load / Speed	: 800kg or 10 Person - 1.75m/s	: 1000kg or 13 Person - 1.75m/s
Levels Served	: -1, 0, 1 - 13	: -1, 0, 1 - 13
Door Entrance	: 2 Piece Centre Opening	: 2 Piece Centre Opening
Hoisting Machine	: PML 340	: PML 340
Control System	: 3300	: 3300
Drive System	: Biodyn 42 C BR	: Biodyn 42 C BR

1.2 Disclaimer

LML believe that the information contained within this *Schedule of Corrective Works Report* to be correct at the time of writing. LML do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the auditor on the day of the assessment and should not be relied upon as an exhaustive record of all possible defects / or risks or hazards that may exist / or potential improvements that can be made. Information on the latest workers compensation and OHS / WHS laws can be found at the relevant State WorkCover / WorkSafe Authority.

1.3 Instructions for Rectification

The Maintenance Provider is instructed to complete any Safety Critical items as noted, as a matter of urgency, and as the first priority upon taking receipt of this report. All other defects, or any other matters identified, must be addressed in a timely manner, and within a 90-day period or sooner, as per the contractual obligations.

The Maintenance Provider should regularly update LML on the progress of the rectification of items identified in the *Schedule of Corrective Works Report*. On completion, the Maintenance Provider shall sign and return to LML the 'Completion of Defect' document.

1.4 General Requirements

The Maintenance provider must ensure all critical components are maintained and serviced in accordance with the Original Equipment Manufacturers (OEM) guidelines and recommendations.

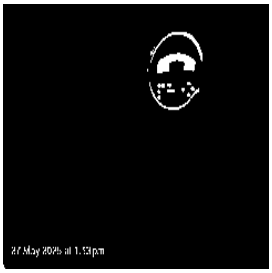
In addition, all relevant equipment tests must have been carried out by the Maintenance Provider in accordance with the requirements of the Lift Code and the Essential Safety Measures Maintenance Manual – Building Commission, with the results of these tests provided in a suitable electronic format to the Building Owner/Manager or their nominated representative.

The Maintenance Provider must also provide LML Lift Consultants (LML) with electronic copies of all relevant equipment tests results upon request.

2.0 Schedule of Corrective Works - Passenger Lifts

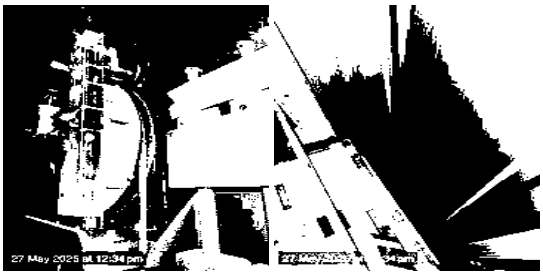
2.1 Safety Critical

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LIFT CAR	
Lift No.1	1. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Lighting is operating as required. When tested under simulated loss of power conditions at the time of inspection, the emergency lighting failed to operate. 	
Lift No.1	2. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Communication is operating as required. When tested under simulated loss of power conditions at the time of inspection, the emergency Communication failed to operate. 	
Lift No.1	3. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Audible Alarm is operating as required. When tested under normal power and simulated loss of power conditions at the time of inspection, the emergency Audible Alarm failed to operate. 	
Lift No.2	4. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Lighting is operating as required. When tested under simulated loss of power conditions at the time of inspection, the emergency Lighting failed to operate. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No.2	5. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Communication is operating as required. When tested under simulated Loss of Power conditions at the time of inspection, the emergency Communication failed to operate. A recorded message playing constantly stating a fault has been identified and to contact Building Management immediately. 	
Lift No.2	6. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Audible Alarm is operating as required. When tested under normal power and simulated Loss of Power conditions at the time of inspection, the emergency Audible Alarm failed to operate. 	

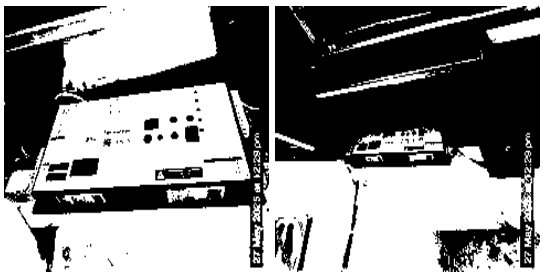
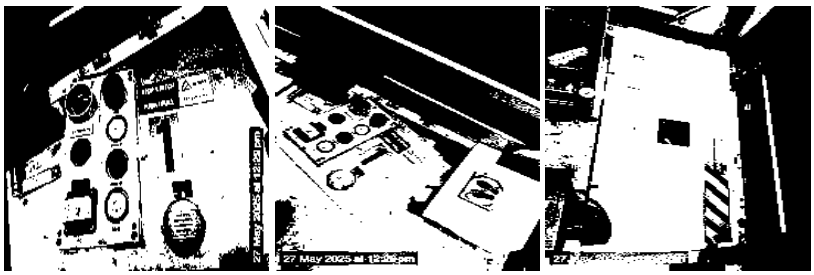
2.2 Urgent Repairs

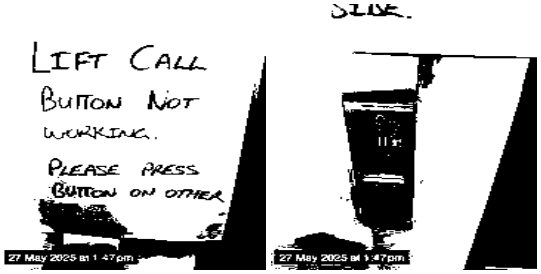
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LIFTWELL	
Lift No.1	7. Investigate the condition of the Lift hoisting belts and traction sheaves and make the necessary repairs or replacements to deal with the major level of oxidise rust transfer evident along the entire length of all belts and inside the hoist motor. 	

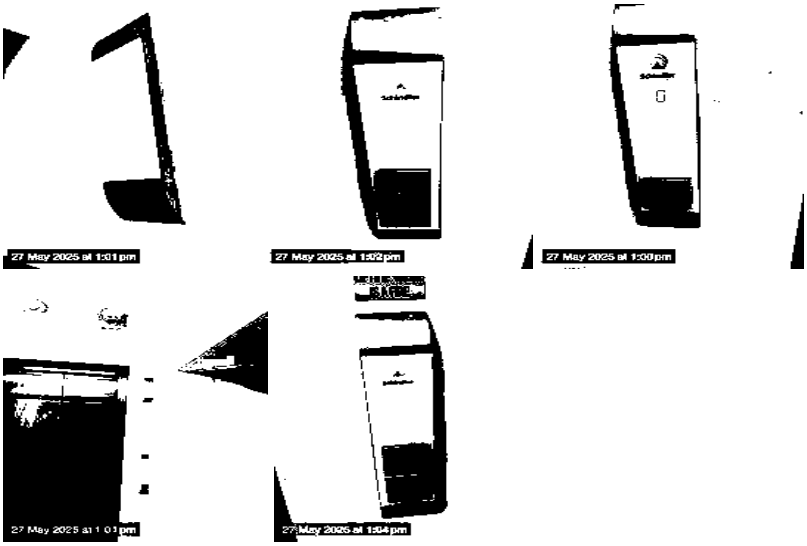
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No.2	8. Investigate the condition of the Lift hoisting belts and traction sheaves and make the necessary repairs or replacements to deal with the major level of oxidise rust transfer evident along the entire length of all belts and inside the hoist motor. 	
Lift No.1	9. Investigate the current condition of the steel wire governor rope which appear to be showing signs of surface corrosion and rope rouge dust accumulating on the body of the speed governor and take the appropriate actions which may include initial monitoring and replacement of steel wire governor rope. 	

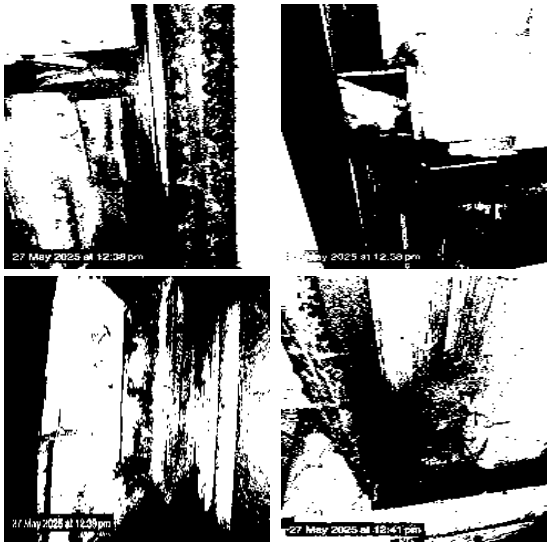
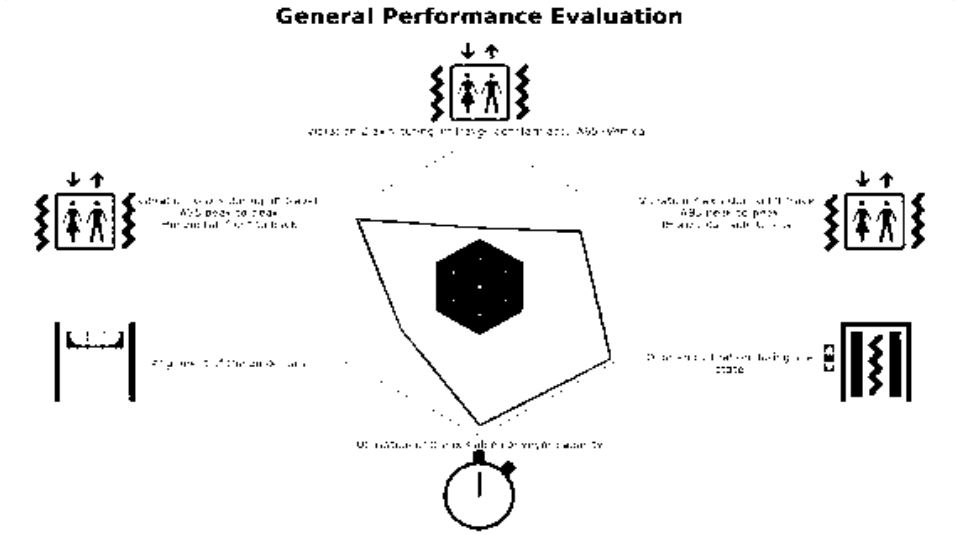
2.3 General

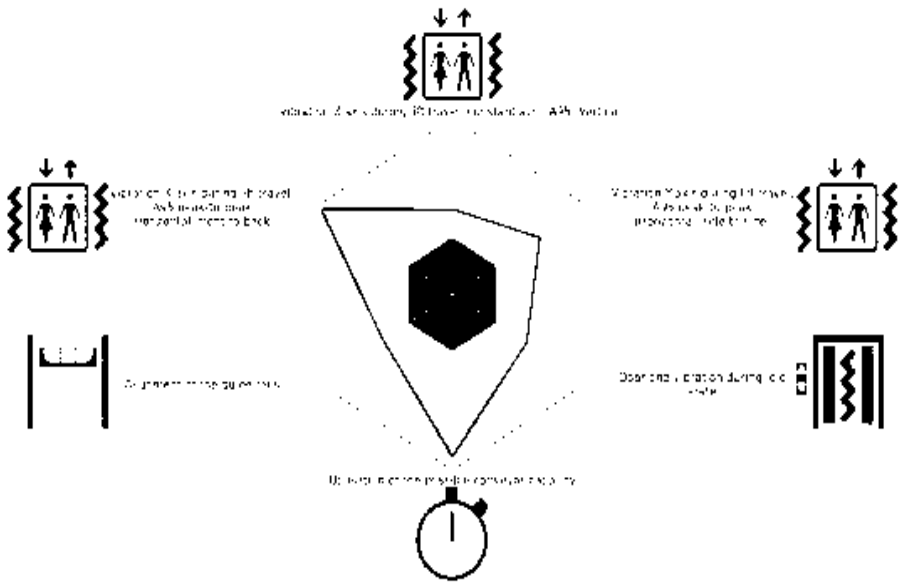
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	CONTROL PANEL	
Lift No. 1 & 2	10. Provide evidence that all tests on Lift equipment have been carried out in accordance with the requirements of the Lift Code and the Essential Safety Measures Maintenance Manual – Building Commission, including but not necessarily limited to Lift car safety gear, verification of speed governor trip speeds, governor pull-through and safety gear activation force tests and record all test activities and results in either the Test Record book located in the Lift Machine Room, Control Panel, or alternatively forwarded electronically to the Client.	
Lift No. 1 & 2	11. Provide evidence that the Lift car emergency lighting system has been routinely tested and document in either the test record book, located in the Lift Machine Room, or alternatively forwarded electronically to the Client in order to comply with the Essential Services requirements.	
Lift No. 1 & 2	12. Provide Lift control panel door lock to prevent access of unauthorised persons. Original lock and key barrels have been removed. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LIFT CAR	
Lift No. 1 & 2	13. Investigate the condition of the Lift car door upthrust rollers and make the required adjustments to remove the large gap that presents when horizontal pressure is applied to the leading edge of the doors. 	
Lift No.1	14. Inspect the mounting of the replacement "Fermator" Lift car door operator control box and take the required actions to ensure the unit is mounted in a tradesperson like manner. At the time of inspection, the replacement door control was left lying in the surface of the Lift car roof with no fixings. 	
Lift No.1	15. Inspect the condition of the roof top control box and make the necessary repairs to ensure the roof panel and control box is fixed to the car roof accordingly. Secure all adjacent panels. 	
	LANDING	
Lift No.1	16. Inspect the landing door air-cord that is showing signs of being frayed and make the required replacements to avoid the danger of breakage. Affected door is on Level 0. 	

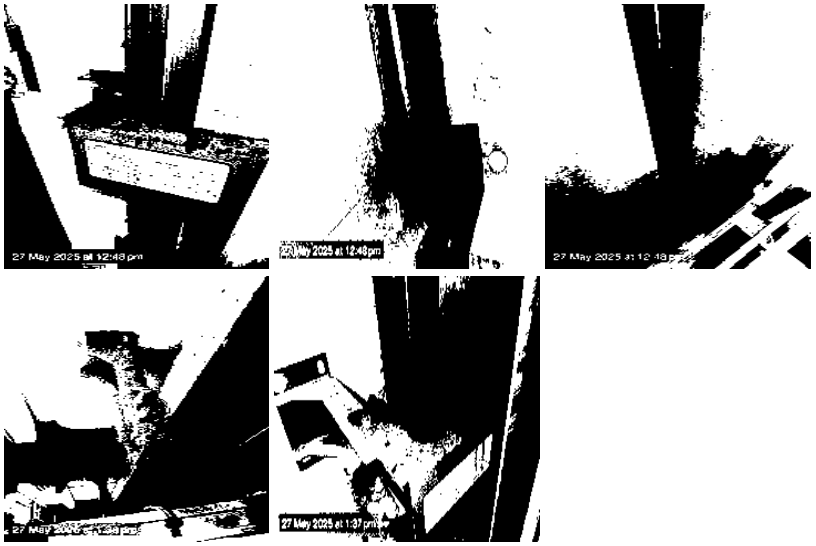
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No.1	17. Inspect the gravity weight door closer cable on Level 0, that is showing advanced signs of fraying. Make the necessary replacements to remove the risk of braking. 	
Lift No.2	18. Investigate and make the necessary repairs to the landing call buttons on Level 0 to rectify the problem with the wiring that results in the Lift losing position and releveling to the lowest landing when the Level 0 landing call is registered. Problem is known to Schindler but has not been rectified. 	
Lift No.2	19. Investigate and make the required repairs to the Fire Service Recall key switch to ensure that the recall function operates as required when keyed to the 'on' position. Suspect the wiring of this switch is a direct contributor to the landing button issue as the Fire Recall key switch wiring has been crudely cut into the Lift shaft network loom at this level. 	
Lift No.1	20. Investigate the condition of the landing door upthrust rollers and make the required adjustment to remove the large gap that presents when horizontal pressure is applied to the leading edge of the doors. Various floors were found to have excessive gaps and suggested that all floor levels be checked and adjusted where necessary. 	

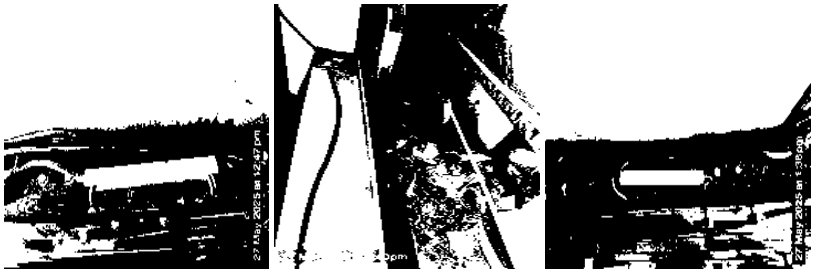
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No. 1 & 2	21. Investigate the operation of the landing indication on all levels that is only working sporadically between floors. Direction arrows on upper indicators not operating at all and car position indication on landing call stations only working on a couple of levels. 	
LIFTWELL		
Lift No. 1	22. Replace the landing door lock covers that are missing from Levels 4, 0 & -1. Covers have been located on top of the Lift cars. 	
Lift No.1	23. Inspect the workmanship of the three-phase general purpose outlet, located in the top of the liftwell, and ensure that the outlet is securely fixed to the wall of the shaft and completed in a tradesperson like manner. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
COUNTERWEIGHT		
Lift No.1	24. Investigate the condition of all the counterweight guide shoe inserts and replace all worn or missing inserts to remove the excessive movement of the counterweight during travel. At the time of inspection, one insert was missing, and all remaining inserts were very worn. 	
Lift No.2	25. Investigate the condition of all the counterweight guide shoe inserts and replace all worn or missing inserts to remove the excessive movement of the counterweight during travel. At the time of inspection, one insert was missing, and all remaining inserts were very worn. 	
LIFT CAR RIDE COMFORT		
Lift No.1	26. The results of the DEKRA Lift Ride Comfort Analysis show poor results with excessive vertical vibration and minor side-to side movement of the Lift car during travel. Make the required adjustments or repairs to improve the levels of vibration during travel to an acceptable level. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No.2	27. The results of the DEKRA Lift Ride Comfort Analysis show poor results with excessive vertical vibration and minor side-to side movement of the Lift car during travel. Lift No.2 also has elevated levels of vibrations in the car doors that is measured whilst stationary at floor level and generally the results of poor car door guide shoes or car door rollers. **General Performance Evaluation** 	

2.4 Housekeeping

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LIFTWELL	
Lift No. 1 & 2	28. Remove the accumulation of dust, dirt and grease laden fluff from the guide rail brackets within the liftwell. Worst affected floors are towards the bottom and include Levels 0 and -1. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LANDING	
Lift No. 1 & 2	29. Remove the accumulation of dust, dirt and debris from the top of the landing door headers within the liftwell. Affected floors are toward the lower landings including Level 0 and -1. 	
	PIT	
Lift No.1	30. Remove the accumulation of dust, dirt, and debris from the surface of the Lift pit floor and all associated equipment. 	
Lift No.2	31. Remove the accumulation of dust, dirt, and debris from the surface of the Lift pit floor and all associated equipment. 	

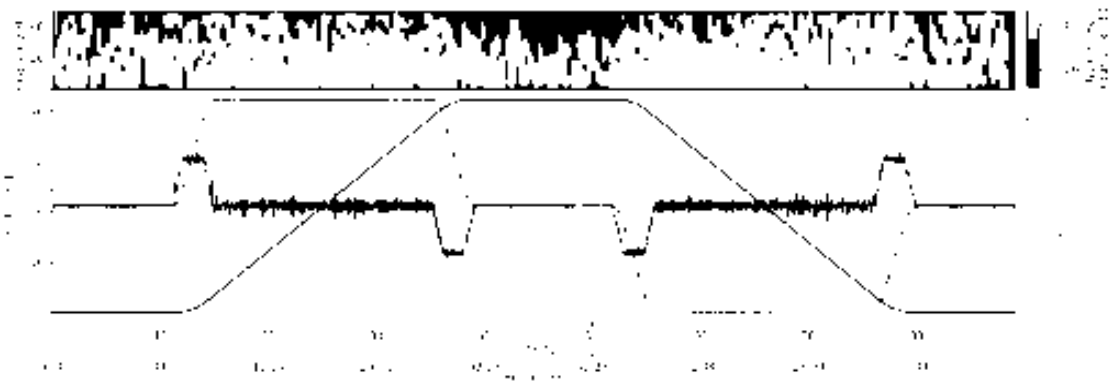
3.0 DEKRA – Passenger Lift Car Ride Comfort Extract

DEKRA

LIFT Check Ride Quality Report

Executed by: Ian Flannery // 27.05.2025 - 12:07:37
41, Batman Street, West Melbourne, Melbourne, City of Melbourne, Victoria, 3003, Australia // Park West - Lift 1

Diagnostic Diagram

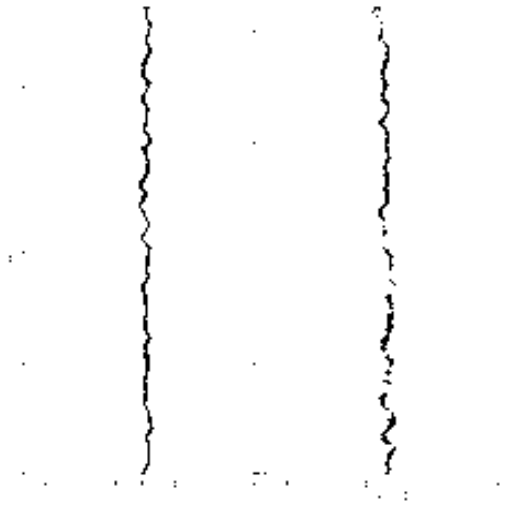


Ride Quality and Performance (ISO 8100-34)	Ride 1 ↑	Ride 2 ↓
Vibration x-axis during lift travel, A95 peak-to-peak (m/s²)	0.05	0.05
Vibration Y-axis during lift travel, A95 peak-to-peak (m/s²)	0.05	0.07
Vibration Z-axis during lift travel, constant acc., A95 (m/s²)	0.23	0.21
V95 (typical rated speed) (m/s)	1.75	1.75
A95 (typical acceleration) (m/s²)	0.64	-0.63
A95 (typical deceleration) (m/s²)	0.63	0.63

Driving Curves (optimal vs. actual)



Rail Diagram



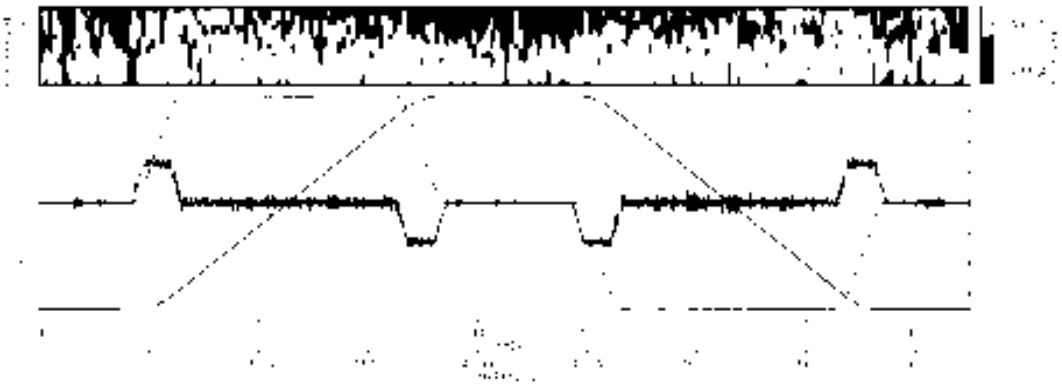
LML Lift Consultants | 1/28 Enterprise Drive Reservoir Vic 3073 Australia
Contact Details: Ian Flannery - E: ian.f@lml.net.au | Mobile

DEKRA

LIFT Check Ride Quality Report

Executed by: Ian Fahrney // 27.05.2025 12:33:05
41, Batman Street West Melbourne Melbourne City of Melbourne, Victoria, 3003, Australia // Park West Lift 2

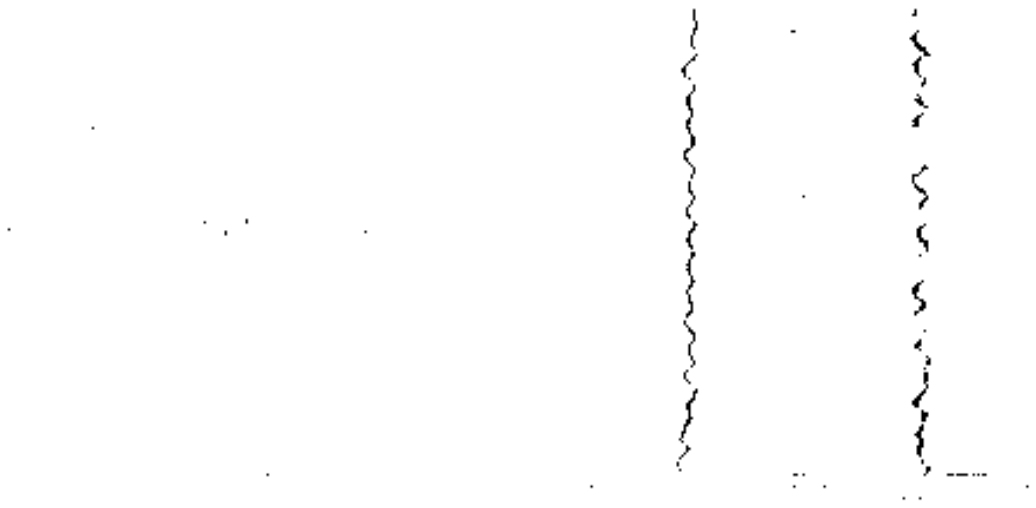
Diagnostic Diagram



Ride Quality and Performance (ISO 8100-34)	Ride 1 ↑	Ride 2 ↓
vibration X-axis during lift travel A95 (peak-to-peak in m/s²)	0.09	0.04
vibration Y-axis during lift travel A95 (peak-to-peak in m/s²)	0.08	0.09
Vibration Z-axis during lift travel constant acc. A95 (in m/s²)	0.17	0.2
v95 (typical speed in m/s)	1.34	1.35
a95 (typical acceleration in m/s²)	0.55	-0.53
a95 (typical deceleration in m/s²)	-0.52	0.55

Driving Curves (optimal vs. actual)

Rail Diagram



LML Lift Consultants | 28 Enterprise Drive Bowen Hills QLD 4006 Australia
Contact Details: Ian Fahrney | Email: ian@lml.com.au | Mobile: +

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

A.C.N.

PARK WEST

Park West January 2025 Monthly Report



nationalfacilityservices.com.au

Administration:

Happy new year. We have had a very busy start to the year.

Move in/outs/works:	**10**
Theft reports to Police:	**0**

Contractors onsite:

2/1/25. AESM. Monthly sprinkler & pump testing.
2/1/25. AESM. Annual sprinkler, pumps, valves & survey testing.
3/1/25. Choice Meter readers. Apt Meter reading.
3/1/25. AESM. Isolate Level 3 for Flooring works.
7/1/25. DGTEK. Apt internet works.
8/1/25. PL Plumbing. Annual Back flow testing: **WO: 19630.**
9/1/25. MICM. Quarterly ESM inspection.
10/1/25. DGTEK. Apt internet works.
13/1/25. Choice Meter readers. Apt Meter reading.
14/1/25. HWM for WBCM. Repair broken Waste Chute handle level 3.
14/1/25. MPS. Inspect roof leak Apt 1305.
15/1/25. Choice Meter readers. Apt Meter reading.
17/1/25. AESM. Fire Door repairs **WO: 19496**
17/1/25. Schindler. Lift 2 repair.
18/1/25. Schindler. Saturday Lift 2 Shutdown.
20/1/25. Choice Meter Readers. Apt meter reading.
21/1/25. Schindler. Repair Lift 1.
22/1/25. DGTEK. Apt internet works.
22/1/25. Choice Meter readers. Whole Building meter read.
23/1/25. Red Letter Days. L3,7,11 signage works. **WO: 20229.**
23/1/25. AESM. Alarm & Fire panel testing.
24/1/25. CHWAM (Commercial Hot Water & Maint). Annual Hot Water plant service.
24/1/25. Schindler. Repairs to Lift 2 & button/surrounds on ground floor.
24/1/25. Pura Air. Quarterly bin room odour control service.
28/1/25. NBN. Apt internet works.
29/1/25. AESM. 6 Monthly inspection Extinguishers & Hoses.
29/1/25. DPS (Dearness Property services). Painting ground floor lift lobby **WO: 19494.**
30/1/25. DPS (Dearness Property services). Fitting new lift & door corner trims **WO: 19494**
31/1/25. MCPHERSONS. Heritage gutter cleaning. **WO: 20274**
31/1/25. Schindler. Lift 2 repair.

Essential Safety Maintenance

• Monthly Fire Panel Testing	• Date Completed: 23/1/25.
• Monthly Evacuation Alarm Testing	• Date completed: 23/1/25.
• Monthly Sprinkler Testing	• Date Completed: 02/1/25.
• Monthly Fire Pump Testing	• Date Completed: 02/1/25.

NFS Maintenance:

During the month of January NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Thursday 2nd, Monday 6th , Friday 10th, Monday 13th, Wednesday 22nd & Tuesday 28th (took both myself and the cleaner 1.5hrs to unblock). Unbelievable how much disgusting waste is sent down the waste chute during the holiday period.
2. Repaired 7 x Emergency Break Glass buttons in stairwells.
3. Adjusted many door closers in stairwells.
4. Washed many waste bins.
5. Replaced 4 globes in car lift.
6. Tightened many door handles in Stairwells.
7. Many cleaning duties including wiping waste chute doors, waste room walls, mopping lobbies/Lift, vacuuming many levels & picking up litter in car park as cleaners' hours not sufficient to cover expectations of committee.
8. Repaired broken wheel on 660ltr waste bin.

Waste Management.

1. No hard rubbish collection dates were possible during January as per MCC.
2. Contacted MCC and arranged E-Waste collection for 31/1/25.

Safety, Security & Complaints: Committee may need to discuss the possible relocation of the Mailboxes to the Lift lobby.
On 14/11/24 when I had GJG Maintenance services onsite, Cliff confirmed the mailboxes could fit in the lift lobby, by moving the mailboxes to the lift lobby would give residents an extra layer of security.
I attached some photos on the November NFS monthly Pictures document.
Please advise if you would like us to get quotes.

Fire Rescue Victoria Incidents: ONE 20/1/25.

January Incident Reports total: TWO.

1. **Saturday 18/1/25. Lift 2 malfunction.**
2. **Monday 20/1/25. FRV Level 5.**

Outstanding Quotes forwarded to OCM waiting on OCM or Committee approval.
Please advise anything Not to be Actioned & I will remove from list.

1. Remove, clean & repair Carpark Vent 24/9/24.
2. Repair external Front entrance patch 24/9/24.
3. Heritage roof vent mesh & flashing 24/9/24.
4. Repair Waste room L2 & L6 vinyl skirting 24/9/24.
5. Replace Front door exit button to Green 24/9/24.
6. Access Hardware 2/10/24 Quote F98067. Re-keying so Emergency contractors and BM can use stairwells. No master key access in stairwells since 3/7/24.

Warning: Emergency services cannot access our stairwells, please see the following example.
IF we had a loss of power and both lifts went out and we had trapped passengers, Schindler would not be able to access their control panel on Level 13. Schindler would then have to call the FRV to break down the level 13 stairwell door!
Who would be responsible?

Building Link Notices.

1. Flooring works.
2. OC Noise rules.
3. Lift service.
4. Car space for rent.
5. Common area Pest control.
6. Lift 1 repair.
7. Lift 2 repairs x 3
8. Ground floor Lift lobby painting.

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. No sign of leaking 29/1/25.

Kind Regards,

Barry Digby.
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm excluding Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

PARK WEST

Park West February 2025 Monthly Report



nationalfacilityservices.com.au

Administration:

Move in/outs/works:	**13**
Theft reports to Police:	**0**
Resident confirmed Mail theft	**0**
Resident/Agent cockroach issues with invoice proof.	**0**

Contractors onsite:

3/2/25. CHWAM. Continue annual Hot Water service.
4/2/25. RES. Replace lobby strip lighting. **WO: 20377**
4/2/25. Choice Meter readers. Apt Meter reading.
4/2/25. NBN. Apt internet works.
5/2/25. Choice Meter readers. Apt Meter reading.
6/2/25. NBN. Apt Internet works.
7/2/25. Adams Pest Control. Quarterly common area pest control.
7/2/25. WBCM. Waste/recycle bin cleaning & sanitising. **WO: 20401**
7/2/25. DGTEK. Apt internet works.
7/2/25. Choice Meter readers. Apt Meter reading.
7/2/25. CWW. Water meter reading.
10/2/25. FUJI. Car Lift 1 inspection & put back in service.
10/2/25. NBN x 2. Apt Internet works.
11/2/25. Choice Meter readers. Apt Meter reading.
11/2/25. AESM. Monthly Pump & Sprinkler testing.
12/2/25. Expert Security. Replace Faulty Electric strike on G & L6.
12/2/25. Gigacomm. Apt internet works.
13/2/25. Choice Meter Readers. Apt meter reading.
13/2/25. NAMS. Quarterly HVAC essential services.
14/2/25. AESM. Annual testing Extinguishers, Hose reels & Hydrants.
14/2/25. DGTEK. Apt internet works.
14/2/25. FUJI. Car Lift 1 & 2 quarterly service.
17/2/25. Choice Meter Readers. Apt meter reading.
17/2/25. NBN. Apt Internet works.
18/2/25. MPS (Mechanical Plumbing services). Apartment works.
19/2/25. Choice Meter Readers. Apt meter reading.
20/2/25. NBN. Apt Internet works.
21/2/25. Schindler. Lift 1 inspect & repair works.
24/2/25. AESM. Annual Hydrant flow testing.
24/2/25. NBN. Apt Internet works.

24/2/25. BestOnPest. Common area building Pest Control quote.
25/2/25. Gigacomm. Apt Internet works.
26/2/25. AESM. Fire panel and Alarm testing.
27/2/25. NBN. Apt Internet works.
27/2/25. Choice Meter Readers. Apt meter reading.
28/2/25. MPS. Apartment plumbing works.
28/2/25. AESM. 6 Monthly Fire Doors inspection.
28/2/25. Origin. Building gas meter reader.

Essential Safety Maintenance

• Monthly Fire Panel Testing	Date Completed: 26/2/25.
• Monthly Evacuation Alarm Testing	Date completed: 26/2/25.
• Monthly Sprinkler Testing	Date Completed: 11/2/25.
• Monthly Fire Pump Testing	Date Completed: 11/2/25.

NFS Maintenance:

During the month of February NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Monday 3rd, Monday 24th & Thursday 27th.
2. Repaired 4 x Emergency Break Glass buttons in stairwells.
3. Adjusted 5 door closers in stairwells.
4. Washed 4 waste bins.
5. Replaced 5 globes in car lifts.
6. Tightened 3 door handles in Stairwells.
7. Many cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, wiping waste chute doors, waste room walls, mopping lobbies/Lift, spot vacuuming several levels & picking up litter in car park.

Waste Management.

1. Hard Rubbish arranged with MCC for a 26/2/25 collection.
2. E-WASTE arranged for collection 27/2/25.

Safety, Security & Complaints:

1. Passenger Lift emergency phone testing. Lift 1 & 2 both ok, 24/2/25.
2. Car Lift emergency phone testing 10/2 & 14/2. Car lift 1 failed. Car lift 2 ok.
   Quote for Car Lift 1 phone repair forwarded from Fuji to OC 25/2/25.
   Quote approved and WO 21084 issued 27/2/25.
3. Committee may need to discuss the possible relocation of the Mailboxes to the Lift lobby.

On 14/11/24 when I had GJG Maintenance services onsite, Cliff confirmed the mailboxes could fit in the lift lobby, by moving the mailboxes to the lift lobby would give residents an extra layer of security.
I attached some photos on the November NFS monthly Pictures document.
Please advise if you would like us to get quotes.

Fire Rescue Victoria Incidents: NIL.

February Incident Reports total: ONE.

1. **Sunday 9/2/25. Car Lift 1 malfunction.**

Outstanding Quotes forwarded to OCM waiting on OCM or Committee approval.
All previous quotes waiting on response removed as they are now over 6 months old.

1. Access Hardware 2/10/24 Quote F98067. Re-keying so Emergency contractors and BM can use stairwells. No master key access in stairwells since 3/7/24.
   APPROVED: Work Order 20969 issued 20/2/25.

Building Link Notices.

1. Noise rules.
2. Lift 1 shut down & repair.
3. Common area Pest control.
4. Slamming & Banging doors.
5. Hard Rubbish.
6. Park West Welcome pack.

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 25/2/25.**

Kind Regards,

Barry Digby
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

PARK WEST

Park West March 2025 Monthly Report



Administration:

A very difficult month to manage the building without Internet/Email/Phone/Cctv for 3 weeks 7/3/25 to 26/3/25 @ 3.45pm, and then lost email again from 9am 27/3 to 3/4/25 @11am.
So difficult to communicate with all involved with the management of the building.

Move in/outs/works:	**7**
Theft reports to Police:	**0**
Resident confirmed Mail theft	**0**
Resident/Agent cockroach issues with invoice proof.	**0**

Contractors onsite:

3/3/25. Gigacomm. Apt internet works.
4/3/25. Choice Meter readers. Apt Meter reading.
4/3/25. Gigacomm. Apt internet works.
4/3/25. NBN. Apt internet works.
5/3/25. NBN. Apt internet works.
6/3/25. Access Hardware. Re-instate access to all stairwells for ES & BM. **WO 20969**
7/3/25. Choice Meter readers. Apt Meter reading.
7/3/25. Schindler. Lift inspection and repair.
7/3/25. Gigacomm. Apt internet works.
11/3/25. Gigacomm. Apt internet works.
12/3/25. Choice Meter readers. Apt Meter reading.
13/3/25. BeOnAccess. Roof & Level 13/Apt water leak works.
13/3/25. Schindler. Lifts 1 & 2 Inspection and fault finding. Both Lifts In Service.
14/3/25. DGTEK. Apt internet works.
17/3/25. AESM. Monthly sprinkler & pump testing.
17/3/25. NBN. Apt internet works.
18/3/25. Plasterer. Arranged by Agent for Apt L7 works.
18/3/25. NBN. Apt internet works.
20/3/25. Choice Meter readers. Apt Meter reading.
21/3/25. NBN. Apt internet works.
25/3/25. AESM. Fire panel & Alarm testing.
26/3/25. Advanced Living Solutions (ALS). Re-instate Internet/emails & CCTV.
26/3/25. NBN. Apt internet works.

27/3/25. Access Hardware. **Complete WO 20969**
27/3/25. MICM. Quarterly ESM audit.
27/3/25. Brave Security. Inspection of Access control systems to quote service & upgrade.
28/3/25. Choice Meter readers. Apt Meter reading.
31/3/25. R.E.S. Switch board inspections.

Essential Safety Maintenance

• Monthly Fire Panel Testing	• Date Completed: 25/3/25.
• Monthly Evacuation Alarm Testing	• Date completed: 25/3/25.
• Monthly Sprinkler Testing	• Date Completed: 17/3/25.
• Monthly Fire Pump Testing	• Date Completed: 17/3/25.

NFS Maintenance:

During the month of March NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Monday 10th, Friday14th & Monday24th.
2. Repaired 3 x Emergency Break Glass buttons in stairwells.
3. Adjusted 6 door closers in stairwells.
4. Washed 6 waste bins.
5. Replaced 3 globes in car lifts.
6. Tightened 5 door handles in Stairwells.
7. Many cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, wiping waste chute doors, waste room walls, mopping lobbies/Lift, spot vacuuming several levels & picking up litter in car park.

Waste Management.

1. Hard Rubbish not possible with MCC for the month of March.

Security.

No security issues or thefts reported in the month of March.

Fire Rescue Victoria Incidents: NIL.

March Incident Reports total: ONE.

1. **Thursday 6th March. Passenger Lift 2 malfunction.**

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 27/3/25.**

Kind Regards,

Barry Digby
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

PARK WEST

Park West April 2025 Monthly Report



Building Managers April summary:

Summary:

This report provides an overview of the property management functions of Park West Apartments for the month of April. The report aims to summarize key activities, maintenance issues, and building events that occurred during the month.

Move in/outs/works:	**0**
Theft reports to Police:	**0**
Resident confirmed Mail theft:	**0**
Resident/Agent cockroach issues:	**0**

Contractors onsite: 11

2/4/25. AESM. Monthly sprinkler & pump testing.
2/4/25. NBN. Apt internet works.
3/4/25. Choice Meter readers. Apt Meter reading.
3/4/25. IT NFS. NFS wifi works.
4/4/25. NBN. Apt internet works.
4/4/25. PuraAir. Quarterly waste room odour control
7/4/25. Choice Meter readers. Apt Meter reading.
8/4/25. Schindler. Tighten key barrel on Security override.
9/4/25. Gigacomm. Apt internet works.
10/4/25. Fuji Car Lifts. Inspect emergency phone.
10/4/25. Gigacomm. Apt internet works.
11/4/25. Choice Meter readers. Apt Meter reading.
14/4/25. MCC. Waste Room audit.
17/4/25. Fuji car Lifts. Measure Lights fittings for replacement.
17/4/25. DGTEK. Apt internet works.
17/4/25. AESM. Fire panel & alarm testing.
22/4/25. Choice Meter readers. Apt Meter reading.
23/4/25. Choice Meter readers. Apt Meter reading.
23/4/25. MPS. Level 3 & 4 Plumbing works.
24/4/25. Best On Pest. Common area Pest Control.
24/4/25. NBN. Apt internet works.
28/4/25. Choice Meter readers. Apt Meter reading.
28/4/25. ALS (Advanced Living Solutions). Internet works.
28/4/25. AESM. False alarm investigation, 3 x possible faulty smokies.
29/4/25. NBN. Check MDF equipment.
30/4/25. Choice Meter readers. Apt Meter reading.
30/4/25. Sharper Cleaning. Quote car park clean.

Essential Safety Maintenance

- Monthly Fire Panel Testing — Date Completed: 17/4/25.
- Monthly Evacuation Alarm Testing — Date completed: 17/4/25.
- Monthly Sprinkler Testing — Date Completed: 2/4/25.
- Monthly Fire Pump Testing — Date Completed: 2/4/25.

NFS Maintenance:

During the month of April NFS have completed the following **at no additional cost**.

1. We were able to unblock the waste chute on Monday 7th & Monday28th.
2. Repaired 5 x Emergency Break Glass buttons in stairwells.
3. Adjusted 6 door closers in stairwells.
4. Replaced 5 globes in car lifts.
5. Tightened 5 door handles in Stairwells.
6. Many cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, cleaning any mess found during working hours, picking up litter in car park.

Waste Management.

1. E-Waste collected 24/4/25.

INCIDENT REPORTS:

Fire Rescue Victoria Incidents: TWO.

April Incident Reports total: FOUR.

1. FRV. 5/4/25
2. Cage Break in. 22/4/25
3. FRV. 23/4/25
4. Key Safe theft. 24/4/25

AESM have been to site 28/4/25 to investigate false alarms.

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne email 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 28/4/25.**

   BE ON ACCESS report received 16/4/25 for water leak works carried out for Apt 1305 is attached.
   Be On Access have been asked to come to site and quote their recommendations.
   Once the quote is received, I will forward to the committee.
   This will be a very good starting point for the OC to understand the costs associated with a repairing the roof membrane.
   The July 2024 NFS roof /ceiling general inspection report is also attached.

   As discussed during the latest OC meeting held on 8/4/25 the Leary & Partners LTMP had roof membrane replacement estimated for 2034, I advised this would most likely need to be carried out earlier, and for you all to discuss as this will be a very expensive exercise.

Emergency call button checks in all Lifts.

Both Schindler & Fuji lift call buttons working correctly as at 30/4/25.

Kind Regards,

Barry Digby - Building Manager
Andrew Heagney - Operations Manager andrewh@nationalfacilityservices.com.au

NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

ABN

PARK WEST

Park West May 2025 Monthly Report



nationalfacilityservices.com.au

Building Managers May 2025 summary:

This report provides an overview of the property management functions of Park West Apartments for the month of May. The report aims to summarize key activities, maintenance issues, and building events that occurred during the month.

Move in/outs/works:	**8**
Theft/Damage reports to Police:	**1 x BM**
Resident confirmed Mail theft	**0**
Resident/Agent cockroach issues with invoice proof.	**0**

Contractors onsite:

1/5/25. Focus Plumbing. Apartment works.
1/5/25. Gigacomm. Apt internet works.
2/5/25. Choice Meter readers. Apt Meter reading.
5/5/25. NBN. Apt internet works.
6/5/25. AESM. Urgent repair of ground floor rear car park door.
6/5/25. Sharper Cleaning services. Annual common carpet steam cleaning.
7/5/25. Choice Meter readers. Apt Meter reading.
7/5/25. Cowan Doors. Bi-Annual Garage gate service.
8/5/25. Gigacomm. Apt internet works.
9/5/25. AESM. Monthly Fire pump & Sprinkler testing.
9/5/25. AESM. Checking for block plans.
12/5/25. Choice Meter readers. Apt Meter reading.
12/5/25. AESM. Sprinkler head protector in cleaners store **WO: 104.**
13/5/25. AESM. Replace faulty smokie Level 5. **WO: 104.**
13/5/25. City West Water. Water Meter reading.
13/5/25. DGTEK. Apt internet works.
14/5/25. Choice Meter readers. Apt Meter reading.
15/5/25. AESM. 5 Yearly FIP & Alarm testing. **WO: 22481 Qu: 6615**
16/5/25. Choice Meter readers. Apt Meter reading.
19/5/25. NRS. National Remedial services, Fee proposal for Roof/Façade.
20/5/25. AESM. Monthly Fire Panel & Alarm testing
21/5/25. NBN. Apt Internet works.
22/5/25. AESM. 6 Monthly Pumps & Sprinkler testing.

23/5/25. Choice Meter readers. Apt Meter reading.
26/5/25. NAMS. Quarterly HVAC Essential services testing.
26/5/25. DGTEK. Level 1 works.
27/5/25. DGTEK. Continue Level 1 works.
27/5/25. AESM. Building Block plans inspection.
27/5/25. LML. Passenger & Car lift audit/inspections.
28/5/25. MCC. Melbourne City Council Waste room audit.
28/5/25. DGTEK. Level 9 works.
28/5/25. RCR Services. Fee Proposal for roof & façade.
29/5/25. AESM. Replace valves **WO: 19497 Qu:0054.**
29/5/25. Schindler. Emergency phone re-set.
29/5/25. AESM. Continue Block plan inspections.
30/5/25. Ultimate Doors. Repair ground floor Lift Lobby door WO: #110

Essential Safety Maintenance

- Monthly Fire Panel Testing — Date Completed: 20/5/25.
- Monthly Evacuation Alarm Testing — Date completed: 20/5/25.
- Monthly Sprinkler Testing — Date Completed: 9/5/25.
- Monthly Fire Pump Testing — Date Completed: 9/5/25.

NFS requests of fee proposals for Roof & Façade sent to the following:

PASG Projects. Fee Proposal received.
NRS National Remedial Services. Fee Proposal received.
RCR Services (Roof & Concrete Remedial). Waiting on Fee Proposal.

1. Undertake a full roof and façade report,
2. Provide a scope of works for repairs,
3. Tender the scope and provide a tender report with recommendations, and
4. Supervise the works and signoff upon completion.

NFS Maintenance:

During the month of May NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Monday 5th & Monday 19th.
2. Repaired 7 x Emergency Break Glass buttons in stairwells.
3. Adjusted 3 door closers in stairwells.
4. Replaced 6 globes in car lifts.
5. Tightened 2 door handles in Stairwells.
6. Cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, cleaning any mess found on common areas during working hours, picking up litter in car park.

Waste Management.

1. E-Waste collected 20/5/25.
2. Hard Rubbish collected 14/5/25.

INCIDENT REPORTS:

Fire Rescue Victoria Incidents: **ONE.** Level 5 Cooking smells - False Alarm

May Incident Reports total:

1. **FRV. 2/5/25**
2. **Garage gate reflector. 3/5/25**
3. **Ground floor rear carpark to reception door damage. 4/5/25**

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne email 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 29/5/25.**

Emergency call button checks in all Lifts.
Both Schindler & Fuji lift call buttons working correctly 20/5/25.
Fuji OK, Schindler FAIL 29/5/25. Schindler came to site to re-set.

Kind Regards,

Barry Digby - Building Manager
Andrew Heagney - Operations Manger
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

ABN

PARK WEST

Park West June 2025 Monthly Report



Building Managers June 2025 summary:

This report provides an overview of the property management functions of Park West Apartments for the month of June. The report aims to summarize key activities, maintenance issues, and building events that occurred during the month.

Move in/outs/works:	**4**
Theft/Damage reports to Police:	**1**
Resident confirmed mail theft	**3**
Resident/Agent cockroach issues with invoice proof.	**0**

Contractors onsite:

2/6/25. Sharper Cleaning. Cleaner works.
3/6/25. Choice meter readers. Apt meter reading.
4/6/25. NBN. Apt Internet works.
4/6/25. Gigacomm. Apt internet works.
5/6/25. AESM. Investigate FAS Fault in Fire Panel. WO #109.
6/6/25. NBN. Apt internet works.
10/6/25. Choice meter readers. Apt meter reading.
11/6/25. FUJI car lifts. Replace car lift lighting. WO: 21961 / Q: 9832
12/6/25. Choice meter readers. Apt meter reading.
12/6/25. MICM ESM. Quarterly Essential Services Audit.
13/6/25. DGTEK. Apt internet works.
13/6/25. MICM ESM. Continue quarterly Essential Services Audit.
17/6/25. AESM. Monthly sprinkler & pump testing.
17/6/25. Choice meter readers. Apt meter reading.
17/6/25. AESM. Monthly fire panel & alarm testing.
18/6/25. NBN. Apt internet works.
20/6/25. Best on pest. 2 Monthly pest control.
20/6/25. WBCM. HWM Replace broken waste chute handle L5 / WO: #118
20/6/25. NBN. Apt internet works.
20/6/25. FUJI car lifts. Complete WO: 21961 / Q: 9832
23/6/25. Choice meter readers. Apt meter reading.
24/6/25. Gigacomm. Apt internet works.
25/6/25. Choice meter readers. Apt meter reading.

26/6/25. TPG. Apt internet works.
27/6/25. PL Plumbing. WO: #105 Annual Pit cleaning & CCTV drain inspections.
27/6/25. DGTEK. Apt internet works.
30/6/25. Choice meter readers. Apt meter reading.
30/6/25. Gigacomm. Apt internet works.

Essential Safety Maintenance

- Monthly Fire Panel Testing — Date Completed: 17/6/25.
- Monthly Evacuation Alarm Testing — Date completed: 17/6/25.
- Monthly Sprinkler Testing — Date Completed: 17/6/25.
- Monthly Fire Pump Testing — Date Completed: 17/6/25.

NFS requests of fee proposals for roof & façade sent to the following:

PASG Projects. Fee Proposal received.
NRS National Remedial Services. Fee proposal received.
We have now contacted **Project Insite** to supply a 3rd fee proposal.

1. Undertake a full roof and façade report,
2. Provide a scope of works for repairs,
3. Tender the scope and provide a tender report with recommendations, and
4. Supervise the works and signoff upon completion.

RCR Services (Roof & Concrete Remedial). Unable to provide Fee Proposal, but have supplied a quote to rectify the membrane on the roof (attached).
Attention: Barry Digby
Please find attached quote for repairing the damaged waterproofing and lift shaft walls on the roof.

Kind Regards,
Mick McGregor | Director
P 0419 534 452 W www.roofandconcreteremedial.com.au

ESM requests (Report 06260) for non-conforming work to be carried out.
The below will be carried out by GJG Maintenance services.

1. Add lockable gate mechanism on roof as per request from MICM ESM Team report 06260
2. Fill/Add caulking to wall in stairwell as per request from MICM ESM Team report 06260/06258 Not compliant.

Onsite Committee requests:

Arrange for front entrance corner protection, similar to the gym next door.
Ping / Grace & Karan please confirm you wish this to go ahead, photo attached or arrange a time to discuss again.

NFS Maintenance:

During the month of June NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Tuesday 10th & Monday 16th.
2. Repaired 5 x Emergency break glass buttons in stairwells.
3. Checked all stairwell door closers and found 14 requiring adjustments.
4. Removed graffiti from hydrant cupboard at front of building façade.
5. Repaired exit light on Level 9.
6. Tightened 3 door handles in stairwells.
7. Tightened 3 waste chute handles.
8. Cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, cleaning any mess found on common areas during working hours, picking up litter in car park.

Waste Management.

1. Hard Rubbish arranged for 2/7/25.

INCIDENT REPORTS:

Fire Rescue Victoria Incidents: NIL

June Incident Reports total: NIL

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne email 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 27/6/25.**

Emergency call button checks in all Lifts.
Both Schindler & Fuji lift call buttons working correctly 27/6/25.

Email below sent to Committee on 10/4/25 & 24/6/25 regarding waste room Carousel.
No response from Committee.

Hi Committee,

Hope you all had a wonderful Easter.

Please see below response in Bold from Wastech regarding our Carousel.

The Carousel was put into Manual mode in December 2020, when the Owner of Apt 203 complained of many noises especially at night
(bangs/beeps etc) when being used in auto mode.

Would you like me speak with the owner of Apt 203 and see if we could do a trial in Auto overnight one day soon?

Please advise if you would like me to arrange a callout by a Wastech technician?

Kind Regards

Barry Digby
Building Manager
National Facility Services
7am to 3pm Business days
0429908183
Park West Apartments
33-43 Batman St, West Melbourne Vic 3003
Email: parkwestbm@nationalfacilityservices.com.au
Web: www.nationalfacilityservices.com.au

From: Wastech Service Team <service@wastech.com.au>
Sent: Thursday, 10 April 2025 1:53 PM
To: Park West BM <parkwestbm@nationalfacilityservices.com.au>
Cc: Andrew Heagney <andrewh@nationalfacilityservices.com.au>; David Ranieri <davidr@nationalfacilityservices.com.au>
Subject: RE: Park West Waste Carousel question?

Good afternoon Barry,

I have spoken to our lead technician, as I forwarded your query earlier for his assistance. He has stated that we would need to send a technician out to site, as there are many reasons that could cause excess noise, it is hard to assess from photo's.

I have also spoken to some of the guys in the office in regard to the alarm sound. For safety reasons there is no way of reducing/adjusting the decibel of the alarm. The other alternative is to have it converted to a flashing light – it just has to be some kind of warning that the machine is about to move. Again, this is something that will need to be assessed on site, the technician will be able to figure out if it can be converted and request a quote to be sent through to you.

Our call out fees are:
Normal Business Hours - $137.50 call out, with $137.50 per hour attendance, & a $20 admin fee = $295 (plus any parts if required).

Kind regards,
Beck
****

Kind Regards,

Barry Digby
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

insurance
w: www.flexinsurance.com.au

Certificate of Currency Residential Strata Insurance Plan

Policy No	**HQ**0006153121
Policy Wording	FLEX INSURANCE RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	31/08/2025 to 31/08/2026 at 4:00pm
The Insured	OWNERS CORPORATION PLAN NO. PS 643908H
Situation	33-43 BATMAN STREET WEST MELBOURNE VIC 3003

Cover Selected		Sum Insured
Section 1	Insured Property	
	Building	$61,891,441
	Common Area Contents	$618,914
	Loss of Rent & Temporary Accommodation (total payable)	$9,283,716
	Optional Benefit Lot/Unit Wall Coverings	Selected
Section 2	Liability to Others	$20,000,000
Section 3	Voluntary Workers	
	Death	$200,000
	Total Disablement	$2,000 per week
Section 4	Fidelity Guarantee	$250,000
Section 5	Office Bearers' Legal Liability	$5,000,000
Section 6	Machinery Breakdown	$100,000
Section 7	Catastrophe Insurance	
	Sum Insured	$9,283,716
	Extended Cover - Loss of Rent & Temporary Accommodation	$1,392,557
	Escalation in Cost of Temporary Accommodation	$464,185
	Cost of Removal, Storage and Evacuation	$464,185
Section 8	Government Audit Costs and Legal Expenses	
	Government Audit Costs	$25,000
	Appeal Expenses – common property health & safety breaches	$100,000
	Legal Defence Expenses	$50,000
Section 9	Lot Owners' Fixtures and Improvements (per lot)	$250,000

Flood Cover is included.

ACP Endorsement

FLEX advises that, in line with our underwriting guidelines and your disclosed information and / or your request, the above policy has been amended. This endorsement should be read in conjunction with, and as forming part of, your existing Policy Wording.

All Damage arising directly or indirectly by fire resulting in any claim to the internal or external cladding materials, including 'Aluminium Composite Panels' (ACP) or 'Expanded Polystyrene' (EPS), affixed to buildings as defined under 'Section 1 - Insured Property a. Buildings' is subject to the Fire Excess shown in the Schedule any one Event.

All Damage arising directly or indirectly by fire resulting in any claim not involving the internal or external cladding materials affixed to buildings specified in this clause, will be otherwise subject to the Standard Excess shown in the Schedule any one Event.

The Table of Benefits Section 3 Voluntary Workers is replaced by

insured event	Benefit
1 Death	**$200,000**
2 Total and irrecoverable loss of all sight in both eyes	**$200,000**
3 Total and permanent loss of the use of both hands or of use of both feet or the use of one hand and one foot	**$200,000**
4 Total and permanent loss of the use of one hand or of the use of one foot	**$100,000**
5 Total and irrecoverable loss of all sight in one eye	**$100,000**
6 a Total Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Total Disablement:	
i a weekly benefit of or if higher	**$1,000**
ii the amount of Your average weekly wage, salary or other remuneration earned from Your personal exertion - up to a maximum per week of	**$2,000**
b Partial Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Partial Disablement:	
i a weekly benefit of or if higher	**$500**
ii the amount by which Your average weekly wage, salary or other remuneration earned from Your personal exertion is reduced - up to a maximum per week of	**$1,000**
7 The reasonable and necessary cost of hiring or employing domestic assistance following certification by a qualified medical practitioner that a Voluntary Worker is totally disabled from performing his/her usual profession, business, occupation or usual household activities - in respect of each week of disablement a weekly benefit not exceeding	**$500**
8 The reasonable cost of travel expenses necessarily incurred at the time of, or subsequent to, the sustaining of bodily injury and not otherwise recoverable from any other source – a benefit not exceeding	**$2,000**

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Flex+ Optional Benefits

Increased exploratory costs, replacement of defective parts	Selected
Extended Temporary Accommodation and Loss of Rent	Selected
Fusion	Selected
Floating floors	Selected
Fallen Trees	Selected
Landscaping	Selected
Fire extinguishing	Selected
Personal Property of Others	Selected
Removal, storage costs	Selected
Temporary Accommodation/Rent/contributions/storage	Selected
Emergency accommodation	Selected
Arson reward	Selected
Electricity, gas, water and similar charges - excess costs	Selected
Keys, lock replacement	Selected
Electricity, Gas, Water and Similar Charges - unauthorised use	Selected
Funeral Expenses	Selected
Modifications	Selected
Money	Selected
Mortgage Discharge	Selected
Pets, Security Dogs	Selected
Removal of Squatters	Selected
Court appearance	Selected

Date Printed 27/08/2025

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording QM 8026 1023 and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

City Central Insurances
Authorised Representative of Strata Insurance Pty Ltd
ABN 42 098 548 200 | ABN 58 080 071 307
AFS Licence no 234722
Level 1, 178 City Road | PO Box 7069,
Southbank, VIC 3006 | Hawthorn North VIC 3122
info@ccins.com.au | contacts@stratainsurance.net
Phone: (613) 8256 1132 | Phone: (613) 9597 0357
Please Direct your enquiries to Phone (613) 8256 1132

The policy mentioned below is due for renewal on and payable by 31/08/2025.

TAX INVOICE

This document will be a tax invoice for GST when you make payment

Park West
C/- City Central Insurances
Level 1, 178 City Road
SOUTHBANK VIC 3006

Invoice Date: 26/08/2025
Invoice No: 62655
Our Reference: 643908H

Should you have any queries in relation to this account, please contact your Account Manager
Dallas Glazebrook

Class of Policy: Strata Pack Residential
Insurer: QBE Insurance (Australia) Limited
.
ABN: 78 003 191 035
The Insured: Park West

RENEWAL
Policy No: TBA
Period of Cover:
From **31/08/2025**
to **31/08/2026** at 4:00 pm

Details: See attached schedule for a description of the risk(s) insured

33-43 Batman Street, West Melbourne VIC 3006

Your Premium:

Premium	Insurer Fee	Fire Levy	GST	Stamp Duty	Broker Fee
$33,613.96	$150.00	$0.00	$4,026.40	$3,697.56	$6,500.00

Commission earned on this policy $0.00

TOTAL **$47,987.92**

(A processing fee applies for Credit Card payments)

PLEASE READ IMPORTANT INFORMATION AT www.stratainsurance.net

DEFT PAYMENT SYSTEMS

Please see attached for further payment methods & instructions

BPAY
Biller Code: 20362
Ref: 4042858191537466

Pay by credit card (Visa, Mastercard, Amex or Diners)
at **www.deft.com.au**
A surcharge may apply.
DEFT Reference Number: 4042858191537466

Post Billpay

*498 404285 08191537466

Strata Solutions International Pty Ltd
Our Reference: 643908H
Invoice No: 62655
Due Date: 31/08/2025

Premium	**$33,613.96**
U'writer Levy	**$150.00**
Fire Levy	**$0.00**
GST	**$4,026.40**
Stamp Duty	**$3,697.56**
Broker Fee	**$6,500.00**

AMOUNT DUE **$47,987.92**

+404285 8191537466 < 004798792<3+

Class of Policy:	Strata Pack Residential	**Policy No:**	TBA
The Insured:	Park West	**Invoice No:**	62655
		Our Ref:	643908H

Policy Schedule Residential Strata Insurance Plan

Quote Number:	Q0002058357
Policy Wording:	FLEX INSURANCE RESIDENTIAL STRATA INSURANCE PLAN
The Insured:	Owners Corporation Plan No. 643908H
Situation:	33-43 Batman Street, WWest Melbourne VIC 3003
Policy Period:	31/08/2025 to 31/08/2026 at 4.00pm

Cover Selected		**Sum Insured**
Section 1	**Insured Property**	
	Building	$61,891,441
	Common Area Contents	$618,914
	Loss of Rent & Temporary Accommodation (total payable)	$9,283,716
	Optional Benefit Lot/Unit Wall Coverings	Selected
Section 2	**Liability to Others**	$20,000,000
Section 3	**Voluntary Workers**	
	Death	$200,000
	Total Disablement	$2,000 per week
Section 4	**Fidelity Guarantee**	$250,000
Section 5	**Office Bearers' Legal Liability**	$5,000,000
Section 6	**Machinery Breakdown**	$100,000
Section 7	**Catastrophe Insurance**	
	Catastrophe Insurance Sum Insured	$9,283,716
	Extended Cover - Loss of Rent & Temporary Accommodation	$1,392,557
	Escalation in Cost of Temporary Accommodation	$464,185
	Cost of Removal, Storage and Evacuation	$464,185
Section 8	**Government Audit Costs and Legal Expenses**	
	Government Audit Costs	$25,000
	Appeal Expenses – common property health & safety breaches	$100,000
	Legal Defence Expenses	$50,000
Section 9	**Lot Owners' Fixtures and Improvements** (per lot)	$250,000

Flood Cover is included.

Class of Policy:	Strata Pack Residential	**Policy No:**	TBA
The Insured:	Park West	**Invoice No:**	62655
		Our Ref:	643908H

ACP Endorsement

FLEX advises that, in line with our underwriting guidelines and your disclosed information and / or your request, the above policy has been amended. This endorsement should be read in conjunction with, and as forming part of, your existing Policy Wording.
All Damage arising directly or indirectly by fire resulting in any claim to the internal or external cladding materials, including 'Aluminium Composite Panels' (ACP) or 'Expanded Polystyrene' (EPS), affixed to buildings as defined under 'Section 1 - Insured Property a. Buildings' is subject to the Fire Excess shown in the Schedule any one Event.
All Damage arising directly or indirectly by fire resulting in any claim not involving the internal or external cladding materials affixed to buildings specified in this clause, will be otherwise subject to the Standard Excess shown in the Schedule any one Event.

The Table of Benefits Section 3 Voluntary Workers is replaced by

insured event	Benefit
1 Death	$200,000
2 Total and irrecoverable loss of all sight in both eyes	$200,000
3 Total and permanent loss of the use of both hands or of use of both feet or the use of one hand and one foot	$200,000
4 Total and permanent loss of the use of one hand or of the use of one foot	$100,000
5 Total and irrecoverable loss of all sight in one eye	$100,000
6 a Total Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Total Disablement:	
i a weekly benefit of or if higher	$1,000
ii the amount of Your average weekly wage, salary or other remuneration earned from Your personal exertion - up to a maximum per week of	$2,000
b Partial Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Partial Disablement:	
i a weekly benefit of or if higher	$500
ii the amount by which Your average weekly wage, salary or other remuneration earned from Your personal exertion is reduced - up to a maximum per week of	$1,000
7 The reasonable and necessary cost of hiring or employing domestic assistance following certification by a qualified medical practitioner that	

Class of Policy:	Strata Pack Residential	**Policy No:**	TBA
The Insured:	Park West	**Invoice No:**	62655
		Our Ref:	643908H

a Voluntary Worker is totally disabled from performing his/her usual profession, business, occupation or usual household activities - in respect of each week of disablement a weekly benefit not exceeding $500

8 The reasonable cost of travel expenses necessarily incurred at the time of, or subsequent to, the sustaining of bodily injury and not otherwise recoverable from any other source – a benefit not exceeding $2,000

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Flex+ Optional Benefits

Increased exploratory costs, replacement of defective parts	Selected
Extended Temporary Accommodation and Loss of Rent	Selected
Fusion	Selected
Floating floors	Selected
Fallen Trees	Selected
Landscaping	Selected
Fire extinguishing	Selected
Personal Property of Others	Selected
Removal, storage costs	Selected
Temporary Accommodation/Rent/contributions/storage	Selected
Emergency accommodation	Selected
Arson reward	Selected
Electricity, gas, water and similar charges - excess costs	Selected
Keys, lock replacement	Selected
Electricity, gas, water and similar charges - unauthorised use	Selected
Funeral expenses	Selected
Modifications	Selected
Money	Selected
Mortgage Discharge	Selected
Pets, Security Dogs	Selected
Removal of Squatters	Selected
Court appearance	Selected

Excesses Amount

Section 1	Insured Property	$5,000
	Fire	$50,000
Section 2	Liability to Others	$1,000
Section 4	Fidelity Guarantee	$500
Section 5	Office Bearers' Legal Liability	$5,000
Section 6	Machinery Breakdown	$500

Other excesses payable are shown in the Policy Wording.

Excesses – explanatory notes

Class of Policy:	Strata Pack Residential	**Policy No:**	TBA
The Insured:	Park West	**Invoice No:**	62655
		Our Ref:	643908H

Earthquake Excess

For earthquake or seismological disturbance, where loss or Damage occurs during any one period of 72 consecutive hours, the Excess is $500, or the Excess amount shown in the Policy Schedule, whichever is greater.

Unoccupancy Excess

An Excess of $2,500 will apply to Section 1 claims if 50% or more of the available Lots/Units are unoccupied at the time of loss.

Other Excesses

Whenever an Excess is shown in the Schedule, You have to pay or contribute the stated amount for each loss arising out of or consequent upon that Event.

For example, a different Excess may apply for a specific Event such as water damage, Flood, Storm or another type of Event.

Payment of any Excess shown in this Policy or in the Schedule for each claim made may be requested from You when the claim is lodged, or may be deducted from Our payment if Your claim is accepted.

Underwriting Agency: Flex Insurance
PO Box 2004
NORTH SYDNEY NSW 2060
ABN: 85 613 645 239 AFSL: 491113

Insurer: QBE

Proportion: **100%**

Insurance Brokers Code of Practice & External Disputes Resolution Service

Strata Solutions International Pty Ltd Trading as Strata Insurance subscribe to the Insurance Brokers Code of Practice and the Australian Financial Complaints Authority. AFCA administer an independent and free external dispute resolution service for our clients. Please visit www.stratainsurance.net or contact our office for further details.

insurance
w: www.flexinsurance.com.au

Certificate of Currency Residential Strata Insurance Plan

Policy No	**HQ**0006153121
Policy Wording	FLEX INSURANCE RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	31/08/2025 to 31/08/2026 at 4:00pm
The Insured	OWNERS CORPORATION PLAN NO. PS 643908H
Situation	33-43 BATMAN STREET WEST MELBOURNE VIC 3003

Cover Selected		Sum Insured
Section 1	Insured Property	
	Building	$61,891,441
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Section 8	Government Audit Costs and Legal Expenses	
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Section 9	Lot Owners' Fixtures and Improvements (per lot)	$250,000

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ii the amount of Your average weekly wage, salary or other remuneration earned from Your personal exertion - up to a maximum per week of	**$2,000**
b Partial Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Partial Disablement:	
i a weekly benefit of or if higher	**$500**
ii the amount by which Your average weekly wage, salary or other remuneration earned from Your personal exertion is reduced - up to a maximum per week of	**$1,000**
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Emergency accommodation	Selected
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Electricity, Gas, Water and Similar Charges - unauthorised use	Selected
Funeral Expenses	Selected
Modifications	Selected
Money	Selected
Mortgage Discharge	Selected
Pets, Security Dogs	Selected
Removal of Squatters	Selected
Court appearance	Selected

Date Printed 27/08/2025

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Building Act 1993, Building Regulations 2018

CANCELLATION OF BUILDING ORDER

Part 8 of the *Building Act 1993*

CITY OF MELBOURNE

GPO Box 1603
Melbourne VIC 3001
Phone (03) 9658 9658
www.melbourne.vic.gov.au

DX210487
ABN 55 370 219 287

8 November 2023

Owners Corporation Plan No. 643908H
C/- MICM Property
178 City Road
SOUTHBANK VIC 3006

Dear Sir/Madam

BUILDING ORDER – 290277
33-43 BATMAN STREET WEST MELBOURNE VIC 3003

I am pleased to advise that Building Order – 290277 on the above mentioned property issued on 11 February 2020 has been cancelled. The building order has been cancelled as a result of your show cause representations indicating the risk posed by the combustible cladding is acceptable.

I wish to draw your attention to your ongoing responsibility to ensure the buildings fire services (Essential Safety Measures) are maintained at all times.

Yours faithfully

Matthew Patterson
Deputy Municipal Bldg Surveyor

If you have any queries in relation to this document, please contact Tamara Blok on the contact details below:
Phone: 9658 9658
Email: tamara.blok@melbourne.vic.gov.au

CoM Reference: 290277

MAINTENANCE PLAN

PARK WEST APARTMENTS

at 41 BATMAN STREET, WEST MELBOURNE

Plan Reference PS 643908H

Job No. 16394 / 66379

Prepared by L&P Quantity Surveyor

William Wang BUrbDev(ConstMgt)

Report Date: 8 July 2021

Leary & Partners Pty Ltd

ABN 010 134 148

Quantity Surveyors

Asset Management Consultants

Taxation Depreciation Consultants

Registered Tax Agent 53798007

AUSTRALIAN INSTITUTE OF QUANTITY SURVEYORS

Telephone 1800 808 991 | www.leary.com.au | enquiries@leary.com.au

SUMMARY OF CONTRIBUTIONS

PARK WEST APARTMENTS PS 643908H

15 Year Forecast

Supplied information:
- the first forecast year is to commence on 01 Jul 2021
- the anticipated fund balance at this date is $430,000.00
- a GST credit is available for expenses paid from this fund

Assumed calculation parameters:
- average annual increase in maintenance costs over forecast period of 3.00%
- average interest rate over forecast period of 1.00%
- tax rate on interest earned of 30.00%

Total recommended first year contribution per entitlement = $17.00

For the 12 month period	Total Recommended Contributions *	Estimated Expenditure	Interest Earnt (less tax)	Estimated Fund Balance
2021-22	$141,956	$127,024	$3,062	447,994.00
2022-23	$145,930	$97,968	$3,304	499,260.00
2023-24	$150,017	$25,361	$3,931	627,847.00
2024-25	$154,217	$36,828	$4,806	750,042.00
2025-26	$158,535	$64,728	$5,579	849,428.00
2026-27	$162,974	$305,955	$5,446	711,893.00
2027-28	$167,537	$41,529	$5,424	843,325.00
2028-29	$172,228	$81,793	$6,220	939,980.00
2029-30	$177,051	$43,110	$7,049	1,080,970.00
2030-31	$182,008	$497,861	$6,461	771,578.00
2031-32	$187,104	$708,397	$3,577	253,862.00
2032-33	$192,343	$326,590	$1,307	120,922.00
2033-34	$197,729	$33,633	$1,421	286,439.00
2034-35	$203,265	$99,720	$2,367	392,351.00
2035-36	$208,957	$166,759	$2,894	437,443.00

* This column shows the contributions we recommend be collected each year to fund the Estimated Expenditure. If GST is payable on the levies, or discounts are offered for early payment, these amounts need to be added to our Total Recommended Contributions when calculating the levy amount. The contributions for future years should be reviewed on an annual basis to ensure they take into account changing circumstances.

ESTIMATED EXPENDITURE					FR	RC	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	**Description**	**Unit**	**Qty**	**Rate**	**Yr**	**Yrs**	30.06.22	30.06.23	30.06.24	30.06.25	30.06.26	30.06.27	30.06.28	30.06.29	30.06.30	30.06.31
							Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Building															
#1	Maintain glazed aluminium balustrade (part)	m	5	663	11	10										
#2	New building management office	Item		20,000	1	20	20,000									
#3	Paint apartment doors	Item		20,000	2	10		20,600								
#4	Paint building facade	m2	5,219	42	6	10						252,900				
#5	Paint lobbies & main foyer	Item		55,000	1	10	55,000									
#6	Replace CCTV system	Item		16,885	5	10					19,004					
#7	Replace digital access system	Item		55,000	2	13		56,650								
#8	Replace door hardware (approx. 2%)	No.	4	496	1	1	1,984	2,044	2,105	2,168	2,233	2,300	2,369	2,440	2,513	2,588
#9	Replace hardware & reseal windows (part)	No.	5	144	5	4					813				915	
#10	Replace intercom system	Item		45,000	1	13	45,000									
#11	Replace MATV system components	Item		10,960	4	13				11,976						
	Carpark															
#12	Paint doors & bollards	Item		2,508	4	12				2,741						
#13	Paint line markings	Item		2,080	4	8				2,273						
#14	Replace entry roller door	No.	1	14,487	9	18									18,352	
#15	Replace entry roller door motor	No.	1	2,321	5	9					2,612					
#16	Replace exposed internal ductwork (part)	m2	10	193	12	6										
#17	Replace garbage compactor	No.	1	13,027	11	20										
#18	Replace light fittings (approx. 5%)	No.	5	183	1	1	917	945	973	1,002	1,032	1,063	1,095	1,128	1,162	1,197
#19	Replace stormwater pump	No.	2	2,750	2	11		5,665								
#20	Replace ventilation fans and motors (approx. 25%)	No.	2	3,575	6	6						8,289				
#21	Replace water supply booster pumps	No.	2	8,656	5	14					19,485					
#22	Replace water tank pump	No.	1	2,200	5	12					2,476					
	Fire															
#23	Overhaul electric/diesel fire pump	No.	2	2,200	2	5		4,532					5,254			
#24	Replace emergency light fittings (approx. 7.5%)	No.	11	242	1	1	2,662	2,742	2,824	2,909	2,996	3,086	3,179	3,274	3,372	3,473
#25	Replace fire detection, EWIS & firefighting equipment (approx. 5%)	Item		1,911	1	1	1,911	1,968	2,027	2,088	2,151	2,216	2,282	2,350	2,421	2,494
#26	Replace fire indicator / EWIS panels	No.	2	12,000	6	15						27,823				
#27	Replace fire jacking pump	No.	2	2,035	3	12			4,318							
	Lifts															
#28	Replace car lifts	No.	2	200,000	10	20										521,909
#29	Replace passenger lifts	No.	2	219,780	11	20										
	Lobbies															
#30	Replace carpet	m2	527	87	8	10								56,075		

ESTIMATED EXPENDITURE					FR	RC	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	**Description**	**Unit**	**Qty**	**Rate**	**Yr**	**Yrs**	30.06.22	30.06.23	30.06.24	30.06.25	30.06.26	30.06.27	30.06.28	30.06.29	30.06.30	30.06.31
							Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
#31	Replace floor tiles	m2	130	260	12	20										
#32	Replace light fittings (approx. 7.5%)	No.	14	84	1	1	1,176	1,211	1,247	1,284	1,323	1,363	1,404	1,446	1,489	1,534
	Main foyer															
#33	Refurbish toilet	Item		10,000	11	20										
#34	Replace air conditioner	Item		10,000	6	14						11,593				
#35	Replace floor tiles	m2	151	260	11	20										
#36	Replace furniture	Item		1,800	4	12				1,967						
#37	Replace letterboxes	Item		11,040	7	16							13,182			
#38	Replace light fittings (approx. 7.5%)	No.	8	84	1	1	672	692	713	734	756	779	802	826	851	877
#39	Replace manager office furniture and equipment (part)	Item		2,500	3	3			2,652			2,898			3,167	
	Roof															
#40	Replace built up roofing membrane	m2	840	200	12	20										
#41	Replace downflow ventilation fan	No.	2	2,048	5	14					4,610					
#42	Replace eaves gutters (approx. 30%)	m	18	146	6	8						3,052				
#43	Replace exposed external ductwork (part)	m2	15	206	7	8							3,692			
#44	Replace in-line duct ventilation fan - large	No.	2	10,000	15	25										
#45	Replace in-line duct ventilation fan - medium	No.	2	3,918	8	17								9,637		
#46	Replace metal roof sheeting (approx. 15%)	m2	39	129	6	8						5,815				
#47	Replace television aerial & satellite dish	No.	2	566	6	15						1,313				
	Miscellaneous															
#48	Anticipated miscellaneous expenses						10,404	10,716	11,038	11,369	11,710	12,061	12,423	12,796	13,179	13,575
#49	Tax credit claim for GST component						-12,702	-9,797	-2,536	-3,683	-6,473	-30,596	-4,153	-8,179	-4,311	-49,786
	Total						**127,024**	**97,968**	**25,361**	**36,828**	**64,728**	**305,955**	**41,529**	**81,793**	**43,110**	**497,861**

ESTIMATED EXPENDITURE		12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	**Description**	30.06.32	30.06.33	30.06.34	30.06.35	30.06.36
		Year 11	Year 12	Year 13	Year 14	Year 15
	Building					
#1	Maintain glazed aluminium balustrade (part)	4,452				
#2	New building management office					
#3	Paint apartment doors		27,685			
#4	Paint building facade					
#5	Paint lobbies & main foyer	73,915				
#6	Replace CCTV system					25,540
#7	Replace digital access system					83,192
#8	Replace door hardware (approx. 2%)	2,666	2,746	2,828	2,913	3,000
#9	Replace hardware & reseal windows (part)			1,030		
#10	Replace intercom system				66,084	
#11	Replace MATV system components					
	Carpark					
#12	Paint doors & bollards					
#13	Paint line markings		2,879			
#14	Replace entry roller door					
#15	Replace entry roller door motor				3,408	
#16	Replace exposed internal ductwork (part)		2,666			
#17	Replace garbage compactor	17,507				
#18	Replace light fittings (approx. 5%)	1,233	1,270	1,308	1,347	1,387
#19	Replace stormwater pump			7,842		
#20	Replace ventilation fans and motors (approx. 25%)		9,897			
#21	Replace water supply booster pumps					
#22	Replace water tank pump					
	Fire					
#23	Overhaul electric/diesel fire pump		6,091			
#24	Replace emergency light fittings (approx. 7.5%)	3,577	3,684	3,795	3,909	4,026
#25	Replace fire detection, EWIS & firefighting equipment (approx. 5%)	2,569	2,646	2,725	2,807	2,891
#26	Replace fire indicator / EWIS panels					
#27	Replace fire jacking pump					6,156
	Lifts					
#28	Replace car lifts					
#29	Replace passenger lifts	590,732				
	Lobbies					
#30	Replace carpet					

ESTIMATED EXPENDITURE		12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	**Description**	30.06.32	30.06.33	30.06.34	30.06.35	30.06.36
		Year 11	Year 12	Year 13	Year 14	Year 15
#31	Replace floor tiles		46,715			
#32	Replace light fittings (approx. 7.5%)	1,580	1,627	1,676	1,726	1,778
	Main foyer					
#33	Refurbish toilet	13,439				
#34	Replace air conditioner					
#35	Replace floor tiles	52,682				
#36	Replace furniture					
#37	Replace letterboxes					
#38	Replace light fittings (approx. 7.5%)	903	930	958	987	1,017
#39	Replace manager office furniture and equipment (part)		3,461			3,782
	Roof					
#40	Replace built up roofing membrane		232,551			
#41	Replace downflow ventilation fan					
#42	Replace eaves gutters (approx. 30%)				3,866	
#43	Replace exposed external ductwork (part)					4,677
#44	Replace in-line duct ventilation fan - large					30,252
#45	Replace in-line duct ventilation fan - medium					
#46	Replace metal roof sheeting (approx. 15%)				7,366	
#47	Replace television aerial & satellite dish					
	Miscellaneous					
#48	Anticipated miscellaneous expenses	13,982	14,401	14,834	15,279	15,737
#49	Tax credit claim for GST component	-70,840	-32,659	-3,363	-9,972	-16,676
	Total	**708,397**	**326,590**	**33,633**	**99,720**	**166,759**

RECOMMENDED LOT CONTRIBUTIONS FOR FIRST 10 YEARS OF FORECAST

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
L201	81	1,376.89	1,415.44	1,455.08	1,495.82	1,537.70	1,580.76	1,625.01	1,670.51	1,717.30	1,765.38
L202	66	1,121.91	1,153.32	1,185.62	1,218.81	1,252.94	1,288.02	1,324.09	1,361.16	1,399.28	1,438.45
L203	68	1,155.91	1,188.27	1,221.55	1,255.75	1,290.91	1,327.05	1,364.21	1,402.41	1,441.68	1,482.04
L204	53	900.93	926.15	952.09	978.75	1,006.15	1,034.32	1,063.28	1,093.05	1,123.66	1,155.12
L205	53	900.93	926.15	952.09	978.75	1,006.15	1,034.32	1,063.28	1,093.05	1,123.66	1,155.12
L301	73	1,240.90	1,275.64	1,311.37	1,348.08	1,385.83	1,424.63	1,464.52	1,505.53	1,547.69	1,591.02
L302	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L303	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L304	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L305	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L306	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L307	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L308	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L309	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L310	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L311	71	1,206.91	1,240.69	1,275.44	1,311.15	1,347.86	1,385.60	1,424.40	1,464.28	1,505.28	1,547.43
L401	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L402	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L403	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L404	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L405	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L406	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L407	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L408	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L409	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L410	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L411	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L412	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L501	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L502	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L503	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L504	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L505	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L506	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L507	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
L508	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L509	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L510	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L511	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L512	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L601	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L602	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L603	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L604	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L605	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L606	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L607	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L608	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L609	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L610	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L611	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L612	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L701	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L702	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L703	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L704	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L705	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L706	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L707	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L708	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L709	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L710	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L711	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L712	52	883.93	908.68	934.13	960.28	987.17	1,014.81	1,043.22	1,072.43	1,102.46	1,133.33
L801	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L802	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L803	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L804	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L805	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L806	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L807	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L808	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L809	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L810	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
L811	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L812	52	883.93	908.68	934.13	960.28	987.17	1,014.81	1,043.22	1,072.43	1,102.46	1,133.33
L901	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51
L902	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L903	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L904	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L905	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L906	52	883.93	908.68	934.13	960.28	987.17	1,014.81	1,043.22	1,072.43	1,102.46	1,133.33
L907	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L908	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L909	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L910	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L911	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L912	52	883.93	908.68	934.13	960.28	987.17	1,014.81	1,043.22	1,072.43	1,102.46	1,133.33
L1001	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51
L1002	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1003	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1004	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1005	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1006	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1007	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1008	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1009	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1010	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1011	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1012	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1101	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51
L1102	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1103	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1104	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1105	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1106	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1107	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1108	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1109	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1110	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1111	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1112	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1201	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
L1202	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1203	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1204	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1205	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1206	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1207	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1208	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1209	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1210	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1211	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1212	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1301	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51
L1302	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1303	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1304	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1305	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1306	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1307	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1308	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1309	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1310	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1311	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1312	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
LC01	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC12	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC13	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC14	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC15	13	220.98	227.17	233.53	240.07	246.79	253.70	260.80	268.11	275.62	283.33
LC16	9	152.99	157.27	161.68	166.20	170.86	175.64	180.56	185.61	190.81	196.15
LC17	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC18	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC19	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC02	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC20	7	118.99	122.32	125.75	129.27	132.89	136.61	140.43	144.37	148.41	152.56
LC21	9	152.99	157.27	161.68	166.20	170.86	175.64	180.56	185.61	190.81	196.15
LC22	9	152.99	157.27	161.68	166.20	170.86	175.64	180.56	185.61	190.81	196.15
LC03	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC37	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC38	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
LC04	7	118.99	122.32	125.75	129.27	132.89	136.61	140.43	144.37	148.41	152.56
LC40	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC05	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC54	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC55	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC58	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC59	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC60	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC61	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC62	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC63	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC64	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC65	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC66	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC67	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC68	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC69	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC70	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC71	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC72	12	203.98	209.69	215.57	221.60	227.81	234.19	240.74	247.48	254.41	261.54
LC74	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC75	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC76	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC77	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC78	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC79	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC08	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC80	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC81	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC82	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC83	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC84	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC85	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC86	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC87	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC88	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC89	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC09	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC90	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36

Lot No.	Entitl.	2021-22	*2022-23*	*2023-24*	*2024-25*	*2025-26*	*2026-27*	*2027-28*	*2028-29*	*2029-30*	*2030-31*
LC91	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC92	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC93	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC94	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC95	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC96	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC97	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC98	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC99	6	101.99	*104.85*	*107.78*	*110.80*	*113.90*	*117.09*	*120.37*	*123.74*	*127.21*	*130.77*
LC100	6	101.99	*104.85*	*107.78*	*110.80*	*113.90*	*117.09*	*120.37*	*123.74*	*127.21*	*130.77*
LC101	6	101.99	*104.85*	*107.78*	*110.80*	*113.90*	*117.09*	*120.37*	*123.74*	*127.21*	*130.77*
LC102	6	101.99	*104.85*	*107.78*	*110.80*	*113.90*	*117.09*	*120.37*	*123.74*	*127.21*	*130.77*
LM01	80	1,359.89	*1,397.96*	*1,437.12*	*1,477.35*	*1,518.72*	*1,561.24*	*1,604.95*	*1,649.89*	*1,696.09*	*1,743.58*
Totals	8351	$141,956.00	*$145,930.00*	*$150,017.00*	*$154,217.00*	*$158,535.00*	*$162,974.00*	*$167,537.00*	*$172,228.00*	*$177,051.00*	*$182,008.00*

*If GST is payable on the levies or discounts are offered for early payment, these amounts need to be added to our Total Recommended Contributions when calculating the levies.
*If acquisitions, upgrades, etc. are not included in this report, the cost of these items needs to be added to our Total Recommended Contributions when calculating the levies.
*The contributions for future years should be reviewed on an annual basis to ensure that they take into account changing circumstances.

CURRENT CONDITION REPORT

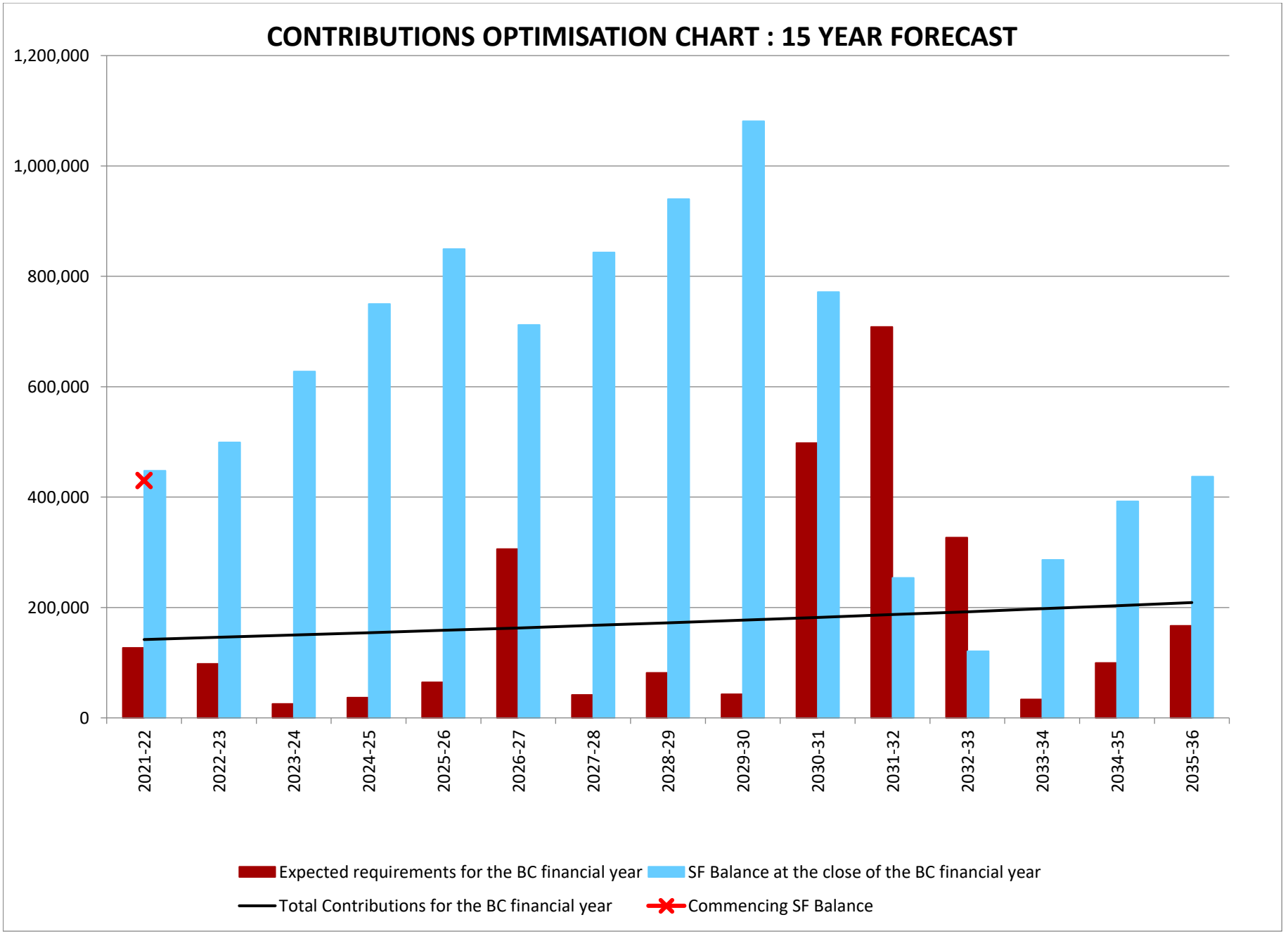
Scheme Registered: 27.8.2012

No. of Lots: 204

Building Use: Residential Units

Item	Description	Plan Year First Required	Repeat Cycle Years	Condition
	Building			
#1	Maintain glazed aluminium balustrade (part)	11	10	Good
#2	New building management office	1	20	Poor
#3	Paint apartment doors	2	10	Fair
#4	Paint building facade	6	10	Fair
#5	Paint lobbies & main foyer	1	10	Poor
#6	Replace CCTV system	5	10	Fair
#7	Replace digital access system	2	13	Poor
#8	Replace door hardware (approx. 2%)	1	1	Good
#9	Replace hardware & reseal windows (part)	5	4	Good
#10	Replace intercom system	1	13	Poor
#11	Replace MATV system components	4	13	Fair
	Carpark			
#12	Paint doors & bollards	4	12	Fair
#13	Paint line markings	4	8	Fair
#14	Replace entry roller door	9	18	Fair
#15	Replace entry roller door motor	5	9	Fair
#16	Replace exposed internal ductwork (part)	12	6	Good
#17	Replace garbage compactor	11	20	Fair
#18	Replace light fittings (approx. 5%)	1	1	Good
#19	Replace stormwater pump	2	11	Fair
#20	Replace ventilation fans and motors (approx. 25%)	6	6	Good
#21	Replace water supply booster pumps	5	14	Fair
#22	Replace water tank pump	5	12	Fair
	Fire			
#23	Overhaul electric/diesel fire pump	2	5	Fair
#24	Replace emergency light fittings (approx. 7.5%)	1	1	Good
#25	Replace fire detection, EWIS & firefighting equipment (approx. 5%)	1	1	Good
#26	Replace fire indicator / EWIS panels	6	15	Fair
#27	Replace fire jacking pump	3	12	Fair
	Lifts			
#28	Replace car lifts	10	20	Fair
#29	Replace passenger lifts	11	20	Fair
	Lobbies			
#30	Replace carpet	8	10	Good
#31	Replace floor tiles	12	20	Fair
#32	Replace light fittings (approx. 7.5%)	1	1	Good
	Main foyer			
#33	Refurbish toilet	11	20	Fair
#34	Replace air conditioner	6	14	Fair
#35	Replace floor tiles	11	20	Fair
#36	Replace furniture	4	12	Fair
#37	Replace letterboxes	7	16	Fair

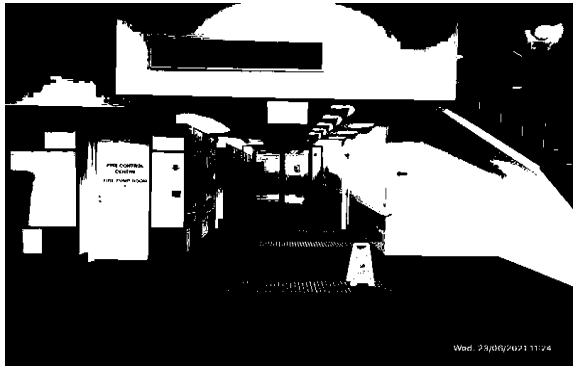
Item	Description	Plan Year First Required	Repeat Cycle Years	Condition
#38	Replace light fittings (approx. 7.5%)	1	1	Good
#39	Replace manager office furniture and equipment (part)	3	3	Good
	Roof			
#40	Replace built up roofing membrane	12	20	Fair
#41	Replace downflow ventilation fan	5	14	Fair
#42	Replace eaves gutters (approx. 30%)	6	8	Fair
#43	Replace exposed external ductwork (part)	7	8	Good
#44	Replace in-line duct ventilation fan - large	15	25	Fair
#45	Replace in-line duct ventilation fan - medium	8	17	Fair
#46	Replace metal roof sheeting (approx. 15%)	6	8	Fair
#47	Replace television aerial & satellite dish	6	15	Fair


CONTRIBUTIONS OPTIMISATION CHART : 15 YEAR FORECAST
1,200,000
1,000,000
800,000
600,000
400,000
200,000
0
2021-22
2022-23
2023-24
2024-25
2025-26
2026-27
2027-28
2028-29
2029-30
2030-31
2031-32
2032-33
2033-34
2034-35
2035-36
Expected requirements for the BC financial year
SF Balance at the close of the BC financial year
Total Contributions for the BC financial year
Commencing SF Balance

SITE PHOTOGRAPHS









PREAMBLE CLAUSES

1.00 PURPOSE OF MAINTENANCE PLAN

The purpose of this report is to enable the owners corporation to make adequate monetary provision for future common property replacements and major repair items, in accordance with the requirements of the Owners Corporation Act 2006.

2.00 LEGISLATION

This survey has been prepared with reference to the Owners Corporations Act 2006.
It does not take into account the impact of future changes to this legislation or work that may be necessary because of changes to other relevant legislation (eg. The Work Place Health and Safety Legislation) subsequent to the scheme's construction.

3.00 THE GOODS AND SERVICES TAX

All cost estimates contained in Section 2 of this report include an allowance for GST.
If the owners corporation is a registered entity for GST purposes, allowance has been made for the fact that the owners corporation will be entitled to claim GST tax credits.

The contributions displayed in this report do not include the GST payable by the owners corporation on all levies. A 10% allowance for GST should be added to the contributions displayed before levying lot owners.

4.00 BASIS OF FORECAST EXPENSES

Expenses have been forecast in line with the standard requirements for a building of this nature and assume a typical level of usage and maintenance.

The cost allowances in this report are our best estimate of the likely future costs, based on the information available to us at this date. These cost estimates may be impacted by factors that cannot be reasonably foreseen at this time. Common examples of such factors include unusual market conditions at the time of the works, associated remedial works being required, special access or scaffolding being required or the body corporate choosing to vary the repaired or replaced infrastructure. Further, when competitive quotes are sought, there is normally a variation between the quoted prices.

For these reasons we recommend that the body corporate obtain competitive quotes for major work items (including the external painting) at least twelve months in advance of the forecast work date.

5.00 STRUCTURAL DEFECTS, ASBESTOS, FLAMMABLE MATERIALS AND REFURBISHMENTS

This is not a structural report and does not cover expenditure that occurs either directly or indirectly as a result of structural defects. It does not cover expenditure as a result of accidental damage.

This report does not include an asbestos or a flammable material detection survey. If such materials are present, no allowance has been made for the cost of their removal, or for the installation of systems required to safely manage their continued presence. Identifying the presence of such materials and the steps required if they are present is a specialist service. We will include an allowance for these costs only if the owners corporation has provided us with the budgeted costs.

Refurbishments undertaken for reasons other than physical obsolescence have not been included apart from where the owners corporation has provided us with budgeted costs. Physical obsolescence is the basis by which the remaining and overall lives have been investigated. No allowance has been made for economic, functional, technological, social, and legal obsolescence.

6.00 ADMINISTRATIVE BUDGET ITEMS NOT INCLUDED

The cost of maintenance contract items normally included in the Administrative budget have not been included in this plan.

7.00 CONTRIBUTION SCHEDULE

The "Contributions Optimisation Chart" graphs how the contribution scheme relates to the expected requirements and the maintenance fund balances over the full plan period. When calculating the contributions we :

- ensure that there are always sufficient funds to meet the forecast requirements.
- try to achieve a steadily increasing contribution scheme.
- ensure that the owners corporation is not unduly contributing funds.
- investigate the expected requirements over the full forecast period.

The contributions shown in italics in Section 4 are draft figures only which should be reviewed on an annual basis to take into consideration actual expenses incurred, the actual maintenance fund balance and additions or changes to the building.

8.00 MAINTENANCE FUND BALANCE

The levy for the current financial year was set prior to the preparation of this report.
The maintenance fund balance used in this forecast is an estimate only, based on the last known balance, expected contributions and recorded expenses.

9.00 ANTICIPATED MISCELLANEOUS EXPENSES

There is a range of non-recurrent capital expenses which it is reasonable to believe will occur during the forecast period but which it is not practical to show individually as line items in the Expected Requirements table. Typically these are smaller value works and/or works that have irregular timing frequencies (for example, repair call-outs on major equipment not covered by comprehensive maintenance contracts). We have included an averaged annual allowance for these in each year.

The anticipated miscellaneous expenses allowance is not intended to cover possible future expenses (such as structural defects or concrete cancer) when there is not sufficient factual basis for us to reasonably assess them as being required during the forecast period. Nor is the allowance intended to cover the increased cost of other works due to unanticipated factors such as changes to the scope of works.

10.00 FORECAST PERIOD

This report is calculated to run from the date stated on the cover page, in twelve-month periods.

11.00 EXPLANATION OF ABBREVIATIONS

The maintenance fund forecast uses the following abbreviations :

FR: First Replacement
RC: Replacement Cycle

12.00 PLAN AND FORECAST PERIOD

12.01 The term 'forecast', shown on the first page of this report, refers to the period of time over which maintenance and repair costs are assessed.

12.02 Items with an expected overall life greater than the forecast period have not been included.

12.03 This report includes only work items that are expected to occur during the report forecast period. Items of work expected to occur at a date further into the future will be added at a later date as part of the ongoing forecast update process.

13.00 INSPECTION INFORMATION

Please note the following information relating to this forecast.

13.01 Our report is based on data collected on site at the date of inspection.

13.02 The survey has been prepared with reference to the plan PS 643908H.
Supplementary architectural drawings were not provided during the survey preparation.

13.03 The recommendations in this report are based on a visual inspection of the development undertaken from the ground level and accessible building areas. No physically destructive or intrusive testing was carried out.

13.04 An allowance has been made to paint only the previously painted surfaces including external surfaces extending into lot boundaries.

13.05 The allowance for painting does not include for special hoarding or other special safety provision that may be a requirement of the local council.

13.06 If your building has a lift it has been assumed that the lift plant and equipment is covered by a comprehensive service agreement. Please inform our office if this is not the case.

13.07 The item included in the forecast for the replacement of underground pipework is a contingency allowance only. The location of the pipework and its condition were unable to be determined.

13.08 Assuming materials and workmanship were of a reasonable standard during construction, the following items should only require partial ongoing replacement or repair during the forecast period. Thus unless otherwise noted, only an estimated percentage of the total quantity has been included for the following :

We recommend the status of these items be reviewed at regular intervals.



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West Melbourne VIC 3003

INSPECTION REPORT

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12. 03. 2025.

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INSPECTION REPORT

COMPLIANCE STATEMENT

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Report Details

Inspection Date: 12/03/2025

Project Manager: Sebastian Gracia
Company: Be On Access
Email: Admin@beonaccess.com.au

33-43 Batman Street

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COMPLIANCE STATEMENT

Geographic location.



Be On Access has received..

This report outlines the findings of a leak detection assessment conducted at 33-43 Batman Street, West Melbourne VIC 3003. Our team was commissioned to investigate reports of water leakage affecting multiple apartments within the building. The primary objective of this inspection was to identify the source(s) of the leaks, assess the extent of any water damage, and provide recommendations for necessary repairs and preventative measures.

Our assessment involved a detailed examination of the affected areas, utilizing both specialized leak detection equipment and visual inspections to identify potential causes. This report provides an overview of our findings, analysis, and suggested corrective actions to address the issue effectively and prevent future occurrences.

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COMPLIANCE STATEMENT

Apartment 1305

Reported Issue: Leakage through the window frames, originating from the top.

- Inspection Date:12/03/2025
- Location of Inspection: A window located in the bedroom of the apartment.

Purpose of Inspection:

The purpose of this inspection was to assess the potential sources of water ingress in Apartment 1305. The inspection was carried out using rope access to access elevated and otherwise difficult-to-reach areas such as the window frame, roof, and other structural elements. Water testing was also conducted as part of the evaluation





Inspection Findings

1. Window Frame and Caulking
During the inspection, it was observed that the caulking around the window frame had deteriorated, exhibiting visible signs of damage and wear. This damage may have previously allowed moisture to enter the apartment. However, no active water leaks were detected during the inspection.
Actions Taken:The damaged caulking was carefully removed and replaced with high-quality, durable silicone sealant to restore the integrity of the window seal. This replacement aims to prevent further potential water ingress through the window.

2. Crack Above the Window

A crack was identified at the top of the window frame where the concrete structure had left a gap. If left untreated, this crack could allow water to infiltrate, especially during prolonged periods of rainfall. Although no active leaks were observed at the time, the presence of this crack represents a potential risk of future water damage.

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INSPECTION REPORT

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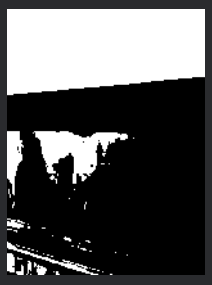
Actions Taken:

A temporary silicone sealant was applied along the crack to mitigate any potential water penetration. This temporary solution aims to prevent moisture from entering the building through this crack until permanent repairs can be carried out.

3. Roof Mainbrace Condition

The condition of the mainbrace of the roof was visually inspected, and it was found to be compromised, showing signs of damage and wear. This issue poses a risk for future water leakage, not only within the inspected apartment but potentially affecting neighboring units as well. The roof plays a critical role in water containment, and any structural weaknesses could lead to significant water ingress.

Recommendation for Further Investigation:
Given the current state of the roof mainbrace, we strongly recommend a more thorough investigation to assess the extent of the damage and identify any additional structural issues. Repairing or replacing the damaged components of the roof is crucial to prevent water leaks that could impact the entire building, especially during adverse weather conditions







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INSPECTION REPORT

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COMPLIANCE STATEMENT

Conclusion

The inspection of Apartment 1305 provided key insights into the state of the window sealing and roof structure. While no active leaks were detected during the inspection, several areas of concern were identified that could lead to future water ingress:

Window Frame Caulking: The damaged caulking was replaced to ensure an effective seal and prevent future water infiltration.

Crack Above the Window: A temporary silicone seal was applied to the crack above the window to provide immediate protection against water penetration.

Roof Mainbrace: The mainbrace of the roof was found to be damaged, requiring further investigation and repair to avoid potential future leaks that could affect other apartments in the building

Recommendations

Permanent Crack Repair:The temporary silicone seal applied to the crack above the window should be considered a short-term solution. We recommend carrying out a permanent repair to address the structural gap in the concrete and ensure long-term protection against water ingress.

Roof Inspection and Repair:A comprehensive inspection of the roof, particularly the mainbrace, is essential to assess the extent of the damage. Repairing or replacing the damaged components is critical to preventing water leaks that could impact not only the inspected apartment but also neighboring units.

Ongoing Monitoring:Although the immediate risk of water ingress has been mitigated with the caulking replacement and temporary sealant, we recommend ongoing monitoring, particularly during rainfall, to ensure that no additional issues arise.


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Contracts

As at: 25/06/2026

Development	OC#	Contract Name	Supplier	Start Date	End Date	Status
Park West Apartments	OC 1	Park West Building management and cleaning contract 0318	National Facility Services	01/03/18	28/02/23	Ongoing
Park West Apartments	OC 1	Park West Apartments MICM Contract 0724	MICM Strata	01/07/24	30/06/26	Active
Park West Apartments	OC 1	Fire Safety Measures Testing Contract 1124	Aesm Pty Ltd	05/11/24	04/11/25	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Service Contract 1123	NAMS Air Conditioning Services	05/11/23	04/11/24	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Service Contract 0824	Fuji Elevators Australia Pty Ltd	01/08/24	31/07/27	Active
Park West Apartments	OC 1	Electrical Service Contract 1123	R.E.S Total Electrical Service	15/11/23	31/12/25	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Utilities Contract 0425	Aussie Broadband Limited	02/04/25	01/04/26	Ongoing

NEW OWNER INFORMATION

FAX TO: (03) 8256 1139
OR
EMAIL TO: ownerscorp@micm.com.au.

PLEASE PRINT ALL INFORMATION

IF NEW TO OWNERS CORPORATION, TICK BOX ☐

O.C.P. Number & Complex Name		
Apartment Number	Apartment No.	
Owner/s Details	Surname Dr/ Mr / Mrs / Ms / Miss (circle)	
	Given Names	
Postal Address		
Contact Details	Phone: Business: Home: Fax: Email:	
OC Fee Statements/ Invoices to be forwarded to	☐ postal address listed above **or** ☐ email address listed above **or** ☐ Managing Agent – please list details below in the Managing Agent's details section	
Correspondence to be forwarded to	☐ postal address listed above **or** ☐ email address listed above	
Settlement Details	Date:	
Managing Agent's Details (if applicable)		
Address		
Contact Details	Phone: Fax	
Owner's Signature		

Please return this form to the Owners Corporation Department, MICM Property, Level 1, 178 City Road, Southbank 3006, or fax on 9697 8822 or email at ownerscorp@micm.com.au.

You consent to us disclosing the information in this form to persons outside the Central Equity Group solely for the purposes of assessing this request. We will endeavor to maintain the confidentiality of all information provided in this form. For more information about our privacy policy, please refer to the privacy statement at www.micm.com.au

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Owners Corporation Notification of making, amendment or revocation of rules Section 142 Owners Corporation Act 2006

OC 27 (12/07)

Lodged by
Name MARSHALLS & DENT
Phone: 9670 5000
Address: DX 213 MELBOURNE.
Reference: JSP:LEM:101099
Customer Code:, 1187X

Owners Corporation Number **1**. Plan number **PS 643908H**

Supplied with this notification is:

1. The consolidated copy of the rules of the Owners Corporation currently in force.
2. If applicable, the special resolution passed on 29th August 2012 under Section 138 of the Owners Corporation Act 2006 authorising the making, amendment or revocation of the rules of the Owners Corporation.

Dated: 31/8/2012

Signature or seal of applicant, Australian Legal Practitioner under the Legal Profession Act 2004 or agent.

Marshalls & Dent

Signature:.....
Name in full: JEFFREY SIMON PINCH
Usual Address: Level 21, 570 Bourke Street, Melbourne
An Australian Legal Practitioner (within the meaning of the Legal Profession Act 2004)

The common seal of Owners Corporation Number .....
Plan number .....
was affixed in accordance with
Section 21 of the Owners Corporation Act 2006
in the presence of :

.....	.....
Lot Owner	Lot Owner
Full name	Full name .....
Address	Address .....
.....	.....

For current information regarding Owners Corporation, please obtain an Owners Corporation Search report

THE BACK OF THIS FORM MUST NOT BE USED

Land Victoria, 570 Bourke Street Melbourne 3000, Phone 8636 - 2010

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PARK WEST
APARTMENTS

Plan of Subdivision PS 643908H

Owners Corporation 1

OWNERS CORPORATION RULES

I hereby certify this is a true and correct copy of the Rules of Owners Corporation 1 PS 643908H made on the 29th August 2012.

Dated: 10/9/2012

Signature:

Print Name: Joan Kaufman
(Secretary of Owners Corporation 1 PS 643908H)

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NOTES

These rules are made by the Owners Corporation of Plan No. PS 643908H for Park West Apartments.

The *Owners Corporations Regulations 2007* provide for the powers of the Owners Corporation, the general duties of Members, meetings and administration of the Owners Corporation, insurance and other miscellaneous matters. These rules must be read in conjunction with the Regulations and where there is any inconsistency between these rules and the standard rules as set out in the schedule to the Regulations, these rules prevail.

These rules exist for the purpose of controlling, managing and administering the use and enjoyment of Common Property. These rules are binding on Members, Occupiers and the Owners Corporations. These rules may be amended from time to time by the Owners Corporation by the passing of a special resolution. You must at your own cost and in a timely manner, comply with all rules and laws relating to your Lot, the use of your Lot and the use of Common Property and services to the Building.

DEFINITIONS

In these rules:

"Act" means the *Owners Corporations Act 2006*;

"Building" means the building and improvements on the Land, inclusive where applicable of the Common Properties;

"Building Facilities" means the facilities located on the Common Property from time to time;

"Common Property" means the Common Property shown as Common Property 1 on the Plan;

"**Developer**" means E.A.H. Batman Pty Ltd;

"Facade" means the exterior walls of the Building (which, for the avoidance of doubt, includes any glass walls, windows or balustrades);

"Governmental Agency" means any government or any governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or any entity which is defined as a "referral authority" under the Act;

"Land" means all the land in the Plan;

"Lot" means a Lot shown on the Plan being the Lots affected by the Owners Corporation;

"Manager" means the manager appointed from time to time by the Owners Corporation pursuant to Section 119 of the *Owners Corporations Act 2006* and/or a building manager appointed from time to time by the Owners Corporation as notified from time to time to the Members;

"Member" means an owner of a lot, a member of the Owners Corporation, and where applicable, agents, licensees, invitees, contractors, visitors etc of such Member;

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"Occupier" means a person or persons other than a member residing, leasing or licensing a Lot;

"Owners Corporation" means the Owners Corporation on the Plan;

"Park West Apartments" means the land and building affected by the Owners Corporation being all of the Lots and the Common Property;

"Plan" means Plan of Subdivision No. PS 643908H;

"Spaces" means the car parking and storage spaces located on the Plan;

"Special Resolution" has the same meaning as in the *Owners Corporations Act 2006*; and

"Window Coverings" means any window coverings to any windows or glassed area of a Lot.

PART A
MODEL RULES

1. Health, Safety and Security

1.1. Health, Safety and Security of Lot Owners, Occupiers of Lots and Others

A Member or Occupier must not use the Lot, or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, Occupier, or user of another Lot.

1.2. Storage of Flammable Liquids and Other Dangerous Substances and Materials

1. Except with the approval in writing of the Owners Corporation, a Member or Occupier of a Lot must not use or store on the Lot or on the Common Property any flammable chemical, liquid or gas or other flammable material.
2. This rule does not apply to:
   a. chemicals, liquids, gases or other material used or intended to be used for domestic purposes; or
   b. any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

1.3. Waste Disposal

A Member or Occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort of the Occupier or users of other Lots.

2. Management and Administration

2.1 Metering of Services and Apportionment of Costs of Services

1. The Owners Corporation must not seek payment or reimbursement for a cost or charge from a Member or Occupier that is more than the

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amount that the supplier would have charged the Member or Occupier for the same goods or services.

2. If a supplier has issued an account to the Owners Corporation, the Owners Corporation cannot recover from the Member or Occupier an amount which includes any amount that is able to be claimed as a concession or rebate by or on behalf of the Member or Occupier from the relevant supplier.

3. Sub-rule (2) does not apply if the concession or rebate:

   a. must be claimed by the Member or Occupier and the Owners Corporation has given the Member or Occupier an opportunity to claim it and the Member or Occupier has not done so by the payment date set by the relevant supplier; or

   b. is paid directly to the Member or Occupier as a refund.

3. Use of Common Property

3.1. Use of Common Property

1. A Member or Occupier of a Lot must not obstruct the lawful use and enjoyment of the Common Property by any other person entitled to use the Common Property.

2. A Member or Occupier of a Lot must not, without the written approval of the Owners Corporation, use for his or her own purposes as a garden any portion of the Common Property.

3. An approval under sub-rule (2) may state a period for which the approval is granted.

4. If the Owners Corporation has resolved that an animal is a danger or is causing a nuisance to the Common Property, other Members or Occupiers it must give reasonable notice of this resolution to the Member or Occupier who is keeping the animal.

5. A Member or Occupier of a Lot who is keeping an animal that is the subject of a notice under sub-rule (4) must remove that animal.

6. Sub-rules (4) and (5) do not apply to an animal that assists a person with an impairment or disability.

3.2. Vehicles and Parking on Common Property

A Member or Occupier of a Lot must not, unless in the case of an emergency, park or leave a motor vehicle or other vehicle or permit a motor vehicle or other vehicle:

1. to be parked or left in parking spaces situated on Common Property and allocated for other Lots; or

2. on the Common Property so as to obstruct a driveway, pathway, entrance or exit to a Lot; or

3. in any place other than a parking area situated on Common Property specified for that purpose by the Owners Corporation.

3.3. Damage to Common Property

1. A Member or Occupier of a Lot must not damage or alter the Common Property without the written approval of the Owners Corporation.

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2. A Member or Occupier of a Lot must not damage or alter a structure that forms part of the Common Property without the written approval of the Owners Corporation.

3. An approval under sub-rule (1) or (2) may state a period for which the approval is granted, and may specify the works and conditions to which the approval is subject.

4. A Member or person authorised by a Member may install a locking or safety device to protect the Lot against intruders, or a screen or barrier to prevent entry of animals or insects, if the device, screen or barrier is soundly built and is consistent with the colour, style and materials of the building.

5 The Member or person referred to in sub-rule (4) must keep any device, screen or barrier installed in good order and repair.

4. Lots

4.1. Change of Use of Lots

A Member or Occupier of a Lot must give written notification to the Owners Corporation if the Member or Occupier changes the existing use of the Lot in a way that will affect the insurance premiums for the Owners Corporation.

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.

5. Behaviour of Persons

5.1. Behaviour of Owners, Occupiers and Invitees on Common Property

A Member or Occupier of a Lot must take all reasonable steps to ensure that guests of the Member or Occupier do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the Common Property.

5.2. Noise and Other Nuisance Control

1. A Member or Occupier of a Lot, or a guest of a Member or Occupier, must not unreasonably create any noise likely to interfere with the peaceful enjoyment of any other person entitled to use the Common Property.

2. Sub-rule (1) does not apply to the making of a noise if the Owners Corporation has given written permission for the noise to be made.

6. Dispute Resolution

1. The grievance procedure set out in this rule applies to disputes involving a Member, manager, or an Occupier or the Owners Corporation.

2. The party making the complaint must prepare a written statement in the approved form.

3. If there is a grievance committee of the Owners Corporation, it must be notified of the dispute by the complainant.

4. If there is no grievance committee, the Owners Corporation must be notified of any dispute by the complainant, regardless of whether the Owners Corporation is an immediate party to the dispute.

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5. The parties to the dispute must meet and discuss the matter in dispute, along with either the grievance committee or the Owners Corporation, within 14 working days after the dispute comes to the attention of all the parties.

6. A party to the dispute may appoint a person to act or appear on his or her behalf at the meeting.

7. If the dispute is not resolved, the grievance committee or Owners Corporation must notify each party of his or her right to take further action under Part 10 of the **Owners Corporations Act 2006**.

8. This process is separate from and does not limit any further action under Part 10 of the **Owners Corporations Act 2006**.

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PART B

ADDITIONAL RULES

1. USE OF LOTS

1.1. A Member must not and must ensure that an Occupier of a Member's Lot, must not:

a. use or permit the Lot to be used for any purpose which may be illegal or damaging to the reputation of Park West Apartments or may cause a nuisance or hazard to any other Member or Occupier of any Lot or the invitees of any such Member or Occupier;

b. dispose or permit disposal of cigarette butts, cigarette ash or any other materials from any Lot;

c. make or permit to be made any noise on that Member's Lot which may be heard outside that Member's Lot between the hours of midnight and 8.00 am; or

d. do or permit anything which may invalidate, suspend or increase the premium for any insurance effected by the Owners Corporation.

2. USE OF PARK WEST APARTMENTS

2.1 A Member must not and must ensure that an Occupier of a Member's Lot must not:

a. use the Common Property or permit the Common Property to be used in such a manner as to unreasonably interfere with or prevent its use by any other Member or any Occupier of any Lot or the invitees of any such Member or Occupier;

b. make or permit to be made any undue noise, odours or vibrations in or about the Common Property;

c. smoke or consume alcohol on the Common Property including, without limitation, in the stairwells, lifts, foyers, carpark lobbies, loading docks and areas set aside for plant and storage;

d. permit any child under the control of any such Member or any Occupier of any such Member to play or remain on any part of the Common Property or other area of possible danger or hazard to children unless supervised by an adult at all times;

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e. dispose or permit disposal of cigarette butts, cigarette ash or any other materials on or over the Common Property or any balconies, terraces or windows;

f. use nor permit persons under his or her control to use on the Common Property, skateboards, roller skates, roller blades, bicycles, tricycles, motor scooters, scooters or the like;

g. do or allow to be done anything on the Common Property which causes a nuisance to, or interferes with, the use or quiet enjoyment of the Common Property by a Member or any Occupier of a Member's Lot;

h. obstruct any halls, passage ways, stairways or lifts of the Common Property;

i. hold or allow to be held any public auction on or near the Common Property without the prior written approval of the Owners Corporation;

j. park or leave a vehicle:

   i. on the Common Property so as to obstruct any driveway or entrance to a Lot; or

   ii. within those areas of the Common Property, if any, allocated for visitors parking; or

   iii. in any place other than a parking area specified for such purpose by the Owners Corporation; or

   and in circumstances of a breach, the Owners Corporation has the right to remove offending vehicles with no prior notice, should it be deemed an emergency, from Common Property only and re-coup all associated costs from the offending Member.

k. permit a visitor to his or her Lot to use those Spaces allocated for visitors parking (if any) for more than 12 hours without special permission from the Owners Corporation or the Manager;

l. permit or store any items or materials other than a registered roadworthy motor vehicle in any parking area;

m. enclose any parking Lot;

n. install a storage cage in any parking Lot;

o. do or permit anything which might cause structural damage to Park West Apartments including, without limitation, bringing any heavy article onto Park West Apartments without the consent of the Owners Corporation;

p. do anything to damage or deface or interfere with the Common Property or interfere with the smooth running of the Common Property by the Owners Corporation;

q. interfere with any personal property vested in the Owners Corporation;

r. interfere with the operation of any equipment installed in the Common Property;

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s. use or permit to be used the Common Property other than in accordance with the directions of the Manager, and in the absence of any such directions, in accordance with the directions of the Owners Corporation;

t. use or permit to be used the Building other than in accordance with the directions of the Manager, and in the absence of any such directions, in accordance with the directions of the Owners Corporation. A Member or Occupier of a Lot must comply with all directions of the Manager or Owners Corporation promptly and at all times and comply with the rules of use of the Building and Building Facilities as set by the Manager or Owners Corporation from time to time;

u. install or permit to be installed any safe on the Lot, unless the Member or Occupier of the Lot obtains the prior written consent of the Manager, which costs (including costs of any consultant's reports or other costs, incurred in relation to the consideration of the request) must be paid for by the Member;

v. conduct a business out of or use any Lot for the conduct of a business inclusive that of a serviced apartment;

w. install fly screens without prior written approval from the Owners Corporation, of which should approval be given, will be at the Owners Corporation discretion;

x. interfere, alter or disconnect in anyway any building services infrastructure or services within any Common Property; or

y. permit oil leakages from any vehicle onto common property or land effected by the Owners Corporation. The Owners Corporation shall recoup the cost of cleaning and removing any oil stain caused by a Members vehicle in contravention of this rule.

3. MOVING IN - MOVING OUT

3.1. Each Member or Occupier of a Lot must, not less than **5 working days** prior to the intended date for moving into or moving out of their Lot, contact the Manager to arrange and register a suitable date and time to facilitate that move. Only those Members or Occupiers that have prior authorisation from the Manager will be permitted to move in or out of a Lot.

3.2. All moves in and out of the building will only be permitted between the hours of 9:00 am and 4:30 pm Monday to Friday, with no moves permitted to be made on weekends. All Members and Occupiers will have to complete an indemnity form prior to and after the move. Any moves requested out of these hours will be at the absolute discretion of the Owners Corporation and/or Manager.

3.3. Members or Occupiers of a Lot must not move any article likely to cause damage or obstruction through the Common Property without first giving the Manager sufficient written notice to enable the Manager to arrange for a representative of the Manager to be present at the time of moving if it is considered necessary.

3.4 The Member or Occupier shall not utilise the lifts for moving articles into or out of their Lot until such time as the Manager has installed the protective curtains and floor mats into the lift to protect lift finishes

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3.5 Moves and deliveries will not be permitted through the front entrance of the Building. All moves and deliveries should be received into the lifts via the doors through the back of house area of the ground floor of the Building .

3.6. All boxes, cartons and containers used in the move in or move out must be removed and taken away by the relevant Member or Occupier moving in or out, and not be left anywhere in or about the Building, including the garbage area facilities of the Building.

3.7. Members or Occupiers of a Lot must comply with all rules and directions made by the Manager or Owners Corporation from time to time, regarding moving in or moving out of a Lot.

4. DAMAGE TO COMMON PROPERTY

4.1. Upon becoming aware of any breakage, damage or defect in the services related to the Common Property or the Building Facilities, a Member or Occupier of a Member's Lot must promptly notify the Manager.

4.2. The Member or Occupier must promptly notify the Owners Corporation of any damage of defect in the Common Property or other property owned or vested in the Owners Corporation; The Member or Occupier shall compensate the Owners Corporation for any damage caused by you or persons in your control to any Common Property.

5. SECURITY

5.1. Each Member or Occupier of a Member's Lot, must comply with the reasonable requirements of the Manager regarding the security of the Common Property.

5.2. The Owners Corporation must take all reasonable steps to ensure the security of Park West Apartments from intruders and to preserve the safety of Park West Apartments from fire or other hazards and if it considers it necessary or desirable it may, without limitation:

a. close off or restrict access to any part of the Common Property not required for access to a Lot on either a temporary or permanent basis;

b. permit, to the exclusion of Members and Occupiers, any part of the Common Property to be used by any security person as a means of monitoring the security of Park West Apartments; or

c. restrict access of Members or Occupiers of Lots of one level of Park West Apartments to any other level of Park West Apartments.

5.3. The Owners Corporation may make rules and regulations to ensure the security of Park West Apartments from intruders.

5.4. If the Owners Corporation restricts the access of Members and Occupiers under these rules the Owners Corporation must make available to each Member free of charge the number of keys, security keys, access cards or other similar items ("**Security Key**") which the Owners Corporation considers reasonably necessary. The Owners Corporation may charge a reasonable fee for any additional Security Key required by a Member.

5.5. A Member must exercise a high degree of caution and responsibility in making a Security Key available for use by an Occupier of a Lot including without limitation, entering into an appropriate agreement under any lease or licence agreement of the Lot to ensure return of the Security Key to the Member or the Manager upon expiry of the Occupier's lease (

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5.6. A Member in possession of a Security Key:

a. must not duplicate or permit the Security Key to be duplicated; and

b. must take all reasonable steps to ensure that the Security Key is not lost or handed to any person other than another Member and is not disposed of otherwise than by returning it to the Member or the Manager.

5.7. A Member must promptly notify the Manager if a Security Key is lost or destroyed.

5.8. A Member or person authorised by a Member may install a locking or safety device to protect the Lot against intruders. Any screen or barrier to prevent entry of animals or insects may not be installed without the prior written approval of the Owners Corporation. Any such device, screen or barrier proposed must be of sound construction and be of materials, colour and style consistent with the colour, style and materials of the building.

6. NOTIFICATION

6.1. Each Member and Occupier must advise the Manager of an out of normal business hours contact address and telephone number for each occupant of the Member's Lot or any part of it and must promptly advise the Manager of any change in such address or telephone number.

7. OWNERS CORPORATION FEES

7.1. The fees set by the Owners Corporation to cover general administration and maintenance, insurance and other recurrent obligations must be paid quarterly in advance by each Member according to his or her Lot liability or as otherwise directed by the Owners Corporation or the Manager.

7.2. Any special fees or charges levied by the Owners Corporation to cover extraordinary items of expenditure must be paid on the due date set by the Owners Corporation upon the levying of each special fee or charge.

7.3. If any fees remain outstanding after the date specified in **Rule 7.1** and **7.2** the Owners Corporation may charge interest on such fees at a rate of interest that must not exceed the maximum rate of interest payable under the Penalty Interest Rates Act 1983 as per the Owners Corporations Act 2006 or any amendment or replacement of it.

7.4. The Owners Corporation will and is entitled to re-coup all legal costs and all special fees/charges/levies and associated costs it incurs or expends in the recovery of any outstanding fees and any other costs incurred as a result of a breach of the Owners Corporation rules by a Member or Occupier.

8. COMPLIANCE WITH LAWS

8.1 A Member or Occupier must at their expense promptly comply with all laws relating to the Lot including any requirements, notices and orders of a Governmental Agency.

9. APPEARANCE OF LOT

9.1. A Member or Occupier of a Lot must not:

a. without prior written consent of the Owners Corporation, alter the exterior walls, glass walls, balustrades or windows of the Lot;

b. without prior written consent of the Owners Corporation maintain inside the Lot anything visible from outside the Lot that when viewed from outside the Lot is not in keeping with the rest of the Building;

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c. install or permit to be installed bars, screens or grilles or other safety devices to the exterior of any windows or doors of a Lot without the prior written consent of the Owners Corporation;

d. operate or permit to be operated on the Lot or within it any device or electronic equipment which interferes with any appliance lawfully in use on the Common Property, another Lot or another part of the Building;

e. attach to or hang from the exterior of the Lot any aerial or any security device or wires;

f. install or operate or permit to be installed or operated any intruder alarm which emits an audible signal;

g. allow any glazed, tinted or treated portions of the Lot or the Common Property that surrounds the Lot to be tinted or otherwise treated with the intention or effect of changing the visual characteristics of the glazing and must maintain any glaze, tint or treatment to the Lot;

h. install any external wireless, television aerial, skydish receiver, satellite dish or receiver or any other apparatus that can be viewed from the exterior of the Building;

i. allow any part of the Lot, including any balcony, car park or storage area to become unkempt, unsightly, untidy, unclean or not properly maintained so that it detracts from the amenity or appearance of the Building, nor place or have any washing, towel, bedding, clothing or other article so as to be visible from the Common Property or outside the Building without the written consent of the Owners Corporation;

j. allow the leakage of any oil, petrol or other substances from any car or self propelled motor vehicle or any item on or from the Lot or on or from the Common Property and, if such leakage occurs must promptly clean and make good any mess or damage on the Lot or the Common Property. If the Member or Occupier fails to promptly comply with this rule, the Manager or Owners Corporation may give the Member not less than **14 days** prior written notice of its intention to rectify the breach, unless the extent or location of the leakage may, in the reasonable opinion of the Owners Corporation, cause danger to persons or property in which case no notice is required; or

k. allow any glass walls or windows (louvres or otherwise) to be dirty or unclean which is visible from outside the Lot.

10. FIRE CONTROL

10.1. A Member or Occupier must not use or interfere with any fire safety equipment except in the case of an emergency and must not obstruct any fire stairs or fire escape at any time.

10.2. The Owners Corporation or a Member appointed by the Owners Corporation must, in respect of Park West Apartments or the Lot, as appropriate:

a. consult with any relevant authority as to an appropriate fire alarm and fire sprinkler system for Park West Apartments or the Lot;

b. ensure the provision of all adequate equipment to prevent fire or the spread of fire in or from Park West Apartments or the Lot to the satisfaction of all relevant Governmental Agency;

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c. take all reasonable steps to ensure compliance with fire laws in respect of Park West Apartments or the Lot;

d. not interfere or activate any fire protection services in the Common Property or Building including but not limited to alarms, sprinklers, smoke detectors and fire hydrants except in the case of an emergency. The Owners Corporation may recover the cost of any charges for false alarms or making good any damage from the Member or Occupier for breach of this Rule;

e. ensure that integrated testing of the fire protection system to validate the required fire mode arrangements should be undertaken on an annual basis by a qualified professional. As such testing will cause some disruption to the Building Occupants, the Owners Corporation shall also provide written notification to all Building Occupants no less than 5 days from the date of the proposed works; or

f. perform all required testing, maintenance and upkeep as required by the Occupancy Permit for the Building, the Essential Services Manual and any other Building Maintenance Manual as may be required.

10.3. A Member or Occupier must not store on the Lot, any flammable chemical, liquid, gas or other material other than a domestic gas bottle suitable for barbecues, provided that the gas bottle is no larger than a 9 kg bottle filled with 8.5 kg of gas by weight and there is no more than one such gas bottle on the Lot at any time or as otherwise directed by the Manager or Owners Corporation from time to time.

10.4 All Members and Occupiers should be made aware that the lifts shall be utilised for evacuation purposes in the event of an emergency, and all Members should follow the directions provided over the Occupant Warning System and/or signage within the lift lobbies with respect to the utilisation of the lifts in the event of an evacuation.

11. AIR-CONDITIONING AND HEATING

11.1 A Member or Occupier of a Lot must not install, maintain and operate an air-conditioning or heating unit to service the Lot without the prior written approval of the Owners Corporation:

a. Notwithstanding the Owners Corporation approval no units will be considered where any part of the equipment whatsoever will be visible from outside a Lot, either from within or outside the Building (including balconies); or

b. Notwithstanding the Owners Corporation approval, no unit will be considered where there may be the emission of noise, vibrations or odours which, in the Owners Corporation opinion, interferes with the quiet use and enjoyment of the common property or other lots.

12. PLANTS

12.1 A Member or Occupier who has plants on its Lot whether on a balcony, terrace or otherwise must:

a. ensure that the plants are properly maintained and securely fixed or tethered; and

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b. refrain from watering the plants and the soil in such pots in such a way that water may escape onto the Lot, Common Property or other Lots.

13. COMPLIANCE WITH RULES AND RULES OF USE

13.1. A Member must comply with these rules and use best endeavours to ensure that any Occupier of that Member's Lot, complies with these rules.

13.2. A Member must comply with all directions and rules of use set by the Manager or the Owners Corporation from time to time and use best endeavours to ensure that any Occupier of that Member's Lot, complies with all such directions and rules of use. A breach of any directions or rules of use will constitute a breach of these rules.

13.3. A Member uses the Common Property at their own risk.

13.4. The Member must pay, within **7 days** of notice from the Owners Corporation, the costs incurred by the Owners Corporation in relation to:

a. remedying any breach of these rules; and

b. any damage caused by any breach of these rules, by the Member or an Occupier of the Member's Lot, licensee, invitee or contractor of the Member.

13.5. In the instance that a Member has breached or filed to comply with a Rule requiring a Member to do anything to a Lot, Common Property or land affected by the Owners Corporation, the Owners Corporation may

a. take all necessary action to rectify the Members breach the cost of which shall be at the Members expense; and

b. do anything necessary on the Members Lot, Common Property or land affected by the Owners Corporation that should have been done by the Member but which was not or which in the opinion of the Owners Corporation was not done properly and the cost of which shall be at the Members expense.

13.6. The Owners Corporation must provide you with written notice specifying when it will enter your Lot to do the works and the Member must:

a. provide the Owners Corporation with access to the Members Lot in accordance with the written notice at the Members expense; and

b. pay the Owners Corporation for its cost of completing the works.

13.7. The Owners Corporation reserves the right to recover any costs the Member owes it pursuant to these Rules as a debt.

14. PETS AND ANIMALS

14.1. A Member or Occupier of a Lot must not keep any domestic animal or pet on a Lot unless the Manager in its discretion gives permission in writing on such terms as the Manager may impose and such permission may be revoked by the Manager at any time without assigning any reason. All requests are required to be put in writing to the Owners Corporation.

14.2. A Member or Occupier of a Lot must ensure that any animal belonging to the Member or Occupier does not vomit, urinate or defecate on any Common Property and must immediately clean any vomit, urine or faeces and any other mess or untidiness caused by the animal, including without limitation, footprints.

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14.3. A Member or Occupier of a Lot must ensure that any animal belonging to the Member or Occupier must be kept on a lead or carried in a cage whilst on the Common Property and must not be located on or over the Common Property for longer than is reasonably necessary. No pets are to be brought in or out through the front entrance to the Building, the back entrance to the Building must be used at all times for this purpose.

14.4. The Owners Corporation may resolve to have a pet and/or animal which is:

a. a danger to persons or property; or

b. offensive or causing undue noise or nuisance removed from the Building;

15. GARBAGE

15.1. A Member or Occupier of a Lot must not deposit or throw garbage onto the Common Property except into a receptacle or area specifically provided for that purpose and during times specified by the Owners Corporation or the Manager from time to time.

15.2. A Member or Occupier of a Lot must dispose of garbage in the manner specified by the Owners Corporation or the Manager from time to time but otherwise:

a. glass items must be completely drained, cleaned and deposited in unbroken condition in the area designated for such items by the Owners Corporation;

b. recyclable items, without limitation, paper, cardboard and plastic as from time to time nominated by the Owners Corporation must be stored in the area designated for the items by the Owners Corporation and appropriately cleaned prior to disposal;

c. all other garbage must be drained and securely wrapped in small parcels and deposited in the garbage chute (where one is provided) situated on the Common Property;

d. all cardboard boxes and packaging must be broken down and neatly packed in the garbage area designated by the Owners Corporation (or such other area as directed by the Owners Corporation or Manager from time to time); and

e. notwithstanding rule 15.2all boxes, cartons and containers used for move ins must be removed from the Building by the Members or Occupiers of a Lot moving in and must not be left in the Building or in the garbage area.

16. STORAGE OF BICYCLES

16.1 A Member or Occupier of a Lot must not permit any bicycle to be stored on balconies or terraces within a Lot or in any area other than in the areas of the Common Property that may be designated by the Owners Corporation or its Manager for such purpose from time to time. A Member of Occupier of a Lot must not use the lifts in the Building for taking bicycles to and from a Lot. Under no circumstances are bicycles permitted through the front entrance foyer to the Building.

SIGNS, BLINDS, UMBRELLAS AND AWNINGS

17.1. A Member or Occupier of a Lot must not erect or affix any sign or notice (including any for sale or for lease boards) to any part of the Common

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Property or a Lot visible from outside the Lot without the prior written consent of the Owners Corporation.

17.2. Subject always to Rule 17.3 below, A Member or Occupier of a Lot must not erect or affix any sign or notice to any part of a Lot unless:

a. it is inside the Lot and will not be visible from outside the Lot, except as required by law; and

b. it has the prior written consent of the Owners Corporation.

17.3. In respect of Lots 201 – 205 only, a Member or Occupier may install outdoor awnings. Any outdoor awnings installed must meet the following specifications, unless otherwise agreed to by the Owners Corporation:

- Birk 6000 series folding arm awning, fabric colour to match building soltis;

  or

- Acrylic Markilux awning fabric

17.4. If a Member or Occupier installs or arranges the installation of coverings to the windows or any glassed area of the Lot, the Member or Occupier of a Lot must install or arrange the installation of coverings of a type or colour as below:

Type: Roller Blinds

Backing Colour: *(To be inserted)*

or as permitted by the Owners Corporation from time to time.

17.5. Notwithstanding anything else in this rule, a Member or Occupier of a Lot must not affix any type of awnings, external umbrella or other shade coverings to the terrace or balcony of a Lot.

17.5. Notwithstanding anything else in this rule, no venetian blinds, or vertical blinds are allowed as window coverings.

18. MAIL

18.1. A Member must or must ensure that the Occupier of a Member's Lot will clear and keep clear on each and every day any mail receiving box and/or newspaper receiving receptacle of all mail, leaflets, circulars, pamphlets, newspapers, advertising and promotional literature or material or any other objects whether solicited or not and must arrange for all such required clearance by other persons should a Member or Occupier of a Member's Lot be absent for any reason for any period of more than one night notwithstanding that this requirement may be waived entirely or otherwise amended by the Owners Corporation provided that any such waiver or amendment is obtained from the Owners Corporation in writing not less than **7 days** prior to the date or dates for which such waiver is required.

19. SPECIAL RIGHTS FOR THE DEVELOPER

19.1 For a period of 10 years from the date of the First Meeting of the Owners Corporation, nothing in these Rules will prevent or hinder the Developer from completing construction and/or improvements on the Lots and Common Property and nothing in these Rules will prevent or hinder the Developer from selling or leasing any Lot and without limitation the Developer may:

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a. use any Lot as a display Lot to assist in the marketing and sale of the other Lots;

b. place anywhere on the Common Property signs and other materials relating to sale and/or lease of Lots;

c. conduct in a Lot or anywhere on the Common Property an auction sale of a Lot; and

d. use in any way it considers necessary any part of the Common Property to facilitate completion of construction works.

20. BUILDING WORKS

20.1. A Member or Occupier of a Lot must not undertake any building works within or about or relating to a Member's Lot except in accordance with the following requirements:

a. such building works may only be undertaken after all requisite permits, approvals and consent under all relevant laws have been obtained and copies of which have been given to the Manager not less than 21 days prior to commencement and then strictly in accordance with those permits, approvals and consents and any conditions thereof;

b. such building works must be undertaken in a reasonable manner so as to minimise to a reasonable level any nuisance, annoyance, disturbance and inconvenience from building operations to other Lot Owners and Occupier; and

c. such building works must not be undertaken before 8:00 am or after 4:00 pm weekdays (or other times as specified by the Manager from time to time), nor at anytime during weekends or public holidays.

20.2. The Member or Occupier of a Lot must not proceed with any such works until the Member or Occupier:

a. submits to the Owners Corporation plans and specifications of any works proposed by the Member or Occupier, which plans and specifications must not affect the external appearance of the Building or any of the Common Property or the Building structure or services or the fire or acoustic ratings of any component of the Building;

b. supplies to the Owners Corporation such further particulars of those proposed works as the Owners Corporation may request and as shall enable the Owners Corporation to be satisfied that those proposed works accord with the aesthetics of the Building and do not endanger the Building and are compatible with the overall services to the Building and the individual floors;

c. receives written approval for those works from the Owners Corporation, which may be given subject to the condition that the reasonable costs of the Owners Corporation (which costs may include the costs of a building surveyor, structural or service engineers, architects or other similar consultants engaged by the Owners Corporation to consider such plans and specifications) by the Member or Occupier and such approval shall not be effective until such costs have been paid;

d. pays such reasonable costs to the Owners Corporation; and

e. pays the legal costs of the Owners Corporation at the greater of a solicitor/own client basis and a full indemnity basis.

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20.3. The Member or Occupier of a Lot must ensure that the Member or Occupier and the Member or Occupier's servants, agents and contractors undertaking such works:

a. comply with the proper and reasonable directions of the Owners Corporation concerning the method of building operations, means of access, use of common areas and on-site management and building protection, and hours of work; and

b. that such servants, agents and contractors are supervised in the carrying out of such works so as to minimise any damage to or dirtying of the Common Property and the services in the Common Property, which must be immediately cleaned and made good (or the costs of such cleaning or make good to be paid to the Owners Corporation within **7 days** of a request to do so).

20.4. The Manager may, in its absolute discretion require the Member or Occupier to provide a security deposit or bond in relation to the costs of cleaning and/or make good caused by the works.

21. CLEANING OF BUILDING

21.1. Each Member or Occupier must allow the Owners Corporation window and Building cleaners access to the balconies and terraces on a Lot at all times required by the Owners Corporation window and Building cleaners for the purpose of cleaning the Façade of the Building.

21.2. Members and Occupiers of Lots where anchor points are located must provide access with or without notice should notice not be able to be given in an emergency.

21.3. Each Member or Occupier must regularly clean and keep clean the balconies and terraces of their Lot and their windows (louvres or otherwise) and glass doors/areas.

21.4. Each Member or Occupier must regularly clean and keep clean any windows, louvers or louver windows, external and internal face/facing on their Lot.

22. LEASING OR LICENSING A LOT

22.1. If a Member allows another person to occupy any part of their Lot (for example, under a lease or licence) the Member must;

a. provide that person with an up-to-date copy of these Rules;

b. ensure that person and their visitors and invitees comply at all times with these Rules; and

c. if they do not comply, take all action available to the Member to make them comply.

23. ACCESS TO LOTS

23.1. The Member must permit the Owner's Corporation or any person authorised by the Owners Corporation, entry to a Member's Lot upon receiving written notification from the Owners Corporation of their intention to do so.

23.2. The Owners Corporation must ensure that all written notification of their intention to enter a Lot is in accordance with applicable Laws.

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23.3. Subject to these Rules, the Owners Corporation can request entry to your Lot for the purpose of inspecting and/or attending to repair, maintenance or replacement of the Lot, Common Property or Services.

23.4. The Owners Corporation and/or its authorised personnel are to use their best efforts to cause as little convenience to you and/or your invites as is reasonable in the circumstances.

24. COMMITTEES AND SUB COMMITTEES

24.1. In the instance that the Owners Corporation wishes to or must elect a Committee to perform all or some of its functions, it must do so in accordance with all relevant laws and regulations.

24.2. A Committee as appointed by the Owners Corporation, from time to time, may elect Sub-Committees to assist in the performance of its functions.

24.3. Sub-Committees must:

a. be comprised of members;

b. not act outside their delegation;

c. act honestly and in good faith in the performance of their functions;

d. act in accordance with the Committee's instructions; and

e. report to the committee with respect to the performance of their functions.

25. MANAGER/SUPERINTENDENT

25.1. The Owners Corporation will contract a superintendent for the Building to supervise service providers and attend to certain duties within the Building.

25.2. All faults, breakages, security, cleanliness, repair and maintenance issues of which a Member or Occupier becomes aware must be reported to the superintendent.

25.3. A Member or Occupier must not interfere with or stop the superintendent from performing its obligations or exercising its rights under its agreement with the Owners Corporation.

25.4. A Member or Occupier must comply with all reasonable directions of the superintendent whilst on or adjacent to the Common Property.

25.5. A Member or Occupier must not interfere with or stop the superintendent from using Common Property that the Owners Corporation permits the superintendent to use.

25.6 The superintendent may be permitted to perform its duties from any Lot which may be designated the superintendent's Lot.

26. CONSENT OF OWNERS CORPORATION

26.1. Any consent required from the Owners Corporation and which does not require the passing or special or unanimous resolutions pursuant to these Rules may be given:

a. By the Owners Corporation at a Committee meeting; or

b. By any person to whom the Owners Corporation has delegated the power or function, including but not limited to the Committee, Sub-Committee member of a Committee or Sub-Committee or the Manager.

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26.2. The Owners Corporation may apply conditions to any consent given under these Rules and the Member must ensure that all conditions are complied with including a condition evidenced by a minute of a resolution that a member or Occupier for the time being of the Lot to which the consent or approval relates is responsible for compliance with the terms of the consent.

26.3. The Owners Corporation may revoke any consent given under these Rules if the Member does not comply with any condition attached to the consent and if the Member does not comply with the Rules pursuant to which the consent was given.

27. VEHICLES ON COMMON PROPERTY

27.1. The Owners Corporation reserves the right to remove vehicles in breach of the Owners Corporation Rules and arrange tow away of the vehicle at the owner's expense and such expense being recoverable as a debt to the Owners Corporation.

I hereby certify this is a true and correct copy of the Rules of Owners Corporation 1 PS 643908H made on the 29th August 2012

Dated : 10/9/2012

Signature:

Print Name: Joan Kaufman
(Secretary of Owners Corporation PS 643908H)

PLANNING CERTIFICATE

Official certificate issued under Section 199 Planning & Environment Act 1987
and the Planning and Environment Regulations 2005

CERTIFICATE REFERENCE NUMBER

1264246

APPLICANT'S NAME & ADDRESS

FAST SETTLE PTY LTD C/- TRICONVEY2 (RESELLER) C/- LANDATA

DOCKLANDS

VENDOR

ZHOU, BAOFANG

PURCHASER

NOT KNOWN, NOT KNOWN

REFERENCE

649071

This certificate is issued for:

LOT 811 PLAN PS643908 ALSO KNOWN AS 811/41 BATMAN STREET WEST MELBOURNE
MELBOURNE CITY

The land is covered by the:
MELBOURNE PLANNING SCHEME

The Minister for Planning is the responsible authority issuing the Certificate.

The land:

- is included in a SPECIAL USE ZONE 6
- is within a ENVIRONMENTAL AUDIT OVERLAY
- and a PARKING OVERLAY - PRECINCT 14
- and a HERITAGE OVERLAY (HO770)
- and a DESIGN AND DEVELOPMENT OVERLAY SCHEDULE 33
- and a SPECIFIC CONTROLS OVERLAY - PS MAP REF SCO41

A Proposed Amending Planning Scheme C278melb AND C376melb has been placed on public exhibition which shows this property :

- is within a DESIGN AND DEVELOPMENT OVERLAY - C376melb
- and a DESIGN AND DEVELOPMENT OVERLAY - SCHEDULE 8 - C278melb

A detailed definition of the applicable Planning Scheme is available at :
(https://planning-schemes.app.planning.vic.gov.au/melbourne)

Historic buildings and land protected under the Heritage Act 1995 are recorded in the Victorian Heritage Register at:
http://vhd.heritage.vic.gov.au/

Additional site-specific controls may apply. The Planning Scheme Ordinance should be checked carefully.
The above information includes all amendments to planning scheme maps placed on public exhibition up to the date of issue of this certificate and which are still the subject of active consideration

Copies of Planning Schemes and Amendments can be inspected at the relevant municipal offices.

LANDATA®
T: (03) 9102 0402
E: landata.enquiries@servictoria.com.au

15 June 2026

Sonya Kilkenny
Minister for Planning

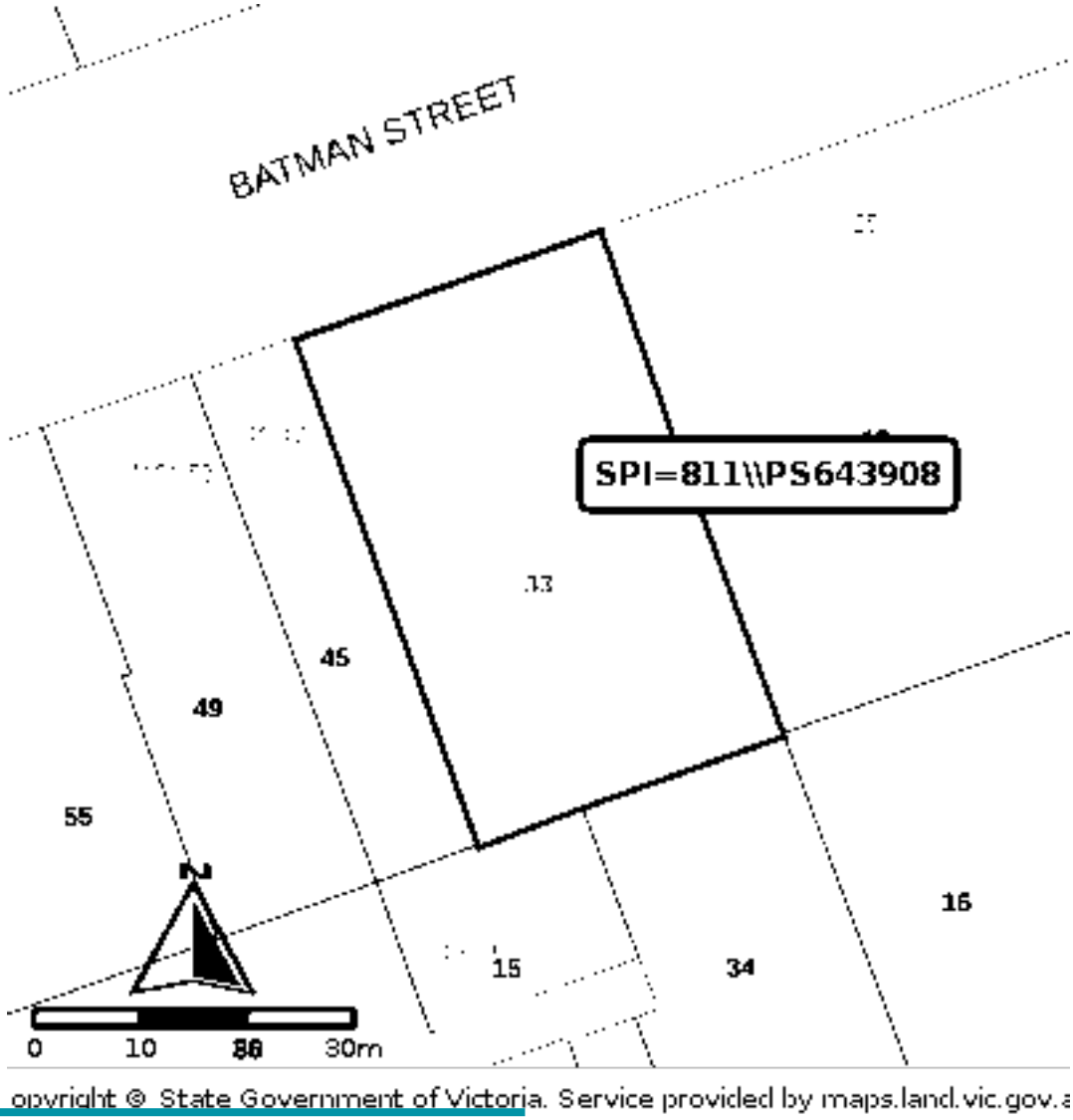
VICTORIA State Government

The attached certificate is issued by the Minister for Planning of the State of Victoria and is protected by statute.

The document has been issued based on the property information you provided. You should check the map below - it highlights the property identified from your information.

If this property is different to the one expected, you can phone (03) 9102 0402 or email landata.enquiries@servictoria.com.au

Please note: The map is for reference purposes only and does not form part of the certificate.



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Order online before 4pm to receive your authoritative Planning Certificate the same day, in most cases within the hour.
Next business day delivery, if further information is required from you.

Privacy Statement

The information obtained from the applicant and used to produce this certificate was collected solely for the purpose of producing this certificate. The personal information on the certificate has been provided by the applicant and has not been verified by LANDATA®. The property information on the certificate has been verified by LANDATA ®. The zoning information on the certificate is protected by statute. The information on the certificate will be retained by LANDATA ® for auditing purposes and will not be released to any third party except as required by law.

M I C M

25/06/2026

Plan of Subdivision No: 643908H - Park West Apartments OC1

Park West
Apartments
Lot No: 1005
Lot Street No: 33-43
Batman Street, West Melbourne

Please find attached Owners Corporation Certificate/s, as requested, in respect of the above-mentioned property.

When settlement has taken place, could you please record new owner details on the attached information sheet, and return to our office along with the Notice of Acquisition/Disposition so we may amend our records accordingly.

It is advised that you contact MICM Property at least two (2) working days prior to settlement to confirm current fee status. This updated information is provided free of charge to the original requester, provided that the enquiry is within three (3) months of the original Owners Corporation Certificate date of issue.

Please contact the Owners Corporation via email on ownerscorp@micm.com.au for an update prior to settlement, or regarding any related queries.

Regards

MICM

Attachments:
Model Rules
Additional Rules of the Owners Corporation
Statement of Advice and Information for Prospective Purchasers and Lot Owners – Schedule 3
Minutes from last Annual General Meeting
Contracts, leases, licences or agreements
Other Building related documents

Owners Corporation Certificate

Section 151 Owners Corporations Act 2006 and Reg 16 Owners Corporations Regulations 2018

OC Number	643908H - Park West Apartments OC1
Property	Park West Apartments LOT 1005 at 33-43 Batman Street West Melbourne
Vendor	Baofang Zhou, Siqiong Zhou
Vendors Representative	Infotrack on behalf of Fast Settle Pty Ltd
Reference	REQ-17179-W8L6T

This certificate is issued for lot 1005, 643908H - Park West Apartments OC1

This certificate consolidates all information and all financial liabilities for the lot in relation to the owners corporations named on this form.

IMPORTANT: The information in this certificate is issued on **25/06/2026**. You should obtain an update over the phone immediately prior to settlement.

a) The present fees for the above Lot are $5,490.58 per annum for the year commencing 01/07/2025 paid Quarterly (The annual contribution fee is subject to change depending on the budget set for the year.)

Due Date	Amount	Details
01/07/2025	$1,278.64	Standard Fee Park West Apartments OC1 From: 01/07/2025 To: 30/09/2025
03/10/2025	$1,403.98	Standard Fee Park West Apartments OC1 From: 01/10/2025 To: 31/12/2025
01/01/2026	$1,403.98	Standard Fee Park West Apartments OC1 From: 01/01/2026 To: 31/03/2026
01/04/2026	$1,403.98	Standard Fee Park West Apartments OC1 From: 01/04/2026 To: 30/06/2026

b) The fees are paid up until 30/06/2026. If settlement should occur on or after any due date the next fee instalment will also be due and payable

c) Unpaid fees and levies presently total **$0.00** plus penalty interest of **$0.00**

d) If applicable, the following special fees or levies have been raised and are payable on the dates indicated below-

Due Date	Amount	Details

e) Are there any repairs, maintenance or other work which has been or is about to be performed which may incur additional charges which have not been included in the annual fees and special levy fees? (if applicable, see attached)
250312 Be On Accesses Inspection Report 12.03.2025 The Owners Corporation made the following resolution at the Committee Meeting held 24.06.2025 "RESOLVED that that the Committee approve to obtain quotes from project managers to undertake a comprehensive inspection and report of the roof, roof membrane, and façade. Motion carried." The extent of the works and costs are not yet known. Additional work in consideration: Roof membrane

f) The Owners Corporation has the following insurance cover - See Certificate of Currency attached.
Yes

g) The Owners Corporation has not resolved that members may arrange their own insurance under Section 63 of the Act.
Nil

h) The total funds held by the owners corporation as at **25/06/2026.**

Administrative Fund	Maintenance Fund	Total
$215,748.61	$859,193.13	$1,074,941.74

i) If the Owners Corporation has additional liabilities that are not covered by annual fees, special levies and repairs and maintenance as set out above, see below if applicable.
Nil

j) The Owners Corporation has granted contracts, leases, licences or agreements affecting the common property as follows.
Building Management and Cleaning, OC Management, Fire and Essential Safety, Lift and car lift Service

k) Has the Owners Corporation made agreements to provide services to members and occupiers for a fee? (if applicable, see attached).
Nil

l) Are there any notices or orders served on the Owners Corporation in the last 12 months that have not been satisfied?(if applicable, see attached)
No

m) Is the Owners Corporation party to any proceedings or aware of any notices or orders which may give rise to proceedings? (if applicable, see attached)
Nil

n) The Owners Corporation has resolved to appoint MICM as manager
Yes

o) Has a proposal been made for the appointment of an administrator?, see below if applicable.
Nil

p) Other information:
Please refer to the attached cancellation of building order dated 08.11.2023.

q) The minutes of the most recent Annual General Meeting of the Owners Corporation
Attached

Further information on prescribed matters can be obtained by inspection of the owners corporation register.
An applicable fee to provide this service will apply.

IMPORTANT

1. **Information contained in this certificate is correct to the best of our knowledge at the date of issue.**
2. **This information is subject to change without notice.**
3. **It may be prudent to obtain a verbal update prior to settlement of the property. An update will be provided at no cost if requested within 90 days of the issue date. Once that 90 day period has lapsed an application must be made for a new certificate.**
4. **No other information given in relation to this certificate will be acknowledged as correct unless it is provided by the signatory.**

The owners corporation register can be inspected for additional information.
A fee applies pursuant to Section 150 of the Owners Corporation Act 2006.

Date of Issue:

25/06/2026

You are advised that this Certificate has been sealed electronically. Your consent to the affixing of the seal electronically will be assumed unless otherwise notified to our office upon receipt. If you do not consent to the affixing of the seal electronically as required under Section 9 (1)(c) of the Electronic Transactions (Vic) Act 2000 please advise the Manager in writing and the actual seal shall be affixed.

Prepared By:

Jin Xu
178 City Road, Southbank VIC 3006

Owners Corporations Regulations 2018
SCHEDULE 3

Owners Corporations Regulations 2018 Reg. 17

STATEMENT OF ADVICE AND INFORMATION FOR PROSPECTIVE PURCHASERS AND LOT OWNERS

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

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

Owners corporation rules
The owners corporation rules may deal with matters such as car parking, noise, pets, the appearance or use of lots, behaviour of owners, occupiers or guests and grievance procedures. You should look at the owners corporation rules to consider any restrictions imposed by the rules.

Lot entitlement and lot liability
The plan of subdivision will also show your lot entitlement and lot liability. Lot liability represents the share of owners corporation expenses that each lot owner is required to pay.
Lot entitlement is an owner's share of ownership of the common property, which determines voting rights. You should make sure that the allocation of lot liability and entitlement for the lot you are considering buying seems fair and reasonable.

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

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

IF YOU ARE UNCERTAIN ABOUT ANY ASPECT OF THE OWNERS CORPORATION OR THE DOCUMENTS YOU HAVE RECEIVED FROM THE OWNERS CORPORATION, YOU SHOULD SEEK EXPERT ADVICE.

MINUTES OF

ANNUAL GENERAL MEETING

MICM - OWNERS CORPORATION

Building Name	Park West Apartments
Plan No.	643908H
Address	33-43 Batman Street, WEST MELBOURNE, VIC, 3003
OC Manager	Andy Taylor
Meeting Date	2 September 2025 at 5:30pm
Location	180 City Road, Southbank, VIC, 3006

MICM

ATTENDANCE

MEMBERS PRESENT

Lot Number/s	Name of Lot Owner/s
Lot C18 & 1201	Jun Zheng
Lot C20 & 901	David George Feith
Lot C54 & 203	Robyn Phillipa Knox
Lot C74 & 707	Ivonne Goharjo
Lot 310	Eileen Soo Yuet Lin
Lot 609	Sea Huey Lee
Lot 705	Hui Ping Chu
Lot 803	Weng Hoon Lam
Lot 812	Mei Zhu
Lot 908	Chin EE Chu (non-financial)

PROXIES RECEIVED

There were no proxies received.

APOLOGIES

Lot 910 - Zainul Irfandy Franciscus
Lot 1309 - Peter Panagiotis Vlasiou

OTHER ATTENDEES

Stephen Ward - Operations Manager, National Facility Services
Andy Taylor – Owners Corporation Manager, MICM

NOTIFICATION OF QUORUM

A quorum was not achieved. Pursuant to Section 78(1) of the Owners Corporation Act 2006 the meeting proceeded, and all decisions made are considered interim resolutions.

These minutes are issued 14 days as formal notice of the interim resolutions pursuant to Section 78(2) of the Owners Corporation Act 2006.

Pursuant to Section 78(4) of the Owners Corporation Act 2006, an interim resolution cannot be acted on until 29 days after it is made. Following the 29 day period, all interim resolutions will become resolutions of the Owners Corporation. However, if notice of a special general meeting is given within the 29 day period, the interim resolution cannot be acted on until the resolution is confirmed at that meeting (which must be held within 28 days after the notice is given) or if the meeting is not held, until the end of that 28 day period.

Pursuant to Section 74 of the Owners Corporation Act 2006 Owners Pursuant to Section 74 of the Owners Corporation Act 2006 Owners whose lot entitlements represent at least 25% of the total lot entitlements may petition the Secretary of the Owners Corporation to convene a Special General Meeting during the 29 day period. At this meeting, the interim resolutions may be confirmed or replaced. Petitions must be submitted in writing and addressed to the Secretary, c/- MICM Property.

1 CONFIRMATION OF CHAIRPERSON

Ordinary Resolution

RESOLVED that Andy Taylor be appointed as Chairperson of the Meeting.

Motion carried.

2 VOTING INSTRUCTIONS AND ENTITLEMENTS

All Owners and proxies present are entitled to vote, except those as being listed as non-financial. Voting will be conducted by a simple majority of show of hands unless otherwise specified.

3 MINUTES OF PREVIOUS MEETING

Ordinary Resolution

RESOLVED that in accordance with section 71(i) of the Owners Corporation Act 2006, the amended minutes of the Annual General Meeting held on 27.08.2025 and attached to the notice of meeting be confirmed as a true and correct record of the meeting.

Motion carried.

4 CONSIDERATION OF REPORTS

4.1 Committee Report

Ordinary Resolution

RESOVLED that pursuant to Section 115 of the Owners Corporation Act 2006, the Owners Corporation adopt the Committee Report, a copy of which is attached to the meeting notice

Motion carried.

4.2 Owners Corporation Managers Report

Ordinary Resolution

RESOLVED that pursuant to Section 71(2)(h) and Section 126 of the Owners Corporation Act 2006, the Owners Corporation adopt the Owners Corporation Managers Report, a copy of which is attached to the meeting notice.

Motion carried.

4.3 Building Managers Report

Ordinary Resolution

RESOVLED that Owners Corporation adopt the Building Managers Report, a copy of which is attached to the meeting minutes.

Motion carried.

Notes: The Building Manager is requested to obtain three (3) quotations for all expiring maintenance contracts and provide a recommendation to the Owners Corporation. This is to be completed with sufficient time for the Owners Corporation Committee to review and approve accordingly.

4.4 Dispute Resolution & Complaints report

Ordinary Resolution

RESOLVED there are no ongoing dispute resolution matters or complaints.

Motion carried.

4.5 Maintenance Fund Report

Ordinary Resolution

RESOLVED pursuant to Section 71(2)(h) and Section 39 of the Owners Corporations Act 2006 the Owners Corporation adopt the Maintenance Fund Report, a copy of which is attached to the meeting notice.

Motion carried.

4.6 Maintenance Plan Report

Ordinary Resolution

RESOLVED that the Owners Corporation adopt the Maintenance Plan (including summary of contributions and estimated expenditure) prepared by Leary & Partners Pty Ltd, dated 31.12.2024, a copy of which Is attached to the meeting notice.

Motion carried.

4.7 Insurance Valuation Report

Ordinary Resolution

RESOLVED that pursuant to Section 65(3) of the Owners Corporation Act 2006 the Owners Corporation adopt the Insurance Valuation Report prepared by Leary & Partners Pty Ltd, dated 10.01.2025, a copy of which is attached to the meeting notice.

Motion carried.

5 FINANCIAL MATTERS

5.1 Audited Financial Statements

Ordinary Resolution

RESOLVED that pursuant to Section 71(2)(d) of the Owners Corporation Act 2006, the Owners Corporation adopt the audited financials including the balance sheet and income and expenditure statement for the period 01.07.2024 - 30.06.2025 as attached to the meeting notice.

Motion carried.

5.2 Determination of Administration Fund & Fees

Ordinary Resolution

RESOLVED that pursuant to Sections 23(1), 71(2)(d) and 71(2)(f) of the Owners Corporations Act 2006, the Owners Corporation approve raising a total levy income for the Administration Fund for the period 01.07.2025 - 30.06.2026 in the amount of $505,830.00 plus GST, and that the fees be charged quarterly in advance on 01.07.2025 (already issued), 03.10.2025, 01.01.2026, and 01.04.2026 in accordance with the lot liability schedule of the Plan of Subdivision.

Motion carried.

5.3 Determination of Maintenance Fund & Fees

Ordinary Resolution

RESOLVED that pursuant to Sections 23(1), 71(2)(d) and 71(2)(f) of the Owners Corporations Act 2006 and accordance with the Maintenance Plan prepared by Leary & Partners Pty Ltd dated 31.12.2024, the Owners Corporation approve raising a total levy income to the Maintenance Fund for the period 01.07.2025 - 30.06.2026 in the amount of $145,474.00 plus GST, and that the fees be charged quarterly in advance on 01.07.2025 (already issued), 03.10.2025, 01.01.2026, and 01.04.2026 in accordance with the lot liability schedule of the Plan of Subdivision.

Motion carried.

5.4 Determination of Carried Forward Fees

Ordinary Resolution

RESOLVED that if required, the Owners Corporation approve the issuance of the following carried forward levies to be due and payable on 01.07.2026 and/or 01.10.2026 to be issued in accordance with the lot liability schedule of the Plan of Subdivision and in accordance with sections 23(2), 71(2)(d) and 71(2)(f) of the Owners Corporations Act 2006:

- Administration Fund - $132,780.37 plus GST/Instalment
- Maintenance Fund - $45,701.50 plus GST/Instalment

Motion carried.

5.5 Appointment of Auditor

Ordinary Resolution

RESOLVED that pursuant to Section 35 of the Owners Corporation Act 2006, the Owners Corporation appoint Willis Partners to audit the Financials Statements for the financial year01.07.2025 - 30.06.2026.

Motion carried.

5.6 Penalty Interest

Ordinary Resolution

RESOLVED that pursuant to section 29(1) of the Owners Corporation Act 2006, the Owners Corporation will charge penalty interest at the maximum rate allowable under the Penalty Interest Rates Act (Vic) 1983 on any fees or amounts payable by a Lot Owner to the Owners Corporation that remain outstanding after the due date.

Motion carried.

5.7 Recovery Costs

Ordinary Resolution

RESOLVED pursuant to Sections 31 and 32 of the Owners Corporation Act 2006, the Owners Corporation authorise MICM to:

1. Issue a letter of demand or to engage a solicitor at its discretion to each Lot Owner who fails to pay their Owners Corporation fees and/or charges in accordance with the Final Fee Notice, and
2. To commence proceedings in VCAT/ Magistrates Court for recovery of those fees and proceed to execution of any orders.

Motion carried.

5.8 Interest Waiver

Ordinary Resolution

RESOLVED that pursuant to Sections 11(2) and section 29(3) of the Owners Corporation Act 2006, the Owners Corporation approve to delegate to the Owners Corporation Committee the discretion to grant a waiver of payment of interest upon matters it deems merit such consideration.

Motion carried.

6 OWNERS CORPORATION MANAGEMENT AGREEMENT

6.1 Instrument of Delegation to Manager

Ordinary Resolution

RESOLVED that pursuant to sections 11 and 120 of the Owners Corporation Act 2006, the Owners Corporation delegate all powers and functions that may be delegated under section 11 of the Owners Corporation Act 2006, to enable the Manager to perform the duties under the contract of appointment and to ensure the efficient and effective operation of the Owners Corporation.

Motion carried.

7 INSURANCE

The Owners Corporation's insurance policy does not extend to cover the Lot Owner's contents within a lot (private property).

Contents within a private lot Is the responsibility of the Lot Owner to insure. Contents including carpets, floating floors, curtains, blinds, personal valuables, furniture, household appliances not wired into the premises such as dishwashers, refrigerators, washing machines, dryers etc

In addition, Lot Owners should ensure that their contents cover also includes public liability insurance in the name of the Lot Owner as occupier or landlord. The Owners Corporation insurance does not provide cover for legal liability for Owners resulting from private ownership of individual lots.

7.1 Insurance Renewal

Ordinary Resolution

RESOLVED that pursuant to Sections 59 and 60 of the Owners Corporation Act 2006, the Owners Corporation approve to hold insurance for all buildings on common property as follows:

1. Reinstatement and replacement insurance for all buildings on common property in accordance with section 59 of the Act; and
2. Public liability insurance in accordance with section 60 of the Act.

Motion carried.

Notes: The insurance policy was renewed on 31.08.2025. A copy of the Certificate of Currency and Schedule of Insurance for the period 31.08.2025 – 31.08.2026 are attached to the meeting minutes.

7.2 Application of Excess

Ordinary Resolution

RESOLVED that pursuant to Section 23A(3) of the Owners Corporation Act 2006, the Owners Corporation will levy a Lot Owner a fee to cover the cost of an excess resulting from or attributable to an insurance claim, if the claim is caused by a culpable or wilful act or the gross negligence of:

- A Lot Owner; or
- A Lot Owner's lessee; or
- A guest of a Lot Owner or a guest of a Lot Owner's lessee.

Motion carried.

7.3 Insurance Valuation Report

Ordinary Resolution

RESOLVED that pursuant to section 65 of the Owners Corporation Act 2006, the Owners Corporation approves:

1. To obtain an updated Insurance Replacement Valuation Report prior to the insurance renewal due 31.08.2026, and
2. Provide a copy of the valuation to the insurer and Insurance broker to amend the cover in accordance with the valuer's assessment.

Motion carried.

7.4 Insurance Policy Indexation

Ordinary Resolution

That subject to the previous motion being defeated, the Owners Corporation agree to instruct City Central Insurances (the Owners Corporations Insurance Broker) to apply a 5% indexation to the building sum insured for the insurance renewal due 31.08.2026.

Motion defeated.

8 SIZE OF COMMITTEE

8.1 Size of Committee

Ordinary Resolution

That pursuant to Section 103(1A) of the Owners Corporation Act 2006, the Owners Corporation approve to increase the maximum number of Members elected to the Committee from 7 to _____.

Motion defeated.

9 ELECTION OF COMMITTEE

Ordinary Resolution

RESOLVED that pursuant to Section 100 of the Owners Corporation Act 2006, the Owners Corporation approve that the nominees as presented are elected to serve as members of the Committee of the Owners Corporation until a newly appointed committee is elected.

Lot Number/s	Name of Lot Owner/s
Lot 705	Hui Ping Chu (Ping)
Lot 707	Ivonne Goharjo
Lot 803	Weng Hoon Lam (Lam)
Lot 812	Mei Zhu (Grace)
Lot 1201	Jun Zheng (Raymond)
Lot 1309	Peter Panagiotis Vlasiou

Motion carried.

10 INSTRUMENT OF DELEGATION TO COMMITTEE

Ordinary Resolution

RESOLVED that pursuant to section 11 of the Owners Corporation Act 2006, the Owners Corporation delegate all powers and functions that are capable of being delegated to the Owners Corporation Committee to make decisions on behalf of the Owners Corporation excluding powers and functions that require a unanimous or special resolution.

Motion carried.

11 GRIEVANCE COMMITTEE

Ordinary Resolution

RESOVLED that pursuant to Part 10 of the Owners Corporations Act 2006 and Schedule 2, section 7 of the Owners Corporations Regulations 2018, the Owners Corporation appoint all members of the Owners Corporation Committee form the Grievance Committee and that at least three members of the elected Committee are to be available to resolve any dispute that may arise.

Motion carried.

12 SCHEDULED COMMITTEE MEETINGS

Ordinary Resolution

RESOLVED the Committee Meetings for the year 01.07.2025 - 30.06.2025 are scheduled to be held at 5:30pm via Microsoft Teams on the following dates:

- 07.10.2025
- 02.12.2025
- 20.01.2026
- 14.04.2026

Motion carried.

Notes: These dates are subject to change.

13 NEXT ANNUAL GENERAL MEETING

Ordinary Resolution

RESOLVED the next Annual General Meeting is scheduled to be held at 5:30pm via Microsoft Teams on 08.09.2026.

Motion carried.

Notes: These dates are subject to change.

The Chairperson declared the meeting closed at 6:32pm

NFS Building Managers Brief Annual Report July 2024 to June 2025.

Prepared by: Barry Digby

Date: 15/8/25

SUMMARY

Building Works.

- Sourcing Fee Proposals for Roof Membrane & Façade as requested.
- Painting Lift Lobby ground floor & fitting new lift & door corner trims WO: 19494
- Approved roof panel replacement works.

Access Control.

- Work Order #106. ALLCOM Ref/Quote Number 81124 Access Control upgrade approved by committee. Please see below approval from OCM on 13/5/25.
  ALLCOM have confirmed attendance late July 2025, early August for installation.

Passenger & Car Lift Report.

- All Lifts are currently operating.
- Annual passenger lift maintenance performed by Schindler 27/11/24.
- Noted that on LML report, many issues found with Schindler passenger lifts that are yet to be corrected. LML continue to chase Schindler for response. (LML report attached).
- Work Order #21961. Fuji replaced Car Lift lights with new LED panels.

FRV Call Outs.

- 5 FRV Call Outs (3 for the same smoke detector on Level 5), this Faulty smoke detector was replaced WO: #104 on 13/5/25 by AESM. NO Call Outs since.
- Noted that NO FRV Call Outs were during Building Managers Business Hours.

FIRE Contractor.

- AESM Annual Fire Panel check 6/11/24.
- AESM Annual Sprinkler, pumps & valves check 2/1/25.

- AESM 6 Monthly Fire Doors inspection 21/8/24 & 28/2/25.
- AESM Annual Fire Hydrant and flow test 24/2/25.
- AESM Annual Extinguishers & Hose Reel testing 14/2/25.
- AESM on 15/5/25 carried out the 5 yearly Fire Panel & Alarm System check. WO: 22481

ESM (Essential Safety Measures).

- NAMS Annual HVAC service (Heating, Ventilation & Air Conditioning) 19/9/24.
- MICM ESM Audit 13/6/25.

Hot Water Plant.

- CHWAM Annual Hot Water plant service 24/1/25.

PEST Control.

- Common area Pest Control was carried out quarterly by Adams Pest Control until Feb 2025, and as per OC request and approval was changed to every 2 months which is now carried out by Best On Pest.

Roof Anchor Point certification.

- **Note:** The Annual anchor point certification was carried out by ICOM Safety Solutions on 17th December 2024.

Police Reports.

- 3 Evidence submission requests have been supplied to the Victorian Police. Requests require all information and cctv available.

Plumbing.

- PL Plumbing Annual ground floor Hydro Jet Drain Cleaning & CCTV Inspection to the Stormwater Pits in the Foyer and the Electrical Room for Park West Apartments Completed 27/6/25.
- PL Plumbing Annual Back Flow testing completed 8/1/25.

Annual cleaning services by NFS.

- The Annual Inaccessible Window Cleaning was carried out 23rd/24th December 2024.
- The Annual Common Area Carpet Cleaning was carried out 6th May 2025.

Kind Regards

Barry Digby

Building Manager

National Facility Services
7am to 3pm Business days

Park West Apartments

33-43 Batman St, West Melbourne Vic 3003

Email: parkwestbm@nationalfacilityservices.com.au

NFS

Schedule of Corrective Works Report Passenger Lifts

Park West Apartments
33-34 Batman Street
West Melbourne VIC 3003

Date of Issue: 23/06/2025

Expected date of Completion: Within 90 days or as per contractual requirements

Maintenance Provider:

Schindler Lifts Australia

Echoe Dressel

Assessed and prepared by:

LML Lift Consultants Pty. Ltd.

admin@lmllift.com | 1300 001 565

1.0 General (Passenger Lifts)

1.1 Equipment Inspected

Table 1. Existing Passenger Lift Services

Description	Lift No. 1	Lift No.2
Original Equipment Manufacturer	: Schindler Lifts Australia	: Schindler Lifts Australia
Current Maintenance Provider	: Schindler Lifts Australia	: Schindler Lifts Australia
Rated Load / Speed	: 800kg or 10 Person - 1.75m/s	: 1000kg or 13 Person - 1.75m/s
Levels Served	: -1, 0, 1 - 13	: -1, 0, 1 - 13
Door Entrance	: 2 Piece Centre Opening	: 2 Piece Centre Opening
Hoisting Machine	: PML 340	: PML 340
Control System	: 3300	: 3300
Drive System	: Biodyn 42 C BR	: Biodyn 42 C BR

1.2 Disclaimer

LML believe that the information contained within this *Schedule of Corrective Works Report* to be correct at the time of writing. LML do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the auditor on the day of the assessment and should not be relied upon as an exhaustive record of all possible defects / or risks or hazards that may exist / or potential improvements that can be made. Information on the latest workers compensation and OHS / WHS laws can be found at the relevant State WorkCover / WorkSafe Authority.

1.3 Instructions for Rectification

The Maintenance Provider is instructed to complete any Safety Critical items as noted, as a matter of urgency, and as the first priority upon taking receipt of this report. All other defects, or any other matters identified, must be addressed in a timely manner, and within a 90-day period or sooner, as per the contractual obligations.

The Maintenance Provider should regularly update LML on the progress of the rectification of items identified in the *Schedule of Corrective Works Report*. On completion, the Maintenance Provider shall sign and return to LML the 'Completion of Defect' document.

1.4 General Requirements

The Maintenance provider must ensure all critical components are maintained and serviced in accordance with the Original Equipment Manufacturers (OEM) guidelines and recommendations.

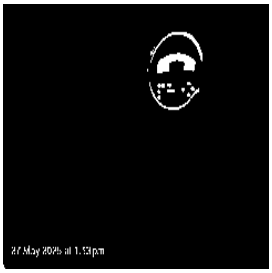
In addition, all relevant equipment tests must have been carried out by the Maintenance Provider in accordance with the requirements of the Lift Code and the Essential Safety Measures Maintenance Manual – Building Commission, with the results of these tests provided in a suitable electronic format to the Building Owner/Manager or their nominated representative.

The Maintenance Provider must also provide LML Lift Consultants (LML) with electronic copies of all relevant equipment tests results upon request.

2.0 Schedule of Corrective Works - Passenger Lifts

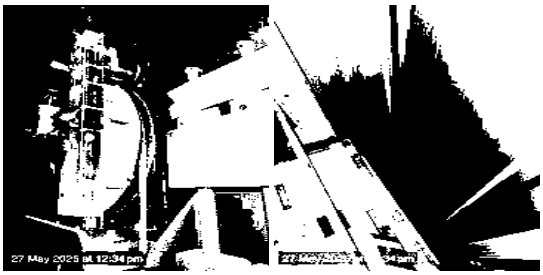
2.1 Safety Critical

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LIFT CAR	
Lift No.1	1. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Lighting is operating as required. When tested under simulated loss of power conditions at the time of inspection, the emergency lighting failed to operate. 	
Lift No.1	2. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Communication is operating as required. When tested under simulated loss of power conditions at the time of inspection, the emergency Communication failed to operate. 	
Lift No.1	3. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Audible Alarm is operating as required. When tested under normal power and simulated loss of power conditions at the time of inspection, the emergency Audible Alarm failed to operate. 	
Lift No.2	4. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Lighting is operating as required. When tested under simulated loss of power conditions at the time of inspection, the emergency Lighting failed to operate. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No.2	5. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Communication is operating as required. When tested under simulated Loss of Power conditions at the time of inspection, the emergency Communication failed to operate. A recorded message playing constantly stating a fault has been identified and to contact Building Management immediately. 	
Lift No.2	6. Investigate, and make the necessary repairs, to ensure the Lift car Emergency Audible Alarm is operating as required. When tested under normal power and simulated Loss of Power conditions at the time of inspection, the emergency Audible Alarm failed to operate. 	

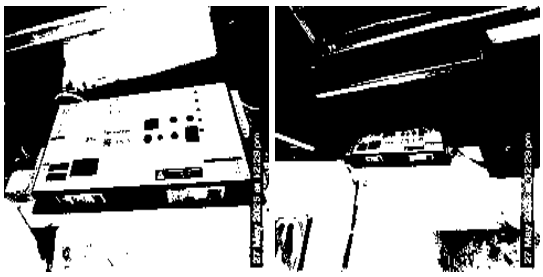
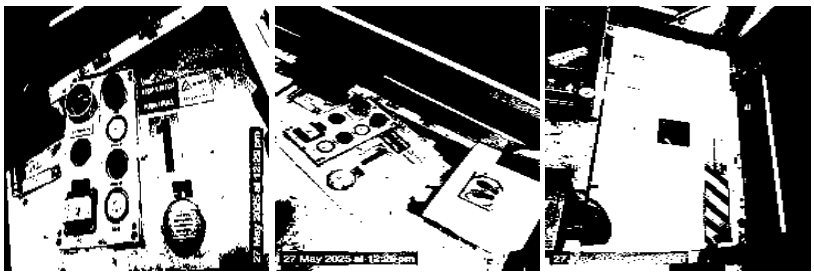
2.2 Urgent Repairs

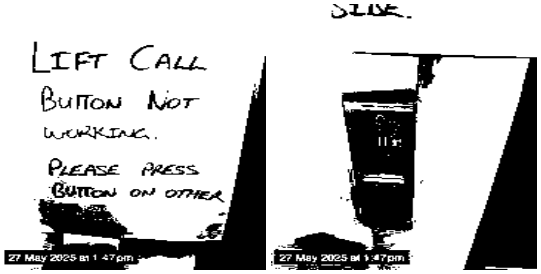
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LIFTWELL	
Lift No.1	7. Investigate the condition of the Lift hoisting belts and traction sheaves and make the necessary repairs or replacements to deal with the major level of oxidise rust transfer evident along the entire length of all belts and inside the hoist motor. 	

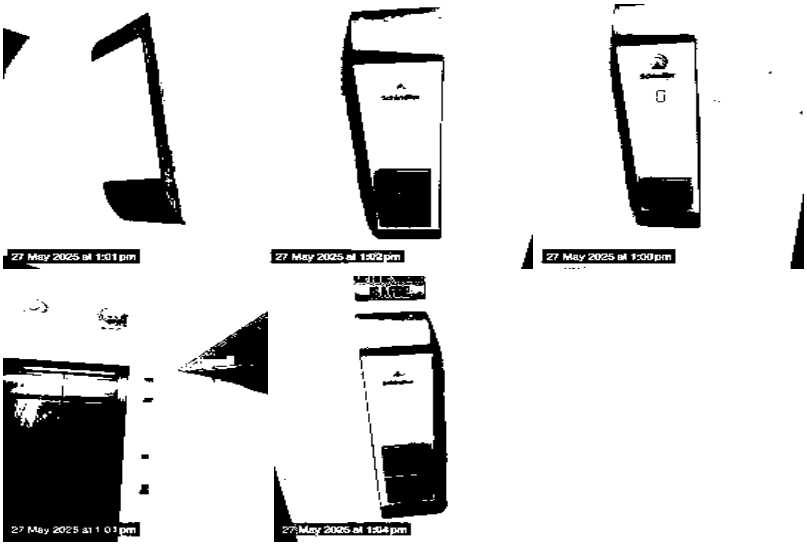
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No.2	8. Investigate the condition of the Lift hoisting belts and traction sheaves and make the necessary repairs or replacements to deal with the major level of oxidise rust transfer evident along the entire length of all belts and inside the hoist motor. 	
Lift No.1	9. Investigate the current condition of the steel wire governor rope which appear to be showing signs of surface corrosion and rope rouge dust accumulating on the body of the speed governor and take the appropriate actions which may include initial monitoring and replacement of steel wire governor rope. 	

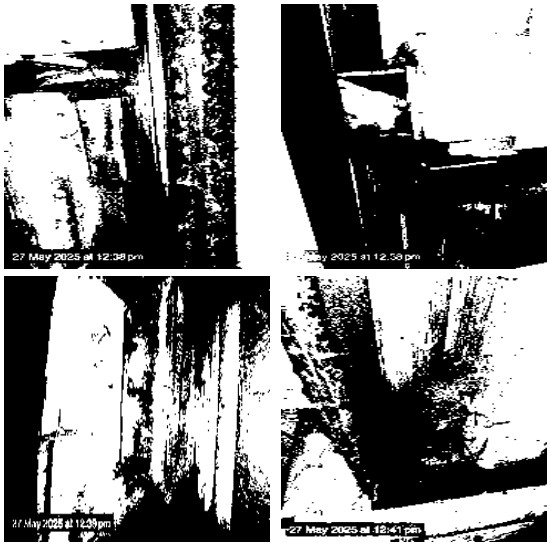
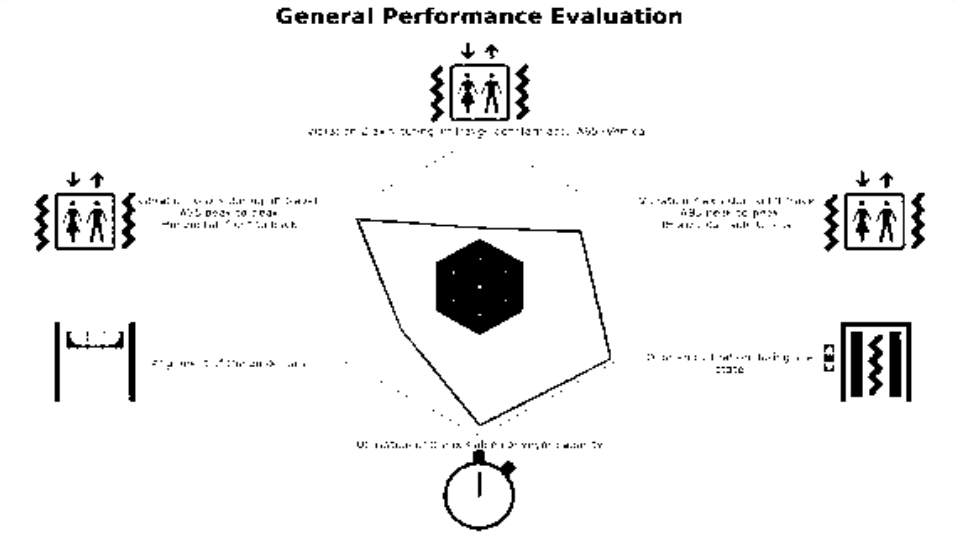
2.3 General

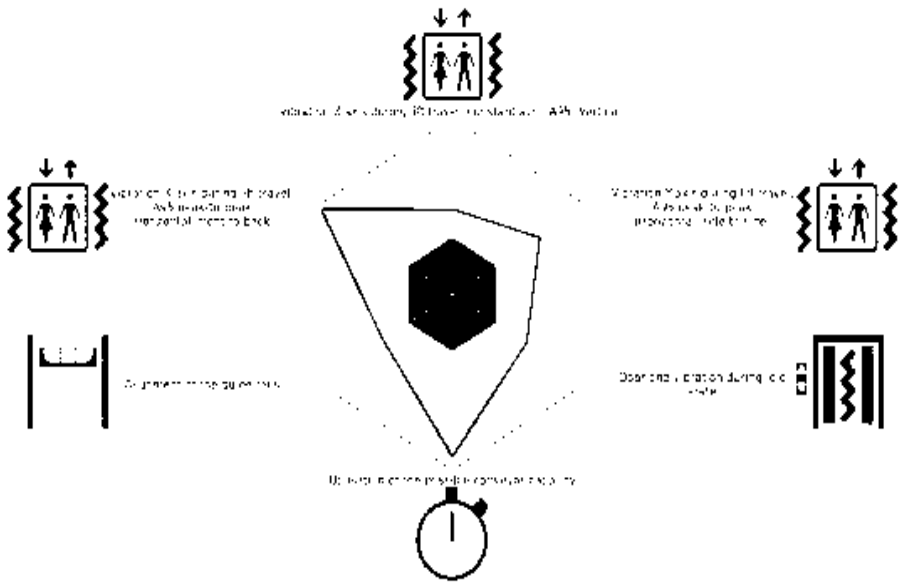
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	CONTROL PANEL	
Lift No. 1 & 2	10. Provide evidence that all tests on Lift equipment have been carried out in accordance with the requirements of the Lift Code and the Essential Safety Measures Maintenance Manual – Building Commission, including but not necessarily limited to Lift car safety gear, verification of speed governor trip speeds, governor pull-through and safety gear activation force tests and record all test activities and results in either the Test Record book located in the Lift Machine Room, Control Panel, or alternatively forwarded electronically to the Client.	
Lift No. 1 & 2	11. Provide evidence that the Lift car emergency lighting system has been routinely tested and document in either the test record book, located in the Lift Machine Room, or alternatively forwarded electronically to the Client in order to comply with the Essential Services requirements.	
Lift No. 1 & 2	12. Provide Lift control panel door lock to prevent access of unauthorised persons. Original lock and key barrels have been removed. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LIFT CAR	
Lift No. 1 & 2	13. Investigate the condition of the Lift car door upthrust rollers and make the required adjustments to remove the large gap that presents when horizontal pressure is applied to the leading edge of the doors. 	
Lift No.1	14. Inspect the mounting of the replacement "Fermator" Lift car door operator control box and take the required actions to ensure the unit is mounted in a tradesperson like manner. At the time of inspection, the replacement door control was left lying in the surface of the Lift car roof with no fixings. 	
Lift No.1	15. Inspect the condition of the roof top control box and make the necessary repairs to ensure the roof panel and control box is fixed to the car roof accordingly. Secure all adjacent panels. 	
	LANDING	
Lift No.1	16. Inspect the landing door air-cord that is showing signs of being frayed and make the required replacements to avoid the danger of breakage. Affected door is on Level 0. 	

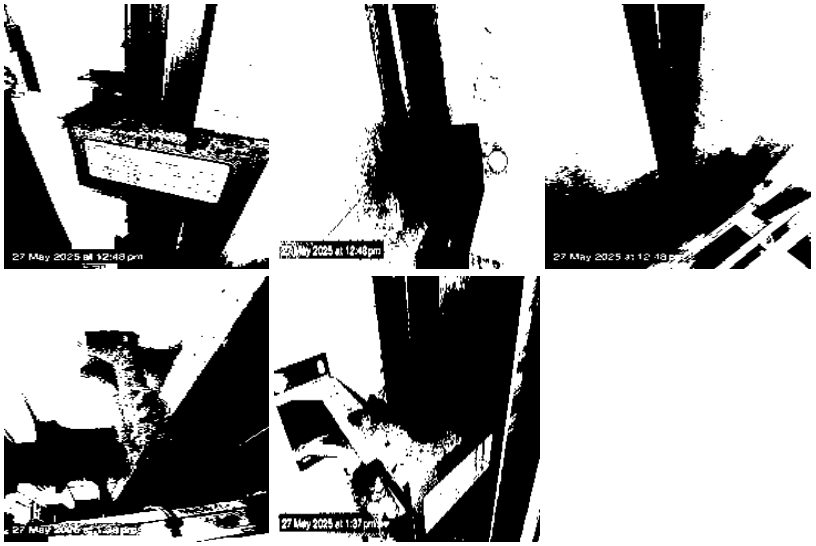
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No.1	17. Inspect the gravity weight door closer cable on Level 0, that is showing advanced signs of fraying. Make the necessary replacements to remove the risk of braking. 	
Lift No.2	18. Investigate and make the necessary repairs to the landing call buttons on Level 0 to rectify the problem with the wiring that results in the Lift losing position and releveling to the lowest landing when the Level 0 landing call is registered. Problem is known to Schindler but has not been rectified. 	
Lift No.2	19. Investigate and make the required repairs to the Fire Service Recall key switch to ensure that the recall function operates as required when keyed to the 'on' position. Suspect the wiring of this switch is a direct contributor to the landing button issue as the Fire Recall key switch wiring has been crudely cut into the Lift shaft network loom at this level. 	
Lift No.1	20. Investigate the condition of the landing door upthrust rollers and make the required adjustment to remove the large gap that presents when horizontal pressure is applied to the leading edge of the doors. Various floors were found to have excessive gaps and suggested that all floor levels be checked and adjusted where necessary. 	

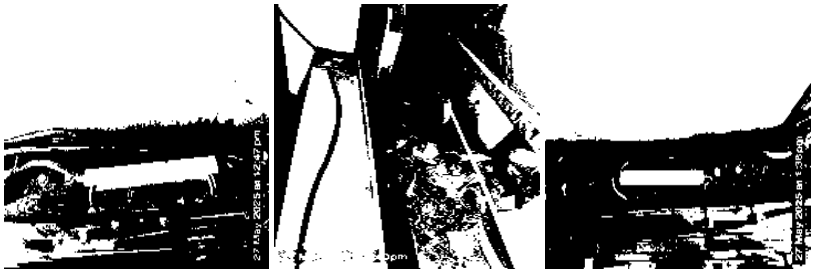
Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No. 1 & 2	21. Investigate the operation of the landing indication on all levels that is only working sporadically between floors. Direction arrows on upper indicators not operating at all and car position indication on landing call stations only working on a couple of levels. 	
LIFTWELL		
Lift No. 1	22. Replace the landing door lock covers that are missing from Levels 4, 0 & -1. Covers have been located on top of the Lift cars. 	
Lift No.1	23. Inspect the workmanship of the three-phase general purpose outlet, located in the top of the liftwell, and ensure that the outlet is securely fixed to the wall of the shaft and completed in a tradesperson like manner. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
COUNTERWEIGHT		
Lift No.1	24. Investigate the condition of all the counterweight guide shoe inserts and replace all worn or missing inserts to remove the excessive movement of the counterweight during travel. At the time of inspection, one insert was missing, and all remaining inserts were very worn. 	
Lift No.2	25. Investigate the condition of all the counterweight guide shoe inserts and replace all worn or missing inserts to remove the excessive movement of the counterweight during travel. At the time of inspection, one insert was missing, and all remaining inserts were very worn. 	
LIFT CAR RIDE COMFORT		
Lift No.1	26. The results of the DEKRA Lift Ride Comfort Analysis show poor results with excessive vertical vibration and minor side-to side movement of the Lift car during travel. Make the required adjustments or repairs to improve the levels of vibration during travel to an acceptable level. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
Lift No.2	27. The results of the DEKRA Lift Ride Comfort Analysis show poor results with excessive vertical vibration and minor side-to side movement of the Lift car during travel. Lift No.2 also has elevated levels of vibrations in the car doors that is measured whilst stationary at floor level and generally the results of poor car door guide shoes or car door rollers. **General Performance Evaluation** 	

2.4 Housekeeping

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LIFTWELL	
Lift No. 1 & 2	28. Remove the accumulation of dust, dirt and grease laden fluff from the guide rail brackets within the liftwell. Worst affected floors are towards the bottom and include Levels 0 and -1. 	

Unit No.	Defect for Rectification	Completion Details (Date/Other Relevant)
	LANDING	
Lift No. 1 & 2	29. Remove the accumulation of dust, dirt and debris from the top of the landing door headers within the liftwell. Affected floors are toward the lower landings including Level 0 and -1. 	
	PIT	
Lift No.1	30. Remove the accumulation of dust, dirt, and debris from the surface of the Lift pit floor and all associated equipment. 	
Lift No.2	31. Remove the accumulation of dust, dirt, and debris from the surface of the Lift pit floor and all associated equipment. 	

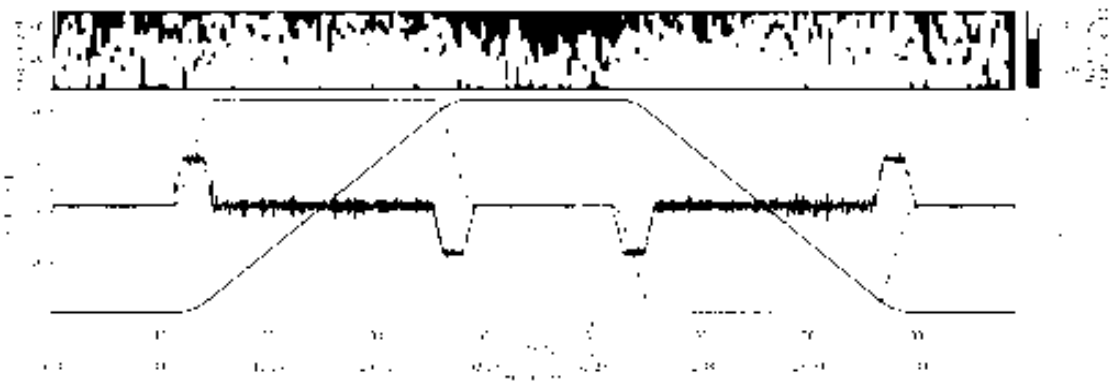
3.0 DEKRA – Passenger Lift Car Ride Comfort Extract

DEKRA

LIFT Check Ride Quality Report

Executed by: Ian Flannery // 27.05.2025 - 12:07:37
41, Batman Street, West Melbourne, Melbourne, City of Melbourne, Victoria, 3003, Australia // Park West - Lift 1

Diagnostic Diagram

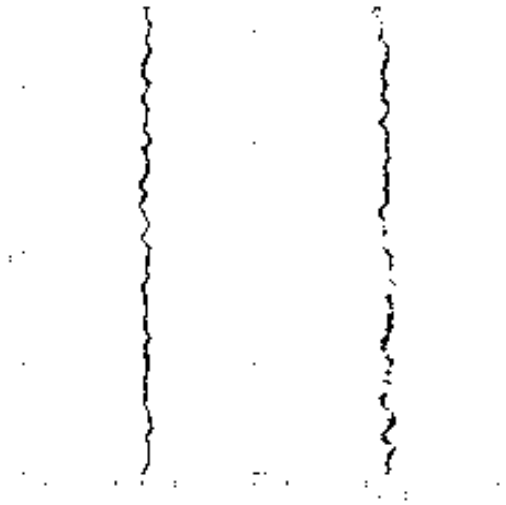


Ride Quality and Performance (ISO 8100-34)	Ride 1 ↑	Ride 2 ↓
Vibration x-axis during lift travel, A95 peak-to-peak (m/s²)	0.05	0.05
Vibration Y-axis during lift travel, A95 peak-to-peak (m/s²)	0.05	0.07
Vibration Z-axis during lift travel, constant acc., A95 (m/s²)	0.23	0.21
V95 (typical rated speed) (m/s)	1.75	1.75
A95 (typical acceleration) (m/s²)	0.64	-0.63
A95 (typical deceleration) (m/s²)	0.63	0.63

Driving Curves (optimal vs. actual)



Rail Diagram



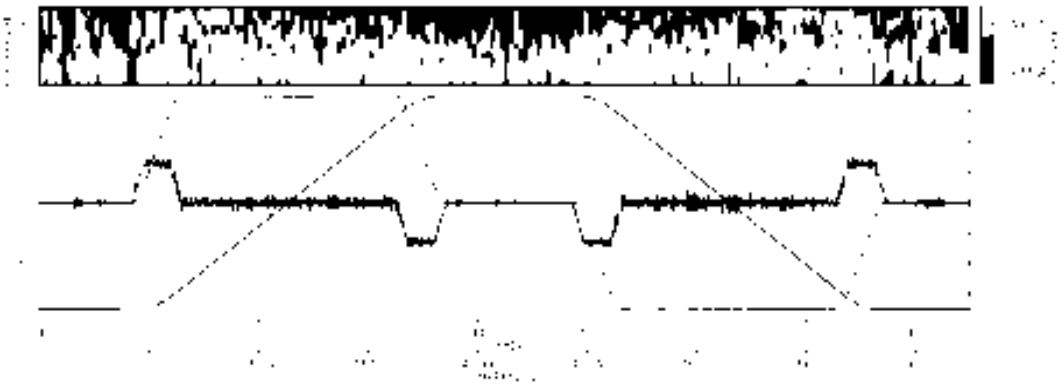
LML Lift Consultants | 1/28 Enterprise Drive Reservoir Vic 3073 Australia
Contact Details: Ian Flannery - E: ian.f@lml.net.au | Mobile

DEKRA

LIFT Check Ride Quality Report

Executed by: Ian Fahrney // 27.05.2025 12:33:05
41, Batman Street West Melbourne Melbourne City of Melbourne, Victoria, 3003, Australia // Park West Lift 2

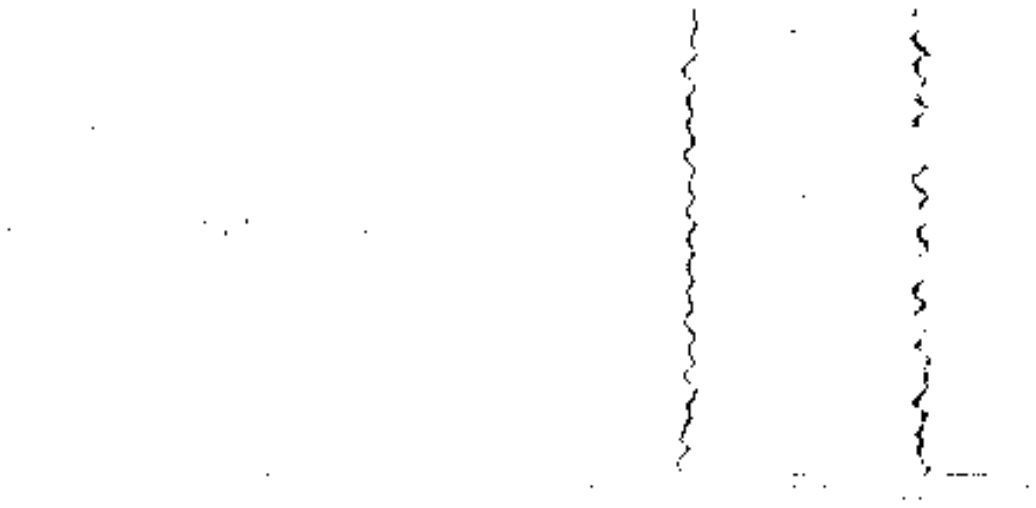
Diagnostic Diagram



Ride Quality and Performance (ISO 8100-34)	Ride 1 ↑	Ride 2 ↓
vibration X-axis during lift travel A95 (peak-to-peak in m/s²)	0.09	0.04
vibration Y-axis during lift travel A95 (peak-to-peak in m/s²)	0.08	0.09
Vibration Z-axis during lift travel constant acc. A95 (in m/s²)	0.17	0.2
v95 (typical speed in m/s)	1.34	1.35
a95 (typical acceleration in m/s²)	0.55	-0.53
a95 (typical deceleration in m/s²)	-0.52	0.55

Driving Curves (optimal vs. actual)

Rail Diagram



LML Lift Consultants | 28 Enterprise Drive Bowen Hills QLD 4006 Australia
Contact Details: Ian Fahrney | Email: ian@lml.com.au | Mobile: +

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

A.C.N.

PARK WEST

Park West January 2025 Monthly Report



nationalfacilityservices.com.au

Administration:

Happy new year. We have had a very busy start to the year.

Move in/outs/works:	**10**
Theft reports to Police:	**0**

Contractors onsite:

2/1/25. AESM. Monthly sprinkler & pump testing.
2/1/25. AESM. Annual sprinkler, pumps, valves & survey testing.
3/1/25. Choice Meter readers. Apt Meter reading.
3/1/25. AESM. Isolate Level 3 for Flooring works.
7/1/25. DGTEK. Apt internet works.
8/1/25. PL Plumbing. Annual Back flow testing: **WO: 19630.**
9/1/25. MICM. Quarterly ESM inspection.
10/1/25. DGTEK. Apt internet works.
13/1/25. Choice Meter readers. Apt Meter reading.
14/1/25. HWM for WBCM. Repair broken Waste Chute handle level 3.
14/1/25. MPS. Inspect roof leak Apt 1305.
15/1/25. Choice Meter readers. Apt Meter reading.
17/1/25. AESM. Fire Door repairs **WO: 19496**
17/1/25. Schindler. Lift 2 repair.
18/1/25. Schindler. Saturday Lift 2 Shutdown.
20/1/25. Choice Meter Readers. Apt meter reading.
21/1/25. Schindler. Repair Lift 1.
22/1/25. DGTEK. Apt internet works.
22/1/25. Choice Meter readers. Whole Building meter read.
23/1/25. Red Letter Days. L3,7,11 signage works. **WO: 20229.**
23/1/25. AESM. Alarm & Fire panel testing.
24/1/25. CHWAM (Commercial Hot Water & Maint). Annual Hot Water plant service.
24/1/25. Schindler. Repairs to Lift 2 & button/surrounds on ground floor.
24/1/25. Pura Air. Quarterly bin room odour control service.
28/1/25. NBN. Apt internet works.
29/1/25. AESM. 6 Monthly inspection Extinguishers & Hoses.
29/1/25. DPS (Dearness Property services). Painting ground floor lift lobby **WO: 19494.**
30/1/25. DPS (Dearness Property services). Fitting new lift & door corner trims **WO: 19494**
31/1/25. MCPHERSONS. Heritage gutter cleaning. **WO: 20274**
31/1/25. Schindler. Lift 2 repair.

Essential Safety Maintenance

• Monthly Fire Panel Testing	• Date Completed: 23/1/25.
• Monthly Evacuation Alarm Testing	• Date completed: 23/1/25.
• Monthly Sprinkler Testing	• Date Completed: 02/1/25.
• Monthly Fire Pump Testing	• Date Completed: 02/1/25.

NFS Maintenance:

During the month of January NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Thursday 2nd, Monday 6th , Friday 10th, Monday 13th, Wednesday 22nd & Tuesday 28th (took both myself and the cleaner 1.5hrs to unblock). Unbelievable how much disgusting waste is sent down the waste chute during the holiday period.
2. Repaired 7 x Emergency Break Glass buttons in stairwells.
3. Adjusted many door closers in stairwells.
4. Washed many waste bins.
5. Replaced 4 globes in car lift.
6. Tightened many door handles in Stairwells.
7. Many cleaning duties including wiping waste chute doors, waste room walls, mopping lobbies/Lift, vacuuming many levels & picking up litter in car park as cleaners' hours not sufficient to cover expectations of committee.
8. Repaired broken wheel on 660ltr waste bin.

Waste Management.

1. No hard rubbish collection dates were possible during January as per MCC.
2. Contacted MCC and arranged E-Waste collection for 31/1/25.

Safety, Security & Complaints: Committee may need to discuss the possible relocation of the Mailboxes to the Lift lobby.
On 14/11/24 when I had GJG Maintenance services onsite, Cliff confirmed the mailboxes could fit in the lift lobby, by moving the mailboxes to the lift lobby would give residents an extra layer of security.
I attached some photos on the November NFS monthly Pictures document.
Please advise if you would like us to get quotes.

Fire Rescue Victoria Incidents: ONE 20/1/25.

January Incident Reports total: TWO.

1. **Saturday 18/1/25. Lift 2 malfunction.**
2. **Monday 20/1/25. FRV Level 5.**

Outstanding Quotes forwarded to OCM waiting on OCM or Committee approval.
Please advise anything Not to be Actioned & I will remove from list.

1. Remove, clean & repair Carpark Vent 24/9/24.
2. Repair external Front entrance patch 24/9/24.
3. Heritage roof vent mesh & flashing 24/9/24.
4. Repair Waste room L2 & L6 vinyl skirting 24/9/24.
5. Replace Front door exit button to Green 24/9/24.
6. Access Hardware 2/10/24 Quote F98067. Re-keying so Emergency contractors and BM can use stairwells. No master key access in stairwells since 3/7/24.

Warning: Emergency services cannot access our stairwells, please see the following example.
IF we had a loss of power and both lifts went out and we had trapped passengers, Schindler would not be able to access their control panel on Level 13. Schindler would then have to call the FRV to break down the level 13 stairwell door!
Who would be responsible?

Building Link Notices.

1. Flooring works.
2. OC Noise rules.
3. Lift service.
4. Car space for rent.
5. Common area Pest control.
6. Lift 1 repair.
7. Lift 2 repairs x 3
8. Ground floor Lift lobby painting.

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. No sign of leaking 29/1/25.

Kind Regards,

Barry Digby.
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm excluding Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

PARK WEST

Park West February 2025 Monthly Report



nationalfacilityservices.com.au

Administration:

Move in/outs/works:	**13**
Theft reports to Police:	**0**
Resident confirmed Mail theft	**0**
Resident/Agent cockroach issues with invoice proof.	**0**

Contractors onsite:

3/2/25. CHWAM. Continue annual Hot Water service.
4/2/25. RES. Replace lobby strip lighting. **WO: 20377**
4/2/25. Choice Meter readers. Apt Meter reading.
4/2/25. NBN. Apt internet works.
5/2/25. Choice Meter readers. Apt Meter reading.
6/2/25. NBN. Apt Internet works.
7/2/25. Adams Pest Control. Quarterly common area pest control.
7/2/25. WBCM. Waste/recycle bin cleaning & sanitising. **WO: 20401**
7/2/25. DGTEK. Apt internet works.
7/2/25. Choice Meter readers. Apt Meter reading.
7/2/25. CWW. Water meter reading.
10/2/25. FUJI. Car Lift 1 inspection & put back in service.
10/2/25. NBN x 2. Apt Internet works.
11/2/25. Choice Meter readers. Apt Meter reading.
11/2/25. AESM. Monthly Pump & Sprinkler testing.
12/2/25. Expert Security. Replace Faulty Electric strike on G & L6.
12/2/25. Gigacomm. Apt internet works.
13/2/25. Choice Meter Readers. Apt meter reading.
13/2/25. NAMS. Quarterly HVAC essential services.
14/2/25. AESM. Annual testing Extinguishers, Hose reels & Hydrants.
14/2/25. DGTEK. Apt internet works.
14/2/25. FUJI. Car Lift 1 & 2 quarterly service.
17/2/25. Choice Meter Readers. Apt meter reading.
17/2/25. NBN. Apt Internet works.
18/2/25. MPS (Mechanical Plumbing services). Apartment works.
19/2/25. Choice Meter Readers. Apt meter reading.
20/2/25. NBN. Apt Internet works.
21/2/25. Schindler. Lift 1 inspect & repair works.
24/2/25. AESM. Annual Hydrant flow testing.
24/2/25. NBN. Apt Internet works.

24/2/25. BestOnPest. Common area building Pest Control quote.
25/2/25. Gigacomm. Apt Internet works.
26/2/25. AESM. Fire panel and Alarm testing.
27/2/25. NBN. Apt Internet works.
27/2/25. Choice Meter Readers. Apt meter reading.
28/2/25. MPS. Apartment plumbing works.
28/2/25. AESM. 6 Monthly Fire Doors inspection.
28/2/25. Origin. Building gas meter reader.

Essential Safety Maintenance

• Monthly Fire Panel Testing	Date Completed: 26/2/25.
• Monthly Evacuation Alarm Testing	Date completed: 26/2/25.
• Monthly Sprinkler Testing	Date Completed: 11/2/25.
• Monthly Fire Pump Testing	Date Completed: 11/2/25.

NFS Maintenance:

During the month of February NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Monday 3rd, Monday 24th & Thursday 27th.
2. Repaired 4 x Emergency Break Glass buttons in stairwells.
3. Adjusted 5 door closers in stairwells.
4. Washed 4 waste bins.
5. Replaced 5 globes in car lifts.
6. Tightened 3 door handles in Stairwells.
7. Many cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, wiping waste chute doors, waste room walls, mopping lobbies/Lift, spot vacuuming several levels & picking up litter in car park.

Waste Management.

1. Hard Rubbish arranged with MCC for a 26/2/25 collection.
2. E-WASTE arranged for collection 27/2/25.

Safety, Security & Complaints:

1. Passenger Lift emergency phone testing. Lift 1 & 2 both ok, 24/2/25.
2. Car Lift emergency phone testing 10/2 & 14/2. Car lift 1 failed. Car lift 2 ok.
   Quote for Car Lift 1 phone repair forwarded from Fuji to OC 25/2/25.
   Quote approved and WO 21084 issued 27/2/25.
3. Committee may need to discuss the possible relocation of the Mailboxes to the Lift lobby.

On 14/11/24 when I had GJG Maintenance services onsite, Cliff confirmed the mailboxes could fit in the lift lobby, by moving the mailboxes to the lift lobby would give residents an extra layer of security.
I attached some photos on the November NFS monthly Pictures document.
Please advise if you would like us to get quotes.

Fire Rescue Victoria Incidents: NIL.

February Incident Reports total: ONE.

1. **Sunday 9/2/25. Car Lift 1 malfunction.**

Outstanding Quotes forwarded to OCM waiting on OCM or Committee approval.
All previous quotes waiting on response removed as they are now over 6 months old.

1. Access Hardware 2/10/24 Quote F98067. Re-keying so Emergency contractors and BM can use stairwells. No master key access in stairwells since 3/7/24.
   APPROVED: Work Order 20969 issued 20/2/25.

Building Link Notices.

1. Noise rules.
2. Lift 1 shut down & repair.
3. Common area Pest control.
4. Slamming & Banging doors.
5. Hard Rubbish.
6. Park West Welcome pack.

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 25/2/25.**

Kind Regards,

Barry Digby
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

PARK WEST

Park West March 2025 Monthly Report



Administration:

A very difficult month to manage the building without Internet/Email/Phone/Cctv for 3 weeks 7/3/25 to 26/3/25 @ 3.45pm, and then lost email again from 9am 27/3 to 3/4/25 @11am.
So difficult to communicate with all involved with the management of the building.

Move in/outs/works:	**7**
Theft reports to Police:	**0**
Resident confirmed Mail theft	**0**
Resident/Agent cockroach issues with invoice proof.	**0**

Contractors onsite:

3/3/25. Gigacomm. Apt internet works.
4/3/25. Choice Meter readers. Apt Meter reading.
4/3/25. Gigacomm. Apt internet works.
4/3/25. NBN. Apt internet works.
5/3/25. NBN. Apt internet works.
6/3/25. Access Hardware. Re-instate access to all stairwells for ES & BM. **WO 20969**
7/3/25. Choice Meter readers. Apt Meter reading.
7/3/25. Schindler. Lift inspection and repair.
7/3/25. Gigacomm. Apt internet works.
11/3/25. Gigacomm. Apt internet works.
12/3/25. Choice Meter readers. Apt Meter reading.
13/3/25. BeOnAccess. Roof & Level 13/Apt water leak works.
13/3/25. Schindler. Lifts 1 & 2 Inspection and fault finding. Both Lifts In Service.
14/3/25. DGTEK. Apt internet works.
17/3/25. AESM. Monthly sprinkler & pump testing.
17/3/25. NBN. Apt internet works.
18/3/25. Plasterer. Arranged by Agent for Apt L7 works.
18/3/25. NBN. Apt internet works.
20/3/25. Choice Meter readers. Apt Meter reading.
21/3/25. NBN. Apt internet works.
25/3/25. AESM. Fire panel & Alarm testing.
26/3/25. Advanced Living Solutions (ALS). Re-instate Internet/emails & CCTV.
26/3/25. NBN. Apt internet works.

27/3/25. Access Hardware. **Complete WO 20969**
27/3/25. MICM. Quarterly ESM audit.
27/3/25. Brave Security. Inspection of Access control systems to quote service & upgrade.
28/3/25. Choice Meter readers. Apt Meter reading.
31/3/25. R.E.S. Switch board inspections.

Essential Safety Maintenance

• Monthly Fire Panel Testing	• Date Completed: 25/3/25.
• Monthly Evacuation Alarm Testing	• Date completed: 25/3/25.
• Monthly Sprinkler Testing	• Date Completed: 17/3/25.
• Monthly Fire Pump Testing	• Date Completed: 17/3/25.

NFS Maintenance:

During the month of March NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Monday 10th, Friday14th & Monday24th.
2. Repaired 3 x Emergency Break Glass buttons in stairwells.
3. Adjusted 6 door closers in stairwells.
4. Washed 6 waste bins.
5. Replaced 3 globes in car lifts.
6. Tightened 5 door handles in Stairwells.
7. Many cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, wiping waste chute doors, waste room walls, mopping lobbies/Lift, spot vacuuming several levels & picking up litter in car park.

Waste Management.

1. Hard Rubbish not possible with MCC for the month of March.

Security.

No security issues or thefts reported in the month of March.

Fire Rescue Victoria Incidents: NIL.

March Incident Reports total: ONE.

1. **Thursday 6th March. Passenger Lift 2 malfunction.**

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 27/3/25.**

Kind Regards,

Barry Digby
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

PARK WEST

Park West April 2025 Monthly Report



Building Managers April summary:

Summary:

This report provides an overview of the property management functions of Park West Apartments for the month of April. The report aims to summarize key activities, maintenance issues, and building events that occurred during the month.

Move in/outs/works:	**0**
Theft reports to Police:	**0**
Resident confirmed Mail theft:	**0**
Resident/Agent cockroach issues:	**0**

Contractors onsite: 11

2/4/25. AESM. Monthly sprinkler & pump testing.
2/4/25. NBN. Apt internet works.
3/4/25. Choice Meter readers. Apt Meter reading.
3/4/25. IT NFS. NFS wifi works.
4/4/25. NBN. Apt internet works.
4/4/25. PuraAir. Quarterly waste room odour control
7/4/25. Choice Meter readers. Apt Meter reading.
8/4/25. Schindler. Tighten key barrel on Security override.
9/4/25. Gigacomm. Apt internet works.
10/4/25. Fuji Car Lifts. Inspect emergency phone.
10/4/25. Gigacomm. Apt internet works.
11/4/25. Choice Meter readers. Apt Meter reading.
14/4/25. MCC. Waste Room audit.
17/4/25. Fuji car Lifts. Measure Lights fittings for replacement.
17/4/25. DGTEK. Apt internet works.
17/4/25. AESM. Fire panel & alarm testing.
22/4/25. Choice Meter readers. Apt Meter reading.
23/4/25. Choice Meter readers. Apt Meter reading.
23/4/25. MPS. Level 3 & 4 Plumbing works.
24/4/25. Best On Pest. Common area Pest Control.
24/4/25. NBN. Apt internet works.
28/4/25. Choice Meter readers. Apt Meter reading.
28/4/25. ALS (Advanced Living Solutions). Internet works.
28/4/25. AESM. False alarm investigation, 3 x possible faulty smokies.
29/4/25. NBN. Check MDF equipment.
30/4/25. Choice Meter readers. Apt Meter reading.
30/4/25. Sharper Cleaning. Quote car park clean.

Essential Safety Maintenance

- Monthly Fire Panel Testing — Date Completed: 17/4/25.
- Monthly Evacuation Alarm Testing — Date completed: 17/4/25.
- Monthly Sprinkler Testing — Date Completed: 2/4/25.
- Monthly Fire Pump Testing — Date Completed: 2/4/25.

NFS Maintenance:

During the month of April NFS have completed the following **at no additional cost**.

1. We were able to unblock the waste chute on Monday 7th & Monday28th.
2. Repaired 5 x Emergency Break Glass buttons in stairwells.
3. Adjusted 6 door closers in stairwells.
4. Replaced 5 globes in car lifts.
5. Tightened 5 door handles in Stairwells.
6. Many cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, cleaning any mess found during working hours, picking up litter in car park.

Waste Management.

1. E-Waste collected 24/4/25.

INCIDENT REPORTS:

Fire Rescue Victoria Incidents: TWO.

April Incident Reports total: FOUR.

1. FRV. 5/4/25
2. Cage Break in. 22/4/25
3. FRV. 23/4/25
4. Key Safe theft. 24/4/25

AESM have been to site 28/4/25 to investigate false alarms.

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne email 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 28/4/25.**

   BE ON ACCESS report received 16/4/25 for water leak works carried out for Apt 1305 is attached.
   Be On Access have been asked to come to site and quote their recommendations.
   Once the quote is received, I will forward to the committee.
   This will be a very good starting point for the OC to understand the costs associated with a repairing the roof membrane.
   The July 2024 NFS roof /ceiling general inspection report is also attached.

   As discussed during the latest OC meeting held on 8/4/25 the Leary & Partners LTMP had roof membrane replacement estimated for 2034, I advised this would most likely need to be carried out earlier, and for you all to discuss as this will be a very expensive exercise.

Emergency call button checks in all Lifts.

Both Schindler & Fuji lift call buttons working correctly as at 30/4/25.

Kind Regards,

Barry Digby - Building Manager
Andrew Heagney - Operations Manager andrewh@nationalfacilityservices.com.au

NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

ABN

PARK WEST

Park West May 2025 Monthly Report



nationalfacilityservices.com.au

Building Managers May 2025 summary:

This report provides an overview of the property management functions of Park West Apartments for the month of May. The report aims to summarize key activities, maintenance issues, and building events that occurred during the month.

Move in/outs/works:	**8**
Theft/Damage reports to Police:	**1 x BM**
Resident confirmed Mail theft	**0**
Resident/Agent cockroach issues with invoice proof.	**0**

Contractors onsite:

1/5/25. Focus Plumbing. Apartment works.
1/5/25. Gigacomm. Apt internet works.
2/5/25. Choice Meter readers. Apt Meter reading.
5/5/25. NBN. Apt internet works.
6/5/25. AESM. Urgent repair of ground floor rear car park door.
6/5/25. Sharper Cleaning services. Annual common carpet steam cleaning.
7/5/25. Choice Meter readers. Apt Meter reading.
7/5/25. Cowan Doors. Bi-Annual Garage gate service.
8/5/25. Gigacomm. Apt internet works.
9/5/25. AESM. Monthly Fire pump & Sprinkler testing.
9/5/25. AESM. Checking for block plans.
12/5/25. Choice Meter readers. Apt Meter reading.
12/5/25. AESM. Sprinkler head protector in cleaners store **WO: 104.**
13/5/25. AESM. Replace faulty smokie Level 5. **WO: 104.**
13/5/25. City West Water. Water Meter reading.
13/5/25. DGTEK. Apt internet works.
14/5/25. Choice Meter readers. Apt Meter reading.
15/5/25. AESM. 5 Yearly FIP & Alarm testing. **WO: 22481 Qu: 6615**
16/5/25. Choice Meter readers. Apt Meter reading.
19/5/25. NRS. National Remedial services, Fee proposal for Roof/Façade.
20/5/25. AESM. Monthly Fire Panel & Alarm testing
21/5/25. NBN. Apt Internet works.
22/5/25. AESM. 6 Monthly Pumps & Sprinkler testing.

23/5/25. Choice Meter readers. Apt Meter reading.
26/5/25. NAMS. Quarterly HVAC Essential services testing.
26/5/25. DGTEK. Level 1 works.
27/5/25. DGTEK. Continue Level 1 works.
27/5/25. AESM. Building Block plans inspection.
27/5/25. LML. Passenger & Car lift audit/inspections.
28/5/25. MCC. Melbourne City Council Waste room audit.
28/5/25. DGTEK. Level 9 works.
28/5/25. RCR Services. Fee Proposal for roof & façade.
29/5/25. AESM. Replace valves **WO: 19497 Qu:0054.**
29/5/25. Schindler. Emergency phone re-set.
29/5/25. AESM. Continue Block plan inspections.
30/5/25. Ultimate Doors. Repair ground floor Lift Lobby door WO: #110

Essential Safety Maintenance

- Monthly Fire Panel Testing — Date Completed: 20/5/25.
- Monthly Evacuation Alarm Testing — Date completed: 20/5/25.
- Monthly Sprinkler Testing — Date Completed: 9/5/25.
- Monthly Fire Pump Testing — Date Completed: 9/5/25.

NFS requests of fee proposals for Roof & Façade sent to the following:

PASG Projects. Fee Proposal received.
NRS National Remedial Services. Fee Proposal received.
RCR Services (Roof & Concrete Remedial). Waiting on Fee Proposal.

1. Undertake a full roof and façade report,
2. Provide a scope of works for repairs,
3. Tender the scope and provide a tender report with recommendations, and
4. Supervise the works and signoff upon completion.

NFS Maintenance:

During the month of May NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Monday 5th & Monday 19th.
2. Repaired 7 x Emergency Break Glass buttons in stairwells.
3. Adjusted 3 door closers in stairwells.
4. Replaced 6 globes in car lifts.
5. Tightened 2 door handles in Stairwells.
6. Cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, cleaning any mess found on common areas during working hours, picking up litter in car park.

Waste Management.

1. E-Waste collected 20/5/25.
2. Hard Rubbish collected 14/5/25.

INCIDENT REPORTS:

Fire Rescue Victoria Incidents: **ONE.** Level 5 Cooking smells - False Alarm

May Incident Reports total:

1. **FRV. 2/5/25**
2. **Garage gate reflector. 3/5/25**
3. **Ground floor rear carpark to reception door damage. 4/5/25**

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne email 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 29/5/25.**

Emergency call button checks in all Lifts.
Both Schindler & Fuji lift call buttons working correctly 20/5/25.
Fuji OK, Schindler FAIL 29/5/25. Schindler came to site to re-set.

Kind Regards,

Barry Digby - Building Manager
Andrew Heagney - Operations Manger
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

NATIONAL FACILITY SERVICES

National Facility Services Pty Ltd

ABN

PARK WEST

Park West June 2025 Monthly Report



Building Managers June 2025 summary:

This report provides an overview of the property management functions of Park West Apartments for the month of June. The report aims to summarize key activities, maintenance issues, and building events that occurred during the month.

Move in/outs/works:	**4**
Theft/Damage reports to Police:	**1**
Resident confirmed mail theft	**3**
Resident/Agent cockroach issues with invoice proof.	**0**

Contractors onsite:

2/6/25. Sharper Cleaning. Cleaner works.
3/6/25. Choice meter readers. Apt meter reading.
4/6/25. NBN. Apt Internet works.
4/6/25. Gigacomm. Apt internet works.
5/6/25. AESM. Investigate FAS Fault in Fire Panel. WO #109.
6/6/25. NBN. Apt internet works.
10/6/25. Choice meter readers. Apt meter reading.
11/6/25. FUJI car lifts. Replace car lift lighting. WO: 21961 / Q: 9832
12/6/25. Choice meter readers. Apt meter reading.
12/6/25. MICM ESM. Quarterly Essential Services Audit.
13/6/25. DGTEK. Apt internet works.
13/6/25. MICM ESM. Continue quarterly Essential Services Audit.
17/6/25. AESM. Monthly sprinkler & pump testing.
17/6/25. Choice meter readers. Apt meter reading.
17/6/25. AESM. Monthly fire panel & alarm testing.
18/6/25. NBN. Apt internet works.
20/6/25. Best on pest. 2 Monthly pest control.
20/6/25. WBCM. HWM Replace broken waste chute handle L5 / WO: #118
20/6/25. NBN. Apt internet works.
20/6/25. FUJI car lifts. Complete WO: 21961 / Q: 9832
23/6/25. Choice meter readers. Apt meter reading.
24/6/25. Gigacomm. Apt internet works.
25/6/25. Choice meter readers. Apt meter reading.

26/6/25. TPG. Apt internet works.
27/6/25. PL Plumbing. WO: #105 Annual Pit cleaning & CCTV drain inspections.
27/6/25. DGTEK. Apt internet works.
30/6/25. Choice meter readers. Apt meter reading.
30/6/25. Gigacomm. Apt internet works.

Essential Safety Maintenance

- Monthly Fire Panel Testing — Date Completed: 17/6/25.
- Monthly Evacuation Alarm Testing — Date completed: 17/6/25.
- Monthly Sprinkler Testing — Date Completed: 17/6/25.
- Monthly Fire Pump Testing — Date Completed: 17/6/25.

NFS requests of fee proposals for roof & façade sent to the following:

PASG Projects. Fee Proposal received.
NRS National Remedial Services. Fee proposal received.
We have now contacted **Project Insite** to supply a 3rd fee proposal.

1. Undertake a full roof and façade report,
2. Provide a scope of works for repairs,
3. Tender the scope and provide a tender report with recommendations, and
4. Supervise the works and signoff upon completion.

RCR Services (Roof & Concrete Remedial). Unable to provide Fee Proposal, but have supplied a quote to rectify the membrane on the roof (attached).
Attention: Barry Digby
Please find attached quote for repairing the damaged waterproofing and lift shaft walls on the roof.

Kind Regards,
Mick McGregor | Director
P 0419 534 452 W www.roofandconcreteremedial.com.au

ESM requests (Report 06260) for non-conforming work to be carried out.
The below will be carried out by GJG Maintenance services.

1. Add lockable gate mechanism on roof as per request from MICM ESM Team report 06260
2. Fill/Add caulking to wall in stairwell as per request from MICM ESM Team report 06260/06258 Not compliant.

Onsite Committee requests:

Arrange for front entrance corner protection, similar to the gym next door.
Ping / Grace & Karan please confirm you wish this to go ahead, photo attached or arrange a time to discuss again.

NFS Maintenance:

During the month of June NFS have completed the following at no additional cost.

1. We were able to unblock the waste chute on Tuesday 10th & Monday 16th.
2. Repaired 5 x Emergency break glass buttons in stairwells.
3. Checked all stairwell door closers and found 14 requiring adjustments.
4. Removed graffiti from hydrant cupboard at front of building façade.
5. Repaired exit light on Level 9.
6. Tightened 3 door handles in stairwells.
7. Tightened 3 waste chute handles.
8. Cleaning duties including daily wiping of garage waste/recycle bins with deodoriser/repellent, cleaning any mess found on common areas during working hours, picking up litter in car park.

Waste Management.

1. Hard Rubbish arranged for 2/7/25.

INCIDENT REPORTS:

Fire Rescue Victoria Incidents: NIL

June Incident Reports total: NIL

Historical issues.

1. Ceiling repairs L13 from **July 2022**. Continue monitoring for any evidence of water damage (Ivonne email 30/1/24).
   Leaks reported again 9/7/24, plumber onsite 10/7/24. **No sign of leaking 27/6/25.**

Emergency call button checks in all Lifts.
Both Schindler & Fuji lift call buttons working correctly 27/6/25.

Email below sent to Committee on 10/4/25 & 24/6/25 regarding waste room Carousel.
No response from Committee.

Hi Committee,

Hope you all had a wonderful Easter.

Please see below response in Bold from Wastech regarding our Carousel.

The Carousel was put into Manual mode in December 2020, when the Owner of Apt 203 complained of many noises especially at night
(bangs/beeps etc) when being used in auto mode.

Would you like me speak with the owner of Apt 203 and see if we could do a trial in Auto overnight one day soon?

Please advise if you would like me to arrange a callout by a Wastech technician?

Kind Regards

Barry Digby
Building Manager
National Facility Services
7am to 3pm Business days
0429908183
Park West Apartments
33-43 Batman St, West Melbourne Vic 3003
Email: parkwestbm@nationalfacilityservices.com.au
Web: www.nationalfacilityservices.com.au

From: Wastech Service Team <service@wastech.com.au>
Sent: Thursday, 10 April 2025 1:53 PM
To: Park West BM <parkwestbm@nationalfacilityservices.com.au>
Cc: Andrew Heagney <andrewh@nationalfacilityservices.com.au>; David Ranieri <davidr@nationalfacilityservices.com.au>
Subject: RE: Park West Waste Carousel question?

Good afternoon Barry,

I have spoken to our lead technician, as I forwarded your query earlier for his assistance. He has stated that we would need to send a technician out to site, as there are many reasons that could cause excess noise, it is hard to assess from photo's.

I have also spoken to some of the guys in the office in regard to the alarm sound. For safety reasons there is no way of reducing/adjusting the decibel of the alarm. The other alternative is to have it converted to a flashing light – it just has to be some kind of warning that the machine is about to move. Again, this is something that will need to be assessed on site, the technician will be able to figure out if it can be converted and request a quote to be sent through to you.

Our call out fees are:
Normal Business Hours - $137.50 call out, with $137.50 per hour attendance, & a $20 admin fee = $295 (plus any parts if required).

Kind regards,
Beck
****

Kind Regards,

Barry Digby
NFS Building Management Team
Building Management Onsite Hours:
Monday to Friday 7am to 3pm **excluding** Weekends & PH.

insurance
w: www.flexinsurance.com.au

Certificate of Currency Residential Strata Insurance Plan

Policy No	**HQ**0006153121
Policy Wording	FLEX INSURANCE RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	31/08/2025 to 31/08/2026 at 4:00pm
The Insured	OWNERS CORPORATION PLAN NO. PS 643908H
Situation	33-43 BATMAN STREET WEST MELBOURNE VIC 3003

Cover Selected		Sum Insured
Section 1	Insured Property	
	Building	$61,891,441
	Common Area Contents	$618,914
	Loss of Rent & Temporary Accommodation (total payable)	$9,283,716
	Optional Benefit Lot/Unit Wall Coverings	Selected
Section 2	Liability to Others	$20,000,000
Section 3	Voluntary Workers	
	Death	$200,000
	Total Disablement	$2,000 per week
Section 4	Fidelity Guarantee	$250,000
Section 5	Office Bearers' Legal Liability	$5,000,000
Section 6	Machinery Breakdown	$100,000
Section 7	Catastrophe Insurance	
	Sum Insured	$9,283,716
	Extended Cover - Loss of Rent & Temporary Accommodation	$1,392,557
	Escalation in Cost of Temporary Accommodation	$464,185
	Cost of Removal, Storage and Evacuation	$464,185
Section 8	Government Audit Costs and Legal Expenses	
	Government Audit Costs	$25,000
	Appeal Expenses – common property health & safety breaches	$100,000
	Legal Defence Expenses	$50,000
Section 9	Lot Owners' Fixtures and Improvements (per lot)	$250,000

Flood Cover is included.

ACP Endorsement

FLEX advises that, in line with our underwriting guidelines and your disclosed information and / or your request, the above policy has been amended. This endorsement should be read in conjunction with, and as forming part of, your existing Policy Wording.

All Damage arising directly or indirectly by fire resulting in any claim to the internal or external cladding materials, including 'Aluminium Composite Panels' (ACP) or 'Expanded Polystyrene' (EPS), affixed to buildings as defined under 'Section 1 - Insured Property a. Buildings' is subject to the Fire Excess shown in the Schedule any one Event.

All Damage arising directly or indirectly by fire resulting in any claim not involving the internal or external cladding materials affixed to buildings specified in this clause, will be otherwise subject to the Standard Excess shown in the Schedule any one Event.

The Table of Benefits Section 3 Voluntary Workers is replaced by

insured event	Benefit
1 Death	**$200,000**
2 Total and irrecoverable loss of all sight in both eyes	**$200,000**
3 Total and permanent loss of the use of both hands or of use of both feet or the use of one hand and one foot	**$200,000**
4 Total and permanent loss of the use of one hand or of the use of one foot	**$100,000**
5 Total and irrecoverable loss of all sight in one eye	**$100,000**
6 a Total Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Total Disablement:	
i a weekly benefit of or if higher	**$1,000**
ii the amount of Your average weekly wage, salary or other remuneration earned from Your personal exertion - up to a maximum per week of	**$2,000**
b Partial Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Partial Disablement:	
i a weekly benefit of or if higher	**$500**
ii the amount by which Your average weekly wage, salary or other remuneration earned from Your personal exertion is reduced - up to a maximum per week of	**$1,000**
7 The reasonable and necessary cost of hiring or employing domestic assistance following certification by a qualified medical practitioner that a Voluntary Worker is totally disabled from performing his/her usual profession, business, occupation or usual household activities - in respect of each week of disablement a weekly benefit not exceeding	**$500**
8 The reasonable cost of travel expenses necessarily incurred at the time of, or subsequent to, the sustaining of bodily injury and not otherwise recoverable from any other source – a benefit not exceeding	**$2,000**

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Flex+ Optional Benefits

Increased exploratory costs, replacement of defective parts	Selected
Extended Temporary Accommodation and Loss of Rent	Selected
Fusion	Selected
Floating floors	Selected
Fallen Trees	Selected
Landscaping	Selected
Fire extinguishing	Selected
Personal Property of Others	Selected
Removal, storage costs	Selected
Temporary Accommodation/Rent/contributions/storage	Selected
Emergency accommodation	Selected
Arson reward	Selected
Electricity, gas, water and similar charges - excess costs	Selected
Keys, lock replacement	Selected
Electricity, Gas, Water and Similar Charges - unauthorised use	Selected
Funeral Expenses	Selected
Modifications	Selected
Money	Selected
Mortgage Discharge	Selected
Pets, Security Dogs	Selected
Removal of Squatters	Selected
Court appearance	Selected

Date Printed 27/08/2025

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording QM 8026 1023 and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

City Central Insurances
Authorised Representative of Strata Insurance Pty Ltd
ABN 42 098 548 200 | ABN 58 080 071 307
AFS Licence no 234722
Level 1, 178 City Road | PO Box 7069,
Southbank, VIC 3006 | Hawthorn North VIC 3122
info@ccins.com.au | contacts@stratainsurance.net
Phone: (613) 8256 1132 | Phone: (613) 9597 0357
Please Direct your enquiries to Phone (613) 8256 1132

The policy mentioned below is due for renewal on and payable by 31/08/2025.

TAX INVOICE

This document will be a tax invoice for GST when you make payment

Park West
C/- City Central Insurances
Level 1, 178 City Road
SOUTHBANK VIC 3006

Invoice Date: 26/08/2025
Invoice No: 62655
Our Reference: 643908H

Should you have any queries in relation to this account, please contact your Account Manager
Dallas Glazebrook

Class of Policy: Strata Pack Residential
Insurer: QBE Insurance (Australia) Limited
.
ABN: 78 003 191 035
The Insured: Park West

RENEWAL
Policy No: TBA
Period of Cover:
From **31/08/2025**
to **31/08/2026** at 4:00 pm

Details: See attached schedule for a description of the risk(s) insured

33-43 Batman Street, West Melbourne VIC 3006

Your Premium:

Premium	Insurer Fee	Fire Levy	GST	Stamp Duty	Broker Fee
$33,613.96	$150.00	$0.00	$4,026.40	$3,697.56	$6,500.00

Commission earned on this policy $0.00

TOTAL **$47,987.92**

(A processing fee applies for Credit Card payments)

PLEASE READ IMPORTANT INFORMATION AT www.stratainsurance.net

DEFT PAYMENT SYSTEMS

Please see attached for further payment methods & instructions

BPAY
Biller Code: 20362
Ref: 4042858191537466

Pay by credit card (Visa, Mastercard, Amex or Diners)
at **www.deft.com.au**
A surcharge may apply.
DEFT Reference Number: 4042858191537466

Post Billpay

*498 404285 08191537466

Strata Solutions International Pty Ltd
Our Reference: 643908H
Invoice No: 62655
Due Date: 31/08/2025

Premium	**$33,613.96**
U'writer Levy	**$150.00**
Fire Levy	**$0.00**
GST	**$4,026.40**
Stamp Duty	**$3,697.56**
Broker Fee	**$6,500.00**

AMOUNT DUE **$47,987.92**

+404285 8191537466 < 004798792<3+

Class of Policy:	Strata Pack Residential	**Policy No:**	TBA
The Insured:	Park West	**Invoice No:**	62655
		Our Ref:	643908H

Policy Schedule Residential Strata Insurance Plan

Quote Number:	Q0002058357
Policy Wording:	FLEX INSURANCE RESIDENTIAL STRATA INSURANCE PLAN
The Insured:	Owners Corporation Plan No. 643908H
Situation:	33-43 Batman Street, WWest Melbourne VIC 3003
Policy Period:	31/08/2025 to 31/08/2026 at 4.00pm

Cover Selected		**Sum Insured**
Section 1	**Insured Property**	
	Building	$61,891,441
	Common Area Contents	$618,914
	Loss of Rent & Temporary Accommodation (total payable)	$9,283,716
	Optional Benefit Lot/Unit Wall Coverings	Selected
Section 2	**Liability to Others**	$20,000,000
Section 3	**Voluntary Workers**	
	Death	$200,000
	Total Disablement	$2,000 per week
Section 4	**Fidelity Guarantee**	$250,000
Section 5	**Office Bearers' Legal Liability**	$5,000,000
Section 6	**Machinery Breakdown**	$100,000
Section 7	**Catastrophe Insurance**	
	Catastrophe Insurance Sum Insured	$9,283,716
	Extended Cover - Loss of Rent & Temporary Accommodation	$1,392,557
	Escalation in Cost of Temporary Accommodation	$464,185
	Cost of Removal, Storage and Evacuation	$464,185
Section 8	**Government Audit Costs and Legal Expenses**	
	Government Audit Costs	$25,000
	Appeal Expenses – common property health & safety breaches	$100,000
	Legal Defence Expenses	$50,000
Section 9	**Lot Owners' Fixtures and Improvements** (per lot)	$250,000

Flood Cover is included.

Class of Policy:	Strata Pack Residential	**Policy No:**	TBA
The Insured:	Park West	**Invoice No:**	62655
		Our Ref:	643908H

ACP Endorsement

FLEX advises that, in line with our underwriting guidelines and your disclosed information and / or your request, the above policy has been amended. This endorsement should be read in conjunction with, and as forming part of, your existing Policy Wording.
All Damage arising directly or indirectly by fire resulting in any claim to the internal or external cladding materials, including 'Aluminium Composite Panels' (ACP) or 'Expanded Polystyrene' (EPS), affixed to buildings as defined under 'Section 1 - Insured Property a. Buildings' is subject to the Fire Excess shown in the Schedule any one Event.
All Damage arising directly or indirectly by fire resulting in any claim not involving the internal or external cladding materials affixed to buildings specified in this clause, will be otherwise subject to the Standard Excess shown in the Schedule any one Event.

The Table of Benefits Section 3 Voluntary Workers is replaced by

insured event	Benefit
1 Death	$200,000
2 Total and irrecoverable loss of all sight in both eyes	$200,000
3 Total and permanent loss of the use of both hands or of use of both feet or the use of one hand and one foot	$200,000
4 Total and permanent loss of the use of one hand or of the use of one foot	$100,000
5 Total and irrecoverable loss of all sight in one eye	$100,000
6 a Total Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Total Disablement:	
i a weekly benefit of or if higher	$1,000
ii the amount of Your average weekly wage, salary or other remuneration earned from Your personal exertion - up to a maximum per week of	$2,000
b Partial Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Partial Disablement:	
i a weekly benefit of or if higher	$500
ii the amount by which Your average weekly wage, salary or other remuneration earned from Your personal exertion is reduced - up to a maximum per week of	$1,000
7 The reasonable and necessary cost of hiring or employing domestic assistance following certification by a qualified medical practitioner that	

Class of Policy:	Strata Pack Residential	**Policy No:**	TBA
The Insured:	Park West	**Invoice No:**	62655
		Our Ref:	643908H

a Voluntary Worker is totally disabled from performing his/her usual profession, business, occupation or usual household activities - in respect of each week of disablement a weekly benefit not exceeding $500

8 The reasonable cost of travel expenses necessarily incurred at the time of, or subsequent to, the sustaining of bodily injury and not otherwise recoverable from any other source – a benefit not exceeding $2,000

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Flex+ Optional Benefits

Increased exploratory costs, replacement of defective parts	Selected
Extended Temporary Accommodation and Loss of Rent	Selected
Fusion	Selected
Floating floors	Selected
Fallen Trees	Selected
Landscaping	Selected
Fire extinguishing	Selected
Personal Property of Others	Selected
Removal, storage costs	Selected
Temporary Accommodation/Rent/contributions/storage	Selected
Emergency accommodation	Selected
Arson reward	Selected
Electricity, gas, water and similar charges - excess costs	Selected
Keys, lock replacement	Selected
Electricity, gas, water and similar charges - unauthorised use	Selected
Funeral expenses	Selected
Modifications	Selected
Money	Selected
Mortgage Discharge	Selected
Pets, Security Dogs	Selected
Removal of Squatters	Selected
Court appearance	Selected

Excesses Amount

Section 1	Insured Property	$5,000
	Fire	$50,000
Section 2	Liability to Others	$1,000
Section 4	Fidelity Guarantee	$500
Section 5	Office Bearers' Legal Liability	$5,000
Section 6	Machinery Breakdown	$500

Other excesses payable are shown in the Policy Wording.

Excesses – explanatory notes

Class of Policy:	Strata Pack Residential	**Policy No:**	TBA
The Insured:	Park West	**Invoice No:**	62655
		Our Ref:	643908H

Earthquake Excess

For earthquake or seismological disturbance, where loss or Damage occurs during any one period of 72 consecutive hours, the Excess is $500, or the Excess amount shown in the Policy Schedule, whichever is greater.

Unoccupancy Excess

An Excess of $2,500 will apply to Section 1 claims if 50% or more of the available Lots/Units are unoccupied at the time of loss.

Other Excesses

Whenever an Excess is shown in the Schedule, You have to pay or contribute the stated amount for each loss arising out of or consequent upon that Event.

For example, a different Excess may apply for a specific Event such as water damage, Flood, Storm or another type of Event.

Payment of any Excess shown in this Policy or in the Schedule for each claim made may be requested from You when the claim is lodged, or may be deducted from Our payment if Your claim is accepted.

Underwriting Agency: Flex Insurance
PO Box 2004
NORTH SYDNEY NSW 2060
ABN: 85 613 645 239 AFSL: 491113

Insurer: QBE

Proportion: **100%**

Insurance Brokers Code of Practice & External Disputes Resolution Service

Strata Solutions International Pty Ltd Trading as Strata Insurance subscribe to the Insurance Brokers Code of Practice and the Australian Financial Complaints Authority. AFCA administer an independent and free external dispute resolution service for our clients. Please visit www.stratainsurance.net or contact our office for further details.

insurance
w: www.flexinsurance.com.au

Certificate of Currency Residential Strata Insurance Plan

Policy No	**HQ**0006153121
Policy Wording	FLEX INSURANCE RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	31/08/2025 to 31/08/2026 at 4:00pm
The Insured	OWNERS CORPORATION PLAN NO. PS 643908H
Situation	33-43 BATMAN STREET WEST MELBOURNE VIC 3003

Cover Selected		Sum Insured
Section 1	Insured Property	
	Building	$61,891,441
	Common Area Contents	$618,914
	Loss of Rent & Temporary Accommodation (total payable)	$9,283,716
	Optional Benefit Lot/Unit Wall Coverings	Selected
Section 2	Liability to Others	$20,000,000
Section 3	Voluntary Workers	
	Death	$200,000
	Total Disablement	$2,000 per week
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ii the amount of Your average weekly wage, salary or other remuneration earned from Your personal exertion - up to a maximum per week of	**$2,000**
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i a weekly benefit of or if higher	**$500**
ii the amount by which Your average weekly wage, salary or other remuneration earned from Your personal exertion is reduced - up to a maximum per week of	**$1,000**
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Landscaping	Selected
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Temporary Accommodation/Rent/contributions/storage	Selected
Emergency accommodation	Selected
Arson reward	Selected
Electricity, gas, water and similar charges - excess costs	Selected
Keys, lock replacement	Selected
Electricity, Gas, Water and Similar Charges - unauthorised use	Selected
Funeral Expenses	Selected
Modifications	Selected
Money	Selected
Mortgage Discharge	Selected
Pets, Security Dogs	Selected
Removal of Squatters	Selected
Court appearance	Selected

Date Printed 27/08/2025

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MICM

Contracts

As at: 25/06/2026

Development	OC#	Contract Name	Supplier	Start Date	End Date	Status
Park West Apartments	OC 1	Park West Building management and cleaning contract 0318	National Facility Services	01/03/18	28/02/23	Ongoing
Park West Apartments	OC 1	Park West Apartments MICM Contract 0724	MICM Strata	01/07/24	30/06/26	Active
Park West Apartments	OC 1	Fire Safety Measures Testing Contract 1124	Aesm Pty Ltd	05/11/24	04/11/25	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Service Contract 1123	NAMS Air Conditioning Services	05/11/23	04/11/24	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Service Contract 0824	Fuji Elevators Australia Pty Ltd	01/08/24	31/07/27	Active
Park West Apartments	OC 1	Electrical Service Contract 1123	R.E.S Total Electrical Service	15/11/23	31/12/25	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Utilities Contract 0425	Aussie Broadband Limited	02/04/25	01/04/26	Ongoing
Park West Apartments	OC 1	Park West Building management and cleaning contract 0318	National Facility Services	01/03/18	28/02/23	Ongoing

Park West Apartments	OC 1	Park West Apartments MICM Contract 0724	MICM Strata	01/07/24	30/06/26	Active
Park West Apartments	OC 1	Fire Safety Measures Testing Contract 1124	Aesm Pty Ltd	05/11/24	04/11/25	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Service Contract 1123	NAMS Air Conditioning Services	05/11/23	04/11/24	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Service Contract 0824	Fuji Elevators Australia Pty Ltd	01/08/24	31/07/27	Active
Park West Apartments	OC 1	Electrical Service Contract 1123	R.E.S Total Electrical Service	15/11/23	31/12/25	Ongoing
Park West Apartments	OC 1	Park West Apartments OC1 Utilities Contract 0425	Aussie Broadband Limited	02/04/25	01/04/26	Ongoing

Building Act 1993, Building Regulations 2018

CANCELLATION OF BUILDING ORDER

Part 8 of the *Building Act 1993*

CITY OF MELBOURNE

GPO Box 1603
Melbourne VIC 3001
Phone (03) 9658 9658
www.melbourne.vic.gov.au

DX210487
ABN 55 370 219 287

8 November 2023

Owners Corporation Plan No. 643908H
C/- MICM Property
178 City Road
SOUTHBANK VIC 3006

Dear Sir/Madam

BUILDING ORDER – 290277
33-43 BATMAN STREET WEST MELBOURNE VIC 3003

I am pleased to advise that Building Order – 290277 on the above mentioned property issued on 11 February 2020 has been cancelled. The building order has been cancelled as a result of your show cause representations indicating the risk posed by the combustible cladding is acceptable.

I wish to draw your attention to your ongoing responsibility to ensure the buildings fire services (Essential Safety Measures) are maintained at all times.

Yours faithfully

Matthew Patterson
Deputy Municipal Bldg Surveyor

If you have any queries in relation to this document, please contact Tamara Blok on the contact details below:
Phone: 9658 9658
Email: tamara.blok@melbourne.vic.gov.au

CoM Reference: 290277



On Access.

Rope Access Solutions

"Above and beyond."

33-43 Batman Street,
West Melbourne VIC 3003

INSPECTION REPORT

We are ready to protect your property.

12. 03. 2025.

MADE FOR HEIGHTS WORKs.

www.beonaccess.com.au

INSPECTION REPORT

COMPLIANCE STATEMENT

We are ready to protect your property.

Report Details

Inspection Date: 12/03/2025

Project Manager: Sebastian Gracia
Company: Be On Access
Email: Admin@beonaccess.com.au

33-43 Batman Street

We are ready to protect your property.

33-43 Batman Street, West Melbourne VIC 3003

Access.
Rope Access Solutions

"Above and beyond."

INSPECTION REPORT

We are ready to protect your property.

WE ARE READY TO PROTECT YOUR PROPERTY.

WWW.BEONACCESS.COM.AU

COMPLIANCE STATEMENT

Geographic location.



Be On Access has received..

This report outlines the findings of a leak detection assessment conducted at 33-43 Batman Street, West Melbourne VIC 3003. Our team was commissioned to investigate reports of water leakage affecting multiple apartments within the building. The primary objective of this inspection was to identify the source(s) of the leaks, assess the extent of any water damage, and provide recommendations for necessary repairs and preventative measures.

Our assessment involved a detailed examination of the affected areas, utilizing both specialized leak detection equipment and visual inspections to identify potential causes. This report provides an overview of our findings, analysis, and suggested corrective actions to address the issue effectively and prevent future occurrences.

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Rope Access Solutions

"Above and beyond."

INSPECTION REPORT

We are ready to protect your property.

WE ARE READY TO PROTECT YOUR PROPERTY.

WWW.BEONACCESS.COM.AU

COMPLIANCE STATEMENT

Apartment 1305

Reported Issue: Leakage through the window frames, originating from the top.

- Inspection Date:12/03/2025
- Location of Inspection: A window located in the bedroom of the apartment.

Purpose of Inspection:

The purpose of this inspection was to assess the potential sources of water ingress in Apartment 1305. The inspection was carried out using rope access to access elevated and otherwise difficult-to-reach areas such as the window frame, roof, and other structural elements. Water testing was also conducted as part of the evaluation





Inspection Findings

1. Window Frame and Caulking
During the inspection, it was observed that the caulking around the window frame had deteriorated, exhibiting visible signs of damage and wear. This damage may have previously allowed moisture to enter the apartment. However, no active water leaks were detected during the inspection.
Actions Taken:The damaged caulking was carefully removed and replaced with high-quality, durable silicone sealant to restore the integrity of the window seal. This replacement aims to prevent further potential water ingress through the window.

2. Crack Above the Window

A crack was identified at the top of the window frame where the concrete structure had left a gap. If left untreated, this crack could allow water to infiltrate, especially during prolonged periods of rainfall. Although no active leaks were observed at the time, the presence of this crack represents a potential risk of future water damage.

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WE ARE READY TO PROTECT YOUR PROPERTY.

WWW.BEONACCESS.COM.AU

COMPLIANCE STATEMENT

INSPECTION REPORT

We are ready to protect your property.

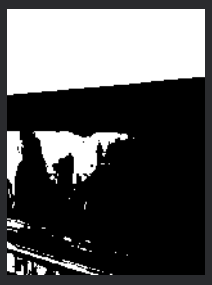
Actions Taken:

A temporary silicone sealant was applied along the crack to mitigate any potential water penetration. This temporary solution aims to prevent moisture from entering the building through this crack until permanent repairs can be carried out.

3. Roof Mainbrace Condition

The condition of the mainbrace of the roof was visually inspected, and it was found to be compromised, showing signs of damage and wear. This issue poses a risk for future water leakage, not only within the inspected apartment but potentially affecting neighboring units as well. The roof plays a critical role in water containment, and any structural weaknesses could lead to significant water ingress.

Recommendation for Further Investigation:
Given the current state of the roof mainbrace, we strongly recommend a more thorough investigation to assess the extent of the damage and identify any additional structural issues. Repairing or replacing the damaged components of the roof is crucial to prevent water leaks that could impact the entire building, especially during adverse weather conditions







Access.
Rope Access Solutions

"Above and beyond."

INSPECTION REPORT

We are ready to protect your property.

COMPLIANCE STATEMENT

Conclusion

The inspection of Apartment 1305 provided key insights into the state of the window sealing and roof structure. While no active leaks were detected during the inspection, several areas of concern were identified that could lead to future water ingress:

Window Frame Caulking: The damaged caulking was replaced to ensure an effective seal and prevent future water infiltration.

Crack Above the Window: A temporary silicone seal was applied to the crack above the window to provide immediate protection against water penetration.

Roof Mainbrace: The mainbrace of the roof was found to be damaged, requiring further investigation and repair to avoid potential future leaks that could affect other apartments in the building

Recommendations

Permanent Crack Repair:The temporary silicone seal applied to the crack above the window should be considered a short-term solution. We recommend carrying out a permanent repair to address the structural gap in the concrete and ensure long-term protection against water ingress.

Roof Inspection and Repair:A comprehensive inspection of the roof, particularly the mainbrace, is essential to assess the extent of the damage. Repairing or replacing the damaged components is critical to preventing water leaks that could impact not only the inspected apartment but also neighboring units.

Ongoing Monitoring:Although the immediate risk of water ingress has been mitigated with the caulking replacement and temporary sealant, we recommend ongoing monitoring, particularly during rainfall, to ensure that no additional issues arise.


On
Access.
Rope Access Solutions
Give us a call today!
0406200508
CHECK OUT OUR WEBSITE
www.beonaccess.com.au
Making it easer than ever to get in touch with us!
admin@beonaccess.com.au
We are ready to protect your property

NEW OWNER INFORMATION

FAX TO: (03) 8256 1139
OR
EMAIL TO: ownerscorp@micm.com.au.

PLEASE PRINT ALL INFORMATION

IF NEW TO OWNERS CORPORATION, TICK BOX ☐

O.C.P. Number & Complex Name		
Apartment Number	Apartment No.	
Owner/s Details	Surname Dr/ Mr / Mrs / Ms / Miss (circle)	
	Given Names	
Postal Address		
Contact Details	Phone: Business: Home: Fax: Email:	
OC Fee Statements/ Invoices to be forwarded to	☐ postal address listed above **or** ☐ email address listed above **or** ☐ Managing Agent – please list details below in the Managing Agent's details section	
Correspondence to be forwarded to	☐ postal address listed above **or** ☐ email address listed above	
Settlement Details	Date:	
Managing Agent's Details (if applicable)		
Address		
Contact Details	Phone: Fax	
Owner's Signature		

Please return this form to the Owners Corporation Department, MICM Property, Level 1, 178 City Road, Southbank 3006, or fax on 9697 8822 or email at ownerscorp@micm.com.au.

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MAINTENANCE PLAN

PARK WEST APARTMENTS

at 41 BATMAN STREET, WEST MELBOURNE

Plan Reference PS 643908H

Job No. 16394 / 66379

Prepared by L&P Quantity Surveyor

William Wang BUrbDev(ConstMgt)

Report Date: 8 July 2021

Leary & Partners Pty Ltd

ABN 010 134 148

Quantity Surveyors

Asset Management Consultants

Taxation Depreciation Consultants

Registered Tax Agent 53798007

AUSTRALIAN INSTITUTE OF QUANTITY SURVEYORS

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SUMMARY OF CONTRIBUTIONS

PARK WEST APARTMENTS PS 643908H

15 Year Forecast

Supplied information:
- the first forecast year is to commence on 01 Jul 2021
- the anticipated fund balance at this date is $430,000.00
- a GST credit is available for expenses paid from this fund

Assumed calculation parameters:
- average annual increase in maintenance costs over forecast period of 3.00%
- average interest rate over forecast period of 1.00%
- tax rate on interest earned of 30.00%

Total recommended first year contribution per entitlement = $17.00

For the 12 month period	Total Recommended Contributions *	Estimated Expenditure	Interest Earnt (less tax)	Estimated Fund Balance
2021-22	$141,956	$127,024	$3,062	447,994.00
2022-23	$145,930	$97,968	$3,304	499,260.00
2023-24	$150,017	$25,361	$3,931	627,847.00
2024-25	$154,217	$36,828	$4,806	750,042.00
2025-26	$158,535	$64,728	$5,579	849,428.00
2026-27	$162,974	$305,955	$5,446	711,893.00
2027-28	$167,537	$41,529	$5,424	843,325.00
2028-29	$172,228	$81,793	$6,220	939,980.00
2029-30	$177,051	$43,110	$7,049	1,080,970.00
2030-31	$182,008	$497,861	$6,461	771,578.00
2031-32	$187,104	$708,397	$3,577	253,862.00
2032-33	$192,343	$326,590	$1,307	120,922.00
2033-34	$197,729	$33,633	$1,421	286,439.00
2034-35	$203,265	$99,720	$2,367	392,351.00
2035-36	$208,957	$166,759	$2,894	437,443.00

* This column shows the contributions we recommend be collected each year to fund the Estimated Expenditure. If GST is payable on the levies, or discounts are offered for early payment, these amounts need to be added to our Total Recommended Contributions when calculating the levy amount. The contributions for future years should be reviewed on an annual basis to ensure they take into account changing circumstances.

ESTIMATED EXPENDITURE					FR	RC	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	**Description**	**Unit**	**Qty**	**Rate**	**Yr**	**Yrs**	30.06.22	30.06.23	30.06.24	30.06.25	30.06.26	30.06.27	30.06.28	30.06.29	30.06.30	30.06.31
							Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Building															
#1	Maintain glazed aluminium balustrade (part)	m	5	663	11	10										
#2	New building management office	Item		20,000	1	20	20,000									
#3	Paint apartment doors	Item		20,000	2	10		20,600								
#4	Paint building facade	m2	5,219	42	6	10						252,900				
#5	Paint lobbies & main foyer	Item		55,000	1	10	55,000									
#6	Replace CCTV system	Item		16,885	5	10					19,004					
#7	Replace digital access system	Item		55,000	2	13		56,650								
#8	Replace door hardware (approx. 2%)	No.	4	496	1	1	1,984	2,044	2,105	2,168	2,233	2,300	2,369	2,440	2,513	2,588
#9	Replace hardware & reseal windows (part)	No.	5	144	5	4					813				915	
#10	Replace intercom system	Item		45,000	1	13	45,000									
#11	Replace MATV system components	Item		10,960	4	13				11,976						
	Carpark															
#12	Paint doors & bollards	Item		2,508	4	12				2,741						
#13	Paint line markings	Item		2,080	4	8				2,273						
#14	Replace entry roller door	No.	1	14,487	9	18									18,352	
#15	Replace entry roller door motor	No.	1	2,321	5	9					2,612					
#16	Replace exposed internal ductwork (part)	m2	10	193	12	6										
#17	Replace garbage compactor	No.	1	13,027	11	20										
#18	Replace light fittings (approx. 5%)	No.	5	183	1	1	917	945	973	1,002	1,032	1,063	1,095	1,128	1,162	1,197
#19	Replace stormwater pump	No.	2	2,750	2	11		5,665								
#20	Replace ventilation fans and motors (approx. 25%)	No.	2	3,575	6	6						8,289				
#21	Replace water supply booster pumps	No.	2	8,656	5	14					19,485					
#22	Replace water tank pump	No.	1	2,200	5	12					2,476					
	Fire															
#23	Overhaul electric/diesel fire pump	No.	2	2,200	2	5		4,532					5,254			
#24	Replace emergency light fittings (approx. 7.5%)	No.	11	242	1	1	2,662	2,742	2,824	2,909	2,996	3,086	3,179	3,274	3,372	3,473
#25	Replace fire detection, EWIS & firefighting equipment (approx. 5%)	Item		1,911	1	1	1,911	1,968	2,027	2,088	2,151	2,216	2,282	2,350	2,421	2,494
#26	Replace fire indicator / EWIS panels	No.	2	12,000	6	15						27,823				
#27	Replace fire jacking pump	No.	2	2,035	3	12			4,318							
	Lifts															
#28	Replace car lifts	No.	2	200,000	10	20										521,909
#29	Replace passenger lifts	No.	2	219,780	11	20										
	Lobbies															
#30	Replace carpet	m2	527	87	8	10								56,075		

ESTIMATED EXPENDITURE					FR	RC	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	**Description**	**Unit**	**Qty**	**Rate**	**Yr**	**Yrs**	30.06.22	30.06.23	30.06.24	30.06.25	30.06.26	30.06.27	30.06.28	30.06.29	30.06.30	30.06.31
							Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
#31	Replace floor tiles	m2	130	260	12	20										
#32	Replace light fittings (approx. 7.5%)	No.	14	84	1	1	1,176	1,211	1,247	1,284	1,323	1,363	1,404	1,446	1,489	1,534
	Main foyer															
#33	Refurbish toilet	Item		10,000	11	20										
#34	Replace air conditioner	Item		10,000	6	14						11,593				
#35	Replace floor tiles	m2	151	260	11	20										
#36	Replace furniture	Item		1,800	4	12				1,967						
#37	Replace letterboxes	Item		11,040	7	16							13,182			
#38	Replace light fittings (approx. 7.5%)	No.	8	84	1	1	672	692	713	734	756	779	802	826	851	877
#39	Replace manager office furniture and equipment (part)	Item		2,500	3	3			2,652			2,898			3,167	
	Roof															
#40	Replace built up roofing membrane	m2	840	200	12	20										
#41	Replace downflow ventilation fan	No.	2	2,048	5	14					4,610					
#42	Replace eaves gutters (approx. 30%)	m	18	146	6	8						3,052				
#43	Replace exposed external ductwork (part)	m2	15	206	7	8							3,692			
#44	Replace in-line duct ventilation fan - large	No.	2	10,000	15	25										
#45	Replace in-line duct ventilation fan - medium	No.	2	3,918	8	17								9,637		
#46	Replace metal roof sheeting (approx. 15%)	m2	39	129	6	8						5,815				
#47	Replace television aerial & satellite dish	No.	2	566	6	15						1,313				
	Miscellaneous															
#48	Anticipated miscellaneous expenses						10,404	10,716	11,038	11,369	11,710	12,061	12,423	12,796	13,179	13,575
#49	Tax credit claim for GST component						-12,702	-9,797	-2,536	-3,683	-6,473	-30,596	-4,153	-8,179	-4,311	-49,786
	Total						**127,024**	**97,968**	**25,361**	**36,828**	**64,728**	**305,955**	**41,529**	**81,793**	**43,110**	**497,861**

ESTIMATED EXPENDITURE		12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	**Description**	30.06.32	30.06.33	30.06.34	30.06.35	30.06.36
		Year 11	Year 12	Year 13	Year 14	Year 15
	Building					
#1	Maintain glazed aluminium balustrade (part)	4,452				
#2	New building management office					
#3	Paint apartment doors		27,685			
#4	Paint building facade					
#5	Paint lobbies & main foyer	73,915				
#6	Replace CCTV system					25,540
#7	Replace digital access system					83,192
#8	Replace door hardware (approx. 2%)	2,666	2,746	2,828	2,913	3,000
#9	Replace hardware & reseal windows (part)			1,030		
#10	Replace intercom system				66,084	
#11	Replace MATV system components					
	Carpark					
#12	Paint doors & bollards					
#13	Paint line markings		2,879			
#14	Replace entry roller door					
#15	Replace entry roller door motor				3,408	
#16	Replace exposed internal ductwork (part)		2,666			
#17	Replace garbage compactor	17,507				
#18	Replace light fittings (approx. 5%)	1,233	1,270	1,308	1,347	1,387
#19	Replace stormwater pump			7,842		
#20	Replace ventilation fans and motors (approx. 25%)		9,897			
#21	Replace water supply booster pumps					
#22	Replace water tank pump					
	Fire					
#23	Overhaul electric/diesel fire pump		6,091			
#24	Replace emergency light fittings (approx. 7.5%)	3,577	3,684	3,795	3,909	4,026
#25	Replace fire detection, EWIS & firefighting equipment (approx. 5%)	2,569	2,646	2,725	2,807	2,891
#26	Replace fire indicator / EWIS panels					
#27	Replace fire jacking pump					6,156
	Lifts					
#28	Replace car lifts					
#29	Replace passenger lifts	590,732				
	Lobbies					
#30	Replace carpet					

ESTIMATED EXPENDITURE		12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	**Description**	30.06.32	30.06.33	30.06.34	30.06.35	30.06.36
		Year 11	Year 12	Year 13	Year 14	Year 15
#31	Replace floor tiles		46,715			
#32	Replace light fittings (approx. 7.5%)	1,580	1,627	1,676	1,726	1,778
	Main foyer					
#33	Refurbish toilet	13,439				
#34	Replace air conditioner					
#35	Replace floor tiles	52,682				
#36	Replace furniture					
#37	Replace letterboxes					
#38	Replace light fittings (approx. 7.5%)	903	930	958	987	1,017
#39	Replace manager office furniture and equipment (part)		3,461			3,782
	Roof					
#40	Replace built up roofing membrane		232,551			
#41	Replace downflow ventilation fan					
#42	Replace eaves gutters (approx. 30%)				3,866	
#43	Replace exposed external ductwork (part)					4,677
#44	Replace in-line duct ventilation fan - large					30,252
#45	Replace in-line duct ventilation fan - medium					
#46	Replace metal roof sheeting (approx. 15%)				7,366	
#47	Replace television aerial & satellite dish					
	Miscellaneous					
#48	Anticipated miscellaneous expenses	13,982	14,401	14,834	15,279	15,737
#49	Tax credit claim for GST component	-70,840	-32,659	-3,363	-9,972	-16,676
	Total	**708,397**	**326,590**	**33,633**	**99,720**	**166,759**

RECOMMENDED LOT CONTRIBUTIONS FOR FIRST 10 YEARS OF FORECAST

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
L201	81	1,376.89	1,415.44	1,455.08	1,495.82	1,537.70	1,580.76	1,625.01	1,670.51	1,717.30	1,765.38
L202	66	1,121.91	1,153.32	1,185.62	1,218.81	1,252.94	1,288.02	1,324.09	1,361.16	1,399.28	1,438.45
L203	68	1,155.91	1,188.27	1,221.55	1,255.75	1,290.91	1,327.05	1,364.21	1,402.41	1,441.68	1,482.04
L204	53	900.93	926.15	952.09	978.75	1,006.15	1,034.32	1,063.28	1,093.05	1,123.66	1,155.12
L205	53	900.93	926.15	952.09	978.75	1,006.15	1,034.32	1,063.28	1,093.05	1,123.66	1,155.12
L301	73	1,240.90	1,275.64	1,311.37	1,348.08	1,385.83	1,424.63	1,464.52	1,505.53	1,547.69	1,591.02
L302	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L303	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L304	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L305	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L306	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L307	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L308	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L309	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L310	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L311	71	1,206.91	1,240.69	1,275.44	1,311.15	1,347.86	1,385.60	1,424.40	1,464.28	1,505.28	1,547.43
L401	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L402	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L403	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L404	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L405	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L406	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L407	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L408	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L409	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L410	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L411	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L412	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L501	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L502	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L503	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L504	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L505	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L506	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L507	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
L508	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L509	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L510	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L511	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L512	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L601	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L602	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L603	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L604	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L605	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L606	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L607	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L608	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L609	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L610	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L611	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L612	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L701	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L702	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L703	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L704	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L705	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L706	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L707	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L708	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L709	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L710	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L711	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L712	52	883.93	908.68	934.13	960.28	987.17	1,014.81	1,043.22	1,072.43	1,102.46	1,133.33
L801	62	1,053.92	1,083.42	1,113.77	1,144.95	1,177.01	1,209.96	1,243.84	1,278.67	1,314.47	1,351.27
L802	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L803	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L804	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L805	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L806	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L807	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L808	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L809	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L810	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
L811	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L812	52	883.93	908.68	934.13	960.28	987.17	1,014.81	1,043.22	1,072.43	1,102.46	1,133.33
L901	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51
L902	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L903	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L904	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L905	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L906	52	883.93	908.68	934.13	960.28	987.17	1,014.81	1,043.22	1,072.43	1,102.46	1,133.33
L907	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L908	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L909	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L910	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L911	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L912	52	883.93	908.68	934.13	960.28	987.17	1,014.81	1,043.22	1,072.43	1,102.46	1,133.33
L1001	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51
L1002	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1003	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1004	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1005	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1006	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1007	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1008	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1009	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1010	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1011	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1012	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1101	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51
L1102	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1103	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1104	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1105	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1106	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1107	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1108	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1109	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1110	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1111	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1112	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1201	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
L1202	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1203	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1204	63	1,070.92	1,100.90	1,131.73	1,163.41	1,195.99	1,229.48	1,263.90	1,299.29	1,335.67	1,373.07
L1205	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1206	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1207	64	1,087.92	1,118.37	1,149.69	1,181.88	1,214.97	1,248.99	1,283.96	1,319.91	1,356.88	1,394.86
L1208	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1209	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1210	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1211	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1212	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1301	56	951.93	978.58	1,005.98	1,034.15	1,063.10	1,092.87	1,123.47	1,154.92	1,187.27	1,220.51
L1302	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1303	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1304	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1305	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1306	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
L1307	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1308	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1309	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1310	57	968.92	996.05	1,023.95	1,052.61	1,082.09	1,112.38	1,143.53	1,175.55	1,208.47	1,242.30
L1311	58	985.92	1,013.52	1,041.91	1,071.08	1,101.07	1,131.90	1,163.59	1,196.17	1,229.67	1,264.10
L1312	46	781.94	803.83	826.34	849.48	873.26	897.71	922.85	948.69	975.25	1,002.56
LC01	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC12	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC13	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC14	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC15	13	220.98	227.17	233.53	240.07	246.79	253.70	260.80	268.11	275.62	283.33
LC16	9	152.99	157.27	161.68	166.20	170.86	175.64	180.56	185.61	190.81	196.15
LC17	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC18	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC19	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC02	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC20	7	118.99	122.32	125.75	129.27	132.89	136.61	140.43	144.37	148.41	152.56
LC21	9	152.99	157.27	161.68	166.20	170.86	175.64	180.56	185.61	190.81	196.15
LC22	9	152.99	157.27	161.68	166.20	170.86	175.64	180.56	185.61	190.81	196.15
LC03	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC37	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC38	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77

Lot No.	Entitl.	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
LC04	7	118.99	122.32	125.75	129.27	132.89	136.61	140.43	144.37	148.41	152.56
LC40	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC05	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC54	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC55	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC58	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC59	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC60	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC61	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC62	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC63	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC64	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC65	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC66	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC67	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC68	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC69	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC70	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC71	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC72	12	203.98	209.69	215.57	221.60	227.81	234.19	240.74	247.48	254.41	261.54
LC74	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC75	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC76	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC77	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC78	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC79	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC08	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC80	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC81	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC82	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC83	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC84	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC85	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC86	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC87	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC88	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC89	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36
LC09	6	101.99	104.85	107.78	110.80	113.90	117.09	120.37	123.74	127.21	130.77
LC90	8	135.99	139.80	143.71	147.74	151.87	156.12	160.50	164.99	169.61	174.36

Lot No.	Entitl.	2021-22	*2022-23*	*2023-24*	*2024-25*	*2025-26*	*2026-27*	*2027-28*	*2028-29*	*2029-30*	*2030-31*
LC91	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC92	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC93	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC94	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC95	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC96	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC97	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC98	8	135.99	*139.80*	*143.71*	*147.74*	*151.87*	*156.12*	*160.50*	*164.99*	*169.61*	*174.36*
LC99	6	101.99	*104.85*	*107.78*	*110.80*	*113.90*	*117.09*	*120.37*	*123.74*	*127.21*	*130.77*
LC100	6	101.99	*104.85*	*107.78*	*110.80*	*113.90*	*117.09*	*120.37*	*123.74*	*127.21*	*130.77*
LC101	6	101.99	*104.85*	*107.78*	*110.80*	*113.90*	*117.09*	*120.37*	*123.74*	*127.21*	*130.77*
LC102	6	101.99	*104.85*	*107.78*	*110.80*	*113.90*	*117.09*	*120.37*	*123.74*	*127.21*	*130.77*
LM01	80	1,359.89	*1,397.96*	*1,437.12*	*1,477.35*	*1,518.72*	*1,561.24*	*1,604.95*	*1,649.89*	*1,696.09*	*1,743.58*
Totals	8351	$141,956.00	*$145,930.00*	*$150,017.00*	*$154,217.00*	*$158,535.00*	*$162,974.00*	*$167,537.00*	*$172,228.00*	*$177,051.00*	*$182,008.00*

*If GST is payable on the levies or discounts are offered for early payment, these amounts need to be added to our Total Recommended Contributions when calculating the levies.
*If acquisitions, upgrades, etc. are not included in this report, the cost of these items needs to be added to our Total Recommended Contributions when calculating the levies.
*The contributions for future years should be reviewed on an annual basis to ensure that they take into account changing circumstances.

CURRENT CONDITION REPORT

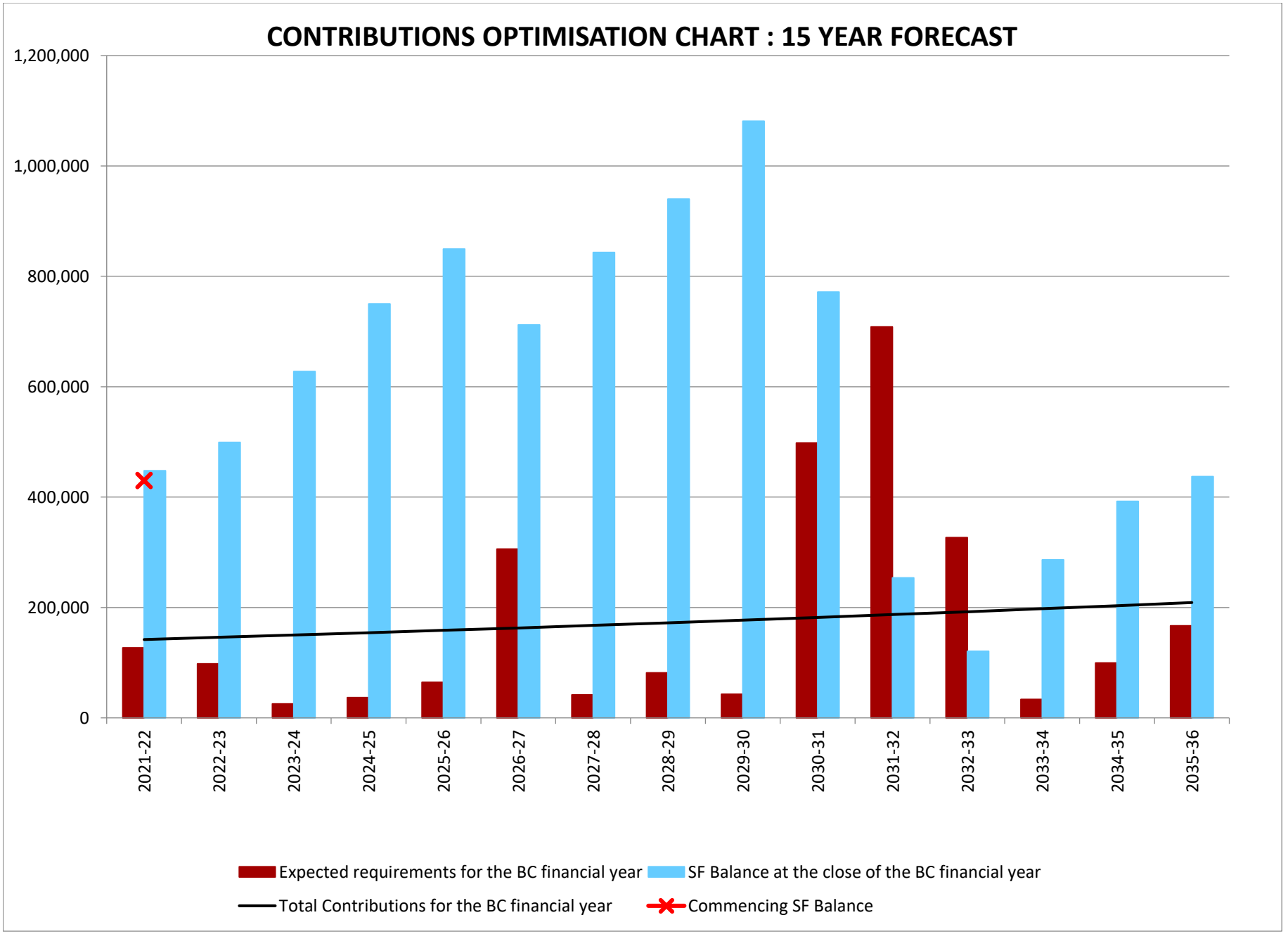
Scheme Registered: 27.8.2012

No. of Lots: 204

Building Use: Residential Units

Item	Description	Plan Year First Required	Repeat Cycle Years	Condition
	Building			
#1	Maintain glazed aluminium balustrade (part)	11	10	Good
#2	New building management office	1	20	Poor
#3	Paint apartment doors	2	10	Fair
#4	Paint building facade	6	10	Fair
#5	Paint lobbies & main foyer	1	10	Poor
#6	Replace CCTV system	5	10	Fair
#7	Replace digital access system	2	13	Poor
#8	Replace door hardware (approx. 2%)	1	1	Good
#9	Replace hardware & reseal windows (part)	5	4	Good
#10	Replace intercom system	1	13	Poor
#11	Replace MATV system components	4	13	Fair
	Carpark			
#12	Paint doors & bollards	4	12	Fair
#13	Paint line markings	4	8	Fair
#14	Replace entry roller door	9	18	Fair
#15	Replace entry roller door motor	5	9	Fair
#16	Replace exposed internal ductwork (part)	12	6	Good
#17	Replace garbage compactor	11	20	Fair
#18	Replace light fittings (approx. 5%)	1	1	Good
#19	Replace stormwater pump	2	11	Fair
#20	Replace ventilation fans and motors (approx. 25%)	6	6	Good
#21	Replace water supply booster pumps	5	14	Fair
#22	Replace water tank pump	5	12	Fair
	Fire			
#23	Overhaul electric/diesel fire pump	2	5	Fair
#24	Replace emergency light fittings (approx. 7.5%)	1	1	Good
#25	Replace fire detection, EWIS & firefighting equipment (approx. 5%)	1	1	Good
#26	Replace fire indicator / EWIS panels	6	15	Fair
#27	Replace fire jacking pump	3	12	Fair
	Lifts			
#28	Replace car lifts	10	20	Fair
#29	Replace passenger lifts	11	20	Fair
	Lobbies			
#30	Replace carpet	8	10	Good
#31	Replace floor tiles	12	20	Fair
#32	Replace light fittings (approx. 7.5%)	1	1	Good
	Main foyer			
#33	Refurbish toilet	11	20	Fair
#34	Replace air conditioner	6	14	Fair
#35	Replace floor tiles	11	20	Fair
#36	Replace furniture	4	12	Fair
#37	Replace letterboxes	7	16	Fair

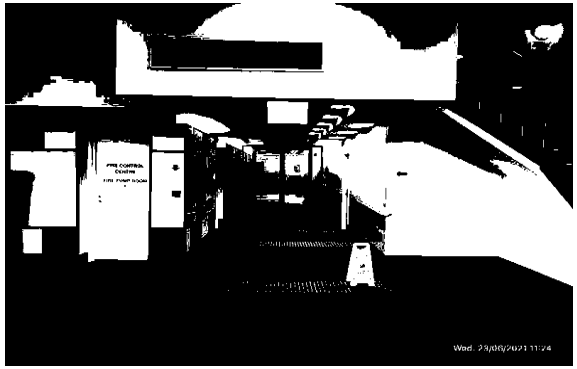
Item	Description	Plan Year First Required	Repeat Cycle Years	Condition
#38	Replace light fittings (approx. 7.5%)	1	1	Good
#39	Replace manager office furniture and equipment (part)	3	3	Good
	Roof			
#40	Replace built up roofing membrane	12	20	Fair
#41	Replace downflow ventilation fan	5	14	Fair
#42	Replace eaves gutters (approx. 30%)	6	8	Fair
#43	Replace exposed external ductwork (part)	7	8	Good
#44	Replace in-line duct ventilation fan - large	15	25	Fair
#45	Replace in-line duct ventilation fan - medium	8	17	Fair
#46	Replace metal roof sheeting (approx. 15%)	6	8	Fair
#47	Replace television aerial & satellite dish	6	15	Fair


CONTRIBUTIONS OPTIMISATION CHART : 15 YEAR FORECAST
1,200,000
1,000,000
800,000
600,000
400,000
200,000
0
2021-22
2022-23
2023-24
2024-25
2025-26
2026-27
2027-28
2028-29
2029-30
2030-31
2031-32
2032-33
2033-34
2034-35
2035-36
Expected requirements for the BC financial year
SF Balance at the close of the BC financial year
Total Contributions for the BC financial year
Commencing SF Balance

SITE PHOTOGRAPHS









PREAMBLE CLAUSES

1.00 PURPOSE OF MAINTENANCE PLAN

The purpose of this report is to enable the owners corporation to make adequate monetary provision for future common property replacements and major repair items, in accordance with the requirements of the Owners Corporation Act 2006.

2.00 LEGISLATION

This survey has been prepared with reference to the Owners Corporations Act 2006.
It does not take into account the impact of future changes to this legislation or work that may be necessary because of changes to other relevant legislation (eg. The Work Place Health and Safety Legislation) subsequent to the scheme's construction.

3.00 THE GOODS AND SERVICES TAX

All cost estimates contained in Section 2 of this report include an allowance for GST.
If the owners corporation is a registered entity for GST purposes, allowance has been made for the fact that the owners corporation will be entitled to claim GST tax credits.

The contributions displayed in this report do not include the GST payable by the owners corporation on all levies. A 10% allowance for GST should be added to the contributions displayed before levying lot owners.

4.00 BASIS OF FORECAST EXPENSES

Expenses have been forecast in line with the standard requirements for a building of this nature and assume a typical level of usage and maintenance.

The cost allowances in this report are our best estimate of the likely future costs, based on the information available to us at this date. These cost estimates may be impacted by factors that cannot be reasonably foreseen at this time. Common examples of such factors include unusual market conditions at the time of the works, associated remedial works being required, special access or scaffolding being required or the body corporate choosing to vary the repaired or replaced infrastructure. Further, when competitive quotes are sought, there is normally a variation between the quoted prices.

For these reasons we recommend that the body corporate obtain competitive quotes for major work items (including the external painting) at least twelve months in advance of the forecast work date.

5.00 STRUCTURAL DEFECTS, ASBESTOS, FLAMMABLE MATERIALS AND REFURBISHMENTS

This is not a structural report and does not cover expenditure that occurs either directly or indirectly as a result of structural defects. It does not cover expenditure as a result of accidental damage.

This report does not include an asbestos or a flammable material detection survey. If such materials are present, no allowance has been made for the cost of their removal, or for the installation of systems required to safely manage their continued presence. Identifying the presence of such materials and the steps required if they are present is a specialist service. We will include an allowance for these costs only if the owners corporation has provided us with the budgeted costs.

Refurbishments undertaken for reasons other than physical obsolescence have not been included apart from where the owners corporation has provided us with budgeted costs. Physical obsolescence is the basis by which the remaining and overall lives have been investigated. No allowance has been made for economic, functional, technological, social, and legal obsolescence.

6.00 ADMINISTRATIVE BUDGET ITEMS NOT INCLUDED

The cost of maintenance contract items normally included in the Administrative budget have not been included in this plan.

7.00 CONTRIBUTION SCHEDULE

The "Contributions Optimisation Chart" graphs how the contribution scheme relates to the expected requirements and the maintenance fund balances over the full plan period. When calculating the contributions we :

- ensure that there are always sufficient funds to meet the forecast requirements.
- try to achieve a steadily increasing contribution scheme.
- ensure that the owners corporation is not unduly contributing funds.
- investigate the expected requirements over the full forecast period.

The contributions shown in italics in Section 4 are draft figures only which should be reviewed on an annual basis to take into consideration actual expenses incurred, the actual maintenance fund balance and additions or changes to the building.

8.00 MAINTENANCE FUND BALANCE

The levy for the current financial year was set prior to the preparation of this report.
The maintenance fund balance used in this forecast is an estimate only, based on the last known balance, expected contributions and recorded expenses.

9.00 ANTICIPATED MISCELLANEOUS EXPENSES

There is a range of non-recurrent capital expenses which it is reasonable to believe will occur during the forecast period but which it is not practical to show individually as line items in the Expected Requirements table. Typically these are smaller value works and/or works that have irregular timing frequencies (for example, repair call-outs on major equipment not covered by comprehensive maintenance contracts). We have included an averaged annual allowance for these in each year.

The anticipated miscellaneous expenses allowance is not intended to cover possible future expenses (such as structural defects or concrete cancer) when there is not sufficient factual basis for us to reasonably assess them as being required during the forecast period. Nor is the allowance intended to cover the increased cost of other works due to unanticipated factors such as changes to the scope of works.

10.00 FORECAST PERIOD

This report is calculated to run from the date stated on the cover page, in twelve-month periods.

11.00 EXPLANATION OF ABBREVIATIONS

The maintenance fund forecast uses the following abbreviations :

FR: First Replacement
RC: Replacement Cycle

12.00 PLAN AND FORECAST PERIOD

12.01 The term 'forecast', shown on the first page of this report, refers to the period of time over which maintenance and repair costs are assessed.

12.02 Items with an expected overall life greater than the forecast period have not been included.

12.03 This report includes only work items that are expected to occur during the report forecast period. Items of work expected to occur at a date further into the future will be added at a later date as part of the ongoing forecast update process.

13.00 INSPECTION INFORMATION

Please note the following information relating to this forecast.

13.01 Our report is based on data collected on site at the date of inspection.

13.02 The survey has been prepared with reference to the plan PS 643908H.
Supplementary architectural drawings were not provided during the survey preparation.

13.03 The recommendations in this report are based on a visual inspection of the development undertaken from the ground level and accessible building areas. No physically destructive or intrusive testing was carried out.

13.04 An allowance has been made to paint only the previously painted surfaces including external surfaces extending into lot boundaries.

13.05 The allowance for painting does not include for special hoarding or other special safety provision that may be a requirement of the local council.

13.06 If your building has a lift it has been assumed that the lift plant and equipment is covered by a comprehensive service agreement. Please inform our office if this is not the case.

13.07 The item included in the forecast for the replacement of underground pipework is a contingency allowance only. The location of the pipework and its condition were unable to be determined.

13.08 Assuming materials and workmanship were of a reasonable standard during construction, the following items should only require partial ongoing replacement or repair during the forecast period. Thus unless otherwise noted, only an estimated percentage of the total quantity has been included for the following :

We recommend the status of these items be reviewed at regular intervals.

Imaged Document Cover Sheet

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Document Identification	**AJ902285C**
Number of Pages (excluding this cover sheet)	**21**
Document Assembled	**13/09/2021 14:18**

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maintaining publicly searchable registers and indexes in the Victorian Land Registry

Owners Corporation Notification of making, amendment or revocation of rules Section 142 Owners Corporation Act 2006

OC 27 (12/07)

Lodged by
Name MARSHALLS & DENT
Phone: 9670 5000
Address: DX 213 MELBOURNE.
Reference: JSP:LEM:101099
Customer Code:, 1187X

Owners Corporation Number **1**. Plan number **PS 643908H**

Supplied with this notification is:

1. The consolidated copy of the rules of the Owners Corporation currently in force.
2. If applicable, the special resolution passed on 29th August 2012 under Section 138 of the Owners Corporation Act 2006 authorising the making, amendment or revocation of the rules of the Owners Corporation.

Dated: 31/8/2012

Signature or seal of applicant, Australian Legal Practitioner under the Legal Profession Act 2004 or agent.

Marshalls & Dent

Signature:.....
Name in full: JEFFREY SIMON PINCH
Usual Address: Level 21, 570 Bourke Street, Melbourne
An Australian Legal Practitioner (within the meaning of the Legal Profession Act 2004)

The common seal of Owners Corporation Number .....
Plan number .....
was affixed in accordance with
Section 21 of the Owners Corporation Act 2006
in the presence of :

.....	.....
Lot Owner	Lot Owner
Full name	Full name .....
Address	Address .....
.....	.....

For current information regarding Owners Corporation, please obtain an Owners Corporation Search report

THE BACK OF THIS FORM MUST NOT BE USED

Land Victoria, 570 Bourke Street Melbourne 3000, Phone 8636 - 2010

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PARK WEST
APARTMENTS

Plan of Subdivision PS 643908H

Owners Corporation 1

OWNERS CORPORATION RULES

I hereby certify this is a true and correct copy of the Rules of Owners Corporation 1 PS 643908H made on the 29th August 2012.

Dated: 10/9/2012

Signature:

Print Name: Joan Kaufman
(Secretary of Owners Corporation 1 PS 643908H)

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NOTES

These rules are made by the Owners Corporation of Plan No. PS 643908H for Park West Apartments.

The *Owners Corporations Regulations 2007* provide for the powers of the Owners Corporation, the general duties of Members, meetings and administration of the Owners Corporation, insurance and other miscellaneous matters. These rules must be read in conjunction with the Regulations and where there is any inconsistency between these rules and the standard rules as set out in the schedule to the Regulations, these rules prevail.

These rules exist for the purpose of controlling, managing and administering the use and enjoyment of Common Property. These rules are binding on Members, Occupiers and the Owners Corporations. These rules may be amended from time to time by the Owners Corporation by the passing of a special resolution. You must at your own cost and in a timely manner, comply with all rules and laws relating to your Lot, the use of your Lot and the use of Common Property and services to the Building.

DEFINITIONS

In these rules:

"Act" means the *Owners Corporations Act 2006*;

"Building" means the building and improvements on the Land, inclusive where applicable of the Common Properties;

"Building Facilities" means the facilities located on the Common Property from time to time;

"Common Property" means the Common Property shown as Common Property 1 on the Plan;

"**Developer**" means E.A.H. Batman Pty Ltd;

"Facade" means the exterior walls of the Building (which, for the avoidance of doubt, includes any glass walls, windows or balustrades);

"Governmental Agency" means any government or any governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or any entity which is defined as a "referral authority" under the Act;

"Land" means all the land in the Plan;

"Lot" means a Lot shown on the Plan being the Lots affected by the Owners Corporation;

"Manager" means the manager appointed from time to time by the Owners Corporation pursuant to Section 119 of the *Owners Corporations Act 2006* and/or a building manager appointed from time to time by the Owners Corporation as notified from time to time to the Members;

"Member" means an owner of a lot, a member of the Owners Corporation, and where applicable, agents, licensees, invitees, contractors, visitors etc of such Member;

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"Occupier" means a person or persons other than a member residing, leasing or licensing a Lot;

"Owners Corporation" means the Owners Corporation on the Plan;

"Park West Apartments" means the land and building affected by the Owners Corporation being all of the Lots and the Common Property;

"Plan" means Plan of Subdivision No. PS 643908H;

"Spaces" means the car parking and storage spaces located on the Plan;

"Special Resolution" has the same meaning as in the *Owners Corporations Act 2006*; and

"Window Coverings" means any window coverings to any windows or glassed area of a Lot.

PART A
MODEL RULES

1. Health, Safety and Security

1.1. Health, Safety and Security of Lot Owners, Occupiers of Lots and Others

A Member or Occupier must not use the Lot, or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, Occupier, or user of another Lot.

1.2. Storage of Flammable Liquids and Other Dangerous Substances and Materials

1. Except with the approval in writing of the Owners Corporation, a Member or Occupier of a Lot must not use or store on the Lot or on the Common Property any flammable chemical, liquid or gas or other flammable material.
2. This rule does not apply to:
   a. chemicals, liquids, gases or other material used or intended to be used for domestic purposes; or
   b. any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

1.3. Waste Disposal

A Member or Occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort of the Occupier or users of other Lots.

2. Management and Administration

2.1 Metering of Services and Apportionment of Costs of Services

1. The Owners Corporation must not seek payment or reimbursement for a cost or charge from a Member or Occupier that is more than the

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amount that the supplier would have charged the Member or Occupier for the same goods or services.

2. If a supplier has issued an account to the Owners Corporation, the Owners Corporation cannot recover from the Member or Occupier an amount which includes any amount that is able to be claimed as a concession or rebate by or on behalf of the Member or Occupier from the relevant supplier.

3. Sub-rule (2) does not apply if the concession or rebate:

   a. must be claimed by the Member or Occupier and the Owners Corporation has given the Member or Occupier an opportunity to claim it and the Member or Occupier has not done so by the payment date set by the relevant supplier; or

   b. is paid directly to the Member or Occupier as a refund.

3. Use of Common Property

3.1. Use of Common Property

1. A Member or Occupier of a Lot must not obstruct the lawful use and enjoyment of the Common Property by any other person entitled to use the Common Property.

2. A Member or Occupier of a Lot must not, without the written approval of the Owners Corporation, use for his or her own purposes as a garden any portion of the Common Property.

3. An approval under sub-rule (2) may state a period for which the approval is granted.

4. If the Owners Corporation has resolved that an animal is a danger or is causing a nuisance to the Common Property, other Members or Occupiers it must give reasonable notice of this resolution to the Member or Occupier who is keeping the animal.

5. A Member or Occupier of a Lot who is keeping an animal that is the subject of a notice under sub-rule (4) must remove that animal.

6. Sub-rules (4) and (5) do not apply to an animal that assists a person with an impairment or disability.

3.2. Vehicles and Parking on Common Property

A Member or Occupier of a Lot must not, unless in the case of an emergency, park or leave a motor vehicle or other vehicle or permit a motor vehicle or other vehicle:

1. to be parked or left in parking spaces situated on Common Property and allocated for other Lots; or

2. on the Common Property so as to obstruct a driveway, pathway, entrance or exit to a Lot; or

3. in any place other than a parking area situated on Common Property specified for that purpose by the Owners Corporation.

3.3. Damage to Common Property

1. A Member or Occupier of a Lot must not damage or alter the Common Property without the written approval of the Owners Corporation.

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2. A Member or Occupier of a Lot must not damage or alter a structure that forms part of the Common Property without the written approval of the Owners Corporation.

3. An approval under sub-rule (1) or (2) may state a period for which the approval is granted, and may specify the works and conditions to which the approval is subject.

4. A Member or person authorised by a Member may install a locking or safety device to protect the Lot against intruders, or a screen or barrier to prevent entry of animals or insects, if the device, screen or barrier is soundly built and is consistent with the colour, style and materials of the building.

5 The Member or person referred to in sub-rule (4) must keep any device, screen or barrier installed in good order and repair.

4. Lots

4.1. Change of Use of Lots

A Member or Occupier of a Lot must give written notification to the Owners Corporation if the Member or Occupier changes the existing use of the Lot in a way that will affect the insurance premiums for the Owners Corporation.

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.

5. Behaviour of Persons

5.1. Behaviour of Owners, Occupiers and Invitees on Common Property

A Member or Occupier of a Lot must take all reasonable steps to ensure that guests of the Member or Occupier do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the Common Property.

5.2. Noise and Other Nuisance Control

1. A Member or Occupier of a Lot, or a guest of a Member or Occupier, must not unreasonably create any noise likely to interfere with the peaceful enjoyment of any other person entitled to use the Common Property.

2. Sub-rule (1) does not apply to the making of a noise if the Owners Corporation has given written permission for the noise to be made.

6. Dispute Resolution

1. The grievance procedure set out in this rule applies to disputes involving a Member, manager, or an Occupier or the Owners Corporation.

2. The party making the complaint must prepare a written statement in the approved form.

3. If there is a grievance committee of the Owners Corporation, it must be notified of the dispute by the complainant.

4. If there is no grievance committee, the Owners Corporation must be notified of any dispute by the complainant, regardless of whether the Owners Corporation is an immediate party to the dispute.

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5. The parties to the dispute must meet and discuss the matter in dispute, along with either the grievance committee or the Owners Corporation, within 14 working days after the dispute comes to the attention of all the parties.

6. A party to the dispute may appoint a person to act or appear on his or her behalf at the meeting.

7. If the dispute is not resolved, the grievance committee or Owners Corporation must notify each party of his or her right to take further action under Part 10 of the **Owners Corporations Act 2006**.

8. This process is separate from and does not limit any further action under Part 10 of the **Owners Corporations Act 2006**.

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PART B

ADDITIONAL RULES

1. USE OF LOTS

1.1. A Member must not and must ensure that an Occupier of a Member's Lot, must not:

a. use or permit the Lot to be used for any purpose which may be illegal or damaging to the reputation of Park West Apartments or may cause a nuisance or hazard to any other Member or Occupier of any Lot or the invitees of any such Member or Occupier;

b. dispose or permit disposal of cigarette butts, cigarette ash or any other materials from any Lot;

c. make or permit to be made any noise on that Member's Lot which may be heard outside that Member's Lot between the hours of midnight and 8.00 am; or

d. do or permit anything which may invalidate, suspend or increase the premium for any insurance effected by the Owners Corporation.

2. USE OF PARK WEST APARTMENTS

2.1 A Member must not and must ensure that an Occupier of a Member's Lot must not:

a. use the Common Property or permit the Common Property to be used in such a manner as to unreasonably interfere with or prevent its use by any other Member or any Occupier of any Lot or the invitees of any such Member or Occupier;

b. make or permit to be made any undue noise, odours or vibrations in or about the Common Property;

c. smoke or consume alcohol on the Common Property including, without limitation, in the stairwells, lifts, foyers, carpark lobbies, loading docks and areas set aside for plant and storage;

d. permit any child under the control of any such Member or any Occupier of any such Member to play or remain on any part of the Common Property or other area of possible danger or hazard to children unless supervised by an adult at all times;

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e. dispose or permit disposal of cigarette butts, cigarette ash or any other materials on or over the Common Property or any balconies, terraces or windows;

f. use nor permit persons under his or her control to use on the Common Property, skateboards, roller skates, roller blades, bicycles, tricycles, motor scooters, scooters or the like;

g. do or allow to be done anything on the Common Property which causes a nuisance to, or interferes with, the use or quiet enjoyment of the Common Property by a Member or any Occupier of a Member's Lot;

h. obstruct any halls, passage ways, stairways or lifts of the Common Property;

i. hold or allow to be held any public auction on or near the Common Property without the prior written approval of the Owners Corporation;

j. park or leave a vehicle:

   i. on the Common Property so as to obstruct any driveway or entrance to a Lot; or

   ii. within those areas of the Common Property, if any, allocated for visitors parking; or

   iii. in any place other than a parking area specified for such purpose by the Owners Corporation; or

   and in circumstances of a breach, the Owners Corporation has the right to remove offending vehicles with no prior notice, should it be deemed an emergency, from Common Property only and re-coup all associated costs from the offending Member.

k. permit a visitor to his or her Lot to use those Spaces allocated for visitors parking (if any) for more than 12 hours without special permission from the Owners Corporation or the Manager;

l. permit or store any items or materials other than a registered roadworthy motor vehicle in any parking area;

m. enclose any parking Lot;

n. install a storage cage in any parking Lot;

o. do or permit anything which might cause structural damage to Park West Apartments including, without limitation, bringing any heavy article onto Park West Apartments without the consent of the Owners Corporation;

p. do anything to damage or deface or interfere with the Common Property or interfere with the smooth running of the Common Property by the Owners Corporation;

q. interfere with any personal property vested in the Owners Corporation;

r. interfere with the operation of any equipment installed in the Common Property;

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s. use or permit to be used the Common Property other than in accordance with the directions of the Manager, and in the absence of any such directions, in accordance with the directions of the Owners Corporation;

t. use or permit to be used the Building other than in accordance with the directions of the Manager, and in the absence of any such directions, in accordance with the directions of the Owners Corporation. A Member or Occupier of a Lot must comply with all directions of the Manager or Owners Corporation promptly and at all times and comply with the rules of use of the Building and Building Facilities as set by the Manager or Owners Corporation from time to time;

u. install or permit to be installed any safe on the Lot, unless the Member or Occupier of the Lot obtains the prior written consent of the Manager, which costs (including costs of any consultant's reports or other costs, incurred in relation to the consideration of the request) must be paid for by the Member;

v. conduct a business out of or use any Lot for the conduct of a business inclusive that of a serviced apartment;

w. install fly screens without prior written approval from the Owners Corporation, of which should approval be given, will be at the Owners Corporation discretion;

x. interfere, alter or disconnect in anyway any building services infrastructure or services within any Common Property; or

y. permit oil leakages from any vehicle onto common property or land effected by the Owners Corporation. The Owners Corporation shall recoup the cost of cleaning and removing any oil stain caused by a Members vehicle in contravention of this rule.

3. MOVING IN - MOVING OUT

3.1. Each Member or Occupier of a Lot must, not less than **5 working days** prior to the intended date for moving into or moving out of their Lot, contact the Manager to arrange and register a suitable date and time to facilitate that move. Only those Members or Occupiers that have prior authorisation from the Manager will be permitted to move in or out of a Lot.

3.2. All moves in and out of the building will only be permitted between the hours of 9:00 am and 4:30 pm Monday to Friday, with no moves permitted to be made on weekends. All Members and Occupiers will have to complete an indemnity form prior to and after the move. Any moves requested out of these hours will be at the absolute discretion of the Owners Corporation and/or Manager.

3.3. Members or Occupiers of a Lot must not move any article likely to cause damage or obstruction through the Common Property without first giving the Manager sufficient written notice to enable the Manager to arrange for a representative of the Manager to be present at the time of moving if it is considered necessary.

3.4 The Member or Occupier shall not utilise the lifts for moving articles into or out of their Lot until such time as the Manager has installed the protective curtains and floor mats into the lift to protect lift finishes

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3.5 Moves and deliveries will not be permitted through the front entrance of the Building. All moves and deliveries should be received into the lifts via the doors through the back of house area of the ground floor of the Building .

3.6. All boxes, cartons and containers used in the move in or move out must be removed and taken away by the relevant Member or Occupier moving in or out, and not be left anywhere in or about the Building, including the garbage area facilities of the Building.

3.7. Members or Occupiers of a Lot must comply with all rules and directions made by the Manager or Owners Corporation from time to time, regarding moving in or moving out of a Lot.

4. DAMAGE TO COMMON PROPERTY

4.1. Upon becoming aware of any breakage, damage or defect in the services related to the Common Property or the Building Facilities, a Member or Occupier of a Member's Lot must promptly notify the Manager.

4.2. The Member or Occupier must promptly notify the Owners Corporation of any damage of defect in the Common Property or other property owned or vested in the Owners Corporation; The Member or Occupier shall compensate the Owners Corporation for any damage caused by you or persons in your control to any Common Property.

5. SECURITY

5.1. Each Member or Occupier of a Member's Lot, must comply with the reasonable requirements of the Manager regarding the security of the Common Property.

5.2. The Owners Corporation must take all reasonable steps to ensure the security of Park West Apartments from intruders and to preserve the safety of Park West Apartments from fire or other hazards and if it considers it necessary or desirable it may, without limitation:

a. close off or restrict access to any part of the Common Property not required for access to a Lot on either a temporary or permanent basis;

b. permit, to the exclusion of Members and Occupiers, any part of the Common Property to be used by any security person as a means of monitoring the security of Park West Apartments; or

c. restrict access of Members or Occupiers of Lots of one level of Park West Apartments to any other level of Park West Apartments.

5.3. The Owners Corporation may make rules and regulations to ensure the security of Park West Apartments from intruders.

5.4. If the Owners Corporation restricts the access of Members and Occupiers under these rules the Owners Corporation must make available to each Member free of charge the number of keys, security keys, access cards or other similar items ("**Security Key**") which the Owners Corporation considers reasonably necessary. The Owners Corporation may charge a reasonable fee for any additional Security Key required by a Member.

5.5. A Member must exercise a high degree of caution and responsibility in making a Security Key available for use by an Occupier of a Lot including without limitation, entering into an appropriate agreement under any lease or licence agreement of the Lot to ensure return of the Security Key to the Member or the Manager upon expiry of the Occupier's lease (

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5.6. A Member in possession of a Security Key:

a. must not duplicate or permit the Security Key to be duplicated; and

b. must take all reasonable steps to ensure that the Security Key is not lost or handed to any person other than another Member and is not disposed of otherwise than by returning it to the Member or the Manager.

5.7. A Member must promptly notify the Manager if a Security Key is lost or destroyed.

5.8. A Member or person authorised by a Member may install a locking or safety device to protect the Lot against intruders. Any screen or barrier to prevent entry of animals or insects may not be installed without the prior written approval of the Owners Corporation. Any such device, screen or barrier proposed must be of sound construction and be of materials, colour and style consistent with the colour, style and materials of the building.

6. NOTIFICATION

6.1. Each Member and Occupier must advise the Manager of an out of normal business hours contact address and telephone number for each occupant of the Member's Lot or any part of it and must promptly advise the Manager of any change in such address or telephone number.

7. OWNERS CORPORATION FEES

7.1. The fees set by the Owners Corporation to cover general administration and maintenance, insurance and other recurrent obligations must be paid quarterly in advance by each Member according to his or her Lot liability or as otherwise directed by the Owners Corporation or the Manager.

7.2. Any special fees or charges levied by the Owners Corporation to cover extraordinary items of expenditure must be paid on the due date set by the Owners Corporation upon the levying of each special fee or charge.

7.3. If any fees remain outstanding after the date specified in **Rule 7.1** and **7.2** the Owners Corporation may charge interest on such fees at a rate of interest that must not exceed the maximum rate of interest payable under the Penalty Interest Rates Act 1983 as per the Owners Corporations Act 2006 or any amendment or replacement of it.

7.4. The Owners Corporation will and is entitled to re-coup all legal costs and all special fees/charges/levies and associated costs it incurs or expends in the recovery of any outstanding fees and any other costs incurred as a result of a breach of the Owners Corporation rules by a Member or Occupier.

8. COMPLIANCE WITH LAWS

8.1 A Member or Occupier must at their expense promptly comply with all laws relating to the Lot including any requirements, notices and orders of a Governmental Agency.

9. APPEARANCE OF LOT

9.1. A Member or Occupier of a Lot must not:

a. without prior written consent of the Owners Corporation, alter the exterior walls, glass walls, balustrades or windows of the Lot;

b. without prior written consent of the Owners Corporation maintain inside the Lot anything visible from outside the Lot that when viewed from outside the Lot is not in keeping with the rest of the Building;

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c. install or permit to be installed bars, screens or grilles or other safety devices to the exterior of any windows or doors of a Lot without the prior written consent of the Owners Corporation;

d. operate or permit to be operated on the Lot or within it any device or electronic equipment which interferes with any appliance lawfully in use on the Common Property, another Lot or another part of the Building;

e. attach to or hang from the exterior of the Lot any aerial or any security device or wires;

f. install or operate or permit to be installed or operated any intruder alarm which emits an audible signal;

g. allow any glazed, tinted or treated portions of the Lot or the Common Property that surrounds the Lot to be tinted or otherwise treated with the intention or effect of changing the visual characteristics of the glazing and must maintain any glaze, tint or treatment to the Lot;

h. install any external wireless, television aerial, skydish receiver, satellite dish or receiver or any other apparatus that can be viewed from the exterior of the Building;

i. allow any part of the Lot, including any balcony, car park or storage area to become unkempt, unsightly, untidy, unclean or not properly maintained so that it detracts from the amenity or appearance of the Building, nor place or have any washing, towel, bedding, clothing or other article so as to be visible from the Common Property or outside the Building without the written consent of the Owners Corporation;

j. allow the leakage of any oil, petrol or other substances from any car or self propelled motor vehicle or any item on or from the Lot or on or from the Common Property and, if such leakage occurs must promptly clean and make good any mess or damage on the Lot or the Common Property. If the Member or Occupier fails to promptly comply with this rule, the Manager or Owners Corporation may give the Member not less than **14 days** prior written notice of its intention to rectify the breach, unless the extent or location of the leakage may, in the reasonable opinion of the Owners Corporation, cause danger to persons or property in which case no notice is required; or

k. allow any glass walls or windows (louvres or otherwise) to be dirty or unclean which is visible from outside the Lot.

10. FIRE CONTROL

10.1. A Member or Occupier must not use or interfere with any fire safety equipment except in the case of an emergency and must not obstruct any fire stairs or fire escape at any time.

10.2. The Owners Corporation or a Member appointed by the Owners Corporation must, in respect of Park West Apartments or the Lot, as appropriate:

a. consult with any relevant authority as to an appropriate fire alarm and fire sprinkler system for Park West Apartments or the Lot;

b. ensure the provision of all adequate equipment to prevent fire or the spread of fire in or from Park West Apartments or the Lot to the satisfaction of all relevant Governmental Agency;

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c. take all reasonable steps to ensure compliance with fire laws in respect of Park West Apartments or the Lot;

d. not interfere or activate any fire protection services in the Common Property or Building including but not limited to alarms, sprinklers, smoke detectors and fire hydrants except in the case of an emergency. The Owners Corporation may recover the cost of any charges for false alarms or making good any damage from the Member or Occupier for breach of this Rule;

e. ensure that integrated testing of the fire protection system to validate the required fire mode arrangements should be undertaken on an annual basis by a qualified professional. As such testing will cause some disruption to the Building Occupants, the Owners Corporation shall also provide written notification to all Building Occupants no less than 5 days from the date of the proposed works; or

f. perform all required testing, maintenance and upkeep as required by the Occupancy Permit for the Building, the Essential Services Manual and any other Building Maintenance Manual as may be required.

10.3. A Member or Occupier must not store on the Lot, any flammable chemical, liquid, gas or other material other than a domestic gas bottle suitable for barbecues, provided that the gas bottle is no larger than a 9 kg bottle filled with 8.5 kg of gas by weight and there is no more than one such gas bottle on the Lot at any time or as otherwise directed by the Manager or Owners Corporation from time to time.

10.4 All Members and Occupiers should be made aware that the lifts shall be utilised for evacuation purposes in the event of an emergency, and all Members should follow the directions provided over the Occupant Warning System and/or signage within the lift lobbies with respect to the utilisation of the lifts in the event of an evacuation.

11. AIR-CONDITIONING AND HEATING

11.1 A Member or Occupier of a Lot must not install, maintain and operate an air-conditioning or heating unit to service the Lot without the prior written approval of the Owners Corporation:

a. Notwithstanding the Owners Corporation approval no units will be considered where any part of the equipment whatsoever will be visible from outside a Lot, either from within or outside the Building (including balconies); or

b. Notwithstanding the Owners Corporation approval, no unit will be considered where there may be the emission of noise, vibrations or odours which, in the Owners Corporation opinion, interferes with the quiet use and enjoyment of the common property or other lots.

12. PLANTS

12.1 A Member or Occupier who has plants on its Lot whether on a balcony, terrace or otherwise must:

a. ensure that the plants are properly maintained and securely fixed or tethered; and

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b. refrain from watering the plants and the soil in such pots in such a way that water may escape onto the Lot, Common Property or other Lots.

13. COMPLIANCE WITH RULES AND RULES OF USE

13.1. A Member must comply with these rules and use best endeavours to ensure that any Occupier of that Member's Lot, complies with these rules.

13.2. A Member must comply with all directions and rules of use set by the Manager or the Owners Corporation from time to time and use best endeavours to ensure that any Occupier of that Member's Lot, complies with all such directions and rules of use. A breach of any directions or rules of use will constitute a breach of these rules.

13.3. A Member uses the Common Property at their own risk.

13.4. The Member must pay, within **7 days** of notice from the Owners Corporation, the costs incurred by the Owners Corporation in relation to:

a. remedying any breach of these rules; and

b. any damage caused by any breach of these rules, by the Member or an Occupier of the Member's Lot, licensee, invitee or contractor of the Member.

13.5. In the instance that a Member has breached or filed to comply with a Rule requiring a Member to do anything to a Lot, Common Property or land affected by the Owners Corporation, the Owners Corporation may

a. take all necessary action to rectify the Members breach the cost of which shall be at the Members expense; and

b. do anything necessary on the Members Lot, Common Property or land affected by the Owners Corporation that should have been done by the Member but which was not or which in the opinion of the Owners Corporation was not done properly and the cost of which shall be at the Members expense.

13.6. The Owners Corporation must provide you with written notice specifying when it will enter your Lot to do the works and the Member must:

a. provide the Owners Corporation with access to the Members Lot in accordance with the written notice at the Members expense; and

b. pay the Owners Corporation for its cost of completing the works.

13.7. The Owners Corporation reserves the right to recover any costs the Member owes it pursuant to these Rules as a debt.

14. PETS AND ANIMALS

14.1. A Member or Occupier of a Lot must not keep any domestic animal or pet on a Lot unless the Manager in its discretion gives permission in writing on such terms as the Manager may impose and such permission may be revoked by the Manager at any time without assigning any reason. All requests are required to be put in writing to the Owners Corporation.

14.2. A Member or Occupier of a Lot must ensure that any animal belonging to the Member or Occupier does not vomit, urinate or defecate on any Common Property and must immediately clean any vomit, urine or faeces and any other mess or untidiness caused by the animal, including without limitation, footprints.

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14.3. A Member or Occupier of a Lot must ensure that any animal belonging to the Member or Occupier must be kept on a lead or carried in a cage whilst on the Common Property and must not be located on or over the Common Property for longer than is reasonably necessary. No pets are to be brought in or out through the front entrance to the Building, the back entrance to the Building must be used at all times for this purpose.

14.4. The Owners Corporation may resolve to have a pet and/or animal which is:

a. a danger to persons or property; or

b. offensive or causing undue noise or nuisance removed from the Building;

15. GARBAGE

15.1. A Member or Occupier of a Lot must not deposit or throw garbage onto the Common Property except into a receptacle or area specifically provided for that purpose and during times specified by the Owners Corporation or the Manager from time to time.

15.2. A Member or Occupier of a Lot must dispose of garbage in the manner specified by the Owners Corporation or the Manager from time to time but otherwise:

a. glass items must be completely drained, cleaned and deposited in unbroken condition in the area designated for such items by the Owners Corporation;

b. recyclable items, without limitation, paper, cardboard and plastic as from time to time nominated by the Owners Corporation must be stored in the area designated for the items by the Owners Corporation and appropriately cleaned prior to disposal;

c. all other garbage must be drained and securely wrapped in small parcels and deposited in the garbage chute (where one is provided) situated on the Common Property;

d. all cardboard boxes and packaging must be broken down and neatly packed in the garbage area designated by the Owners Corporation (or such other area as directed by the Owners Corporation or Manager from time to time); and

e. notwithstanding rule 15.2all boxes, cartons and containers used for move ins must be removed from the Building by the Members or Occupiers of a Lot moving in and must not be left in the Building or in the garbage area.

16. STORAGE OF BICYCLES

16.1 A Member or Occupier of a Lot must not permit any bicycle to be stored on balconies or terraces within a Lot or in any area other than in the areas of the Common Property that may be designated by the Owners Corporation or its Manager for such purpose from time to time. A Member of Occupier of a Lot must not use the lifts in the Building for taking bicycles to and from a Lot. Under no circumstances are bicycles permitted through the front entrance foyer to the Building.

SIGNS, BLINDS, UMBRELLAS AND AWNINGS

17.1. A Member or Occupier of a Lot must not erect or affix any sign or notice (including any for sale or for lease boards) to any part of the Common

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Property or a Lot visible from outside the Lot without the prior written consent of the Owners Corporation.

17.2. Subject always to Rule 17.3 below, A Member or Occupier of a Lot must not erect or affix any sign or notice to any part of a Lot unless:

a. it is inside the Lot and will not be visible from outside the Lot, except as required by law; and

b. it has the prior written consent of the Owners Corporation.

17.3. In respect of Lots 201 – 205 only, a Member or Occupier may install outdoor awnings. Any outdoor awnings installed must meet the following specifications, unless otherwise agreed to by the Owners Corporation:

- Birk 6000 series folding arm awning, fabric colour to match building soltis;

  or

- Acrylic Markilux awning fabric

17.4. If a Member or Occupier installs or arranges the installation of coverings to the windows or any glassed area of the Lot, the Member or Occupier of a Lot must install or arrange the installation of coverings of a type or colour as below:

Type: Roller Blinds

Backing Colour: *(To be inserted)*

or as permitted by the Owners Corporation from time to time.

17.5. Notwithstanding anything else in this rule, a Member or Occupier of a Lot must not affix any type of awnings, external umbrella or other shade coverings to the terrace or balcony of a Lot.

17.5. Notwithstanding anything else in this rule, no venetian blinds, or vertical blinds are allowed as window coverings.

18. MAIL

18.1. A Member must or must ensure that the Occupier of a Member's Lot will clear and keep clear on each and every day any mail receiving box and/or newspaper receiving receptacle of all mail, leaflets, circulars, pamphlets, newspapers, advertising and promotional literature or material or any other objects whether solicited or not and must arrange for all such required clearance by other persons should a Member or Occupier of a Member's Lot be absent for any reason for any period of more than one night notwithstanding that this requirement may be waived entirely or otherwise amended by the Owners Corporation provided that any such waiver or amendment is obtained from the Owners Corporation in writing not less than **7 days** prior to the date or dates for which such waiver is required.

19. SPECIAL RIGHTS FOR THE DEVELOPER

19.1 For a period of 10 years from the date of the First Meeting of the Owners Corporation, nothing in these Rules will prevent or hinder the Developer from completing construction and/or improvements on the Lots and Common Property and nothing in these Rules will prevent or hinder the Developer from selling or leasing any Lot and without limitation the Developer may:

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a. use any Lot as a display Lot to assist in the marketing and sale of the other Lots;

b. place anywhere on the Common Property signs and other materials relating to sale and/or lease of Lots;

c. conduct in a Lot or anywhere on the Common Property an auction sale of a Lot; and

d. use in any way it considers necessary any part of the Common Property to facilitate completion of construction works.

20. BUILDING WORKS

20.1. A Member or Occupier of a Lot must not undertake any building works within or about or relating to a Member's Lot except in accordance with the following requirements:

a. such building works may only be undertaken after all requisite permits, approvals and consent under all relevant laws have been obtained and copies of which have been given to the Manager not less than 21 days prior to commencement and then strictly in accordance with those permits, approvals and consents and any conditions thereof;

b. such building works must be undertaken in a reasonable manner so as to minimise to a reasonable level any nuisance, annoyance, disturbance and inconvenience from building operations to other Lot Owners and Occupier; and

c. such building works must not be undertaken before 8:00 am or after 4:00 pm weekdays (or other times as specified by the Manager from time to time), nor at anytime during weekends or public holidays.

20.2. The Member or Occupier of a Lot must not proceed with any such works until the Member or Occupier:

a. submits to the Owners Corporation plans and specifications of any works proposed by the Member or Occupier, which plans and specifications must not affect the external appearance of the Building or any of the Common Property or the Building structure or services or the fire or acoustic ratings of any component of the Building;

b. supplies to the Owners Corporation such further particulars of those proposed works as the Owners Corporation may request and as shall enable the Owners Corporation to be satisfied that those proposed works accord with the aesthetics of the Building and do not endanger the Building and are compatible with the overall services to the Building and the individual floors;

c. receives written approval for those works from the Owners Corporation, which may be given subject to the condition that the reasonable costs of the Owners Corporation (which costs may include the costs of a building surveyor, structural or service engineers, architects or other similar consultants engaged by the Owners Corporation to consider such plans and specifications) by the Member or Occupier and such approval shall not be effective until such costs have been paid;

d. pays such reasonable costs to the Owners Corporation; and

e. pays the legal costs of the Owners Corporation at the greater of a solicitor/own client basis and a full indemnity basis.

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20.3. The Member or Occupier of a Lot must ensure that the Member or Occupier and the Member or Occupier's servants, agents and contractors undertaking such works:

a. comply with the proper and reasonable directions of the Owners Corporation concerning the method of building operations, means of access, use of common areas and on-site management and building protection, and hours of work; and

b. that such servants, agents and contractors are supervised in the carrying out of such works so as to minimise any damage to or dirtying of the Common Property and the services in the Common Property, which must be immediately cleaned and made good (or the costs of such cleaning or make good to be paid to the Owners Corporation within **7 days** of a request to do so).

20.4. The Manager may, in its absolute discretion require the Member or Occupier to provide a security deposit or bond in relation to the costs of cleaning and/or make good caused by the works.

21. CLEANING OF BUILDING

21.1. Each Member or Occupier must allow the Owners Corporation window and Building cleaners access to the balconies and terraces on a Lot at all times required by the Owners Corporation window and Building cleaners for the purpose of cleaning the Façade of the Building.

21.2. Members and Occupiers of Lots where anchor points are located must provide access with or without notice should notice not be able to be given in an emergency.

21.3. Each Member or Occupier must regularly clean and keep clean the balconies and terraces of their Lot and their windows (louvres or otherwise) and glass doors/areas.

21.4. Each Member or Occupier must regularly clean and keep clean any windows, louvers or louver windows, external and internal face/facing on their Lot.

22. LEASING OR LICENSING A LOT

22.1. If a Member allows another person to occupy any part of their Lot (for example, under a lease or licence) the Member must;

a. provide that person with an up-to-date copy of these Rules;

b. ensure that person and their visitors and invitees comply at all times with these Rules; and

c. if they do not comply, take all action available to the Member to make them comply.

23. ACCESS TO LOTS

23.1. The Member must permit the Owner's Corporation or any person authorised by the Owners Corporation, entry to a Member's Lot upon receiving written notification from the Owners Corporation of their intention to do so.

23.2. The Owners Corporation must ensure that all written notification of their intention to enter a Lot is in accordance with applicable Laws.

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23.3. Subject to these Rules, the Owners Corporation can request entry to your Lot for the purpose of inspecting and/or attending to repair, maintenance or replacement of the Lot, Common Property or Services.

23.4. The Owners Corporation and/or its authorised personnel are to use their best efforts to cause as little convenience to you and/or your invites as is reasonable in the circumstances.

24. COMMITTEES AND SUB COMMITTEES

24.1. In the instance that the Owners Corporation wishes to or must elect a Committee to perform all or some of its functions, it must do so in accordance with all relevant laws and regulations.

24.2. A Committee as appointed by the Owners Corporation, from time to time, may elect Sub-Committees to assist in the performance of its functions.

24.3. Sub-Committees must:

a. be comprised of members;

b. not act outside their delegation;

c. act honestly and in good faith in the performance of their functions;

d. act in accordance with the Committee's instructions; and

e. report to the committee with respect to the performance of their functions.

25. MANAGER/SUPERINTENDENT

25.1. The Owners Corporation will contract a superintendent for the Building to supervise service providers and attend to certain duties within the Building.

25.2. All faults, breakages, security, cleanliness, repair and maintenance issues of which a Member or Occupier becomes aware must be reported to the superintendent.

25.3. A Member or Occupier must not interfere with or stop the superintendent from performing its obligations or exercising its rights under its agreement with the Owners Corporation.

25.4. A Member or Occupier must comply with all reasonable directions of the superintendent whilst on or adjacent to the Common Property.

25.5. A Member or Occupier must not interfere with or stop the superintendent from using Common Property that the Owners Corporation permits the superintendent to use.

25.6 The superintendent may be permitted to perform its duties from any Lot which may be designated the superintendent's Lot.

26. CONSENT OF OWNERS CORPORATION

26.1. Any consent required from the Owners Corporation and which does not require the passing or special or unanimous resolutions pursuant to these Rules may be given:

a. By the Owners Corporation at a Committee meeting; or

b. By any person to whom the Owners Corporation has delegated the power or function, including but not limited to the Committee, Sub-Committee member of a Committee or Sub-Committee or the Manager.

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26.2. The Owners Corporation may apply conditions to any consent given under these Rules and the Member must ensure that all conditions are complied with including a condition evidenced by a minute of a resolution that a member or Occupier for the time being of the Lot to which the consent or approval relates is responsible for compliance with the terms of the consent.

26.3. The Owners Corporation may revoke any consent given under these Rules if the Member does not comply with any condition attached to the consent and if the Member does not comply with the Rules pursuant to which the consent was given.

27. VEHICLES ON COMMON PROPERTY

27.1. The Owners Corporation reserves the right to remove vehicles in breach of the Owners Corporation Rules and arrange tow away of the vehicle at the owner's expense and such expense being recoverable as a debt to the Owners Corporation.

I hereby certify this is a true and correct copy of the Rules of Owners Corporation 1 PS 643908H made on the 29th August 2012

Dated : 10/9/2012

Signature:

Print Name: Joan Kaufman
(Secretary of Owners Corporation PS 643908H)

City of Melbourne
GPO Box 2158 Melbourne 3001
ABN 55 370 219 287

Rate Instalment Notice
Instalment 4 2025 - 2026

CITY OF MELBOURNE

Tax invoice
No GST has been charged.

Assessment no. 205363 5

Date of issue 4 May 2026

B Zhou and S Qu
C/- XynergyRealty
158 Drummond St
OAKLEIGH VIC 3166

QUESTIONS?
Web: **melbourne.vic.gov.au/rates**
Email: **rates@melbourne.vic.gov.au**
Phone: 03 9658 9658
Business hours, Monday to Friday

DUE DATE
31 May 2026

AMOUNT DUE
$270.58

Property **Unit 811, Level 8, 41 Batman Street, WEST MELBOURNE VIC 3003**

Current Instalment	$270.58

Interest will be charged at 10% on late payments, backdated to the due date of the instalment.

Payments received after 24 Apr 2026 may not be included on this notice.

SAVE PAPER AND GET YOUR RATES NOTICE BY EMAIL.
Visit **melbourne.vic.gov.au/rates** and have your rates notice with you.

Payment methods

Assessment no. 205363 5 **Property** Unit 811, Level 8, 41 Batman Street, WEST MELBOURNE VIC 3003

BPAY Biller code: **79616**
Ref: 102053635

BPAY® this payment via Internet or phone banking
Credit cards not accepted.

Post Billpay Credit cards not accepted.
Pay in store at Australia Post.

*3397 0891 0102053635 95

Direct debit Credit cards not accepted.
To apply call 03 9658 9658 or visit
melbourne.vic.gov.au/rates

MasterCard or Visa
Credit card payments will attract an additional fee being the recovery of financial institution charges.

Please tick the amount you are paying in the box below.

Due Date **31 May 2026**
Amount Due **$270.58**

Telephone 1300 130 453

Internet **melbourne.vic.gov.au/rates**

By mail
City of Melbourne
GPO Box 2158 Melbourne 3001
Council will not be responsible for late postal deliveries.

In person
Melbourne Town Hall
90-130 Swanston St, Melbourne 3000
Business hours, Monday to Friday.
Visa, Mastercard or EFTPOS available.
Cash payments not accepted.

+102053635000000> +000891+ <0000000000> <0000027058> +444+

*Interest penalties for late payment

Penalty interest will be calculated at 10% from the date when each quarterly instalment was due, irrespective of whether or not a ratepayer has chosen to pay by the instalment or lump sum option.

All payments will be allocated as follows:

1. Legal Costs Owing (if any)
2. Arrears Interest Owing (if any)
3. Arrears Owing (if any)
4. Current Owing

If you are having difficulties in making payments, prior to the due dates, please contact the Customer Service Hotline on 03 9658 9658 for assistance.

Payment difficulties

If you are having difficulties in making payments prior to the due dates, you may apply to Council for a payment plan. Please contact the Customer Service Hotline on 03 9658 9658 for assistance or visit our website for further details: **melbourne.vic.gov.au/financialhardship**

Pensioner concessions

If you are a pensioner and have a current concession card issued by Centrelink or the Department of Veteran Affairs, you may be eligible for a rate rebate on your principal place of residence.

For more information on pensioner concessions visit **www.melbourne.vic.gov.au/rates** or phone 03 9658 9658.

Other penalties for failing to pay

Apart from requiring interest to be paid, Council may sue in the Magistrates' Court to recover any outstanding rates or charges.

Council also has the power to sell a property in respect of which there are arrears of rates or charges under Section 181 of the Local Government Act 1989.

Privacy Statement

The City of Melbourne collects your personal property information for the purposes of issuing and collecting municipal rates as well as compiling the electoral roll for Council elections. Your information may also be disclosed to other government agencies (regarding works that may affect you or your property) or debt collection agencies (where rates remain unpaid). Read our Privacy Policy at **melbourne.vic.gov.au**

You can change your property information by calling us at 03 9658 9658.

ANY QUESTIONS?

Find out how your rates are calculated, what they go towards, as well as payment information and how to change your address at melbourne.vic.gov.au/rates

Phone: 03 9658 9658
Mail: GPO Box 2158 Melbourne VIC 3001
Email: rates@melbourne.vic.gov.au

Interpreter Services
Speak a language other than English? We can help. Call 03 9280 0726. Deaf, speech or hearing impaired? Contact National Relay Service: Teletypewriter (TTY) 133 677 ask for 03 9658 9658 Speak & Listen 1300 555 727

DIRECT DEBIT

Direct debit – set and forget

Avoid late fees by ensuring your payments occur automatically. Sign up at **melbourne.vic.gov.au/rates**

Direct debits will occur automatically each year unless you opt out by informing City of Melbourne in writing. Further information at **melbourne.vic.gov.au/rates**

SAVE PAPER

Save paper and get your rates notice by email. Visit **melbourne.vic.gov.au/rates** and have your rates notice with you.

Baofang Zhou & Sheng Qu
c/- Xynergy Realty - Oakleigh
158 Drummond Street
OAKLEIGH 3166

OWNERS CORPORATION FEE NOTICE

TAX INVOICE

Date of Notice 02/06/2026
ABN 25 775 915 046
Park West Apartments OC1

Owners Corporations Act 2006 Section 31
Owners Corporation Regulations 2018 and Owners Corporation Rules

RE: Park West Apartments, Lot 811, Unit 811, 33-43 Batman Street, WEST MELBOURNE VIC 3003

Notice is hereby given by the **Owners Corporation Plan of Subdivision 643908H** pursuant to Section 31 of The Owners Corporations Act 2006, that the following fees, extraordinary fees, charges or other contributions are due and payable within 28 days after the date of this notice or by the due date specified below.

Date Due	Invoice No.	Description	Admin	Maintenance	Interest	Paid	Amount Due
01/07/2026	4168	Standard Fee Park West Apartments OC1 (01/07/26 - 30/09/26) ^	$1,119.36	$385.27	$0.00	$0.00	$1,504.63
^ Current period levies in this Tax Invoice total $1,504.63. GST included is $136.78.				**Total Amount Due $1,504.63**			

Penalty Interest will accrue daily for overdue fees and charges by 10.00% per annum until paid.
The rate of interest will be calculated in accordance with the current rate under the Penalty Interest Rates Act 1983 (VIC). This rate is subject to change.

Payment Methods

CARD OR DIRECT DEBIT

DEFT Reference Number
238008155161298

Visit **deft.com.au** to pay by card or direct debit.
Payments may attract a surcharge.

BPAY

Biller Code: 96503
Ref: 238008155161298

Mobile & Internet Banking - BPAY
Make this payment from your preferred bank account.

POST BILLPAY

*496 238008155 161298

Pay in-store at Australia Post by eftpos or cheque.
Cheques payable to PARK WEST PS 643908H

BPAY® Registered to BPAY Pty Ltd ABN 69 079 137 518.

Melbourne Inner City Management Pty Ltd
ABN 39 060 312 012
Director Sally Purcell - Licensed Estate Agent

Head Office
178 City Road,
Southbank VIC 3006

T (+613) 9697 8888
W micm.com.au

Owners Corporation Fee Notice

Owners Corporations Act 2006 Section 31, Owners Corporations Regulations 2018 and Owners Corporation Rules

Important information on fees and charges

Enquiries
If you have enquiries on the fees listed in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the first page of this form.

Payment Plans and financial hardship
If you are experiencing financial hardship and struggling to pay your owners corporation levies and fees on time, contact your owners corporation and owners corporation manager as soon as possible. Ask them to have a payment plan put in place. The National Debt Helpline – Debt Problems - Strata Levies (www.ndh.org.au/debt-problems/strata-levies) page has a step-by-step guide on how to do this. Owners corporations are called strata in some other states. It also has information about other payment options, what to do if you can't come to an agreement, and what to do if legal action is being threatened or has commenced against you.
If you're feeling overwhelmed and need help to deal with financial issues, you can get free, independent, and confidential advice from a community based financial counsellor. To speak to a financial counsellor, call the National Debt Helpline on 1800 007 007 or visit the National Debt Helpline's find a financial counsellor page (www.ndh.org.au/financial-counselling/find-a-financial-counsellor) to find a financial counsellor near you.

Disputes
The Owners Corporation Act 2006 (the Act), Owners Corporation Regulations 2018 (the Regulations) and the Owners Corporation Rules (the Rules) provide a number of options in dealing with disputes regarding Owners Corporations, Managers, Lot Owners and Occupiers: These are:

- The Owners Corporation Internal Dispute Resolution Process
- Conciliation through the Dispute Settlement Centre of Victoria (DSCV)
- Applications to the Victorian Civil and Administrative Tribunal (VCAT)

Internal Dispute Resolution process
If you believe the manager, a lot owner or occupier has breached their obligations under the Rules, Act, or Regulations, you can try to resolve the problem through the Owners Corporation Internal Dispute Resolution process.
The internal dispute resolution process is set out in the Rules. Unless the Rules state differently, the following summary applies:

- You can lodge a complaint by completing a 'Complaint to Owners Corporation' form (available from the Owners Corporation).
- A meeting will be held to discuss the matter with all people involved in the dispute and representatives of the Owners Corporation. The meeting must be held within 14 days of all persons being notified of the dispute.
- Persons involved in the dispute will be notified of decisions by the Owners Corporation.
- If you are not satisfied with the outcome, you can contact Consumer Affairs Victoria or VCAT (see below).

Resolving disputes through the Dispute Settlement Centre of Victoria
You can contact DSCV to seek assistance to resolve your dispute. DSCV may suggest that you use the internal dispute resolution process and may decline to consider your matter if you have not done so. It is not compulsory to seek DSCV's assistance before applying to the Victorian Civil and Administrative Tribunal (VCAT). However, DSCV may be able to help resolve the issue more quickly and at a lower cost. DSCV can only try to resolve a dispute if all parties agree to take part in this process. Visit the DSCV website (disputes.vic.gov.au)

Applications to the Victorian Civil and Administrative Tribunal (VCAT)
For all disputes that affect the Owners Corporation you can apply directly to the Victorian Civil and Administrative Tribunal (VCAT) to hear your case and make an order. For more information on VCAT applications call 1300 01 8228 (1300 01 VCAT) or visit the Victorian Civil and Administrative Tribunal website (vcat.vic.gov.au). Calling this number costs the same as a local call. Additional charges may apply if you call from overseas, on a mobile or payphone.