

# SydneyStrataReport

property strata inspections

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## STRATA REPORT

Client	McGraths Real Estate
Address of property	Unit R402/1 Retreat Street (222 Botany Road), Alexandria, NSW.
Lot	79
Strata Plan	SP 82998
Name of Strata Management Co.	Net Strata
Telephone Number of Strata Agent	1300 638 787
Report Date	30 October 2023

## General Information

Owner's Name	Shaun Robert Jones
Unit Entitlement.	126
Total Entitlement.	10,000

## Levy Contributions

Administration Fund contribution.	\$1,466.75
Capital Works Fund contribution.	\$356.90
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$3,114.79
Capital Works Fund Balance.	\$103,861.54

## Insurances

Building Insurance	Yes
Sum Insured	\$87,637,700.00
Insurance Company	SUU
Due Date	20 November 2023
Fire Safety Report ?	Yes
Certificate Date.	2022
Pet Friendly?	Owners corporation permission needed.

## Meetings

Annual General Meeting 6 June 2019	Administration Fund set at \$466,833.00 p.a. Capital Works Fund set at \$80,000.00 p.a.
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	<p>Building insurance continued,  Motion 17: Owners to fix settlement cracks themselves.  All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.  Meeting closed.</p>
<p>Annual General Meeting  5 February 2020</p>	<p>Administration Fund set at \$459,690.00 p.a.  Capital Works Fund set at \$85,000.00 p.a.  Building insurance continued,  Motion 15: Bylaw passed for installation of car chargers, the complete set of bylaws is in the Contract of Sale.  All other matters were other bylaws passed, meeting formalities and general maintenance as per the scan below, no major works tabled.  Meeting closed.</p>
<p>Annual General Meeting  3 February 2021</p>	<p>Administration Fund set at \$433,265.00 p.a.  Capital Works Fund set at \$85,000.00 p.a.  Building insurance continued,  All other matters were other bylaws passed, meeting formalities and general maintenance as per the scan below, no major works tabled.  Meeting closed.</p>
<p>Annual General Meeting  20 January 2022</p>	<p>Administration Fund set at \$444,289.00 p.a.  Capital Works Fund set at \$110,000.00 p.a.  Building insurance continued,  All other matters were other bylaws passed, meeting formalities and general maintenance as per the scan below, no major works tabled.  Meeting closed.</p>
<p>Annual General Meeting  30 January 2023</p>	<p>Administration Fund set at \$425,045.00 p.a.  Capital Works Fund set at \$103,000.00 p.a.  Building insurance continued,  All other matters were other bylaws passed, meeting formalities and general maintenance as per the scan below, no major works tabled.  Meeting closed.</p>
<p>Other comments.</p>	<p>This report is to be taken in context and in conjunction with the scans below.</p>



**Strata Plan 82998**
**Lot 79, 222 BOTANY ROAD ALEXANDRIA**


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<b>Date</b>	<b>Fund</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
01/12/22	Administrative	Levy 1/12/2022-28/2/2023	1,399.50		(1,399.50)
01/12/22	Capital Works	Levy 1/12/2022-28/2/2023	346.50		(1,746.00)
01/12/22	Administrative	BPay Payment: DEFT Bpay 0000019524		1,399.50	(346.50)
01/12/22	Capital Works	BPay Payment: DEFT Bpay 0000019524		346.50	0.00
09/03/23	Administrative	Levy 1/3/2023-31/5/2023	1,466.75		(1,466.75)
09/03/23	Capital Works	Levy 1/3/2023-31/5/2023	356.90		(1,823.65)
09/03/23	Administrative	BPay Payment: DEFT Bpay 0000019524		1,466.75	(356.90)
09/03/23	Capital Works	BPay Payment: DEFT Bpay 0000019524		356.90	0.00
01/06/23	Administrative	Levy 1/6/2023-31/8/2023	1,466.75		(1,466.75)
01/06/23	Capital Works	Levy 1/6/2023-31/8/2023	356.90		(1,823.65)
01/06/23	Administrative	BPay Payment: DEFT Bpay 0000019524		1,466.75	(356.90)
01/06/23	Capital Works	BPay Payment: DEFT Bpay 0000019524		356.90	0.00
01/09/23	Administrative	Levy 1/9/2023-30/11/2023	1,466.75		(1,466.75)
01/09/23	Capital Works	Levy 1/9/2023-30/11/2023	356.90		(1,823.65)
01/09/23	Administrative	BPay Payment: DEFT Bpay 0000019524		1,466.75	(356.90)
01/09/23	Capital Works	BPay Payment: DEFT Bpay 0000019524		356.90	0.00
			<b>7,216.95</b>	<b>7,216.95</b>	<b>0.00</b>
				<b>Interest Due:</b>	<b>\$0.00</b>
				<b>Total Due:</b>	<b>\$0.00</b>



**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**


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	<b>Administrative Fund</b>	<b>Capital Works Fund</b>	<b>TOTAL</b>
<b>ASSETS</b>			
Cash at Bank	26,627.88	52,120.50	78,748.38
Investment A/c Strata Plan 82998 Inv	0.00	50,530.14	50,530.14
Levies Receivable	4,677.91	1,210.90	5,888.81
<b>Total Assets</b>	<b>31,305.79</b>	<b>103,861.54</b>	<b>135,167.33</b>
<b>LIABILITIES</b>			
Levies Paid in Advance	7,854.29	0.00	7,854.29
GST Liabilities	20,336.65	(35,447.94)	(15,111.29)
<b>Total Liabilities</b>	<b>28,190.94</b>	<b>(35,447.94)</b>	<b>(7,257.00)</b>
<b>Net Assets</b>	<b>3,114.85</b>	<b>139,309.48</b>	<b>142,424.33</b>
<b>OWNERS FUNDS</b>			
Opening Balance	4,485.22	61,457.89	65,943.11
Surplus / Deficit for the period	(1,370.37)	77,851.59	76,481.22
Closing Balance	3,114.85	139,309.48	142,424.33
<b>Total Owners Funds</b>	<b>3,114.85</b>	<b>139,309.48</b>	<b>142,424.33</b>

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Administrative Fund**

	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	01/01/23 - 27/10/23	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22
<b>Income</b>				
<b>Debt Collection Recoveries</b>				
Debt Collection Recoveries-Reversal	\$0.00	\$0.00	(\$190.92)	\$0.00
Debt Collection Recoveries	\$861.84	\$0.00	\$986.42	\$0.00
<b>Expenses Recoveries</b>				
Owner Expense Recoveries	\$690.91	\$0.00	\$310.00	\$0.00
<b>Interest</b>				
Interest On Levy Arrears	\$245.21	\$0.00	\$679.09	\$0.00
Interest On Levy Arrears (Special Levy-Anchor Points Remediation Fund)	\$0.00	\$0.00	\$60.17	\$0.00
<b>Levy Income</b>				
Contributions - General	\$317,514.30	\$425,045.00	\$403,938.64	\$405,540.00
Contributions - Other (Special Levy-Anchor Points Remediation Fund)	\$0.00	\$0.00	\$52,727.31	\$52,727.27
<b>Total Income</b>	<b>\$319,312.26</b>	<b>\$425,045.00</b>	<b>\$458,510.71</b>	<b>\$458,267.27</b>
<b>Expenses</b>				
<b>Accounting, Taxation &amp; Banking</b>				
Bank Fees	\$36.22	\$45.00	\$44.00	\$50.00
DEFT Process Fees	\$166.64	\$250.00	\$266.73	\$240.00
Audit Report	\$1,137.27	\$1,500.00	\$1,887.27	\$1,050.00
BAS & Tax Administration	\$1,874.92	\$2,300.00	\$2,251.99	\$2,300.00
<b>Building General</b>				
General Maintenance	\$9,525.00	\$10,000.00	\$34,140.73	\$10,000.00
Locks & Doors	\$1,234.00	\$1,000.00	\$360.00	\$2,500.00
Building Repairs (Special Levy-Anchor Points Remediation Fund)	\$0.00	\$0.00	\$56,496.00	\$52,727.27
<b>Cleaning</b>				
Cleaning - General	\$12,610.00	\$14,000.00	\$13,410.00	\$14,000.00
<b>Electrical</b>				
Electrical Repairs	\$4,461.00	\$1,000.00	\$0.00	\$3,100.00
Light Globes	\$0.00	\$0.00	\$0.00	\$1,100.00
TV Antenna Repairs	\$0.00	\$0.00	\$0.00	\$250.00
<b>Electricity</b>				
Electricity Consumption	\$24,156.16	\$43,000.00	\$42,548.08	\$38,000.00
Electricity Consumption (Special Levy - Electricity Consumption Fund)	(\$155,727.19)	\$0.00	\$0.00	\$0.00
<b>Fire Control</b>				
Fire Services	\$1,682.42	\$8,000.00	\$4,006.40	\$10,000.00
<b>Insurance</b>				
Insurance Premium	\$0.00	\$3,000.00	\$2,760.36	\$3,000.00
<b>Legal &amp; Professional Services</b>				
Legal Fees	\$840.00	\$0.00	\$0.00	\$0.00
Building Warranty	\$7,684.75	\$0.00	\$0.00	\$0.00

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Administrative Fund**

	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	01/01/23 - 27/10/23	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22
<b>Plumbing</b>				
Plumbing - General	\$9,095.00	\$2,000.00	\$295.00	\$4,000.00
Hot Water System Maintenance	\$530.00	\$2,800.00	\$2,345.00	\$4,800.00
<b>Strata/Building Administration</b>				
Debt Collection Fees	\$533.66	\$0.00	\$954.60	\$0.00
Land Titles & By-Law Registration	\$2,482.48	\$3,500.00	\$3,204.47	\$3,800.00
Management Services	\$24,152.49	\$32,030.00	\$29,928.72	\$29,930.00
Printing, Postage & Stationery	\$2,688.43	\$3,000.00	\$3,184.99	\$3,000.00
Strata Administration	\$1,089.72	\$3,100.00	\$3,082.02	\$3,600.00
BMC/Community Contributions	\$353,358.51	\$272,700.00	\$239,967.80	\$250,000.00
Legislative Compliance	\$2,808.17	\$2,600.00	\$2,527.29	\$2,600.00
<b>Telephone</b>				
Lift Phone & Phone Charges	\$158.71	\$220.00	\$232.10	\$220.00
<b>Water</b>				
Water Consumption	\$14,104.27	\$19,000.00	\$18,709.34	\$18,000.00
<b>Total Expenses</b>	<b>\$320,682.63</b>	<b>\$425,045.00</b>	<b>\$462,602.89</b>	<b>\$458,267.27</b>
<b>Surplus / Deficit</b>	<b>(\$1,370.37)</b>	<b>\$0.00</b>	<b>(\$4,092.18)</b>	<b>\$0.00</b>

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Capital Works Fund**

	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	01/01/23 - 27/10/23	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22
<b>Income</b>				
<b>Interest</b>				
Interest On Levy Arrears	\$71.63	\$0.00	\$157.65	\$0.00
Interest On Bank Deposits (Investment Fund)	\$530.14	\$0.00	\$0.00	\$0.00
<b>Levy Income</b>				
Contributions - Capital Works Fund	\$77,249.82	\$103,000.00	\$100,000.00	\$100,000.00
<b>Total Income</b>	<b>\$77,851.59</b>	<b>\$103,000.00</b>	<b>\$100,157.65</b>	<b>\$100,000.00</b>
<b>Expenses</b>				
<b>Building General</b>				
General Maintenance	\$0.00	\$0.00	\$81,041.26	\$0.00
Building Repairs	\$0.00	\$0.00	\$72,660.00	\$0.00
Capital Works Fund Maintenance	\$0.00	\$103,000.00	\$0.00	\$100,000.00
<b>Fire Control</b>				
Fire Services	\$0.00	\$0.00	\$42,600.00	\$0.00
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$103,000.00</b>	<b>\$196,301.26</b>	<b>\$100,000.00</b>
<b>Surplus / Deficit</b>	<b>\$77,851.59</b>	<b>\$0.00</b>	<b>(\$96,143.61)</b>	<b>\$0.00</b>

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**


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**ADMINISTRATIVE FUND OTHER INCOME**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Contributions - General</b>					
31/01/23	lot 51		lot 51-Levy Notice Postage Fee	\$3.00	\$3.00
25/04/23	lot 51		lot 51-Levy Notice Postage Fee	\$3.00	\$6.00
25/07/23	lot 29		lot 29-Levy Notice Postage Fee	\$3.00	\$9.00
25/07/23	lot 51		lot 51-Levy Notice Postage Fee	\$3.00	\$12.00
25/07/23	lot 72		lot 72-Levy Notice Postage Fee	\$3.00	\$15.00
10/09/23	lot 29		lot 29-Levy Notice Postage Fee	\$3.00	\$18.00
26/09/23	lot 29		lot 29-Levy Notice Postage Fee	\$3.00	\$21.00
25/10/23	lot 29		lot 29-Levy Notice Postage Fee	\$3.00	\$24.00
25/10/23	lot 51		lot 51-Levy Notice Postage Fee	\$3.00	\$27.00
25/10/23	lot 72		lot 72-Levy Notice Postage Fee	\$3.00	\$30.00
<b>Total Contributions - General</b>				<b>\$30.00</b>	

**Debt Collection Recoveries**

15/01/23	lot 10		lot 10-Arrears Notice Fee - Levy Notice on	\$31.82	\$31.82
15/01/23	lot 71		lot 71-Arrears Notice Fee - Levy Notice on	\$31.82	\$63.64
15/01/23	lot 75		lot 75-Arrears Notice Fee - Levy Notice on	\$31.82	\$95.46
25/01/23	lot 10		lot 10-Arrears Notice Fee - Levy Notice on	\$31.82	\$127.28
25/01/23	lot 71		lot 71-Arrears Notice Fee - Levy Notice on	\$31.82	\$159.10
10/04/23	lot 58		lot 58-Arrears Notice Fee - Levy Notice on	\$31.82	\$190.92
10/04/23	lot 71		lot 71-Arrears Notice Fee - Levy Notice on	\$31.82	\$222.74
10/04/23	lot 73		lot 73-Arrears Notice Fee - Levy Notice on	\$31.82	\$254.56
25/04/23	lot 58		lot 58-Arrears Notice Fee - Levy Notice on	\$31.82	\$286.38
25/04/23	lot 73		lot 73-Arrears Notice Fee - Levy Notice on	\$31.82	\$318.20
10/06/23	lot 73		lot 73-Arrears Notice Fee - Levy Notice on	\$31.82	\$350.02
10/06/23	lot 9		lot 9-Arrears Notice Fee - Levy Notice on	\$31.82	\$381.84
10/07/23	lot 58		lot 58-Arrears Notice Fee - Levy Notice on	\$40.00	\$421.84
10/07/23	lot 71		lot 71-Arrears Notice Fee - Levy Notice on	\$40.00	\$461.84
25/07/23	lot 58		lot 58-Arrears Notice Fee - Levy Notice on	\$40.00	\$501.84
10/10/23	lot 4		lot 4-Arrears Notice Fee - Levy Notice on	\$40.00	\$541.84
10/10/23	lot 6		lot 6-Arrears Notice Fee - Levy Notice on	\$40.00	\$581.84
10/10/23	lot 58		lot 58-Arrears Notice Fee - Levy Notice on	\$40.00	\$621.84
10/10/23	lot 71		lot 71-Arrears Notice Fee - Levy Notice on	\$40.00	\$661.84
10/10/23	lot 76		lot 76-Arrears Notice Fee - Levy Notice on	\$40.00	\$701.84
10/10/23	lot 73		lot 73-Arrears Notice Fee - Levy Notice on	\$40.00	\$741.84
25/10/23	lot 6		lot 6-Arrears Notice Fee - Levy Notice on	\$40.00	\$781.84
25/10/23	lot 58		lot 58-Arrears Notice Fee - Levy Notice on	\$40.00	\$821.84
25/10/23	lot 73		lot 73-Arrears Notice Fee - Levy Notice on	\$40.00	\$861.84
<b>Total Debt Collection Recoveries</b>				<b>\$861.84</b>	

**Interest On Levy Arrears**

23/01/23	lot 75		lot 75-BPay Payment: DEFT Bpay 0000019520	\$17.26	\$17.26
02/02/23	lot 10		lot 10-BPay Payment: DEFT Bpay 0000019456	\$17.36	\$34.62
22/03/23	lot 9		lot 9-BPay Payment: DEFT Bpay 0000019455	\$9.72	\$44.34
17/04/23	lot 71		lot 71-DEFT I/CCd: DEFT I/Tfr 0000019516	\$66.70	\$111.04
01/06/23	lot 58		lot 58-DEFT I/CCd: DEFT I/Tfr 0000019503	\$6.69	\$117.73

**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**

15/06/23 lot 73	lot 73-BPay Payment: DEFT Bpay 0000019518	\$34.07	\$151.80
12/07/23 lot 71	lot 71-DEFT I/CCd: DEFT I/Tfr 0000019516	\$20.92	\$172.72
16/08/23 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$14.52	\$187.24
01/09/23 lot 58	lot 58-DEFT I/CCd: DEFT I/Tfr 0000019503	\$5.46	\$192.70
23/10/23 lot 71	lot 71-DEFT I/CCd: DEFT I/Tfr 0000019516	\$26.54	\$219.24
24/10/23 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$25.97	\$245.21
<b>Total Interest On Levy Arrears</b>		<b>\$245.21</b>	

**Owner Expense Recoveries**

01/01/23 lot 38	lot 38-Recovery from Owners - Inv#886	\$690.91	\$690.91
<b>Total Owner Expense Recoveries</b>		<b>\$690.91</b>	

**Total Administrative Other Income      \$1,827.96**

**ADMINISTRATIVE FUND EXPENSES**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Audit Report</b>					
01/02/23	894357	NETSTRATA	Audit Preparation	\$377.27	\$377.27
30/06/23	944876	KHOURY BROS. & CO.	Audit Report - 31/12/22	\$760.00	\$1,137.27
<b>Total Audit Report</b>				<b>\$1,137.27</b>	

**Bank Fees**

31/01/23	Service Charge: Service Charge Fee	\$2.90	\$2.90
28/02/23	Service Charge: Service Charge Fee	\$3.00	\$5.90
31/03/23	Service Charge: Service Charge Fee	\$2.50	\$8.40
28/04/23	Service Charge: Service Charge Fee	\$3.30	\$11.70
31/05/23	Service Charge: Service Charge Fee	\$4.00	\$15.70
30/06/23	Service Charge: Service Charge Fee	\$3.80	\$19.50
30/06/23	Interest Charged: Capitalised Inter	\$8.82	\$28.32
31/07/23	Service Charge: Service Charge Fee	\$2.70	\$31.02
31/08/23	Service Charge: Service Charge Fee	\$2.60	\$33.62
29/09/23	Service Charge: Service Charge Fee	\$2.60	\$36.22
<b>Total Bank Fees</b>		<b>\$36.22</b>	

**BAS & Tax Administration**

01/02/23	894357	NETSTRATA	BAS Administration - 01/11/22 - 31/01/23	\$377.07	\$377.07
01/05/23	923572	NETSTRATA	BAS Administration - 1/02/23 -30/04/23	\$377.07	\$754.14
01/08/23	953825	NETSTRATA	Tax Administration*	\$1,120.78	\$1,874.92
<b>Total BAS &amp; Tax Administration</b>				<b>\$1,874.92</b>	

**BMC/Community Contributions**

17/01/23	889679	SP 82782B	BMC/Community Contributions - 01/02/23 to 30/04/23	\$68,640.14	\$68,640.14
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**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**

15/04/23	917943	SP 82782B	BMC/Community Contributions - 01/05/23 to 31/07/23	\$68,640.14	\$137,280.28
26/06/23	943186	SP 82782B	BMC/Community Contributions - 01/08/23 to 31/10/23	\$68,640.14	\$205,920.42
29/06/23	AC300623		BMC Contribution Refund	-\$68,640.14	\$137,280.28
29/06/23	943888	SP 82782B	BMC/Community Contributions - 01/08/23 to 31/10/23	\$68,640.14	\$205,920.42
19/10/23	982438	SP 82782B	BMC/Community Contributions - 01/11/23 to 31/01/24	\$147,438.09	\$353,358.51
<b>Total BMC/Community Contributions</b>				<b>\$353,358.51</b>	

**Building Warranty**

01/05/23	922992	ACUMEN CONSULTING	Inspections, Reports & DBP Designs - 30/04/23	\$7,684.75	\$7,684.75
<b>Total Building Warranty</b>				<b>\$7,684.75</b>	

**Cleaning - General**

28/02/23	904111	SAFE ROPE ACCESS	Cleaning Window - February 2023	\$5,700.00	\$5,700.00
28/02/23	904111	SAFE ROPE ACCESS	Cleaning Pressure - February 2023	\$6,700.00	\$12,400.00
20/04/23	920165	ASAP CARPET CLEANING	Cleaning Carpets - April 2023	\$210.00	\$12,610.00
<b>Total Cleaning - General</b>				<b>\$12,610.00</b>	

**Debt Collection Fees**

01/02/23	894357	NETSTRATA	Levy Notice on 31/03/2023*	\$190.92	\$190.92
01/05/23	923572	NETSTRATA	Levy Notice on 30/06/2023*	\$159.10	\$350.02
01/08/23	953825	NETSTRATA	Levy Notice on 30/09/2023*	\$183.64	\$533.66
<b>Total Debt Collection Fees</b>				<b>\$533.66</b>	

**DEFT Process Fees**

27/01/23			DEFT Process Fee	\$3.41	\$3.41
31/01/23			DEFT Process Fee	\$0.68	\$4.09
28/02/23			DEFT Process Fee	\$20.82	\$24.91
31/03/23			DEFT Process Fee	\$31.14	\$56.05
28/04/23			DEFT Process Fee	\$10.64	\$66.69
31/05/23			DEFT Process Fee	\$23.95	\$90.64
30/06/23			DEFT Process Fee	\$21.23	\$111.87
31/07/23			DEFT Process Fee	\$10.27	\$122.14
31/08/23			DEFT Process Fee	\$19.14	\$141.28
29/09/23			DEFT Process Fee	\$25.36	\$166.64
<b>Total DEFT Process Fees</b>				<b>\$166.64</b>	

**Electrical Repairs**

24/01/23	891750	CD ELEC	Install Exhaust Fan - 13/01/23	\$1,361.00	\$1,361.00
31/03/23	914756	LCK COMMUNICATIONS	Replace Exhaust Fan - 18/03/23	\$2,150.00	\$3,511.00
31/03/23	914759	LCK COMMUNICATIONS	Repalce TV Amplifier - 26/03/23	\$950.00	\$4,461.00
<b>Total Electrical Repairs</b>				<b>\$4,461.00</b>	

**Electricity Consumption**

**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**

06/01/23	888765	ENERGY/TRU ENERGY	Electricity Consumption - 01/10/22 - 31/12/22	\$1,203.38	\$1,203.38
10/01/23	886761	ENERGY LOCALS	Electricity Consumption - 21/11/22 - 05/01/23	\$620.94	\$1,824.32
10/01/23	888163	ENERGY/TRU ENERGY	Electricity Consumption - 01/10/22 - 31/12/22	\$1,567.66	\$3,391.98
23/02/23	903341	ENERGY/TRU ENERGY	Electricity Consumption - 01/01/23 - 22/01/23	\$288.51	\$3,680.49
28/02/23	904198	ENERGY/TRU ENERGY	Electricity Consumption - 01/01/23 - 24/01/23	\$367.68	\$4,048.17
03/04/23	915558	ENERGY LOCALS	Electricity Consumption - 25/01/23 - 30/03/23	\$1,236.89	\$5,285.06
05/04/23	916862	ENERGY LOCALS	Electricity Consumption - 23/01/23 - 03/04/23	\$1,264.53	\$6,549.59
11/04/23	918281	ENERGY/TRU ENERGY	Waste Truck Visit	\$48.00	\$6,597.59
02/05/23	925778	ENERGY LOCALS	Electricity Consumption - 31/03/23 - 30/04/23	\$593.15	\$7,190.74
08/05/23	927126	ENERGY LOCALS	Electricity Consumption - 04/04/23 - 04/05/23	\$506.13	\$7,696.87
19/05/23	931121	ENERGY LOCALS	Electricity Consumption - 01/04/23 - 30/04/23	\$1,670.30	\$9,367.17
30/05/23	933788	ENERGY LOCALS	Block B - Electricity Consumption - 06/04/20 - 04/06/20	\$456.59	\$9,823.76
31/05/23	934456	ENERGY LOCALS	Electricity Consumption - 01/05/23 - 30/05/23	\$547.20	\$10,370.96
02/06/23	AC050623		STRA7-000000004 Energy Aust.	-\$1,578.35	\$8,792.61
05/06/23	936250	ENERGY LOCALS	Electricity Consumption - 04/05/23 - 04/06/23	\$493.79	\$9,286.40
09/06/23	938027	ENERGY LOCALS	Electricity Consumption - 09/03/23 - 06/06/23	\$1,030.41	\$10,316.81
09/06/23	945473	ENERGY LOCALS	Electricity Consumption - 01/05/23 - 31/05/23	\$1,778.21	\$12,095.02
30/06/23	945090	ENERGY LOCALS	Electricity Consumption - 31/05/23 - 29/06/23	\$601.79	\$12,696.81
30/08/23	964662	ENERGY LOCALS	Electricity Consumption - 05/07/23 - 28/08/23	\$1,113.39	\$13,810.20
30/08/23	964665	ENERGY LOCALS	Electricity Consumption - 01/06/23 - 28/08/23	\$6,191.81	\$20,002.01
04/09/23	966713	ENERGY LOCALS	Electricity Consumption - 06/06/23 - 30/08/23	\$1,305.14	\$21,307.15
28/09/23	974413	ENERGY LOCALS	Electricity Consumption - 29/08/23 - 27/09/23	\$2,277.23	\$23,584.38
29/09/23	974690	ENERGY LOCALS	Electricity Consumption - 29/08/23 - 27/09/23	\$571.78	\$24,156.16
			<b>Total Electricity Consumption</b>	<b>\$24,156.16</b>	

**Fire Services**

01/02/23	894357	NETSTRATA	Fire Compliance - 01/11/22 - 31/01/23	\$466.87	\$466.87
20/03/23	911599	A PLUS FIRE	Install 107 Batteries - 08/03/23	\$301.00	\$767.87
01/05/23	923572	NETSTRATA	Fire Compliance - 01/02/23 - 30/04/2023	\$466.87	\$1,234.74
01/08/23	953825	NETSTRATA	Fire Compliance - 01/05/23 - 31/07/23	\$497.68	\$1,732.42
01/09/23	lot 12		lot 12-Smoke Detector Inspection Certifica	-\$50.00	\$1,682.42
			<b>Total Fire Services</b>	<b>\$1,682.42</b>	

**General Maintenance**

28/02/23	904111	SAFE ROPE ACCESS	Certification - February 2023	\$800.00	\$800.00
27/04/23	925307	RENDOSI CONSTRUCTIONS	B801 Investigate Water Leak - 19/04/23	\$1,200.00	\$2,000.00
27/04/23	925798	RENDOSI CONSTRUCTIONS	B601 Water Ingress In Ceiling - 19/04/23	\$2,820.00	\$4,820.00
27/04/23	925802	RENDOSI CONSTRUCTIONS	B701 Water Ingress In Ceiling - 19/04/23	\$3,520.00	\$8,340.00
02/06/23	936048	RENDOSI CONSTRUCTIONS	W702&703 Invetigate Water Leak - 26/05/23	\$2,520.00	\$10,860.00
02/06/23	936510	RENDOSI CONSTRUCTIONS	Building B Lift Shaft Investigations - 27/05/23	\$800.00	\$11,660.00
29/06/23	AC300623		Reimburse PO 936048	-\$2,520.00	\$9,140.00
11/09/23	968568	PROTECOM	BlkB2 Replace EPROM Chips - 07/09/23	\$385.00	\$9,525.00
			<b>Total General Maintenance</b>	<b>\$9,525.00</b>	

**Hot Water System Maintenance**

21/02/23	902007	RHEEM AUSTRALIA	General Service 3 Gas HD - 20/02/23	\$530.00	\$530.00
			<b>Total Hot Water System Maintenance</b>	<b>\$530.00</b>	

**Land Titles & By-Law Registration**



**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**

01/02/23	894357	NETSTRATA	2 X By-Law Preparation and Lodgement	\$2,240.00	\$2,240.00
23/05/23	931811	ADVOCATUS LAWYERS	Land Titles & By-Law Registration - Change Of By-Laws; Special By-Law 31, 32, 33	\$60.00	\$2,300.00
23/05/23	931811	ADVOCATUS LAWYERS	NSWLRS Fee	\$140.18	\$2,440.18
23/05/23	931811	ADVOCATUS LAWYERS	PEXA Fee	\$42.30	\$2,482.48
<b>Total Land Titles &amp; By-Law Registration</b>				<b>\$2,482.48</b>	

**Legal Fees**

11/04/23	917651	MADISON MARCUS LAW	By-Law Legal Fees - 31/03/23	\$840.00	\$840.00
<b>Total Legal Fees</b>				<b>\$840.00</b>	

**Legislative Compliance**

01/02/23	894357	NETSTRATA	Pre-AGM Survey & Preparation	\$1,545.45	\$1,545.45
24/04/23	921484	DEPARTMENT OF CUSTOMER SERVICE	Strata Hub Administration Fee	\$240.00	\$1,785.45
25/06/23	941808	NETSTRATA	Strata Hub - Initial Registration	\$395.45	\$2,180.90
28/07/23	953149	DEPARTMENT OF CUSTOMER SERVICE	Strata Hub Administration Fee	\$218.18	\$2,399.08
01/08/23	953825	NETSTRATA	Section 258 Compliance - Tenant Update Lot 43	\$40.91	\$2,439.99
01/08/23	953825	NETSTRATA	Strata Hub - 2023 Annual Reporting	\$409.09	\$2,849.08
01/09/23	lot 43		lot 43-Update Tenant Details - Section 258	-\$40.91	\$2,808.17
<b>Total Legislative Compliance</b>				<b>\$2,808.17</b>	

**Lift Phone & Phone Charges**

01/02/23	894357	NETSTRATA	Phone Charges - 01/11/22 - 31/01/23	\$49.05	\$49.05
01/05/23	923572	NETSTRATA	Phone Charges - 1/02/23 - 30/04/23	\$51.12	\$100.17
01/08/23	953825	NETSTRATA	Phone Charges - 01/05/23 - 31/07/23	\$58.54	\$158.71
<b>Total Lift Phone &amp; Phone Charges</b>				<b>\$158.71</b>	

**Locks & Doors**

16/01/23	888955	EXPRESS GLASS 24 HOUR	B803 - Sliding Door Repairs - 30/12/22	\$328.00	\$328.00
27/01/23	896361	EXPRESS GLASS 24 HOUR	B805 - Sliding Door Repairs - 24/01/23	\$328.00	\$656.00
27/04/23	922229	EXPRESS GLASS 24 HOUR	B704 Re-block & Re-rubber 5 Panels - 24/04/23	\$328.00	\$984.00
08/06/23	938114	ONE & ONLY LOCKSMITHS	B2 Rooftop Install Cylinder - 26/05/23	\$250.00	\$1,234.00
<b>Total Locks &amp; Doors</b>				<b>\$1,234.00</b>	

**Management Services**

01/02/23	894357	NETSTRATA	Management Services - 01/02/23 - 30/04/23	\$8,050.83	\$8,050.83
01/05/23	923572	NETSTRATA	Management Services - 01/05/23 - 31/07/23	\$8,050.83	\$16,101.66
01/08/23	953825	NETSTRATA	Management Services - 01/08/23 - 31/10/23	\$8,050.83	\$24,152.49
<b>Total Management Services</b>				<b>\$24,152.49</b>	

**Plumbing - General**

25/07/23	952209	RENDOSI CONSTRUCTIONS	B620 Leak Investigation - 10/07/23	\$480.00	\$480.00
13/10/23	978683	FORRESTER & JOHNSON FM	Common Property Main Line Blockage - 06/10/23	\$1,165.00	\$1,645.00

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**

13/10/23	980389	SEALTECH SOLUTIONS	Balcony Seal Service - 12/10/23	\$7,450.00	\$9,095.00
<b>Total Plumbing - General</b>				<b>\$9,095.00</b>	

**Printing, Postage & Stationery**

01/02/23	894357	NETSTRATA	Printing & Postage - 01/11/22 - 31/01/23*	\$634.17	\$634.17
09/03/23	lot 73		lot 73-Stationery Lot Charge - 09/03/2023	-\$18.18	\$615.99
01/05/23	923572	NETSTRATA	Printing & Postage - 1/02/23 - 30/04/23*	\$1,220.57	\$1,836.56
01/06/23	lot 73		lot 73-Stationery Lot Charge - 01/06/2023	-\$18.18	\$1,818.38
01/08/23	953825	NETSTRATA	Electronic Pages - 01/05/23 - 31/07/23*	\$888.23	\$2,706.61
01/09/23	lot 73		lot 73-Stationery Lot Charge - 01/09/2023	-\$18.18	\$2,688.43
<b>Total Printing, Postage &amp; Stationery</b>				<b>\$2,688.43</b>	

**Strata Administration**

06/01/23	888557	PRIME STRATA SUPPORT	Annual check of 18 Licenses, Insurances and Qualifications - July 2021 - June 2022	\$567.00	\$567.00
01/02/23	894357	NETSTRATA	Large Works Contract Signing and Return Rendosi	\$177.27	\$744.27
01/02/23	894357	NETSTRATA	Meeting - Tenant Meeting	\$118.18	\$862.45
25/06/23	941808	NETSTRATA	2023 Strata Committee Training	\$227.27	\$1,089.72
<b>Total Strata Administration</b>				<b>\$1,089.72</b>	

**Water Consumption**

17/02/23	901312	SYDNEY WATER	Water Consumption - 16/11/22 - 14/02/23	\$4,595.00	\$4,595.00
26/05/23	933327	SYDNEY WATER	Water Consumption - 15/02/23 - 15/05/23	\$4,387.50	\$8,982.50
31/08/23	965016	SYDNEY WATER	Water Consumption - 16/05/23 - 14/08/23	\$5,121.77	\$14,104.27
<b>Total Water Consumption</b>				<b>\$14,104.27</b>	

**Total Administrative Expenses** **\$476,409.82**

**CAPITAL WORKS FUND OTHER INCOME**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Interest On Levy Arrears</b>					
23/01/23	lot 75		lot 75-BPay Payment: DEFT Bpay 0000019520	\$4.27	\$4.27
02/02/23	lot 10		lot 10-BPay Payment: DEFT Bpay 0000019456	\$5.32	\$9.59
22/03/23	lot 9		lot 9-BPay Payment: DEFT Bpay 0000019455	\$4.67	\$14.26
17/04/23	lot 71		lot 71-DEFT I/CCd: DEFT I/Tfr 0000019516	\$16.52	\$30.78
01/06/23	lot 58		lot 58-DEFT I/CCd: DEFT I/Tfr 0000019503	\$4.34	\$35.12
15/06/23	lot 73		lot 73-BPay Payment: DEFT Bpay 0000019518	\$8.29	\$43.41
12/07/23	lot 71		lot 71-DEFT I/CCd: DEFT I/Tfr 0000019516	\$5.09	\$48.50
16/08/23	lot 9		lot 9-BPay Payment: DEFT Bpay 0000019455	\$14.03	\$62.53
01/09/23	lot 58		lot 58-DEFT I/CCd: DEFT I/Tfr 0000019503	\$2.64	\$65.17
23/10/23	lot 71		lot 71-DEFT I/CCd: DEFT I/Tfr 0000019516	\$6.46	\$71.63
<b>Total Interest On Levy Arrears</b>				<b>\$71.63</b>	
<b>Total Capital Works Other Income</b>				<b>\$71.63</b>	

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**


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**INVESTMENT FUND OTHER INCOME**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Interest On Bank Deposits</b>					
26/09/23			Interest Paid	\$530.14	\$530.14
			<b>Total Interest On Bank Deposits</b>	<b>\$530.14</b>	
			<b>Total Investment Other Income</b>	<b>\$530.14</b>	

**SPECIAL LEVY - ELECTRICITY CONSUMPTION FUND EXPENSES**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Electricity Consumption</b>					
28/07/23	AC300723		Reimburse from SP 82782B	-\$155,727.19	-\$155,727.19
			<b>Total Electricity Consumption</b>	<b>-\$155,727.19</b>	
			<b>Total Special Levy - Electricity Consumption Expenses</b>	<b>-\$155,727.19</b>	



## POLICY SCHEDULE

### Renewal

DP 1173184 & Others  
C/- Strata Insurance Services Pty Ltd  
296 Railway Parade  
CARLTON NSW 2218

**Date:** 14.12.22  
**Reference No.** SUU NSW D1385 0175952/002

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**Insured:** : DP1173184 & Others  
**Type of Insurance:** : Residential Strata Insurance  
**Policy Number:** : 06S0895582  
**Period Of Insurance:** : From 4.00pm 30th November 2022  
To 4.00pm 30th November 2023

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Insured : Strata Plan 82782 & Strata Plan 82998, Strata Plan 86728,  
Lot 300 in DP1173184 & The Building Management Committee  
for their Respective Rights and Interests

Situation : 222 Botany Road & 222 Wyndham Street  
Alexandria NSW 2015

Section 1 :	Building including common contents	\$ 87,637,700
	Loss of Rent/Temporary Accommodation (15%)	\$ 13,145,655
	Catastrophe or Emergency (15%)	\$ 13,145,655
	Additional Loss of Rent	\$ Not Insured
	Additional Catastrophe	\$ Not Insured
	Floating Floors	\$ Not Insured
Section 2 :	Glass	\$ Included
Section 3 :	Theft	\$ Included
Section 4 :	Liability	\$ 20,000,000
Section 5 :	Fidelity Guarantee	\$ 100,000
Section 6 :	Office Bearers Liability	\$ 1,000,000
Section 7 :	Voluntary Workers (Weekly/ Capital Benefit)	\$2000/200,000
Section 8 :	Government Audit Costs	\$ 25,000
Section 9 :	Legal Expenses	\$ 50,000
Section 10:	Workplace, Health & Safety Breaches	\$ 100,000
Section 11:	Machinery Breakdown	\$ 100,000
Section 12:	Lot Owners Improvements (Per Lot)	\$ 250,000
Section 13:	Workers Compensation	Not Insured

Excesses :

Section 1	\$ 50,000	bursting, leaking, discharging or overflowing of pipes and/or apparatus and any resultant damage
Section 1	\$ 10,000	each malicious damage, vandalism & graffiti claim for each vacant lot



## POLICY SCHEDULE

DP 1173184 & Others

(SUU NSW D1385 0175952/002)

Section 1	\$ 1,000	all other claims + as per policy wording
Section 2	\$ 10,000	each claim for each vacant lot
Section 2	\$ 1,000	all other claims
Section 3	\$ 10,000	each claim for each vacant lot
Section 3	\$ 1,000	all other claims
Section 11	\$ 1,000	all claims

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

### Special Terms/ Conditions:

#### 1. Machinery Breakdown

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Machinery Breakdown cover includes all electrical and mechanical plant and equipment at the situation but excludes:

1. centrifugal chillers
2. lifts not having in force at all times a full maintenance agreement including parts and labour.

#### 2. Stratum Complex

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Sections 4,5,6,7,8,9 & 10 - cover applies to insured parties jointly and not severally. Cover under Section 4 is provided in respect to "common areas" only.

Section 6 - Office Bearers - Extension of cover 3 "CROSS LIABILITY" is deleted.

General Condition "CROSS LIABILITY" on page 44 of this policy is deleted

Stratum Lot Owner/s Lot 300 in DP 1173184

No cover is provided under this policy for Sections 10 & 12 to the above named party.



# Fire Safety Statement



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

## **Please note:**

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

## **Section 1: Type of statement**

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

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

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

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

**222 BOTANY RD ALEXANDRIA NSW 2015, 222 WYNDHAM STREET ALEXANDRIA NSW 2015, 68A McEVOY STREET ALEXANDRIA NSW 2015**

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

SP82782B, SP82782,  
SP82998 & SP86728

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

Residential & Commercial

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

Full Name (Given Name/s and Family Name) \*

The Owners Corporation of SP82782, SP82998 & SP86728

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

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

C/- Netstrata PO BOX 265 Hurstville BC 1481

## **Section 4: Fire safety measures**

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Access Panels, Doors & Hoppers	BCA Clause C3.13 AS1530.4 – 2005	03.08.22	F018351A
Alarm Signalling Equipment	AS1670.3 – 2004	03.08.22	F018351A
Automatic Fail-Safe Devices (Manual operation of shutter and sliding doors located in paths of travel & at exits serving the ground retail and basement liquor stores)	BCA Clause D2.21 & Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009.	03.08.22	F018351A
Automatic Fire Detection & Alarm System (Throughout all Class 2 Common areas & Class 6 parts except the ground floor supermarket tenancy) (Thermal detectors within SOU's B1.101 to B107 on the mezzanine floor along Botany Road)	BCA Specification E2.2a & AS1670.1-2004 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Safety Engineering Report No. 2011121 MWR. R003 Version C, prepared by Fire Engineering Design Pty Ltd d/- March 2012	03.08.22	F018351A

222 BOTANY RD ALEXANDRIA NSW 2015, 222 WYNDHAM STREET ALEXANDRIA NSW 2015, 68A McEVOY STREET ALEXANDRIA NSW 2015



# Fire Safety Statement

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



Automatic Fire Suppression Systems- Fast Response Heads (Basement carpark levels, loading dock & ground floor supermarket tenancy)	BCA Spec E1.5 & AS 2118.1-2017	03.08.22	F018351A
Building Occupant Warning System activated by the Sprinkler System (Sound pressure readings to SOU's B1.101 to B1.07 on the mezzanine floor along Botany Road to achieve between 85 and 105dBA)	BCA Spec E1.5 Clause 8 and/or Clause 3.22 of AS1670.1-2018	03.08.22	F018351A
Emergency lighting (Including covered breezeway areas at discharge of fire isolated stairways)	BCA Clause E4.4 & AS2293.1-2005 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.	03.08.22	F018351A
Exit signs (Including covered breezeway areas at discharge of fire isolated stairways)	BCA Clauses E4.5, E4.6, & E4.8 and AS2293.1 – 2005 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.	03.08.22	F018351A
Fire Control Centre (Located on ground floor lift lobby of Building M. Sub-fire indicator panels are provided in each of the remaining ground floor lift lobbies for Buildings W, B(X2) & R).	BCA Spec E1.8 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.	03.08.22	F018351A
Fire Dampers	BCA Clause C3.15, AS1668.1-1998 & AS1682.1& 2-1990	03.08.22	F018351A
Fire Doors	BCA Clause C3.2, C3.4, C3.5, C3.6 & C3.7, C3.8, C3.11 and AS1905.1 – 2005	03.08.22	F018351A
Fire Hose Reels	BCA Clause E1.4 & AS2441 – 2005 and Fire Engineering Addendum No.6 prepared by RAW Fire Safety Engineering Pty Ltd (Revision A), dated 08 December 2009.	03.08.22	F018351A
Fire Hydrant Systems (Location of fire/ sprinkler booster assembly) (Reduced radiant heat protection to fire and sprinkler booster and location of fire hydrants at mid landings) (Hydrant coverage shortfalls to Levels 2 to 7 in Building M including additional hose lengths located in fire stairs)	BCA Clause E1.3 & AS2419.1 – 2005 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009 & Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009. Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009.	03.08.22	F018351A
Fire Seals	BCA Clause C3.15, AS1530.4 – 2014 & AS4072.1 – 2005	03.08.22	F018351A
Fire Resistance Levels (120/120/120 FRL to the structural members, floor & fire rated walls of the Class 6 supermarket tenancy at ground and basement level) External walls and Spandrels to	BCA Specification C1.1 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Safety Engineering Report No 2011121 MWR. R003 Version C & prepared by Fire Engineering Design Pty Ltd dated March 2012	03.08.22	F018351A



# Fire Safety Statement

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



<i>the 7 SOU's on the Botany Road mezzanine level.</i>			
Lightweight Fire Resisting Construction	BCA Clause C1.8 & AS1530.3 – 2014	03.08.22	F018351A
Mechanical Air Handling Systems (manual override to the Class 7a carpark levels)	BCA Clause E2.2, AS/NZS1668.1-1998 & AS1668.2 – 1991	27.09.22	F053100A
Paths of Travel & Travel Distances (Extended travel distances between alternative exits at basement Level 2 & residential corridor at Building M & Wand Discharge of fire isolated exits 1 & 6) (Loading dock egress stair tread and riser dimensions) Extended Travel distances from the Botany Road Mezzanine apartments	BCA Section D & EP & A Regulation Clause 186	03.08.22	F018351A
Portable Fire Extinguishers	BCA Clause E1.6 & AS2444 – 2001	03.08.22	F018351A
Signage <ul style="list-style-type: none"> <li>- Breezeway</li> <li>- Level 1 Building R Lobby</li> <li>- Basement &amp; Ground Floor retail/liquor stores</li> <li>- Fire Hydrants in Fire stair No.7 Building M</li> <li>- Building M Level 1 Lobby</li> <li>- Basement Level Lobbies</li> </ul>	<p>Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009</p> <p>Fire Engineering Addendum No. 1 prepared by RAW Fire (Revision C) dated 25 August 2009</p> <p>Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009</p> <p>Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009 &amp; Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009</p> <p>Fire Engineering Addendum No.5 prepared by RAW Fire (Revision B) dated 18 November 2009</p> <p>Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009</p>	03.08.22	F018351A
Self-closing Fire Hoppers	BCA Clause C3.13 & AS1530.4-2005	03.08.22	F018351A
Smoke Alarms	BCA Spec. E2.2a & AS3786 – 2014	03.08.22	F018351A
Smoke Dampers	AS/NZS1668.1 – 1998	03.08.22	F018351A
Smoke Doors (Corridors and lift lobbies)	BCA Spec. C3.4 and Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009	03.08.22	F018351A
Smoke Lobbies (To entrance of lift shafts at basement carpark)	<p>Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009</p> <p>Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009.</p>	03.08.22	F018351A
Smoke Seals capable of resisting smoke at 200°C for 30 minutes	Fire Engineering Report prepared by RAW (Revision 07) dated 2 March 2009	03.08.22	F018351A



# Fire Safety Statement

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



(Class 2 apartment doors to buildings M & W where corridor length is 50m)			
Wall-wetting Sprinkler (external and internal)	BCA Clause C3.4 & AS2118.2 – 1995	03.08.22	F018351A
Warning and Operational Signs (Including signage to the open breezeway of stair ways 1 & 6)	Section 183 of the EP & A Regulations 2000, AS1905.1 – 1997, BCA Clause C3.6, D2.23, E3.3 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009	03.08.22	F018351A
Monitor of adjoining hotel located at 220 Botany Road for any new external openings	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009	03.08.22	F018351A
<p>Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.</p> <p>Including Alternative Solutions for the following:</p> <ul style="list-style-type: none"> <li>- Excessive distance between alternative exits in the Basement Levels 1 &amp; 2 &amp; in the residential levels of Building M &amp; W.</li> <li>- Location of fire hydrant and sprinkler boosters not within sight of main entry</li> <li>- Effective height provisions treating each block in isolation.</li> <li>- Reduced fire resistance levels to the retail levels.</li> <li>- Protection of openings in the external walls of Levels 2 &amp; 7 in Building B.</li> </ul> <p>Discharge of fire stair No.1 &amp; 6 into a covered breezeway which is not open for 1/3 of its perimeter.</p>	BCA Performance Requirements CP1, CP2, DP4, DP5, EP1.3, EP1.4, EP1.6, EP2.2 & EP4.3	03.08.22	F018351A
<p>Fire Engineering Addendum No. 1 prepared by RAW Fire (Revision C) dated 25 August 2009.</p> <p>Including Alternative Solutions for the following:</p> <ul style="list-style-type: none"> <li>- Rationalisation of vertical separation to the Building R Ground &amp; Level 1 &amp; Building M Level 2, and</li> </ul> <p>Loading dock egress stair tread and riser dimensions</p>	BCA Performance Requirements CP2, DP2, DP4 & DP6	03.08.22	F018351A
<p>Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009.</p> <p>Including Alternative Solutions for the following:</p> <p>Manual operation of shutters and sliding doors located in paths of</p>	BCA Performance Requirements CP2 & DP4	03.08.22	F018351A



# Fire Safety Statement

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



travel & at exits serving the ground retail and basement liquor stores.			
<p>Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009</p> <p>Including Alternative Solutions for the following:</p> <p>Reduced radiant heat protection to fire and sprinkler booster and location of fire hydrants at mid landings.</p>	BCA Performance Requirements EP1.3	03.08.22	F018351A
<p>Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009</p> <p>Including Alternative Solutions for the following:</p> <p>Hydrant coverage shortfalls to Levels 2 to 7 in Building M</p>	BCA Performance Requirements EP1.3	03.08.22	F018351A
<p>Fire Engineering Addendum No.5 prepared by RAW Fire (Revision B) dated 18 November 2009.</p> <p>Including Alternative Solutions for the following:</p> <p>Rationalisation of vertical separation to the Building M lift lobby areas between Ground and First Floor only.</p>	BCA Performance Requirements CP2	03.08.22	F018351A
<p>Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009.</p> <p>Including Alternative Solutions for the following:</p> <ul style="list-style-type: none"> <li>- Fire Hose Reel shortfalls to the basement level lobbies</li> </ul> <p>Directional swing of smoke doors to the basement level lobbies</p>	BCA Performance Requirements EP1.1 & DP2	03.08.22	F018351A
<p>Fire Safety Engineering Report No. 2011121 MWR.R002 Version B, prepared by Fire Engineering Design Pty Ltd dated July 2011.</p> <p>Including Alternative Solutions for the following:</p> <ul style="list-style-type: none"> <li>- Extended travel distances from the Botany Road Mezzanine apartments</li> </ul> <p>Spandrel separation between ground floor retail and Units B1.02 and B1.07</p>	BCA Performance requirements DP4 and CP2	03.08.22	F018351A

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



# Fire Safety Statement



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

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

Part of the building inspected	Date(s) inspected	APFS *
Whole Building	03.08.22	F018351A

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

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

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
Adrian Cencigh	A Plus Fire - Shop 3 10-14 Stanmore Rd Enmore, NSW 2042	028054 9555	F018351A	
Ken Loughrey	Airteq 4 Yimbala St Rydalmere NSW 2116	0417 041350	F053100A	

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

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

Full name (Given Name/s and Family Name)

Katelyn Danielson

Organisation (if applicable)

Netstrata

Title/Position (if applicable)

Fire safety coordinator

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

C/- Netstrata PO BOX 265 Hurstville BC 1481

Phone

8567 6456

Email

Katelyn.danielson@netstrata.com.au

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

## Section 8: Annual fire safety statement declaration

I, Katelyn Danielson on behalf of SP82782, SP82998 & SP86728 (insert full name) being the: ☐ owner ☒ owner's agent declare that:

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

Owner/Agent Signature

Date issued

14/10/2022

## Section 9: Supplementary fire safety statement declaration

I, Click here

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

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

Owner/Agent Signature

Date issued

# Fire Safety Statement

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



## Note:

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



# Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



## **Please note:**

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

## **General**

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in the Dictionary in the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements need to be emailed to Fire and Rescue NSW at [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au). For further information about this process, please visit the 'Error! Hyperlink reference not valid.' page at [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au).
- As soon as practicable after issuing the fire safety statement, the building owner must ensure a copy (together with a copy of the current fire safety schedule) is displayed in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety in buildings' page of the Department's website at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au).

## **Section 1: Type of statement**

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under Part 12 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under Part 12 of the Regulation and relates to each critical fire safety measure that applies to the building.

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

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

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

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

## **Section 4: Fire safety measures**

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- The statutory fire safety measures are listed in section 79 of the Regulation.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in the Dictionary in the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.



# Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

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

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire safety notices, fire exits, fire exit doors and the paths of travel to fire exits in the building or part of the building and found there has been no breach of Part 15 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information relating to the accreditation of practitioners is provided at section 6.

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

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name, address and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to indicate their assessment of the fire safety measure/s and the relevant standard of performance. In addition, where the relevant practitioner that inspected the matters in section 5 did not sign the fire safety statement, they would need to address section 5 in a separately signed document.
- A building owner must select an APFS from a register of practitioners accredited under an approved industry accreditation scheme. The accreditation number of each relevant APFS must be listed on the form.
- If the building owner has determined the competence of a person to act as a APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

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

- The purpose of this section of the form is to detail the name, address and contact details of the person who is making the required declaration i.e., the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person makes the required declaration on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person making the required declaration as a representative of the organisation must have the appropriate authority to do so.
- Where a person makes the required declaration on behalf of the owner(s) (as the owner's agent), this person must have the appropriate authority from the building owner(s) to undertake this function.
- In the case of a building with multiple owners, one owner may make the required declaration, however each of the other owners must authorise that owner to act as their agent.
- The person making the required declaration must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the



purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation.

## Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is making the required declaration for the annual fire safety statement in accordance with section 88 of the Regulation and is the same person as detailed in section 7. The person making this required declaration must identify if they are the owner or the owner's agent.
- **In making the required declaration, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form.**
- The person who makes the required declaration by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

## Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is making the required declaration for the supplementary fire safety statement in accordance with section 90 of the Regulation and is the same person as detailed in section 7. The person making this required declaration must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

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## Section 5: Fire Safety Measures

1. All essential fire safety measures for the building must be listed for a final fire safety certificate
2. All essential fire safety measures for the relevant part of the building must be listed for an interim fire safety certificate

Fire Safety Measure	Status*	Date**	Minimum Standard of Performance
<b>Access Panels, Doors &amp; Hoppers</b>	E	14/10/21	BCA Clause C3.13 AS 1530.4 – 2005
<b>Alarm Signalling Equipment</b>	E	14/10/21	AS 1670.3 – 2004
<b>Automatic Fail Safe Devices</b> <i>(Manual operation of shutters and sliding doors located in paths of travel &amp; at exits serving the ground retail and basement liquor stores)</i>	E	14/10/21	BCA Clause D2.21 & Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009.
<b>Automatic Fire Detection &amp; Alarm System</b> <i>(Throughout all Class 2 Common areas &amp; Class 6 parts except the ground floor supermarket tenancy) (Thermal detectors within Sou's B1.101 to B1.07 on the mezzanine floor along Botany Road)</i>	E	14/10/21	BCA Spec. E2.2a & AS 1670.1 – 2004 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Safety Engineering Report No. 2011121 MWR.R002 Version B, prepared by Fire Engineering Design Pty Ltd dated July 2011.
<b>Automatic Fire Suppression Systems – Fast Response Heads</b> <i>(Basement carpark levels, loading dock &amp; ground floor supermarket tenancy)</i>	E	14/10/21	BCA Spec. E1.5 & AS 2118.1-1999 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
	M	02/07/21	BCA Spec. E1.5 & AS 2118.1-2017
<b>Building Occupant Warning System activated by the Sprinkler System</b> <i>(Sound pressure readings to Sou's B1.101 to B1.07 on the mezzanine floor along Botany Road to achieve between 85 and 105 dBA)</i>	E	14/10/21	BCA Spec E1.5 Clause 8 and/ or Clause 3.22 of AS 1670.1 – 2004 Fire Safety Engineering Report No. 2011121 MWR.R002 Version B, prepared by Fire Engineering Design Pty Ltd dated July 2011.
	M	02/07/21	BCA Spec E1.5 Clause 8 and/ or Clause 3.22 of AS 1670.1 – 2018
<b>Emergency Lighting</b> <i>(Including covered breezeway areas at discharge of fire isolated stairways)</i>	E	14/10/21	BCA Clause E4.4 & AS 2293.1 - 2005 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Exit Signs</b> <i>(Including covered breezeway areas at discharge of fire isolated stairways)</i>	E	14/10/21	BCA Clauses E4.5, E4.6 & E4.8 and AS 2293.1 – 2005 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Fire Control Centre</b> <i>(Located on ground floor lift lobby of Building M. Sub-fire indicator panels are provided in each of the remaining ground floor lift lobbies for Buildings W, B (x2) &amp; R).</i>	E	14/10/21	BCA Spec E1.8 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Fire Dampers</b>	E	14/10/21	BCA Clause C3.15, AS 1668.1 - 1998 & AS 1682.1 & 2 - 1990
<b>Fire Doors</b>	E	14/10/21	BCA Clause C3.2, C3.4, C3.5, C3.6 & C3.7, C3.8, C3.11 and AS 1905.1 – 2005
<b>Fire Hose Reels</b>	E	14/10/21	BCA Clause E1.4 & AS 2441 – 2005 and Fire Engineering Addendum No.6 prepared by RAW Fire Safety Engineering Pty Ltd (Revision A), dated 08 December 2009.
<b>Fire Hydrant Systems</b> <i>(location of fire/sprinkler booster assembly)</i>	E	14/10/21	Clause E1.3 & AS 2419.1 – 2005 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009, &



Fire Safety Measure	Status*	Date**	Minimum Standard of Performance
<i>(Reduced radiant heat protection to fire and sprinkler booster and location of fire hydrants at mid landings) &amp; (Hydrant coverage shortfalls to Levels 2 to 7 in Building M including additional hose lengths located in fire stairs)</i>			Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009. Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009.
<b>Fire Seals</b>	E	14/10/21	BCA Clause C3.15, AS 1530.4 & AS 4072.1 – 2005
	M	02/07/21	BCA Clause C3.15, AS 1530.4 – 2014 & AS 4072.1 – 2005
<b>Fire Resistance Levels</b> <i>(120/120/120 FRL to the structural members, floor &amp; fire rated walls of the Class 6 supermarket tenancy at ground and basement level). External walls to the 7 sou's on the Botany Rod mezzanine level.</i>	E	14/10/21	BCA Specification C1.1 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Safety Engineering Report No. 2011121 MWR.R003 Version C, prepared by Fire Engineering Design Pty Ltd dated March 2012.
<b>Lightweight Fire resisting Construction</b>	E	14/10/21	BCA Clause C1.8 & AS 1530.4 – 1975
	M	06/08/21	BCA Clause C1.8 & AS 1530.4 – 2014
<b>Mechanical Air Handling Systems</b> <i>(manual override to the Class 7a carpark levels)</i>	E	14/10/21	BCA Clause E2.2, AS/NZS 1668.1 - 1998 & AS 1668.2 – 1991
<b>Paths of Travel &amp; Travel Distances</b> <ul style="list-style-type: none"> <li>▪ <i>(Extended travel distances between alternative exits at basement Level 2 &amp; residential corridor at Building M &amp; W and Discharge of fire isolated exits 1 &amp; 6).</i></li> <li>▪ <i>(Loading dock egress stair tread and riser dimensions)</i></li> <li>▪ <i>Extended travel distances from the Botany Road Mezzanine apartments</i></li> </ul>	E	14/10/21	BCA Section D & EP & A Regulation Clause 186 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Engineering Addendum No.1 prepared by RAW Fire (Revision C) dated 25 August 2009. Fire Safety Engineering Report No. 2011121 MWR.R003 Version C, prepared by Fire Engineering Design Pty Ltd dated March 2012.
	M	06/08/21	BCA Section D & EP & A Regulation Clause 186
<b>Portable Fire Extinguishers</b>	E & M	06/08/21	BCA Clause E1.6 & AS 2444 – 2001
<b>Signage</b> <ul style="list-style-type: none"> <li>▪ Breezeway,</li> <li>▪ Level 1 Building R Lobby,</li> <li>▪ Basement &amp; Ground Floor retail/liquor stores</li> <li>▪ Fire Hydrants in Fire stair No.7 Building M</li> <li>▪ Building M Level 1 Lobby</li> <li>▪ Basement Level Lobbies</li> </ul>	E	14/10/21	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009 Fire Engineering Addendum No.1 prepared by RAW Fire (Revision C) dated 25 August 2009. Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009. Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009 & Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009. Fire Engineering Addendum No.5 prepared by RAW Fire (Revision B) dated 18 November 2009. Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009
<b>Self-Closing Fire Hoppers</b>	E	14/10/21	BCA Clause C3.13 & AS 1530.4 – 2005
<b>Smoke Alarms</b>	N	28/06/21	BCA Spec. E2.2a & AS 3786:2014
<b>Smoke Dampers</b>	E	14/10/21	AS/NZS 1668.1 – 1998
<b>Smoke Doors</b> <i>(corridors and lift lobbies)</i>	E	14/10/21	BCA Spec. C3.4 and Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009

Fire Safety Measure	Status*	Date**	Minimum Standard of Performance
<b>Smoke Lobbies</b> (To entrance of lift shafts at basement carpark)	E	14/10/21	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009 and Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009
<b>Smoke Seals capable of resisting smoke at 200°C for 30 minutes.</b> (Class 2 apartment doors to buildings M & W where corridor length is 50m).	E	14/10/21	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Wall-Wetting Sprinklers (external and internal)</b>	E	14/10/21	BCA Clause C3.4 & AS 2118.2 - 1995
<b>Warning &amp; Operational signs</b> (Including signage to the open breezeway at discharge of stairways 1 & 6)	E	14/10/21	Section 183 of the EP & A Regulations 2000, AS 1905.1 - 1997, BCA Clause C3.6, D2.23, E3.3 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Monitor of adjoining hotel located at 220 Botany Rd for any new external openings</b>	E	14/10/21	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>▪ Excessive distance Between Alternative exits in the Basement Levels 1 &amp; 2 &amp; in the residential levels of Building M &amp; W,</li> <li>▪ Location of fire hydrant and sprinkler boosters not within sight of main entry,</li> <li>▪ Effective height provisions treating each block in isolation,</li> <li>▪ Reduced fire resistance levels to the retail levels,</li> <li>▪ Protection of openings in the external walls of Levels 2 &amp; 7 in Building B, &amp;</li> <li>▪ Discharge of fire stair No.1 &amp; 6 into a covered breezeway which is not open for 1/3 of its perimeter.</li> </ul>	E	14/10/21	BCA Performance Requirements CP1, CP2, DP4, DP5, EP1.3, EP1.4, EP1.6, EP2.2 & EP4.3
<b>Fire Engineering Addendum No.1 prepared by RAW Fire (Revision C) dated 25 August 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>▪ Rationalisation of vertical separation to the Building R Ground &amp; Level 1 &amp; Building M Level 2, and</li> <li>▪ Loading dock egress stair tread and riser dimensions</li> </ul>	E	14/10/21	BCA Performance Requirements CP2, DP2, DP4 & DP6
<b>Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>▪ Manual operation of shutters and sliding doors located in paths of travel &amp; at exits serving the ground retail and basement liquor stores.</li> </ul>	E	14/10/21	BCA Performance Requirements DP2 & DP4
<b>Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009.</b> Including Alternative Solutions for the following:	E	14/10/21	BCA Performance Requirement EP1.3

Fire Safety Measure	Status*	Date**	Minimum Standard of Performance
<ul style="list-style-type: none"> <li>Reduced radiant heat protection to fire and sprinkler booster and location of fire hydrants at mid landings.</li> </ul>			
<b>Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Hydrant coverage shortfalls to Levels 2 to 7 in Building M</li> </ul>	E	14/10/21	BCA Performance Requirement EP1.3
<b>Fire Engineering Addendum No.5 prepared by RAW Fire (Revision B) dated 18 November 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Rationalisation of vertical separation to the Building M lift lobby areas between Ground and First Floor only.</li> </ul>	E	14/10/21	BCA Performance Requirement CP2
<b>Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Fire Hose Reel shortfalls to the basement level lobbies, and</li> <li>Directional swing of smoke doors to the basement level lobbies.</li> </ul>	E	14/10/21	BCA Performance Requirements EP1.1 & DP2
<b>Fire Safety Engineering Report No. 2011121 MWR.R002 Version B, prepared by Fire Engineering Design Pty Ltd, dated July 2011.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Extended travel distances from the Botany Road Mezzanine apartments</li> <li>Spandrel separation between ground floor retail and Units B1.02 and B1.07</li> </ul>	E	14/10/21	BCA Performance Requirements DP4 and CP2





## Contact Details

Tel: 1300 638 787  
 Fax: 1300 644 402  
 Email: [admin@netstrata.com.au](mailto:admin@netstrata.com.au)  
 Web: [www.netstrata.com.au](http://www.netstrata.com.au)

Thursday 7 February 2019

All Correspondence:  
 P.O. Box 265  
 HURSTVILLE BC NSW 1481

To All Owners, Strata Plan 82998  
 222 BOTANY ROAD  
 ALEXANDRIA NSW 2015

## Head Office

298 Railway Parade  
 CARLTON NSW 2218

## Wollongong Office

Level 4, 63 Market Street  
 WOLLONGONG NSW 2520

Dear Owners,

### **RE: MINUTES OF ANNUAL GENERAL MEETING at 222 BOTANY ROAD, ALEXANDRIA NSW 2015**

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1<sup>st</sup> quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

#### **1. Child Window Lock Safety Devices & Annual Fire Inspection**

In December 2013 the NSW Parliament passed the Strata Schemes Management Amendment (Child Window Safety Devices) Act. The Bill was introduced to parliament in response to an alarming increase in the number of children seriously injured or killed after falling from windows in residential strata schemes. The legislation requires that locking or restricting devices be fitted to windows that are less than 1.7M in height, with a fall of greater than 2M. The deadline for compliance March 2018 and best practice suggests that all affected windows be inspected regularly to ensure ongoing compliance once the deadline passes.

For the convenience of all residents as well as to reduce administrative costs, it has been proposed to combine the Window Lock inspection with the Annual Fire Safety inspection that is required to be completed under the Environmental, Planning and Assessment Act.

For more information regarding the window lock legislation or fire safety, see the information pages at [www.netstrata.com.au](http://www.netstrata.com.au) or search the NSW Fair Trading website.

#### **2. Your Owner Portal**

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at [www.netstrata.com.au](http://www.netstrata.com.au). From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for your scheme
- R.P. Data Sales and Area Profile reports
- Other important records for your scheme
- Update your personal information

Forgotten your user name and password? Don't worry go to the login in page at the portal for assistance.

As always we hope this information proves helpful. Should you have any questions or require further information regarding these or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,  
 NETSTRATA

Christine Ashfield-Howell | Direct Line: 02 8567 6420 | Email: [christine.ashfield-howell@netstrata.com.au](mailto:christine.ashfield-howell@netstrata.com.au)  
**Senior Strata Manager**



## Securing your Strata or Community Title Property

One of the attractions of living or working in a strata or community scheme is the additional security that can be provided to a building such as security intercoms, secured garage areas and the sense of 'community watch' within a development.

Regrettably however residents often don't become security conscious until after they have been robbed and no matter how many security devices may be fitted to the common areas of your building, the harsh reality is that a security building is only secure as the people that reside in it. Surveys have shown that over 90% of occupants living in a multi-dwelling property have 'buzzed' strangers into their building.

A main entry security door or shutter at the entry to a garage area provides both a visual and physical deterrent; however these areas are often secluded and are a common target for many would be thieves. Aside from this very few residents ever stop to check that a security garage door has closed after they've entered or exited the building and it's fairly easy for a thief to simply wander into the building whilst the door is opening or closing.

Thankfully legislators recognise the importance for owners of strata and community properties to be able to further secure their own premises. Pursuant to the by-laws, all owners of residential, commercial, retail and industrial strata and community schemes are at liberty to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual premises. If such devices are not already in place at your property, we highly recommend they be installed. However it should be understood that any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to offer advice on such regulations. Further, any additional security screens (not shutters) fitted to windows or doors must comply with any design and colour scheme that is already established at the property. If you are not certain of these protocols, simply contact your strata manager.

There are a variety of security strategies that you can initiate to further secure your property and it's not always necessary to spend a lot of money on home security. There are things you can do that cost nothing. Care, vigilance and common sense are free.

The following are 10 simple and cost effective ways that you can further secure your property.

Remember, thieves aren't brain surgeons on a day off; they are opportunists who will exploit easy targets. Making your building harder to break into than the one next door will go a long way to preventing a security breach at your property.

### 1. Make sure your locks work...

Ensure that the locks you do have installed on windows, front doors, balcony doors and garage doors are functioning properly and ensure all your doors and windows, including common property entries and exits are closed and locked whenever you enter or leave the property.

### 2. Get to know your neighbours...

Make an effort to get to know the other residents within your scheme. Conduct brainstorming sessions or make suggestions for security improvements for your building so they can be considered by all owners.

### 3. Don't leave notes...

On doors for couriers or friends advising that you're out or that you'll be back in ten minutes.

### 4. Dispose of rubbish properly...

Cut up boxes that contained expensive electrical equipment and dispose of them properly. Leaving large boxes on the nature strips for a council pick-up simply advertises the new appliances in your property. And ensure you tear up old bank statements or financial documents before placing them in the rubbish; Bank statements that are stolen from rubbish or recycling bins is a leading cause of identity theft!

### 5. Natural ladders are a risk...

Don't leave ladders, wheelie bins or pot plants in areas that can be used by thieves to scale the building.

### 6. Mark your property...

Mark or label all your electrical appliances by using an engraver or ultra-violet pen so they cannot be readily sold by thieves and keep a record of their serial numbers separately so they may be provided to police in the event the worst happens.

### 7. Lock your vehicle...

Always lock your vehicle and don't leave valuables like phones, GPS units, sunglasses or iPods visible.

### 8. Secure items in your garage...

Secure items such as bikes, tools and other valuables by chaining or locking them within your garage.

### 9. Make sure your valuables aren't visible...

Don't leave iPods, laptops, wallets and keys near doors and windows where they can be seen by thieves.

### 10. Program Emergency phone numbers...

Program the local Police Station's phone number in the speed dial of home and mobile phones so it's readily available in the event of an emergency.

This advice has been prepared with the assistance of security experts and the NSW police. For more information see the information pages at our website.

# Minutes of Annual General Meeting

<b>Strata Plan:</b>	82998 - BOTANY ROAD 222, ALEXANDRIA 222 - BUILDING B & R
<b>Meeting date:</b>	Wednesday, 06 February 2019
<b>Commenced:</b>	05:45 PM
<b>Apologies:</b>	Nil
<b>Pre Meeting Voting:</b>	Nil
<b>Present:</b>	Lot 1, Lot 3, Lot 12, Lot 13, Lot 24, Lot 26, Lot 32, Lot 33, Lot 41, Lot 42, Lot 45, Lot 48, Lot 51, Lot 70, Lot 71, Lot 74, Lot 77, Lot 80
<b>Proxies:</b>	Appointing the Chairperson Lot 10, Appointing Lauren Cuda of B310 Botany Road Alexandria Lot 15, Appointing the Chairperson Lot 19, Appointing the Chairperson Lot 34, Appointing the Chairperson Lot 44, Appointing the Chairperson Lot 56
<b>Corporate Authorisation:</b>	Nil
<b>In attendance:</b>	Christine Ashfield-Howell of Network Strata Services T/A Netstrata, Robert Kent of Lot 21
<b>Quorum:</b>	24 of 69 lot owners were present, a quorum was formed.
<b>Chairperson:</b>	Christine Ashfield-Howell

## **Motion 1. Confirmation of Previous Minutes**

**RESOLVED** that the minutes of the last general meeting be confirmed.  
**Vote:** All in favour

## **Motion 2. The Financial Statements**

**RESOLVED** that the Financial Statements as presented be adopted.  
**Vote:** All in favour

## **Motion 3. Appointment of an Auditor**

**RESOLVED** that the appointment of an auditor be confirmed for the coming year.  
**Vote:** All in favour

## **Motion 4. Annual Fire Safety Statement**

**RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

It was further resolved that the current fire safety contractor, MPK Fire Services was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.  
**Vote:** All in favour

## **Motion 5. Building Defects and Rectification**

**RESOLVED** that the Owners Corporation confirm no defects at this time.  
**Vote:** All in favour

**Motion 6.  
The Strata  
Insurances**

**RESOLVED** that the Owners Corporation's insurances as presented be confirmed.  
**Vote:** All in favour

**Motion 7.  
Aluminium Cladding  
Inspection**

**RESOLVED** the Owners Corporation will not engage the services of a suitably qualified expert to provide a report on the compliance or otherwise of cladding materials installed at the strata scheme as the owners present confirmed that there is no cladding present onsite.  
**Vote:** All in favour

**Motion 8.  
10 Year Capital  
Works Plan**

**RESOLVED** that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.  
**Vote:** All in favour

**Motion 9.  
The Proposed  
Budget & Strata  
Levies**

**RESOLVED** that the proposed budget as presented be accepted as Administration fund \$466,833.00 + GST and Capital Works fund \$80,000.00 + GST for the year commencing 1 January 2019 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 15/03/19, 01/06/19, 01/09/19 and 01/12/19.  
**Vote:** All in favour

**Motion 10.  
Overdue Levies**

**RESOLVED** that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.  
**Vote:** All in favour

**Motion 11.  
Call for Nominations  
to Strata Committee  
and Election**

**RESOLVED** that the number of members be set at 9 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

1. Erika Kanematsu (Lot 1)
2. Furio Virant (Lot 12)
3. Takehiro Moriya (Lot 41)
4. Emmanuel Paysan (Lot 48)
5. Benedict Leslie (Lot 51)
6. Napoleon Erce (Lot 65)
7. Donna Richards (Lot 70)
8. Danuel Darley (Lot 74)
9. Tara Scorgie (Lot 26)

**Vote:** All in favour

**Motion 12.  
Restricted Matters**

**RESOLVED** that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.  
**Vote:** All in favour

**Motion 13.  
Strata Managers  
Report**

**RESOLVED** to confirm the Strata Managers report into Training Services and 3rd Party Commissions.

**Vote:** All in favour

**Motion 14.  
Management  
Agreement**

**RESOLVED** to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' as presented to the Owners Corporation dated **06/02/19**, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. **FURTHER RESOLVED** that **Benedict Leslie** of lot **51** and **Tara Scorgie** of lot **26** be authorised to sign the agreement on behalf of the Owners Corporation.

NOTE:

\* Original copies of the agreement were served on the authorised signatories immediately following the meeting.

\* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than **3 years**.

\* **The chairperson abstained from voting on the motion.**

**Vote:** All in favour

**Motion 15.  
Appointment of  
Representative to  
Building  
Management  
Committee**

**RESOLVED** by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 5 of the Strata Management Statement of SP82998B that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee:

Daniel Darley of lot 74.

**Vote:** 100% in favour



**Motion 16.  
Special By-Law  
Payment of  
Insurance Excesses**

**RESOLVED** by Special Resolution that the Owners Corporation will pass the Payment of Insurance Excess By-Law in the following form:

Special By-Law (Payment of Insurance Excesses)

A) Intention

The intention of this By-law is to determine whether a lot owner shall be responsible for the payment of any applicable insurance excess following the settlement of an insurance claim that affects only their lot property at the strata scheme. If passed by the Owners Corporation, the intention of the By-law is for the lot owner to assume liability for the expense.

B) Definitions

i. The following terms are defined to mean:

?Common Property? means those elements of the building noted as common property on the registered strata plan for the scheme, with the exception of the items listed under ?Lot Property? below;

?Excess? means the amount deducted by the Owners Corporations insurance company following the settlement a claim applicable to this By-law;

?Lot? means any lot in the strata plan;

?Lot Property? means those parts and elements of the building contained within the owners lot, in accordance with the strata plan registered for the strata scheme that are covered by the Owners Corporations insurance policy, as well as timber floor boards contained within the lot, wall and floor tiles wherever located, cornices & skirtings and appliances that only service the lot, including but not limited to, stoves, cook tops, ovens, exhaust fans (wherever located), hot water heaters and air-conditioning apparatus;

?Owner? means the owner/s of the Lot.

?Owners Corporation? means the Owners Corporation created by the registration of strata plan

?the Act? means the Strata Schemes Management Act 2015.

ii. Where any terms used in this by-law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.

C) Payment of Excesses

(i) A lot owner shall be liable to pay any insurance excess that may be applicable to the settlement of an insurance claim that affects only their lot property at the strata scheme;

(ii) In the event an insurance claim affects both lot property and common property under the same insurable event, the Owners Corporation shall be responsible to pay the excess;

(iii) In the event the claim affects common property only, the Owners Corporation shall be responsible to pay the excess;

D) Owners Right of Appeal

(i) In the event that a lot owner believes an excess levied upon them pursuant to this By-law is unjust, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.

(ii) In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause D)(i) above, all charges imposed by this By-law shall stand.

E) Rights, Powers and Obligations of the Owners Corporation

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

(i) The Owners Corporation shall have the power to recover any insurance excess outlined in clause C)(i) above from a lot owner as a debt by way of a levy charged to the lot;

(ii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;

iii. The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act;

The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act;

**Vote:**

100% in favour

**Motion 17.  
Special By-Law -  
Rectification of  
Settlement Cracks**

**RESOLVED** by Special Resolution pursuant to Section 142 of the Strata Schemes Management Act 2015 that the Owners Corporation will pass a By-Law absolving their responsibility to maintain settlement cracks located on the boundary walls, ceilings and cornices of all lots within the strata scheme as follows:

Special By-Law (Rectification of Settlement Cracks)

1. Pursuant to Section 106, the Owners Corporation will not be responsible to repair any damage or defect to the common property walls or ceilings within any lot space provided that;

(a) Any damage or defect is limited to settlement or shrinkage cracks that do not effect the structural integrity of the building/s;

(b) the damage has not been caused by impact or other insurable events;

(c) the damage has no material effect upon the utility of a lot.

2. If a dispute arises with the owner of a lot in the strata scheme in respect of subclause 1(a), a structural engineer must make the decision as to whether the subject damage or defect is the result of settlement or shrinkage or is a structural or other defect.

3. If a structural engineer is appointed pursuant to clause 2, the professional costs shall be borne by the Owners Corporation if the damage or defect is determined to be a structural defect, or by the owner of the subject lot if the damage or defect is determined to be caused by settlement or shrinkage.

**Vote:** 100% in favour

**Closure:** The meeting closed at 07:00 PM



.....  
Christine Ashfield-Howell

Chairperson

**Proposed date for  
next Annual General  
Meeting:** 15/02/2020

12 February 2020

To All Owners, Strata Plan 82998  
222 BOTANY ROAD  
ALEXANDRIA NSW 2015

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING  
AT 222 BOTANY ROAD, ALEXANDRIA NSW 2015**

Attached are the minutes of the recent Annual General Meeting (AGM) conducted for your strata scheme and enclosed is a levy payment notice for your 1<sup>st</sup> quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

**1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?**

Although many of the elements within your lot are protected by the Strata Building Insurance (see 'What's Covered by Strata Building Insurance' overleaf), we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes and as a special offer to Netstrata clients, you'll receive an additional 20% discount.

For a quote and simply go to our website [www.netstrata.com.au](http://www.netstrata.com.au) and follow the prompts.

**2. YOUR OWNER PORTAL**

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at [www.netstrata.com.au](http://www.netstrata.com.au). From here you are able to access;

- The Minutes Book for your scheme
- The Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for the scheme
- R.P. Data Sales and Area Profile reports
- Maintenance Reports
- Update your personal information

As always we hope this information proves helpful. Should you have any questions or require further information regarding the AGM or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,  
NETSTRATA



Christine Ashfield | Direct Line: (02) 02 8567 6420 | Email: [christine@netstrata.com.au](mailto:christine@netstrata.com.au)  
Senior Strata Manager

## WHAT'S COVERED BY STRATA BUILDING INSURANCE?

### WHAT IS BUILDING INSURANCE?

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary and Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for routine maintenance items or building defects such as the repair of leaking shower trays, settlement or movement cracks in walls and ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison is your motor vehicle insurance. You can insure your vehicle against having an accident, however you can't insure your vehicle against a manufacturers defect or against wearing out. The same principal applies to Strata Building Insurance.

### HOW IS THE OWNER OF A LOT PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the Building' against accidental or malicious damage – section 160(1), Strata Schemes Management Act 2015.

Lot space within a Strata Scheme is commonly defined as;

*"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"*

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within their lot, such as;

- Internal Walls
- Shower Screens
- Appliances such as wall and bench ovens, cook tops, rangehoods, hot water heaters and exhaust fans
- Internal doors
- Built-In Wardrobes
- Toilets, baths and basins
- Kitchen Sinks, cabinets benchtops

For example, a leaking tap washer in the kitchen or a leak through the shower screen is the lot owners responsibility to maintain. However by virtue of the term 'the building' being included in section 160(1), many of the building components contained within an owners lot are protected by the mandatory Building Insurances that is effected by the Owners Corporation.

Simply speaking these items are the lot owners responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged by an insurable event.

### ARE OWNERS CONTENTS COVERED BY STRATA BUILDING INSURANCE?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and Underlay
- Light Fittings
- Any furnishings or personal items
- Floating Floorboards
- Paintwork on walls & ceilings
- Electrical appliances that are not hardwired to the building, e.g. clothes dryers, dishwashers, microwaves & TV's
- Wallpaper
- Wall tiles on internal walls
- Curtains and Blinds
- Ceiling Fans

Owner occupiers may extend cover on their contents insurance to include items not covered by the Strata Building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-Resident or Owner investors owners may also take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot, however all owners should undertake their own inquiries with their insurer or broker to ensure their contents are adequately covered.

# Minutes of Annual General Meeting



<b>Strata Plan:</b>	82998 - BOTANY ROAD 222, ALEXANDRIA 222 - BUILDING B & R
<b>Meeting date:</b>	Wednesday, 05 February 2020
<b>Commenced:</b>	05:45 PM
<b>Apologies:</b>	Nil
<b>Pre Meeting Voting:</b>	Lot 56, Lot 71
<b>Present:</b>	Lot 10, Lot 11, Lot 12, Lot 13, Lot 14, Lot 15, Lot 18, Lot 19, Lot 21, Lot 24, Lot 33, Lot 38, Lot 42, Lot 48, Lot 49, Lot 65, Lot 70, Lot 72, Lot 74, Lot 77, Lot 78, Lot 80
<b>Proxies:</b>	Appointing the Chairperson - Lot 30, Appointing the Chairperson - Lot 34, Appointing the Chairperson - Lot 41, Appointing the Chairperson - Lot 64
<b>Corporate Authorisation:</b>	Nil
<b>In attendance:</b>	Christine Ashfield of Network Strata Services T/A Netstrata and Luke Kingston of National FM
<b>Quorum:</b>	28 of 75 lot owners were present, a quorum was formed. Note: 5 owners were unfinancial
<b>Chairperson:</b>	Christine Ashfield

**Motion 1.**  
**Confirmation of Previous General Meeting Minutes**

**RESOLVED** that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.

**Vote:** All in favour

**Motion 2.**  
**Financial Statements**

**RESOLVED** that the Financial Statements as presented were adopted.

**Vote:** All in favour

**Motion 3.**  
**Appointment of an Auditor**

**RESOLVED** that an auditor will be appointed for the coming year.

**Vote:** All in favour

**Motion 4.**  
**Annual Fire Safety Statement**

**RESOLVED** that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.

It was further resolved that the current fire safety contractor, MPK Fire Safety Services was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.

**Vote:** All in favour

**Motion 5.**  
**Building Defects and Rectification**

**RESOLVED** the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and confirmed no defects were evident at this time.

**Vote:** All in favour

**Motion 6.  
The Strata  
Insurances**

**RESOLVED** that the Owners Corporation's insurances as presented were confirmed.

**Vote:** All in favour

**Motion 7.  
10 Year Capital  
Works Plan**

**RESOLVED** that the Owners Corporation reviewed the recommendation of the Capital Works fund plan in advance of determining their annual budget.

**Vote:** All in favour

**Motion 8.  
The Proposed  
Budget & Strata  
Levies**

**RESOLVED** that the proposed budget as presented be accepted as Administration fund \$459,690.00 + GST and Capital Works fund \$85,000.00 + GST for the year commencing 1 January 2020 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 15/03/20, 01/06/20, 01/09/20 & 01/12/20.

**Vote:** All in favour

**Motion 9.  
Removal of  
Expenditure Limit  
(Large Schemes)**

**RESOLVED** that pursuant to section 102(3) of the Strata Schemes Management Act 2015, the Owners Corporation shall remove the limitation on spending.

**Vote:** All in favour

**Motion 10.  
Overdue Levies &  
Payment Plans**

**RESOLVED** that the Owners Corporation WILL NOT accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.

**Vote:** All in favour

**Motion 11.  
Call for Nominations  
to Strata Committee  
and Election**

**RESOLVED** that the number of members be set at 7 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:

1. Furio Virant of lot 12
2. Michelle Gavri of lot 19
3. Takehiro Moriya of lot 41
4. Emmanuel Payson of lot 48
5. Anushka Chainani of lot 49
6. Napoleon Erce of lot 65
7. Daniel Darley of lot 74

**Vote:** All in favour

**Motion 12.  
Appointment of  
Representative to  
Building  
Management  
Committee**

**RESOLVED** by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 5 of the Strata Management Statement of SP 82998B that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Daniel Darley of lot 74

**Vote:** 100% in favour

**Motion 13.  
Restricted Matters**

**RESOLVED** that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.

**Vote:** All in favour

- Motion 14.  
Parking By-Law**      **RESOLVED**      The Owners Corporation decided by Special Resolution pursuant to section 141 of the Strata Schemes Management Act 2015 to repeal the existing Vehicles By-Law and replace with Special By-Law Parking on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.  
**Vote:**      96% in favour, 4% against
- Motion 15.  
Car Charger Works  
(EV Charging)**      **RESOLVED**      the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass Special By-Law - 'Car Charger Works Programme' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.  
**Vote:**      100% in favour
- Motion 16.  
Recovery of  
Stationery Expenses  
By-Law**      **RESOLVED**      The Owners Corporation SPECIALLY RESOLVES pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law 'Recovery of Stationery Expenses' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.  
**Vote:**      100% in favour
- Motion 17.  
Recovery of  
Administrative  
Costs By-Law**      **RESOLVED**      The Owners Corporation SPECIALLY RESOLVES pursuant to sections 110 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law 'Recovery of Administrative Costs' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.  
**Vote:**      100% in favour
- Motion 18.  
Major Building Work  
(Major Renovations)  
By-Law**      **RESOLVED**      The Owners Corporation SPECIALLY RESOLVES pursuant to sections 108, 111 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-law Major Building Work (Major Renovations), on the terms set out below or which are attached to the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.  
**Vote:**      4% in favour of deferral, 96% in favour, 0% against
- Motion 19.  
Strata Managers  
Report**      **RESOLVED**      the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.  
**Vote:**      All in favour
- Motion 20.  
Sydney WaterFix**      **RESOLVED**      the Owners Corporation authorised the strata managing agent to investigate the costs associated with undertaking a Sydney Waterfix water saving audit.  
**Vote:**      26 in favour, 2 against

**Motion 21.  
Investigate Energy  
Saving Incentives  
(Green Incentives)**

**RESOLVED** the Owners Corporation authorised the Netstrata to investigate the costs associated with energy saving incentives such a solar panelling, energy efficient lighting upgrades and the like. The strata manager will obtain proposals for the Strata Committee's consideration.

**Vote:** All in favour

**Closure:** The meeting closed at 07:00 PM



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Christine Ashfield  
Chairperson

**Proposed date for next Annual General Meeting:** January 2021



04 February 2021

To All Owners, Strata Plan 82998  
222 BOTANY ROAD  
ALEXANDRIA NSW 2015

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING  
AT 222 BOTANY ROAD, ALEXANDRIA NSW 2015**

Attached are the minutes of the recent Annual General Meeting (AGM) conducted for your strata scheme and enclosed is a levy payment notice for your 1<sup>st</sup> quarter levies. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

**1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?**

Although many of the elements within your lot are protected by the Strata Building Insurance (see 'What's Covered by Strata Building Insurance' overleaf), we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes and as a special offer to Netstrata clients, you'll receive an additional 20% discount.

For a quote and simply go to our website [www.netstrata.com.au](http://www.netstrata.com.au) and follow the prompts.

**2. YOUR OWNER PORTAL**

Don't forget you can obtain all the pertinent information relating to your scheme via your Owner Portal at [www.netstrata.com.au](http://www.netstrata.com.au). From here you are able to access;

- The Minutes Book for your scheme
- The Financial Records for your scheme
- The current Financial Records for your lot
- The By-laws for your scheme
- The Insurance Certificate & P.D.S. for the scheme
- R.P. Data Sales and Area Profile reports
- Maintenance Reports
- Update your personal information

As always we hope this information proves helpful. Should you have any questions or require further information regarding the AGM or any other matters concerning your strata scheme please do not hesitate to call or email me directly.

Sincerely,  
NETSTRATA



Christine Ashfield | Direct Line: (02) 02 8567 6420 | Email: [christine@netstrata.com.au](mailto:christine@netstrata.com.au)  
Senior Strata Manager - Licence No. 1199940

## WHAT'S COVERED BY STRATA BUILDING INSURANCE?

### WHAT IS BUILDING INSURANCE?

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary and Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for routine maintenance items or building defects such as the repair of leaking shower trays, settlement or movement cracks in walls and ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison is your motor vehicle insurance. You can insure your vehicle against having an accident, however you can't insure your vehicle against a manufacturers defect or against wearing out. The same principal applies to Strata Building Insurance.

### HOW IS THE OWNER OF A LOT PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the Building' against accidental or malicious damage – section 160(1), Strata Schemes Management Act 2015.

Lot space within a Strata Scheme is commonly defined as;

*"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"*

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within their lot, such as;

- Internal Walls
- Shower Screens
- Appliances such as wall and bench ovens, cook tops, rangehoods, hot water heaters and exhaust fans
- Internal doors
- Built-In Wardrobes
- Toilets, baths and basins
- Kitchen Sinks, cabinets benchtops

For example, a leaking tap washer in the kitchen or a leak through the shower screen is the lot owners responsibility to maintain. However by virtue of the term 'the building' being included in section 160(1), many of the building components contained within an owners lot are protected by the mandatory Building Insurances that is effected by the Owners Corporation.

Simply speaking these items are the lot owners responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged by an insurable event.

### ARE OWNERS CONTENTS COVERED BY STRATA BUILDING INSURANCE?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and Underlay
- Light Fittings
- Any furnishings or personal items
- Floating Floorboards
- Paintwork on walls & ceilings
- Electrical appliances that are not hardwired to the building, e.g. clothes
- Wallpaper
- Wall tiles on internal walls
- dryers, dishwashers, microwaves & TV's
- Curtains and Blinds
- Ceiling Fans

Owner occupiers may extend cover on their contents insurance to include items not covered by the Strata Building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-Resident or Owner investors owners may also take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot, however all owners should undertake their own inquiries with their insurer or broker to ensure their contents are adequately covered.

# Minutes of Annual General Meeting



<b>Strata Plan:</b>	82998 - BOTANY ROAD 222, ALEXANDRIA 222 - BUILDING B & R
<b>Meeting date:</b>	Wednesday, 03 February 2021
<b>Commenced:</b>	05:45 PM
<b>Apologies:</b>	Nil
<b>Pre Meeting Voting:</b>	Lot 33
<b>Present:</b>	Lot 11, Lot 12, Lot 14, Lot 15, Lot 18, Lot 19, Lot 21, Lot 24, Lot 25, Lot 41, Lot 42, Lot 45, Lot 48, Lot 49, Lot 51, Lot 65, Lot 71, Lot 72, Lot 74, Lot 77, Lot 80
<b>Proxies:</b>	Appointing the Chairperson Lot 10, Appointing the Chairperson Lot 34
<b>Corporate Authorisation:</b>	Nil
<b>In attendance:</b>	Ms Christine Ashfield of Network Strata Services T/A Netstrata and Luke Kingston of National Facilities Management
<b>Quorum:</b>	24 of 70 lot owners were present, a quorum was formed. Note: 10 owners were unfinancial
<b>Chairperson:</b>	Ms Christine Ashfield
<b>Motion 1. Confirmation of Previous General Meeting Minutes</b>	<p><b><u>RESOLVED</u></b> that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.</p> <p><b>Vote:</b> All in favour</p>
<b>Motion 2. Financial Statements</b>	<p><b><u>RESOLVED</u></b> that the Financial Statements as presented were adopted.</p> <p><b>Vote:</b> All in favour</p>
<b>Motion 3. Appointment of an Auditor</b>	<p><b><u>RESOLVED</u></b> that an auditor will be appointed for the coming year.</p> <p><b>Vote:</b> All in favour</p>
<b>Motion 4. Annual Fire Safety Statement</b>	<p><b><u>RESOLVED</u></b> that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.</p> <p>It was further resolved that the current fire safety contractor, A Plus Fire was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.</p> <p><b>Vote:</b> All in favour</p>

**Motion 5.****Building Defects and Rectification****RESOLVED**

the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and confirmed two outstanding repairs with Tuffy Builders for B803 and R201, scheduled to be repaired on 10/02/2021. No other defects were reported at this time.

**Vote:**

All in favour

**Motion 6.****The Strata Insurances****RESOLVED**

that the Owners Corporation's insurances as presented were confirmed.

**Vote:**

All in favour

**Motion 7.****10 Year Capital Works Plan****DEFEATED.**

The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.

**Vote:**

1 in favour, 23 against

**Motion 8.****The Proposed Budget & Strata Levies****RESOLVED**

that the proposed budget as presented be accepted as Administration fund \$433,265.00 + GST and Capital Works fund \$85,000.00 + GST for the year commencing 1 January 2021 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 10/03/21, 01/06/21, 01/09/21 & 01/12/21

**Vote:**

All in favour

**Motion 9.****Levy Interest Suspension****DEFEATED.**

The Owners Corporation decided NOT to temporarily suspend levy interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.

**Vote:**

All against

**Motion 10.****Overdue Levies & Payment Plans****RESOLVED**

that the Owners Corporation shall accept payment as per the provisions of the Strata Schemes Management Act 2015.

**Vote:**

All in favour

**Motion 11.****Payment Plan By-Law****RESOLVED**

the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Payment Plans' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.

**Vote:**

100% in favour

**Motion 12.****Fire Inspection Access & Administration By-Law****RESOLVED**

the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Fire Inspection Access & Administration By-Law' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.

**Vote:**

100% in favour

- Motion 13.  
Communication & Dispute Resolution By-Law**
- RESOLVED** the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass Special By-Law - 'Communication & Dispute Resolution' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.
- Vote:** 100% in favour
- Motion 14.  
Special By-Law - Lot 56 Works**
- RESOLVED** That the Owners - Strata Plan No. 82998 SPECIALLY RESOLVES in accordance with sections 108, 111 and 141 of the Strata Schemes Management Act 2015 to make an additional by-law in the following terms: Special By-law - Works - Lot 56 on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.
- Vote:** 100% in favour
- Motion 15.  
Special By-Law - Installation of CCTV**
- RESOLVED** by Special Resolution that the Owners Corporation will pass the 'Installation of CCTV' by-law on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.
- Vote:** 100% in favour
- Notes:** The Strata Committee will finalise plans and quotations for final approval at a Zoom Meeting to be held in April 2021.
- Motion 16.  
Call for Nominations to Strata Committee and Election**
- RESOLVED** that the number of members be set at nine (9) and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:
1. Furio John Virant of Lot 12
  2. Michelle Gavri of Lot 19
  3. Takehiro Moriya of Lot 41
  4. Emmanuel Von Paysan of Lot 48
  5. Anushka Chainani of Lot 49
  6. Benedict Leslie of Lot 51
  7. Napoleon Jr Erce of lto 65
  8. Haydar Matlab of Lot 72
  9. Daniel Darly of 74 and 80
- Vote:** All in favour
- Motion 17.  
Appointment of Representative to Building Management Committee**
- RESOLVED** by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 5 of the Strata Management Statement of SP82998B that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Representative- Daniel Darley of Lot 74 and 80 and Substitute Member - Michelle Gavri of Lot 19
- Vote:** 100% in favour
- Motion 18.  
Restricted Matters**
- RESOLVED** that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.
- Vote:** All in favour



**Motion 19.  
Strata Managers  
Report**

**RESOLVED** that the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.

**Vote:** All in favour

**Closure:** The meeting closed at 07:10 PM



.....  
Ms Christine Ashfield  
Chairperson

**Proposed date for next Annual General Meeting:** February 2022

**General Discussion:** By general agreement at the meeting a Special Thanks was noted to Luke from National Facilities Management for the efforts of the past 12 months.

By general agreement carpet replacement will be investigated further this year.

21 January 2022

To All Owners, Strata Plan No. 82998  
222 BOTANY ROAD, ALEXANDRIA

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING | STRATA PLAN NO. 82998 AT  
222 BOTANY ROAD, ALEXANDRIA**

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. The payment options for your levies are detailed on the back of the levy payment notice. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

### 1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance, we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes and as a special offer to Netstrata clients, you'll receive an additional 20% discount.

For a quote and simply go to our website [www.netstrata.com.au](http://www.netstrata.com.au) and follow the prompts.

### 2. YOUR OWNER PORTAL

You can obtain all the pertinent information relating to your scheme via your Owner Portal at [www.netstrata.com.au](http://www.netstrata.com.au). From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your lot
- The Insurance Certificate & P.D.S. for the scheme
- Maintenance Reports
- The Financial Records for your scheme
- The By-laws for your scheme
- R.P. Data Sales and Area Profile reports
- Update your personal information

### 3. BY-LAWS

You will note from the minutes that several new By-laws may have been passed for your strata scheme. The details of each of these new By-laws are specified in the minutes of the meeting and it is important that you read these By-laws so you are fully aware of how they affect your lot. All other By-Laws that were registered with the strata scheme remain unchanged. Should you have any questions regarding the By-Laws please don't hesitate to contact our office.

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#### 4. INSTALLATION OF SECURITY DEVICES

The security of the strata scheme and individual apartments is of paramount importance for all owners and residents at the scheme.

NSW legislation permits all owners to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual apartments, villas or townhouses. However, please note, any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to advise such regulations.

To further assist we have developed an information guide - 'Securing your Strata Title or Community Title Property'. This guide has been prepared in conjunction with our office and the NSW Police and provides owners with several useful tips surrounding communal security. For a copy go to the news and information pages at our website [www.netstrata.com.au](http://www.netstrata.com.au)

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#### 5. WANT TO FIND OUT MORE...?

To assist owners with the increasing complexity of strata scheme living, we offer a variety of newsletters explaining your rights and obligations of owning a strata property, including;

- Building Security
- Maintenance Responsibilities
- Cleaning & Gardening Specifications
- Strata Building Insurance – How am I Covered?
- Strata Definitions
- Frequently Asked Questions

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#### 6. 24HR TRADE EMERGENCY SERVICES

Our office provides all owners with access to 24 hour Emergency Trade Services, simply call 1300 663 760 to access;

- Plumbing, Gas and Hot Water
- Glazing
- Automated Garage Doors and Security Gates
- Electrical
- Locksmiths
- Lift Breakdowns

We hope this information about your strata scheme proves helpful and look forward to working with you and all owners for the common amenity of the property.

Should you have any questions or require further information regarding these or any other matters of your strata scheme please do not hesitate to contact our office.

Sincerely,  
NETSTRATA

*Christine Ashfield*

Christine Ashfield | Direct Line: 02 85676420 | Email: [christine@netstrata.com.au](mailto:christine@netstrata.com.au)

# MINUTES OF ANNUAL GENERAL MEETING



Strata Plan	82998 - 222 BOTANY ROAD, ALEXANDRIA
Meeting date	20/01/2022
Commenced	5:52 PM
Apologies	Nil
Pre Meeting Voting	Lot 56, Lot 33
Owners in Attendance	Lot 11, Lot 19, Lot 26, Lot 3, Lot 34, Lot 36, Lot 41, Lot 48, Lot 50, Lot 51, Lot 65, Lot 70, Lot 72, Lot 74, Lot 80
Proxies	Lot 10 appointing the Chairperson, Lot 12 appointing the Chairperson, Lot 30 appointing the Chairperson
Corporate Authorisation	Nil
Guests	Christine Ashfield of Netstrata , Jennifer Gration of Netstrata, Walter Fernandes of National Facilities Management
Quorum	The required Units of Entitlement were present, a quorum was formed
Chairperson	Christine Ashfield

NETWORK STRATA SERVICES PTY LTD | A.C.N. 064 030 324 | All correspondence: PO Box 265, Hurstville BC NSW 1481

HEAD OFFICE  
298 Railway Parade  
Carlton NSW 2218

SYDNEY CBD SALES OFFICE  
Level 26, 44 Market St  
Sydney NSW 2000

WOLLONGONG OFFICE  
Suite 3.03, 3 Rawson Street  
Wollongong NSW 2500

P 1300 638 787  
E [admin@netstrata.com.au](mailto:admin@netstrata.com.au)  
W [admin@netstrata.com.au](http://admin@netstrata.com.au)

Liability limited by a scheme approved under Professional Standards Legislation

MOTION 1. Confirm Previous Minutes	RESOLVED	that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.  <b>Vote:</b> 19 Resolve, 0 Abstain, 0 Defeat
MOTION 2. Confirm Financials	RESOLVED	that the Financial Statements as presented were adopted.  <b>Vote:</b> 19 Resolve, 0 Abstain, 0 Defeat
MOTION 3. Appoint an Auditor	RESOLVED	that an auditor will be appointed for the coming year.  <b>Vote:</b> 19 Resolve, 0 Abstain, 0 Defeat
MOTION 4. To confirm the A.F.S.S.	RESOLVED	that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year.  It was further resolved that the current fire safety contractor, A Plus Fire was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.  <b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat
MOTION 5. Consider Building Defects	RESOLVED	the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and confirmed there were no major defects to report at this time.  <b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat
MOTION 6. Confirm Insurances	RESOLVED	that the Owners Corporation's insurances as presented were confirmed.  <b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat
MOTION 7. Adopt Capital Works Report	RESOLVED	that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget.  <b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat



MOTION 8. Confirm the Annual Budget	RESOLVED	<p>that the proposed budget as presented be accepted as Administration fund \$444,289.00 (inc. GST) and Capital Works fund \$110,000.00 (inc. GST) for the year commencing 01 January 2022 to 31 December 2022 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly installments on 01/03/2022, 01/06/2022, 01/09/2022 and 01/12/2022.</p> <p><b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 9. To Suspend Levy Interest	DEFEATED	<p>The Owners Corporation decided NOT to temporarily suspend levy interest at this time. Levy interest will continue to be charged at 10% per annum, pursuant to Section 85 of the Strata Schemes Management Act 2015.</p> <p><b>Vote:</b> 2 Resolve, 0 Abstain, 18 Defeat</p>
MOTION 10. Allow Payment Plans	RESOLVED	<p>that the Owners Corporation shall accept payment plans as per the provisions of the Strata Schemes Management Act 2015.</p> <p><b>Vote:</b> 19 Resolve, 0 Abstain, 1 Defeat</p>
MOTION 11. Allow Committee Vote	RESOLVED	<p>that the number of members be set at 9 and that the following persons be elected to the Strata Committee from the date of this meeting until the next annual general meeting:</p> <ol style="list-style-type: none"> <li>1. Tara Scorgie – Lot 26</li> <li>2. Benedict Leslie – Lot 51</li> <li>3. Napoleon Jr Erce - Lot 65</li> <li>4. Furio John Virant – Lot 12</li> <li>5. Michelle Gavri – Lot 19</li> <li>6. Emmanuel Von Paysan – Lot 48</li> <li>7. Haydar Matlab – Lot 72</li> <li>8. Daniel Harry Darley – Lot 74&amp;80</li> <li>9. Takehiro Moriym - Lot 41</li> </ol> <p><b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat</p>

MOTION 12. Appoint BMC Representative	RESOLVED BY SPECIAL RESOLUTION	by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 5 of the Strata Management Statement of SP82782B that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Daniel Darley – Lot 74&80 and substitute member Michelle Gavri - Lot 19.  <b>Vote:</b> 100 % in favour
MOTION 13. Restrict Committee	RESOLVED	that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.  <b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat
MOTION 14. Confirm Manager Report	RESOLVED	that the Owners Corporation reviewed and confirmed the Strata Managers report into Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015.  <b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat
MOTION 15. Obtain Safety Inspection	DEFEATED	The Owners Corporation will not engage suitably qualified experts to undertake a safety inspection of the common areas at this time.  <b>Vote:</b> 2 Resolve, 0 Abstain, 18 Defeat
MOTION 16. Pass Keeping of Animals By-Law	RESOLVED BY SPECIAL RESOLUTION	that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to repeal the existing 'Keeping of Animals' By-Law and replace with Special By-Law - 'Keeping of Animals' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.  <b>Vote:</b> 94 % in favour
MOTION 17. To pass the Moving and Delivering of Goods By-law	RESOLVED BY SPECIAL RESOLUTION	that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass Special By-Law - 'Moving and Delivering of Goods' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the for registration at NSW Land Registry Services.  <b>Vote:</b> 100 % in favour

MOTION 18. Tenant Participation	DEFEATED	<p>The Owners Corporation will not decide what matters tenants may be present for at the meeting at this stage.</p> <p><b>Vote:</b> 2 Resolve, 0 Abstain, 18 Defeat</p>
MOTION 19. Approve Carpet Replacement	RESOLVED BY SPECIAL RESOLUTION	<p>that the Owners Corporation decided, by Special Resolution*, to approve the carpet selection - Feltex York Street Monument 95. It was further Resolved that Consulting on Interiors be selected as the contractor for the replacement of the common property carpet as per their quotation for the sum of \$11,981.00 (ex. GST) and for these works to be funded by the Capital Fund.</p> <p><b>Vote:</b> 100 % in favour</p>
MOTION 20. Approve Door & Frame Painting	RESOLVED BY SPECIAL RESOLUTION	<p>by Special Resolution*, to approve the unit front door and frame painting as per the concept plan. It was further Resolved that the quotation from Robertsons Painting and Remedial be selected to undertake the painting for the sum of \$11,000.35 (ex. GST) and that the Capital Fund will fund these works.</p> <p><b>Vote:</b> 100 % in favour</p>
MOTION 21. Approve Repairs Stairs & Podium	RESOLVED	<p>that the Owners Corporation approves to undertake podium level and external stair repairs as per the quotation provided by Rendosi Construction in the sum of \$21,550.00 (ex. GST) and use the Capital Fund to fund the same.</p> <p><b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat</p> <p><b>Notes:</b> Lot 51 noted the stairs and podium levels are not used by the residents of SP82998. The Owner's Corporation will consider discussions with the parties benefiting from the stairs and podium to contribute to the future cost.</p>
MOTION 22. Approve Additional Cameras	RESOLVED	<p>that the Owners Corporation approves the additional CCTV cameras for the internal courtyard and lobby entries as per the location plan. This item will be funded by the BMC budget and no Special Levy is required.</p> <p><b>Vote:</b> 20 Resolve, 0 Abstain, 0 Defeat</p>

<p>MOTION 23. Approve Panel Anchor Points Remediation</p>	<p>RESOLVED</p>	<p>that the Owners Corporation approve the quotation from Rendosi Constructions for the rectification of exposed anchor points on B and R buildings and raise a Special Levy of \$58,000.00 (inc. GST), to fund the same, due on 01/04/2022. The levy will be divided by all owners in accordance with Unit of Entitlement.</p> <p><b>Vote:</b> 19 Resolve, 0 Abstain, 1 Defeat</p>
<p>MOTION 24. Appoint Agent</p>	<p>RESOLVED</p>	<p>to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of 3 Years as presented to the Owners Corporation dated 20/01/2022, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation.</p> <p>FURTHER RESOLVED that Daniel Darley of Lots 74 and 80 and that Michelle Gavri of Lot 19 be authorised to sign the agreement on behalf of the Owners Corporation.</p> <p>NOTE:</p> <p>* Original copies of the agreement were served on the authorised signatories immediately following the meeting.</p> <p>* In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 20/01/2025 (being 3 years after the commencement of the term).</p> <p>* The chairperson abstained from voting on the motion.</p> <p><b>Vote:</b> 17 Resolve, 3 Abstain, 0 Defeat</p>



**CLOSURE:**

The meeting closed at

6:37 PM

Christine Ashfield

Chairperson

**PROPOSED DATE FOR NEXT MEETING:**

January 2023

**GENERAL DISCUSSION:**

Note - Bianca Polvere (Lot 50) joined the meeting at 5.58PM, her vote is counted after Motion 3.

Following the conclusion of the formal part of the meeting Michelle Gavri (Lot 19) expressed her appreciation for the work of Walter Fernandes (National Facilities Management) noting his solution focussed attitude and dedication to his role. The excellent collaboration between Walter and Christine Ashfield of Netstrata was also comended. This sentiment was supported by the other owners present at the meeting.

31 January 2023

To All Owners  
222 BOTANY ROAD, ALEXANDRIA

Dear Owners,

**RE: MINUTES OF ANNUAL GENERAL MEETING | STRATA PLAN NO. 82998 AT  
222 BOTANY ROAD, ALEXANDRIA**

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. The payment options for your levies are detailed on the back of the levy payment notice. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

## 1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance, we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes.

For a quote and simply go to our website [www.netstrata.com.au](http://www.netstrata.com.au) and follow the prompts.

## 2. YOUR OWNER PORTAL

You can obtain all the pertinent information relating to your scheme via your Owner Portal at [www.netstrata.com.au](http://www.netstrata.com.au). From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your lot
- The Insurance Certificate & P.D.S. for the scheme
- Maintenance Reports
- The Financial Records for your scheme
- The By-laws for your scheme
- R.P. Data Sales and Area Profile reports
- Update your personal information

## 3. BY-LAWS

You will note from the minutes that several new By-laws may have been passed for your strata scheme. The details of each of these new By-laws are specified in the minutes of the meeting and it is important that you read these By-laws so you are fully aware of how they affect your lot. All other By-Laws that were registered with the strata scheme remain unchanged. Should you have any questions regarding the By-Laws please don't hesitate to contact our office.

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## 4. INSTALLATION OF SECURITY DEVICES

The security of the strata scheme and individual apartments is of paramount importance for all owners and residents at the scheme.

NSW legislation permits all owners to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual apartments, villas or townhouses. However, please note, any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to advise such regulations.

To further assist, we have developed an information guide called **Securing your Strata Title or Community Title Property**. This guide has been prepared in conjunction with our office and the NSW Police and provides owners with several useful tips surrounding communal security. For a copy of the guide, go to our website [www.netstrata.com.au](http://www.netstrata.com.au) and search for “Securing your Strata Title or Community Title Property”.

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## 5. WANT TO FIND OUT MORE...?

To assist owners with the increasing complexity of strata scheme living, we offer a variety of newsletters explaining your rights and obligations of owning a strata property, including

- Building Security
- Maintenance Responsibilities
- Cleaning & Gardening Specifications
- Strata Building Insurance – How am I Covered?
- Strata Definitions
- Frequently Asked Questions

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## 6. 24HR TRADE EMERGENCY SERVICES

Our office provides all owners with access to 24 hour Emergency Trade Services, simply call 1300 663 760 to access;

- Plumbing, Gas and Hot Water
- Glazing
- Automated Garage Doors and Security Gates
- Electrical
- Locksmiths
- Lift Breakdowns

We hope this information about your strata scheme proves helpful and look forward to working with you and all owners for the common amenity of the property.

Should you have any questions or require further information regarding these or any other matters of your strata scheme please do not hesitate to contact our office.

Sincerely,  
NETSTRATA  
*Christine Ashfield*

**Christine Ashfield** | Direct Line: **02 85676420** | Email: [christine@netstrata.com.au](mailto:christine@netstrata.com.au)

# MINUTES OF

## Annual General Meeting



<b>Strata Plan</b>	82998 - 222 BOTANY ROAD, ALEXANDRIA
<b>Meeting date</b>	30/01/2023
<b>Commenced</b>	5:45 PM
<b>Apologies</b>	Lot 10
<b>Pre Meeting Voting</b>	Lot 33
<b>In Attendance</b>	Lot 12, Lot 14, Lot 19, Lot 24, Lot 26, Lot 3, Lot 39, Lot 41, Lot 48, Lot 50, Lot 51, Lot 53, Lot 64, Lot 65, Lot 69, Lot 70, Lot 72, Lot 74, Lot 80
<b>Proxies</b>	Lot 13 appointing the Chairperson, Lot 5 appointing the Chairperson, Lot 78 appointing Lot 72
<b>Corporate Authorisation</b>	Nil
<b>Guests</b>	Christine Ashfield of Netstrata, Daniella Pavlic of Netstrata , Walter Fernandes of National Facilities Management
<b>Quorum</b>	The required Units of Entitlement were present, a quorum was formed
<b>Chairperson</b>	Christine Ashfield

NETWORK STRATA SERVICES PTY LTD | A.C.N. 064 030 324 | All correspondence: PO Box 265, Hurstville BC NSW 1481

**HEAD OFFICE**  
298 Railway Parade  
Carlton NSW 2218

**SYDNEY CBD SALES OFFICE**  
Level 26, 44 Market St  
Sydney NSW 2000

**WOLLONGONG OFFICE**  
Suite 3.03, 3 Rawson Street  
Wollongong NSW 2500

**P** 1300 638 787  
**E** [admin@netstrata.com.au](mailto:admin@netstrata.com.au)  
**W** [admin@netstrata.com.au](http://admin@netstrata.com.au)

Liability limited by a scheme approved under Professional Standards Legislation



MOTION 1. Confirm Previous Minutes	RESOLVED	that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting.  <b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat
MOTION 2. Confirm Financials	RESOLVED	that the Financial Statements as presented were adopted.  <b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat
MOTION 3. Appoint an Auditor	RESOLVED	that an auditor will be appointed for the coming year.  <b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat
MOTION 4. To confirm the A.F.S.S.	RESOLVED	that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process, erection of signage and necessary administrative processes to obtain the statement for the coming year.  It was further resolved that the current fire safety contractor, A Plus Fire was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021.  <b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat
MOTION 5. Consider Building Defects	RESOLVED	the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and decided that there are no current defects to report at this time.  <b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat
MOTION 6. Confirm Insurances	RESOLVED	that the Owners Corporation's insurances as presented were confirmed.  <b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat
MOTION 7. Adopt Capital Works Plan	DEFEATED	The Owners Corporation WILL NOT adopt the recommendation of the Capital Works fund plan at this time.  <b>Vote:</b> 1 Resolve, 0 Abstain, 22 Defeat

<p>MOTION 8. Confirm the Annual Budget</p>	<p>RESOLVED</p>	<p>that the proposed budget as presented be accepted as Administration fund \$425,045.00 + GST and Capital Works fund \$103,000.00 + GST for the year commencing 01/01/2023 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 09/03/23, 01/06/23, 01/09/23 &amp; 01/12/23.</p> <p><b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat</p>
<p>MOTION 9. Allow Payment Plans</p>	<p>RESOLVED</p>	<p>that the Owners Corporation shall accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act.</p> <p><b>Vote:</b> 22 Resolve, 1 Abstain, 0 Defeat</p>
<p>MOTION 10. Allow Committee Vote</p>	<p>RESOLVED</p>	<p>that the number of members be set at 6 and that the following persons be elected to the Strata Committee from the date of this meeting until the next Annual General Meeting:</p> <ol style="list-style-type: none"> <li>1. Blake Scorgie - Lot 26</li> <li>2. Benedict Leslie - Lot 51</li> <li>3. Furio John Virant - Lot 12</li> <li>4. Takehiro Moriya - Lot 41</li> <li>5. Emmanuel Von Paysan - Lot 48</li> <li>6. Daniel Harry Darley - Lot 74 &amp; 80</li> <li>7. Michelle Gavri - Lot 19</li> <li>8. Hayder Matlab - Lot 72</li> <li>9. Napoleon Erce - Lot 65</li> </ol> <p><b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat</p>

MOTION 11. Appoint BMC Representative	RESOLVED BY SPECIAL RESOLUTION	<p>by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 5 of the Strata Management Statement of SP82782B that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee:</p> <p>Michelle Gavri (Lot 19) - Main Representative</p> <p>Daniel Darley (Lot 74 &amp; 90) - Substitute Representative</p> <p><b>Vote:</b> 100 % in favour</p>
MOTION 12. To Receive Strata Committee Training	RESOLVED	<p>that the elected Strata Committee be enrolled in quarterly training webinars with Netstrata.</p> <p><b>Vote:</b> 22 Resolve, 1 Abstain, 0 Defeat</p>
MOTION 13. Restrict Committee	RESOLVED	<p>that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting.</p> <p><b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 14. Approve Netstrata to Submit Strata Hub Information Annually	RESOLVED	<p>that the Owners Corporation authorised Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021) and shall provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme.</p> <p><b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 15. Confirm Manager Report	RESOLVED	<p>that the Owners Corporation reviewed and confirmed the Strata Managers report, Training Services and 3rd Party Commissions in accordance with Sections 55 &amp; 60 of the Strata Schemes Management Act 2015.</p> <p><b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat</p>

MOTION 16. Appoint Agent	DEFEATED	<p>That the Owners Corporation will not enter into a new agency agreement with Network Strata Services Pty Ltd T/A Netstrata at this time.</p> <p><b>Vote:</b> 0 Resolve, 1 Abstain, 22 Defeat</p> <p><b>Notes:</b> The Strata Committee requested to hold off on the agreement renewal as they currently have two years left on the current agreement. This will allow them time to review the new agreement in further detail.</p>
MOTION 17. Tenant Participation	DEFEATED	<p>The Owners Corporation will not decide what matters tenants may be present for at the meeting at this stage.</p> <p><b>Vote:</b> 0 Resolve, 1 Abstain, 22 Defeat</p>
MOTION 18. Action Window Locks	RESOLVED	<p>the Owners Corporation decided to take action to rectify any non-compliant window locks within the strata scheme. This will include the initiation of mediation and N.C.A.T. proceedings (where required) against any owner or tenant that fails to comply with the requirements of the Child Window Safety Devices Regulation. Action will also be taken against residents that have removed window locks since they have been installed or residents that refuse access in order for the locks to be installed initially.</p> <p><b>Vote:</b> 23 Resolve, 0 Abstain, 0 Defeat</p>
MOTION 19. To pass Special By-Law - Enforcement of By-Laws	RESOLVED BY SPECIAL RESOLUTION	<p>that the Owners Corporation decided by Special Resolution pursuant to sections 136 &amp; 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Enforcement of By-Laws' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services.</p> <p><b>Vote:</b> 100 % in favour</p>



<p>MOTION 20. To pass Special By-Law - Lot Owner Charges</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>that the Owners Corporation decided by Special Resolution pursuant to sections 136 &amp; 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Lot Owner Charges' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services.</p> <p><b>Vote:</b> 100 % in favour</p> <p><b>Notes:</b> By general agreement at the meeting, no Lot Owners Charges will be applied to the owners levy for works performed by the Building Manager duties, such as maintaining the Pet and Key Register.</p>
<p>MOTION 21. Special By-Law - Short Term Accommodation and Overcrowding</p>	<p>RESOLVED BY SPECIAL RESOLUTION</p>	<p>that the owners – Strata Plan No 82998 SPECIALLY RESOLVE pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to change their by-laws by adding Special By-law No.33 – Short Term Accommodation and Overcrowding, a copy which is attached, and if passed resolves to register a consolidation.</p> <p><b>Vote:</b> 100 % in favour</p>

**CLOSURE:**

The meeting closed at

6:55 PM

Christine Ashfield

Chairperson

**PROPOSED DATE FOR NEXT MEETING:**

January 2024

**HEAD OFFICE**

298 Railway Parade  
Carlton NSW 2218

**SYDNEY CBD SALES OFFICE**

Level 26, 44 Market St  
Sydney NSW 2000

**WOLLONGONG OFFICE**

Suite 3.03, 3 Rawson Street  
Wollongong NSW 2500

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**E** admin@netstrata.com.au

**W** admin@netstrata.com.au



**NETSTRATA**

EST 1996

Notice of

# Annual General Meeting

**THE OWNERS – STRATA PLAN 82998  
AT 222 BOTANY ROAD, ALEXANDRIA**

**DATE:** Monday 30 January 2023

**TIME:** 5:45 PM

**VENUE:** VIRTUAL MEETING ROOM

**Zoom:** <https://zoom.us/j/9865468022>

Or Teleconference (02) 8015 6011

Please see the covering letter for further details  
on how to join the meeting.

Christine A. | Direct Line: 02 85676420 | Email: [christine@netstrata.com.au](mailto:christine@netstrata.com.au)

# UNDERSTANDING STRATA PROPERTY MAINTENANCE

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One of the most confusing aspects of owning a lot within a Strata Scheme is understanding who is responsible for the maintenance of certain elements within the lot – an individual owner or Owners Corporation (Body Corporate)?

This debate has existed since strata schemes legislation was first inception in 1961 and has been further confused by the way in which owners and Owners Corporations' interpret the maintenance obligations for their strata schemes.

This confusion is further exacerbated because not every strata plan is the same and some Owners Corporations may pass specific resolutions or By-Laws changing or absolving the Owners Corporations maintenance responsibilities.

Briefly; generally each owner is responsible for the maintenance, repair and replacement of all those components of the building that are housed within the external walls of their unit/villa or townhouse or service only their lot (within the lot envelope). Section 106 of the Strata Schemes Management Act 2015 places a mandatory duty on the Owners Corporation to repair and maintain all elements outside of this envelope (the common property) or shared services that may pass through the unit.

In the diagram below, those areas that are generally considered to be common property or the Owners Corporations responsibility to maintain are highlighted in **BLUE**. This applies to strata schemes registered after 1 July 1974.

In this example, all the internal walls and doors are highlighted in **ORANGE** representing lot property. Other typical elements of Lot property include kitchen and bathroom cabinets and accessories, carpets, paintwork and appliances.

For a detailed list of typical lot property and common property maintenance responsibilities go to [www.netstrata.com.au](http://www.netstrata.com.au)

When assessing the maintenance responsibilities for your scheme it is important that a detailed examination of your strata plan and by-laws be undertaken to determine the specific responsibilities associated with your property. Owners should also be familiar with any warranties that may be applicable to apparatus and building structure at their property and the limitations and application of these warranties.

## UNDERSTANDING STRATA PROPERTY MAINTENANCE

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The cubic airspace of the lot also extends to the balcony or courtyards and is usually defined by a notation on the Strata Plan.

Any shared apparatus, such as pipes or conduits that pass through a lot are still the Owners Corporations responsibility to maintain, even though they are contained within the lot.

These areas are known as 'Structural Cubic Space'.



Lot space within a strata scheme is commonly defined as;

“the cubic airspace contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor”.

Once a pipe or conduit enters the lot, it becomes the 'lot owners' responsibility to maintain if it only services that lot. Common examples include, taps and drainage pipes under sinks & vanities.



# MEETING AGENDA

Apologies.

Proxies & Powers of persons present.

Determination of Quorum and Validity of meeting.

The motions to be considered are as follows:

**MOTION 1.**

Ordinary Resolution

**Previous Meeting Minutes**

That the minutes of the previous general meeting be confirmed as a true and accurate account of the proceedings of that meeting.

**MOTION 2.**

Ordinary Resolution

**Financial Statements**

That the financial statements for the period ending 31/12/2022 be adopted.

For more information, please refer to page 15.

**MOTION 3.**

Ordinary Resolution

**Appointment of an Auditor**

That an auditor be appointed for the financial year ending 31/12/2023.

**MOTION 4.**

Ordinary Resolution

**Fire Safety**

That the latest Annual Fire Safety Statement (A.F.S.S.) be reviewed with A Plus Fire being determined as a competent fire safety contractor and that the Strata Managing Agent be authorised to facilitate the inspection process and lodgement of the next A.F.S.S.

For more information, please refer to page 32.

# MEETING AGENDA

## MOTION 5.

### Ordinary Resolution

#### Building Warranties

That the Owners Corporation consider building defects and rectification (provided that the strata scheme is in the warranty period).

## MOTION 6.

### Ordinary Resolution

#### The Strata Insurances

That the Owners Corporation insurances as per attached schedule be confirmed, varied or extended and to consider whether Insurances as per the kind referred to in Section 165(2) of the Act be effected;

(a) Office Bearers Liability

(b) Fidelity Guarantee

For more information, please refer to page 46.

## MOTION 7.

### Ordinary Resolution

#### Capital Works Plan

That the owners corporation review the 10-year capital works fund plan and determine whether to adopt the recommended capital works fund levy for the ensuing year.

For more information, please refer to page 49.

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## MOTION 10.

### Ordinary Resolution

#### The Strata Committee

That in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the Owners Corporation call for nominations, determine the number of members of the Strata Committee and elect the Strata Committee of the Owners Corporation until the conclusion of the next Annual General Meeting.

The following owners nominated for the Committee prior to the meeting;

Nominee	Nominated by
Blake Scorgie	Lot 26
Tayla Vella	Lot 64
Furio John Virant	Lot 12
Takehiro Moriya	Lot 41
Emmanuel Von Paysan	Lot 48
Daniel Harry Darley	Lots 74 & 80
Michelle Gavri	Lot 19

**Note:** Owners may nominate a representative for the Committee at the meeting. Nominees should be aware of the responsibilities, liabilities and obligations of the committee imposed by the Act and other legislation such as the Workplace, Health and Safety Act.

**MOTION 11.****Special Resolution****Appointment of Representative to BMC**

To decide by Special Resolution\*, pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 5 of the Strata Management Statement of SP82782B that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee.

If substitute member or casual member is also allowed:

By Special Resolution pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 5 of the Strata Management Statement of SP82782B that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee and that the owners corporation further resolves that a substitute member also be appointed.

**MOTION 12.****Ordinary Resolution****Strata Committee Training**

That the elected Strata Committee be enrolled in quarterly training webinars with Netstrata.

**MOTION 13.****Ordinary Resolution****Restricted Matters**

That no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.

**MOTION 14.****Ordinary Resolution****Strata Hub**

To authorise Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021), and to provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme.



# MEETING AGENDA

## **MOTION 15.**

### Ordinary Resolution

#### Strata Managers Report

That the Owners Corporation consider the Strata Managers Report on Commissions and Third-Party Training.

For more information, please refer to page 69.

## **MOTION 16.**

### Ordinary Resolution

#### Management Agreement

That the Owners Corporation enter into a new managing agency agreement with Network Strata Services Pty Ltd T/A Netstrata as per the terms and conditions of the agency agreement attached to the notice of this meeting and that the Owners Corporation delegate to the agent the functions of the Owners Corporation as outlined in the agreement.

Should the motion be passed, that two owners be authorised to execute the agreement on behalf of the Owners Corporation.

For more information, please refer to page 70.

## **MOTION 17.**

### Ordinary Resolution

#### Tenant Attendance at Meetings

To decide what matters tenants may be present for at the meeting.

## **MOTION 18.**

### Ordinary Resolution

#### Non-Compliant Window Locks

To decide whether the Owners Corporation should initiate mediation, and should mediation fail, N.C.A.T. proceedings against any owner or tenant that fails to comply with the requirements of the Child Window Safety Devices Regulation, this includes residents that have removed window locks since they have been installed or residents that refuse access in order for the locks to be installed initially.

# MEETING AGENDA

<b>MOTION 19.</b>  Special Resolution	<b>Special By-Law - Enforcement of By-Laws</b>  That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law – Enforcement of By-Laws', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services.  For more information, please refer to page 84.
<b>MOTION 20.</b>  Special Resolution	<b>Special By-Law - Lot Owner Charges</b>  That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Lot Owner Charges', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services.  For more information, please refer to page 85.
<b>MOTION 21.</b>  Special Resolution	<b>Special By-Law - Short Term Accommodation and Overcrowding</b>  The Owners – Strata Plan No 82998 SPECIALLY RESOLVE pursuant to sections 136 and 141 of the <i>Strata Schemes Management Act 2015</i> to change their by-laws by adding Special By-law No.33 – Short Term Accommodation and Overcrowding, a copy which is <b>attached</b> , and if passed resolves to register a consolidation.  For more information, please refer to page 87.

Dated this Monday, January 16, 2023

Netstrata

# EXPLANATION OF AGENDA ITEMS

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## Motion 1. Previous Meeting Minutes

The minutes of your last general meeting will need to be confirmed. A copy of the previous minutes were issued to all owners shortly after the last general meeting, if you have not received a copy of these minutes please contact our office, alternatively you may view a copy of all minutes and meeting notices for your scheme via your owner portal at [www.netstrata.com.au](http://www.netstrata.com.au). If you have forgotten your username and/or password please email [admin@netstrata.com.au](mailto:admin@netstrata.com.au).

## Motion 2. Financial Statements

The financial statements presented and annexed to the notice of this meeting will need to be confirmed. To save time at the meeting, please direct any inquiries regarding the accounts to your strata manager prior to the meeting. A copy of the full financial statements for your scheme can be found at your owner portal on our website. Additionally, if your Owners Corporation agreed at the last Annual General Meeting to obtain a financial auditors report, it will be included in this meeting notice.

## Motion 3. Appointment of an Auditor

A decision must be made as to the appointment of an auditor. The auditor's role is to provide an independent professional assessment that the financial records of the Owners Corporation are true and accurate.

**Note:** For Strata Schemes with an Annual Budget of \$250,000+ or those considered to be large strata schemes (more than 100 lots), the appointment of an Auditor is compulsory.

## Motion 4. Fire Safety

If your scheme is required to submit an Annual Fire Safety Statement (A.F.S.S.) to the Local Council, the owners must consider the most recent A.F.S.S. prepared, determine how the statement will be maintained next year and assess the competency of the Fire Contractor performing the work in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021.

**Note:** Winfire Pty Limited is a fully owned subsidiary of Netstrata and are recognised as a Competent Fire Safety Practitioner by Fire Protection Association Australia. The Owners Corporation is at liberty to choose any recognised Fire Safety Practitioner to service their scheme, however administrative discounts will apply should the

owners select Winfire to service the fire safety equipment at your property.

## Motion 5. Building Warranties

If your scheme is under the Statutory Warranty provisions as provided by the Home Building Act 1989, the owners must consider any outstanding Building Defect items and how they will be addressed. The Occupational Certificate for your scheme was issued on or about << Building Details - Occupation Certificate Date >>.

A six-year statutory warranty applies for major defects and two years for other defects. These time limits are calculated from the completion of the building works, which is usually determined by the Occupation Certificate date (or Interim Occupation Certificate Date, whichever is the earlier). For schemes where the building contract was entered into PRIOR to 1 February 2012, a seven-year warranty applies to all defects.

For schemes where the building contract was entered into AFTER 1 January 2018, the Owners Corporation may also consider remedies that are available to them via Part 11 of the Act. All schemes are at liberty to pursue the rectification of any outstanding defects via the provisions of the Design, Building, and Practitioners Act 2020, as well as the Office of Fair Trading and the Office of Building Commissioner.

It should be noted that any reported defects or outstanding maintenance items must also be reported to the Owners Corporations insurers in accordance with the duty of disclosure provisions of the insurance policy, and despite whatever warranties may apply, the Owners Corporation has obligations to repair and maintain common property under Section 106 of the Act.

## Motion 6. The Strata Insurances

Insurances already in effect are detailed in the enclosed schedule of insurances, these need to be confirmed, varied or extended. We recommend that a professional valuation of the property be renewed annually. It is a small cost to assure that your asset remains adequately insured.

Apart from the insurances already in place, each year the Owners Corporation is also asked to consider whether they wish to effect insurances known as Office Bearers Liability Insurance (which protects members of the strata committee for negligence or liability whilst they fulfil these positions) and Fidelity Guarantee Insurance (which protects all owners in the event any member of the strata committee

# EXPLANATION OF AGENDA ITEMS

misappropriates the Owners Corporations' funds or property). These insurances are contemplated by section 165(2) of the Act.

## Motion 7. Capital Works Plan

Every Owners Corporation has a statutory requirement to review their Capital Works Fund plan at each Annual General Meeting. The purpose of the plan is to ensure that the Owners Corporation is budgeting adequately for the long-term maintenance of the scheme. Here it should be noted that the Owners Corporation must report any shortfall in the plan to prospective purchasers to the scheme via a section 184 Certificate, further, section 80(7) of the Strata Schemes Management Act 2015 requires an Owners Corporation to implement the recommendations of any Capital Works Fund plan so far as practicable.

When reviewing a Capital Works Fund plan, it is important that owners consider the closing balance for the fund (for the past financial year) and the recommended contribution for the ensuing year, ensuring that adequate monies are being raised.

We strongly advise that the Owners Corporation raise the recommended amount as noted in the report, also taking into account the annual opening and closing balance recommendations.

You will note that an extract of the Capital Works Fund Report has been included in this meeting notice, should you wish to obtain a full copy of the report, please contact your strata manager.

## Motion 8. The Proposed Budget

We enclose copies of our suggested budget and levies for the coming year, which we believe, provides sufficient funding for the strata scheme, subject to consideration and further input by the owners. It should also be noted that under the Strata Schemes Management Act 2015 any shortfall in the administration fund must be made up the next budget.

You will note that the closing balance of the Administration fund for the period was \$4,485.22, notable expenditure being:

1. General Maintenance
2. Audit Report
3. Electricity Consumption

Given the above, we have made amendments to the proposed budget for the coming year:

1. General Maintenance,
2. Audit Report,

### 3. Electricity Consumption

Overall, the proposed budget has been increased by 4.81%. Should you have any questions pertaining to the budget, please contact your strata manager prior to the meeting.

## Motion 9. Arrears and Payment Plans

The Owners Corporation must consider how it will deal with owners that fall into arrears with their strata levies. This includes items such as when (if at all) to initiate debt recovery proceedings or whether the Owners Corporation will offer payment plans to owners that fall into arrears. It should be noted that Payment Plans will attract additional administrative fees for your scheme that CANNOT be recouped from owners that fall into arrears.

## Motion 10. The Strata Committee

The Strata Committee of an Owners Corporation acts in a similar manner to the board of directors of a company, being involved in the day to day administration of the strata scheme. However, when a managing agent is appointed many of these duties (such as those of the secretary, treasurer and chairperson) are delegated to the agent. In these circumstances, the Strata Committee assumes more of a liaison role through whom contact with the owners and the strata scheme is maintained. Decisions can relate to items such as;

- By-law and Conflict Resolution (including attendance at Mediation and the NCAT)
- Granting permission or refusal to keep animals
- Approving Maintenance Requests
- Authorising/Supervising major maintenance works

The Strata Schemes Management Act 2015 allows between 1 to 9 Strata Committee members, who are elected at each Annual General Meeting. In the event no nominations for the Committee are received the scheme may be administered by our office pursuant to Section 29(4) of the Act.

The Strata Schemes Management Amendment (Information Regulation 2021) requires that certain information pertinent to your scheme be placed onto the NSW Government portal called the 'Strata Hub'. Part of the information required to be reported on this portal are the personal contact details of the office bearers. Netstrata can include the strata manager's details as the appointed representative of the Owners Corporation and it's Office Bearers to alleviate any concerns with regard to the privacy of



# EXPLANATION OF AGENDA ITEMS

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contact information. This will be discussed at the meeting.

## **Motion 11. Appointment of Representative to BMC**

Subject to the provisions of the Strata Management Statement, the Owners Corporation is required to appoint a representative to the Building Management Committee (B.M.C.). It should be noted that this motion requires a Special Resolution, meaning that 75% of owners that vote at the meeting must be in favour of the motion.

## **Motion 12. Strata Committee Training**

Strata living is an ever-changing environment with new legislation currently afoot for 2023 and beyond. The NSW Government have several significant legislative changes for the strata sector which are likely to be rolled out over the coming 12-months; as such, it is important that those who are involved in the management of a strata scheme are adequately informed as to how these changes are likely to affect their scheme(s). These changes cover items such as reforms to the Strata Schemes Management Act 2015 and various legislation surrounding the options for the pursuit of building defects.

This motion has been placed on the agenda for the Owners Corporation to consider the enrolment of the elected Strata Committee into quarterly webinars with the Learning & Development Department at Netstrata to learn about the aforementioned legal changes as well as practical topics to assist in the smooth running of their scheme. The training webinars will be facilitated electronically in the future and may cover such topics as:

1. Strata Maintenance
2. Strata Insurance
3. Building Defect Legislation
4. Budgeting and the Capital Works Fund
5. Building Upgrades and Improvements
6. Renovations in Strata
7. Project Intervene (a NSW Government Defect Management Initiative)
8. Pets in Strata
9. Aluminium Composite Panelling (ACP) and Project Remediate
10. The Strata Committee
11. Electric Vehicles (EVs) in Strata
12. The Strata Hub

These webinars are not compulsory however we strongly recommend that Strata Committee members are regularly kept up to date with respect to changes within the strata industry and topics that may benefit the strata scheme. If Owners Corporations choose to have their Strata Committees enrolled as suggested, a flat fee of \$250 will be

charged to the Owners Corporation for the year which includes the enrolment of all Strata Committee members as well as recordings of training sessions should any member be unavailable to attend a webinar.

## **Motion 13. Restricted Matters**

Strata legislation provides various restrictions to the powers of the Strata Committee. For example, the committee may not raise levies or pass By-laws, these matters may only be determined at a general meeting of the Owners Corporation. The intent of this motion is for the owners to determine whether the current restrictions should be retained as provided current in the legislation or extended further. Unless there is a great need for change, we would recommend the existing restrictions be retained.

## **Motion 14. Strata Hub**

The Strata Schemes Management Amendment (Information Regulation 2021) requires that certain information pertinent to your scheme be placed onto the NSW Government portal called the 'Strata Hub'. Some of the information required includes the following items:

1. Basic information for the scheme (address, strata plan number, number of lots, date of registration)
2. 1st Annual General Meeting (1st AGM) date
3. Annual General Meeting (AGM) date
4. If the scheme is part of an association
5. Nabers rating details (energy rating scheme)
6. Date of issuance of the Occupation Certificate
7. Annual Fire Safety Statement (AFSS) due date and particulars
8. Insurance details including the valuation amount and replacement cost of the building
9. Emergency contact details and the details of the office bearers
10. Details of the strata managing agent and building manager
11. Balance of funds within the Capital Works Fund

This motion has been placed on the agenda in order for the Owners Corporation to authorise Netstrata to submit the required information onto the portal for your scheme and to decide whether to provide the strata managing agent's contact details as representative of the Strata Committee, Office Bearers and emergency contact for the scheme. The process of supplying the required information onto the 'Strata Hub' portal is expected to take approximately 1-3 hours to administer and as such an additional administration fee will apply.



# EXPLANATION OF AGENDA ITEMS

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## **Motion 15. Strata Managers Report**

Section 55 of the Strata Schemes Management Act 2015 obligates a Strata Managing agent to provide a report to the Owners Corporation each year detailing the minute of delegated authority (i.e. the functions performed by the agent) during the previous 12-month period.

Additionally, section 60 of the Act obligates an agent to provide a report to the Owners Corporation outlining any 3rd party commissions received by the agent during the year or any training services provided to the agent during the year. The purpose of this motion is for the Owners Corporation to consider the report provided.

## **Motion 16. Management Agreement**

Attached is an updated management agreement between our office and your Owners Corporation for your consideration. The agreement has been updated to provide greater transparency of the services that we provide, and explanation of our fees and charges. The agreement affords owners and tenants with greater privacy protection surrounding personal information and provides the ability for the Owners Corporation to redeem some of their administrative expenses via our office. Should you have any questions regarding the proposed we would urge that you contact our office prior to the meeting.

## **Motion 17. Tenant Attendance at Meetings**

The Strata Schemes Management Act 2015 makes provision in Schedule 1 Part 2 (21) for tenant participation. The meeting must resolve whether the tenant or the tenant representative can address the meeting as well as what matters they may be present for in the meeting.

A tenant is not entitled to address a meeting unless authorised to do so by a resolution of the Owners Corporation. The Owners Corporation may, at any meeting or for the purpose of all meetings, determine that tenants (other than tenants who hold duly appointed proxies) are not entitled to be present when financial matters are being discussed. Tenants at meetings are not entitled to vote at a meeting unless the tenant is the holder of a duly appointed proxy.

## **Motion 18. Non-Compliant Window Locks**

In 2013 the NSW Government passed the Strata Schemes Management Amendment (Child Window Safety Devices) Regulation. This regulation obligated Owners Corporations to have child proof locks installed on all windows in the scheme that had a fall of greater than 2 meters. The legislation placed a deadline of March 2018 for Owners Corporations to be compliant.

Whilst most owners and residents have been compliant, a number of residents have refused access in order for the locks to be installed and in some cases, locks have been removed since they have been installed. The Owners Corporation bares the responsibility to ensure the scheme is compliant and faces a significant liability should a lot be non-compliant and ultimately an injury or worse death should occur due to a window being non-compliant. This includes an obligation to advise the Strata Insurance of any deficiency in compliance.

The purpose of the motion is to decide whether to initiate action against any resident that has failed to accede to the requirements of the legislation.

## **Motion 19. Special By-Law - Enforcement of By-Laws**

It is important that all Owners and Occupiers of a lot understand their rights and obligations in adhering to the registered By-Laws for the Strata Scheme. This By-Law is being proposed in order to explain how By-Laws are enforced, as well as making an allowance for the recovery of administrative charges from the offenders of breaches to By-Laws, to which the Owners Corporation have incurred.

The terms within this By-law are relatively self-explanatory and for it to be passed a Special Resolution is required. This means that 75% of owners that vote at the meeting, taken on a count of Units of Entitlement, must be in favour of the motion.

## **Motion 20. Special By-Law - Lot Owner Charges**

There are many charges that Owners Corporations incur as a result of the actions of individual Owners and Occupants, as such this By-Law is being proposed in order for the Owners Corporation to recover these costs.

# EXPLANATION OF AGENDA ITEMS

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The terms and specific administrative charges are detailed within this By-law and are relatively self-explanatory. For the By-Law to be passed a Special Resolution is required. This means that 75% of owners that vote at the meeting, taken on a count of Units of Entitlement, must be in favour of the motion.

## **Motion 21. Special By-Law - Short Term Accommodation and Overcrowding**

The purpose of this by-law is to assist the management and administration of the strata scheme and reduce the strain on the strata scheme's resources, by dealing with the unauthorised uses of lots.

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**


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	<b>Administrative Fund</b>	<b>Capital Works Fund</b>	<b>TOTAL</b>
<b>ASSETS</b>			
Cash at Bank	37,250.56	23,830.17	61,080.73
Levies Receivable	6,472.40	1,751.75	8,224.15
<b>Total Assets</b>	<b>43,722.96</b>	<b>25,581.92</b>	<b>69,304.88</b>
<b>LIABILITIES</b>			
Levies Paid in Advance	2,716.15	0.00	2,716.15
GST Liabilities	36,521.59	(35,875.97)	645.62
<b>Total Liabilities</b>	<b>39,237.74</b>	<b>(35,875.97)</b>	<b>3,361.77</b>
<b>Net Assets</b>	<b>4,485.22</b>	<b>61,457.89</b>	<b>65,943.11</b>
<b>OWNERS FUNDS</b>			
Opening Balance	8,577.40	157,601.50	166,178.90
Surplus / Deficit for the period	(4,092.18)	(96,143.61)	(100,235.79)
Closing Balance	4,485.22	61,457.89	65,943.11
<b>Total Owners Funds</b>	<b>4,485.22</b>	<b>61,457.89</b>	<b>65,943.11</b>

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Administrative Fund**

	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/21 - 31/12/21	01/01/21 - 31/12/21
<b>Income</b>				
<b>Debt Collection Recoveries</b>				
Debt Collection Recoveries-Reversal	(\$190.92)	\$0.00	(\$604.58)	\$0.00
Debt Collection Recoveries	\$986.42	\$0.00	\$1,368.26	\$0.00
<b>Expenses Recoveries</b>				
Owner Expense Recoveries	\$310.00	\$0.00	\$1,350.00	\$0.00
<b>Interest</b>				
Interest On Levy Arrears	\$679.09	\$0.00	\$514.23	\$0.00
<b>Levy Income</b>				
Contributions - General	\$403,938.64	\$405,540.00	\$431,497.08	\$433,265.00
<b>Total Income</b>	<b>\$405,723.23</b>	<b>\$405,540.00</b>	<b>\$434,124.99</b>	<b>\$433,265.00</b>
<b>Expenses</b>				
<b>Accounting, Taxation &amp; Banking</b>				
Bank Fees	\$44.00	\$50.00	\$42.70	\$55.00
DEFT Process Fees	\$266.73	\$240.00	\$225.11	\$240.00
Audit Report	\$1,887.27	\$1,050.00	\$359.09	\$1,050.00
BAS & Tax Administration	\$2,251.99	\$2,300.00	\$2,251.99	\$2,300.00
Income Tax	\$0.00	\$0.00	\$0.00	\$300.00
<b>Building General</b>				
General Maintenance	\$34,140.73	\$10,000.00	\$16,395.87	\$10,000.00
Locks & Doors	\$360.00	\$2,500.00	\$2,080.00	\$4,000.00
<b>Cleaning</b>				
Cleaning - General	\$13,410.00	\$14,000.00	\$12,320.00	\$15,000.00
<b>Electrical</b>				
Electrical Repairs	\$0.00	\$3,100.00	\$3,032.75	\$3,000.00
Light Globes	\$0.00	\$1,100.00	\$1,020.00	\$0.00
TV Antenna Repairs	\$0.00	\$250.00	\$220.00	\$0.00
<b>Electricity</b>				
Electricity Consumption	\$42,548.08	\$38,000.00	\$35,106.78	\$45,000.00
<b>Fire Control</b>				
Fire Services	\$4,006.40	\$10,000.00	\$4,688.12	\$10,000.00
<b>Insurance</b>				
Insurance Premium	\$2,760.36	\$3,000.00	\$2,642.79	\$3,000.00
<b>Plumbing</b>				
Plumbing - General	\$295.00	\$4,000.00	\$3,470.00	\$7,000.00
Hot Water System Maintenance	\$2,345.00	\$4,800.00	\$4,701.00	\$0.00
<b>Resident Manager / Caretaker</b>				
Building Manager/Caretaker	\$0.00	\$0.00	\$142.89	\$0.00
<b>Security &amp; Intercom</b>				
Intercom Repairs / Replacement	\$0.00	\$0.00	\$0.00	\$500.00

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Administrative Fund**

	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/21 - 31/12/21	01/01/21 - 31/12/21
<b>Strata/Building Administration</b>				
Debt Collection Fees	\$954.60	\$0.00	\$1,368.26	\$0.00
Land Titles & By-Law Registration	\$3,204.47	\$3,800.00	\$3,564.38	\$3,000.00
Management Services	\$29,928.72	\$29,930.00	\$28,428.45	\$28,500.00
Printing, Postage & Stationery	\$3,184.99	\$3,000.00	\$2,990.23	\$4,500.00
Signs & Signage Installation	\$0.00	\$0.00	\$1,354.01	\$0.00
Strata Administration	\$3,082.02	\$3,600.00	\$3,524.85	\$3,000.00
BMC/Community Contributions	\$239,967.80	\$250,000.00	\$275,014.20	\$272,300.00
General Expenses	\$0.00	\$0.00	\$1,512.50	\$0.00
Legislative Compliance	\$2,527.29	\$2,600.00	\$2,570.31	\$1,200.00
<b>Telephone</b>				
Lift Phone & Phone Charges	\$232.10	\$220.00	\$248.68	\$220.00
<b>Water</b>				
Water Consumption	\$18,709.34	\$18,000.00	\$17,986.72	\$19,100.00
<b>Total Expenses</b>	<b>\$406,106.89</b>	<b>\$405,540.00</b>	<b>\$427,261.68</b>	<b>\$433,265.00</b>
<b>Surplus / Deficit</b>	<b>(\$383.66)</b>	<b>\$0.00</b>	<b>\$6,863.31</b>	<b>\$0.00</b>



**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Capital Works Fund**

	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/21 - 31/12/21	01/01/21 - 31/12/21
<b>Income</b>				
<b>Interest</b>				
Interest On Levy Arrears	\$157.65	\$0.00	\$127.08	\$0.00
<b>Levy Income</b>				
Contributions - Capital Works Fund	\$100,000.00	\$100,000.00	\$85,001.08	\$85,000.00
<b>Total Income</b>	<b>\$100,157.65</b>	<b>\$100,000.00</b>	<b>\$85,128.16</b>	<b>\$85,000.00</b>
<b>Expenses</b>				
<b>Building General</b>				
General Maintenance	\$81,041.26	\$0.00	\$69,435.00	\$0.00
Capital Works Fund Maintenance	\$0.00	\$100,000.00	\$0.00	\$85,000.00
Building Repairs	\$72,660.00	\$0.00	\$0.00	\$0.00
<b>Fire Control</b>				
Fire Services	\$42,600.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$196,301.26</b>	<b>\$100,000.00</b>	<b>\$69,435.00</b>	<b>\$85,000.00</b>
<b>Surplus / Deficit</b>	<b>(\$96,143.61)</b>	<b>\$0.00</b>	<b>\$15,693.16</b>	<b>\$0.00</b>

**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**
**Special Levy- Anchor Points Remed**

	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/21 - 31/12/21	01/01/21 - 31/12/21
<b>Income</b>				
<b>Interest</b>				
Interest On Levy Arrears	\$60.17	\$0.00	\$0.00	\$0.00
<b>Levy Income</b>				
Contributions - Other	\$52,727.31	\$52,727.27	\$0.00	\$0.00
<b>Total Income</b>	<b>\$52,787.48</b>	<b>\$52,727.27</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Expenses</b>				
<b>Building General</b>				
Building Repairs	\$56,496.00	\$52,727.27	\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$56,496.00</b>	<b>\$52,727.27</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Surplus / Deficit</b>	<b>(\$3,708.52)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**


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**ADMINISTRATIVE FUND OTHER INCOME**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Contributions - General</b>					
10/03/22	lot 53		lot 53-Levy Notice Postage Fee	\$3.00	\$3.00
13/04/22	lot 53		lot 53-Levy Notice Postage Fee	\$3.00	\$6.00
25/04/22	lot 51		lot 51-Levy Notice Postage Fee	\$3.00	\$9.00
11/06/22	lot 53		lot 53-Levy Notice Postage Fee	\$3.00	\$12.00
26/06/22	lot 53		lot 53-Levy Notice Postage Fee	\$3.00	\$15.00
10/07/22	lot 53		lot 53-Levy Notice Postage Fee	\$3.00	\$18.00
25/07/22	lot 51		lot 51-Levy Notice Postage Fee	\$3.00	\$21.00
25/07/22	lot 53		lot 53-Levy Notice Postage Fee	\$3.00	\$24.00
25/07/22	lot 12		lot 12-Levy Notice Postage Fee	\$3.00	\$27.00
25/07/22	lot 27		lot 27-Levy Notice Postage Fee	\$3.00	\$30.00
25/10/22	lot 51		lot 51-Levy Notice Postage Fee	\$3.00	\$33.00
25/10/22	lot 53		lot 53-Levy Notice Postage Fee	\$3.00	\$36.00
10/12/22	lot 53		lot 53-Levy Notice Postage Fee	\$3.00	\$39.00
<b>Total Contributions - General</b>				<b>\$39.00</b>	

**Debt Collection Recoveries**

10/01/22	lot 20		lot 20-Arrears Notice Fee - Levy Notice on	\$31.82	\$31.82
10/01/22	lot 39		lot 39-Arrears Notice Fee - Levy Notice on	\$31.82	\$63.64
10/01/22	lot 60		lot 60-Arrears Notice Fee - Levy Notice on	\$31.82	\$95.46
10/01/22	lot 2		lot 2-Arrears Notice Fee - Levy Notice on	\$31.82	\$127.28
10/01/22	lot 29		lot 29-Arrears Notice Fee - Levy Notice on	\$31.82	\$159.10
10/01/22	lot 46		lot 46-Arrears Notice Fee - Levy Notice on	\$31.82	\$190.92
10/01/22	lot 54		lot 54-Arrears Notice Fee - Levy Notice on	\$31.82	\$222.74
10/01/22	lot 53		lot 53-Arrears Notice Fee - Levy Notice on	\$31.82	\$254.56
25/01/22	lot 54		lot 54-Arrears Notice Fee - Levy Notice on	\$31.82	\$286.38
10/03/22	lot 54		lot 54-Arrears Notice Fee - Levy Notice on	\$31.82	\$318.20
25/04/22	lot 32		lot 32-Arrears Notice Fee - Levy Notice on	\$31.82	\$350.02
25/04/22	lot 46		lot 46-Arrears Notice Fee - Levy Notice on	\$31.82	\$381.84
25/04/22	lot 60		lot 60-Arrears Notice Fee - Levy Notice on	\$31.82	\$413.66
10/05/22	lot 32		lot 32-Arrears Notice Fee - Levy Notice on	\$31.82	\$445.48
10/05/22	lot 46		lot 46-Arrears Notice Fee - Levy Notice on	\$31.82	\$477.30
10/05/22	lot 60		lot 60-Arrears Notice Fee - Levy Notice on	\$31.82	\$509.12
10/05/22	lot 67		lot 67-Arrears Notice Fee - Levy Notice on	\$31.82	\$540.94
25/05/22	lot 32		lot 32-Arrears Notice Fee - Levy Notice on	\$31.82	\$572.76
25/05/22	lot 46		lot 46-Arrears Notice Fee - Levy Notice on	\$31.82	\$604.58
25/05/22	lot 60		lot 60-Arrears Notice Fee - Levy Notice on	\$31.82	\$636.40
10/06/22	lot 32		lot 32-Arrears Notice Fee - Levy Notice on	\$31.82	\$668.22
10/06/22	lot 46		lot 46-Arrears Notice Fee - Levy Notice on	\$31.82	\$700.04
10/07/22	lot 46		lot 46-Arrears Notice Fee - Levy Notice on	\$31.82	\$731.86
10/07/22	lot 53		lot 53-Arrears Notice Fee - Levy Notice on	\$31.82	\$763.68
25/07/22	lot 46		lot 46-Arrears Notice Fee - Levy Notice on	\$31.82	\$795.50
28/08/22	lot 46		lot 46-Arrears Notice Fee - Levy Notice on	\$31.82	\$827.32
10/10/22	lot 71		lot 71-Arrears Notice Fee - Levy Notice on	\$31.82	\$859.14
10/10/22	lot 73		lot 73-Arrears Notice Fee - Levy Notice on	\$31.82	\$890.96
25/10/22	lot 71		lot 71-Arrears Notice Fee - Levy Notice on	\$31.82	\$922.78
25/10/22	lot 73		lot 73-Arrears Notice Fee - Levy Notice on	\$31.82	\$954.60

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**

10/12/22 lot 55	lot 55-Arrears Notice Fee - Levy Notice on	\$31.82	\$986.42
	<b>Total Debt Collection Recoveries</b>	<b>\$986.42</b>	

**Debt Collection Recoveries-Reversal**

16/02/22	Arrears notice reversal	-\$31.82	-\$31.82
16/02/22	Arrears notice reversal	-\$31.82	-\$63.64
16/02/22	Arrears notice reversal	-\$31.82	-\$95.46
16/02/22	Arrears notice reversal	-\$31.82	-\$127.28
16/08/22	Arrears notice reversal	-\$31.82	-\$159.10
16/08/22	Arrears notice reversal	-\$31.82	-\$190.92
	<b>Total Debt Collection Recoveries-Reversal</b>	<b>-\$190.92</b>	

**Interest On Levy Arrears**

14/01/22 lot 2	lot 2-BPay Payment: DEFT Bpay 0000019448	\$49.15	\$49.15
17/01/22 lot 46	lot 46-BPay Payment: DEFT Bpay 0000019491	\$23.23	\$72.38
21/01/22 lot 20	lot 20-BPay Payment: DEFT Bpay 0000019466	\$24.04	\$96.42
28/01/22 lot 53	lot 53-BPay Payment: DEFT Bpay 0000019498	\$28.85	\$125.27
11/02/22 lot 39	lot 39-BPay Payment: DEFT Bpay 0000019484	\$18.74	\$144.01
16/02/22	write off	-\$67.18	\$76.83
16/02/22 lot 54	lot 54-write off	\$67.18	\$144.01
16/02/22	write off	-\$30.79	\$113.22
16/02/22 lot 54	lot 54-write off	\$30.79	\$144.01
09/03/22 lot 29	lot 29-BPay Payment: DEFT Bpay 0000019474	\$21.81	\$165.82
15/03/22 lot 2	lot 2-BPay Payment: DEFT Bpay 0000019448	\$16.02	\$181.84
13/04/22 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$93.52	\$275.36
13/04/22 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$82.29	\$357.65
13/04/22 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$48.86	\$406.51
13/04/22 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$14.79	\$421.30
27/04/22 lot 60	lot 60-BPay Payment: DEFT Bpay 0000019505	\$5.29	\$426.59
27/05/22 lot 60	lot 60-BPay Payment: DEFT Bpay 0000019505	\$21.16	\$447.75
17/06/22 lot 32	lot 32-BPay Payment: DEFT Bpay 0000019477	\$33.85	\$481.60
28/06/22 lot 46	lot 46-BPay Payment: DEFT Bpay 0000019491	\$55.04	\$536.64
15/07/22 lot 53	lot 53-BPay Payment: DEFT Bpay 0000019498	\$20.49	\$557.13
29/08/22 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$17.12	\$574.25
31/08/22 lot 46	lot 46-BPay Payment: DEFT Bpay 0000019491	\$42.09	\$616.34
31/10/22 lot 73	lot 73-DEFT I/Tfr: DEFT I/CCd MD 000001951	\$19.90	\$636.24
28/11/22 lot 71	lot 71-DEFT I/Tfr: DEFT I/CCd AX 000001951	\$42.85	\$679.09
	<b>Total Interest On Levy Arrears</b>	<b>\$679.09</b>	

**Owner Expense Recoveries**

21/02/22 lot 35	lot 35-Recovery from Owners - INV PSS INV	\$155.00	\$155.00
01/06/22 lot 35	lot 35-Recovery from Owners - Intercom In	\$155.00	\$310.00
	<b>Total Owner Expense Recoveries</b>	<b>\$310.00</b>	

**Total Administrative Other Income** **\$1,823.59**

**ADMINISTRATIVE FUND EXPENSES**

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Audit Report</b>					
05/01/22	774951	KHOURY BROS. & CO.	Audit Report - 31/12/20	\$750.00	\$750.00
01/02/22	783438	Netstrata	Audit Preparation	\$377.27	\$1,127.27
06/12/22	880463	KHOURY BROS. & CO.	Audit Report - 31/12/21	\$760.00	\$1,887.27
<b>Total Audit Report</b>				<b>\$1,887.27</b>	
<b>Bank Fees</b>					
31/01/22			Service Charge: Service Charge Fee	\$2.90	\$2.90
28/02/22			Service Charge: Service Charge Fee	\$3.00	\$5.90
31/03/22			Service Charge: Service Charge Fee	\$4.40	\$10.30
29/04/22			Service Charge: Service Charge Fee	\$2.80	\$13.10
31/05/22			Service Charge: Service Charge Fee	\$6.30	\$19.40
30/06/22			Service Charge: Service Charge Fee	\$3.20	\$22.60
29/07/22			Service Charge: Service Charge Fee	\$4.00	\$26.60
31/08/22			Service Charge: Service Charge Fee	\$3.60	\$30.20
30/09/22			Service Charge: Service Charge Fee	\$4.00	\$34.20
31/10/22			Service Charge: Service Charge Fee	\$3.00	\$37.20
30/11/22			Service Charge: Service Charge Fee	\$4.10	\$41.30
30/12/22			Service Charge: Service Charge Fee	\$2.70	\$44.00
<b>Total Bank Fees</b>				<b>\$44.00</b>	
<b>BAS &amp; Tax Administration</b>					
01/02/22	783438	Netstrata	BAS Administration - 01/11/21 - 31/01/22	\$377.07	\$377.07
01/05/22	810217	Netstrata	BAS Administration - 01/02/22 - 30/04/22	\$377.07	\$754.14
01/08/22	839351	Netstrata	Tax Administration*	\$1,120.78	\$1,874.92
01/11/22	867993	Netstrata	BAS Administration - 01/08/22 - 31/10/22	\$377.07	\$2,251.99
<b>Total BAS &amp; Tax Administration</b>				<b>\$2,251.99</b>	
<b>BMC/Community Contributions</b>					
07/01/22	781156	SP 82782B	BMC/Community Contributions - 01/02/22 to 30/04/22	\$59,991.95	\$59,991.95
17/05/22	820646	SP 82782B	BMC/Community Contributions - 01/05/22 to 31/07/22	\$59,991.95	\$119,983.90
06/07/22	833508	SP 82782B	BMC/Community Contributions - 01/08/22 to 31/10/22	\$59,991.95	\$179,975.85
06/10/22	860340	SP 82782B	BMC/Community Contributions - 01/11/22 to 31/01/23	\$59,991.95	\$239,967.80
<b>Total BMC/Community Contributions</b>				<b>\$239,967.80</b>	
<b>Cleaning - General</b>					
01/02/22	784132	SAFE ROPE ACCESS	Cleaning - January 2022	\$13,200.00	\$13,200.00
17/10/22	863286	ASAP CARPET CLEANING	Cleaning Carpets - September 2022	\$210.00	\$13,410.00
<b>Total Cleaning - General</b>				<b>\$13,410.00</b>	
<b>Debt Collection Fees</b>					



**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**

01/02/22	783438	Netstrata	Levy Notice on 31/03/2022*	\$286.38	\$286.38
01/05/22	810217	Netstrata	Levy Notice on 30/06/2022*	\$127.28	\$413.66
01/08/22	839351	Netstrata	Levy Notice on 30/09/2022*	\$381.84	\$795.50
01/11/22	867993	Netstrata	Levy Notice on 31/12/2022*	\$159.10	\$954.60
<b>Total Debt Collection Fees</b>				<b>\$954.60</b>	

**DEFT Process Fees**

31/01/22	DEFT Process Fee	\$16.73	\$16.73
28/02/22	DEFT Process Fee	\$18.82	\$35.55
31/03/22	DEFT Process Fee	\$47.91	\$83.46
29/04/22	DEFT Process Fee	\$21.86	\$105.32
31/05/22	DEFT Process Fee	\$21.55	\$126.87
30/06/22	DEFT Process Fee	\$24.95	\$151.82
29/07/22	DEFT Process Fee	\$11.95	\$163.77
31/08/22	DEFT Process Fee	\$21.91	\$185.68
30/09/22	DEFT Process Fee	\$26.32	\$212.00
31/10/22	DEFT Process Fee	\$14.68	\$226.68
30/11/22	DEFT Process Fee	\$21.55	\$248.23
30/12/22	DEFT Process Fee	\$18.50	\$266.73
Total DEFT Process Fees		\$266.73	

**Electricity Consumption**

06/01/22	776576	ENERGY/TRU ENERGY	Electricity Consumption - 01/10/21 - 31/12/21	\$1,200.74	\$1,200.74
10/01/22	777461	ENERGY/TRU ENERGY	Electricity Consumption - 01/10/21 - 31/12/21	\$1,800.59	\$3,001.33
10/03/22	796117	ENERGY LOCALS	Electricity Consumption - 06/12/21 - 07/03/22	\$1,135.72	\$4,137.05
14/03/22	796935	ENERGY LOCALS	Electricity Consumption - 11/02/22 - 10/03/22	\$1,804.18	\$5,941.23
06/04/22	803857	ENERGY/TRU ENERGY	Electricity Consumption - 01/01/22 - 31/03/22	\$1,237.51	\$7,178.74
12/04/22	805230	ENERGY LOCALS	Electricity Consumption - 11/03/22 - 07/04/22	\$1,811.73	\$8,990.47
09/05/22	813805	ENERGY/TRU ENERGY	Electricity Consumption - 01/01/22 - 31/03/22	\$1,724.33	\$10,714.80
10/05/22	814264	ENERGY LOCALS	Electricity Consumption - 08/04/22 - 08/05/22	\$1,979.61	\$12,694.41
20/05/22	817474	ENERGY LOCALS	Electricity Consumption - 10/12/21 - 09/01/22	\$1,548.68	\$14,243.09
20/05/22	817473	ENERGY LOCALS	Electricity Consumption - 10/01/22 - 10/02/22	\$1,813.44	\$16,056.53
20/05/22	817476	ENERGY LOCALS	Electricity Consumption - 10/11/21 - 09/12/21	\$1,552.25	\$17,608.78
20/05/22	817478	ENERGY LOCALS	Electricity Consumption - 11/10/21 - 09/11/21	\$1,549.93	\$19,158.71
20/05/22	817480	ENERGY LOCALS	Electricity Consumption - 10/09/21 - 10/10/21	\$1,100.78	\$20,259.49
09/06/22	824434	ENERGY LOCALS	Electricity Consumption - 09/05/22 - 07/06/22	\$1,947.59	\$22,207.08
09/06/22	824436	ENERGY LOCALS	Electricity Consumption - 07/03/22 - 06/06/22	\$1,145.51	\$23,352.59
09/06/22	824749	ENERGY LOCALS	Electricity Consumption - 01/09/22 - 06/12/21	\$1,225.25	\$24,577.84
06/07/22	831792	ENERGY/TRU ENERGY	Electricity Consumption - 01/04/22 - 30/06/22	\$1,171.29	\$25,749.13
07/07/22	832423	ENERGY/TRU ENERGY	Electricity Consumption - 01/04/22 - 30/06/22	\$1,585.77	\$27,334.90
11/07/22	832799	ENERGY LOCALS	Electricity Consumption - 08/06/22 - 07/07/22	\$1,944.51	\$29,279.41
10/08/22	843372	ENERGY LOCALS	Electricity Consumption - 08/07/22 - 08/08/22	\$2,061.35	\$31,340.76
19/09/22	855285	ENERGY LOCALS	Electricity Consumption - 09/08/22 - 15/09/22	\$2,269.59	\$33,610.35
19/09/22	855386	ENERGY LOCALS	Electricity Consumption - 07/06/22 - 06/09/22	\$1,199.75	\$34,810.10
05/10/22	859918	ENERGY/TRU ENERGY	Electricity Consumption - 01/07/22 - 30/09/22	\$1,248.21	\$36,058.31
06/10/22	861042	ENERGY/TRU ENERGY	Electricity Consumption - 01/07/22 - 30/09/22	\$1,624.55	\$37,682.86
24/10/22	864703	ENERGY LOCALS	Electricity Consumption - 16/09/22 - 20/10/22	\$1,987.20	\$39,670.06
22/11/22	875245	ENERGY LOCALS	Electricity Consumption - 21/10/22 - 20/11/22	\$1,716.37	\$41,386.43
05/12/22	879929	ENERGY LOCALS	Electricity Consumption - 06/09/22 - 30/11/22	\$1,161.65	\$42,548.08
<b>Total Electricity Consumption</b>				<b>\$42,548.08</b>	

**Fire Services**

**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**

01/02/22	lot 8		lot 8-Smoke Detector Inspection Certifica	-\$50.00	-\$50.00
01/02/22	783438	Netstrata	Fire Compliance - 01/11/21 - 31/01/22*	\$488.38	\$438.38
01/02/22	784033	A PLUS FIRE	6 Monthly Testing - 25/01/22	\$115.00	\$553.38
19/04/22	806895	A PLUS FIRE	UB702 Install 1x Drop Seal - 08/04/22	\$160.00	\$713.38
27/04/22	lot 59		lot 59-Fire Asset Repairs - INV 20196060-8	-\$160.00	\$553.38
01/05/22	810217	Netstrata	Fire Compliance - 01/02/22 - 30/04/22	\$438.38	\$991.76
27/06/22	828886	A PLUS FIRE	Damper Repairs 50% Payment - 16/06/22	\$3,000.00	\$3,991.76
01/08/22	839351	Netstrata	Fire Compliance - 01/05/22 - 31/07/22	\$466.87	\$4,458.63
17/10/22	863245	A PLUS FIRE	AFSS Rectification - 23/09/22	\$880.00	\$5,338.63
01/11/22	lot 25		lot 25-Fire Inspection - 2nd Inspection At	-\$65.45	\$5,273.18
01/11/22	lot 73		lot 73-Fire Inspection - 2nd Inspection At	-\$65.45	\$5,207.73
01/11/22	lot 71		lot 71-Fire Asset Repairs	-\$71.82	\$5,135.91
01/11/22	lot 58		lot 58-Fire Asset Repairs	-\$111.82	\$5,024.09
01/11/22	lot 55		lot 55-Fire Asset Repairs	-\$81.82	\$4,942.27
01/11/22	lot 14		lot 14-Fire Asset Repairs	-\$1,231.82	\$3,710.45
01/11/22	lot 57		lot 57-Smoke Alarm Replacement	-\$151.82	\$3,558.63
01/11/22	lot 2		lot 2-Smoke Alarm Replacement	-\$151.82	\$3,406.81
01/11/22	lot 54		lot 54-Smoke Alarm Replacement	-\$151.82	\$3,254.99
01/11/22	lot 52		lot 52-Smoke Alarm Replacement	-\$151.82	\$3,103.17
01/11/22	867993	Netstrata	Fire Compliance - 01/08/22 - 31/10/22*	\$903.23	\$4,006.40
<b>Total Fire Services</b>				<b>\$4,006.40</b>	

**General Maintenance**

14/01/22	778616	MAGIC GLASS	B502 Balcony Sliding Door - 01/01/22	\$440.00	\$440.00
27/01/22	781274	PROTECOM	Lot 35 -Intercom Repairs - 13/01/22	\$155.00	\$595.00
14/02/22	787836	RENDOSI CONSTRUCTIONS	B804 Water Leak Investigation - 21/01/22	\$375.00	\$970.00
07/03/22	795293	RENDOSI CONSTRUCTIONS	R Blocok Lift Rooftop Temporary Covering - 04/03/22	\$1,685.00	\$2,655.00
21/03/22	798894	RENDOSI CONSTRUCTIONS	B204 Post Leak Remediation - 08/03/22	\$3,270.00	\$5,925.00
21/03/22	798905	RENDOSI CONSTRUCTIONS	Bldg. B & R Home Warranty Insurance - 16/03/22	\$1,563.00	\$7,488.00
04/04/22	802593	RENDOSI CONSTRUCTIONS	Temporary Reapirs Leak Lift Rooftop - 18/03/22	\$2,350.00	\$9,838.00
29/04/22	809497	RENDOSI CONSTRUCTIONS	B204 Variations - 27/04/22	\$2,130.00	\$11,968.00
29/04/22	809502	FORRESTER & JOHNSON FM	B306 Leak Investigation - 12/04/22	\$260.00	\$12,228.00
18/05/22	817339	RENDOSI CONSTRUCTIONS	R401 Water Leak Investigation - 06/05/22	\$590.00	\$12,818.00
18/05/22	820819	FORRESTER & JOHNSON FM	R102- Clear Blocked Balcony - 05/05/22	\$335.00	\$13,153.00
25/05/22	819861	RENDOSI CONSTRUCTIONS	B610 Home Warranty Insurance - 23/05/22	\$504.55	\$13,657.55
10/06/22	824774	RENDOSI CONSTRUCTIONS	B610 Variation Home Warranty Insurance - 26/05/22	\$327.27	\$13,984.82
10/06/22	824779	RENDOSI CONSTRUCTIONS	UR401 Install Flat PLates & Angle - 03/06/22	\$1,790.00	\$15,774.82
27/06/22	828686	RENDOSI CONSTRUCTIONS	Bldg.R Repair Wall & Install Capping - 20/06/22	\$3,570.00	\$19,344.82
08/07/22	833617	FORRESTER & JOHNSON FM	B801 Unblock Drain - 05/07/22	\$335.00	\$19,679.82
08/07/22	834059	RENDOSI CONSTRUCTIONS	B610 Repair Steel Bars - 28/06/22	\$2,950.00	\$22,629.82
07/09/22	851715	FORRESTER & JOHNSON FM	Water Leak Investigation - 17/08/22	\$430.00	\$23,059.82
07/09/22	851753	RENDOSI CONSTRUCTIONS	R301,201 Water Ingress Investigation- 06/09/22	\$375.00	\$23,434.82
21/09/22	856429	RENDOSI CONSTRUCTIONS	B610 Engineer Inspection - 21/09/22	\$375.00	\$23,809.82
21/09/22	856432	RENDOSI CONSTRUCTIONS	B804 Engineer Inspection - 21/09/22	\$375.00	\$24,184.82
21/09/22	856434	RENDOSI CONSTRUCTIONS	W702/W703 Engineer Inspection - 21/09/22	\$650.00	\$24,834.82
06/10/22	860159	SP 82782B	Reimburse PO 845679	\$7,375.00	\$32,209.82
08/11/22	872150	JERRY'S PAINTING & MAINTENANCE	UB502 Water Damaged Ceiling - 31/10/22	\$690.91	\$32,900.73
14/11/22	872576	WALTER FERNANDES	B2 Lobby Glass Decals - 11/11/22	\$160.00	\$33,060.73
14/11/22	873020	RENDOSI CONSTRUCTIONS	B612 Bedroom Ceiling Investigations - 02/11/22	\$840.00	\$33,900.73
23/11/22	MB281122		Reimburse PO 856434	-\$650.00	\$33,250.73
29/11/22	877438	MAGIC GLASS	B2 Lobby Glass Replacement - 18/11/22	\$890.00	\$34,140.73

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**

			Total General Maintenance	\$34,140.73	
Hot Water System Maintenance					
02/03/22	793870	RHEEM AUSTRALIA	General Service HWS - 01/03/22	\$530.00	\$530.00
07/03/22	795315	RHEEM AUSTRALIA	Hot Water System Maintenance - 01/03/22	\$850.00	\$1,380.00
21/03/22	798887	FORRESTER & JOHNSON FM	Replace Hot Water Filter - 07/03/22	\$635.00	\$2,015.00
29/04/22	809503	FORRESTER & JOHNSON FM	HW Circulating Pump Service - 14/04/22	\$175.00	\$2,190.00
29/09/22	858396	FORRESTER & JOHNSON FM	6 Monthly Hot Water Service - 08/09/22	\$155.00	\$2,345.00
Total Hot Water System Maintenance				\$2,345.00	
Insurance Premium					
23/11/22	875715	STRATA INSURANCE SERVICES	Insurance Premium 30/11/22 to 30/11/23	\$2,589.62	\$2,589.62
23/11/22	875715	STRATA INSURANCE SERVICES	Stamp Duty on Insurance Premium	\$170.74	\$2,760.36
Total Insurance Premium				\$2,760.36	
Land Titles & By-Law Registration					
01/02/22	783438	Netstrata	Keeping of Animals and Moving & Delivering of goods By-Laws Passed AGM	\$2,980.00	\$2,980.00
28/03/22	801127	ADVOCATUS LAWYERS & CONSULTANTS	Land Titles & By-Law Registration Special By Law 30 & Amend BL22	\$50.00	\$3,030.00
28/03/22	801127	ADVOCATUS LAWYERS & CONSULTANTS	NSWLRS Fee	\$134.27	\$3,164.27
28/03/22	801127	ADVOCATUS LAWYERS & CONSULTANTS	PEXA Fee	\$40.20	\$3,204.47
Total Land Titles & By-Law Registration				\$3,204.47	
Legislative Compliance					
01/02/22	783438	Netstrata	Update Tenant Details Lot 16	\$40.91	\$40.91
01/02/22	783438	Netstrata	Update Tenant Details Lot 35	\$40.91	\$81.82
01/02/22	783438	Netstrata	Pre-AGM Survey & Preparation	\$1,472.73	\$1,554.55
01/05/22	810217	Netstrata	Section 258 Compliance - Tenant Update Lot 65	\$40.91	\$1,595.46
01/05/22	810217	Netstrata	Section 258 Compliance - Tenant Update Lot 29	\$40.91	\$1,636.37
01/05/22	810217	Netstrata	Section 258 Compliance - Tenant Update Lot 16	\$40.91	\$1,677.28
01/08/22	839351	Netstrata	Section 258 Compliance - Tenant Update Lot 47	\$40.91	\$1,718.19
01/08/22	839351	Netstrata	Section 258 Compliance - Tenant Update Lot 5	\$40.91	\$1,759.10
01/08/22	839351	Netstrata	Section 258 Compliance - Tenant Update Lot 50	\$40.91	\$1,800.01
01/08/22	839351	Netstrata	Section 258 Compliance - Tenant Update Lot 59	\$40.91	\$1,840.92
01/11/22	867993	Netstrata	Section 258 Compliance - Tenant Update Lot 80	\$40.91	\$1,881.83
01/11/22	867993	Netstrata	Section 258 Compliance - Tenant Update Lot 12	\$40.91	\$1,922.74
01/11/22	867993	Netstrata	Section 258 Compliance - Tenant Update Lot 46	\$40.91	\$1,963.65
01/11/22	867993	Netstrata	Section 258 Compliance - Tenant Update Lot 39	\$40.91	\$2,004.56
01/11/22	867993	Netstrata	Section 258 Compliance - Tenant Update Lot 25	\$40.91	\$2,045.47
01/11/22	867993	Netstrata	Section 258 Compliance - Tenant Update Lot 54	\$40.91	\$2,086.38
01/11/22	867993	Netstrata	Section 258 Compliance - Tenant Update Lot 31	\$40.91	\$2,127.29
12/12/22	882196	MADISON MARCUS LAW	Short term Accomodation By-Law - 30/11/22	\$400.00	\$2,527.29
Total Legislative Compliance				\$2,527.29	
Lift Phone & Phone Charges					

**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**

01/02/22	783438	Netstrata	Phone Charges - 01/11/21 - 31/01/22	\$42.72	\$42.72
01/05/22	810217	Netstrata	Phone Charges - 01/02/22 - 30/04/22	\$45.91	\$88.63
01/08/22	839351	Netstrata	Phone Charges - 01/05/22 - 31/07/22*	\$87.47	\$176.10
01/11/22	867993	Netstrata	Phone Charges - 01/08/22 - 31/10/22	\$56.00	\$232.10
<b>Total Lift Phone &amp; Phone Charges</b>				<b>\$232.10</b>	

**Locks & Doors**

07/03/22	795291	EXPRESS GLASS 24 HOUR	B311 Sliding Door Replacement - 15/02/22	\$360.00	\$360.00
<b>Total Locks &amp; Doors</b>				<b>\$360.00</b>	

**Management Services**

01/02/22	783438	Netstrata	Management Services - 01/02/22 - 30/04/22	\$7,482.18	\$7,482.18
01/05/22	810217	Netstrata	Management Services - 01/05/22 - 31/07/22	\$7,482.18	\$14,964.36
01/08/22	839351	Netstrata	Management Services - 01/08/22 - 31/10/22	\$7,482.18	\$22,446.54
01/11/22	867993	Netstrata	Management Services - 01/11/22 - 31/01/23	\$7,482.18	\$29,928.72
<b>Total Management Services</b>				<b>\$29,928.72</b>	

**Plumbing - General**

27/06/22	828742	FORRESTER & JOHNSON FM	B610 Unblock Balcony Drain - 16/06/22	\$295.00	\$295.00
<b>Total Plumbing - General</b>				<b>\$295.00</b>	

**Printing, Postage & Stationery**

01/02/22	783438	Netstrata	Printing & Postage - 01/11/21 - 31/01/22*	\$682.03	\$682.03
01/03/22	lot 28		lot 28-Stationery Lot Charge - 01/03/2022	-\$18.18	\$663.85
01/03/22	lot 29		lot 29-Stationery Lot Charge - 01/03/2022	-\$18.18	\$645.67
01/03/22	lot 36		lot 36-Stationery Lot Charge - 01/03/2022	-\$18.18	\$627.49
01/03/22	lot 55		lot 55-Stationery Lot Charge - 01/03/2022	-\$18.18	\$609.31
01/03/22	lot 67		lot 67-Stationery Lot Charge - 01/03/2022	-\$18.18	\$591.13
01/03/22	lot 68		lot 68-Stationery Lot Charge - 01/03/2022	-\$18.18	\$572.95
01/03/22	lot 72		lot 72-Stationery Lot Charge - 01/03/2022	-\$18.18	\$554.77
01/03/22	lot 73		lot 73-Stationery Lot Charge - 01/03/2022	-\$18.18	\$536.59
01/05/22	810217	Netstrata	Printing & Postage - 01/02/22 - 30/04/22*	\$1,575.74	\$2,112.33
01/06/22	lot 28		lot 28-Stationery Lot Charge - 01/06/2022	-\$18.18	\$2,094.15
01/06/22	lot 29		lot 29-Stationery Lot Charge - 01/06/2022	-\$18.18	\$2,075.97
01/06/22	lot 36		lot 36-Stationery Lot Charge - 01/06/2022	-\$18.18	\$2,057.79
01/06/22	lot 55		lot 55-Stationery Lot Charge - 01/06/2022	-\$18.18	\$2,039.61
01/06/22	lot 67		lot 67-Stationery Lot Charge - 01/06/2022	-\$18.18	\$2,021.43
01/06/22	lot 68		lot 68-Stationery Lot Charge - 01/06/2022	-\$18.18	\$2,003.25
01/06/22	lot 72		lot 72-Stationery Lot Charge - 01/06/2022	-\$18.18	\$1,985.07
01/06/22	lot 73		lot 73-Stationery Lot Charge - 01/06/2022	-\$18.18	\$1,966.89
01/08/22	839351	Netstrata	Printing & Postage - 01/05/22 - 31/07/22*	\$757.48	\$2,724.37
01/09/22	lot 28		lot 28-Stationery Lot Charge - 01/09/2022	-\$18.18	\$2,706.19
01/09/22	lot 29		lot 29-Stationery Lot Charge - 01/09/2022	-\$18.18	\$2,688.01
01/09/22	lot 36		lot 36-Stationery Lot Charge - 01/09/2022	-\$18.18	\$2,669.83
01/09/22	lot 55		lot 55-Stationery Lot Charge - 01/09/2022	-\$18.18	\$2,651.65
01/09/22	lot 67		lot 67-Stationery Lot Charge - 01/09/2022	-\$18.18	\$2,633.47
01/09/22	lot 68		lot 68-Stationery Lot Charge - 01/09/2022	-\$18.18	\$2,615.29
01/09/22	lot 72		lot 72-Stationery Lot Charge - 01/09/2022	-\$18.18	\$2,597.11

**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**

01/09/22 lot 73		lot 73-Stationery Lot Charge - 01/09/2022	-\$18.18	\$2,578.93
01/11/22 867993	Netstrata	Printing & Postage - 01/08/22 - 31/10/22*	\$751.50	\$3,330.43
01/12/22 lot 28		lot 28-Stationery Lot Charge - 01/12/2022	-\$18.18	\$3,312.25
01/12/22 lot 29		lot 29-Stationery Lot Charge - 01/12/2022	-\$18.18	\$3,294.07
01/12/22 lot 36		lot 36-Stationery Lot Charge - 01/12/2022	-\$18.18	\$3,275.89
01/12/22 lot 55		lot 55-Stationery Lot Charge - 01/12/2022	-\$18.18	\$3,257.71
01/12/22 lot 67		lot 67-Stationery Lot Charge - 01/12/2022	-\$18.18	\$3,239.53
01/12/22 lot 68		lot 68-Stationery Lot Charge - 01/12/2022	-\$18.18	\$3,221.35
01/12/22 lot 72		lot 72-Stationery Lot Charge - 01/12/2022	-\$18.18	\$3,203.17
01/12/22 lot 73		lot 73-Stationery Lot Charge - 01/12/2022	-\$18.18	\$3,184.99
<b>Total Printing, Postage &amp; Stationery</b>			<b>\$3,184.99</b>	

**Strata Administration**

10/01/22 777193	PRIME STRATA SUPPORT	Annual check of Licenses, Insurances & Qualifications of 26 Suppliers (December 2021)	\$750.75	\$750.75
01/02/22 783438	Netstrata	Tenant Meeting Preparation and Administration as per 7.8(b) of MAA	\$118.18	\$868.93
01/08/22 839351	Netstrata	Stationery By-Law Administration	\$345.45	\$1,214.38
01/11/22 867993	Netstrata	Annual Strata Administration	\$1,867.64	\$3,082.02
<b>Total Strata Administration</b>			<b>\$3,082.02</b>	

**Water Consumption**

24/02/22 791322	SYDNEY WATER	Water Consumption - 10/11/21 - 16/02/22	\$5,093.20	\$5,093.20
26/05/22 819178	SYDNEY WATER	Water Consumption - 17/02/22 - 18/05/22	\$4,588.64	\$9,681.84
12/08/22 844208	SYDNEY WATER	Water Consumption - 19/05/22 - 11/08/22	\$4,220.00	\$13,901.84
22/11/22 875769	SYDNEY WATER	Water Consumption - 12/08/22 - 15/11/22	\$4,807.50	\$18,709.34
<b>Total Water Consumption</b>			<b>\$18,709.34</b>	

**Total Administrative Expenses \$406,106.89**

**CAPITAL WORKS FUND OTHER INCOME**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Interest On Levy Arrears</b>					
14/01/22	lot 2		lot 2-BPay Payment: DEFT Bpay 0000019448	\$9.68	\$9.68
17/01/22	lot 46		lot 46-BPay Payment: DEFT Bpay 0000019491	\$4.58	\$14.26
21/01/22	lot 20		lot 20-BPay Payment: DEFT Bpay 0000019466	\$4.74	\$19.00
28/01/22	lot 53		lot 53-BPay Payment: DEFT Bpay 0000019498	\$5.68	\$24.68
11/02/22	lot 39		lot 39-BPay Payment: DEFT Bpay 0000019484	\$3.69	\$28.37
16/02/22			write off	-\$13.23	\$15.14
16/02/22	lot 54		lot 54-write off	\$13.23	\$28.37
16/02/22			write off	-\$6.07	\$22.30
16/02/22	lot 54		lot 54-write off	\$6.07	\$28.37
09/03/22	lot 29		lot 29-BPay Payment: DEFT Bpay 0000019474	\$5.94	\$34.31
15/03/22	lot 2		lot 2-BPay Payment: DEFT Bpay 0000019448	\$3.00	\$37.31
13/04/22	lot 9		lot 9-BPay Payment: DEFT Bpay 0000019455	\$22.86	\$60.17
13/04/22	lot 9		lot 9-BPay Payment: DEFT Bpay 0000019455	\$16.21	\$76.38
13/04/22	lot 9		lot 9-BPay Payment: DEFT Bpay 0000019455	\$9.63	\$86.01



**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**

13/04/22 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$3.66	\$89.67
27/04/22 lot 60	lot 60-BPay Payment: DEFT Bpay 0000019505	\$3.67	\$93.34
27/05/22 lot 60	lot 60-BPay Payment: DEFT Bpay 0000019505	\$4.55	\$97.89
17/06/22 lot 32	lot 32-BPay Payment: DEFT Bpay 0000019477	\$8.38	\$106.27
28/06/22 lot 46	lot 46-BPay Payment: DEFT Bpay 0000019491	\$4.80	\$111.07
15/07/22 lot 53	lot 53-BPay Payment: DEFT Bpay 0000019498	\$5.07	\$116.14
29/08/22 lot 9	lot 9-BPay Payment: DEFT Bpay 0000019455	\$6.72	\$122.86
31/08/22 lot 46	lot 46-BPay Payment: DEFT Bpay 0000019491	\$8.83	\$131.69
31/08/22 lot 46	lot 46-BPay Payment: DEFT Bpay 0000019491	\$10.42	\$142.11
31/10/22 lot 73	lot 73-DEFT I/Tfr: DEFT I/CCd MD 000001951	\$4.93	\$147.04
28/11/22 lot 71	lot 71-DEFT I/Tfr: DEFT I/CCd AX 000001951	\$10.61	\$157.65
<b>Total Interest On Levy Arrears</b>		<b>\$157.65</b>	
<b>Total Capital Works Other Income</b>		<b>\$157.65</b>	

**CAPITAL WORKS FUND EXPENSES**

<b>Date</b>	<b>Ref.</b>	<b>Payee</b>	<b>Details</b>	<b>Amt.</b>	<b>Bal.</b>
<b>Building Repairs</b>					
19/04/22	807242	RENDOSI CONSTRUCTIONS	B702 Waterproofing Variations - 06/04/22	\$3,250.00	\$3,250.00
18/05/22	817337	RENDOSI CONSTRUCTIONS	B610- Claim 1 Deposit, Waterproofing Balcony - 13/05/22	\$1,972.00	\$5,222.00
25/05/22	818790	RENDOSI CONSTRUCTIONS	B801 Expansion Joint Repairs - 23/05/22	\$5,370.00	\$10,592.00
25/05/22	819849	RENDOSI CONSTRUCTIONS	B610- Claim 2 - 23/05/22	\$7,888.00	\$18,480.00
25/05/22	819851	RENDOSI CONSTRUCTIONS	B610- Claim 1 - 23/05/22	\$1,277.50	\$19,757.50
25/05/22	819855	RENDOSI CONSTRUCTIONS	Podium Works Claim - 23/05/22	\$15,085.00	\$34,842.50
25/05/22	819858	RENDOSI CONSTRUCTIONS	Podium Works Variation Claim - 23/05/22	\$6,760.00	\$41,602.50
08/07/22	833733	RENDOSI CONSTRUCTIONS	B612 Water Leak Investigation - 01/07/22	\$2,070.00	\$43,672.50
08/07/22	833736	RENDOSI CONSTRUCTIONS	UB805 Water Leak Investigation - 30/06/22	\$2,370.00	\$46,042.50
08/07/22	834375	RENDOSI CONSTRUCTIONS	Claim 2 B610 door removal - 28/06/22	\$11,497.50	\$57,540.00
08/07/22	834543	RENDOSI CONSTRUCTIONS	B610 Balcony Works Claim #3 - 28/06/22	\$9,860.00	\$67,400.00
08/07/22	834561	RENDOSI CONSTRUCTIONS	B610 Ntn Expansion Joint Repair - 28/06/22	\$3,570.00	\$70,970.00
08/07/22	834563	RENDOSI CONSTRUCTIONS	Podium Works Variation - 28/06/22	\$1,690.00	\$72,660.00
<b>Total Building Repairs</b>				<b>\$72,660.00</b>	
<b>Fire Services</b>					
27/06/22	828883	A PLUS FIRE	Seal Repairs - 50% Payment - 16/06/22	\$21,300.00	\$21,300.00
17/10/22	862795	A PLUS FIRE	Seals Rectifications - 12/10/22	\$21,300.00	\$42,600.00
<b>Total Fire Services</b>				<b>\$42,600.00</b>	
<b>General Maintenance</b>					
07/03/22	795317	RENDOSI CONSTRUCTIONS	B102 Leak Remediation 50% - 14/03/22	\$12,470.00	\$12,470.00
21/03/22	798889	ROBERTSON'S PAINTING	Door & Frame Painting - 12/03/22	\$11,000.35	\$23,470.35
04/04/22	803886	SOLOMONS FLOORING	Carpet Replacement - 29/03/22	\$10,890.91	\$34,361.26
19/04/22	807240	RENDOSI CONSTRUCTIONS	B702 Balcony Leak Rnovations Claim 2 - 12/04/22	\$12,470.00	\$46,831.26
29/04/22	809498	RENDOSI CONSTRUCTIONS	B204 Waterproof Replacement - 27/04/22	\$18,170.00	\$65,001.26
03/08/22	842444	RENDOSI CONSTRUCTIONS	B805 Install Expansion Joint - 02/08/22	\$5,990.00	\$70,991.26
21/09/22	856439	RENDOSI CONSTRUCTIONS	B201 Leak Investigation - 15/09/22	\$3,480.00	\$74,471.26

**Strata Plan 82998**
**222 BOTANY ROAD ALEXANDRIA**

31/10/22	866924	RENDOSI CONSTRUCTIONS	B605 Balcony Soffit & Wall Repairs - 22/10/22	\$3,620.00	\$78,091.26
31/10/22	866925	RENDOSI CONSTRUCTIONS	B606 Balcony Soffit & Wall Repairs - 22/10/22	\$2,950.00	\$81,041.26
<b>Total General Maintenance</b>				<b>\$81,041.26</b>	
<b>Total Capital Works Expenses</b>				<b>\$196,301.26</b>	

**SPECIAL LEVY- ANCHOR POINTS REMEDIATION FUND**
**OTHER INCOME**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Interest On Levy Arrears</b>					
27/05/22	lot 60		lot 60-BPay Payment: DEFT Bpay 0000019505	\$10.86	\$10.86
17/06/22	lot 32		lot 32-BPay Payment: DEFT Bpay 0000019477	\$12.60	\$23.46
31/08/22	lot 46		lot 46-BPay Payment: DEFT Bpay 0000019491	\$36.71	\$60.17
<b>Total Interest On Levy Arrears</b>				<b>\$60.17</b>	
<b>Total Special Levy- Anchor Points Remediation Other Income</b>				<b>\$60.17</b>	

**SPECIAL LEVY- ANCHOR POINTS REMEDIATION FUND EXPENSES**

Date	Ref.	Payee	Details	Amt.	Bal.
<b>Building Repairs</b>					
29/04/22	809496	RENDOSI CONSTRUCTIONS	Claim 1 - 27/04/22	\$22,752.00	\$22,752.00
18/05/22	817332	RENDOSI CONSTRUCTIONS	Claim - Anchor Points - 13/05/22	\$11,848.00	\$34,600.00
08/07/22	834540	RENDOSI CONSTRUCTIONS	B1-B2 Panel Anchor Repairs Claim - 28/06/22	\$6,465.00	\$41,065.00
02/08/22	843113	RENDOSI CONSTRUCTIONS	Anchor Point Progress Claim - 26/07/22	\$5,688.00	\$46,753.00
03/08/22	842539	RENDOSI CONSTRUCTIONS	Claim - Anchor Repairs - 26/07/22	\$9,743.00	\$56,496.00
<b>Total Building Repairs</b>				<b>\$56,496.00</b>	
<b>Total Special Levy- Anchor Points Remediation Expenses</b>				<b>\$56,496.00</b>	

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
1	B2 01	97	0.00	4,309.60	1,067.00	562.60	0.00	5,939.20	0.00	5,939.20	0.00	0.00
2	B2 02	112	3,251.60	4,976.00	1,232.00	649.60	202.00	10,311.20	0.00	10,311.20	0.00	77.85
3	B2 03	106	0.00	4,709.40	1,166.00	614.80	0.00	6,490.20	0.00	6,490.20	0.00	0.00
4	B2 04	100	0.00	4,443.00	1,100.00	580.00	0.00	6,123.00	0.00	6,123.00	0.00	0.00
5	B2 05	99	0.00	4,398.60	1,089.00	574.20	0.00	6,061.80	0.00	6,061.80	0.00	0.00
6	B3 01	100	0.00	4,443.00	1,100.00	580.00	0.00	6,123.00	0.00	6,123.00	0.00	0.00
7	B3 02	100	0.00	4,443.00	1,100.00	580.00	0.00	6,123.00	0.00	6,123.00	0.00	0.00
8	B3 03	115	55.00 cr	5,109.40	1,265.00	667.00	55.00	7,041.40	0.00	7,041.40	0.00	0.00
9	B3 04	113	4,697.68	5,020.40	1,243.00	655.40	0.00	11,616.48	0.00	10,660.49	955.99	315.66
10	B3 05	112	0.20 cr	4,976.00	1,232.00	649.60	0.00	6,857.40	0.00	5,305.40	1,552.00	0.00
11	B3 06	113	1,605.05 cr	5,020.40	1,243.00	655.40	0.00	5,313.75	0.00	5,313.75	0.00	0.00
12	B3 07	99	0.00	4,398.60	1,089.00	574.20	3.30	6,065.10	0.00	6,065.10	0.00	0.00
13	B3 08	100	0.00	4,443.00	1,100.00	580.00	0.00	6,123.00	0.00	6,123.00	0.00	0.00
14	B3 09	99	0.00	4,398.60	1,089.00	574.20	1,355.00	7,416.80	0.00	7,416.80	0.00	0.00
15	B3 10	155	0.00	6,886.40	1,705.00	899.00	0.00	9,490.40	0.00	9,490.40	0.00	0.00
16	B3 11	186	0.00	8,263.80	2,046.00	1,078.80	0.00	11,388.60	0.00	11,388.60	0.00	0.00
17	B3 12	120	0.00	5,331.40	1,320.00	696.00	0.00	7,347.40	0.00	7,347.40	0.00	0.00
18	B3 13	145	0.00	6,442.20	1,595.00	841.00	0.00	8,878.20	0.00	6,868.90	2,009.30	0.00
19	B3 14	117	0.00	5,198.20	1,287.00	678.60	0.00	7,163.80	0.00	7,163.80	0.00	0.00
20	B3 15	145	2,059.55	6,442.20	1,595.00	841.00	35.00	10,972.75	0.00	10,972.75	0.00	28.78
21	B3 16	117	0.00	5,198.20	1,287.00	678.60	0.00	7,163.80	0.00	7,163.80	0.00	0.00
22	B3 17	145	0.00	6,442.20	1,595.00	841.00	0.00	8,878.20	0.00	9,759.60	881.40 cr	0.00
23	B3 18	120	0.00	5,331.40	1,320.00	696.00	0.00	7,347.40	0.00	7,347.40	0.00	0.00
24	B3 19	145	0.00	6,442.20	1,595.00	841.00	0.00	8,878.20	0.00	8,878.20	0.00	0.00
25	B3 20	148	0.00	6,575.40	1,628.00	858.40	72.00	9,133.80	0.00	9,133.80	0.00	0.00
26	B3 21	173	0.00	7,686.20	1,903.00	1,003.40	0.00	10,592.60	0.00	10,592.60	0.00	0.00
27	B4 01	102	0.00	4,531.80	1,122.00	591.60	3.30	6,248.70	0.00	6,248.70	0.00	0.00
28	B4 02	116	0.00	5,153.80	1,276.00	672.80	80.00	7,182.60	0.00	7,182.60	0.00	0.00
29	B4 03	110	1,562.45	4,887.20	1,210.00	638.00	115.00	8,412.65	0.00	8,412.65	0.00	27.75
30	B4 04	112	0.00	4,976.00	1,232.00	649.60	0.00	6,857.60	0.00	6,857.60	0.00	0.00
31	B4 05	100	0.00	4,443.00	1,100.00	580.00	0.00	6,123.00	0.00	6,123.00	0.00	0.00
32	B5 01	103	0.00	4,576.20	1,133.00	597.40	140.00	6,446.60	0.00	6,446.60	0.00	54.83
33	B5 02	115	0.00	5,109.40	1,265.00	667.00	0.00	7,041.40	0.00	7,041.40	0.00	0.00
34	B5 03	112	0.00	4,976.00	1,232.00	649.60	0.00	6,857.60	0.00	6,857.60	0.00	0.00
35	B5 04	102	0.00	4,531.80	1,122.00	591.60	341.00	6,586.40	0.00	6,586.40	0.00	0.00
36	B5 05	103	1,482.95	4,576.20	1,133.00	597.40	80.00	7,869.55	0.00	7,869.55	0.00	0.00
37	B6 01	102	0.00	4,531.80	1,122.00	591.60	0.00	6,245.40	0.00	6,245.40	0.00	0.00
38	B6 02	117	0.00	5,198.20	1,287.00	678.60	0.00	7,163.80	0.00	7,923.80	760.00 cr	0.00
39	B6 03	113	1,605.00	5,020.40	1,243.00	655.40	35.00	8,558.80	0.00	8,558.80	0.00	22.43
40	B6 04	119	0.00	5,287.00	1,309.00	690.20	0.00	7,286.20	0.00	7,286.20	0.00	0.00
41	B6 05	131	0.00	5,820.20	1,441.00	759.80	0.00	8,021.00	0.00	8,021.00	0.00	0.00
42	B6 06	133	0.00	5,909.00	1,463.00	771.40	0.00	8,143.40	0.00	8,143.40	0.00	0.00
43	B6 07	116	0.00	5,153.80	1,276.00	672.80	0.00	7,102.60	0.00	7,102.60	0.00	0.00

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid	
44	B6 08	106	0.00	4,709.40	1,166.00	614.80	0.00	6,490.20	0.00	6,490.20	0.00	0.00	
45	B6 09	104	0.00	4,620.60	1,144.00	603.20	0.00	6,367.80	0.00	6,367.80	0.00	0.00	
46	B6 10	152	2,158.95	6,753.20	1,672.00	881.60	280.00	11,745.75	0.00	11,745.75	0.00	185.70	
47	B6 11	194	0.00	8,619.20	2,134.00	1,125.20	0.00	11,878.40	0.00	11,878.40	0.00	0.00	
48	B6 12	123	582.35 cr	5,464.80	1,353.00	713.40	0.00	6,948.85	0.00	6,948.85	0.00	0.00	
49	B6 13	150	0.00	6,664.40	1,650.00	870.00	0.00	9,184.40	0.00	9,184.40	0.00	0.00	
50	B6 14	123	0.00	5,464.80	1,353.00	713.40	0.00	7,531.20	0.00	7,531.20	0.00	0.00	
51	B6 15	158	0.00	7,019.80	1,738.00	916.40	9.90	9,684.10	0.00	9,684.10	0.00	0.00	
52	B6 16	139	0.00	6,175.60	1,529.00	806.20	167.00	8,677.80	0.00	8,677.80	0.00	0.00	
53	B6 17	153	2,173.15	6,797.60	1,683.00	887.40	96.40	11,637.55	0.00	11,634.25	3.30	60.09	
54	B6 18	123	3,564.10	5,464.80	1,353.00	713.40	272.00	11,367.30	0.00	11,367.30	0.00	117.27	
55	B6 19	153	0.00	6,797.60	1,683.00	887.40	205.00	9,573.00	0.00	9,573.00	0.00	0.00	
56	B6 20	152	0.00	6,753.20	1,672.00	881.60	0.00	9,306.80	0.00	9,306.80	0.00	0.00	
57	B6 21	197	0.00	8,752.40	2,167.00	1,142.60	167.00	12,229.00	0.00	12,229.00	0.00	0.00	
58	B7 01	104	0.00	4,620.60	1,144.00	603.20	123.00	6,490.80	0.00	6,490.80	0.00	0.00	
59	B7 02	110	0.00	4,887.20	1,210.00	638.00	176.00	6,911.20	0.00	6,911.20	0.00	0.00	
60	B7 03	122	696.10	5,420.40	1,342.00	707.60	140.00	8,306.10	0.00	8,306.10	0.00	45.53	
61	B7 04	104	0.00	4,620.60	1,144.00	603.20	0.00	6,367.80	0.00	6,367.80	0.00	0.00	
62	B7 05	107	0.00	4,753.80	1,177.00	620.60	0.00	6,551.40	0.00	6,551.40	0.00	0.00	
63	B8 01	160	0.00	7,108.60	1,760.00	928.00	0.00	9,796.60	0.00	9,797.00	0.40 cr	0.00	
64	B8 02	154	0.00	6,842.00	1,694.00	893.20	0.00	9,429.20	0.00	9,429.20	0.00	0.00	
65	B8 03	155	0.00	6,886.40	1,705.00	899.00	0.00	9,490.40	0.00	9,490.40	0.00	0.00	
66	B8 04	157	0.00	6,975.40	1,727.00	910.60	0.00	9,613.00	0.00	9,721.80	108.80 cr	0.00	
67	B8 05	164	0.00	7,286.40	1,804.00	951.20	115.00	10,156.60	0.00	10,156.60	0.00	0.00	
68	B8 06	183	0.00	8,130.40	2,013.00	1,061.40	80.00	11,284.80	0.00	11,284.80	0.00	0.00	
69	R1 01	103	0.00	4,576.20	1,133.00	597.40	0.00	6,306.60	0.00	6,306.60	0.00	0.00	
70	R1 02	107	0.00	4,753.80	1,177.00	620.60	0.00	6,551.40	0.00	6,551.40	0.00	0.00	
71	R1 03	160	0.00	7,108.60	1,760.00	928.00	149.00	9,945.60	0.00	7,727.23	2,218.37	53.46	
72	R2 01	104	0.00	4,620.60	1,144.00	603.20	80.00	6,447.80	0.00	6,447.80	0.00	0.00	
73	R2 02	109	0.00	4,842.80	1,199.00	632.20	222.00	6,896.00	0.00	6,893.51	2.49	24.83	
74	R2 03	104	492.40 cr	4,620.60	1,144.00	603.20	0.00	5,875.40	0.00	6,355.95	480.55 cr	0.00	
75	R3 01	107	1,519.80	4,753.80	1,177.00	620.60	0.00	8,071.20	0.00	6,588.50	1,482.70	0.00	
76	R3 02	123	0.00	5,464.80	1,353.00	713.40	0.00	7,531.20	0.00	7,531.20	0.00	0.00	
77	R3 03	106	0.00	4,709.40	1,166.00	614.80	0.00	6,490.20	0.00	6,490.20	0.00	0.00	
78	R4 01	112	0.00	4,976.00	1,232.00	649.60	0.00	6,857.60	0.00	6,857.60	0.00	0.00	
79	R4 02	126	0.00	5,598.00	1,386.00	730.80	0.00	7,714.80	0.00	7,714.80	0.00	0.00	
80	R4 03	105	497.10 cr	4,665.00	1,155.00	609.00	0.00	5,931.90	0.00	6,416.90	485.00 cr	0.00	
			10000	21,539.23	444,289.40	110,000.00	58,000.00	4,798.90	638,627.53	0.00	633,119.53	5,508.00	1,014.18

	Admin	Capital Works	Total
Levies in Arrears	6,472.40	1,751.75	8,224.15
Levies Paid in Advance	2,716.15 cr	0.00	2,716.15 cr



# Fire Safety Statement



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

## **Please note:**

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

## **Section 1: Type of statement**

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

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

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

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

**222 BOTANY RD ALEXANDRIA NSW 2015, 222 WYNDHAM STREET ALEXANDRIA NSW 2015, 68A McEVOY STREET ALEXANDRIA NSW 2015**

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

SP82782B, SP82782,  
SP82998 & SP86728

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

Residential & Commercial

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

Full Name (Given Name/s and Family Name) \*

The Owners Corporation of SP82782, SP82998 & SP86728

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

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

C/- Netstrata PO BOX 265 Hurstville BC 1481

## **Section 4: Fire safety measures**

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Access Panels, Doors & Hoppers	BCA Clause C3.13 AS1530.4 – 2005	03.08.22	F018351A
Alarm Signalling Equipment	AS1670.3 – 2004	03.08.22	F018351A
Automatic Fail-Safe Devices (Manual operation of shutter and sliding doors located in paths of travel & at exits serving the ground retail and basement liquor stores)	BCA Clause D2.21 & Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009.	03.08.22	F018351A
Automatic Fire Detection & Alarm System (Throughout all Class 2 Common areas & Class 6 parts except the ground floor supermarket tenancy) (Thermal detectors within SOU's B1.101 to B107 on the mezzanine floor along Botany Road)	BCA Specification E2.2a & AS1670.1-2004 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Safety Engineering Report No. 2011121 MWR. R003 Version C, prepared by Fire Engineering Design Pty Ltd d/- March 2012	03.08.22	F018351A

222 BOTANY RD ALEXANDRIA NSW 2015, 222 WYNDHAM STREET ALEXANDRIA NSW 2015, 68A McEVOY STREET ALEXANDRIA NSW 2015



# Fire Safety Statement

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



Automatic Fire Suppression Systems- Fast Response Heads (Basement carpark levels, loading dock & ground floor supermarket tenancy)	BCA Spec E1.5 & AS 2118.1-2017	03.08.22	F018351A
Building Occupant Warning System activated by the Sprinkler System (Sound pressure readings to SOU's B1.101 to B1.07 on the mezzanine floor along Botany Road to achieve between 85 and 105dBA)	BCA Spec E1.5 Clause 8 and/or Clause 3.22 of AS1670.1-2018	03.08.22	F018351A
Emergency lighting (Including covered breezeway areas at discharge of fire isolated stairways)	BCA Clause E4.4 & AS2293.1-2005 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.	03.08.22	F018351A
Exit signs (Including covered breezeway areas at discharge of fire isolated stairways)	BCA Clauses E4.5, E4.6, & E4.8 and AS2293.1 – 2005 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.	03.08.22	F018351A
Fire Control Centre (Located on ground floor lift lobby of Building M. Sub-fire indicator panels are provided in each of the remaining ground floor lift lobbies for Buildings W, B(X2) & R).	BCA Spec E1.8 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.	03.08.22	F018351A
Fire Dampers	BCA Clause C3.15, AS1668.1-1998 & AS1682.1& 2-1990	03.08.22	F018351A
Fire Doors	BCA Clause C3.2, C3.4, C3.5, C3.6 & C3.7, C3.8, C3.11 and AS1905.1 – 2005	03.08.22	F018351A
Fire Hose Reels	BCA Clause E1.4 & AS2441 – 2005 and Fire Engineering Addendum No.6 prepared by RAW Fire Safety Engineering Pty Ltd (Revision A), dated 08 December 2009.	03.08.22	F018351A
Fire Hydrant Systems (Location of fire/ sprinkler booster assembly) (Reduced radiant heat protection to fire and sprinkler booster and location of fire hydrants at mid landings) (Hydrant coverage shortfalls to Levels 2 to 7 in Building M including additional hose lengths located in fire stairs)	BCA Clause E1.3 & AS2419.1 – 2005 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009 & Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009. Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009.	03.08.22	F018351A
Fire Seals	BCA Clause C3.15, AS1530.4 – 2014 & AS4072.1 – 2005	03.08.22	F018351A
Fire Resistance Levels (120/120/120 FRL to the structural members, floor & fire rated walls of the Class 6 supermarket tenancy at ground and basement level) External walls and Spandrels to	BCA Specification C1.1 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Safety Engineering Report No 2011121 MWR. R003 Version C & prepared by Fire Engineering Design Pty Ltd dated March 2012	03.08.22	F018351A



# Fire Safety Statement

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



<i>the 7 SOU's on the Botany Road mezzanine level.</i>			
Lightweight Fire Resisting Construction	BCA Clause C1.8 & AS1530.3 – 2014	03.08.22	F018351A
Mechanical Air Handling Systems (manual override to the Class 7a carpark levels)	BCA Clause E2.2, AS/NZS1668.1-1998 & AS1668.2 – 1991	27.09.22	F053100A
Paths of Travel & Travel Distances (Extended travel distances between alternative exits at basement Level 2 & residential corridor at Building M & Wand Discharge of fire isolated exits 1 & 6) (Loading dock egress stair tread and riser dimensions) Extended Travel distances from the Botany Road Mezzanine apartments	BCA Section D & EP & A Regulation Clause 186	03.08.22	F018351A
Portable Fire Extinguishers	BCA Clause E1.6 & AS2444 – 2001	03.08.22	F018351A
Signage <ul style="list-style-type: none"> <li>- Breezeway</li> <li>- Level 1 Building R Lobby</li> <li>- Basement &amp; Ground Floor retail/liquor stores</li> <li>- Fire Hydrants in Fire stair No.7 Building M</li> <li>- Building M Level 1 Lobby</li> <li>- Basement Level Lobbies</li> </ul>	<p>Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009</p> <p>Fire Engineering Addendum No. 1 prepared by RAW Fire (Revision C) dated 25 August 2009</p> <p>Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009</p> <p>Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009 &amp; Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009</p> <p>Fire Engineering Addendum No.5 prepared by RAW Fire (Revision B) dated 18 November 2009</p> <p>Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009</p>	03.08.22	F018351A
Self-closing Fire Hoppers	BCA Clause C3.13 & AS1530.4-2005	03.08.22	F018351A
Smoke Alarms	BCA Spec. E2.2a & AS3786 – 2014	03.08.22	F018351A
Smoke Dampers	AS/NZS1668.1 – 1998	03.08.22	F018351A
Smoke Doors (Corridors and lift lobbies)	BCA Spec. C3.4 and Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009	03.08.22	F018351A
Smoke Lobbies (To entrance of lift shafts at basement carpark)	<p>Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009</p> <p>Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009.</p>	03.08.22	F018351A
Smoke Seals capable of resisting smoke at 200°C for 30 minutes	Fire Engineering Report prepared by RAW (Revision 07) dated 2 March 2009	03.08.22	F018351A



# Fire Safety Statement

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



(Class 2 apartment doors to buildings M & W where corridor length is 50m)			
Wall-wetting Sprinkler (external and internal)	BCA Clause C3.4 & AS2118.2 – 1995	03.08.22	F018351A
Warning and Operational Signs (Including signage to the open breezeway of stair ways 1 & 6)	Section 183 of the EP & A Regulations 2000, AS1905.1 – 1997, BCA Clause C3.6, D2.23, E3.3 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009	03.08.22	F018351A
Monitor of adjoining hotel located at 220 Botany Road for any new external openings	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009	03.08.22	F018351A
<p>Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.</p> <p>Including Alternative Solutions for the following:</p> <ul style="list-style-type: none"> <li>- Excessive distance between alternative exits in the Basement Levels 1 &amp; 2 &amp; in the residential levels of Building M &amp; W.</li> <li>- Location of fire hydrant and sprinkler boosters not within sight of main entry</li> <li>- Effective height provisions treating each block in isolation.</li> <li>- Reduced fire resistance levels to the retail levels.</li> <li>- Protection of openings in the external walls of Levels 2 &amp; 7 in Building B.</li> </ul> <p>Discharge of fire stair No.1 &amp; 6 into a covered breezeway which is not open for 1/3 of its perimeter.</p>	BCA Performance Requirements CP1, CP2, DP4, DP5, EP1.3, EP1.4, EP1.6, EP2.2 & EP4.3	03.08.22	F018351A
<p>Fire Engineering Addendum No. 1 prepared by RAW Fire (Revision C) dated 25 August 2009.</p> <p>Including Alternative Solutions for the following:</p> <ul style="list-style-type: none"> <li>- Rationalisation of vertical separation to the Building R Ground &amp; Level 1 &amp; Building M Level 2, and</li> </ul> <p>Loading dock egress stair tread and riser dimensions</p>	BCA Performance Requirements CP2, DP2, DP4 & DP6	03.08.22	F018351A
<p>Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009.</p> <p>Including Alternative Solutions for the following:</p> <p>Manual operation of shutters and sliding doors located in paths of</p>	BCA Performance Requirements CP2 & DP4	03.08.22	F018351A



# Fire Safety Statement

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



travel & at exits serving the ground retail and basement liquor stores.			
<p>Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009</p> <p>Including Alternative Solutions for the following:</p> <p>Reduced radiant heat protection to fire and sprinkler booster and location of fire hydrants at mid landings.</p>	BCA Performance Requirements EP1.3	03.08.22	F018351A
<p>Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009</p> <p>Including Alternative Solutions for the following:</p> <p>Hydrant coverage shortfalls to Levels 2 to 7 in Building M</p>	BCA Performance Requirements EP1.3	03.08.22	F018351A
<p>Fire Engineering Addendum No.5 prepared by RAW Fire (Revision B) dated 18 November 2009.</p> <p>Including Alternative Solutions for the following:</p> <p>Rationalisation of vertical separation to the Building M lift lobby areas between Ground and First Floor only.</p>	BCA Performance Requirements CP2	03.08.22	F018351A
<p>Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009.</p> <p>Including Alternative Solutions for the following:</p> <ul style="list-style-type: none"> <li>- Fire Hose Reel shortfalls to the basement level lobbies</li> </ul> <p>Directional swing of smoke doors to the basement level lobbies</p>	BCA Performance Requirements EP1.1 & DP2	03.08.22	F018351A
<p>Fire Safety Engineering Report No. 2011121 MWR.R002 Version B, prepared by Fire Engineering Design Pty Ltd dated July 2011.</p> <p>Including Alternative Solutions for the following:</p> <ul style="list-style-type: none"> <li>- Extended travel distances from the Botany Road Mezzanine apartments</li> </ul> <p>Spandrel separation between ground floor retail and Units B1.02 and B1.07</p>	BCA Performance requirements DP4 and CP2	03.08.22	F018351A

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



# Fire Safety Statement



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

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

Part of the building inspected	Date(s) inspected	APFS *
Whole Building	03.08.22	F018351A

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

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

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
Adrian Cencigh	A Plus Fire - Shop 3 10-14 Stanmore Rd Enmore, NSW 2042	028054 9555	F018351A	
Ken Loughrey	Airteq 4 Yimbala St Rydalmere NSW 2116	0417 041350	F053100A	

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

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

Full name (Given Name/s and Family Name)

Katelyn Danielson

Organisation (if applicable)

Netstrata

Title/Position (if applicable)

Fire safety coordinator

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

C/- Netstrata PO BOX 265 Hurstville BC 1481

Phone

8567 6456

Email

Katelyn.danielson@netstrata.com.au

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

## Section 8: Annual fire safety statement declaration

I, Katelyn Danielson on behalf of SP82782, SP82998 & SP86728 (insert full name) being the: ☐ owner ☒ owner's agent declare that:

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

Owner/Agent Signature

Date issued

14/10/2022

## Section 9: Supplementary fire safety statement declaration

I, Click here

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

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

Owner/Agent Signature

Date issued



# Fire Safety Statement

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



## Note:

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

# Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



## **Please note:**

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

## **General**

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in the Dictionary in the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements need to be emailed to Fire and Rescue NSW at [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au). For further information about this process, please visit the 'Error! Hyperlink reference not valid.' page at [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au).
- As soon as practicable after issuing the fire safety statement, the building owner must ensure a copy (together with a copy of the current fire safety schedule) is displayed in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety in buildings' page of the Department's website at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au).

## **Section 1: Type of statement**

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under Part 12 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under Part 12 of the Regulation and relates to each critical fire safety measure that applies to the building.

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

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

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

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

## **Section 4: Fire safety measures**

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- The statutory fire safety measures are listed in section 79 of the Regulation.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in the Dictionary in the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.



- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

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

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire safety notices, fire exits, fire exit doors and the paths of travel to fire exits in the building or part of the building and found there has been no breach of Part 15 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information relating to the accreditation of practitioners is provided at section 6.

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

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name, address and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to indicate their assessment of the fire safety measure/s and the relevant standard of performance. In addition, where the relevant practitioner that inspected the matters in section 5 did not sign the fire safety statement, they would need to address section 5 in a separately signed document.
- A building owner must select an APFS from a register of practitioners accredited under an approved industry accreditation scheme. The accreditation number of each relevant APFS must be listed on the form.
- If the building owner has determined the competence of a person to act as a APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

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

- The purpose of this section of the form is to detail the name, address and contact details of the person who is making the required declaration i.e., the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person makes the required declaration on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person making the required declaration as a representative of the organisation must have the appropriate authority to do so.
- Where a person makes the required declaration on behalf of the owner(s) (as the owner's agent), this person must have the appropriate authority from the building owner(s) to undertake this function.
- In the case of a building with multiple owners, one owner may make the required declaration, however each of the other owners must authorise that owner to act as their agent.
- The person making the required declaration must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the



purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation.

## Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is making the required declaration for the annual fire safety statement in accordance with section 88 of the Regulation and is the same person as detailed in section 7. The person making this required declaration must identify if they are the owner or the owner's agent.
- **In making the required declaration, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form.**
- The person who makes the required declaration by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

## Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is making the required declaration for the supplementary fire safety statement in accordance with section 90 of the Regulation and is the same person as detailed in section 7. The person making this required declaration must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

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## Section 5: Fire Safety Measures

1. All essential fire safety measures for the building must be listed for a final fire safety certificate
2. All essential fire safety measures for the relevant part of the building must be listed for an interim fire safety certificate

Fire Safety Measure	Status*	Date**	Minimum Standard of Performance
<b>Access Panels, Doors &amp; Hoppers</b>	E	14/10/21	BCA Clause C3.13 AS 1530.4 – 2005
<b>Alarm Signalling Equipment</b>	E	14/10/21	AS 1670.3 – 2004
<b>Automatic Fail Safe Devices</b> <i>(Manual operation of shutters and sliding doors located in paths of travel &amp; at exits serving the ground retail and basement liquor stores)</i>	E	14/10/21	BCA Clause D2.21 & Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009.
<b>Automatic Fire Detection &amp; Alarm System</b> <i>(Throughout all Class 2 Common areas &amp; Class 6 parts except the ground floor supermarket tenancy) (Thermal detectors within Sou's B1.101 to B1.07 on the mezzanine floor along Botany Road)</i>	E	14/10/21	BCA Spec. E2.2a & AS 1670.1 – 2004 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Safety Engineering Report No. 2011121 MWR.R002 Version B, prepared by Fire Engineering Design Pty Ltd dated July 2011.
<b>Automatic Fire Suppression Systems – Fast Response Heads</b> <i>(Basement carpark levels, loading dock &amp; ground floor supermarket tenancy)</i>	E	14/10/21	BCA Spec. E1.5 & AS 2118.1-1999 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
	M	02/07/21	BCA Spec. E1.5 & AS 2118.1-2017
<b>Building Occupant Warning System activated by the Sprinkler System</b> <i>(Sound pressure readings to Sou's B1.101 to B1.07 on the mezzanine floor along Botany Road to achieve between 85 and 105 dBA)</i>	E	14/10/21	BCA Spec E1.5 Clause 8 and/ or Clause 3.22 of AS 1670.1 – 2004 Fire Safety Engineering Report No. 2011121 MWR.R002 Version B, prepared by Fire Engineering Design Pty Ltd dated July 2011.
	M	02/07/21	BCA Spec E1.5 Clause 8 and/ or Clause 3.22 of AS 1670.1 – 2018
<b>Emergency Lighting</b> <i>(Including covered breezeway areas at discharge of fire isolated stairways)</i>	E	14/10/21	BCA Clause E4.4 & AS 2293.1 - 2005 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Exit Signs</b> <i>(Including covered breezeway areas at discharge of fire isolated stairways)</i>	E	14/10/21	BCA Clauses E4.5, E4.6 & E4.8 and AS 2293.1 – 2005 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Fire Control Centre</b> <i>(Located on ground floor lift lobby of Building M. Sub-fire indicator panels are provided in each of the remaining ground floor lift lobbies for Buildings W, B (x2) &amp; R).</i>	E	14/10/21	BCA Spec E1.8 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Fire Dampers</b>	E	14/10/21	BCA Clause C3.15, AS 1668.1 - 1998 & AS 1682.1 & 2 - 1990
<b>Fire Doors</b>	E	14/10/21	BCA Clause C3.2, C3.4, C3.5, C3.6 & C3.7, C3.8, C3.11 and AS 1905.1 – 2005
<b>Fire Hose Reels</b>	E	14/10/21	BCA Clause E1.4 & AS 2441 – 2005 and Fire Engineering Addendum No.6 prepared by RAW Fire Safety Engineering Pty Ltd (Revision A), dated 08 December 2009.
<b>Fire Hydrant Systems</b> <i>(location of fire/sprinkler booster assembly)</i>	E	14/10/21	Clause E1.3 & AS 2419.1 – 2005 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009, &



Fire Safety Measure	Status*	Date**	Minimum Standard of Performance
<i>(Reduced radiant heat protection to fire and sprinkler booster and location of fire hydrants at mid landings) &amp; (Hydrant coverage shortfalls to Levels 2 to 7 in Building M including additional hose lengths located in fire stairs)</i>			Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009. Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009.
<b>Fire Seals</b>	E	14/10/21	BCA Clause C3.15, AS 1530.4 & AS 4072.1 – 2005
	M	02/07/21	BCA Clause C3.15, AS 1530.4 – 2014 & AS 4072.1 – 2005
<b>Fire Resistance Levels</b> <i>(120/120/120 FRL to the structural members, floor &amp; fire rated walls of the Class 6 supermarket tenancy at ground and basement level). External walls to the 7 sou's on the Botany Rod mezzanine level.</i>	E	14/10/21	BCA Specification C1.1 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Safety Engineering Report No. 2011121 MWR.R003 Version C, prepared by Fire Engineering Design Pty Ltd dated March 2012.
<b>Lightweight Fire resisting Construction</b>	E	14/10/21	BCA Clause C1.8 & AS 1530.4 – 1975
	M	06/08/21	BCA Clause C1.8 & AS 1530.4 – 2014
<b>Mechanical Air Handling Systems</b> <i>(manual override to the Class 7a carpark levels)</i>	E	14/10/21	BCA Clause E2.2, AS/NZS 1668.1 - 1998 & AS 1668.2 – 1991
<b>Paths of Travel &amp; Travel Distances</b> <ul style="list-style-type: none"> <li>▪ <i>(Extended travel distances between alternative exits at basement Level 2 &amp; residential corridor at Building M &amp; W and Discharge of fire isolated exits 1 &amp; 6).</i></li> <li>▪ <i>(Loading dock egress stair tread and riser dimensions)</i></li> <li>▪ <i>Extended travel distances from the Botany Road Mezzanine apartments</i></li> </ul>	E	14/10/21	BCA Section D & EP & A Regulation Clause 186 & Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009. Fire Engineering Addendum No.1 prepared by RAW Fire (Revision C) dated 25 August 2009. Fire Safety Engineering Report No. 2011121 MWR.R003 Version C, prepared by Fire Engineering Design Pty Ltd dated March 2012.
	M	06/08/21	BCA Section D & EP & A Regulation Clause 186
<b>Portable Fire Extinguishers</b>	E & M	06/08/21	BCA Clause E1.6 & AS 2444 – 2001
<b>Signage</b> <ul style="list-style-type: none"> <li>▪ Breezeway,</li> <li>▪ Level 1 Building R Lobby,</li> <li>▪ Basement &amp; Ground Floor retail/liquor stores</li> <li>▪ Fire Hydrants in Fire stair No.7 Building M</li> <li>▪ Building M Level 1 Lobby</li> <li>▪ Basement Level Lobbies</li> </ul>	E	14/10/21	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009 Fire Engineering Addendum No.1 prepared by RAW Fire (Revision C) dated 25 August 2009. Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009. Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009 & Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009. Fire Engineering Addendum No.5 prepared by RAW Fire (Revision B) dated 18 November 2009. Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009
<b>Self-Closing Fire Hoppers</b>	E	14/10/21	BCA Clause C3.13 & AS 1530.4 – 2005
<b>Smoke Alarms</b>	N	28/06/21	BCA Spec. E2.2a & AS 3786:2014
<b>Smoke Dampers</b>	E	14/10/21	AS/NZS 1668.1 – 1998
<b>Smoke Doors</b> <i>(corridors and lift lobbies)</i>	E	14/10/21	BCA Spec. C3.4 and Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009

Fire Safety Measure	Status*	Date**	Minimum Standard of Performance
<b>Smoke Lobbies</b> (To entrance of lift shafts at basement carpark)	E	14/10/21	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009 and Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009
<b>Smoke Seals capable of resisting smoke at 200°C for 30 minutes.</b> (Class 2 apartment doors to buildings M & W where corridor length is 50m).	E	14/10/21	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Wall-Wetting Sprinklers (external and internal)</b>	E	14/10/21	BCA Clause C3.4 & AS 2118.2 - 1995
<b>Warning &amp; Operational signs</b> (Including signage to the open breezeway at discharge of stairways 1 & 6)	E	14/10/21	Section 183 of the EP & A Regulations 2000, AS 1905.1 - 1997, BCA Clause C3.6, D2.23, E3.3 and Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Monitor of adjoining hotel located at 220 Botany Rd for any new external openings</b>	E	14/10/21	Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.
<b>Fire Engineering Report prepared by RAW Fire (Revision 07) dated 2 March 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Excessive distance Between Alternative exits in the Basement Levels 1 &amp; 2 &amp; in the residential levels of Building M &amp; W,</li> <li>Location of fire hydrant and sprinkler boosters not within sight of main entry,</li> <li>Effective height provisions treating each block in isolation,</li> <li>Reduced fire resistance levels to the retail levels,</li> <li>Protection of openings in the external walls of Levels 2 &amp; 7 in Building B, &amp;</li> <li>Discharge of fire stair No.1 &amp; 6 into a covered breezeway which is not open for 1/3 of its perimeter.</li> </ul>	E	14/10/21	BCA Performance Requirements CP1, CP2, DP4, DP5, EP1.3, EP1.4, EP1.6, EP2.2 & EP4.3
<b>Fire Engineering Addendum No.1 prepared by RAW Fire (Revision C) dated 25 August 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Rationalisation of vertical separation to the Building R Ground &amp; Level 1 &amp; Building M Level 2, and</li> <li>Loading dock egress stair tread and riser dimensions</li> </ul>	E	14/10/21	BCA Performance Requirements CP2, DP2, DP4 & DP6
<b>Fire Engineering Addendum No.2 prepared by RAW Fire (Revision C) dated 13 July 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Manual operation of shutters and sliding doors located in paths of travel &amp; at exits serving the ground retail and basement liquor stores.</li> </ul>	E	14/10/21	BCA Performance Requirements DP2 & DP4
<b>Fire Engineering Addendum No.3 prepared by RAW Fire (Revision C) dated 25 August 2009.</b> Including Alternative Solutions for the following:	E	14/10/21	BCA Performance Requirement EP1.3

Fire Safety Measure	Status*	Date**	Minimum Standard of Performance
<ul style="list-style-type: none"> <li>Reduced radiant heat protection to fire and sprinkler booster and location of fire hydrants at mid landings.</li> </ul>			
<b>Fire Engineering Addendum No.4 prepared by RAW Fire (Revision B) dated 23 October 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Hydrant coverage shortfalls to Levels 2 to 7 in Building M</li> </ul>	E	14/10/21	BCA Performance Requirement EP1.3
<b>Fire Engineering Addendum No.5 prepared by RAW Fire (Revision B) dated 18 November 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Rationalisation of vertical separation to the Building M lift lobby areas between Ground and First Floor only.</li> </ul>	E	14/10/21	BCA Performance Requirement CP2
<b>Fire Engineering Addendum No.06 (Revision A), prepared by RAW Fire Safety Engineering Pty Ltd, dated 08 December 2009.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Fire Hose Reel shortfalls to the basement level lobbies, and</li> <li>Directional swing of smoke doors to the basement level lobbies.</li> </ul>	E	14/10/21	BCA Performance Requirements EP1.1 & DP2
<b>Fire Safety Engineering Report No. 2011121 MWR.R002 Version B, prepared by Fire Engineering Design Pty Ltd, dated July 2011.</b> Including Alternative Solutions for the following: <ul style="list-style-type: none"> <li>Extended travel distances from the Botany Road Mezzanine apartments</li> <li>Spandrel separation between ground floor retail and Units B1.02 and B1.07</li> </ul>	E	14/10/21	BCA Performance Requirements DP4 and CP2



## CERTIFICATE OF CURRENCY

**To Whom It May Concern**

**Date:** 14.12.22  
**Policy No.:** 06S0895582  
**Type of Insurance:** Residential Strata Insurance  
**Period Of Insurance:** : From 4.00pm 30th November 2022  
To 4.00pm 30th November 2023

**This policy referred to is current at the date of issue of this certificate and whilst a due date has been indicated, it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.**

**This is to certify cover has been granted in terms of the Insurers Standard Policy, a copy of which is available on request.**

**This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extents of your insurance cover.**

Insured :	Strata Plan 82782 & Strata Plan 82998, Strata Plan 86728, Lot 300 in DP1173184 & The Building Management Committee for their Respective Rights and Interests		
Situation :	222 Botany Road & 222 Wyndham Street Alexandria NSW 2015		
Section 1 :	Building including common contents	\$	87,637,700
	Loss of Rent/Temporary Accommodation (15%)	\$	13,145,655
	Catastrophe or Emergency (15%)	\$	13,145,655
	Additional Loss of Rent	\$	Not Insured
	Additional Catastrophe	\$	Not Insured
	Floating Floors	\$	Not Insured
Section 2 :	Glass	\$	Included
Section 3 :	Theft	\$	Included
Section 4 :	Liability	\$	20,000,000
Section 5 :	Fidelity Guarantee	\$	100,000
Section 6 :	Office Bearers Liability	\$	1,000,000
Section 7 :	Voluntary Workers (Weekly/ Capital Benefit)	\$	2000/200,000
Section 8 :	Government Audit Costs	\$	25,000
Section 9 :	Legal Expenses	\$	50,000
Section 10:	Workplace, Health & Safety Breaches	\$	100,000
Section 11:	Machinery Breakdown	\$	100,000
Section 12:	Lot Owners Improvements (Per Lot)	\$	250,000
Section 13:	Workers Compensation		Not Insured
Excesses :			
Section 1	\$ 50,000	bursting, leaking, discharging or overflowing of pipes and/or apparatus and any resultant damage	
Section 1	\$ 10,000	each malicious damage, vandalism & graffiti claim for each vacant lot	



Strata Unit Underwriting Agency Pty Ltd  
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246 719  
Unit 5/263 Alfred Street, North Sydney, New South Wales 2060  
info@suu.com.au | www.suu.com.au | T: 1300 668 066 | F: 1300 668 166

## CERTIFICATE OF CURRENCY

DP 1173184 & Others  
(SUU NSW D1385 0175952/002)

Section 1	\$ 1,000	all other claims + as per policy wording
Section 2	\$ 10,000	each claim for each vacant lot
Section 2	\$ 1,000	all other claims
Section 3	\$ 10,000	each claim for each vacant lot
Section 3	\$ 1,000	all other claims
Section 11	\$ 1,000	all claims

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

### Special Terms/ Conditions:

#### 1. Machinery Breakdown

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Machinery Breakdown cover includes all electrical and mechanical plant and equipment at the situation but excludes:

1. centrifugal chillers
2. lifts not having in force at all times a full maintenance agreement including parts and labour.

#### 2. Stratum Complex

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Sections 4,5,6,7,8,9 & 10 - cover applies to insured parties jointly and not severally. Cover under Section 4 is provided in respect to "common areas" only.

Section 6 - Office Bearers - Extension of cover 3 "CROSS LIABILITY" is deleted.

General Condition "CROSS LIABILITY" on page 44 of this policy is deleted





Strata Unit Underwriting Agency Pty Ltd  
T/A Strata Unit Underwriters | ABN 30 089 201 534 | AFSL 246 719  
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## **CERTIFICATE OF CURRENCY**

DP 1173184 & Others  
(SUU NSW D1385 0175952/002)

Stratum Lot Owner/s Lot 300 in DP 1173184  
No cover is provided under this policy for Sections 10 & 12 to the  
above named party.

## Building Details & Report Inputs

### Supplied information

Building Name	Lot 1
Building Address	222 Botany Road Alexandria NSW 2015
Strata Plan (SP) No	82998
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2009
Number of Unit Entitlements	10000
Number of Units	80
Estimated Starting Capital Works Fund Balance	\$188,111
Starting date of Financial Year for Report	1/01/2019
GST Status	Not Registered for GST
Current Capital Works Fund Levy per Lot Entitlement	\$7.00

### Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on capital works fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the plan looks out.	15 years

### 15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Unit Entitlement	Quarterly Contribution
1	31/12/2019	95,000.00	9.50	2.38
2	31/12/2020	97,945.00	9.79	2.45
3	31/12/2021	100,981.30	10.10	2.53
4	31/12/2022	104,111.72	10.41	2.60
5	31/12/2023	107,339.18	10.73	2.68
6	31/12/2024	110,666.69	11.07	2.77
7	31/12/2025	114,097.36	11.41	2.85
8	31/12/2026	117,634.38	11.76	2.94
9	31/12/2027	121,281.05	12.13	3.03
10	31/12/2028	125,040.76	12.50	3.13
11	31/12/2029	128,917.02	12.89	3.22
12	31/12/2030	132,913.45	13.29	3.32
13	31/12/2031	137,033.77	13.70	3.43
14	31/12/2032	141,281.82	14.13	3.53
15	31/12/2033	145,661.56	14.57	3.64

## 15 Year Cash Flow Tracking Sheet

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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/12/2019	188,111.00	95,000.00	5,493.64	3,678.00	284,926.64
2	31/12/2020	284,926.64	97,945.00	4,152.32	314,409.00	72,614.96
3	31/12/2021	72,614.96	100,981.30	2,752.44	11,961.00	164,387.70
4	31/12/2022	164,387.70	104,111.72	4,189.19	76,360.00	196,328.61
5	31/12/2023	196,328.61	107,339.18	5,278.05	50,801.00	258,144.84
6	31/12/2024	258,144.84	110,666.69	6,791.29	48,974.00	326,628.82
7	31/12/2025	326,628.82	114,097.36	8,964.51	4,418.00	445,272.69
8	31/12/2026	445,272.69	117,634.38	8,109.44	318,015.00	253,001.51
9	31/12/2027	253,001.51	121,281.05	7,001.84	31,383.00	349,901.40
10	31/12/2028	349,901.40	125,040.76	5,548.33	352,645.00	127,845.49
11	31/12/2029	127,845.49	128,917.02	3,802.22	61,015.00	199,549.73
12	31/12/2030	199,549.73	132,913.45	5,333.23	78,121.00	259,675.41
13	31/12/2031	259,675.41	137,033.77	7,410.24	25,726.00	378,393.42
14	31/12/2032	378,393.42	141,281.82	9,500.88	89,483.00	439,693.12
15	31/12/2033	439,693.12	145,661.56	11,348.22	59,242.00	537,460.90

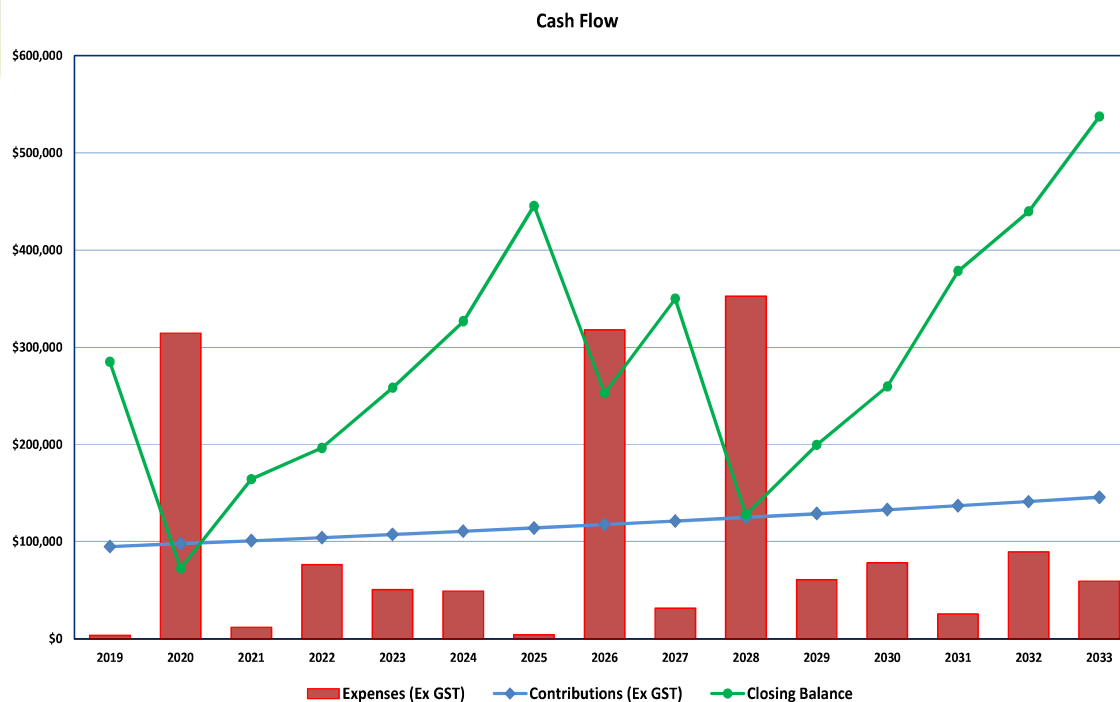
## 15 Year Cash Flow Graph

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

Contributions line - Total capital works fund contributions per year.

Expenses line – Total anticipated expenses in each year.

Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Administrative Fund**

	<b>Proposed Budget</b>	<b>Actual</b>	<b>Accepted Budget</b>	<b>Variance</b>
	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/22 - 31/12/22
<b>Income</b>				
<b>Debt Collection Recoveries</b>				
Debt Collection Recoveries-Reversal	\$0.00	(\$190.92)	\$0.00	\$190.92
Debt Collection Recoveries	\$0.00	\$986.42	\$0.00	(\$986.42)
<b>Expenses Recoveries</b>				
Owner Expense Recoveries	\$0.00	\$310.00	\$0.00	(\$310.00)
<b>Interest</b>				
Interest On Levy Arrears	\$0.00	\$679.09	\$0.00	(\$679.09)
<b>Levy Income</b>				
Contributions - General	\$425,045.00	\$403,938.64	\$405,540.00	\$1,601.36
<b>Total Income</b>	<b>\$425,045.00</b>	<b>\$405,723.23</b>	<b>\$405,540.00</b>	
<b>Expenses</b>				
<b>Accounting, Taxation &amp; Banking</b>				
Bank Fees	\$45.00	\$44.00	\$50.00	\$6.00
DEFT Process Fees	\$250.00	\$266.73	\$240.00	(\$26.73)
Audit Report	\$1,500.00	\$1,887.27	\$1,050.00	(\$837.27)
BAS & Tax Administration	\$2,300.00	\$2,251.99	\$2,300.00	\$48.01
<b>Building General</b>				
General Maintenance	\$10,000.00	\$34,140.73	\$10,000.00	(\$24,140.73)
Locks & Doors	\$1,000.00	\$360.00	\$2,500.00	\$2,140.00
<b>Cleaning</b>				
Cleaning - General	\$14,000.00	\$13,410.00	\$14,000.00	\$590.00
<b>Electrical</b>				
Electrical Repairs	\$1,000.00	\$0.00	\$3,100.00	\$3,100.00
Light Globes	\$0.00	\$0.00	\$1,100.00	\$1,100.00
TV Antenna Repairs	\$0.00	\$0.00	\$250.00	\$250.00
<b>Electricity</b>				
Electricity Consumption	\$43,000.00	\$42,548.08	\$38,000.00	(\$4,548.08)
<b>Fire Control</b>				
Fire Services	\$8,000.00	\$4,006.40	\$10,000.00	\$5,993.60
<b>Insurance</b>				
Insurance Premium	\$3,000.00	\$2,760.36	\$3,000.00	\$239.64
<b>Plumbing</b>				
Plumbing - General	\$2,000.00	\$295.00	\$4,000.00	\$3,705.00
Hot Water System Maintenance	\$2,800.00	\$2,345.00	\$4,800.00	\$2,455.00
<b>Strata/Building Administration</b>				
Debt Collection Fees	\$0.00	\$954.60	\$0.00	(\$954.60)
Land Titles & By-Law Registration	\$3,500.00	\$3,204.47	\$3,800.00	\$595.53
Management Services	\$32,030.00	\$29,928.72	\$29,930.00	\$1.28
Printing, Postage & Stationery	\$3,000.00	\$3,184.99	\$3,000.00	(\$184.99)
Strata Administration	\$3,100.00	\$3,082.02	\$3,600.00	\$517.98
BMC/Community Contributions	\$272,700.00	\$239,967.80	\$250,000.00	\$10,032.20
Legislative Compliance	\$2,600.00	\$2,527.29	\$2,600.00	\$72.71

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Administrative Fund**

	<b>Proposed Budget</b>	<b>Actual</b>	<b>Accepted Budget</b>	<b>Variance</b>
	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/22 - 31/12/22
<b>Telephone</b>				
Lift Phone & Phone Charges	\$220.00	\$232.10	\$220.00	(\$12.10)
<b>Water</b>				
Water Consumption	\$19,000.00	\$18,709.34	\$18,000.00	(\$709.34)
<b>Total Expenses</b>	<b>\$425,045.00</b>	<b>\$406,106.89</b>	<b>\$405,540.00</b>	
GST	\$40,600.00		\$38,749.00	
<b>Surplus / Deficit</b>	<b>\$0.00</b>	<b>(\$383.66)</b>	<b>\$0.00</b>	



**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Capital Works Fund**

	<b>Proposed Budget</b>	<b>Actual</b>	<b>Accepted Budget</b>	<b>Variance</b>
	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/22 - 31/12/22
<b>Income</b>				
<b>Interest</b>				
Interest On Levy Arrears	\$0.00	\$157.65	\$0.00	(\$157.65)
<b>Levy Income</b>				
Contributions - Capital Works Fund	\$103,000.00	\$100,000.00	\$100,000.00	\$0.00
<b>Total Income</b>	<b>\$103,000.00</b>	<b>\$100,157.65</b>	<b>\$100,000.00</b>	
<b>Expenses</b>				
<b>Building General</b>				
General Maintenance	\$0.00	\$81,041.26	\$0.00	(\$81,041.26)
Building Repairs	\$0.00	\$72,660.00	\$0.00	(\$72,660.00)
Capital Works Fund Maintenance	\$103,000.00	\$0.00	\$100,000.00	\$100,000.00
<b>Fire Control</b>				
Fire Services	\$0.00	\$42,600.00	\$0.00	(\$42,600.00)
<b>Total Expenses</b>	<b>\$103,000.00</b>	<b>\$196,301.26</b>	<b>\$100,000.00</b>	
GST	\$10,300.00		\$10,000.00	
<b>Surplus / Deficit</b>	<b>\$0.00</b>	<b>(\$96,143.61)</b>	<b>\$0.00</b>	

**Strata Plan 82998**  
**222 BOTANY ROAD ALEXANDRIA**
**Special Levy- Anchor Points**  
**Remediation Fund**

	<b>Budget</b>	<b>Actual</b>	<b>Accepted Budget</b>	<b>Variance</b>
	01/01/23 - 31/12/23	01/01/22 - 31/12/22	01/01/22 - 31/12/22	01/01/22 - 31/12/22
<b>Income</b>				
<b>Interest</b>				
Interest On Levy Arrears	\$0.00	\$60.17	\$0.00	(\$60.17)
<b>Levy Income</b>				
Contributions - Other	\$0.00	\$52,727.31	\$52,727.27	(\$0.04)
<b>Total Income</b>	<b>\$0.00</b>	<b>\$52,787.48</b>	<b>\$52,727.27</b>	
<b>Expenses</b>				
<b>Building General</b>				
Building Repairs	\$0.00	\$56,496.00	\$52,727.27	(\$3,768.73)
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$56,496.00</b>	<b>\$52,727.27</b>	
GST	\$0.00		\$5,272.73	
<b>Surplus / Deficit</b>	<b>\$0.00</b>	<b>(\$3,708.52)</b>	<b>\$0.00</b>	

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
1	B2 01	97	Administrative Capital Works	01/03/23	\$1,129.20	01/06/23	\$1,129.20	01/09/23	\$1,129.20	01/12/23	\$1,129.20	\$4,516.80
				01/03/23	\$274.75	01/06/23	\$274.75	01/09/23	\$274.75	01/12/23	\$274.75	\$1,099.00
			Total Due		\$1,403.95		\$1,403.95		\$1,403.95		\$1,403.95	\$5,615.80
2	B2 02	112	Administrative Capital Works	01/03/23	\$1,303.80	01/06/23	\$1,303.80	01/09/23	\$1,303.80	01/12/23	\$1,303.80	\$5,215.20
				01/03/23	\$317.25	01/06/23	\$317.25	01/09/23	\$317.25	01/12/23	\$317.25	\$1,269.00
			Total Due		\$1,621.05		\$1,621.05		\$1,621.05		\$1,621.05	\$6,484.20
3	B2 03	106	Administrative Capital Works	01/03/23	\$1,233.95	01/06/23	\$1,233.95	01/09/23	\$1,233.95	01/12/23	\$1,233.95	\$4,935.80
				01/03/23	\$300.25	01/06/23	\$300.25	01/09/23	\$300.25	01/12/23	\$300.25	\$1,201.00
			Total Due		\$1,534.20		\$1,534.20		\$1,534.20		\$1,534.20	\$6,136.80
4	B2 04	100	Administrative Capital Works	01/03/23	\$1,164.10	01/06/23	\$1,164.10	01/09/23	\$1,164.10	01/12/23	\$1,164.10	\$4,656.40
				01/03/23	\$283.25	01/06/23	\$283.25	01/09/23	\$283.25	01/12/23	\$283.25	\$1,133.00
			Total Due		\$1,447.35		\$1,447.35		\$1,447.35		\$1,447.35	\$5,789.40
5	B2 05	99	Administrative Capital Works	01/03/23	\$1,152.50	01/06/23	\$1,152.50	01/09/23	\$1,152.50	01/12/23	\$1,152.50	\$4,610.00
				01/03/23	\$280.40	01/06/23	\$280.40	01/09/23	\$280.40	01/12/23	\$280.40	\$1,121.60
			Total Due		\$1,432.90		\$1,432.90		\$1,432.90		\$1,432.90	\$5,731.60
6	B3 01	100	Administrative Capital Works	01/03/23	\$1,164.10	01/06/23	\$1,164.10	01/09/23	\$1,164.10	01/12/23	\$1,164.10	\$4,656.40
				01/03/23	\$283.25	01/06/23	\$283.25	01/09/23	\$283.25	01/12/23	\$283.25	\$1,133.00
			Total Due		\$1,447.35		\$1,447.35		\$1,447.35		\$1,447.35	\$5,789.40

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
7	B3 02	100	Administrative Capital Works	01/03/23	\$1,164.10	01/06/23	\$1,164.10	01/09/23	\$1,164.10	01/12/23	\$1,164.10	\$4,656.40
				01/03/23	\$283.25	01/06/23	\$283.25	01/09/23	\$283.25	01/12/23	\$283.25	\$1,133.00
			Total Due		\$1,447.35		\$1,447.35		\$1,447.35		\$1,447.35	\$5,789.40
8	B3 03	115	Administrative Capital Works	01/03/23	\$1,338.75	01/06/23	\$1,338.75	01/09/23	\$1,338.75	01/12/23	\$1,338.75	\$5,355.00
				01/03/23	\$325.75	01/06/23	\$325.75	01/09/23	\$325.75	01/12/23	\$325.75	\$1,303.00
			Total Due		\$1,664.50		\$1,664.50		\$1,664.50		\$1,664.50	\$6,658.00
9	B3 04	113	Administrative Capital Works	01/03/23	\$1,315.45	01/06/23	\$1,315.45	01/09/23	\$1,315.45	01/12/23	\$1,315.45	\$5,261.80
				01/03/23	\$320.10	01/06/23	\$320.10	01/09/23	\$320.10	01/12/23	\$320.10	\$1,280.40
			Total Due		\$1,635.55		\$1,635.55		\$1,635.55		\$1,635.55	\$6,542.20
10	B3 05	112	Administrative Capital Works	01/03/23	\$1,303.80	01/06/23	\$1,303.80	01/09/23	\$1,303.80	01/12/23	\$1,303.80	\$5,215.20
				01/03/23	\$317.25	01/06/23	\$317.25	01/09/23	\$317.25	01/12/23	\$317.25	\$1,269.00
			Total Due		\$1,621.05		\$1,621.05		\$1,621.05		\$1,621.05	\$6,484.20
11	B3 06	113	Administrative Capital Works	01/03/23	\$1,315.45	01/06/23	\$1,315.45	01/09/23	\$1,315.45	01/12/23	\$1,315.45	\$5,261.80
				01/03/23	\$320.10	01/06/23	\$320.10	01/09/23	\$320.10	01/12/23	\$320.10	\$1,280.40
			Total Due		\$1,635.55		\$1,635.55		\$1,635.55		\$1,635.55	\$6,542.20
12	B3 07	99	Administrative Capital Works	01/03/23	\$1,152.50	01/06/23	\$1,152.50	01/09/23	\$1,152.50	01/12/23	\$1,152.50	\$4,610.00
				01/03/23	\$280.40	01/06/23	\$280.40	01/09/23	\$280.40	01/12/23	\$280.40	\$1,121.60
			Total Due		\$1,432.90		\$1,432.90		\$1,432.90		\$1,432.90	\$5,731.60

Report Date: 12th January 2023



01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
13	B3 08	100	Administrative Capital Works	01/03/23	\$1,164.10	01/06/23	\$1,164.10	01/09/23	\$1,164.10	01/12/23	\$1,164.10	\$4,656.40
				01/03/23	\$283.25	01/06/23	\$283.25	01/09/23	\$283.25	01/12/23	\$283.25	\$1,133.00
			Total Due		\$1,447.35		\$1,447.35		\$1,447.35		\$1,447.35	\$5,789.40
14	B3 09	99	Administrative Capital Works	01/03/23	\$1,152.50	01/06/23	\$1,152.50	01/09/23	\$1,152.50	01/12/23	\$1,152.50	\$4,610.00
				01/03/23	\$280.40	01/06/23	\$280.40	01/09/23	\$280.40	01/12/23	\$280.40	\$1,121.60
			Total Due		\$1,432.90		\$1,432.90		\$1,432.90		\$1,432.90	\$5,731.60
15	B3 10	155	Administrative Capital Works	01/03/23	\$1,804.40	01/06/23	\$1,804.40	01/09/23	\$1,804.40	01/12/23	\$1,804.40	\$7,217.60
				01/03/23	\$439.05	01/06/23	\$439.05	01/09/23	\$439.05	01/12/23	\$439.05	\$1,756.20
			Total Due		\$2,243.45		\$2,243.45		\$2,243.45		\$2,243.45	\$8,973.80
16	B3 11	186	Administrative Capital Works	01/03/23	\$2,165.25	01/06/23	\$2,165.25	01/09/23	\$2,165.25	01/12/23	\$2,165.25	\$8,661.00
				01/03/23	\$526.85	01/06/23	\$526.85	01/09/23	\$526.85	01/12/23	\$526.85	\$2,107.40
			Total Due		\$2,692.10		\$2,692.10		\$2,692.10		\$2,692.10	\$10,768.40
17	B3 12	120	Administrative Capital Works	01/03/23	\$1,396.95	01/06/23	\$1,396.95	01/09/23	\$1,396.95	01/12/23	\$1,396.95	\$5,587.80
				01/03/23	\$339.90	01/06/23	\$339.90	01/09/23	\$339.90	01/12/23	\$339.90	\$1,359.60
			Total Due		\$1,736.85		\$1,736.85		\$1,736.85		\$1,736.85	\$6,947.40
18	B3 13	145	Administrative Capital Works	01/03/23	\$1,687.95	01/06/23	\$1,687.95	01/09/23	\$1,687.95	01/12/23	\$1,687.95	\$6,751.80
				01/03/23	\$410.70	01/06/23	\$410.70	01/09/23	\$410.70	01/12/23	\$410.70	\$1,642.80
			Total Due		\$2,098.65		\$2,098.65		\$2,098.65		\$2,098.65	\$8,394.60

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
19	B3 14	117	Administrative Capital Works	01/03/23	\$1,362.00	01/06/23	\$1,362.00	01/09/23	\$1,362.00	01/12/23	\$1,362.00	\$5,448.00
				01/03/23	\$331.40	01/06/23	\$331.40	01/09/23	\$331.40	01/12/23	\$331.40	\$1,325.60
			Total Due		\$1,693.40		\$1,693.40		\$1,693.40		\$1,693.40	\$6,773.60
20	B3 15	145	Administrative Capital Works	01/03/23	\$1,687.95	01/06/23	\$1,687.95	01/09/23	\$1,687.95	01/12/23	\$1,687.95	\$6,751.80
				01/03/23	\$410.70	01/06/23	\$410.70	01/09/23	\$410.70	01/12/23	\$410.70	\$1,642.80
			Total Due		\$2,098.65		\$2,098.65		\$2,098.65		\$2,098.65	\$8,394.60
21	B3 16	117	Administrative Capital Works	01/03/23	\$1,362.00	01/06/23	\$1,362.00	01/09/23	\$1,362.00	01/12/23	\$1,362.00	\$5,448.00
				01/03/23	\$331.40	01/06/23	\$331.40	01/09/23	\$331.40	01/12/23	\$331.40	\$1,325.60
			Total Due		\$1,693.40		\$1,693.40		\$1,693.40		\$1,693.40	\$6,773.60
22	B3 17	145	Administrative Capital Works	01/03/23	\$1,687.95	01/06/23	\$1,687.95	01/09/23	\$1,687.95	01/12/23	\$1,687.95	\$6,751.80
				01/03/23	\$410.70	01/06/23	\$410.70	01/09/23	\$410.70	01/12/23	\$410.70	\$1,642.80
			Total Due		\$2,098.65		\$2,098.65		\$2,098.65		\$2,098.65	\$8,394.60
23	B3 18	120	Administrative Capital Works	01/03/23	\$1,396.95	01/06/23	\$1,396.95	01/09/23	\$1,396.95	01/12/23	\$1,396.95	\$5,587.80
				01/03/23	\$339.90	01/06/23	\$339.90	01/09/23	\$339.90	01/12/23	\$339.90	\$1,359.60
			Total Due		\$1,736.85		\$1,736.85		\$1,736.85		\$1,736.85	\$6,947.40
24	B3 19	145	Administrative Capital Works	01/03/23	\$1,687.95	01/06/23	\$1,687.95	01/09/23	\$1,687.95	01/12/23	\$1,687.95	\$6,751.80
				01/03/23	\$410.70	01/06/23	\$410.70	01/09/23	\$410.70	01/12/23	\$410.70	\$1,642.80
			Total Due		\$2,098.65		\$2,098.65		\$2,098.65		\$2,098.65	\$8,394.60

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
25	B3 20	148	Administrative Capital Works	01/03/23	\$1,722.90	01/06/23	\$1,722.90	01/09/23	\$1,722.90	01/12/23	\$1,722.90	\$6,891.60
				01/03/23	\$419.20	01/06/23	\$419.20	01/09/23	\$419.20	01/12/23	\$419.20	\$1,676.80
			Total Due		\$2,142.10		\$2,142.10		\$2,142.10		\$2,142.10	\$8,568.40
26	B3 21	173	Administrative Capital Works	01/03/23	\$2,013.90	01/06/23	\$2,013.90	01/09/23	\$2,013.90	01/12/23	\$2,013.90	\$8,055.60
				01/03/23	\$490.00	01/06/23	\$490.00	01/09/23	\$490.00	01/12/23	\$490.00	\$1,960.00
			Total Due		\$2,503.90		\$2,503.90		\$2,503.90		\$2,503.90	\$10,015.60
27	B4 01	102	Administrative Capital Works	01/03/23	\$1,187.40	01/06/23	\$1,187.40	01/09/23	\$1,187.40	01/12/23	\$1,187.40	\$4,749.60
				01/03/23	\$288.90	01/06/23	\$288.90	01/09/23	\$288.90	01/12/23	\$288.90	\$1,155.60
			Total Due		\$1,476.30		\$1,476.30		\$1,476.30		\$1,476.30	\$5,905.20
28	B4 02	116	Administrative Capital Works	01/03/23	\$1,350.35	01/06/23	\$1,350.35	01/09/23	\$1,350.35	01/12/23	\$1,350.35	\$5,401.40
				01/03/23	\$328.55	01/06/23	\$328.55	01/09/23	\$328.55	01/12/23	\$328.55	\$1,314.20
			Total Due		\$1,678.90		\$1,678.90		\$1,678.90		\$1,678.90	\$6,715.60
29	B4 03	110	Administrative Capital Works	01/03/23	\$1,280.55	01/06/23	\$1,280.55	01/09/23	\$1,280.55	01/12/23	\$1,280.55	\$5,122.20
				01/03/23	\$311.60	01/06/23	\$311.60	01/09/23	\$311.60	01/12/23	\$311.60	\$1,246.40
			Total Due		\$1,592.15		\$1,592.15		\$1,592.15		\$1,592.15	\$6,368.60
30	B4 04	112	Administrative Capital Works	01/03/23	\$1,303.80	01/06/23	\$1,303.80	01/09/23	\$1,303.80	01/12/23	\$1,303.80	\$5,215.20
				01/03/23	\$317.25	01/06/23	\$317.25	01/09/23	\$317.25	01/12/23	\$317.25	\$1,269.00
			Total Due		\$1,621.05		\$1,621.05		\$1,621.05		\$1,621.05	\$6,484.20

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
31	B4 05	100	Administrative Capital Works	01/03/23	\$1,164.10	01/06/23	\$1,164.10	01/09/23	\$1,164.10	01/12/23	\$1,164.10	\$4,656.40
				01/03/23	\$283.25	01/06/23	\$283.25	01/09/23	\$283.25	01/12/23	\$283.25	\$1,133.00
			Total Due		\$1,447.35		\$1,447.35		\$1,447.35		\$1,447.35	\$5,789.40
32	B5 01	103	Administrative Capital Works	01/03/23	\$1,199.05	01/06/23	\$1,199.05	01/09/23	\$1,199.05	01/12/23	\$1,199.05	\$4,796.20
				01/03/23	\$291.75	01/06/23	\$291.75	01/09/23	\$291.75	01/12/23	\$291.75	\$1,167.00
			Total Due		\$1,490.80		\$1,490.80		\$1,490.80		\$1,490.80	\$5,963.20
33	B5 02	115	Administrative Capital Works	01/03/23	\$1,338.75	01/06/23	\$1,338.75	01/09/23	\$1,338.75	01/12/23	\$1,338.75	\$5,355.00
				01/03/23	\$325.75	01/06/23	\$325.75	01/09/23	\$325.75	01/12/23	\$325.75	\$1,303.00
			Total Due		\$1,664.50		\$1,664.50		\$1,664.50		\$1,664.50	\$6,658.00
34	B5 03	112	Administrative Capital Works	01/03/23	\$1,303.80	01/06/23	\$1,303.80	01/09/23	\$1,303.80	01/12/23	\$1,303.80	\$5,215.20
				01/03/23	\$317.25	01/06/23	\$317.25	01/09/23	\$317.25	01/12/23	\$317.25	\$1,269.00
			Total Due		\$1,621.05		\$1,621.05		\$1,621.05		\$1,621.05	\$6,484.20
35	B5 04	102	Administrative Capital Works	01/03/23	\$1,187.40	01/06/23	\$1,187.40	01/09/23	\$1,187.40	01/12/23	\$1,187.40	\$4,749.60
				01/03/23	\$288.90	01/06/23	\$288.90	01/09/23	\$288.90	01/12/23	\$288.90	\$1,155.60
			Total Due		\$1,476.30		\$1,476.30		\$1,476.30		\$1,476.30	\$5,905.20
36	B5 05	103	Administrative Capital Works	01/03/23	\$1,199.05	01/06/23	\$1,199.05	01/09/23	\$1,199.05	01/12/23	\$1,199.05	\$4,796.20
				01/03/23	\$291.75	01/06/23	\$291.75	01/09/23	\$291.75	01/12/23	\$291.75	\$1,167.00
			Total Due		\$1,490.80		\$1,490.80		\$1,490.80		\$1,490.80	\$5,963.20

Report Date: 12th January 2023



01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
37	B6 01	102	Administrative Capital Works	01/03/23	\$1,187.40	01/06/23	\$1,187.40	01/09/23	\$1,187.40	01/12/23	\$1,187.40	\$4,749.60
				01/03/23	\$288.90	01/06/23	\$288.90	01/09/23	\$288.90	01/12/23	\$288.90	\$1,155.60
			Total Due		\$1,476.30		\$1,476.30		\$1,476.30		\$1,476.30	\$5,905.20
38	B6 02	117	Administrative Capital Works	01/03/23	\$1,362.00	01/06/23	\$1,362.00	01/09/23	\$1,362.00	01/12/23	\$1,362.00	\$5,448.00
				01/03/23	\$331.40	01/06/23	\$331.40	01/09/23	\$331.40	01/12/23	\$331.40	\$1,325.60
			Total Due		\$1,693.40		\$1,693.40		\$1,693.40		\$1,693.40	\$6,773.60
39	B6 03	113	Administrative Capital Works	01/03/23	\$1,315.45	01/06/23	\$1,315.45	01/09/23	\$1,315.45	01/12/23	\$1,315.45	\$5,261.80
				01/03/23	\$320.05	01/06/23	\$320.05	01/09/23	\$320.05	01/12/23	\$320.05	\$1,280.20
			Total Due		\$1,635.50		\$1,635.50		\$1,635.50		\$1,635.50	\$6,542.00
40	B6 04	119	Administrative Capital Works	01/03/23	\$1,385.30	01/06/23	\$1,385.30	01/09/23	\$1,385.30	01/12/23	\$1,385.30	\$5,541.20
				01/03/23	\$337.05	01/06/23	\$337.05	01/09/23	\$337.05	01/12/23	\$337.05	\$1,348.20
			Total Due		\$1,722.35		\$1,722.35		\$1,722.35		\$1,722.35	\$6,889.40
41	B6 05	131	Administrative Capital Works	01/03/23	\$1,525.00	01/06/23	\$1,525.00	01/09/23	\$1,525.00	01/12/23	\$1,525.00	\$6,100.00
				01/03/23	\$371.05	01/06/23	\$371.05	01/09/23	\$371.05	01/12/23	\$371.05	\$1,484.20
			Total Due		\$1,896.05		\$1,896.05		\$1,896.05		\$1,896.05	\$7,584.20
42	B6 06	133	Administrative Capital Works	01/03/23	\$1,548.25	01/06/23	\$1,548.25	01/09/23	\$1,548.25	01/12/23	\$1,548.25	\$6,193.00
				01/03/23	\$376.70	01/06/23	\$376.70	01/09/23	\$376.70	01/12/23	\$376.70	\$1,506.80
			Total Due		\$1,924.95		\$1,924.95		\$1,924.95		\$1,924.95	\$7,699.80

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
43	B6 07	116	Administrative Capital Works	01/03/23	\$1,350.35	01/06/23	\$1,350.35	01/09/23	\$1,350.35	01/12/23	\$1,350.35	\$5,401.40
				01/03/23	\$328.55	01/06/23	\$328.55	01/09/23	\$328.55	01/12/23	\$328.55	\$1,314.20
			Total Due		\$1,678.90		\$1,678.90		\$1,678.90		\$1,678.90	\$6,715.60
44	B6 08	106	Administrative Capital Works	01/03/23	\$1,233.95	01/06/23	\$1,233.95	01/09/23	\$1,233.95	01/12/23	\$1,233.95	\$4,935.80
				01/03/23	\$300.25	01/06/23	\$300.25	01/09/23	\$300.25	01/12/23	\$300.25	\$1,201.00
			Total Due		\$1,534.20		\$1,534.20		\$1,534.20		\$1,534.20	\$6,136.80
45	B6 09	104	Administrative Capital Works	01/03/23	\$1,210.65	01/06/23	\$1,210.65	01/09/23	\$1,210.65	01/12/23	\$1,210.65	\$4,842.60
				01/03/23	\$294.60	01/06/23	\$294.60	01/09/23	\$294.60	01/12/23	\$294.60	\$1,178.40
			Total Due		\$1,505.25		\$1,505.25		\$1,505.25		\$1,505.25	\$6,021.00
46	B6 10	152	Administrative Capital Works	01/03/23	\$1,769.45	01/06/23	\$1,769.45	01/09/23	\$1,769.45	01/12/23	\$1,769.45	\$7,077.80
				01/03/23	\$430.55	01/06/23	\$430.55	01/09/23	\$430.55	01/12/23	\$430.55	\$1,722.20
			Total Due		\$2,200.00		\$2,200.00		\$2,200.00		\$2,200.00	\$8,800.00
47	B6 11	194	Administrative Capital Works	01/03/23	\$2,258.40	01/06/23	\$2,258.40	01/09/23	\$2,258.40	01/12/23	\$2,258.40	\$9,033.60
				01/03/23	\$549.50	01/06/23	\$549.50	01/09/23	\$549.50	01/12/23	\$549.50	\$2,198.00
			Total Due		\$2,807.90		\$2,807.90		\$2,807.90		\$2,807.90	\$11,231.60
48	B6 12	123	Administrative Capital Works	01/03/23	\$1,431.85	01/06/23	\$1,431.85	01/09/23	\$1,431.85	01/12/23	\$1,431.85	\$5,727.40
				01/03/23	\$348.40	01/06/23	\$348.40	01/09/23	\$348.40	01/12/23	\$348.40	\$1,393.60
			Total Due		\$1,780.25		\$1,780.25		\$1,780.25		\$1,780.25	\$7,121.00

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
49	B6 13	150	Administrative Capital Works	01/03/23	\$1,746.15	01/06/23	\$1,746.15	01/09/23	\$1,746.15	01/12/23	\$1,746.15	\$6,984.60
				01/03/23	\$424.90	01/06/23	\$424.90	01/09/23	\$424.90	01/12/23	\$424.90	\$1,699.60
			Total Due		\$2,171.05		\$2,171.05		\$2,171.05		\$2,171.05	\$8,684.20
50	B6 14	123	Administrative Capital Works	01/03/23	\$1,431.85	01/06/23	\$1,431.85	01/09/23	\$1,431.85	01/12/23	\$1,431.85	\$5,727.40
				01/03/23	\$348.40	01/06/23	\$348.40	01/09/23	\$348.40	01/12/23	\$348.40	\$1,393.60
			Total Due		\$1,780.25		\$1,780.25		\$1,780.25		\$1,780.25	\$7,121.00
51	B6 15	158	Administrative Capital Works	01/03/23	\$1,839.30	01/06/23	\$1,839.30	01/09/23	\$1,839.30	01/12/23	\$1,839.30	\$7,357.20
				01/03/23	\$447.55	01/06/23	\$447.55	01/09/23	\$447.55	01/12/23	\$447.55	\$1,790.20
			Total Due		\$2,286.85		\$2,286.85		\$2,286.85		\$2,286.85	\$9,147.40
52	B6 16	139	Administrative Capital Works	01/03/23	\$1,618.10	01/06/23	\$1,618.10	01/09/23	\$1,618.10	01/12/23	\$1,618.10	\$6,472.40
				01/03/23	\$393.70	01/06/23	\$393.70	01/09/23	\$393.70	01/12/23	\$393.70	\$1,574.80
			Total Due		\$2,011.80		\$2,011.80		\$2,011.80		\$2,011.80	\$8,047.20
53	B6 17	153	Administrative Capital Works	01/03/23	\$1,781.10	01/06/23	\$1,781.10	01/09/23	\$1,781.10	01/12/23	\$1,781.10	\$7,124.40
				01/03/23	\$433.35	01/06/23	\$433.35	01/09/23	\$433.35	01/12/23	\$433.35	\$1,733.40
			Total Due		\$2,214.45		\$2,214.45		\$2,214.45		\$2,214.45	\$8,857.80
54	B6 18	123	Administrative Capital Works	01/03/23	\$1,431.85	01/06/23	\$1,431.85	01/09/23	\$1,431.85	01/12/23	\$1,431.85	\$5,727.40
				01/03/23	\$348.40	01/06/23	\$348.40	01/09/23	\$348.40	01/12/23	\$348.40	\$1,393.60
			Total Due		\$1,780.25		\$1,780.25		\$1,780.25		\$1,780.25	\$7,121.00

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
55	B6 19	153	Administrative Capital Works	01/03/23	\$1,781.10	01/06/23	\$1,781.10	01/09/23	\$1,781.10	01/12/23	\$1,781.10	\$7,124.40
				01/03/23	\$433.35	01/06/23	\$433.35	01/09/23	\$433.35	01/12/23	\$433.35	\$1,733.40
			Total Due		\$2,214.45		\$2,214.45		\$2,214.45		\$2,214.45	\$8,857.80
56	B6 20	152	Administrative Capital Works	01/03/23	\$1,769.45	01/06/23	\$1,769.45	01/09/23	\$1,769.45	01/12/23	\$1,769.45	\$7,077.80
				01/03/23	\$430.55	01/06/23	\$430.55	01/09/23	\$430.55	01/12/23	\$430.55	\$1,722.20
			Total Due		\$2,200.00		\$2,200.00		\$2,200.00		\$2,200.00	\$8,800.00
57	B6 21	197	Administrative Capital Works	01/03/23	\$2,293.30	01/06/23	\$2,293.30	01/09/23	\$2,293.30	01/12/23	\$2,293.30	\$9,173.20
				01/03/23	\$558.00	01/06/23	\$558.00	01/09/23	\$558.00	01/12/23	\$558.00	\$2,232.00
			Total Due		\$2,851.30		\$2,851.30		\$2,851.30		\$2,851.30	\$11,405.20
58	B7 01	104	Administrative Capital Works	01/03/23	\$1,210.65	01/06/23	\$1,210.65	01/09/23	\$1,210.65	01/12/23	\$1,210.65	\$4,842.60
				01/03/23	\$294.60	01/06/23	\$294.60	01/09/23	\$294.60	01/12/23	\$294.60	\$1,178.40
			Total Due		\$1,505.25		\$1,505.25		\$1,505.25		\$1,505.25	\$6,021.00
59	B7 02	110	Administrative Capital Works	01/03/23	\$1,280.50	01/06/23	\$1,280.50	01/09/23	\$1,280.50	01/12/23	\$1,280.50	\$5,122.00
				01/03/23	\$311.60	01/06/23	\$311.60	01/09/23	\$311.60	01/12/23	\$311.60	\$1,246.40
			Total Due		\$1,592.10		\$1,592.10		\$1,592.10		\$1,592.10	\$6,368.40
60	B7 03	122	Administrative Capital Works	01/03/23	\$1,420.20	01/06/23	\$1,420.20	01/09/23	\$1,420.20	01/12/23	\$1,420.20	\$5,680.80
				01/03/23	\$345.55	01/06/23	\$345.55	01/09/23	\$345.55	01/12/23	\$345.55	\$1,382.20
			Total Due		\$1,765.75		\$1,765.75		\$1,765.75		\$1,765.75	\$7,063.00

Report Date: 12th January 2023



01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
61	B7 04	104	Administrative Capital Works	01/03/23	\$1,210.65	01/06/23	\$1,210.65	01/09/23	\$1,210.65	01/12/23	\$1,210.65	\$4,842.60
				01/03/23	\$294.60	01/06/23	\$294.60	01/09/23	\$294.60	01/12/23	\$294.60	\$1,178.40
			Total Due		\$1,505.25		\$1,505.25		\$1,505.25		\$1,505.25	\$6,021.00
62	B7 05	107	Administrative Capital Works	01/03/23	\$1,245.60	01/06/23	\$1,245.60	01/09/23	\$1,245.60	01/12/23	\$1,245.60	\$4,982.40
				01/03/23	\$303.05	01/06/23	\$303.05	01/09/23	\$303.05	01/12/23	\$303.05	\$1,212.20
			Total Due		\$1,548.65		\$1,548.65		\$1,548.65		\$1,548.65	\$6,194.60
63	B8 01	160	Administrative Capital Works	01/03/23	\$1,862.60	01/06/23	\$1,862.60	01/09/23	\$1,862.60	01/12/23	\$1,862.60	\$7,450.40
				01/03/23	\$453.20	01/06/23	\$453.20	01/09/23	\$453.20	01/12/23	\$453.20	\$1,812.80
			Total Due		\$2,315.80		\$2,315.80		\$2,315.80		\$2,315.80	\$9,263.20
64	B8 02	154	Administrative Capital Works	01/03/23	\$1,792.75	01/06/23	\$1,792.75	01/09/23	\$1,792.75	01/12/23	\$1,792.75	\$7,171.00
				01/03/23	\$436.20	01/06/23	\$436.20	01/09/23	\$436.20	01/12/23	\$436.20	\$1,744.80
			Total Due		\$2,228.95		\$2,228.95		\$2,228.95		\$2,228.95	\$8,915.80
65	B8 03	155	Administrative Capital Works	01/03/23	\$1,804.35	01/06/23	\$1,804.35	01/09/23	\$1,804.35	01/12/23	\$1,804.35	\$7,217.40
				01/03/23	\$439.05	01/06/23	\$439.05	01/09/23	\$439.05	01/12/23	\$439.05	\$1,756.20
			Total Due		\$2,243.40		\$2,243.40		\$2,243.40		\$2,243.40	\$8,973.60
66	B8 04	157	Administrative Capital Works	01/03/23	\$1,827.65	01/06/23	\$1,827.65	01/09/23	\$1,827.65	01/12/23	\$1,827.65	\$7,310.60
				01/03/23	\$444.70	01/06/23	\$444.70	01/09/23	\$444.70	01/12/23	\$444.70	\$1,778.80
			Total Due		\$2,272.35		\$2,272.35		\$2,272.35		\$2,272.35	\$9,089.40

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
67	B8 05	164	Administrative Capital Works	01/03/23	\$1,909.15	01/06/23	\$1,909.15	01/09/23	\$1,909.15	01/12/23	\$1,909.15	\$7,636.60
				01/03/23	\$464.55	01/06/23	\$464.55	01/09/23	\$464.55	01/12/23	\$464.55	\$1,858.20
			Total Due		\$2,373.70		\$2,373.70		\$2,373.70		\$2,373.70	\$9,494.80
68	B8 06	183	Administrative Capital Works	01/03/23	\$2,130.30	01/06/23	\$2,130.30	01/09/23	\$2,130.30	01/12/23	\$2,130.30	\$8,521.20
				01/03/23	\$518.35	01/06/23	\$518.35	01/09/23	\$518.35	01/12/23	\$518.35	\$2,073.40
			Total Due		\$2,648.65		\$2,648.65		\$2,648.65		\$2,648.65	\$10,594.60
69	R1 01	103	Administrative Capital Works	01/03/23	\$1,199.05	01/06/23	\$1,199.05	01/09/23	\$1,199.05	01/12/23	\$1,199.05	\$4,796.20
				01/03/23	\$291.75	01/06/23	\$291.75	01/09/23	\$291.75	01/12/23	\$291.75	\$1,167.00
			Total Due		\$1,490.80		\$1,490.80		\$1,490.80		\$1,490.80	\$5,963.20
70	R1 02	107	Administrative Capital Works	01/03/23	\$1,245.60	01/06/23	\$1,245.60	01/09/23	\$1,245.60	01/12/23	\$1,245.60	\$4,982.40
				01/03/23	\$303.05	01/06/23	\$303.05	01/09/23	\$303.05	01/12/23	\$303.05	\$1,212.20
			Total Due		\$1,548.65		\$1,548.65		\$1,548.65		\$1,548.65	\$6,194.60
71	R1 03	160	Administrative Capital Works	01/03/23	\$1,862.60	01/06/23	\$1,862.60	01/09/23	\$1,862.60	01/12/23	\$1,862.60	\$7,450.40
				01/03/23	\$453.20	01/06/23	\$453.20	01/09/23	\$453.20	01/12/23	\$453.20	\$1,812.80
			Total Due		\$2,315.80		\$2,315.80		\$2,315.80		\$2,315.80	\$9,263.20
72	R2 01	104	Administrative Capital Works	01/03/23	\$1,210.65	01/06/23	\$1,210.65	01/09/23	\$1,210.65	01/12/23	\$1,210.65	\$4,842.60
				01/03/23	\$294.60	01/06/23	\$294.60	01/09/23	\$294.60	01/12/23	\$294.60	\$1,178.40
			Total Due		\$1,505.25		\$1,505.25		\$1,505.25		\$1,505.25	\$6,021.00

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
73	R2 02	109	Administrative Capital Works	01/03/23	\$1,268.85	01/06/23	\$1,268.85	01/09/23	\$1,268.85	01/12/23	\$1,268.85	\$5,075.40
				01/03/23	\$308.75	01/06/23	\$308.75	01/09/23	\$308.75	01/12/23	\$308.75	\$1,235.00
			Total Due		\$1,577.60		\$1,577.60		\$1,577.60		\$1,577.60	\$6,310.40
74	R2 03	104	Administrative Capital Works	01/03/23	\$1,210.65	01/06/23	\$1,210.65	01/09/23	\$1,210.65	01/12/23	\$1,210.65	\$4,842.60
				01/03/23	\$294.60	01/06/23	\$294.60	01/09/23	\$294.60	01/12/23	\$294.60	\$1,178.40
			Total Due		\$1,505.25		\$1,505.25		\$1,505.25		\$1,505.25	\$6,021.00
75	R3 01	107	Administrative Capital Works	01/03/23	\$1,245.60	01/06/23	\$1,245.60	01/09/23	\$1,245.60	01/12/23	\$1,245.60	\$4,982.40
				01/03/23	\$303.05	01/06/23	\$303.05	01/09/23	\$303.05	01/12/23	\$303.05	\$1,212.20
			Total Due		\$1,548.65		\$1,548.65		\$1,548.65		\$1,548.65	\$6,194.60
76	R3 02	123	Administrative Capital Works	01/03/23	\$1,431.85	01/06/23	\$1,431.85	01/09/23	\$1,431.85	01/12/23	\$1,431.85	\$5,727.40
				01/03/23	\$348.40	01/06/23	\$348.40	01/09/23	\$348.40	01/12/23	\$348.40	\$1,393.60
			Total Due		\$1,780.25		\$1,780.25		\$1,780.25		\$1,780.25	\$7,121.00
77	R3 03	106	Administrative Capital Works	01/03/23	\$1,233.95	01/06/23	\$1,233.95	01/09/23	\$1,233.95	01/12/23	\$1,233.95	\$4,935.80
				01/03/23	\$300.25	01/06/23	\$300.25	01/09/23	\$300.25	01/12/23	\$300.25	\$1,201.00
			Total Due		\$1,534.20		\$1,534.20		\$1,534.20		\$1,534.20	\$6,136.80
78	R4 01	112	Administrative Capital Works	01/03/23	\$1,303.80	01/06/23	\$1,303.80	01/09/23	\$1,303.80	01/12/23	\$1,303.80	\$5,215.20
				01/03/23	\$317.25	01/06/23	\$317.25	01/09/23	\$317.25	01/12/23	\$317.25	\$1,269.00
			Total Due		\$1,621.05		\$1,621.05		\$1,621.05		\$1,621.05	\$6,484.20

Report Date: 12th January 2023

01/03/2023 - 29/02/2024

## Strata Plan 82998 222 BOTANY ROAD ALEXANDRIA

Lot	Unit	UoE	Fund	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
79	R4 02	126	Administrative Capital Works	01/03/23	\$1,466.75	01/06/23	\$1,466.75	01/09/23	\$1,466.75	01/12/23	\$1,466.75	\$5,867.00
				01/03/23	\$356.90	01/06/23	\$356.90	01/09/23	\$356.90	01/12/23	\$356.90	\$1,427.60
				Total Due		\$1,823.65		\$1,823.65		\$1,823.65		\$7,294.60
80	R4 03	105	Administrative Capital Works	01/03/23	\$1,222.30	01/06/23	\$1,222.30	01/09/23	\$1,222.30	01/12/23	\$1,222.30	\$4,889.20
				01/03/23	\$297.40	01/06/23	\$297.40	01/09/23	\$297.40	01/12/23	\$297.40	\$1,189.60
				Total Due		\$1,519.70		\$1,519.70		\$1,519.70		\$6,078.80
		10000	TOTAL	\$144,735.95		\$144,735.95		\$144,735.95		\$144,735.95		\$578,943.80



# ANNUAL REPORT FROM STRATA MANAGER

## Functions Performed Under Delegated Authority

Section 55 of the Strata Schemes Management Act 2015 obligates all strata managers to provide a report at least once a year outlining the functions performed under the delegated authority granted by the Owners Corporation to the agent. A summary of the major events for Strata Plan No: 82998 for the 12 month period ending 31-DEC is as follows;

Time Recorded:	129:03 Hours	Documents Registered:	834	Meetings:	3
No. of Entries:	2161	Invoices Processed:	116	Insurance Work:	3
Emails:	1511	By-law Inquiries:	2	Correspondence:	2
Phone Calls:	22	Inspections:	2	Debt Recovery:	0
Work Orders:	0	Update Details:	24	184 Certificates:	4
General Admin:	40	Fire Compliance:	6	SMS's Issued:	0

## Privacy of information:

Owners should be aware that all correspondence, including letters, facsimile transmissions and emails are retained on the file of the Owners Corporation. Whilst personal information such as phone numbers, addresses and email addresses will not be maintained on the Strata Roll, all correspondence must be made available during a Section 183 Inspection and may be viewed by other lot owners and prospective purchasers to the scheme.

In regards to the privacy of your information; Netstrata is required by law to protect the privacy of your personal information under the National Privacy Principles. This statement is an abbreviated version of our Privacy Statement; the complete text is published on our website [www.netstrata.com.au](http://www.netstrata.com.au); go to the 'Privacy' page. Alternatively you can request a copy from us by email or post. Briefly we gather and maintain personal information about you on behalf of your scheme of which we are the appointed managers. The legislation from which the National Privacy Principles have been derived largely supersedes sections of the Strata Schemes Management Act 2015 that previously permitted access to this information by third parties. Notwithstanding this, some of your personal information may be still be accessed by certain third parties in particular circumstances, for example to tradespersons during an emergency.

Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent an unreasonable threat to safety, damage to property, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

## Report Pursuant to Section 60

Netstrata discloses that it has commercial arrangements with suppliers that may also provide services to your scheme including Macquarie Bank, Khoury Bros. & Co Accountants and CRM Brokers. Whilst we use and recommend these providers we DO NOT receive any rebate, discount or commission for providing this recommendation.

Netstrata discloses that its Strata Managers and Administrative staff receive training services from industry bodies and suppliers that may provide services to your scheme including but not limited to Strata Community Australia, U.D.I.A., R.E.I., Grace Lawyers, Bannermans Lawyers, Mills Oakley lawyers and J.S. Mueller & Co.

The agent discloses that it has commercial arrangements with AMPAC Debt Recovery Services, Strategic Collection Services, Strata Energy Services and Prime Strata Consulting Services. Where these services are used and a referral fee is received, it will be disclosed and approved via this report.

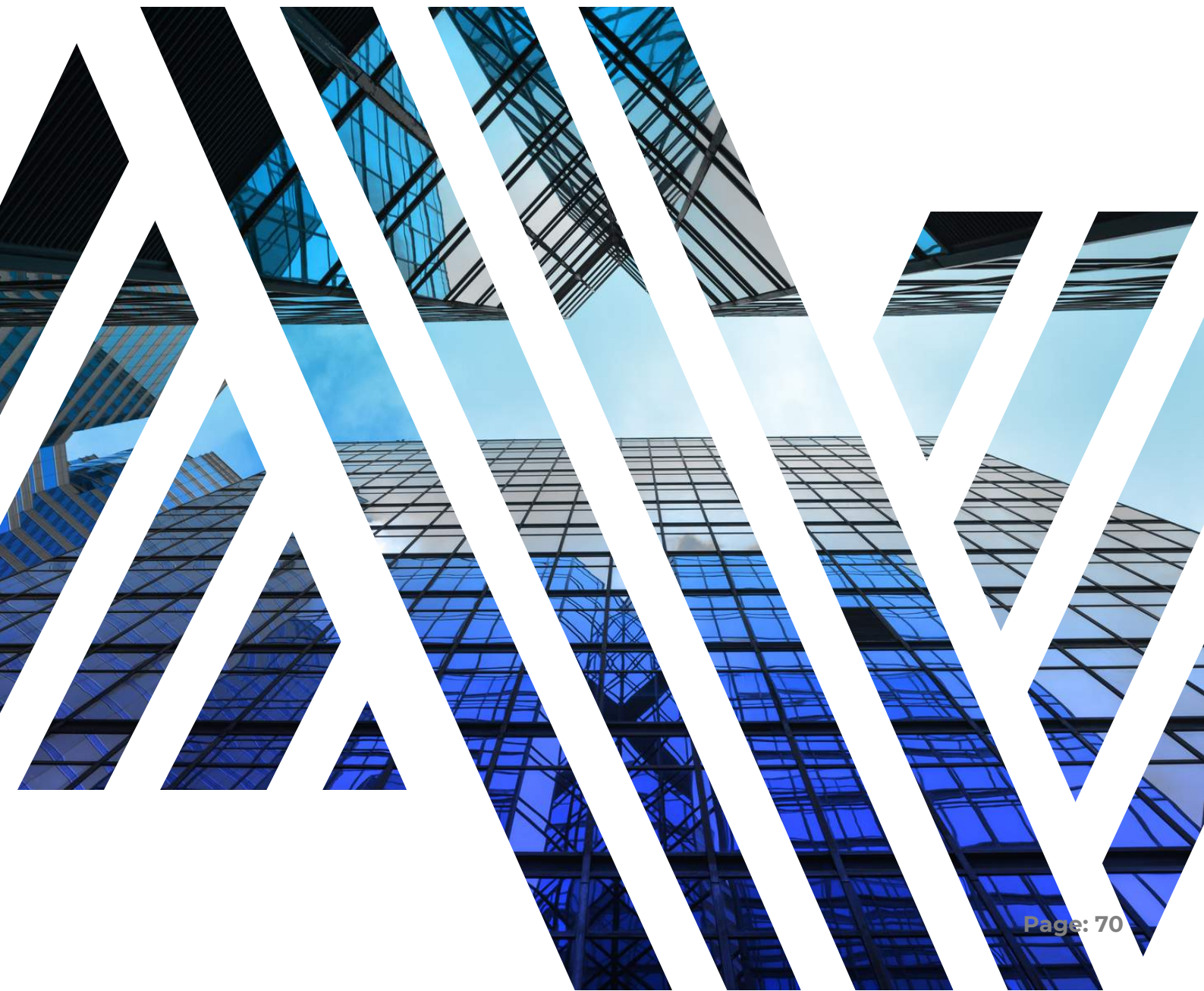
Netstrata discloses that it is an authorised representative of CRM Brokers, Coverforce, and McCormack Harris. When insurances for your scheme are arranged through these entities our office receives a share of the brokerage charged, which last year was \$506.42. It is expected that this brokerage will be \$557.06 next year. The Brokerage received funds the administrative requirements for placing insurances and processing insurance claims on behalf of your scheme including providing 3 quotations, researching and providing a complete claims history and providing the insurer with other relevant information that is required to be disclosed as part of the renewal process. Where the brokerage is not received a fee for service will be applied.

Netstrata discloses that Strata Insurance Services Pty Ltd (A.F.S. License 457333) and WinFire Pty Ltd, Resolute Maintenance Group and PG Martin Plumbing are wholly owned subsidiaries of the agent. When insurances are placed on behalf of your scheme all brokerage charged is retained by the subsidiary, not the agent. Strata Insurance Services Pty Ltd DOES NOT receive commissions for arranging insurance cover on behalf of your Owners Corporation. In the event WinFire, Resolute or PG Martin are engaged to undertake maintenance work or inspections at your scheme, the fees and charges associated with these works are detailed in the financial reports for your Owners Corporation.



# MANAGING AGENCY AGREEMENT

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# TABLE OF CONTENTS





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1. Introduction & Terms Used
2. Corporate Information
3. Definitions
4. Parties to the Agreement
5. Duration of Agreement
6. Agents Appointment and Delegated Authority
7. Routine Duties
8. Non-Routine Duties - Opt Out Services
9. Non-Routine Duties – Opt In Services
10. Dispute Resolution
11. General Terms and Conditions
12. Agent Disclosures
13. Explanation of Agents Services, Fees and Disbursements
14. Fees and Charges
15. Our Brands
16. Professional Memberships



## 1. INTRODUCTION AND TERMS USED

This agreement (instrument of appointment) provides for the management of strata schemes in New South Wales (N.S.W.) under the provisions of;

-  The Strata Schemes Management Act 2015
-  The Strata Schemes Management Regulation 2016
-  The Property and Stock Agents Act 2002
-  The Property and Stock Agents Regulation 2022

The agreement has been drafted in plain English and is intended to provide as much information, disclosures and transparency as possible, regarding the services provided by Netstrata and their subsidiaries so all owners are able to make an informed decision regarding the management services provided for their scheme.

Should you have any questions about the terms, conditions or contents of this agreement, please do not hesitate to contact our office via the means outlined below.

### Applicable Law

The law governing New South Wales, Australia.

## 2. CORPORATE INFORMATION

Company Name	Network Strata Services Pty Ltd
Year Established	1996
A.C.N.	064 030 324
Trading Name	Netstrata
Corporate License No.	933785
License Expiry	28 February 2026
Registered Tax Agent No.	26193908
Professional Indemnity Insurance (P.I.)	\$30,000,000 - Berkley Insurance Australia, Policy No. 2016080609R5BIA
Public Liability Insurance	\$20,000,000 - CGU Padlock Insurance, Policy No. 01R1204379
Street Address	298 Railway Parade, Carlton NSW 2218
Postal Address	P.O. Box 265, Hurstville BC NSW 1481
Email Address	admin@netstrata.com.au
Phone Number	1300 638 787
Website	netstrata.com.au

### PROFESSIONAL MEMBERSHIPS

Strata Community Association (NSW)	Membership No. 3127
Real Estate Institute (NSW)	Membership No. 93654
U.D.I.A.	Supplier Chapter Member
Professional Standards Scheme	Netstrata is a participant in the Strata Community Association (NSW) Professional Standards Scheme under the Professional Standards Act 1984.

### SUBSIDIARY COMPANIES

<b>Netstrata Pty Ltd</b>	ACN 128 855 489	<b>Winfire Pty Ltd</b>	ACN 630 169 836
		Trade License No:	340616C
		Security License No:	000105051
<b>Strata Insurance Services Pty Ltd</b>	ACN 167 214 182	Professional Memberships	Fire Protection Australia
Australian Financial Services	Lic. No. 457333		- Gold Member No.
Professional Memberships	National Insurance	Trading Entities	Winfire
	Brokers Association		Resolute Maintenance Group
			P.G. Martin Plumbing



### 3. DEFINITIONS

- (3.1) Terms used in this agreement which are defined in Section 4 of the Strata Schemes Management Act 2015, have the same meaning given to them in that Act, such as **Secretary, Treasurer, Chairperson, Strata Committee, Lot and By-laws**. See Link to Definitions [Here](#)
- (3.2) **'Agent'** refers to Network Strata Services Pty Ltd - trading as **'Netstrata'** and their employees
- (3.3) **'Scheme'** or **'Principal'** refers to the Owners Corporation (Body Corporate) identified in this agreement
- (3.4) **'Normal Business Hours'** means between 9am and 5pm, Monday to Friday (excluding Public Holidays)
- (3.5) **'Strata Act'** means the Strata Schemes Management Act 2015
- (3.6) **'Strata Regulation'** means the Strata Schemes Management Regulation 2016
- (3.7) **'Development Act'** means the Strata Schemes Development Act 2015
- (3.8) **'Section'** means a reference to a specific section of the Strata Act
- (3.9) **'G.S.T.'** means Goods and Services Tax, the tax system introduced via the Goods and Services Tax Act (Cth) 1999
- (3.10) **'R.A.B.'** means Residential Apartment Buildings (Compliance & Enforcement Powers) Act 2020
- (3.11) **'E.P.A.'** means the Environmental Planning and Assessment Act 1979 & Environmental Planning and Assessment Regulation 2000
- (3.12) **'H.B.A.'** means the Home Building Act 1989
- (3.13) **'D.B.P.'** means the Design Building Practitioners Act 2020
- (3.14) **'W.H. & S'** means the Work Health & Safety Act 2011
- (3.15) **'O.B.C.'** means the N.S.W. Office of Building Commissioner
- (3.16) **'B.C.A.'** means Building Code of Australia
- (3.17) **'N.C.A.T.'** means the N.S.W. Civil & Administrative Tribunal
- (3.18) **'O.F.T.'** means the N.S.W. Office of Fair Trading
- (3.19) **'A.C.N.'** means Australian Company Number
- (3.20) **'B.A.S.'** means Business Activity Statement
- (3.21) **'A.T.O.'** means the Australian Tax Office
- (3.22) **'A.F.S.'** means Australian Financial Services Licence
- (3.23) **'E.F.T.'** means Electronic Funds Transfer
- (3.24) **'E.V.'** means Electronic Vehicle
- (3.25) **'S.T.D.'** means Subscriber Trunk Dialling Phone Calls
- (3.26) **'S.M.S.'** means Short Message Service
- (3.27) **'M.M.S.'** means Multimedia Messaging Service
- (3.28) **'A.W.S.'** means Amazon Web Services
- (3.29) **'D.M.S.'** means Document Management System
- (3.30) **'A.F.S.S.'** means Annual Fire Safety Statement
- (3.31) **'A.G.M.'** means Annual General Meeting
- (3.32) **'S.C.A.'** means Strata Community Association (N.S.W)
- (3.33) **'R.E.I.'** means Real Estate Institute of N.S.W.
- (3.34) **'U.D.I.A'** means the Urban Development Institute of Australia
- (3.35) **'P.A.'** means Per Annum
- (3.36) **'C.A.R.'** means Corrective Action Report
- (3.37) **'Per Minute Block'** includes anytime part thereof
- (3.38) **'Strata Hub'** refers to the reporting requirements established by the Strata Schemes Management Amendment (Information) Regulation 2021
- (3.39) **'Public Officer'** means a natural person employed by the Agent to be appointed the schemes representative to the ATO pursuant to Section 252 of the Income Tax Assessment Act 1936
- (3.40) **'Authorised Representative'** means the agent has been appointed by an Insurance Broker to assist in the placement of insurance cover
- (3.41) **'Routine Maintenance'** means standard cleaning, gardening, lawnmowing services or building maintenance items including but not limited to;  
• Plumbing • Tiling • Roofing & Guttering • Electrical • Handyman Services • Waterproofing • Locksmith • Glazing Services • Painting  
that are organised by the agent for the scheme during normal business hours that do not exceed \$5,000 and are not an insurable event.
- (3.42) **'Non-Routine Maintenance'** means any maintenance item not defined as routine maintenance.
- (3.43) **'Emergency'** means a burst water service, blocked/broken sewerage system, blocked/broken stormwater service, a roof leak causing significant resultant damage, gas leak, common property electrical fault, security breach, flooding, storm or fire damage, loss of service (i.e. water, gas, electricity), lift breakdown, major vehicular impact, any repair that threatens the immediate safety of residents or any event of a similar nature.
- (3.44) An **'Emergency Matter'** as described in item 6.10 means a situation or issue that would require a resolution of the scheme at a general meeting, for example the raising of a Special Levy or the need for the scheme to determine an issue due to a time constraint, e.g. a Fire Order.
- (3.45) **'Personal Information'** means phone, email, social media, street addresses and postal addresses that may be collected by the agent from owners, tenants and property managing agents within the scheme.
- (3.46) **'Electronic Delivery of Information'** means delivery of notices via a computer or software system such as email, SMS or other similar application
- (3.47) **'Committee'** means the Strata Committee appointed by the Owners Corporation at each Annual General Meeting.
- (3.48) **'Strata Committee Member'** means a current member of the Strata Committee elected at the most recent Annual General Meeting.
- (3.49) **'Common Property'** means the property owned by the Owners Corporation as marked on the Strata Plan for the scheme.
- (3.50) **'Changes to Legislation'** means any change in legislation, regulation, Australian Standard or Building Code of Australia that may impact or change the administrative or statutory obligations of the scheme.
- (3.51) **'Changes in Technology'** means changes or improvements to technology such as the National Broadband Network (N.B.N.), Solar Panels, Charging Stations, grey water systems, 5G Mobile Network, installation of electronic notice boards or other similar installations that may occur.
- (3.52) **'Bulk Tendering'** means group tendering that the agent may undertake from time to time on behalf of their client schemes to gain bulk discounts from service providers. Examples include but are not limited to, utility services such as electricity, cleaning, lift servicing or other maintenance
- (3.53) **'Non-Essential Preventative Maintenance'** means work that is not required to be completed by virtue of a government authority or statutory requirement, however is recommended to be completed to ensure facilities or plant & equipment at the scheme remain functional.
- (3.54) **'Additional Work'** means any work arising that is not described in section 7, 8 or 9 of this agreement.
- (3.55) **'Opt-In Services'** means the scheme must authorise the agent to complete the works pursuant to a resolution of the scheme or strata committee.
- (3.56) **'Opt-Out Services'** means the agent shall perform the function unless a written instruction is received not to do so by the scheme.
- (3.57) **'Project Administration'** means the administrative works undertaken surrounding a particular project including obtaining, reading and distributing proposals, quotations and tenders, associated with the project, including legal opinions, expert reports, and contracts associated with the project, liaising with 3rd parties, attending site or electronic meetings associated with the project.
- (3.58) **'N.A.B.E.R.S. Rating'** means the energy rating system established by the National Australian Built Environment Rating System.
- (3.59) **'Written Instruction'** means that the strata committee or Owners Corporation have provided a written instruction to the agent following the conduct of a properly convened strata committee or Owners Corporation meeting.
- (3.60) **'Fair Use Policy'** refers to use of fixed disbursements outlined in Item 14.10a. Printing, Postage and Stationery is limited to the maximum number of meetings outlined at Items 14.1(a) and (b), distribution of levy notices and issuance of general correspondence.



## 4. PARTIES TO THE AGREEMENT

Both parties acknowledge that they have entered into this agreement voluntarily and will comply with the terms and conditions of the agreement outlined throughout. The parties to this agreement are;

### The Principal

The Owners – Strata Plan \_\_\_\_\_ at \_\_\_\_\_, herein referred to as 'the principal' or 'the scheme', and

### The Agent

Network Strata Services Pty Limited, trading as 'Netstrata' herein referred to as 'the agent'

The agent declares that it holds a current NSW Strata Managing Agent's licence, Corporation Licence number 933785 and that this or a replacement licence as well as Professional Indemnity Insurance to a minimum limit of \$10M shall be maintained while this agreement is in force.

The scheme warrants that it has the authority, and has resolved at a general meeting, to enter into this agreement.

## 5. DURATION OF THIS AGREEMENT

### Term

(5.1) This agreement shall commence on \_\_\_\_\_ for a period of \_\_\_\_\_ months, and may then be terminated by the principal, by providing 90 days written notice of termination. Note: A reduction in management fees applies for agreements entered into for the maximum 3 year term.

(5.2) This agreement may be renewed by the parties at any time during the term by entering into a new agreement.

(5.3) The parties note, that in accordance with Section 50(1)(b) of the Strata Act this agreement must be renewed within 3 years from the commencement date (the date specified in item 5.1 above) and that this clause serves the purposes of Section 50(6)(a) & (b) of the Act.

### Ending this Agreement

(5.4) This agreement may be terminated at any time by the mutual consent of both parties.

(5.5) This agreement may be terminated by the principal should the agent be declared bankrupt or cease to hold a strata managing agent's license.

(5.6) This agreement shall remain in force for a period beyond the term, unless;

- (a) the term expires by virtue of Section 50(1)(b) of the Strata Act (i.e. after 3 years of the date of commencement of the agreement), or
- (b) the scheme terminates the agreement during the term or prior to the expiration period determined by Section 50(1)(b) of the Act, or
- (c) the appointment and delegation in items 6.2 & 6.3 are terminated by the compulsory appointment of a manager under Section 237 of the Strata Act or terminated by virtue of an Order made by N.C.A.T. pursuant to Section 72 of the Strata Act.

(5.7) The scheme acknowledges that pursuant to section 50(3) of the Strata Act, to ensure the validity of a termination of this agreement, a termination pursuant to item 5.6(b) will not be valid unless a meeting of the Owners Corporation is convened and conducted by the agent giving 90 days written notice of the termination.

(5.8) This agreement may be terminated by the agent at anytime by providing 30 days written notice to the principal.

(5.9) If this agreement is terminated by the principal prior to the expiry of the term, the Management Fees & Disbursements outlined in Clause 14 and any commissions for the remainder of the term will then become due payable to the agent on the date of receipt of a valid notice of termination, as well as any administrative fees associated with facilitating an early hand-over of books and records.

## 6. AGENTS APPOINTMENT AND DELEGATED AUTHORITY

(6.1) The scheme acknowledges that the agent, at their discretion, may at any time perform all the functions conferred under this agreement.

(6.2) The scheme appoints the agent pursuant to section 49 of the Strata Act.

(6.3) The scheme delegates to the agent pursuant to sections 52(1)(a) & 54(1) of the Strata Act those functions required to enable the agent to perform the duties specified in clauses 7 and 8 of this agreement as well as delegating to the agent the roles of chairperson, secretary, treasurer, the strata committee, public officer of the scheme, authorised representative and to issue By-law Breach notices pursuant to Section 146 of the Act.

(6.4) The scheme appoints the agent as a Tax Agent pursuant to our **Terms of Engagement** and execution of this agreement indicates understanding and acceptance of these terms.

(6.5) The scheme and the agent acknowledge that the 'Opt-In Services' outlined in clause 9 of the agreement cannot be performed by the agent unless a written instruction has been provided to the agent.

(6.6) The scheme, strata committee and office bearers retain the right to exercise their functions notwithstanding this delegation.

(6.7) Where appropriate, the scheme authorises the agent to include the scheme in bulk tendering opportunities for services such as electricity supply, other utilities, lift or elevator services, cleaning, gardening or other services that may be applicable to the scheme.

### Authority to Issue Charges to Lot Owners Pursuant to Strata By-laws;

(6.8) Where the scheme has passed a By-law authorising the apportionment of administrative charges to lot owners, such as printing, postage and stationery fees, processing security key and remote control requests, or other fees that may be imposed upon the scheme that may be charged by the scheme to lot owners (including charges within this agreement), the agent shall be authorised to levy owners on behalf of the scheme in accordance with the terms & conditions of the By-law.

(6.9) Where the scheme has passed a By-law that allows the Owners Corporation to seek reimbursement for expenses that are related directly to an individual lot, including but not limited to the costs of processing;

- Insurance Excesses
- Access or costs associated with rectifying lot property for the submission of the A.F.S.S.
- Renovation Applications
- Where a contractor has been mistakenly engaged to perform work on Lot Property
- Pet Applications
- Emergency Work Performed on Lot Property

the agent shall be authorised to levy owners on behalf of the scheme in accordance with the terms & conditions of the By-law.

### Authority to Convene Meetings and Propose Motions

(6.10) The parties agree that when necessary, the agent shall be authorised to convene meetings of the scheme and strata committee to address emergency matters, funding shortfalls or other items that may require approval of the Owners Corporation or Strata Committee.

(6.11) The scheme authorises the agent to propose motions or By-laws of an administrative nature for consideration at general meetings of the scheme or Strata Committee.

## 7. ROUTINE MANAGEMENT DUTIES

For the Management Fees outlined in Item 14.1 of this agreement, the agent will provide the following services and duties;

### Routine Repairs and Maintenance

- (7.1) Arrange for day to day or routine maintenance, repair or replacement of the common property including cleaning, gardening & lawn mowing;
- (7.2) Arrange for routine scheduled maintenance of common property apparatus e.g. detention pit & pumps, garage doors, common property locks & doors;
- (7.3) Arrange for other routine maintenance such as carpet cleaning, pressure cleaning or re-mulching and fertilising of common garden areas;
- (7.4) Obtain service agreements for common appliances installed at the scheme, subject to item 8.40 of this agreement;
- (7.5) Obtain 3 quotations for routine maintenance items that exceed the annual budget estimates by 25%, when requested by the Strata Committee;
- (7.6) Undertake periodic inspections of the common property and make recommendations to the scheme as to repairs and maintenance;
- (7.7) If any repair, maintenance or replacement of the common property and personal property of the scheme requires skilled tradespersons or professionals to be retained or materials be purchased, the agent is authorised to engage these services as the scheme's agent.

### Meetings

- (7.8) Convene and attend meetings of the Owners Corporation and Strata Committee, subject to items 8.16 to 8.20 of this agreement;
- (7.9) Attendance at meetings via Electronic Means, including, video conferencing, teleconference or other electronic communication device;
- (7.10) Provide meeting rooms at the agents' premises;
- (7.11) Prepare, convene and issue notices & minutes of general meetings and meetings of the Strata Committee; subject to item 14.1(a)&(b);
- (7.12) Chair meetings of the Owners Corporation & Strata Committee, act as Secretary at those meetings and issue minutes of meetings;
- (7.13) Submit motions of an administrative nature, including proposed By-laws for inclusion in General Meetings and Strata Committee Meetings;
- (7.14) Prepare Section 55 and Section 60 Reports for inclusion in A.G.M. notice.

### Record Keeping and Financial Management

- (7.15) Subject to the privacy of information outlined in items 8.34 to 8.38 and 11.1 to 11.3 of this agreement, keep and maintain all the schemes records as required by the Strata Act, including but not limited to;
    - The Strata Roll
    - Strata Interest (Section 22) Notices
    - The Minutes Book
    - Documents received pursuant to Section 16
    - Preparation of an Annual Budget & Monthly Financial Statements
    - All written communication sent and received by the scheme,
    - Policies of Insurance
    - Building Defect and Maintenance Reports
  - (7.16) Issue levy payment notices in accordance with the levies raised by the scheme (subject to the disbursement options chosen by the owners at clause 14.10(a) & (b) and Fair Use Policy) and collect & receipt all levy contributions paid;
  - (7.17) Review, approve and pay all invoices and accounts on behalf of the scheme as and when they become due;
  - (7.18) Keep all funds of the scheme in a separate trust account held by Macquarie Bank bearing the name of the scheme and account for the expenses and income of the Administrative and Capital Works fund as required by the Strata Act;
  - (7.19) Invest any surplus funds in up to 2 investments accounts held by Macquarie Bank as permitted by the Act, when directed by the scheme;
  - (7.20) The agent may disburse funds of the scheme provided that such payments are in accordance with the Act and the terms of this agreement;
  - (7.21) The agent shall provide a monthly Financial Statement that will be made available to all owners via the client web portal;
- Insurances** (Where the agent or the agent's subsidiary is appointed as an authorised representative the agent will);
- (7.22) Effect and renew all insurances required by the Strata Act;
  - (7.23) Obtain 3 quotations for renewal of insurances each year;
  - (7.24) Arrange an annual Insurance Valuation;
  - (7.25) Provide all necessary disclosures to the Strata Insurances in accordance with the terms and conditions of the renewal;
  - (7.26) Supply the Certificate of Currency to owners via client online portal;
  - (7.27) Supply the Product Disclosure Statement via the client online portal;
  - (7.28) Process Insurance Claims including the appointment of Insurance Assessors to a maximum limit of \$5,000. For amounts in excess of \$5,000 an hourly rate as outlined in Item 14.5(b) will apply.

### Client Communication

- (7.29) Answer all day to day phone, email, postal and facsimile communication during normal business hours, subject to Items 8.34 to 8.38;
- (7.30) Maintain an online client portal and make available the minutes book, financial statements, and other pertinent records for the scheme;
- (7.31) The scheme authorises the agent to distribute notices, minutes, levy payment notices and general correspondence in accordance with the Strata Act or By-laws for the scheme utilising either Australia Post or electronic delivery of this information where applicable.

### By-law Administration

- (7.32) Maintain an electronic copy of the schemes By-laws, and any Development Contract, Building, Community or Strata Management Statement;
- (7.33) Answer routine inquiries regarding the schemes By-laws and issue electronic copies to owners and residents when requested
- (7.34) When instructed by the Strata Committee, monitor compliance with By-laws and issue a maximum of 3 written warnings to any one resident for the same By-law breach (within any 12 month period), but not including notices pursuant to section 146 of the Strata Act and subject to item 8.39 of this agreement.

### Information Technology and Reporting

- (7.35) Provide an annual inspection report of the general state of repair of the common property of the scheme;
- (7.36) Provide an online portal providing all owners with access to pertinent records of the scheme;
- (7.37) Provide all owners and residents within the scheme with a Mobile Application 'Netstrata Space' for reporting of maintenance issues at the scheme, including installation of on-site QR code for access to the App by owners and residents;

### General

- (7.38) Provide general advice and assistance regarding the operation of the Strata Act to the scheme and the Strata Committee;
- (7.39) Implement the decisions of the scheme and Strata Committee so far as they are decisions that are lawful and that apply to routine duties of the agent;
- (7.40) Subject to item 8.3, both parties acknowledge that the scheme is at liberty to perform any function outlined in section 7, 8 or 9 of this agreement and are at liberty to use any qualified trade or expert of their choice. If the agent is directed not to perform any function, then this must only be done by a written direction pursuant to a resolution of a meeting of the scheme and the scheme agrees that it will indemnify and hold harmless the agent in respect of all actions, suits, proceedings, claims or demands which relate to that function.

## 8. NON-ROUTINE DUTIES – OPT OUT SERVICES

- (8.1) The following Non-Routine duties (opt-out services) are those elements of the administration of the strata scheme that fall outside the normal day to day activities of the Secretary, Treasurer, Chairperson or Strata Committee that will have fees applied by the agent, pursuant to section 14 of this agreement, including, but not limited to;
- Attending to emergency repairs
  - Work performed after normal business hours
  - Work arising from changes to legislation
  - Engaging expert consultants (see 9.4 below) and additional work arising from same
  - Liaising with local council or other statutory bodies such as Work Cover or NSW Fair Trading
  - Attending mediation on behalf of the scheme
  - Preparing for and attending N.C.A.T. proceedings
  - Initiating legal action, e.g. Debt Recovery
  - Fire compliance & signing the A.F.S.S.
  - Bulk tendering on behalf of the Scheme
  - Qualifying trade licenses and insurances
  - Appointment of insurance assessors
  - Preparing B.A.S. & income tax returns
- (8.2) Unless otherwise instructed the agent will provide the services listed in section 8.4 to 8.40 (for the fees indicated) to assist the scheme in complying with their statutory obligations, or to assist with the up-keep of the common property. These are considered Opt-Out Services.
- (8.3) Both parties acknowledge that the scheme may at any time either perform 'Non-Routine' duties itself or engage a third party to complete the functions on their behalf, subject to item 7.40 of this agreement and that after a request from the scheme or at the sole discretion of the agent, the agent may perform any other 'Non-Routine' duty or function that may not be detailed in Sections 7 or 8 of this agreement.

### Financial

- (8.4) Maintain wage, income tax, Business Activity Statements (B.A.S.) or other records and prepare returns for lodgement by us as your registered Tax agent as required by law from time to time; see item 14.3(b)&(c) as well as explanation listed in the table at Section 13 of this agreement.
- (8.5) Undertake collection of levy arrears and charge cost to levy debtor, see item 14.4;

### Fire Compliance

- (8.6) Arrange suitably qualified experts to inspect, test and certify all essential fire safety measures at the scheme, see item 14.6(a);
- (8.7) Arrange for the repair, replacement or maintenance of fire services at the scheme in accordance with any C.A.R., see item 14.5(b)
- (8.8) Sign and submit the Annual Fire Safety Statement as required by the local government authorities; see item 14.6(b)
- (8.9) Arrange repairs, maintenance and quotations for works required as a result of a Fire Rectification Order or upgrade, see item 14.5(b)
- (8.10) Attend to the requirements of the E.P.A. Amendment (Identification of Buildings with External Combustible Cladding) Reg. 2018, see item 14.5(b)
- (8.11) Erect A.F.S.S. signage at the scheme in accordance with E.P.A. (Development Certification and Fire Safety) Regulation 2021
- Note: Where Winfire is appointed to complete the A.F.S.S. a reduction of 25% to administrative charges will apply, see item (14.6 (a) & (b))

### Emergency & Non-Routine Maintenance (See 14.5(b))

- (8.12) Arrange for non-routine maintenance, repair & replacements of the common property, including but not limited to;
- Emergency repairs & maintenance
  - Arrange periodic Council Clean-Ups
  - Works required from the Capital Works
  - Window and facade cleaning
  - Work arising from reports described in Clause 9
  - Carpet Cleaning
  - Fund as defined by Section 79(2) of the Strata Act
  - Non-essential preventative maintenance
  - Work arising from changes in technology
  - Pest control and pest inspections
  - Work arising from changes in legislation
  - Tree lopping and removal

### Insurances (Where the agent IS NOT appointed as an authorised representative, see item 14.7);

- (8.13) Effect and renew insurances, obtain an annual valuation and quotations as required by the Act for a 'Fee for Service'
- (8.14) Process all Insurance claims and emergency works arising from Insurance claims
- (8.15) Arrange assessors for insurance claims

### Meetings

- (8.16) Convene, conduct, and minute meetings for the purposes of nominating a Tenant Representative to the Strata Committee, see item 14.5(b)
- (8.17) Pursuant to item 11.7 of this agreement, attend meetings at the scheme after normal business, see item 14.5(b)
- (8.18) Attend adjourned meetings of the scheme or committee or attend any meeting with a duration of greater than 2 hours, see item 14.5(b)
- (8.19) Facilitate the Strata Committee Pre-Annual General Meeting Nomination process, see item 14.6(c);
- (8.20) Arrange Off-Site Meeting Venues, including venue set-up, as well as provision for audio and visual devices; see Items 14.2(a) & 14.5(b)

### Strata Administration

- (8.21) Qualify Licenses, Qualifications & Insurances of suppliers, see items 14.6(e) & (f)
- (8.22) Rectify deficiencies in records (if any) from Take Over, see Item 14.5(c)
- (8.23) Provide an electronic D.M.S. to facilitate e-delivery of notices; see item 14.10
- (8.24) Prepare & register By-laws or change or answer title requisitions, see 14.5(b)
- (8.25) Subject to clauses 6.8 & 6.9, any work arising under or due to the terms, conditions, or pre-conditions of a By-law, see Item 14.5(b)
- (8.26) Provide Translation Services; see item 14.5(c)
- (8.27) Arrange non-routine rubbish removal, see 14.5(c)
- (8.28) Maintain a security key/fob register, see 14.5(c)
- (8.29) Keep, attest & affix the common seal, see 14.5(c)
- (8.30) Once established, maintain pet, vehicle, key, and asset registers as well as security key bonds that might be applicable to the scheme;
- (8.31) Include the scheme in bulk tendering opportunities for the supply of services, e.g. Utility Supply, Cleaning and Maintenance, see item 14.2(c)
- (8.32) Initiate, answer or represent the scheme at mediation, NCAT, legal proceedings, including consultations with legal representatives; 14.5(b)
- (8.33) Liaise with government or other statutory authorities, including but not limited to Local Council, Work Cover, NSW Fair Trading, Department of Planning and Environment, Land and Property Registration, Office of Building Commissioner, see item 14.5(b)

### Client Communication

- (8.34) Receive and maintain up to emails per annum. For amounts in excess of this, see item 14.5(b), subject to items 6.8 & 6.9
- (8.35) Manage all inquiries regarding the scheme on behalf of the Strata Committee, however any communication, other than with a Strata Committee member, such as an email, phone call or face to face meeting (other than a general meeting) that requires the agents time that extends beyond 30 minutes shall incur fees as outlined in item 14.5(b) of this agreement and may be offset in accordance with the provisions of items 6.8 & 6.9
- (8.36) Read and distribute, (including but not limited to), expert reports referred to in Clause 9 (Opt-In Services) below, contracts to be executed by the scheme, Scope of Work specifications, quotations, proposals or the like for the rates prescribed in item 14.5(b)
- (8.37) Process Tenant Notices and updating of tenant information, see item 14.2(d), subject to items 6.8 & 6.9
- (8.38) Process Afterhours Emergency Calls, see item 14.9(a), subject to items 6.8 & 6.9

### By-law Administration

- (8.39) At the agents' discretion, administer By-law complaints made by individual residents or lot owners. Where a By-law permits (see items 6.8 & 6.9) this will be charged to the lot that initiated the complaint, and the scheme authorises the agent to initiate this charge.

### Compliance and Certification

- (8.40) Where applicable, engage suitably qualified experts to ensure the ongoing compliance of apparatus at the scheme, including the registration of the apparatus with the relevant authorities. Examples include but are not limited to;
- Lift Registration
  - Air-Conditioning cooling towers
  - Pool Certification
  - Anchor Point Certification
  - Back Flow Prevention

## 9. NON- ROUTINE DUTIES – OPT IN SERVICES

- (9.1) Opt-In services are those elements of the administration of the scheme that fall outside the normal day to day activities of the Secretary, Treasurer, Chairperson or Strata Committee, that the agent will perform once instructed to do so by the scheme.
- (9.2) The scheme and the agent acknowledge that Opt-In Services fall outside the delegation provided to the agent under clause 6 of this agreement.
- (9.3) The agent shall only be entitled to charge additional fees for Opt-In services, pursuant to Section 14 of this agreement once an instruction has been given by the scheme or committee. Opt-In Services include, but are not limited to;

### Engaging Expert Consultants (See Item 14.5(b))

- (9.4) When instructed the agent will engage suitably qualified experts to provide reports, expert opinions, or additional professional services as well as experts to complete compliance reports and inspections on behalf of the scheme, including but not limited to;
- Asbestos Reports
  - Quantity Surveyors
  - Engineers
  - Termite Inspection Reports & Treatment
  - Design Consultants
  - Dilapidation Reports
  - W.H.& S. Reports
  - Architects
  - Capital Works Fund Reports
  - Solicitors & Barristers

### Building Defect Claims (See Item 14.5(b))

- (9.5) Options available to the scheme to pursue the rectification of building defects include but are not limited to,
- Statutory Warranties under the H.B.A. (if eligible),
  - Action via the O.F.T. or the O.B.C
  - Action pursuant to the D.B.P. (if eligible),
  - Entering into a Deed of rectification with the Builder/Developer
  - Action pursuant to Part 11 of the Strata Act (if eligible),
  - Undertaking to self-rectification of any defects
- (9.6) When instructed, the agent will arrange suitably qualified experts to prepare reports and submit building defect claims, associated with the items listed in item (9.6) as well as attend on-site inspections, address communications with the builder to examine and attend defect repairs when instructed by the scheme (9.8) Read advice provided by legal consultants and other experts associated with the items listed in item (9.6)

### Financial

- (9.7) Provide an online invoice approval system for a nominated committee representative, see item 14.3(d);
- (9.8) Maintain levy arrears payment plans, see item 14.4(b);
- (9.9) Provide financial statements or reports outside the standard reports provided in the Strata Act or item 7.15 of this agreement, see item 14.5(c)
- (9.10) Open and maintain 3 or more investment accounts, see item 14.5(c)
- (9.11) Preparation of financial data for auditing purposes, see item 14.5(c)

### Strata Administration

- (9.12) Process applications for minor and major renovations, payable by the lot owner making the application, see item 6.8 and 14.5(b);
- (9.13) Process applications for approval of pets pursuant to the schemes By-laws, payable by the lot owner, see item 6.8 and 14.5(b);
- (9.14) Provide records to the scheme, following the termination of this agreement and prior to the expiration of the term, see item 14.5(b);

### Sustainability Projects (See Item 14.5(b))

- (9.15) When instructed, the agent will obtain proposals and tenders for appropriate sustainability projects to be presented to the scheme for determination, including but not limited to;
- The Sydney Water Fix Program
  - Implementation of a N.A.B.E.R.S. Rating
  - Solar Panelling
  - E.V. Charging Stations
  - Upgrade of Hot Water Systems
  - L.E.D. Lighting

### Establishment of Building Registers (14.2(f))

- (9.16) When requested by the scheme or Strata Committee, the agent will establish the following registers on behalf of the scheme, should these services not be provided by any applicable Building Manager;
- Appliance and Building Asset Registers
  - Resident Vehicle Register
  - Key Register
  - Contracts Register
  - Resident Pets Register
  - Security Bond Register

## 10. DISPUTE RESOLUTION

- (10.1) In the event a dispute arises between the parties, the complainant must not commence any court, legal or arbitration proceedings (except where the party seeks urgent interlocutory relief) unless it has first complied with this clause;

### (a) Notification

The complainant must inform the other party in writing of the following;

- The nature of the dispute;
- What clause/s of this agreement, legislation or case law (if applicable), that have been breached, and
- What outcome the complainant desires, and
- The action the complainant believes will settle this dispute.
- For the scheme, notices of a grievance under this clause should be directed to the agent via the postal or email addresses listed in Section 2
- For the agent, notices of a grievance under this clause shall be directed to ALL elected Strata Committee members at the time of the grievance.

### (b) Best Endeavours to Resolve Dispute

On receipt of a complaint, both parties will make every effort to resolve the dispute by mutual negotiation within 21 business days. This may include convening of a Strata Committee or General Meeting (at no cost to the principal) to resolve the matters identified.

### (c) Mediation

Any unresolved dispute or difference whatsoever arising out of or in connection with this agreement shall be submitted for mediation to NSW Fair Trading or other appropriate jurisdiction or mediation service agreed by the parties (these costs are to be borne by each party).

### (d) Section 72 Application

Should the dispute remain unresolved after mediation, the principal may apply for an order pursuant to section 72 of the Strata Act.

### (e) Survival of this Clause

This clause shall survive the expiration or termination of this agreement.

- (10.2) For the purposes of item 10.1 of this agreement, any grievance to the agent may only be submitted following a properly constituted resolution (i.e. meeting) of the Strata Committee or Owners Corporation.
- (10.3) An individual owner shall not be permitted to register a grievance pursuant to this clause, however the agent may elect to deal with any such grievance in a similar manner as outlined in 10.1 should, at the agents discretion, the grievance warrant such a reply.



## 11. GENERAL TERMS AND CONDITIONS

### Record Keeping and Privacy of Information

- (11.1) The scheme acknowledges that the agent will collect private information from owners and tenants that may be required to be passed onto 3rd parties such as contractors and other suppliers to the scheme in order to effectively manage the common property. Unless authorised in writing, the agent shall not be permitted to pass this information onto other owners or tenants within the scheme (particularly where parties may be in dispute) nor will this information be made available during Section 183 inspections.
- (11.2) The principal and agent acknowledge for the purposes of adhering to the Privacy Act 1988 (Cth) and the National Privacy Principles, personal information such as email addresses and phone numbers WILL NOT be maintained by the Owners Corporation on the Strata Roll, however may be maintained by the agent on their client management system for the purpose of distributing notices and other information.
- (11.3) The scheme authorises the agent to have custody of and maintain all records of the scheme in electronic form and to convert existing records of the scheme to a lawfully acceptable electronic form. The scheme authorises the agent to dispose of any paper records, once stored securely electronically, at the agent's discretion.

### Work Health & Safety

- (11.4) Both parties acknowledge their responsibilities under the W.H. & S. Act and agree that for the purposes of this Act, the scheme (and not the agent) is in control of the building and all contractors engaged to perform work at the building for either routine, non-routine or emergency work at the scheme. The agent is not and will not in any circumstances be a principal contractor for the building or work done at the building nor will the agent be responsible for the building complying with any requirements of the WH&S Act, or associated legislation.
- (11.5) The parties further acknowledge that the agent has moral and legal responsibilities to provide their staff with a safe working environment, which includes an environment free from bullying, threatening behaviour or physical or sexual harassment.
- (11.6) To comply with the requirements of the WH&S Act, the agent uses safe work method statements for their employees. When a meeting is held on-site that requires attendance by more than 1 employee of the agent, the scheme agrees to reimburse the agent for the reasonable costs of other employees as outlined in item 14.5(b).
- (11.7) Where the strata committee or agent experience situations or receive communications from owners, residents or agents acting on behalf of owners that they deem as harassment, they shall report said incidences to the Strata Committee and the agent shall be entitled to cease any further communication with those individuals and/or issue administrative fees pursuant to the schemes By-laws and pursuant to items 6.8 and 6.9.

### Limitations of Agents Expertise

- (11.8) The parties agree and acknowledge that the agent's expertise is limited to the administration of strata schemes in N.S.W. pursuant to the obligations of the Strata Act. The agent may provide guidance, but is not qualified to provide a professional advice on the following matters;

#### (11.9) Capital Works Fund Assessment

The parties agree that the agent is not qualified to prepare a Capital Works Fund report for the purposes of Section 80 of the Strata Act and where the scheme elects not to engage a suitably qualified expert to prepare such a report pursuant to Section 80(6) of the Act, it will not rely on the indicative Capital Works Fund budget that may be prepared by the agent

#### (11.10) Section 16 Documents

The parties agree that the agent is not qualified to scrutinise plans, warranties, certificates or other information received pursuant to section 16 of the Strata Act & will not hold the agent liable for any deficiencies with information provided to the scheme pursuant to section 16. The parties acknowledge that the scheme should rely on independent experts to verify that any section 16 documents received accord with the requirements of the Strata Act.

#### (11.11) Property Inspections

The parties agree that any common area inspections conducted by the agent are 'general' in nature relating to the condition of the common areas. The agent does not purport to be an engineer, building defect consultant or construction expert that is able to provide advice to the principal surrounding the structural integrity of the scheme, compliance with the B.C.A. W.H.&S. or Australian Standards.

#### (11.12) Building Defects

The parties agree that the agent is not a qualified building defect expert and that to obtain such advice, the principal should engage suitably qualified experts to provide advice regarding building defects, including the expiration of statutory building warranties and possible legal remedies available to the principal under the H.B.A., D.B.P. and R.A.B Acts, O.B.C., or O.F.T., contractually or otherwise.

#### (11.13) Financial, Investment, and Other Advice

The principal acknowledges that any financial, investment, or other advice provided by the agent to the principal is of a general nature only, whose preparation does not take into account the individual circumstances, objections, financial situation or needs of the principal. The principal is advised to consult with their own independent financial, investment or taxation advisor or other appropriately qualified expert.

### Indemnities

- (11.14) The agent is a participant in the S.C.A. (NSW) Professional Standards Scheme under the Professional Standards Act 1984 and reserves the right to rely on the limitations provided by this scheme and/or the limitations on liability provided by this agreement.
- (11.15) The agent will not be responsible for any loss or damage occasioned to or by the scheme by reason of exercise of any function or power conferred on the agent or by any alleged failure to exercise such function or power, including the identification of and rectification of building defects or maintenance items via inspections or otherwise and/or pursuit of building defect claims.
- (11.16) This indemnity does not extend to any liability to pay a fine that arises by virtue of section 57 of the Act or any fraud on behalf of the agent.
- (11.17) The scheme agrees that it will at all times indemnify the agent against all actions, suits, proceedings, costs, claims, expenses or demands which may arise in the course of or as a result of the agent's management of the scheme, including all legal expenses incurred by the agent in defence of or initiation of any legal proceedings as well as any excess payable under professional indemnity insurance, by third parties against the agent, by third parties against the agent in which the agent is incorrectly treated as the scheme or by the scheme against the agent arising before, during or after this agreement, including but not limited to the scheme's failure to make decisions, provide appropriate direction or raise adequate funds. The liability of the agent to the scheme arising out of the performance or non-performance of services, whether under the law of contract, tort or otherwise, is limited to the cost of rectifying or repeating the provision of the services.

**Note:** Changes to items 11.15 to 11.18 will void the Professional Indemnity cover of the agent. They can not be changed or amended.

### Appointment as Authorised Representative

- (11.18) The agent will assist the scheme's appointed insurance broker to gather the necessary information to place insurance cover on behalf of the scheme. This information includes but is not limited to arranging the annual insurance valuation, claims history, maintenance history, fire compliance, building defects and other relevant information to assess the risk application to the scheme. Where the agent or their subsidiary ARE NOT appointed as the authorised representative, the management fee listed in item 14.1 shall be adjusted by 25%. If the agent is directed not to act as the authorised representative for the scheme, this must only be done by a written direction pursuant to a resolution of a meeting of the scheme and the scheme agrees that it will indemnify and hold harmless the agent in respect of all actions, suits, proceedings, claims or demands which relate to placing and managing the insurances of the scheme, including processing insurance claims.



### G.S.T. and Application of Fees and Disbursements

- (11.19) Any amounts referred to in this agreement which are payable by the scheme to the agent in respect of services provided, including reimbursement of expenses are expressed inclusive of the G.S.T. at a rate of 10%. If that rate varies, the parties agree that the rates specified will also vary.
- (11.20) The fees outlined in item 14.1 are payable quarterly in advance, Items 14.2 to 14.10 are payable quarterly in arrears. Any amount owing by the scheme 3 months after the due date shall incur simple interest calculated at 10% p.a.
- (11.21) The fees outlined in Section 14 at item 14.1 are based on a contract term of 3 years. Where a reduced term contract is entered into, the fees and charges outlined in Section 14 of this agreement will be adjusted as follows; 2 Year Agreement by 5%, 1 Year agreement by 10%, no term agreement by 15%.
- (11.22) All fees have been negotiated between the parties to the agreement and will be adjusted annually on the anniversary date of the agreement by 5% or as adopted in the annual budget of the scheme, whichever is the greater. The agent's fees under this agreement include G.S.T.
- (11.23) The scheme shall be liable to reimburse the agent for all disbursements including but not limited to photocopying, stationery and printing for issuing levy notices, meeting notices and other correspondence for the scheme other than the agreed included services listed in Section 14 of this agreement. Note: A fair use policy applies to all routine services provided. Where the scheme or an office bearer requests administrative services that the agent, in their absolute discretion deems as being excessive (e.g. requesting multiple annual budgets), the agent may charge as per item 14.5(b).

### Non-Compete

- (11.24) The scheme agrees that they will not engage the services of any employee, former employee, consultant, contractor, director or partner of the agent or the agents' subsidiaries for a period of 12 months, should this agreement be concluded pursuant to Section 5 of this agreement. The agent discloses that there is a reciprocal term in the employment contracts of each of its' employees and contractors and reserves the right to initiate legal proceedings either jointly or separately should there be a breach of this clause.

### Transfer of Agreement

- (11.25) The Principal acknowledges that during the term of this agreement the agent may transfer its business to another agent. If this occurs, then the agent may request the Principal's consent to transfer or novate this agreement to the proposed transferee. The Principal agrees not to unreasonably withhold its consent to a transfer or novation to a transferee if that transferee is licensed, financially sound and appropriately qualified to perform the duties outlined in this agreement.

## 12. AGENT DISCLOSURES

### Disclosure of Rebates, Discounts, Commissions, Benefits or Training Services

- (12.1) The agent discloses that it is a member of S.C.A. (N.S.W.), the R.E.I. of N.S.W. and the U.D.I.A. and from time to time may sponsor events, conferences or seminars that may be held by these organisations.
- (12.2) The agent discloses that from time to time it may use suppliers to the scheme for its own business practices including Macquarie Bank, CRM Insurance Brokers and Khoury Bros. & Co. Accountants however the agent DOES NOT receive any rebate, discount or commission for recommending these suppliers to the scheme.
- (12.3) The agent discloses that from time to time it may receive training services or advice from suppliers to the scheme, including but not limited to;

Grace Lawyers	Dentons	Strata Energy Services
Bannerman's Lawyers	Chambers Russell Lawyers	Winfire
Holding Redlich Lawyers	Mills Oakley Lawyers	Macquarie Bank
J.S. Mueller and Co. Lawyers	DEA Lawyers	Maddocks
Madison Marcus Law	Sparke Helmore	Corporate Home Unit Underwriting Agencies

Where training is provided by suppliers a disclosure will be made via the Section 60 report provided to the scheme at the A.G.M.

- (12.4) The agent discloses that it has Authorised Representative agreements to provide quotations and placement of cover for the renewal of the Owners Corporations Insurances with;

McCormack Harris Insurance Brokers	Honan Insurance Brokers	Coverforce Insurance Brokers
CRM Insurance Brokers	Arthur J Gallagher & Co Brokers	Corporate Home Unit Underwriting Agencies
BCB Insurance Brokers	BAC Insurance Brokers	Austbrokers

When the agent receives a brokerage from these companies for being an authorised representative it will be disclosed to the scheme via the section 60 report provided to the scheme at the A.G.M.

- (12.5) The agent discloses that it has commercial arrangements with (including but not limited to);









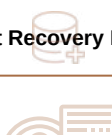

AMPAC Debt Recovery Services	Strata Energy Services	Active Utilities
Strategic Collection Services	Strata Essential Services	B Energy
Solutions in Engineering	Savant Energy	Prime Strata Consulting Services

Where these services are used and a retainer or referral fee is received, it will be disclosed via the Section 60 report or financial reports provided to the scheme at the A.G.M.

- (12.6) The agent discloses that Netstrata Pty Limited, WinFire Pty Limited, Resolute Maintenance Group, PG Martin Plumbing and Strata Insurance Services Pty Limited (S.I.S.) (A.F.S. Licence 457333) are wholly owned subsidiaries of the agent. All brokerage fees\* charged by S.I.S. are retained by the subsidiary, not the agent. Where WinFire, Resolute Maintenance Group or PG Martin Plumbing are appointed to provide services for the scheme, all charges will be disclosed pursuant to Section 60 and via the financial statement for the scheme.

**\*Note: S.I.S. does not receive commissions from insurers for providing broking services, a fee for service model is applied.**

### 13. EXPLANATION OF AGENTS SERVICES, FEES AND DISBURSEMENTS

TYPE	EXPLANATION
 <b>Management Fees</b>	Contracted Management Fees (for the services listed under Section 7 & 8 of this agreement) are calculated based on the size of your scheme (i.e. the number of lots) plus the complexity of your scheme as well as the facilities and apparatus that are installed at the scheme. Our office uses time recording software to assist in the preparation of Section 55 reports (included in the A.G.M. for the scheme) which also assist in reviewing the base management fees. A complete copy of this report is provided to your scheme each year. Note: The fees outlined in Section 14 at item 14.1 are based on a contract term of 3 years. Where a reduced term contract is entered into, the fees and charges outlined in Section 14 of this agreement will be adjust by 2 Year Agreement 5%, 1 Year agreement 10%, no term agreement 15%.
 <b>Strata Administration</b>	Provides for additional administration of your scheme that falls outside the typical administration of your strata scheme, (for example attendance at mediation or tribunal hearings at N.C.A.T. or arranging a council clean-up on behalf of residents), reimbursement for out-of-pocket expenses (for example purchase of a common property notice board) or for the inclusion of your scheme in bulk tendering opportunities, (for example lift contracts or for electricity & gas supply). See Items 14.2 and hourly fees outlined in Item 14.5.
 <b>Disbursements</b>	<p>Disbursements are for reimbursement of the reasonable costs the secretary, treasurer or chairperson would usually incur for the day-to-day administration of the scheme, for example, telephone calls, postage, printing and photocopying charges. Recent changes to the Strata Act now require Owners Corporations to store their data electronically. This requirement has incurred additional costs to facilitate data storage, data security and software.</p> <p>Our Office provides 2 options for recovery of disbursements that are incurred on behalf of your scheme, either 'Pay As You Go' or Fixed Disbursements. Which option is preferable to your scheme will largely depend on the number of meetings that your scheme is likely to undertake each year as well as the ongoing administration and communication provided for owners and residents. Fixed disbursements provide certainty around budgeting, however the Pay as you Go option may be preferable for schemes that do not believe they will require extensive administration. Speak with your manager regarding the best option for your scheme – see list of disbursements and options provided at Items 14.10a and 14.10b.</p>
 <b>Financial Administration</b>	Like any Corporation, your Owners Corporation is required to prepare and lodge tax returns with A.T.O. and where your scheme is registered for G.S.T., your scheme will also have a requirement to lodge quarterly B.A.S. The charges outlined in item 14.3 are based on the annual budget of the scheme (i.e. the amount) and the number of expected transactions during the year as well as whether the scheme is GST Registered. As a registered Tax agent, Netstrata is able to provide this service directly to your Owners Corporation, which avoids the usual expenses that would be incurred by engaging an external Taxation agent. Here it should be noted that this is an 'Opt-Out' service, meaning that should your Owners Corporation wish to prepare their own Tax Return and B.A.S. they are at liberty to do so.
 <b>Statutory Compliance</b>	<p>Your Owners Corporation has numerous compliance obligations that are imposed by various pieces of legislation and regulations. These obligations vary from providing a safe environment for owners, residents and service providers, to ensuring the compliance of plant &amp; equipment at your property. New obligations on your scheme also require your Owners Corporation to submit an annual report to the NSW Government (Strata Hub) and compliance with reporting to the O.B.C.</p> <p>If your scheme is required to submit and A.F.S.S. pursuant to E.P.A. Regulation 2000, the fire compliance charges relate to the administration and management of essential services at the scheme. This includes qualifying the expertise of contractors in accordance with the Competent Fire Safety Practitioners regime, arranging access to ALL lots within the scheme, including the collection of tenant data, liaising with council, signing the Annual Fire Safety Statement, and lodging the statement with council and the NSW Fire Brigade on behalf of the scheme. The charges outlined in 14.6(a) &amp; (b) are based on the complexity of the fire apparatus at the property and liability associated for yearly compliance, and does not include work arising from a Corrective Action Report (C.A.R.) (i.e. correcting a failure with an apparatus) or a fire order issued upon the scheme. Like Financial Administration, this is an Opt-Out service and the scheme is at liberty to perform the administration on their own behalf should they elect to do so, subject to item 7.40. Additional fees for C.A.R. work are outlined in item 15.5(b). Note: Where Winfire is appointed by the Owners Corporation, a 25% reduction to items 14.6(a) &amp; (b) applies.</p>
 <b>Trade Compliance</b>	Is associated with the time taken to verify the bonafides of any contractors performing work at your scheme, including that they hold the appropriate licenses, insurances, qualifications, registrations, and safe work policies in place prior to completing the work that they are being contracted to perform. The fee is calculated based on the number of suppliers that perform work at your scheme from 1 July to 30 June each year, as well as the complexity of the licenses and qualifications that they hold. For efficiency and cost savings this is currently performed externally by Prime Strata Support Services, however can be performed by our office for a fee outlined in Item 14.6(e).
 <b>Pre-AGM Survey and Tenant Meeting Compliance</b>	The Strata Act requires that certain procedures be undertaken as part of the A.G.M. process, this includes calls for nominations to the Strata Committee prior to the A.G.M., inclusions of any nominations in the AGM Notice, as well as notifying tenants of the A.G.M as required by the Strata Act Regulations 2016, & conducting a tenant meeting (if required).
 <b>Council Clean Up</b>	In the event your Owners Corporation elects to undertake regular council clean-ups for their scheme, this provides for the administrative processes associated with booking a routine council clean up and notifying residents of the scheme, including the specifications for proper disposal of goods. This is an 'Opt-In' service decided by the owners of your scheme.
 <b>Debt Recovery Fees</b>	Debt recovery and arrears charges are for the costs associated with pursuing outstanding levies and the initiation of Debt Recovery proceedings. These charges are generally able to be recouped by the Owners Corporation.
 <b>Updating New Tenancies</b>	Section 258 of the Strata Act requires all Landlords to supply the Owners Corporation with details of the lessees of their lot. This requirement has become more important with the introduction of the Competent Fire Safety Practitioners Regime where access to ALL lots during a fire safety inspection is required as well as the introduction of the Strata Hub. Having this data allows for fire inspections to be arranged directly with all residents, which saves the Owners Corporation re-inspection fees and other charges. Where a By-law has been passed by your scheme, these charges may be passed onto lot owners.

## 14. AGENTS FEES AND DISBURSEMENTS

For the services and disbursements outlined in this agreement, the scheme will pay the agent as per the table outlined below. All fees include G.S.T.

(14.1) Management Fees for Routine Duties (Per Lot, Per Month)		(14.6) Statutory Compliance	
(a) Attend AGM completed prior to 6.30pm (Mon to Thurs)	Included	(a) Fire Compliance & Administration	per lot, per month*
(b) Attend electronic meetings during business hours	Included	(b) Sign Annual Fire Safety Statement	per statement*
(c) Arranging routine scheduled maintenance to Max. \$5000	Included	(c) Pre-AGM Survey & Tenant Meetings	\$22.00 per lot
(d) Issue routine work orders and quotation requests	Included	(d) Complete Safe Work Certificate	\$75.00 per certificate
(e) Conduct on-site inspections per annum	Included	(e) Qualify Existing Trade License	\$55.00 per supplier, per annum
(f) Process insurance claims to a maximum of \$5000	Included	(f) Qualify New Trade License	\$125.00 per supplier
(14.2) Strata Administration		(g) Complete Strata Hub Survey	\$75.00 per 15 Minute Block
(a) Out of Pocket Expenses	At Cost +25%	(h) Complete O.B.C. Survey	\$75.00 per 15 Minute Block
(b) Arrange Council Clean Up	per lot, per clean-up	*A 25% Reduction applies where Winfire is appointed to complete A.F.S.S.	
(c) Bulk Tendering	15% of Savings Gained	(14.7) Insurance **	
(d) Process Tenancy Notices	\$45.00 per notice	(a) Brokerage	If applicable pursuant to Sec.60
(e) Establish Key Register	Price on Application	(b) Process Insurance Claims	\$75.00 per 15 Minute Block
(f) Establish Building Registers	Price on Application	(c) Management Fee Increase	+25% to item in 14.1
(14.3) Financial Administration		**Applies where Agent IS NOT appointed as an Authorised Representative	
(a) Audit Preparation	\$49.00 per 15 minute block	(14.8) Project Administration (Only applies when approved by Principal)	
(b) Income Tax Preparation & Lodgement	per return	(a) Defect Claims	\$75.00 per 15 Minute Block
(c) B.A.S. Preparation & Lodgement	per return	(b) D.B.P. Act Remedial Works	5% of Total of Works
(d) Online Invoice Approvals	\$6.60 per lot, per qtr	(c) Building/Infrastructure Upgrades	\$75.00 per 15 Minute Block
(14.4) Arrears Processing Charged to Levy Debtor		(d) Legal/Mediation Matters	\$75.00 per 15 Minute Block
(a) Issue Arrears Reminders	\$44.00 per arrears notice	(e) Sign Minor & Major Works Contracts	\$75.00 per 15 minute Block
(b) Arrange Payment Plan	\$100.00 per plan, per month	(14.9) Requests by Lot Owners/Residents Charged to Lot Owner	
(c) Perform Skip Trace	\$250.00 per trace	(a) A/Hours Emergency Admin	\$99.00 per call
(d) Initiate Legal Action	\$185.00 per action	(b) Process Key/Fob/Bond Request	\$49.00 per 15 Minute Block
(14.5) Hourly Rates		(c) Provide Smoke Detector Cert.	\$55.00 per certificate
(a) Director/Senior Executive	\$125.00 per 15 Minute Block	(d) Process By-law Complaint	\$49.00 per complaint
(b) Strata Managing Agent	\$75.00 per 15 Minute Block	(e) Online Strata Search	\$55.00 per hour
(c) Clerical/Admin Staff	\$49.00 per 15 Minute Block	(f) Section 184 Certificates	Statutory fee, paid by applicant
Disbursements – Option A		Disbursements – Option B	
(14.10a) Fixed Disbursements (Per Lot, Per Month)		(14.10b) Disbursements – Pay as you Go	
<b>Telephony Charges</b>		<b>Telephony Charges</b>	
(a) Mobile, SMS, MMS, & STD Phone Calls	Included	(a) Mobile, SMS, MMS, & STD Phone Calls	At Cost +25%
<b>Delivery of Information</b>		<b>Delivery of Information</b>	
(b) Postage Charges	Included	(b) Postage Charges	At Cost +25%
(c) Photocopying, Printing and Stationery	Included	(c) Photocopying, Printing and Stationery	\$1.00 per page
(d) Levy Payment Notices (Excluding Arrears Processing fee)	Included	(d) Levy Payment Notices	\$3.30 per levy
(e) Electronic Delivery of Information	Included	(e) Electronic Delivery of Information	\$1.00 per email
(f) Issue supplier EFT and Remittance Advices	Included	(f) Issue supplier EFT and Remittance Advices	\$1.00 per advice
<b>Information Storage and Data Protection</b>		<b>Information Storage and Data Protection</b>	
(g) Hardcopy Archiving, Storage & Retrieval of Records	Included	(g) Hardcopy Archiving, Storage & Record Retrieval	
(h) Store information via an Electronic D.M.S.	Included	(h) Store information via an Electronic D.M.S.	\$2.20 Per Lot, Per Month
(i) Software and Computer Licenses	Included	(i) Software and Computer Licenses	
(j) AWS Cloud Data Storage & Cyber Security	Included	(j) AWS Cloud Data Storage & Cyber Security	(g) to (j)
<b>Electronic Communication</b>		<b>Electronic Communication</b>	
(k) Conduct Electronic Meetings & Voting Platform	Included	(k) Conduct Electronic Meetings & Voting Platform	
(l) Maintain Electronic copy of Strata By-laws	Included	(l) Maintain Electronic copy of Strata By-laws	\$2.20 Per Lot, Per Month
(m) Issue Monthly Financial Statement via Online Portal	Included	(m) Issue Monthly Financial Statement via Portal	
(n) Provide Copy of Insurance Certificate via Online Portal	Included	(n) Provide Copy of Insurance Certificate via Online	(k) to (o)
(o) Maintain Online Client Portal	Included	(o) Maintain Online Client Portal	
(p) Maintain 'Netstrata Space' Mobile Application	Included	(p) Maintain 'Netstrata Space' Mobile Application	\$15.00 Per User, Per Annum

Note: The Fees outlined in 14.6(c) and 14.10b (g) to (o) are capped for large strata schemes (as defined in the Strata Act).

The common seal of Strata Plan was affixed in the presence of the undersigned being the persons authorised to attest the affixing of the seal, on this date

.....  
\*\* Name Signed by representatives of Lot

.....  
\*\* Name Signed by representatives of Lot

\*\* The scheme acknowledges being served with a copy of this agreement when it was signed.

.....  
Signature of the Licensed Strata Managing Agent on behalf of Network Strata Services P/L



## 15. OUR BRANDS

Netstrata have provided professional strata management services since 1996 and are evolving into a Full-Service Organisation for your strata property. Our current services include Strata Management, Insurance Broking, Strata Software and now Maintenance.

An outline of the services provided by our subsidiaries is listed below. Here it should be noted your scheme is at liberty to choose any service provider of their choice, they ARE NOT required to use the services of our brands, however as you will note, apart from cost savings and efficiencies there are numerous benefits for your scheme, including responsibility, accountability, availability, and supply chain assurance.

Having access to these resources also means that our strata managers have a unique training advantage, being exposed to the direct knowledge of our brokers, trades and software developers.

### STRATA INSURANCE SERVICES (S.I.S)



Strata Insurances are a bespoke insurance product that are not generally understood or placed by most Insurance Brokers. With the current volatility in the general insurance market following the recent natural disasters such as bush fires and flooding events, it is important that your scheme is represented by a broker that specialises in and understands the strata insurance market.

**Other key benefits include:**

#### Risk Profiling

Having access to ALL records for your scheme, including the A.F.S.S., asset registers, maintenance records, safety reports, window lock compliance records and claims history means S.I.S. can provide insurers with a complete risk profile that is unable to be provided by external brokers. Because insurers price against risk, providing this information means you can be assured your scheme is receiving the most competitive and thorough insurance proposals possible.

#### Independence

S.I.S. is an independent Insurance Broker. Being independent means that we are able to source insurance products and proposals from ALL strata insurers and underwriting agencies, we are not limited in choice like other broker owned co-operatives.

#### Commission Free

Importantly, S.I.S. DOES NOT take commissions for placing insurances on behalf of your scheme, rather a fee for service is applied and disclosed to owners on each insurance renewal, regardless of which insurance quotation is selected by your Owners Corporation. This adds a further layer of independence to the insurance renewal process for your scheme and reduces many of the taxes and charges that are applied to your premium.

#### Claims Management

Having an in-house broker means we are able to provide a more efficient and effective claims management for any insurable event that may occur at your strata property. This means any damage to your scheme will be remediated sooner and claims paid out more quickly.

#### Reporting and Disclosure

Strata legislation requires all strata managers to disclose any commissions received at each A.G.M. Our office takes this one step further providing all owners with a notification of renewal and current insurance certificate for your property.

For a complete guide to the broking services provided by S.I.S. for your scheme, [click here](#)



## WINFIRE PTY LTD INCORPORATING



Our maintenance division incorporates 3 trading entities, Winfire, Resolute Maintenance, and PG Martin Plumbing. Across these brands we have trade licenses in Electrical, Accredited Fire Technicians, Locksmiths, Carpentry, Plumbing, Roof Plumbing, Draining and Gas fitting.

### Other key benefits include:

#### Safety and Compliance

Winfire was established following the introduction of the NSW Competent Fire Safety Practitioner (C.F.S.P.) regime. Our diversity of skill sets means that we are able to complete two important safety inspections for your property concurrently – Fire Safety and Window Lock Compliance. These inspections not only provide protection and safety assurances, completing the inspections concurrently delivers convenience for residents and cost savings for your Owners Corporation. No other service supplier is able to provide these two services simultaneously.

#### Priority Access

Due to supply and demand pressure, accessing trades during peak periods such as extreme weather events, can be problematic. Having an in-house maintenance division ensures that your property will be given priority service during peak periods, severe weather events and after-hours emergencies.

#### Efficiency and Convenience

Having direct access to a variety of trade licenses means our team are able to complete complex maintenance issues without the need to seek alternative trades or sub-contractors. This assures efficiency and continuity of service, providing both convenience and cost savings for your scheme.

#### Reporting

When our maintenance team is appointed by your scheme to provide scheduled maintenance services, we will provide a detailed report of the services provided, including before and after photos and recommendations for future servicing of common property assets. When requested, we are also able to provide your scheme with an asset register of plant and equipment for your property.

#### Competitive Pricing and Accountability

Quite simply the buck stops with us. We appreciate that on all levels our office and subsidiaries are servicing your homes, investments, and community. To ensure our ongoing relationship is maintained you can be assured that our pricing is competitive and services of the highest standard.



## STRATA SPACE

Strata Space is our proprietary software which enables our office to provide completely unique management services for your Owners Corporation and our Strata Managers.

All owners have access to our online portal and mobile application where they are able to report issues affecting your property and obtain pertinent information regarding your scheme.



## NETSTRATA Mobile App

powered by  
**NETSTRATA**

report, track & view maintenance issues for your property

**DOWNLOAD**

## 16. PROFESSIONAL MEMBERSHIPS



PROFESSIONAL  
STRATA  
MANAGER  
Strata Community Association (NSW)



member  
**REINSW**  
REAL ESTATE INSTITUTE  
OF NEW SOUTH WALES



**GOLD MEMBER**  
**FPA**  
Fire Protection  
Association Australia



Tax Agent  
26193908





### **Special By-Law – Enforcement of By-Laws**

#### **Compliance with By-Laws**

Each Owner, Occupier and Permitted Person must, at their own expense and in a timely fashion, perform and observe the By-Laws for the scheme and take all reasonable steps to ensure that their invitees also comply. If an invitee does not comply, the Owner or Occupier must take all reasonable steps to ensure that the invitee leaves the scheme.

#### **Enforcing a By-Law**

- a) The Owners Corporation may do anything in a Lot or on the Common Property that an Owner or Occupier should have done under the Act or the By-Laws but which it has not done or, in the opinion of the Owners Corporation, has not been done properly.
- b) The Owners Corporation may enforce a By-Law by legal means.
- c) The Owners Corporation, Strata Committee or Strata Manager may issue notices to an Owner or Occupier informing them of a breach of the By-Laws for the scheme.
- d) The Owners Corporation, Strata Committee or Strata Manager may issue a 'Notice to Comply' pursuant to Section 146 of the Act for non-compliance of the By-Laws and notices of the same.
- e) The Owners Corporation, Strata Committee or Strata Manager may seek a monetary penalty pursuant to Section 147 of the Act for a breach of a 'Notice to Comply'.
- f) Unless instructed by the Strata Committee, the Owners Corporation will not be involved in a dispute between the Owners and/or Occupants of two lots.

#### **Owners Corporation Right to Remedy Breach**

Where the Owner or Occupier (or the visitor/s) of a Lot breaches a By-Law, the Owners Corporation reserve the right to apply the following administrative fees for communicating and/or remedying the breach to the offending Lot Owner:

- a) A fee of \$50 for notifying in writing to, or remedying a breach of a By-Law for, the Owner or Occupier of a Lot for a second time (the first notification will bear no Administrative Fee).
- b) A fee of \$100 for notifying in writing to, or remedying a breach of a By-Law for, the Owner or Occupier of a Lot for a third time.
- c) A fee of \$250 for notifying the Owner or Occupier of a Lot with respect to Section 146 of the Act by issuing a notice to comply with a By-Law.

Any Administration Fee charged by the Owners Corporation to a Lot Owner shall be applied to the Lot as a debt. Where an Administrative Fee has been applied pursuant to this By-law, a Lot Owner may apply to the Owners Corporation or Strata Committee that the Administrative Fee be reduced or waived. In the event the Owners Corporation rejects a request made by a Lot Owner, all charges imposed by this By-Law shall stand.

#### **Definitions**

The following terms are defined to mean:

**'Common Property'** means those elements of the building noted as Common Property on the registered Strata Plan for the scheme.

**'Lot'** means any Lot in the Strata Plan.

**'Owner'** means the owner/s of the Lot.

**'Owners Corporation'** means the Owners Corporation created by the registration of a Strata Plan.

**'Strata Committee'** means the Strata Committee elected by the Owners Corporation at any given time.

**'Strata Manager'** means the Strata Managing Agent for the Owners Corporation.

**'the Act'** means the Strata Schemes Management Act 2015. Where any terms used in this By-Law are defined in the Strata Schemes Management Act 2015 (and any subsequent legislation), they will have the same meaning as the terms attributed under that Act.

## **Special By-Law – Lot Owner Charges**

### **Introduction**

The intent of this By-Law is to provide the Owners Corporation with a mechanism to recover the reasonable expenses incurred by the Owners Corporation when addressing administrative and other issues on behalf of individual Lot Owners.

### **Lot Owner Obligations & Rights**

- a) A Lot Owner shall be liable to compensate the Owners Corporation for the costs of any Administrative Charges incurred by the Owners Corporation as follows (but not limited to):
  - I. Tenant updates to the Strata Roll pursuant to Section 258 of the Act.
  - II. Administrative Fees imposed to arrange afterhours emergencies.
  - III. By-Law Breaches
  - IV. Fines for the late submission of the A.F.S.S.
  - V. Additional Inspection Fees to gain access to a Lot during the A.F.S.S. (except for the initial inspection).
  - VI. Security key and key fob/swipe Administration Fees
  - VII. Arrears Fees and Debt Collection Charges for the recovery of overdue Levies.
  - VIII. Levy Notice Postage Fees.
  - IX. Arranging repairs and maintenance for Lot property items.
  - X. Animal/Pet request Application Fees, including the addition of approved animals to a pet register where applicable.
  - XI. Renovation request Application Fees, including the addition of the renovations to a register where applicable.
  - XII. Costs for defending an adjudication, tribunal or other legal application made by a Lot Owner or for the costs of Debt Recovery action initiated by the Owners Corporation or the Owners Corporation's agents.
  - XIII. Any other Administrative Fee deemed reasonable by the Strata Committee.
- b) Any Administration Fee charged by the Owners Corporation to a Lot Owner shall be applied to the Lot as a Debt. Where an Administrative Fee has been applied pursuant to this By-Law, a Lot Owner may apply to the Owners Corporation or Strata Committee that the Administrative Fee be reduced or waived. In the event the Owners Corporation rejects a request made by a Lot Owner, all charges imposed by this By-Law shall stand.

### **Owners Corporation Obligations & Rights**

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;

- a) The Owners Corporation shall have the power to recover all costs outlined above from a Lot Owner as a Debt by way of a Levy charged to the Lot.
- b) The Owners Corporation must serve upon the Owner a written notice of the contribution payable.
- c) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act.
- d) The Owners Corporation may initiate Debt Recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act.
- e) All monies recovered by the Owners Corporation shall form part of the Fund to which the relevant contribution belongs.

### Definitions

The following terms are defined to mean:

**'Common Property'** means those elements of the building noted as Common Property on the registered Strata Plan for the scheme.

**'Lot'** means any Lot in the Strata Plan.

**'Owner'** means the Owner/s of the Lot.

**'Occupier'** means the Occupier of a Lot.

**'Owners Corporation'** means the Owners Corporation created by the registration of a Strata Plan.

**'Strata Committee'** means the Strata Committee elected by the Owners Corporation at any given time.

**'The Act'** means the Strata Schemes Management Act 2015. Where any terms used in this By-Law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.

**'Works'** means any repair, maintenance, replacement or refurbishment undertaken at the Strata Scheme.



## **Special by-law no.XX – Short Term Accommodation and Overcrowding**

### **1. Introduction**

The purpose of this by-law is to assist the management and administration of the strata scheme and reduce the strain on the strata scheme's resources, by dealing with the unauthorised uses of lots.

### **2. Overcrowding**

2.1 No owner or occupier may alter the layout of the lot so as to increase the number of bedrooms, except with the approval of the local council.

2.2 The owner or occupier of a lot must ensure that the lot is not occupied by more persons than are allowed by law to occupy the lot.

2.3 Section 137 of the Act allows the owners corporation to pass a by-law limiting the number of adults who may reside in a lot, by reference to the number of bedrooms in the lot.

2.4 Subject to the Regulations, the owner or occupier of a lot must ensure that the lot is not occupied by more than 2 adults per bedroom. For clarity, this means that if there are 2 bedrooms in a lot, no more than 4 adults may reside in that lot.

### **3. No Illegal Uses**

3.1 Each owner and occupier must ensure that the lot they own or occupy is not used for any purpose that is prohibited by law.

3.2 Further to and to clarify clause 3.1, each owner and occupier must ensure that the lot they own or occupy is not used for any purpose that requires approval or registration, without that approval or registration and provide a copy of any such approval or registration to the owners corporation (including any registration numbers) immediately upon receipt.

3.3 Each owner and occupier must ensure that the lot they own or occupy is not used for:

3.3.1 illegal short term accommodation; or

3.3.2 any (other) commercial purpose.

3.4 The owner and occupier must ensure that the lot is not advertised or promoted for:

3.4.1 illegal short term accommodation; or

3.4.2 any commercial purpose.

### **4. Owners responsible for Tenants' Actions**

4.1 Each owner must:

4.1.1 take all reasonable steps to ensure their occupiers comply with this by-law and any relevant Law; and

4.1.2 if they are notified of a breach of this by-law by the owner or an occupier, take immediate steps to rectify the non-compliance.

5. **Owners corporation's power in the event of a breach of this by-law**

5.1 If an owner or occupier breaches this by-law, the owners corporation may:

- 5.1.1 take steps to investigate, rectify or restrain the breach, including legal action;
- 5.1.2 issue a notice to the owner's or occupier's that have breached this by-law and they must immediately rectify the breach;
- 5.1.3 if a notice is issued in accordance with clause 5.1.1, recover from the relevant owner or occupier the reasonable cost of sending the notice, and the expenses of recovering those costs; and
- 5.1.4 to the extent possible, recover from the owner as a liquidated debt and on an indemnity basis the cost of investigating, rectifying or restraining the breach, the expenses of recovering those costs and interest on those costs calculated at the same rate as outstanding contributions.

6. **Interpretation**

In this by-law:

- 6.1 **Act** means the *Strata Schemes Management Act 2015*.
- 6.2 **licence** means a personal right granted to a guest to occupy part of a lot, where no legal or equitable interest vests by virtue of that licence.
- 6.3 **Law** means any legislation, regulation, direction, rule or otherwise in place in New South Wales for the time being, including the Code of conduct for the short term rental accommodation industry provided by NSW Fair Trading at the time this by-law is registered.
- 6.4 **lot** means a lot in the strata scheme.
- 6.5 **notice** means a notice issued in accordance with clause 5.1.1 of this by-law.
- 6.6 **occupier** means any occupier of a lot.
- 6.7 **owner** means an owner of a lot in the strata scheme.
- 6.8 **Regulations** means the *Strata Schemes Management Regulations 2016*.
- 6.9 **illegal short term accommodation** in respect of a lot means, where the lot is not the owner's principal place of residence, giving someone the right to lease, licence or occupy all or part of a lot for a duration of less than 3 months, including accommodation through Airbnb or for backpackers or tourists.
- 6.10 Any term used in this by-law that is defined in the Act will have the same meaning in this by-law as it does in the Act.
- 6.11 If there is any conflict between this by-law and any other by-law of the strata scheme, this by-law will apply to the extent of that conflict.
- 6.12 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must



be excluded from this by-law but only to the extent necessary to avoid that effect.  
All other provisions of this by-law continue to be valid and enforceable.

# WHAT'S COVERED BY STRATA BUILDING INSURANCE

## WHAT IS BUILDING INSURANCE

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as a result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary & Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for the routine maintenance items or building defects such as the repair of leaking shower trays, settlement/movement cracks in walls & ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison to think of is motor vehicle insurance. You can insure your vehicle against having an accident, however you cannot insure your vehicle for wearing out. This same principle applies to Strata Building Insurance.

## HOW IS AN OWNER OF A LOT PROPERTY PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the building' against accidental or malicious damage – section 160 (1), Strata Schemes Management Act 2015 (the Act).

Lot space within a strata scheme is commonly defined as;

“the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor”

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within the lot, such as;

- Internal walls
- Internal doors
- Toilets, baths & basins
- Shower screens
- Built-in wardrobes
- Kitchen sinks, cabinets and bench tops
- Appliances, such as wall and bench ovens, cook tops, range hoods, hot water heaters and bathroom & laundry exhaust fans

For example, a leaking tap washer in the kitchen or leak through a shower

## WHAT'S COVERED BY STRATA BUILDING INSURANCE

screen is the lot owners' responsibility to maintain. However, by virtue of the term 'the building' being included in section 160 (1), many of the building components contained within the 'lot' are protected by the mandatory Building Insurance that is taken out by the Owners Corporation.

Simply speaking these items are the lot owners' responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged via an insurable event.

### **ARE MY CONTENTS COVERED?**

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and underlay
- Floating floorboards
- Wallpaper
- Curtains and blinds
- Light fittings
- Paint work on walls & ceilings
- Wall tiles located on internal walls
- Any furnishing or personal contents
- Electrical appliances that are not hardwired into the building e.g. clothes dryers, dishwashers or microwaves

Owner-occupiers may extend the cover on their contents insurance to include the items not covered by the strata building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-resident or investor owners may take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot. However all owners should undertake their own inquiries with their insurer or insurance broker to ensure their contents are adequately protected by their contents policy

# STATUTORY INFORMATION

## **QUORUM (CLAUSE 17, SCHEDULE 1)**

1. A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
2. A quorum is present at a meeting only in the following circumstances:
  - (a) If not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy.
  - (b) If not less than one quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election.
  - (c) If there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.
3. A person who has voted, or intends to vote, on a motion or at an election at a meeting by permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
4. If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:
  - (a) Adjourn the meeting for at least 7 days, or
  - (b) Declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.
5. If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

## **RESOLUTIONS**

### **Ordinary Resolution**

A motion put to a meeting of the Owners Corporation is decided according to the majority in number of votes cast for and against the motion with each person having one vote for each lot in respect of which the person is entitled to vote.

### **Special Resolution**

If a motion put to a general meeting of the Owners Corporation requires a special resolution\*, the passing of a special resolution requires that a vote to be taken by units of entitlement and that not more than one quarter of the units of entitlement represented at the meeting and entitled to vote, vote against the motion.

### **Unanimous Resolution**

If a motion put to a general meeting of the Owners Corporation requires a unanimous resolution\*, the passing of a unanimous resolution requires that no vote to be cast against the motion.

\*Such motions are clearly indicated in the form of motion.

# STATUTORY INFORMATION

## **VOTING RIGHTS (PART 4, SCHEDULE 1)**

You, or where this notice is addressed to a corporation, your company nominee, may vote at the meeting:

1. Either in person at the meeting or by duly appointed \*proxy whose instrument of appointment is given to the secretary of the Owners Corporation before the commencement of the meeting;
2. Except in the case of a motion requiring a unanimous resolution, only if all contributions levied and payable on the above lot(s), and any other monies recoverable under the above Act by the Owners Corporation from you at the date of this notice, have been duly paid before the commencement of the meeting; and
3. In the case of an owner of a lot subject to a first mortgage shown on the strata roll (a priority vote), only if the mortgagee fails or neglects to exercise the voting power conferred on him by schedule 2 part 2 of the above Act.
4. Where this notice is addressed to a corporation, the company nominee voting at the meeting must be the company nominee/s specified on the section 22 notice and strata roll for the Owners Corporation. The nominee must also provide the chairperson with a written authorisation of their entitlement to vote at the meeting.
5. A power of attorney may only cast a vote at the meeting via a duly completed Proxy Appointment Form signed by the owner/s of the lot they are representing.

## **PRE-MEETING ELECTRONIC VOTING**

Owners Corporations may allow for 'Pre-Meeting Electronic Voting' which is a means of casting a vote electronically, up to 24 hours before the commencement of a meeting.

Our office has implemented an electronic voting mechanism which is accessible via the Netstrata weblink portal established for your Strata Scheme. Owners who cannot attend a meeting or prefer to vote electronically may logon to the portal (website - <https://portal.netstrata.com.au/>) and cast a vote for the motions being considered at the meeting. There are however the following limitations as imposed in the Strata Schemes Management Regulation 2016 (Regulation 14):

1. The pre-meeting vote may have no effect where a motion is amended at a meeting;
2. A motion that is to be determined wholly by pre-meeting electronic voting may not be amended at the meeting for which the pre-meeting electronic voting is conducted;
3. A motion that is to be determined partly by pre-meeting electronic voting must not be amended at the meeting for which the pre-meeting electronic voting is conducted if the effect of the amendment is to change the subject matter of the original motion;
4. A pre-meeting vote may not be counted for the purposes of a Strata Committee election.



# GENERAL MEETING INFORMATION

## OFFICE LOCATION & ACCESS

Our Meeting Rooms are located above 'Hardcore Gym', pedestrian entry from 298 Railway Parade, Carlton. Parking is available at the rear of our premises and Carlton railway station from Railway Parade. Lift Access for disabled or less mobile persons is available via our rear entry with prior notification to your strata manager. The facilities at our office enable the meetings for your scheme to be conducted in a comfortable and business like environment and avoid potential W.H. & S. issues and other liabilities for your scheme.

## ABOUT THE AGENDA

A synopsis of the motions to be determined at this meeting as well as the statutory requirements relating to the conduct of a general meeting are detailed in the meeting notice. Whilst they are largely self-explanatory, we urge you to read them so you are fully aware of your rights and obligations surrounding the matters to be determined.

## MEETING DURATION

The duration of the meeting will largely depend on the number of motions to be determined. A simple proxy meeting (i.e. one conducted via proxy/postal vote) may only take a few minutes, whereas an Annual General Meeting usually last around 1 hour.

## WHERE TO FIND OUT MORE

Copies of 'Strata Living', an owner's guide produced by NSW Fair Trading is available from the NSW Fair Trading website [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au). Strata Living is a useful guide outlining all your rights, obligations and responsibilities of owning in and the administration of Strata Properties in NSW.

You can also find out more regarding the operation of your scheme, strata legislation and other useful information by visiting our website [www.netstrata.com.au](http://www.netstrata.com.au).

## QUESTIONS?

We encourage your questions and feedback surrounding all aspects of the administration of your strata property, however to save time at the meeting we'd ask that any questions you may have regarding the agenda or attachments be directed to your strata manager prior to the meeting.

## VOTING & ATTENDANCE

If you are unable to attend the meeting you may signal your voting via the Proxy/Voting form enclosed with the meeting notice or vote online via your owner portal at [www.netstrata.com.au](http://www.netstrata.com.au). Please note however only committee members may vote at committee meetings.

## GENERAL DISCUSSIONS

If time permits there will be a general discussion period at the conclusion of the meeting so owners have an opportunity to raise other matters not on the agenda, however any decisions made will be limited to the delegated authority of the manager.



[www.netstrata.com.au](http://www.netstrata.com.au)

P: 1300 638 787

[admin@netstrata.com.au](mailto:admin@netstrata.com.au)

Emergency (after hours): 1300 663 760

**Head Office**

298 Railway Parade  
Carlton NSW 2218

**Wollongong Office**

Suite 3.03, 3 Rawson St  
Wollongong NSW 2500

**Sydney CBD Sales Office**

Level 26, 44 Market St  
Sydney NSW 2000

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# CAPITAL WORKS FUND PLAN

## LOT 1

222 Botany Road

Alexandria NSW 2015

Strata Plan 82998



Report details	
Inspection date:	13/03/2018
Inspector:	Joseph Bechara

### NEW SOUTH WALES

Level 5, 115 Pitt St Sydney 2000  
PO Box A72 Sydney South NSW 1235

### QUEENSLAND

9 Gardner Close, Milton 4064  
PO Box 1584 Milton 4064

### VICTORIA

Level 1, 1 Queens Rd Melbourne 3004  
GPO Box 3025 Melbourne 3001





08 October 2021

The Executive Committee  
Strata Plan 82998  
222 Botany Road  
Alexandria NSW 2015

Dear Committee Members,

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

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

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

**Key Report Data Levies Summary – First Financial Year**

Levy Per Unit Entitlement (Total capital works fund levy divided by unit entitlements)	\$9.50
Total Unit Entitlements	10000
Total Capital Works Fund Levy	\$95,000.00

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

Report Index	Page No.
<b>Owners Report Summary</b>	<b>Section 1</b>
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph	3
<b>Report Detail</b>	<b>Section 2</b>
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	6
Inspector's Building Report & Building Specific Report Notes	<b>Error! Bookmark not defined.</b>
Report Notes	9

**All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website [www.solutionsinengineering.com](http://www.solutionsinengineering.com)**

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

Yours sincerely,

The Team at Solutions in Engineering

## Building Details & Report Inputs

### Supplied information

Building Name	Lot 1
Building Address	222 Botany Road Alexandria NSW 2015
Strata Plan (SP) No	82998
Plan Type	Strata Plan
Registered Plan Date/Year of Construction	2009
Number of Unit Entitlements	10000
Number of Units	80
Estimated Starting Capital Works Fund Balance	\$188,111
Starting date of Financial Year for Report	1/01/2019
GST Status	Not Registered for GST
Current Capital Works Fund Levy per Lot Entitlement	\$7.00

### Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on capital works fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the plan looks out.	15 years

### 15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Unit Entitlement	Quarterly Contribution
1	31/12/2019	95,000.00	9.50	2.38
2	31/12/2020	97,945.00	9.79	2.45
3	31/12/2021	100,981.30	10.10	2.53
4	31/12/2022	104,111.72	10.41	2.60
5	31/12/2023	107,339.18	10.73	2.68
6	31/12/2024	110,666.69	11.07	2.77
7	31/12/2025	114,097.36	11.41	2.85
8	31/12/2026	117,634.38	11.76	2.94
9	31/12/2027	121,281.05	12.13	3.03
10	31/12/2028	125,040.76	12.50	3.13
11	31/12/2029	128,917.02	12.89	3.22
12	31/12/2030	132,913.45	13.29	3.32
13	31/12/2031	137,033.77	13.70	3.43
14	31/12/2032	141,281.82	14.13	3.53
15	31/12/2033	145,661.56	14.57	3.64



## 15 Year Cash Flow Tracking Sheet

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

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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/12/2019	188,111.00	95,000.00	5,493.64	3,678.00	284,926.64
2	31/12/2020	284,926.64	97,945.00	4,152.32	314,409.00	72,614.96
3	31/12/2021	72,614.96	100,981.30	2,752.44	11,961.00	164,387.70
4	31/12/2022	164,387.70	104,111.72	4,189.19	76,360.00	196,328.61
5	31/12/2023	196,328.61	107,339.18	5,278.05	50,801.00	258,144.84
6	31/12/2024	258,144.84	110,666.69	6,791.29	48,974.00	326,628.82
7	31/12/2025	326,628.82	114,097.36	8,964.51	4,418.00	445,272.69
8	31/12/2026	445,272.69	117,634.38	8,109.44	318,015.00	253,001.51
9	31/12/2027	253,001.51	121,281.05	7,001.84	31,383.00	349,901.40
10	31/12/2028	349,901.40	125,040.76	5,548.33	352,645.00	127,845.49
11	31/12/2029	127,845.49	128,917.02	3,802.22	61,015.00	199,549.73
12	31/12/2030	199,549.73	132,913.45	5,333.23	78,121.00	259,675.41
13	31/12/2031	259,675.41	137,033.77	7,410.24	25,726.00	378,393.42
14	31/12/2032	378,393.42	141,281.82	9,500.88	89,483.00	439,693.12
15	31/12/2033	439,693.12	145,661.56	11,348.22	59,242.00	537,460.90

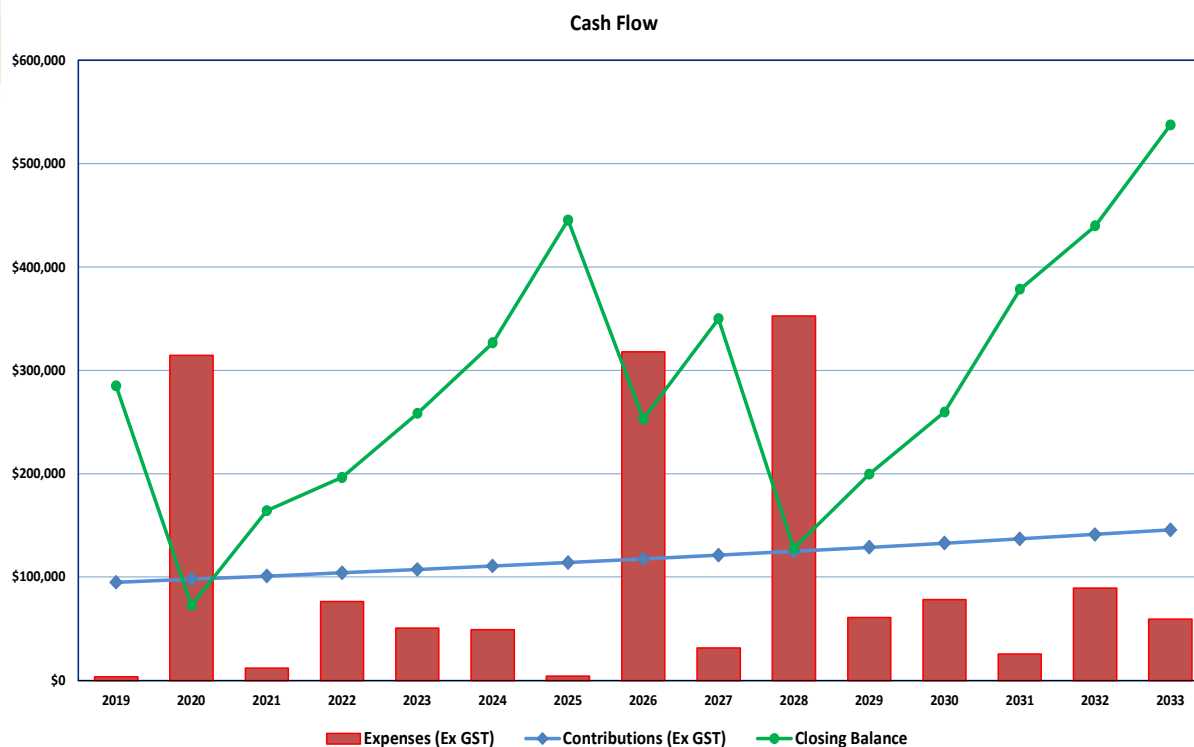
## 15 Year Cash Flow Graph

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

Contributions line - Total capital works fund contributions per year.

Expenses line – Total anticipated expenses in each year.

Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



## Anticipated Expenditures Table Year 1 - 15

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

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

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

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

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

Expenditure Item	Current Cost	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Year 6 (2024)	Year 7 (2025)	Year 8 (2026)	Year 9 (2027)	Year 10 (2028)	Year 11 (2029)	Year 12 (2030)	Year 13 (2031)	Year 14 (2032)	Year 15 (2033)
<b>1. Building exterior to Block B &amp; R</b>																
Repaint building exterior to SP 82998 only	136,256	-	140,480	-	-	-	-	-	-	-	179,343	-	-	-	-	-
Repaint balcony ceilings and concrete soffits	14,190	-	14,630	-	-	-	-	-	-	-	18,677	-	-	-	-	-
Maintain windows and balcony sliding doors	10,000	-	-	-	10,959	-	-	-	12,383	-	-	-	13,991	-	-	-
Maintain roof top box guttering (total: 112 Lm) – 20%	1,800	-	-	-	1,973	-	-	-	2,229	-	-	-	2,518	-	-	-
Maintain sections of louvered facades and track system (total: 480 m2) – 20%	29,274	-	-	-	-	-	34,102	-	-	-	-	-	-	-	-	44,885
Plumbing and drainage maintenance	17,004	-	17,531	-	-	19,213	-	-	21,055	-	-	23,075	-	-	25,288	-
General building maintenance	20,496	-	21,131	-	-	23,158	-	-	25,379	-	-	27,814	-	-	30,481	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>193,772</b>	<b>0</b>	<b>12,932</b>	<b>42,371</b>	<b>34,102</b>	<b>0</b>	<b>61,046</b>	<b>0</b>	<b>198,020</b>	<b>50,889</b>	<b>16,509</b>	<b>0</b>	<b>55,769</b>	<b>44,885</b>
<b>2. Roof to SP 82998 Block B &amp; R only</b>																
Maintain metal roofs (total: 1625 m2) - 10%	13,375	-	-	-	14,658	-	-	-	16,562	-	-	-	18,713	-	-	-
Maintain metal flashings (total: 88 Lm) - 10%	2,327	-	-	-	2,550	-	-	-	2,881	-	-	-	3,256	-	-	-
Replacement of hatch and ladder leading to roof top	6,502	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace unit exhaust vents to both blocks	6,556	-	-	-	-	-	7,637	-	-	-	-	-	-	-	9,750	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>17,208</b>	<b>0</b>	<b>7,637</b>	<b>0</b>	<b>19,443</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,969</b>	<b>0</b>	<b>9,750</b>	<b>0</b>
<b>3. Access for work at heights</b>																
Swing stage off fixed anchor points	25,548	-	26,340	-	-	-	-	-	-	-	33,627	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>26,340</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,627</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. Main foyers off Retreat and Botany Road</b>																
Repaint ceilings	1,853	-	1,910	-	-	-	-	-	-	-	2,439	-	-	-	-	-
Repaint walls	3,330	-	3,433	-	-	-	-	-	-	-	4,383	-	-	-	-	-
Maintain glass / aluminium doors	3,096	-	-	3,291	-	-	3,607	-	-	3,952	-	-	4,332	-	-	4,747
Maintain floor tiles (total: 78 m2) – 10%	1,340	-	-	-	1,469	-	-	-	1,659	-	-	-	1,875	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>5,343</b>	<b>3,291</b>	<b>1,469</b>	<b>0</b>	<b>3,607</b>	<b>0</b>	<b>1,659</b>	<b>3,952</b>	<b>6,822</b>	<b>0</b>	<b>6,207</b>	<b>0</b>	<b>0</b>	<b>4,747</b>

Expenditure Item	Current Cost	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Year 6 (2024)	Year 7 (2025)	Year 8 (2026)	Year 9 (2027)	Year 10 (2028)	Year 11 (2029)	Year 12 (2030)	Year 13 (2031)	Year 14 (2032)	Year 15 (2033)
<b>5. Lobbies and hallways to Blocks R and B</b>																
Repaint ceilings	12,308	-	12,690	-	-	-	-	-	-	-	16,200	-	-	-	-	-
Repaint walls	40,950	-	42,219	-	-	-	-	-	-	-	53,899	-	-	-	-	-
Repaint door face – one side including architraves	9,707	-	10,008	-	-	-	-	-	-	-	12,777	-	-	-	-	-
Maintain floor tiles (total: 518 m2) – 10%	10,052	-	-	-	11,016	-	-	-	12,447	-	-	-	14,064	-	-	-
Replace Carpet	10,932	-	-	-	11,981	-	-	-	-	-	-	-	-	-	16,258	-
Interior Consulting Fees	1,565	-	-	1,664	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>64,917</b>	<b>1,664</b>	<b>22,997</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,447</b>	<b>0</b>	<b>82,876</b>	<b>0</b>	<b>14,064</b>	<b>0</b>	<b>16,258</b>	<b>0</b>
<b>6. Fixtures and fittings</b>																
Replace letterboxes	9,710	-	-	-	-	-	-	-	-	-	-	-	13,585	-	-	-
Maintain common lighting	3,406	3,406	-	3,620	-	3,848	-	4,091	-	4,348	-	4,622	-	4,913	-	5,222
Replacement of domestic water pressure pumps	10,755	-	-	-	11,787	-	-	-	-	-	-	-	-	15,514	-	-
Replace security access intercom system	42,220	-	-	-	-	-	-	-	52,279	-	-	-	-	-	-	-
Replace community hot water system 275 litre tanks gas	16,260	-	-	-	-	-	-	-	-	20,758	-	-	-	-	-	-
Replace hot water circulators	3,934	-	-	-	4,311	-	-	-	-	-	5,178	-	-	-	-	-
Replacement of supply air-exhaust system to bin rooms	2,352	-	-	2,500	-	-	-	-	2,912	-	-	-	-	3,393	-	-
<b>Sub Total (Incl. GST)</b>		<b>3,406</b>	<b>0</b>	<b>6,120</b>	<b>16,098</b>	<b>3,848</b>	<b>0</b>	<b>4,091</b>	<b>55,191</b>	<b>25,106</b>	<b>5,178</b>	<b>4,622</b>	<b>13,585</b>	<b>23,820</b>	<b>0</b>	<b>5,222</b>
<b>7. Lift to SP 82998 only</b>																
Maintain security access system	725	-	747	-	-	819	-	-	898	-	-	984	-	-	1,078	-
Refurbish lift interior	29,817	-	-	-	-	-	-	-	36,921	-	-	-	-	-	-	-
Overhaul lift motor - up to 10 storey geared, variable speed - passenger lift	86,293	-	-	-	-	-	-	-	106,853	-	-	-	-	-	-	-
Replace lift (4 storeys and 8 storeys to blocks R & B)	379,979	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>747</b>	<b>0</b>	<b>0</b>	<b>819</b>	<b>0</b>	<b>0</b>	<b>144,672</b>	<b>0</b>	<b>0</b>	<b>984</b>	<b>0</b>	<b>0</b>	<b>1,078</b>	<b>0</b>
<b>Grand Total (Incl. GST)</b>		<b>3,406</b>	<b>291,119</b>	<b>11,075</b>	<b>70,704</b>	<b>47,038</b>	<b>45,346</b>	<b>4,091</b>	<b>294,458</b>	<b>29,058</b>	<b>326,523</b>	<b>56,495</b>	<b>72,334</b>	<b>23,820</b>	<b>82,855</b>	<b>54,854</b>
<b>Contingency Allowance (Incl. GST)</b>		<b>272</b>	<b>23,290</b>	<b>886</b>	<b>5,656</b>	<b>3,763</b>	<b>3,628</b>	<b>327</b>	<b>23,557</b>	<b>2,325</b>	<b>26,122</b>	<b>4,520</b>	<b>5,787</b>	<b>1,906</b>	<b>6,628</b>	<b>4,388</b>
<b>Grand Total Expenses (Incl. Contingency Allowance and GST)</b>		<b>3,678</b>	<b>314,409</b>	<b>11,961</b>	<b>76,360</b>	<b>50,801</b>	<b>48,974</b>	<b>4,418</b>	<b>318,015</b>	<b>31,383</b>	<b>352,645</b>	<b>61,015</b>	<b>78,121</b>	<b>25,726</b>	<b>89,483</b>	<b>59,242</b>

## Building Data List from the Property Inspection for Lot 1

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

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the total quantity of that item

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

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

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

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

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

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

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>1. Building exterior to Block B &amp; R</b>							
Repaint building exterior to SP 82998 only	4,258	m2	32.00	136,256.00	2	8	Painting to be done once remedial works are complete
Repaint balcony ceilings and concrete soffits	645	m2	22.00	14,190.00	2	8	Ongoing painting program
Maintain windows and balcony sliding doors	80	units	125.00	10,000.00	4	4	Replace seals, mechanism repairs
Maintain roof top box guttering (total: 112 Lm) – 20%	24	Lm	75.00	1,800.00	4	4	Inspect and repair as required
Maintain sections of louvered facades and track system (total: 480 m2) – 20%	102	m2	287.00	29,274.00	6	9	Inspect and repair as required
Plumbing and drainage maintenance	4	Item	4,251.00	17,004.00	2	3	For water, sewer and stormwater repairs and maintenance
General building maintenance	4	Item	5,124.00	20,496.00	2	3	Fund for future building maintenance works
<b>2. Roof to SP 82998 Block B &amp; R only</b>							
Maintain metal roofs (total: 1625 m2) - 10%	162	m2	82.56	13,375.00	4	4	Repair as required
Maintain metal flashings (total: 88 Lm) - 10%	9	Item	258.60	2,327.00	4	4	Repair as required
Replacement of hatch and ladder leading to roof top	2	Ea	3,251.00	6,502.00	18	30	Replace as required
Replace unit exhaust vents to both blocks	12	Ea	546.34	6,556.00	6	8	Repair as required
<b>3. Access for work at heights</b>							
Swing stage off fixed anchor points	4,258	m2	6.00	25,548.00	2	8	Including erecting and dismantling
<b>4. Main foyers off Retreat and Botany Road</b>							
Repaint ceilings	78	m2	23.76	1,853.00	2	8	Ongoing painting program
Repaint walls	148	m2	22.50	3,330.00	2	8	Ongoing painting program
Maintain glass / aluminium doors	3	Item	1,031.97	3,096.00	3	3	Repair as required
Maintain floor tiles (total: 78 m2) – 10%	8	m2	167.54	1,340.00	4	4	Replace as required
<b>5. Lobbies and hallways to Blocks R and B</b>							
Repaint ceilings	518	m2	23.76	12,308.00	2	8	Ongoing painting program
Repaint walls	1,820	m2	22.50	40,950.00	2	8	Ongoing painting program
Repaint door face – one side including architraves	96	Ea	101.11	9,707.00	2	8	Ongoing painting program
Maintain floor tiles (total: 518 m2) – 10%	60	m2	167.54	10,052.00	4	4	Replace as required
Replace Carpet	1	Ea	10,932.00	10,932.00	4	10	Quotes provided by OC
Interior Consulting Fees	1	Ea	1,565.00	1,565.00	3		Costs provided by OC

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>6. Fixtures and fittings</b>							
Replace letterboxes	80	units	121.38	9,710.00	12	18	Replace as required
Maintain common lighting	8	Item	425.73	3,406.00	1	2	Ongoing maintenance allowance
Replacement of domestic water pressure pumps	3	Ea	3,585.00	10,755.00	4	9	Replace as required
Replace security access intercom system	80	units	527.75	42,220.00	8	13	Replace as required
Replace community hot water system 275 litre tanks gas	5	Item	3,252.00	16,260.00	9	15	
Replace hot water circulators	4	Ea	983.41	3,934.00	4	6	Replace as required
Replacement of supply air-exhaust system to bin rooms	3	Item	784.00	2,352.00	3	5	Upgrade as required
<b>7. Lift to SP 82998 only</b>							
Maintain security access system	3	Item	241.76	725.00	2	3	Ongoing maintenance program
Refurbish lift interior	3	Item	9,939.07	29,817.00	8	15	Refurbish as required
Overhaul lift motor - up to 10 storey geared, variable speed - passenger lift	3	Ea	28,764.22	86,293.00	8	12	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
Replace lift (4 storeys and 8 storeys to blocks R & B)	3	Ea	126,659.52	379,979.00	21	30	Replace as required



## Inspector's Report for Lot 1

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1. Actual Painting quotations can vary to our Painting Cost Estimates due to colour selection changes (i.e.: changing from light to dark or dark to light that may require multiple coats). Often over product specification that include either an impact membrane or 3 coat system can add up to 15-20% to the painting per square metre rate.
2. We have recommended that the balance of the Capital Works be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.
3. **IMPORTANT NOTES ABOUT PAINTING:** Painting a building serves two main purposes: improving the appearance of the building; and protecting the painted surface. From a maintenance point of view, this second purpose is more important. By sealing the surface, paint protects the building from damage caused by water, salt or air pollutants. Although most paints will hold their appearance for at least ten years, before cracking or peeling occurs, they become porous and lose their protective abilities well before this point. As such, we recommend that surfaces are repainted more frequently.

High-quality elastomeric paints, when properly applied, can achieve longer-lasting results, however the higher cost of this paint, lower spread rates and higher labour costs associated with this work tends to increase painting cost by approximately 50%, and so has not been included in this forecast.

Washing or pressure cleaning a painted surface can significantly diminish its function as a protective coating. If the surface is not repainted after the timeframe recommended above it will become more vulnerable to water, salt and/or pollutants. The resulting damage can considerably increase the cost of surface preparation before future repainting and, in extreme cases lead to concrete cancer, requiring major repairs.

4. The painting cost estimates are as accurate as possible. However, due to privacy considerations, access restrictions to some areas and the varied nature of the property, it is recommended that the Owners Corporation obtain quotes for painting work well in advance of when the work is to be carried out to allow for any shortfall or excess in funds.
5. The powder coated metalwork throughout the property may be subject to a manufacturer's warranty and, as such, the manufacturer's cleaning and maintenance recommendations should be followed to maximise the lifespan of the product.
6. An allowance for general building maintenance and repairs was added for future works.
7. Monies were budgeted for the maintenance and replacement of window parts on the complex.
8. Money allocated for scaffold can be used for other access equipment e.g. boomlift, cherry picker.
9. The metal roof and flashings need regular maintenance.
10. An allowance for plumbing and drainage maintenance was included for the complex.
11. Lift maintenance has been included in this report.

## Report Notes

### Capital Works Fund Plan (NSW)

This forecast satisfies the current requirements of section 80 of the Strata Schemes Management Act 2015, which states:

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

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

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

#### **74 Capital works fund**

- (1) **Establishment of fund**  
An owners corporation must establish a capital works fund.
- (2) **Amounts payable to fund**  
An owners corporation must pay the following amounts into the capital works fund:
  - (a) the contributions levied on, and paid by, owners for payment into the fund,
  - (b) any amounts paid to the owners corporation by way of discharge of insurance claims, unless paid into the administrative fund,
  - (c) any amounts paid to the owners corporation under Part 11,
  - (d) any amount received by the owners corporation that is not required or permitted to be paid into the administrative fund,
  - (e) the proceeds of any investment of the fund.
- (3) An owners corporation may also pay the following amounts into the capital works fund:
  - (a) any income of the owners corporation,
  - (b) any amount that may be, but is not required to be, paid into the fund under this Act.
- (4) **Amounts payable from fund**  
An owners corporation may pay money from its capital works fund only for the following purposes:
  - (a) payments of the kind for which estimates have been made under section 79 (2),
  - (b) payments made in accordance with this Division on a distribution of a surplus in the fund,
  - (c) payments of amounts for the purposes of Part 11,
  - (d) the transfer of money to the administrative fund or to pay expenditure that should have been paid from the administrative fund.
- (5) **Exemption**  
An owners corporation for a strata scheme comprising 2 lots need not establish a capital works fund if:
  - (a) the owners corporation so determines by unanimous resolution, and
  - (b) the buildings comprised in one of those lots are physically detached from the buildings comprised in the other lot, and
  - (c) no building or part of a building in the strata scheme is situated outside those lots.

#### **THIS REPORT DEALS WITH THE CAPITAL WORKS FUND PLAN.**

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

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

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

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

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

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

**Items with Indefinite Lives** - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the Strata Committee); for example: sanitary fittings and lift carriage interiors. This forecast deals only with estimating the timing of physical obsolescence.

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

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

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

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

**Safety** - The inspection does not cover safety issues.

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

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

**Window Safety Device** – It is mandatory to install a safety device/ lock that restricts the opening of an openable window to less than 12.5cm. The device must be able to withstand a specific outward pushing force. All windows in

every apartment building above a certain height must comply. (Section 118 Strata Schemes Management Act 2015; section 30 Strata Schemes Management Regulation 2016). An allowance has been made for the installation of these devices. Contact our office should you require a quotation to install these devices.

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

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

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

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